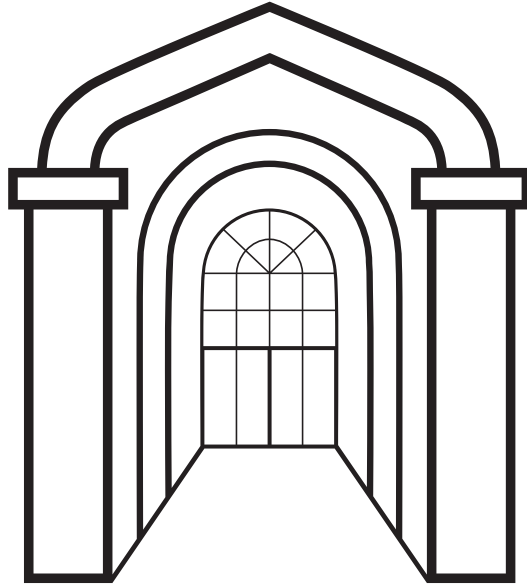




# ECCC

*Excellence with Class*

CATALOG 2017-18



# EAST CENTRAL

COMMUNITY COLLEGE

2017 - 2018

## CATALOG

# INFORMATION DIRECTORY

## Mailing Address:

EAST CENTRAL COMMUNITY COLLEGE  
P.O. BOX 129  
DECATUR, MISSISSIPPI 39327  
www.eccc.edu  
1-877-GO2-ECCC

## Telephone Switchboard: 601-635-2111 (Daytime)

**Administrative**, President, 601-635-6200  
**Admissions**, Director of Admissions and Records, 601-635-6206  
**Alumni**, Executive Director for Foundation and Alumni Relations, 601-635-6327  
**Athletic Matters**, Athletic Director, 601-635-6401  
**Business Matters**, Vice President for Business Operations, 601-635-6208  
**Counseling, Academic**, 601-635-6231 / 6308  
**Career-Technical**, 601-635-6214  
**Dormitory Accommodations**, Director of Housing, 601-635-6213  
**Evening Programs**, Vice President for Instruction, 601-635-6202  
**Graduation**, Vice President for Instruction, 601-635-6202  
**Instructional Matters**, Vice President for Instruction, 601-635-6202  
**Scholarships, Student Jobs, and Other Student Services**,  
Vice President for Student Services, 601-635-6375  
**Student Aid**, Director of Financial Aid, 601-635-6218 / 6326  
**Summer School**, Vice President for Instruction, 601-635-6202  
**Transcripts, Schedules and Bulletins**, Director of Admissions and Records,  
601-635-6206  
**Workforce Development Center**, 601-635-6299  
**Telephone Evenings and Holidays**  

<b>Campus Police</b>	601-635-6268
Cell phone	601-527-8939
<b>Athletic Department (if open)</b>	601-635-6401
<b>Barber Hall (if open)</b>	601-635-6459
<b>Jackson Hall (if open)</b>	601-635-6247
<b>Newsome Hall (if open)</b>	601-635-6248
<b>Physical Plant (if open)</b>	601-635-6266

*(The College reserves the right to change any policies announced herein when deemed necessary.)*

# EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi

\* \* \* \* \*

## **Accreditation**

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

\* \* \* \* \*

## **Ninetieth**

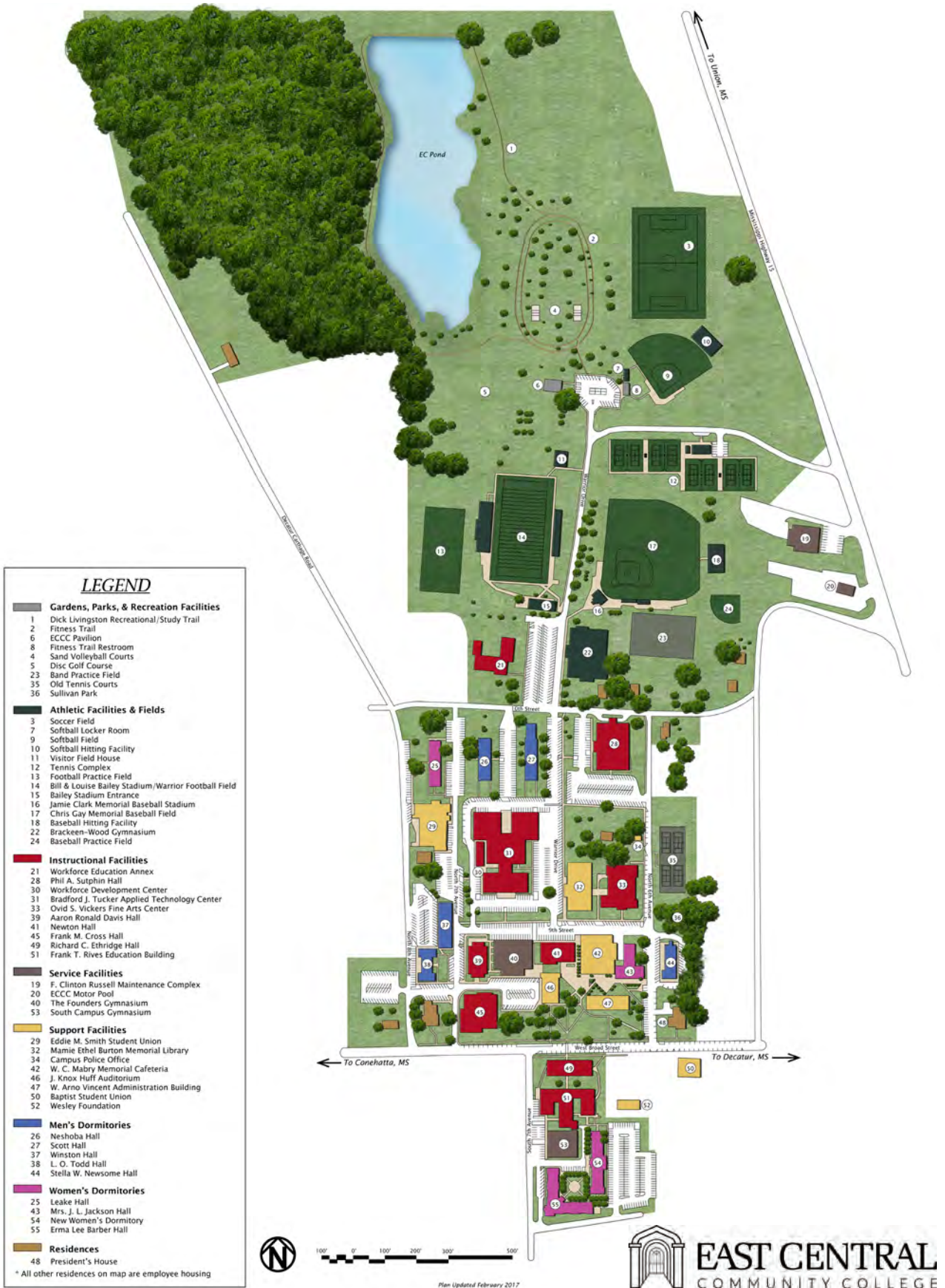
## **Annual Session**

**2017-2018**

\* \* \* \* \*



# EAST CENTRAL COMMUNITY COLLEGE



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## NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, [thouston@eccc.edu](mailto:thouston@eccc.edu).

Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, [rlee@eccc.edu](mailto:rlee@eccc.edu).

# EAST CENTRAL COMMUNITY COLLEGE

## CHAPTER 1

### INSTITUTIONAL ORGANIZATION

#### BOARD OF TRUSTEES

##### LEAKE COUNTY

Janie Wilbanks ..... 4585 Midway Road, Carthage, MS 39051  
Alan D. Rhea ..... P.O. Box 148, Carthage, MS 39051  
Dr. Kimsey Cooper ..... 2488 Hwy. 16 West, Carthage, MS 39051  
William E. Kitchings ..... 1497 Highway 35 South, Carthage, MS 39051  
W. B. Jones ..... 938 School Street, Walnut Grove, MS 39189  
Billy M. Wilbanks, Leake Co. Supt. of Education ..... P.O. Drawer 478, Carthage, MS 39051

##### NESHOBA COUNTY

Ricky Goldman ..... 17831 Road 339, Philadelphia, MS 39350  
Prentice Copeland ..... 11330 Road 763, Philadelphia, MS 39350  
David Byars ..... 102 Airpark Drive, Philadelphia, MS 39350  
Edsel Cliburn ..... 10460 Road 248, Union, MS 39365  
Jerry W. Smith ..... 709 Ivy St, Philadelphia, MS 39350  
Bob Posey ..... 22 Carla Drive, Philadelphia, MS 39350

##### NEWTON COUNTY

Beverly Hart ..... 320 Martin Luther King Drive, Union, MS 39365  
Dr. Danny Lanier ..... 14323 Chunky-Duffee Rd., Little Rock, MS 39337  
Pat Cleveland ..... 13590 Hwy. 489, Decatur, MS 39327  
Rodney Bounds ..... 98 Pinecrest St., Newton, MS 39345  
Van Lucas ..... 109 Pinewood Dr., Newton, MS 39345  
J.O. Amis, Newton Co. Supt. of Education ..... 16255 Hwy 15, Decatur, MS 39327

##### SCOTT COUNTY

Annie Stowers ..... 4087 Midway-Odom Road, Forest, MS 39074  
Dr. Jimmy Hollingsworth ..... 21667 Hwy. 80, Lake, MS 39092  
Vernon Crotwell ..... 1104 Sims Hill Road, Morton, MS 39117  
Rebecca Farris ..... P.O. Box 56, Morton, MS 39117  
Tommy Harrison ..... 4405 Highway 21, Forest, MS 39074  
Dr. Tony McGee, Scott Co. Supt. of Education ..... 100 East 1st Street, Suite B,  
Forest, MS 39074

##### WINSTON COUNTY

Patsy Clark ..... 4775 N. Columbus Ave., Louisville, MS 39339  
Jerry Nance ..... 180 Moody-Nance Road, Louisville, MS 39339  
Randal Livingston ..... 247 Livingston Road, Louisville, MS 39339  
Delane Hudson ..... 400 Sylvester Hudson Road, Louisville, MS 39339  
Leo Parker ..... 1194 Mt. Pisgah Road, Noxapater, MS 39346  
Kenneth McMullan, Supt., Louisville Municipal School District ..... P.O. Box 874,  
Louisville, MS 39339  
Dr. Jimmy Hollingsworth, Chairman

# EAST CENTRAL COMMUNITY COLLEGE

## BOARD OF SUPERVISORS

### LEAKE COUNTY

Tony Smith .....1500 Rice Creek Road, Carthage, MS 39051 Beat 1  
Joe Andy Helton .....789 Hwy. 25 North, Carthage, MS 39051 Beat 2  
Oliver Smith .....2254 Old Robinson Road, Carthage, MS 39051 Beat 3  
Lucas Brown.....2344 Lindsay Road, Lena, MS 39094 Beat 4  
Curtis Johnson .....2896 Madden Road, Carthage, MS 39051 Beat 5

### NESHOBA COUNTY

Keith Lillis .....12601 Road 383, Philadelphia, MS 39350 Beat 1  
Kevin Cumberland.....12180 Road 759, Philadelphia, MS 39350 Beat 2  
Jerry Goforth .....11220 Road 701, Philadelphia, MS 39350 Beat 3  
Allen White .....12721 Road 339, Union, MS 39365 Beat 4  
Obbie Riley .....12980 Hwy 16 East, Philadelphia, MS 39350 Beat 5

### NEWTON COUNTY

Kenneth E. Harris..... P.O. Box 68, Decatur, MS 39327 Beat 1  
Joe Alexander.....8788 Chunky-Duffy Rd., Little Rock, MS 39337 Beat 2  
Charles Moulds .....13037 Hwy. 489, Decatur, MS 39327 Beat 3  
Charles Godwin.....P.O. Box 91, Newton, MS 39345 Beat 4  
Glenn Hollingsworth, Jr. ....1799 Goodhope Church Rd., Hickory, MS 39332 Beat 5

### SCOTT COUNTY

Jackie L. Bradford .....174 Bradford Lane, Forest, MS 39074 Beat 1  
Tim Sorey .....154 Little Warrior Road, Lake, MS 39092 Beat 2  
Steven Crotwell.....5143 Martin Marathon Road, Pulaski, MS 39152 Beat 3  
Johnny Harrell .....633 Airport Road, Morton, MS 39117 Beat 4  
Bruce McMillan .....3162 McMillan Road, Forest, MS 39074 Beat 5

### WINSTON COUNTY

James L. Warner.....1389 Landfill Road, Louisville, MS 39339 Beat 1  
Luke L. Parkes .....163 Calhoun Road, Louisville, MS 39339 Beat 2  
Marion Jordan.....P.O. Box 381, Louisville, MS 39339 Beat 3  
Ralph A. Goss.....520 Goss Road, Louisville, MS 39339 Beat 4  
Larry Duran .....607 Mt. Pisgah Road, Noxapater, MS 39346 Beat 5



# EAST CENTRAL COMMUNITY COLLEGE

## GENERAL CALENDAR 2017-2018 REGULAR SESSIONS

### FALL FULL TERM (FT) 2017 Including Evening (EV)

August 1-2, Tuesday-Wednesday.....	CTE Postsecondary Conference
August 3, Thursday.....	New Employee Orientation
August 7, Monday.....	Convocation
August 8-9, Tuesday-Wednesday.....	Faculty/Staff Training
August 10, Thursday.....	New Student Orientation
August 11, Friday.....	Tuition and Fees Due
August 13, Sunday.....	Residence Halls Open at 2:00 p.m.
August 14, Monday.....	Day and Evening Classes Begin Late Registration Fee Charged
August 15, Tuesday.....	Last Day to Register or Change Classes for Day and Evening
September 4, Monday.....	Labor Day (Holiday)
September 29, Friday.....	Last Day to Remove I's of Spring 2017 and Summer 2017 Semesters
October 2-6, Monday-Friday.....	Mid-Term Exams
October 6, Friday.....	Mid-Term Grades Due 3:00 p.m.
October 23-24, Monday-Tuesday.....	Fall Break
October 27, Friday.....	Last Day to Apply for Fall 2017 Graduation
November 1, Wednesday.....	Spring 2018 Semester Advance Registration Begins
November 3, Friday.....	Last Day to Withdraw from a Day/ Evening/Friday Course with a W
November 20-24, Monday-Friday.....	Thanksgiving Holidays
November 27, Monday.....	Resume Regular Class Schedule
November 27-December 1, Monday-Friday.....	Final Examinations – Evening/Friday*
December 1, Friday.....	Last Regular Day of FT/EV Classes
December 1, Friday.....	Final Evening/Friday Grades Due 3:00 p.m.
December 4-7, Monday-Thursday.....	Final Examinations - Day
December 8, Friday.....	Christmas Holidays Begin for Students Residence Halls Close 10:00 a.m. Final Day Grades Due 12:30 p.m.
December 13-January 1, Wednesday-Monday.....	Christmas Holidays

\*Evening and Friday only classes will administer their final exams during their last scheduled class meeting.

### MSVCC FALL FULL TERM (ON) 2017

August 18, Friday.....	MSVCC Fall Full Term Registration Ends
August 21, Monday.....	MSVCC ON Classes Begin
August 21-22, Monday - Tuesday.....	MSVCC ON Drop/Add
October 9-12, Monday-Thursday.....	MSVCC ON Midterm Exams
October 13, Friday.....	MSVCC ON Midterm Grades Due 12:30 p.m.
November 3, Friday.....	Last Day to Withdraw from a MSVCC Fall ON Course
November 27-November 30, Monday-Thursday.....	MSVCC ON Final Exams
December 1, Friday.....	MSVCC ON Classes End/Grades Due 12:30 p.m.

# EAST CENTRAL COMMUNITY COLLEGE

## FALL INTENSIVE TERM I (I1) 2017

August 14, Monday.....Fall Intensive Term I Classes Begin  
August 15, Tuesday.....Last Day to Register for Fall I1 Classes  
September 7, Thursday.....Fall I1 Midterm Exams  
September 8, Friday.....Fall I1 Midterm Grades Due 12:30 p.m.  
September 22, Friday.....Last Day to Withdraw from a Fall I1 Course with a W  
October 3, Tuesday..... Fall I1 Final Examinations  
Last Day of Fall I1 classes  
October 3, Tuesday ..... Fall Intensive Term I Final Grades Due 10:00 p.m.

## MSVCC FALL INTENSIVE TERM I (O1) 2017

August 18, Friday .....MSVCC Fall Intensive Term I Registration Ends  
August 21, Monday ..... MSVCC O1 Classes Begin  
August 21-22, Monday - Tuesday.....MSVCC O1 Drop/Add  
September 11-14, Monday-Thursday.....MSVCC O1 Midterm Exams  
September 15, Friday .....MSVCC O1 Midterm Grades Due 12:30 p.m.  
September 29, Friday ..... Last Day to Withdraw from a MSVCC Fall O1 Course  
October 9-12, Monday-Thursday ..... MSVCC O1 Final Examinations  
October 13, Friday ..... MSVCC Fall Intensive O1 Classes End/Grades Due 12:30 p.m.

## FALL INTENSIVE TERM II (I2) 2017

October 4, Wednesday.....Fall Intensive Term II Classes Begin  
October 5, Thursday.....Last Day to Register for Fall I2 Classes  
October 23-24, Monday-Tuesday ..... Fall Break  
November 2, Thursday.....Fall I2 Midterm Exams  
November 3, Friday ..... Fall I2 Midterm Grades Due 12:30 p.m.  
November 17, Friday.....Last Day to Withdraw from a Fall I2 Course with a W  
November 20-24, Monday-Friday.....Thanksgiving Break  
November 30, Thursday.....Last Regular Day of Fall I2 classes  
December 4-7, Monday-Thursday.....Fall I2 Final Examinations  
December 8, Friday ..... Fall Intensive Term II Grades Due 12:30 p.m.

## MSVCC FALL INTENSIVE TERM II (O2) 2017

October 13, Friday .....MSVCC Fall Intensive Term II Registration Ends  
October 16, Monday ..... MSVCC O2 Classes Begin  
October 16-17, Monday - Tuesday.....MSVCC O2 Drop/Add  
November 6-9, Monday-Thursday ..... MSVCC O2 Midterm Exams  
November 10, Friday .....MSVCC O2 Midterm Grades Due 12:30 p.m.  
November 17, Friday ..... Last Day to Withdraw from a MSVCC Fall O2 Course  
December 4-7, Monday-Thursday ..... MSVCC O2 Final Examinations  
December 8, Friday .....MSVCC Fall Intensive Term II Classes End/Grades Due 12:30 p.m.

## EAST CENTRAL COMMUNITY COLLEGE

### SPRING FULL TERM (FT) 2018 Including Evening (EV)

January 1, Monday .....	New Year's Day (Holiday)
January 2, Tuesday .....	All Employees Report to Work
January 3, Wednesday .....	New Employee Orientation
January 4, Thursday .....	Registration
January 5, Friday .....	Tuition and Fees Due
January 7, Sunday .....	Residence Halls Open at 2:00 p.m.
January 8, Monday .....	Day and Evening Classes Begin
January 9, Tuesday .....	Last Day to Register or Change Classes for Day and Evening
January 15, Monday .....	Martin Luther King Day (Holiday)
February 23, Friday .....	Last Day to Remove I's of Fall 2017 Semester
February 26-March 2, Monday-Friday .....	Mid-Term Exams
March 2, Friday .....	Mid-Term Grades Due 3:00 p.m.
March 12-16, Monday-Friday .....	Spring Break Holidays
March 19, Monday .....	Resume Regular Class Schedule
March 29, Thursday .....	Last Day to Apply for Spring 2017 Graduation
March 30-April 2, Friday-Monday .....	Easter Holidays
April 3, Tuesday .....	Summer 2018 and Fall 2018 Advance Registration Begins
April 6, Friday .....	Last Day to Withdraw from a Day/Evening/Friday Course with a W
April 23-27, Monday-Friday .....	Final Examinations – Evening/Friday*
April 27, Friday .....	Last Regular Day of FT/EV Classes
April 27, Friday .....	Final Evening/Friday Grades Due 3:00 p.m.
April 30 – May 3, Monday-Thursday .....	Final Examinations- Day
May 4, Friday .....	Final Day Grades Due 10:00 a.m.
	Residence Halls Close at 4:00 p.m.
	Commencement at 6:00 p.m.

\*Evening and Friday only classes will administer their final exams during their last scheduled class meeting.

### MSVCC SPRING FULL TERM (ON) 2018

January 12, Friday .....	MSVCC Spring Full Term Registration Ends
January 16, Tuesday .....	MSVCC ON Classes Begin
January 16-17, Tuesday – Wednesday .....	MSVCC ON Drop/Add
March 5-8, Monday-Thursday .....	MSVCC ON Midterm Exams
March 9, Friday .....	MSVCC ON Midterm Grades Due 12:30 p.m.
March 29, Thursday .....	Last Day to Withdraw from a MSVCC Spring ON Course
April 23-26, Monday-Thursday .....	MSVCC ON Final Exams
April 27, Friday .....	MSVCC ON Classes End/Grades Due 3:00 p.m.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **SPRING INTENSIVE TERM I (I1) 2018**

January 8, Monday.....Spring Intensive Term I Classes Begin  
January 9, Tuesday.....Last Day to Register for Spring I1 Classes  
February 1, Thursday.....Spring I1 Midterm Exams  
February 2, Friday.....Spring I1 Midterm Grades Due 12:30 p.m.  
February 16, Friday.....Last Day to Withdraw from a Spring I1 Course with a W  
February 27, Tuesday.....Spring I1 Final Examinations  
Last Day of Spring I1 classes  
February 27, Tue.....Spring Intensive Term I Final Grades Due 10:00 p.m.

### **MSVCC SPRING INTENSIVE TERM I (O1) 2018**

January 12, Friday ..... MSVCC Spring Intensive Term I Registration Ends  
January 16, Tuesday..... MSVCC O1 Classes Begin  
January 16-17, Tuesday - Wednesday.....MSVCC O1 Drop/Add  
February 5-8, Monday-Thursday.....MSVCC O1 Midterm Exams  
February 9, Friday .....MSVCC O1 Midterm Grades Due 12:30 p.m.  
February 23, Friday..... Last Day to Withdraw from a MSVCC Spring O1 Course  
March 5-8, Monday-Thursday ..... MSVCC O1 Final Examinations  
March 9, Friday ..... MSVCC Spring Intensive O1 Classes End/Grades Due 12:30 p.m.

### **SPRING INTENSIVE TERM II (I2) 2018**

February 28, Wednesday.....Spring Intensive Term II Classes Begin  
March 1, Thursday ..... Last Day to Register for Spring I2 Classes  
March 12-16, Monday-Tuesday..... Spring Break Holidays  
March 30 – April 2, Friday-Monday ..... Easter Holidays  
April 5, Thursday ..... Spring I2 Midterm Exams  
April 6, Friday ..... Spring I2 Midterm Grades Due 12:30 p.m.  
April 20, Friday.....Last Day to Withdraw from a Spring I2 Course with a W  
April 27, Friday ..... Last Regular Day of Spring I2 classes  
April 30 – May 3, Monday-Thursday.....Spring I2 Final Examinations  
May 4, Friday ..... Spring Intensive Term II Grades Due 10:00 a.m.

### **MSVCC SPRING INTENSIVE TERM II (O2) 2018**

March 9, Friday ..... MSVCC Spring Intensive Term II Registration Ends  
March 12, Monday ..... MSVCC O2 Classes Begin  
March 12-13, Monday - Tuesday.....MSVCC O2 Drop/Add  
April 2-5, Monday-Thursday ..... MSVCC O2 Midterm Exams  
April 6, Friday ..... MSVCC O2 Midterm Grades Due 12:30 p.m.  
April 20, Friday ..... Last Day to Withdraw from a MSVCC Spring O2 Course  
April 30 – May 3, Monday-Thursday ..... MSVCC O2 Final Examinations  
May 4, Friday ..... MSVCC Spring Intensive Term II Classes End/Grades Due 10:00 a.m.

# EAST CENTRAL COMMUNITY COLLEGE

## SUMMER 2018 SESSION

### MAY SEMESTER (THREE-WEEK CLASSES)

May 7, Monday ..... May Semester Classes Begin  
May 8, Tuesday ..... Last Day to Register for May Semester Classes  
May 18, Friday ..... Last Day to Withdraw from a May Semester Course with a W  
May 25, Friday ..... May Semester Final Examinations/Grades Due 4:00 p.m.  
May 25, Friday ..... May Semester Classes End  
May 28, Monday ..... Memorial Day (Holiday)

#### MSVCC SUMMER TERM 2017

May 25, Friday ..... MSVCC Summer Term Registration Ends  
May 29, Tuesday ..... MSVCC Summer Term Classes Begin  
May 29-30, Tuesday-Wednesday ..... MSVCC Drop/Add  
June 25-28, Monday-Thursday ..... MSVCC Summer Term Midterm Exams  
June 29, Friday ..... MSVCC Summer Midterm Grades Due 12:30 p.m.  
July 6, Friday ..... Last Day to Withdraw from a MSVCC Summer Term Course  
July 16-19, Monday-Thursday ..... MSVCC Summer Term Final Examinations  
July 20, Friday ..... MSVCC Summer Term Grades Due 12:30 p.m.

#### SUMMER TERM I 2017

June 4, Monday ..... Summer Term I Classes Begin  
June 5, Tuesday ..... Last Day to Register for Summer Term I Classes  
June 21, Thursday ..... Last Day to Withdraw from a Summer Term I Course with a W  
June 28, Thursday ..... Summer Term I Final Examinations/Grades Due 4:00 p.m.  
June 28, Thursday ..... Summer Term I Classes End

#### SUMMER II TERM 2017

July 2, Monday ..... Summer Term II Classes Begin  
July 3, Tuesday ..... Last Day to Register for Summer Term II Classes  
July 4, Wednesday ..... Observance of Fourth of July (Holiday)  
July 19, Thursday ..... Last Day to Withdraw from a Summer Term II Course with a W  
July 26, Thursday ..... Summer Term II Final Examinations/Grades Due 4:00 p.m.  
July 26, Thursday ..... Summer Term II Classes End

*Summer registration days to be announced.*



# EAST CENTRAL COMMUNITY COLLEGE

## CHAPTER 2

### GENERAL INFORMATION

#### PURPOSE OF THE COLLEGE

#### VISION STATEMENT

East Central Community College will be recognized nationally as a premier community college and locally as the preferred gateway to higher education and training for residents of east central Mississippi due to our focus on students and their success and our commitment to communities and their development.

#### MISSION STATEMENT

East Central Community College is a public, open-access, comprehensive, two-year institution of higher education that provides university transfer education, distance education opportunities, career-technical programs, workforce development services, and basic skills offerings to meet the educational and training needs for the residents of Leake, Neshoba, Newton, Scott, and Winston counties located in east central Mississippi.

#### CORE VALUES

**W**isdom – We desire to follow good judgment, clear understanding, and intellectual knowledge in order to achieve the best possible outcome in all situations.

**E**xcellence – We commit to the highest professional standards of quality, integrity, and performance in our programs, services, and operations.

**A**ccountability – We employ data-driven decision-making, assessment of performance, and evaluation of results in a quest for continuous improvement.

**R**espect – We acknowledge the value and dignity of each member of the college family and choose to treat one another as we want to be treated.

**E**nthusiasm – We display a passion and an excitement for our work and believe every day provides opportunities to have a positive impact on the lives of the people we serve and support.

**E**fficiency - We pledge to be efficient stewards of the resources entrusted to our care to ensure maximum benefit for the college and the community.

**C**reativity – We cultivate an environment that seeks innovative solutions to challenges through exploration, analysis, experimentation, and adaptation.

## **INSTITUTIONAL COMMITMENTS**

**STUDENT SUCCESS:** Students are the reason for our existence and their achievement is the focus of all of our work at East Central. Therefore, we are determined to foster the academic, career, and personal success of all of our students through providing a vibrant and healthy learning environment and assisting them in developing their full potential and achieving their life goals.

**TEACHING & LEARNING:** The ultimate purpose of teaching is to help students make passionate connections to learning. Therefore, we will be committed to the highest standards of instructional excellence and will provide exemplary learning opportunities for our students through effective teaching, innovative programming, and the utilization of various instructional methodologies.

**COMMUNITY PARTNERSHIPS:** The long-term, strategic goals of any community college must be aligned with and responsive to the needs of the communities it serves as it seeks to provide a high-quality, postsecondary education. Therefore, we will engage in collaborative and innovative partnerships with business and industry, education, government, and community groups to enrich the learning experiences of our students and communities and to advance the quality of life for our citizens.

**RESOURCE PLANNING & DEVELOPMENT:** Strategic investments in human, physical, financial, and technological resources have a fundamental impact on the desired outcomes of a community college. Therefore, we will align our resources with our vision, mission, core values, and institutional commitments and pursue innovative resource utilization and development strategies in an effort to ensure student success and community development.

**COMMUNICATION:** Clear, concise, and timely communication with internal and external constituencies is a critical success factor for any effective organization. Therefore, we will develop comprehensive strategies and implement broad plans and/or policies to advance our visibility and to educate, engage, and involve stakeholders in the achievement of the college vision and the performance of the college mission.

# **EAST CENTRAL COMMUNITY COLLEGE**

## **HISTORY OF THE COLLEGE**

In 1928 the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of Mississippi public junior colleges.

East Central Junior College opened its doors to a freshman class of twenty students for the first regular session in September of 1928.

Originally, the College occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades that comprised the Newton County Agricultural High School were a part of the College until 1958 when they moved to the Decatur Attendance Center.

In March of 1939, East Central Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It has been reaffirmed each decade since. Today the College holds membership in the American Association of Community Colleges (AACC), The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), The Mississippi Association of Colleges (MAC), and The Mississippi Association of Community and Junior Colleges (MACJC).

Originally the institution was supported by three counties — Newton, Neshoba and Scott. Later they were joined by Leake and Winston. In 1988, the name of the College was changed to East Central Community College to reflect the expanded role of the College in the five-county district.

From the two members of the original faculty of East Central Community College, Mrs. W.W. Newsome and Mr. Robert Marshall, the number of full and part-time personnel has increased to over 240 for the current year. Since its founding, eight presidents have served the institution.

## **COLLEGE PLANT AND EQUIPMENT**

Through the cooperative efforts of the district and the state legislature, the College has experienced growth in buildings and facilities during the past several years. The College plant consists of approximately 150 acres with buildings and facilities now valued at over ten and one-half million dollars. There are twenty-six main brick buildings. All residence halls, classrooms and offices are air-conditioned. In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.

### **WALTER ARNO VINCENT ADMINISTRATION BUILDING**

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, vice president for instruction, vice president for business operations, vice president for institutional research and effectiveness, director for technology management, director of human resources, and the Board of Trustees' room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. The 7,995 square foot facility was built in 1962 as the library for the College but was renovated for administrative use when the Burton Library was occupied. It is modern, spacious, and comfortable and is located on the front of the campus adjacent to Huff Auditorium.

### **ERMA LEE BARBER HALL**

With more than 26,500 square feet, this dormitory houses approximately 128 women. This addition to the campus was opened in the fall of 1999. The building is both aesthetically pleasing and very functional in design. It is equipped with all modern conveniences and meets all standards for fire safety and energy conservation.

### **PHIL A. SUTPHIN HALL**

Containing over 20,000 square feet of floor space, this facility opened in 1996 and houses the associate degree and practical nursing and child care programs. This modern facility contains classrooms, lecture rooms, computer labs, and laboratories.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **BRACKEEN-WOOD PHYSICAL EDUCATION BUILDING**

This building was constructed in 1970 and is located near the football stadium. Offices for football, baseball, basketball, and soccer are housed in this facility in addition to dressing facilities, the varsity basketball court, and the weight room.

### **BRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER**

Containing more than 58,000 square feet of floor space, this facility opened in 1969 and houses automotive technology, collision repair technology, business and office technology, computer technology, drafting and design technology, electrical technology, heating and air conditioning technology, machine shop technology, automation and control technology, and welding.

### **MAMIE ETHEL BURTON LIBRARY**

Occupied during the 1976-77 academic year, Burton Library is located near the center of campus and contains a large reading / research area, a spacious lobby with Instructional Counselor Offices, Mississippi State University Academic Advisor, Success Center / Testing Center, librarians' offices, a workroom, study rooms, and two special collections (The Mississippi Room containing archival items and AV collection and the Memorabilia Room). Total seating capacity for 135 patrons is strategically located in mostly individual carrels, computer stations and tables for group work. Shelving is provided for the housing of approximately 50,000 volumes. Provisions are made for non-book materials in a variety of formats and technologies. Burton Library system is fully automated, manned by SirsiDynix.

### **FRANK M. CROSS HALL**

With 18,652 square feet of floor space, this facility contains classroom space for science courses and a laboratory facility for the chemical sciences. In 1990, the chemistry laboratory was completely renovated with modern laboratory tables, equipment, and controlled, vented chemical storage areas added. An extensive renovation was completed August 2014. This renovation included demolition of two 35 seat classrooms and two laboratory classrooms. These demolished rooms were replaced with the addition of two 100 seat classrooms and two 60 seat classrooms. In addition, a 32-seat capacity classroom and a 27-seat capacity classroom were renovated. The existing Chemistry Laboratory was also renovated. Restroom facilities were also expanded. The renovation resulted in a modern up-to-date classrooms with the latest classroom technology.

### **AARON R. DAVIS SCIENCE BUILDING**

This building was completed in 2011 and contains 17,300 square feet. It houses the physics labs, microbiology lab, 4 biology labs and 7 instructor offices. It is named in honor of the late Aaron Ronald Davis, longtime biology instructor and science division chairperson.

### **FACULTY HOUSES**

There are eleven (11) single family houses located at various sites on the college property.

### **FOUNDERS GYMNASIUM**

One of the original college facilities, the gymnasium has hosted many regional and state basketball events in addition to regular East Central games. The building, constructed in 1930, was dedicated as part of Homecoming activities held Oct. 10, 1998 in tribute to Dr. Benjamin Franklin "Frank" Hunter, Mr. James "Jim" McDonald Thames and the many others who were instrumental in the establishment of East Central Junior College in 1928. A renovation project was completed in June 2014, to return the front façade of the facility to the original elevation.

### **RICHARD C. ETHRIDGE HALL**

Part of the old Newton County High School property purchased by the College in 1995, this facility is currently used by the College for academic classes, ABE/HSE classes, and office space. The Decatur Public Library is also housed in this facility. This facility is located on South Campus.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **J. KNOX HUFF AUDITORIUM**

Located in the center of the front campus, Huff Auditorium is the most prominent building at East Central Community College. The auditorium was constructed in 1953 and named for J. Knox Huff who served as a member of the Board of Trustees of East Central Junior College for twenty-three years. He served as Chairman of the Board from 1948 through 1952. This structure has a seating capacity of 838 and is conveniently located at the front of the campus. The auditorium has excellent acoustics and equipment and is used by the College and community for a variety of activities. Located on the ground floor are faculty offices and the office of Public Information. A major refurbishing of Huff Auditorium in 1990 was funded by donations to the East Central Community College Development Foundation, Inc.

### **MRS. J.L. JACKSON HALL**

The freshmen women's dormitory was remodeled in 1963, 1978 and again in 1989. It houses 125 women and contains the office and apartment of the dormitory supervisor.

### **LEAKE HALL**

This two-story building containing sixteen apartments was originally constructed for married students. Today it is occupied by both faculty, staff, honor students, and married students. A major renovation of this building was completed during the 1994 spring semester.

### **W.M. MABRY CAFETERIA**

Remodeled in 1979, this facility contains four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Molly McGee Gold Room, which seats 120; the Gordon Room, which seats 50; and the Magnolia Room, which seats 20.

### **NESHOBA HALL**

This two-story dormitory for men was constructed in 1971. It consists of thirty-one rooms which house sixty-two students.

### **STELLA W. NEWSOME HALL**

Completed in 1957, and renovated in 1989, the dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty men and the dormitory supervisor. New p-tac units were installed in 2004. Extensive interior renovations were completed in 2015.

### **NEWTON HALL**

This two-story classroom building was constructed in 1975 and houses the English, Social Science, History, Education, and Psychology departments. Also, sixteen faculty offices are located in this building along with several support facilities.

### **FRANK T. RIVES EDUCATIONAL BUILDING**

Part of the old Newton County High School property purchased by the College in 1995, this facility is currently used by the College for the Surgical Technology Program, the Emergency Medical Technician training, a Computer Science Lab, a Physics Lab, academic classes, and office space. This facility is located on South Campus.

### **F. CLINTON RUSSELL MAINTENANCE COMPLEX**

This facility was constructed in 1947 and was utilized by the Mississippi Army National Guard from that date until 2006, by virtue of a 99 year lease agreement with the College. In 2006, the lease was terminated and reverted back to the College. This facility houses the office of the physical plant superintendent and also provides space for the various maintenance operations of the College.

At the time of construction, the main building of the complex was dedicated and named for General W. P. "Pat" Wilson who served the College as teacher, coach, and athletic director from 1933 until 1940. In 1947 he was appointed Adjutant General for the State of Mississippi.

In 2006, the complex was named in honor of Mr. F. Clinton Russell who served the College as Physical Plant Director from 1964 until his retirement in 1992.



## **EAST CENTRAL COMMUNITY COLLEGE**

### **SCOTT HALL**

This two-story dormitory for men was constructed in 1972. It consists of an apartment for the staff and thirty-one rooms which house sixty-two students.

### **SOUTH CAMPUS GYMNASIUM**

Part of the old Newton County High School property purchased by the College in the fall of 1995, this facility is currently being used by the College for overflow athletic events, camps, and the Student Activity Center.

### **EDDIE M. SMITH STUDENT UNION**

Student Services moved into this modern 12,500 square foot complex in the summer of 1999. This modern building houses Student Services, Financial Aid, Admissions, Records, and the Career Center. This complex also contains conference rooms and counselors' offices. Phase II of the Student Union opened during the spring of 2006. This 20,749 square foot addition to the Student Union houses the Office of Admissions and Records, the Student Grill, Bookstore, Wellness Center, and office of eLearning education.

### **THOMAS W. THRASH AUDITORIUM**

In 2009, the auditorium located on the first floor of Newton Hall was named in memory of longtime faculty member, Thomas W. Thrash, to honor his 40 years of service to the College. The auditorium is used by the College as a classroom and meeting facility.

### **L.O. TODD HALL**

This dormitory for men was completed in 1957. It is arranged in suites rather than conventional halls found in most men's dormitories. Seventy two men are housed in this dormitory. A total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation. Extensive interior renovations were completed in 2015.

### **THE OVID S. VICKERS FINE ARTS CENTER**

Occupied in 1969, this facility contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms, and art studios.

### **THE CAREER & TECHNICAL ANNEX BUILDING**

Completed in 1969, this building located on the north side of the campus houses cosmetology, carpentry technology, resource and referral center for the early childhood academy, and student support services.

### **WARRIOR SOFTBALL FACILITY**

Completed in 2014, this 1,100 square foot facility houses the Lady Warrior softball team and contains a training room and two offices for coaches.

### **WINSTON HALL**

This residence hall was completely renovated in 1989 and 1990 with structural changes to bring it up to modern standards for housing students. This renovation provided an energy efficient, attractive facility for men. It consists of forty-one rooms which house eighty-two students.

### **WOMEN'S RESIDENCE HALL**

With more than 32,000 square feet, this dorm houses approximately 112 women. This addition to the campus was opened in the fall of 2017. The building is both aesthetically pleasing and very functional in design. It is equipped with all the modern conveniences and meets all standards for fire safety and energy conservation.

### **WORKFORCE DEVELOPMENT CENTER**

Completed in 1995, this modern building has more than 2,700 square feet. Its nine offices and conference room provide space for the industrial and economic development activities of the College.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **ATHLETIC FIELDS/PRACTICE FIELDS**

#### **BILL AND LOUISE BAILEY STADIUM**

This facility anchors the North Campus Athletic complex, and is the home of the Warrior football team. In addition to college football home games, the facility is utilized for other athletic, community, and institutional events. Severely damaged by hurricane Katrina in 2005, the stadium was refurbished with federal and private funds. Synthetic turf was installed for the playing area in August 2014.

#### **BAND PRACTICE FIELD**

This field is located south of the baseball field and includes a director's tower.

#### **FOOTBALL PRACTICE FIELD**

This practice field is located west of the football stadium.

#### **CHRIS GAY IV MEMORIAL BASEBALL FIELD/JAMIE CLARK MEMORIAL STADIUM**

Situated near the football stadium this well located facility was completed with a gift from the family of former student Chris Gay IV. It has up-to-date lighting, a press box, and aluminum seating.

#### **NEW TENNIS COMPLEX**

Modern lighted eight-court tennis complex located on north campus along Warrior Drive constructed in 2017.

#### **SOCCER FIELD**

The soccer field is located on the College's North Campus next to the women's softball field. This facility was completed in the summer of 1999.

#### **TENNIS COURTS**

Located north of Newsome Hall, this facility contains four lighted tennis courts.

#### **WOMEN'S SOFTBALL FIELD**

This lighted playing field is located north of the baseball field. Construction of this field was completed during the 1994 spring semester. A new dressing facility with offices was constructed in February 2014.

### **GARDENS, PARKS, RECREATION**

#### **THE DAY ARBORETUM**

Established as a memorial to the Day family and the wife of the second president of the College, the arboretum is a campus teaching laboratory. The arboretum contains a variety of tree specimens that have been catalogued and published for students and groups to learn about various trees native to this area.

#### **THE EAST MALL**

This area is the living room of the campus and includes a patio and stage area for various events on campus. The mall also serves as the focal point of the Day Arboretum and is located between the Vincent Administration Building, Mabry Memorial Cafeteria, Newton Hall, and Huff Auditorium.

#### **FITNESS TRAIL**

Located on the north side of the campus, this one-half mile trail is lighted, landscaped, equipped with exercise stations, and is handicapped accessible.

#### **HARRISON MEMORIAL GARDEN**

This park is dedicated to the memory of Crystal and C. J. Harrison, children of Ricky and Jeanine Harrison. The garden is centrally located.

## EAST CENTRAL COMMUNITY COLLEGE

### DICK LIVINGSTON RECREATIONAL/STUDY TRAIL

Located on the north side of the campus, this trail is an extension of the one-half mile fitness trail and follows the contour of the College pond. This three-fourths mile trail is lighted, landscaped, and handicapped accessible. The trail is named in memory of Representative Richard L. "Dick" Livingston.

### PAVILION

Located on the north campus, this structure is situated to provide a scenic view of the College Pond and the Dick Livingston Memorial Study/Recreational Trail. This structure is utilized by the College for various functions and is also available for use by the community.

### SULLIVAN PARK

Located on the east side of campus adjacent to the College's tennis courts, this park was dedicated in memory of Ms. Janie Sullivan and was provided for by private donations. It has various plant life, modern lighting, and park benches / tables providing enjoyment for the student body and the public.

## STUDENT ORGANIZATIONS

Numerous extracurricular clubs are provided on the campus for the enjoyment and enrichment of the students. These organizations meet regularly and are sponsored by instructors who are interested in and informed about the particular field. Each student is encouraged to participate in at least one of these organizations. A special interest club may be organized by any group of interested students and must meet the following requirements:

1. Must have at least fifteen (15) prospective members;
2. Must have a faculty sponsor;
3. Must submit an acceptable constitution and a statement of purpose to the Vice President for Student Services' office;
4. Must be approved by the SBA officers;
5. Must obtain final approval from the Vice President for Student Services, the Vice President for Instruction, and the President of the College.

### Student organizations include:

Freshman Class, President's Council, Sophomore Class, and Student Body Association

### Honor Societies:

Phi Theta Kappa International Honor Society and Alpha Delta Nu Nursing Honor Society

### Curricular organizations include:

Alpha Alpha Epsilon, ASNEC, Bon Appetit, EC Practical Nursing Association, ECSTSA, Phi Beta Lambda, Sigma Sigma Mu Tau, Student Education Association, SkillsUSA, and DECA.

### Special interest organizations include:

Art, Astronomy Club, Athletics, Band, Centralettes, Cheerleaders, College Republicans, Collegians, Diamond Darlings, ECCC Choir, EC Encore, East Central Environmental Club, EC Players, Gospel Choir, Native American Association, New Directions, Residence Hall Councils, S.A.D.D., Voce, Warrior Corps

### Religious organizations include:

Baptist Student Union, Catholic College Ministry, Wesley Foundation, and Fellowship of Christian Athletes

### Publications include:

*The Tom-Tom Newspaper* and *Wo-He-Lo Yearbook*

## CHAPTER 3

# ACADEMIC POLICIES

## REQUIREMENTS FOR ADMISSION

Implementation of specific admission policies is the responsibility of the administration and faculty of the institution. East Central Community College ascribes to an “open admissions” policy consistent with all applicable laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, counseling, tutorial assistance, etc., that will help individual students succeed in achieving his/her educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in the selection of the most appropriate program options and for possible placement into state of the art development instruction.

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, [thouston@eccc.edu](mailto:thouston@eccc.edu). Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, [rlee@eccc.edu](mailto:rlee@eccc.edu).

## ACADEMIC AND TECHNICAL STUDENTS

Academic students are those who are taking classes that lead to the Associate of Arts or Associate of Science degrees. In general, academic students intend to transfer the work completed at East Central Community College (ECCC) to a college or university and have that work apply toward a Bachelor of Arts or a Bachelor of Science degree.

Technical students are those who are taking classes that lead to the Associate of Applied Science degree. This degree combines intensive technical training in a specific career with relevant academic courses and professional development. The Associate of Applied Science degree is traditionally structured for completion in four semesters by students who are academically prepared for College level work.

To be admitted as a student to an academic or technical program at ECCC, an applicant must have on file in the Office of Admissions and Records:

1. A signed (digitally, if online) and dated official college application;
2. One of the following:
  - An official high school transcript indicating the receipt of a regular high school diploma from an approved\* high school including the date of graduation and appropriate signature(s); or
  - An official state and locally approved high school equivalency exam transcript; or
  - Official College transcript(s) from degree granting institution(s) accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE); or

*\*NOTE: If the high school transcript indicating the receipt of a regular high school diploma is from a school that is not approved by the College, the prospective student must present an official state and locally approved high school equivalency exam transcript or submit an ACT composite of 14 or better or the equivalent score(s) on the Accuplacer placement tests to be admitted into an academic or technical program at the College.*

## EAST CENTRAL COMMUNITY COLLEGE

3. Scores on the American College Test (ACT), SAT Reasoning, or the Accuplacer Placement Test. Applicants who have already achieved a passing grade in College Algebra or English Composition I may be admitted to the College without the aforementioned assessments. Admission into certain programs of study or certain courses may still, however, require 1 or more of these scores.

Admission as an East Central Community College student does not guarantee admission to a specific program of study.

For degree seeking transfer students, official transcripts from all previously attended accredited degree granting institutions of higher education are required by the Office of Admissions and Records.

### CAREER STUDENTS

Career education programs at East Central Community College (ECCC) are designed for students who are preparing to seek employment immediately after completion of the program. Students enrolled in Career education programs are completing an intensive, full-time schedule of training in a specific skill area. Career Certificates are awarded to graduates of these programs. At ECCC, career programs include Cosmetology, Welding, and Carpentry Technology. In addition, most Career & Technical Education programs offer a 30-hour Career option.

To be admitted to the career program of Cosmetology, applicants must meet the following criteria:

1. The applicant must submit an application for admission to the Office of Admissions and Records and be accepted by the College;
2. The applicant must submit an application for the Cosmetology Program;
3. The applicant must have earned a regular high school diploma or an official state and locally approved high school equivalency exam transcript, or Mississippi Occupational Diploma; and
4. The applicant must score a composite of 14 or better on the ACT or the equivalent score on the Accuplacer.

To be admitted as a full-time student to the career programs of Welding or Carpentry Technology, applicants must meet the following criteria:

1. The applicant must submit an application for admission to the Office of Admissions and Records and be accepted by the College;
2. The applicant must complete an Accuplacer or ACT assessment; and
3. The applicant must submit an official transcript from the last school attended to the Office of Admissions and Records;

To be admitted to a 30-hour Career option in a Career & Technical Education program, excluding healthcare education programs as defined by ECCC, applicants must meet the following criteria:

1. The applicant must submit an application for admission to the Office of Admissions and Records and be accepted by the College;
2. The applicant must submit an official transcript indicating the earning of a regular high school diploma, an official state and locally approved high school equivalency exam transcript, or Mississippi Occupational Diploma; or be an approved MI-BEST participant; and,
3. The applicant must complete an Accuplacer or ACT assessment.

Admission as an ECCC student does not guarantee admission to a specific program of study.



# **EAST CENTRAL COMMUNITY COLLEGE**

## **HEALTHCARE EDUCATION**

Healthcare professional programs are comprised of diverse career options where individuals provide health care and support for the public. All programs require individuals to embrace and maintain a high moral and ethical values and demonstrate professionalism. All candidates seeking enrollment in a healthcare program are required to complete admission criteria and submit fingerprints for criminal history background checks. Completion of requirements does not guarantee admission to a healthcare program.

### **Criminal History Background Checks**

All Healthcare Education Division applicants will receive the ECCC Criminal History Background policy, rights, procedures, and forms requiring completion. The Office of Healthcare Education will schedule applicants to submit agreements of understanding and consent forms prior to the scheduled fingerprinting procedure. The applicant's fingerprints are collected and electronically submitted to the Mississippi Department of Public Safety and run through the Mississippi Criminal Information and Federal Bureau of Investigation databases to assess criminal history background checks for noncriminal justice purposes. ECCC performs criminal history record checks pursuant to, but not inclusive to, Section 37-29-232 of the Mississippi Code of 1972, Annotated, Section 43-11-13 of the Mississippi Code of 1972.

An applicant is disqualified for entry into a healthcare program if the person has ever been convicted of a felony, or pleaded guilty to, or pleaded no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offence listed in Section 45-33-23 (f), child abuse, grand larceny, burglary, gratification of lust or aggravated assault, felonious abuse and/or battery of a vulnerable adult. The list of disqualifying events is not all-inclusive and may include certain types of misdemeanors.

Applicants must submit a satisfactory background report prior to program required participation in clinical agencies. Any applicant with a disqualifying event/s is responsible for expenses and removal of all event/s. Program admission may be rescinded by the Dean of Healthcare based on review of events in a criminal background check. Applicants who refuse to submit to fingerprinting and a criminal background check or do not pass the criminal background check review, will have their application rescinded from the healthcare program. The applicant may seek admission into another non-healthcare educational program at East Central Community College.

## **ASSOCIATE DEGREE NURSING PROGRAM**

The Associate Degree Nursing (ADN) program is founded on nursing theory and practice to offer learning and professional opportunities in academic and practice environments for qualified students pursuing a career as a registered nurse. The program supports the development of knowledge, skills, and attitudes in competency-based learning environments to promote lifelong learning as a registered nurse in the nursing profession.

The registered nurse performs assessments, diagnoses, planning, interventions, and evaluations in promoting and maintaining health and restoration; management of individual responses to illness, injury, or infirmity; and achievement of dignified deaths (2010, Mississippi Nurse Practice Law). Successful graduates of the program receive an Associate of Applied Science Degree (AAS).

Graduates who meet requirements for the State Board of Nursing may be eligible to take the National Council of Licensure Examination for Registered Nurses (NCLEX-RN®). The State Board of Nursing may deny any application for licensure due to criminal history, commission of fraud or deceit in the application process, or addiction to alcohol or other drugs.

The Associate Degree Nursing Program is accredited by the Board of Trustees of the Mississippi Institutions of Higher Learning (MS-IHL) and the Accreditation Commission for Education in Nursing (ACEN).

## EAST CENTRAL COMMUNITY COLLEGE

Mississippi Institutions of Higher Learning  
3825 Ridgewood Road  
Jackson, MS 39211  
Phone: 601-432-6486  
Website: <http://www.ihl.state.ms.us/nursing/>

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000  
Website: <http://www.acenursing.org/>

### Admission Procedures

All applicants are required to take the American College Test (ACT) and meet all College general admission requirements and Associate Degree Nursing Program admission requirements.

Applications for the ADN Program may be obtained on-line at <https://www.eccc.edu/associate-degreenursing-rn> in January for fall generic program admissions and August for spring LPN to RN Transition program admissions each year. The application deadline for Fall admission classes is March 31st.

All entrance materials must be on file in the Office of Admissions and Records and the Office of Healthcare Education by March 31st for fall admission.

### Admission Requirements

1. The applicant must apply for regular admission and be accepted by ECCC.
2. The applicant must complete the Associate Degree Nursing Program application and submit to the Office of Healthcare Education.
3. The applicant must submit proof of scoring a minimum of 18 composite score on the ACT.
4. The applicant must have a cumulative Grade Point Average (GPA) of 2.00 or higher.
5. All applicants are required to complete Anatomy & Physiology I with lab (or upper level equivalents with lab), Anatomy & Physiology II with lab (or upper level equivalents with lab), and Microbiology with lab (or upper level equivalent with lab) with a letter grade of "C" or higher in each course prior to taking the first nursing course.  
\*An applicant may be accepted into the ADN program prior to completing these courses, but courses must be successfully completed prior to beginning nursing classes in the fall.
6. All applicants are required to pay the College's business office for pre-admission fees, which may include, but not limited to, pre-entrance examination and criminal history background fees. The receipt for payment is due to the Office of Healthcare Education by March 31st for fall admission of each year.
7. All applicants are required to take a pre-entrance examination test specified by the Office of Healthcare Education. Tests will be scheduled by the Office of Healthcare Education after the March 31st deadline.
8. All applicants selected for admission into the ADN program must submit proof by July 31st for fall admission to include the following items:
  - a. Physical examination completed by a licensed physician or nurse practitioner in June or July.
  - b. Proof of immunizations against measles, mumps, rubella (MMR), or rubella titer.
  - c. Hepatitis B vaccine, or titer, or signed declination statement Tuberculosis (TB) skin test (Two-step TB test is required ,if not tested in previous 12 months); QuantiFERON®-TB Gold In-Tube blood test (within last 12 months); or chest x-ray within last 12 months if prescribed by healthcare provider.
  - d. Basic Life Support for Healthcare Providers card (completed in June or July of admission year).
  - e. Valid proof of age to be eighteen (18) years or older (Accepted forms of validation include current driver's license, birth certificate, state-issued identification, or tribal identification).
9. All applicants must agree to submit fingerprints for criminal history background check as scheduled by the Office of Healthcare Education. The number of students admitted into the program will vary according to resources available.

## EAST CENTRAL COMMUNITY COLLEGE

\*Qualified applicants for the ADN programs are considered on a competitive basis. Meeting minimum requirements does not guarantee admission to the program.

Admission criterion includes academic records, criminal history background information, point ranking, and available space.

### Admission Points Criterion

1. Lives within ECCC's district or previously enrolled at ECCC. POINTS: 1
2. College GPA on ADN curriculum courses or High School GPA with no college courses taken.

GPA	POINTS
3.5-4.0	4
3.0-3.49	3
2.5-2.99	2
2.0-2.49	1

3. ACT Composite Score

ACT SCORE	POINTS
27 and Higher	6
24-26	5
21-23	4
18-20	3

**Students who have received a grade of "D" or "F" in more than 6 hours in the ADN curriculum will receive a 10-point deduction.**

4. Each required science course: A=3 points B=2 points C=1 point

Sciences completed with labs.	POINTS
Anatomy and Physiology I with Lab	_____
Anatomy and Physiology II with Lab	_____
Microbiology with Lab	_____
Total:	

\* NOTE: Cumulative Points are not rounded.

## EAST CENTRAL COMMUNITY COLLEGE

### 5. Preadmission examination.

Preadmission Examination Cumulative Score	POINTS
85% and above	5
80% - 84%	4
75% - 79%	3
70% - 74%	2
65% - 69%	1
64% and below	0
Points Awarded:	

**Total Admission Points:** \_\_\_\_\_

Meeting minimum ADN admission requirements does not guarantee admission to the program.

### Acceptance Criteria

Applicants' files must be complete and submitted to the Office of Admissions & Records and the Office of Healthcare Education to be considered for acceptance into the program. The student is responsible for assuring all data is correct and received by both offices before the application deadline. Students admitted to the nursing course must adhere to the policies in the current East Central Community College Catalog and the Nursing Student Handbook.

### **LICENSED PRACTICAL NURSING TRANSITION TO ASSOCIATE DEGREE NURSING PROGRAM**

The Licensed Practical Nursing Transition to Associate Degree Nursing program is founded on nursing theory and education to offer learning and professional opportunities in academic and practice environments for qualified Licensed Practical Nursing (LPN) students pursuing a career as a registered nurse. LPN students are provided an opportunity to seek advanced placement into the Associate Degree Nursing program.

Graduates of the program receive an Associate of Applied Science Degree (AAS).

Graduates who meet the requirements of the State Board of Nursing may be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®).

The State Board of Nursing may deny any application for licensure due to criminal history, commission of fraud or deceit in the application process, or addiction to alcohol or other drugs. The Licensed Practical Nursing Transition to Associate Degree Nursing program is accredited by the Board of Trustees of the Mississippi Institutions of Higher Learning (MSIHL) and the Accreditation Commission for Education in Nursing (ACEN).

Mississippi Institutions of Higher Learning  
3825 Ridgewood Road  
Jackson, MS 39211  
Phone: 601-432-6486  
Website: <http://www.ihl.state.ms.us/nursing/>

## EAST CENTRAL COMMUNITY COLLEGE

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000  
Website: <http://www.acenursing.org/>

### Admission Procedures

All applicants are required to take the American College Test (ACT), meet all College general admission requirements and Associate Degree Nursing program requirements, and hold a current, unencumbered license.

Applications for the Licensed Practical Nursing To Associate Degree Nursing Bridge program may be obtained on-line at <https://www.eccc.edu/lpn-adn-transition-program> in August of each year. The application deadline for Spring classes are October 1st. All entrance materials must be on file in the Office of Admissions and Records and the Office of Healthcare Education by October 1st each year.

### Admission Requirements

1. The applicant must apply for regular admission and be accepted by ECCC.
2. The applicant must apply to the Licensed Practical Nurse Transition to Associate Degree Nursing (ADN) program.
3. The applicant must submit proof of a minimum ACT composite score of 18.
4. The applicant must have a cumulative Grade Point Average (GPA) of 2.00 or higher.
4. The applicant must have completed all pre-requisite courses with a grade of "C" or better.
6. The applicant must provide a current unrestricted license to practice as a licensed practical nurse in Mississippi.
7. All applicants are required to pay the College's business office for pre-admission fees, which may include, but not limited to, pre-admission examination and criminal history background fees. The receipt for payment is due to the Office of Healthcare Education by October 1st of each year.
8. All applicants are required to take a pre-admission examination test as specified by the Office of Healthcare Education.
9. The applicant must have one-year clinical work experience within the last five years; documentation from employer(s) must be submitted with application.
10. The applicant must score 100% on dosage calculation test given prior to admission.
11. All applicants selected for admission into the ADN program must submit proof of the following items:
12. Physical examination obtained by a licensed physician or nurse practitioner in November or December prior to year of admission.
13. Proof of immunizations against measles, mumps, rubella (MMR), or rubella titer.
14. Hepatitis B vaccine, or titer, or signed declination statement Tuberculosis (TB) skin test (Two-step TB test is required if not tested in previous 12 months); or QuantiFERON®-TB Gold In-Tube blood test (within last 12-months); or chest x-ray prescribed by a physician.
15. Basic Life Support for Healthcare Providers card (completed in June or July of admission year).
16. Valid proof of age to be eighteen (18) years or older (Accepted forms of validation include current driver's license, birth certificate, state-issued identification, or tribal identification).
17. All applicants must agree to submit fingerprints for criminal history background check as scheduled by the Office of Healthcare Education.

\*Note: All submissions except fingerprinting are due in the Office of Healthcare Education on or before October 1 of the year prior to admission.

The number of students admitted into the program will vary according to resources available. Qualified applicants for the LPN Transition to ADN Program are considered on a competitive basis. Meeting



## EAST CENTRAL COMMUNITY COLLEGE

minimum requirements does not guarantee admission to the program. The admissions committee uses admission criterion to select the most qualified applicants for admission. Admission criterion includes academic records, criminal history background information, point ranking, and available space.

### Prerequisite Courses

BIO 2513-BIO 2511: Anatomy and Physiology I with Lab (or upper level equivalent with lab)  
BIO 2524-BIO 2521: Anatomy and Physiology II with Lab (or upper level equivalent with lab)  
BIO 2924: Microbiology with Lab (or upper level equivalent with lab)  
ENG 1113 and ENG 1123: English Composition I & II  
EPY 2523: Human Growth & Development

Meeting the admission criteria does not guarantee admission into the program. The number of students admitted into the program will vary according to resources available. The acceptance criteria are the same as for the two-year ADN program. In addition, post acceptance requirements are the same as all other ADN students.

Admission criterion includes academic records, criminal history background information, point ranking, and available space.

### Admission Points Criterion

1. Lives within ECCC's district or previously enrolled at ECCC. POINTS: 1
2. College GPA on ADN curriculum courses or High School GPA with no college courses taken.

GPA	POINTS
3.5-4.0	4
3.0-3.49	3
2.5-2.99	2
2.0-2.49	1

3. ACT Composite Score

ACT SCORE	POINTS
27 and Higher	6
24-26	5
21-23	4
18-20	3

**Students who have received a grade of "D" or "F" in more than 6 hours in the ADN curriculum will receive a 10-point deduction.**

4. Each required science course: A=3 points B=2 points C=1 point

Sciences completed with labs.	POINTS
Anatomy and Physiology I with Lab	_____
Anatomy and Physiology II with Lab	_____
Microbiology with Lab	_____
Total:	

## EAST CENTRAL COMMUNITY COLLEGE

\* NOTE: Cumulative Points are not rounded.

### 5. Preadmission examination.

Preadmission Examination Cumulative Score	POINTS
85% and above	5
80% - 84%	4
75% - 79%	3
70% - 74%	2
65% - 69%	1
64% and below	0
Points Awarded:	

**Total Points:** \_\_\_\_\_

Meeting minimum ADN admission requirements does not guarantee admission to the program.

### Acceptance Criteria

Applicants' files must be complete and submitted to the Office of Admissions & Records and the Office of Healthcare Education to be considered for acceptance into the program. The student is responsible for assuring all data is correct and received by both offices before the application deadline. Students admitted to the nursing course must adhere to the policies in the current East Central Community College Catalog and the Nursing Student Handbook.

## PRACTICAL NURSING PROGRAM

The Practical Nursing (PN) program prepares individuals for a career providing general nursing care. General practical nursing care requires basic knowledge in sociological, psychological, behavioral, physical, biological sciences, and competence in specific nursing procedures. The care does not include substantive knowledge, skills, and judgment that is required for the Registered Nurse. (2010, Mississippi Nursing Practice Law). Individuals in the Practical Nursing program will perform nursing care within the scope of practice under the direction of a licensed Registered Nurse, Advanced Practice Nurse, Physician, or Dentist.

Students who successfully complete program requirements may be eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). A State Board of Nursing can deny an individual's application to take the NCLEX-PN® based on legal grounds such as criminal history or requirements for licensure to work in a specific state. The Mississippi Community College Board accredits the East Central Community College Practical Nursing program. East Central Community College admits students into the Practical Nursing (PN) Program in August of each year.

Mississippi Community College Board  
3825 Ridgewood Road  
Jackson, MS 39211  
Phone: 601-432-6519  
Website: <http://www.mccb.edu>

# EAST CENTRAL COMMUNITY COLLEGE

## Admission Procedures

All applicants are required to take the American College Test (ACT) and meet all College general admission requirements and Practical Nursing program requirements.

Applications for the PN Program may be obtained on-line at <https://www.eccc.edu/practical-nursing-pn> January each year. The application deadline for Fall classes are March 31st. All entrance materials must be on file in the Office of Admissions and Records and the Office of Healthcare Education by March 31st.

## Admission Requirements

1. The applicant must apply for regular admission and be accepted by the College.
2. The applicant must complete the Practical Nursing Program application and submit to the Office of Healthcare Education.
3. The applicant must submit proof of a minimum ACT composite score of 16.
4. The applicant must have a high school diploma, high school equivalency certificate, or equivalent.
5. All applicants are required to complete Anatomy & Physiology I with lab (or upper level equivalents with lab) and Anatomy & Physiology II with lab (or upper level equivalents with lab) with a letter grade of "C" or higher in each course prior to taking the first nursing course.  
\*An applicant may be accepted into the PN program prior to completing these courses, but these courses must be completed prior to beginning nursing classes in the fall.
6. All applicants are required to pay the College's business office for pre-admission fees, which may include, but not limited to, pre-admission and criminal history background fees. The receipt for payment is due to the Office of Healthcare Education by March 31 of each year.
7. All applicants are required to take a pre-admission examination test pre-admission examination as specified by the Office of Healthcare Education with a minimum cumulative score of 51%.
8. All applicants selected for admission into the PN program must submit proof of the following items:
  - Physical examination (obtained in June or July of the year of admission).
  - Proof of immunizations against measles, mumps, rubella (MMR), or rubella titer.
  - Hepatitis B vaccine, or titer, or signed declination statement Tuberculosis (TB) skin test (Two-step TB test is required if not tested in previous 12 months); or QuantiFERON®-TB Gold In-Tube blood test (within last 12-months); or chest x-ray prescribed by a physician or nurse practitioner.
  - Basic Life Support for Healthcare Providers card (completed in June or July of admission year).
  - Valid proof of age to be eighteen (18) years or older (Accepted forms of validation include current driver's license, birth certificate, state-issued identification, or tribal identification).
9. All applicants must agree to submit fingerprints for criminal history background check as scheduled by the Office of Healthcare Education.

\*Note: All submissions except fingerprinting are due in the Office of Healthcare Education on or before July 31 of the year of admission.

The number of students admitted into the program will vary according to resources available. Qualified applicants for the PN Program are considered on a competitive basis. Meeting minimum PN requirements does not guarantee admission to the program. The admissions committee uses admission criterion and expertise to select the most qualified applicants for admission.

Admission criterion includes academic records, criminal history background information, points ranking, and available space.

## Admission Points Criterion

1. Lives within ECCC's district or previously enrolled at ECCC. POINTS: 1

## EAST CENTRAL COMMUNITY COLLEGE

2. College GPA on PN curriculum courses or High School GPA with no college courses taken.

GPA	POINTS
4.0	3
3.0-3.9	2
2.0 - 2.9	1
1.9 and below	0

3. ACT Composite Score

ACT SCORE	POINTS
25 and Higher	4
22-24	3
19-21	2
16-18	1

4. Each required science course: A=3 points B=2 points C=1 point

Sciences completed with labs.	POINTS
Anatomy and Physiology I with Lab	_____
Anatomy and Physiology II with Lab	_____
Total:	

\*NOTE: Cumulative Points are not rounded.

5. Preadmission examination.

Preadmission Examination Cumulative Score	POINTS
80% and above	4
71% - 80%	3
61% - 70%	2
51% - 60%	1
50% and below	0
Points Awarded:	

**Total Points:** \_\_\_\_\_

### Acceptance Criteria

Applicants' files must be complete and submitted to the Office of Admissions & Records and the Office of Healthcare Education to be considered for acceptance into the program. The student is responsible for assuring all data is correct and received by both offices before the application deadline. Students admitted to the nursing course must adhere to the policies in the current East Central Community College Catalog and the Nursing Student Handbook.

## EMERGENCY MEDICAL TECHNOLOGY-BASIC

Emergency Medical Technician is a one-semester instructional course that prepares students to provide basic emergency medical care and transportation for critical and emergent individuals who need access to the

## EAST CENTRAL COMMUNITY COLLEGE

emergency medical system.

Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight, who are trained in airway management, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. Students who complete the program are eligible to take the National Registry of Emergency Medical Technicians Exam® and become state certified. This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient.

The Mississippi State Department of Health determines guidelines and minimum standards and the Mississippi Community College Board provides curriculum.

Mississippi State Department of Health

570 East Woodrow Wilson Drive

Jackson, MS 39216

Phone: 866-458-4948

Website: [http://msdh.ms.gov/msdhsite/\\_static/47,0,307,368.html](http://msdh.ms.gov/msdhsite/_static/47,0,307,368.html)

Mississippi Community College Board

3825 Ridgewood Road

Jackson, MS 39211

Phone: 601-432-6519

Website: <http://www.mccb.edu>

### Admission Requirements

To be admitted to the EMT Basic, applicants must meet the following criteria:

1. The applicant must apply for regular admission and be accepted by the College.
2. The applicant must submit an application for the EMT Basic course to the Office of Healthcare Education.
3. The applicant must have a high school diploma, high school equivalency, or equivalent.
4. The applicant must submit valid proof of age to be eighteen (18) years or older (Accepted forms of validation include current driver's license, birth certificate, state-issued identification, or tribal identification).
5. The applicant must have a minimum score of 10 on the TABE reading test or 16 on the ACT taken after October, 1989 or 12 taken before October, 1989.
6. All applicants selected for admission into the EMT program must submit proof of the following items:
  - Physical examination obtained by a physician or nurse practitioner within 2-3 months prior to admission.
  - Proof of immunizations against measles, mumps, rubella (MMR), or rubella titer.
  - Hepatitis B vaccine, or titer, or signed declination statement; Tuberculosis (TB) skin test, (Two-step TB skin test (Two-step TB test is required if not tested in previous 12 months) or QuantiFERON®-TB Gold In-Tube blood test (within last 12 months); or chest xray prescribed by a physician or nurse practitioner.
  - Basic Life Support for Healthcare Providers card (completed in 2-3 months prior to admission).
  - Valid proof of age to be eighteen (18) years or older (Accepted forms of validation include current driver's license, birth certificate, state-issued identification, or tribal identification).

Meeting minimum ADN admission requirements does not guarantee admission to the program.

### Acceptance Criteria

Applicants' files must be complete and submitted to the Office of Admissions & Records and the Office of Healthcare Education to be considered for acceptance into the program. The student is responsible for



## EAST CENTRAL COMMUNITY COLLEGE

assuring all data is correct and received by both offices before the application deadline. Students admitted to the nursing course must adhere to the policies in the current East Central Community College Catalog and the Emergency Medical Technology Student Handbook.

### SURGICAL TECHNOLOGY PROGRAM

Surgical Technology is an instructional program that prepares an individual to serve as a member of a surgical team. Surgical technologists prepare operating rooms, and sterile fields and equipment; pass instruments, fluids and supplies; prepare and manage surgical equipment; manage sterile fields and specimen; and perform supply counts. The Surgical Technology program is accredited by Commission on Accreditation of Allied Health Programs (CAAHEP) programmatically with National Board of Surgical Technology and Surgical Assisting.

Successful graduates of this 12-month program will be awarded the Certificate of Surgical Technology®. The Associate of Applied Science degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the Association of Surgical Technologies for the National Certifying Examination and become a Certified Surgical Technologist.

Commission on Accreditation of Allied Health Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
Website: <http://www.caahep.org/>

The National Board of Surgical Technology and Surgical Assisting  
6 West Dry Creek Circle, Suite 100  
Littleton, Colorado 80120  
Phone: 800-707-0057  
Website: <http://www.nbtsa.org/index.asp>

### Admission Requirements

1. The applicant must be of legal working age (18) before program completion. Proof of age must be submitted to the Office of Healthcare Education and can include current driver's license, birth certificate, state-issued identification, or tribal identification.
2. The applicant must have a 12th grade education as demonstrated by a high school diploma, high school equivalency, or equivalent.
3. The applicant must be in good physical condition as verified by a medical examination and certifying report\* (National Certification Requirement).
4. Applicants must have an ACT composite score of 16 with a 12 in math and reading, or 12 composite if taken before October 1989, with a 12 in math and reading.
5. The applicant must have acceptable personal qualities as established through a personal interview. Applicants shall be selected for interviews by the Surgical Technology Admissions Committee.
6. The applicant must be recommended for admission by the Surgical Technology Admissions Committee.
7. All applicants are required to pay the College's business office for preadmission fees, which includes a criminal history background fee. The receipt for payment is due to the Office of Healthcare Education by June 1 of each year.
8. All applicants are required to take a preadmission examination test preadmission examination as specified by the Office of Healthcare Education with a minimum cumulative score of 51%.
9. All applicants selected for admission into the PN program must submit proof of the following items:
  - Physical examination within 2 months of admission.
  - Proof of immunizations against measles, mumps, rubella (MMR), or rubella titer.
  - Hepatitis B vaccine, or titer, or signed declination statement Tuberculosis (TB) skin test (Two-step TB test is required if not tested in previous 12 months); or QuantiFERON®-TB Gold In-Tube blood test (within last 12 months).

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- Current Basic Life Support for Healthcare Providers card.
  - Valid proof of age to be eighteen (18) years or older (Accepted forms of validation include current driver's license, birth certificate, state-issued identification, or tribal identification).
10. All applicants must agree to submit fingerprints for criminal history background check as scheduled by the Office of Healthcare Education.

Meeting minimum ADN admission requirements does not guarantee admission to the program.

### Acceptance Criteria

Applicants' files must be complete and submitted to the Office of Admissions & Records and the Office of Healthcare Education to be considered for acceptance into the program. The student is responsible for assuring all data is correct and received by both offices before the application deadline. Students admitted to the surgical technology course must adhere to the policies in the current East Central Community College Catalog and the Surgical Technology Student Handbook.

Qualified applicants for the Surgical Technology Program will be considered on a competitive basis. Meeting the admission criteria does not guarantee admission into the program. Applicants for the program are evaluated using ACT score, academic course work, and grade point average (GPA). The number of students admitted into the program vary according to resources available. The application deadline is June 1 for Spring admission.

Post acceptance requirements for students selected include a physical examination; MMR immunizations; Hepatitis B vaccines; proof of 2-step TB skin test; criminal background check; and American Heart Association Healthcare Provider Course. All students must agree to be randomly tested for drugs at any point and time while enrolled in any healthcare program. The student is responsible for all expenses associated with testing.

## TRANSFER STUDENTS

Students desiring to attend East Central Community College (ECCC) after having attended another college (degree granting institutions accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and /or the U.S. Department of Education (USDE)) must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory academic standing from the previous college may be accepted in a probationary status for one semester. If the student receives academic probation at the completion of one semester, the student will be suspended per the College's Academic/Career/Technical Probation and Suspension policy. A student may apply up to 45 transfer credit hours towards an associate degree program at ECCC. Questions regarding transferability of courses should be directed to the Office of Admissions & Records.

## TRANSFER CREDITS

East Central Community College (ECCC) grants transfer credit based on content, level and comparability of the courses, applicability of the courses to fulfilling degree requirements of the student's intended major, performance quality of the student in the courses, and accreditation of the institution at which the work was completed. Credits earned at a degree granting institutions accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and /or the U.S. Department of Education (USDE) may be considered for acceptance by the Director of Admissions and Records.

The College uses the Uniform Course Numbering System in Mississippi issued by the Mississippi Community College Board for transfer of academic credits from another institution of higher education. Academic courses eligible for transfer must be included in the Uniform Course Numbering System in Mississippi or must be equivalent to the courses included in the Uniform Course Numbering System in Mississippi.

## **EAST CENTRAL COMMUNITY COLLEGE**

The College uses the Uniform Course Numbering System for Career and Technical Education issued by the Mississippi Community College Board for transfer of career or technical credits from another institution of higher education. Career or technical courses must be included in the Uniform Course Numbering System for Career and Technical Education or must be equivalent to the courses included in the Uniform Course Numbering System for Career and Technical Education. Only courses from programs approved by the Mississippi Community College Board for ECCC are eligible for transfer. Technical credits from health related programs that have ended in a successful terminal degree will not be eligible for transfer.

Transfer credit is identified on an official college transcript and cannot exceed the College's credit value assigned to the course. Credit is allowed only for those courses in which a grade of "D" or better has been earned if the cumulative grade point average (GPA) from the transferring institution is a 2.0 or higher.

### **CONTINUING EDUCATION STUDENTS**

Non-credit activities organized to provide unified and systematic instruction, measured in duration of instructional time, and subject to performance evaluation of the participant may be measured in continuing education units (CEU). One CEU is defined as ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction and qualified instruction. The CEU may serve as a unit of measure to give recognition for an individual's participation in non-credit activities which meet appropriate criteria and may also serve as one of the accounting units for the institution's non-credit courses. CEUs are maintained through the Office of Workforce Development.

To participate in non-credit (CEU) programs or courses, a student should complete an application form and be of sufficient maturity for the course desired.

No transcript, certificate, test scores, or anything in addition to a completed application is required unless it is an EMT course. A personal check covering the cost of the course with course identification on it will hold a place in any class until the first class meeting at which time the application can be completed.

### **INTERNATIONAL STUDENTS**

International students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of postsecondary study (college or technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of study, satisfactory scores on the East Central Community College (ECCC) placement tests, proof of financial responsibility, and proof of health insurance and tuberculosis screening. ECCC is authorized under federal law to enroll non-immigrant students.

Applicants, both freshmen and transfer, whose native language is not English, are required to submit the following information to ECCC:

Scores on the Test of English as a Foreign Language (TOEFL) or scores on the International English Language Testing System (IELTS). Scores to be considered for admission to ECCC must be as follows:

1. TOEFL Internet Based Test (iBT): 69 or higher; or
2. TOEFL Paper Based Test (PBT): 523 or higher; or
3. IELTS: 6.00 overall band score or higher.

For all freshmen and transfer student applicants, the following materials must be in the Office of Admissions and Records at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission;

## EAST CENTRAL COMMUNITY COLLEGE

2. Scores on the ACT, ACCUPLACER, or SAT;
3. Official documentation indicating the receipt of a regular high school diploma from an approved\* high school including the date of graduation and appropriate signature(s). A certified copy of all high school and/or college transcripts documenting previous credits earned must be received from the school or the translation company;
4. Information, including but not limited to a letter from a bank, showing sufficient financial support;
5. Proof of health insurance; and
6. Results of an Interferon Gamma Release Assay (IGRA) (a blood assay for Mycobacterium tuberculosis: i.e., QuantiFERON TB Gold® or T-Spot®) and a chest x-ray performed within two months prior to beginning class. The blood assay and x-ray must be performed in the United States. (Students with signs or symptoms of TB or an abnormal x-ray will not be allowed to attend class without clearance from the Health Department.) Students are responsible for all costs associated with the tuberculosis screenings.

Once all requested materials listed above are received by the Office of Admissions and Records, the Admissions Office in conjunction with the Student and Exchange Visitor Information System (SEVIS) will issue the student a Form I-20. The student must then sign and return the Form I-20 along with the appropriate Visa (F-1 Visa or M-1 Visa) before he/she can register for classes at the College.

In addition to the regular tuition and fees paid by in-state students, international students will be assessed out-of-state fees payable at registration. Dormitory facilities will be available each semester only after in-district and in-state students have been housed.

*\* NOTE: If the high school transcript indicating the receipt of a regular high school diploma is from a school that is not approved by the College, the prospective student must present an official GED® transcript with satisfactory scores or submit an ACT composite of 14 or better or the equivalent score on the ACCUPLACER to be admitted into an academic or technical program at the College.*

### SPECIAL ADMISSION

In conformity with Section 37-29-1, Mississippi Code of 1972, East Central Community College (ECCC) will admit students who have not completed the requirements for regular admission to the College but who meet the enrollment criteria specified in either Policy 400.12.1, Dual Credit; or Policy 400.12.2, Dual Enrollment.

### DUAL CREDIT – ACADEMIC

Participation in Dual Credit courses at East Central Community College (ECCC) allows high school students an opportunity to earn academic credit towards meeting high school graduation requirements and towards the completion of an ECCC degree. The transcribing of credit for Dual Credit courses applied towards high school graduation requirements is completely discretionary at the secondary school. Dual Credit courses are generally taught on the premises of the secondary school and taught by an instructor approved by ECCC.

Students may be granted admission status at ECCC in Dual Credit courses while concurrently enrolled in high school if they meet the following admission requirements:

1. Have completed a minimum of fourteen (14) core high school units (students who do not have fourteen (14) core high school units but who have a composite score of thirty (30) on the ACT assessment may be considered for enrollment);
2. Have a minimum 3.0 cumulative GPA on a 4.0 scale for high school work completed; and
3. Have the unconditional recommendation of their high school principal or guidance counselor.

The credit earned at ECCC by students admitted under the Dual Credit Policy will be available for transfer or for meeting the requirements for graduation from the College after the student has received her/his high school diploma. No student shall earn more than 28 semester credit hours through the Dual Credit/Dual Enrollment program.

# **EAST CENTRAL COMMUNITY COLLEGE**

## **DUAL ENROLLMENT – ACADEMIC**

Participation in the Dual Enrollment program at East Central Community College (ECCC) allows high school students an opportunity to earn postsecondary academic credit while still enrolled in high school. Students who qualify for Dual Enrollment are allowed to enroll in courses at the College for which they are qualified.

Students may be granted admission status at ECCC while concurrently enrolled in high school if they meet the following admission requirements:

1. Have completed a minimum of fourteen (14) core high school units;
2. Have a minimum 3.0 cumulative GPA on a 4.0 scale for high school work completed; and
3. Have the unconditional recommendation of their high school principal or guidance counselor.

The credit earned at ECCC by students admitted under the Dual Enrollment Policy will be available for transfer or for meeting the requirements for graduation from the College after the student has received his/her high school diploma. No student shall earn more than 28 semester credit hours in the Dual Credit/Dual Enrollment program.

## **WARRIOR PATH TO SUCCESS (WPS) STUDENTS**

East Central Community College's (ECCC) First-Year Experience Program, called The Warrior Path to Success (WPS), seeks to enhance the learning and engagement of at-risk, first-year students in order to help them achieve success in college.

Eligible students are identified based on the following criteria:

1. Student is a first-time freshman.
  - a. Student is not a transfer student.
  - b. Student has no prior degree or certificate.
  - c. Student is not an ECCC readmission candidate after a break in enrollment.
2. Student is enrolled as a full-time student.
3. Student meets the placement test criteria as described below.
  - a. ACT English < 17 and/or Accuplacer Sentence Structure < 88; Accuplacer Reading Comprehension < 88
  - b. ACT Algebra < 19 and/or Accuplacer Mathematics < 88
4. Student is not dual credit or dual enrolled. If a dual credit or dual enrolled student does not meet the placement test criteria listed above and has not successfully passed English Composition I and College Algebra with a "C" or better, the student is eligible for Warrior Path to Success.
5. Student is not an on-line student.

The College places three requirements on students eligible for Warrior Path to Success:

1. Attend a First-Year Experience Orientation for Advisement and Registration.
2. Enroll in LLS 1313, a course designed to assist first-year, first-semester students with skills such as orientation to facilities and services; career exploration and lifelong learning; critical thinking; goal setting, self-motivation, and personal responsibility; managing money and minimizing debt; self-awareness, health and wellness; and study skills, learning styles, and time management and test-taking skills. An effective mastery of these skills will enhance retention and persistence to graduation. The course is three lecture hours, and the students will receive three semester hours credit.
3. Successful completion of LLS 1313 will be required for graduation from East Central Community College. Successful completion is defined as an earned grade of "C" or better.

## **PART-TIME STUDENTS**

Part-time students must meet the same admission requirements as do full-time students.



# EAST CENTRAL COMMUNITY COLLEGE

## LEGAL RESIDENT STATUS

East Central Community College observes the following definitions with regard to residential status of applicants and students as interpreted from laws engaged by the Mississippi Legislature. The College's district includes the following supporting counties: Leake, Neshoba, Newton, Scott, and Winston.

1. Legal Residence of Adult (Persons 21 and Older). The residence of an adult is that place where he is domiciled, that is, the place where he actually physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent. MS Code § 37-103-13
2. Legal Residence of Minor Students for Purposes of Attendance at Universities and Community Colleges. For purposes of determining whether a person pays out-of-state or in-state tuition for attendance at universities and community and junior colleges, the residence of a person less than twenty-one (21) years of age is that of the father, the mother or a general guardian duly appointed by a proper court in Mississippi. If a court has granted custody of the minor to one (1) parent, the residence of the minor is that of the parent who was granted custody by the court. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with a general guardian duly appointed by a proper court of Mississippi, in which case his residence becomes that of the guardian. A student residing within the State of Mississippi who, upon registration at a Mississippi institution of higher learning or community college, presents a transcript demonstrating graduation from a Mississippi secondary school and who has been a secondary school student in Mississippi for not less than the final four (4) years of secondary school attendance shall not be required to pay out-of-state tuition. This section shall not apply to the residence of a person as it relates to residency for voter registration or voting. MS Code § 37-103-7
3. Residency requirement for purpose of being admitted as state resident; definition of residence. No student may be admitted to any junior college or institution of higher learning as a resident of Mississippi unless his residence has been in the State of Mississippi preceding his admission. Residence shall be as defined in the MS Code Sections 37-103-7 and 37-103-13. MS Code § 37-103-3

Residence status of person entering state for purpose of attendance at educational institution. A person who has entered the State of Mississippi from another state and enters an educational institution is considered a nonresident. Even though he may have been legally adopted by a resident of Mississippi, or may have been a qualified voter, or a landowner, or may otherwise have sought to establish legal residence, except as otherwise provided in Section 37-103-25, such a person will still be considered as being a nonresident of Mississippi if he has entered this state for the purpose of enrolling in an educational institution. MS Code § 37-103-5

4. Legal residence of married person. A married person may claim the residence status of his or her spouse, or he or she may claim independent residence status under the same regulations set forth in Section 37-103-13 as any other adult. MS Code § 37-103-15
5. Residence status of children of parents employed by educational institutions. Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any junior college in this state or the Board of Trustees of State Institutions of Higher Learning may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members. MS Code § 37-103-9
6. Special MPACT Rule. An MPACT beneficiary is considered a resident. MS Code § 37-155-5(d)(iii); MS AG Op., Patterson (Oct. 11, 1996).
7. **Special Military Provisions.**
  - a. Residence status of military personnel assigned to active duty and stationed in state and members of the Mississippi National Guard. Members of the United States Armed Forces on extended active duty and stationed within the State of Mississippi and members of the Mississippi National Guard may be classified as residents, for the purpose of attendance at state-supported institutions of higher learning and community and/or junior colleges of the State of Mississippi. Resident status of such military personnel who are not legal residents of Mississippi, as defined in Section 37-103-13, shall terminate

## EAST CENTRAL COMMUNITY COLLEGE

upon their reassignment for duty in the continental United States outside the State of Mississippi. MS Code § 37-103-17 See MS Code § 37-103-21 for proof requirements.

b. Residence status of spouse or child of military personnel assigned to active duty.

(1) Resident status of a spouse or child of a member of the Armed Forces of the United States on extended active duty shall be that of the military spouse or parent for the purpose of attending state-supported institutions of higher learning and community/junior colleges of the State of Mississippi during the time that the military spouse or parent is stationed within the State of Mississippi and shall be continued through the time that the military spouse or parent is stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of a minor child terminates upon reassignment under Permanent Change of Station Orders of the military parent for duty in the continental United States outside the State of Mississippi, excepting temporary training assignments en route from Mississippi, and except that children of members of the Armed Forces who attain Mississippi residency in accordance with the above provisions, who begin and complete their senior year of high school in Mississippi, and who enroll full time in a Mississippi institution of higher learning or community/junior college to begin studies in the fall after their graduation from high school, maintain their residency status so long as they remain enrolled as a student in good standing at a Mississippi institution of higher learning or community/junior college. Enrollment during summer school is not required to maintain such resident status.

(2) The spouse or child of a member of the Armed Forces of the United States who dies or is killed is entitled to pay the resident tuition fee if the spouse or child becomes a resident of Mississippi.

(3) If a member of the Armed Forces of the United States is stationed outside Mississippi and the member's spouse or child establishes residence in Mississippi and registers with the plans to attend, the institution of higher education or community/junior college shall permit the spouse or child to pay the tuition, fees and other charges provided for Mississippi residents without regard to length of time that the spouse or child has resided in Mississippi.

(4) A member of the Armed Forces of the United States or the child or spouse of a member of the Armed Forces of the United States who is entitled to pay tuition and fees at the rate provided for Mississippi residents under another provision of this section while enrolled in a degree or certificate program is entitled to pay tuition and fees at the rate provided for Mississippi residents in any subsequent term or semester while the person is continuously enrolled in the same degree or certificate program. A student may withdraw or may choose not to reenroll for no more than one (1) semester or term while pursuing a degree or certificate without losing resident status only if that student provides sufficient documentation by a physician that the student has a medical condition that requires withdrawal or nonenrollment. For purposes of this subsection, a person is not required to enroll in a summer term to remain continuously enrolled in a degree or certificate program. The person's eligibility to pay tuition and fees at the rate provided for Mississippi residents under this subsection does not terminate because the person is no longer a member of the Armed Forces of the United States or the child or spouse of a member of the Armed Forces of the United States. MS Code § 37-103-19

8. **Aliens.** MS Code § 37-103-23 states that all aliens are classified as nonresidents. However, this section was declared unconstitutional in *Jagnadan v. Giles*, 379 F. Supp. 1178 (N.D. Miss. 1974), affirmed in part on other grounds 538 F.2d 1166 (5th Cir. 1976). No statutory provision addressing aliens and residency for tuition purposes is currently in effect. Accordingly, aliens should be treated in the same manner as other persons attempting to prove resident status for the purpose of determining tuition and fees charged by CC/IHL's.

a. Immigrants Distinguished from Nonimmigrants. Under the Immigration and Nationality Act, aliens are classified as (1) "immigrants", i.e., persons seeking to be permanent residents, and (2) "nonimmigrants", i.e. persons seeking admission to the U. S. for a limited time, usually for a limited purpose.

b. Immigrants, Permanent Residents or "Green Card" Holders. Generally speaking, most persons having immigrant or permanent resident status ("green card" holders) have the ability to establish a domicile in Mississippi and to qualify as Mississippi residents.

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- c. Nonimmigrant Visa Holders. Most persons holding nonimmigrant visas, including F -1 student visas, will not be able to demonstrate the requirements for a Mississippi domicile because their visas are temporary in nature and U. S. approval of their visas may have required a determination that the persons intended to return to their country of origin after the purpose of their visas is concluded. This being the case, the person's domicile would remain in their country of origin. In addition, Section 37-103-5 provides that a person entering Mississippi to attend an educational institution is and remains a nonresident for tuition purposes. However, there may be instances in which nonimmigrants can establish residency in Mississippi due to special provisions or special circumstances. For example, in *Toll v. Moreno*, 458 U. S. 1, 102 S. Ct. 2977, 73 L.Ed. 2d 563 (1982), the United States Supreme Court concluded that, while Congress precluded many aliens in nonimmigrant categories from establishing domicile in the United States, it allowed G-4 aliens to establish domicile in the U. S.
9. Responsibility for registration under proper residence status; presentation of false evidence of residence status. The responsibility for registering under his proper residence status is placed upon the student. In addition to any administrative action which may be taken by the governing authorities of the state-supported institutions of higher learning or junior colleges concerned, any student who willfully presents false evidence as to his residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars (\$100.00). MS Code § 37-103-27. See also MS Code § 37-103-29.

## MISSISSIPPI VIRTUAL COMMUNITY COLLEGE

The Mississippi Virtual Community College is a consortia of Mississippi's 15 community college districts and the Mississippi Community Colleges Board (MCCB). Its mission is to provide educational opportunities to constituencies who live within the various community and junior college districts in Mississippi and to others beyond those boundaries.

Through MSVCC, students may take courses from community & junior colleges anywhere in Mississippi while getting support services from a local college. To take a course from a *remote* (provider) college, a student enrolls at a *local* (host) community or junior college. The host college supports the student with a full slate of student services including advisement and counseling, financial aid, and learning resources. The host college receives the student's tuition and fees. The host college awards credit for the course. The *remote* (provider) college provides the course instruction. Assignments, tests, and grades are administered by one of its instructors.

For this instructional service, the provider college receives the state's reimbursement for the enrollment.

This consortia makes it possible for MSVCC colleges to leverage their distance learning resources—including faculty, courses, support services, and technology—to benefit students throughout Mississippi and beyond.

For a list of courses offered through MSVCC, please see the web site at <http://msvcc.squarespace.com>.

## PLACEMENT STANDARDS

When a student is admitted to ECCC, his or her ACT sub-scores are evaluated to determine if certain academic skills need improvement. Any student who has not taken the ACT will be required to take the Accuplacer for placement in English and algebra courses. Accuplacer is an untimed, computerized test that helps ECCC staff evaluate a student's skills and place him or her in appropriate courses. The following charts specify the correct course(s) that the student should take:

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### English Placement

Act Score	Accuplacer Score Sentence Skills	Accuplacer Score Reading Comprehension	Course Placement
0-16	20-87	20-87	ENG 0124 - Intermediate English
17+	88-120	88-120	ENG 1113 - English Composition I

### Algebra Placement

Act Score	Accuplacer Score	Course Placement
0-18	20-87	MAT 1233 - Intermediate Algebra
19+	88-120	MAT 1313 - College Algebra

### Testing Policies and Procedures

#### Students who have not taken the ACT

Any student who has not taken the ACT may take the Accuplacer placement test two times. The second attempt must be at least one week after the first testing date. The student should complete appropriate tutorial work (credit or non-credit) prior to taking the second test. This work may be in the form of any study preparation suitable for improving knowledge in the subject area. Retesting must take place before the start of a term. A student will forfeit the second testing attempt if the retesting is not completed before the start of classes for the term. Students taking the Accuplacer for initial placement and admission shall be given first priority to test.

#### Students who have taken the ACT

Any student who has taken the ACT, but wishes to improve his or her placement level(s) may attempt the Accuplacer placement test one time. Accuplacer is divided into two individual tests. A student can choose to skip any of the two test but will not be allowed another opportunity to complete a test that was skipped.

Testing must take place prior to the first day of a term. Students taking the Accuplacer for initial placement and admission shall be given first priority to test.

### Registration for Testing

Students may register for Accuplacer at the Success Center which is located in the Mamie Ethel Burton Library. To register via phone, students may call 601.635.6346.

### Testing Locations

Accuplacer is administered in the Success Center's computer lab in the Mamie Ethel Burton Library.

### Fee schedule

Testing fees may be paid in the ECCC Business Office which is located in the Arno Vincent Administration Building. The accepted forms of payment are cash, check, VISA or MasterCard (either debit or credit.) The cost for Accuplacer will be \$20 for all assessments or \$10 for the English assessments or \$10 for the algebra assessment. Retests will be \$10 for all assessments or \$5 for each individual assessment. Students will be given a receipt upon payment. This receipt must be presented upon arrival for testing.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **Testing Information for Students:**

- Only students who have submitted an application to the ECCC Office of Admissions and Records will be allowed to take the Accuplacer assessment.
- Anyone wishing to test must present a valid photo I.D. No one will be allowed to test without proper identification. This may be: a driver's license, a military I.D. card or a school I.D. card, etc. Identification will be rechecked after the assessment is completed.
- No cell phones, pagers, timers, drinks, food, or tobacco products are allowed in the testing area.
- An on-screen calculator is available for use during the math test. No calculator may be used with the Accuplacer assessments. Cell phone calculators and TI-89 or TI-92 graphing calculators are NOT allowed.
- Accuplacer is an untimed test. As a general rule, testing time is approximately two hours.
- Test results are available immediately following the test.
- Accuplacer scores are not transferable to other colleges.
- ECCC will not fax scores to individuals, businesses or other educational entities.

### **General Information about Accuplacer**

Sample questions and student information are available at the following Website: <http://accuplacer.collegeboard.org/students>. Information on My Foundations Lab (for remediation) is located at <http://www.pearsonmylabandmastering.com/northamerica/accumfl/>.

## **BENEFITS FOR VETERANS**

East Central Community College is an approved institution for providing education training for veterans. The Director of Admissions and Records serves as Veterans Advisers and offers assistance in handling matters pertaining to veterans at the College.

## **SELECTIVE SERVICE**

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Director of Admissions and Records. Students may also access information from the Selective Service System at [www.sss.gov](http://www.sss.gov).

## **ADMISSION OF VETERANS**

The Director of Admissions and Records and the Admissions and Records Clerk/Veterans Affairs (VA) Enrollment Services serve as the Veterans Affairs Officers for the College. In accordance with Mississippi Code §37-103-25, East Central Community College shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by Title 38 of the United States Code, or a person entitled to education benefits under Title 38 of the United States Code. Students who are veterans or dependents of veterans shall submit one of the following documents to receive in-state tuition: Certificate of Eligibility (CoE), Transfer of Eligibility (ToE), Adjudication Letter (disabled veterans), DD-214 showing Active Duty, a Mississippi Driver's License showing veteran certification, or any other document approved by the Mississippi Community College Board for veteran certification. This documentation must be submitted prior to or during a semester in order to receive in-state tuition charges for said semester, and in-state tuition rates shall become effective upon approval of submitted documentation.

## **NATIONAL GUARD, VETERANS PREVIOUS EDUCATION, SERVICE MEMBERS OPPORTUNITY COLLEGES; EVALUATION, CREDIT, AND TRANSFER**

East Central Community College evaluates previous military experience in accordance with the recommendations of the American Council on Education (ACE) through the Guide in the Evaluation of Educational Experience in the Armed Forces. The College awards credit to a veteran through several sources.

1. Previous college transcripts
2. College-Level Examination Program (CLEP)



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3. Advanced Placement (AP)
4. DDST (Formerly known as DANTES Subject Standardized Test)
5. DD214 (Discharge Papers and Separation Documents) or NOBE (Notice of Basic Eligibility)
6. Army American Council on Education Registry Transcript System (AARTS); Sailor/Marine American Council on Education Registry Transcript (SMART);USAF Air University: Community College of the Air Force

The College awards credit to students who are enrolled at the College who score at least 50 on approved CLEP tests and at or above the fiftieth percentile on approved DSST Subject Examinations. A grade of “Z” is recorded for credit granted. No quality points are granted. Credits are not used in computing grade point average.

The College will award seven semester hours of credit on a veteran’s record when a copy of the DD214 or a copy of the Notice of Basic Eligibility (NOBE) is presented to the Director of Admissions and Records.

These hours include:

- A. 4 semester hours of Physical Education
- B. 3 semester hours of Personal and Community Health

No credit is established by the College for experiential learning; however, credit is accepted when transcribed from Army American Council on Education Registry Transcript System (AARTS); Sailor/Marine American Council on Education Registry Transcript (SMART); or USAF Air University: Community College of the Air Force. The transcripts are forwarded to the advisor for the Career or Technical program in which the student is enrolled. The Career or Technical advisor evaluates the transcript and sends a list of the courses equivalent to the College’s Career or Technical Courses to the Director of Admissions and Records. The Director of Admissions and Records adds the courses to the student’s record.

The Director of Admissions and Records evaluates and determines academic credit to be granted when transcribed from Army American Council on Education Registry Transcript System (AARTS); Sailor/Marine American Council on Education Registry Transcript (SMART); or USAF Air University: Community College of the Air Force.

A student can receive credit for a maximum of 30 semester hours of approved military training.

### **EAST CENTRAL COMMUNITY COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253 [D]**

Monitoring Academic Progress for Veterans or Eligible Persons Receiving Educational Benefits under one of the Various U.S. Department of Veterans Affairs (VA) Programs

In accordance with Veterans Administration Regulation 14253 revised DVB Circular 20–75–84 dated August 14, 1975 (VA Regulations and Circular), East Central Community College adheres to the Guidelines for Institutions Enrolling Veterans and Eligible Persons: Standards for Maintaining Adequate Records and Policies for Satisfactory Progress, Previous Education and Training, Conduct, and Attendance.

1. The College maintains a written record of previous education and training.
  - a. Transcripts of college-level education are part of the record.
  - b. The records clearly indicate that appropriate credit has been granted with training periods proportionately shortened and VA so notified.
  - c. The College maintains an official record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the



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institution for previous education and training, with the length of the degree program shortened proportionately to training.

2. The College maintains adequate records to show progress of each veteran.
  - a. Records show continued pursuit at the rate for which enrolled and progress being made.
  - b. Records include final grades in each subject for each term or semester.
  - c. Accumulative permanent records are maintained to reflect grades in all subjects undertaken.
  - d. Students are not permitted to enroll repeatedly in courses, not attend, and withdraw without penalty. A veteran student may repeat a course in which a passing grade has been achieved only when a higher grade is required as a prerequisite.
  - e. The school records reflect the point in time when educational benefits should be discontinued for unsatisfactory progress, unsatisfactory conduct, and withdrawals.
  - f. The policy includes the grade point average (2.000 on a 4.0 scale) required for graduation.
  - g. Students must meet the college's Academic/Career/Technical Probation and Suspension Policy.
  - h. No veteran student will be considered to have made satisfactory progress when the student fails, receives no credit, or withdraws from all subjects undertaken when enrolled in two or more subjects, except when there are extenuating circumstances.
3. The College enforces a policy relative to standards of conduct and progress.
  - a. Records show withdrawal from any subject to include the last date of attendance.
  - b. Records show re-enrollment in subjects from which there was a withdrawal or course in which no credit was given.
  - c. The College maintains adequate attendance record

### **SOPHOMORE STATUS**

Before a student can be classified as a sophomore, he/she must have earned a minimum of 30 hours or its equivalent from an approved college.

### **TESTING SERVICE**

East Central Community College is a fully participating institution in the American College Testing Program and administers the test on all nationally scheduled testing dates. The national test must be scheduled through [www.act.org](http://www.act.org). The East Central Testing Center provides admission and placement testing through the Accuplacer and the ACT Residual. The Accuplacer and ACT Residual must be scheduled through the Testing Center. Tests are provided by appointment only. In addition to the ACT, the College administers and utilizes the Accuplacer assessments for placement into English/Reading, and Mathematics courses as well as The Warrior Path to Success program and certain Career/Technical programs. To contact the Testing Center, call 601-635-6346.

### **SCHOOL TERMS AND PERIODS**

East Central operates on the semester system. There are two regular semesters which begin in August and in January. In addition to the semester system, ECCC offers accelerated sessions called Intensive Terms, typically one-half the length of a semester. During the summer, there is an eight (8) week summer session divided into two four-week terms, and a three-week intersession. The College also offers courses at other times to meet the needs of students.

Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester. In general, a semester hour of credit is equal to 750 minutes of instruction.

Classes are also offered off-campus at various locations throughout the five county district.

### **DISABILITY SUPPORT SERVICES**

East Central Community College provides reasonable accommodations for students with disabilities through

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Disability Support Services (DSS). DSS verifies eligibility for accommodations and works with eligible students who have self-identified and provided current documentation.

Students should contact Dr. Randall Lee, Vice President for Student Services at 601-635-6375 to establish a plan for reasonable accommodations and services.

### RECORDS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The College recognizes that the maintenance of student information and educational records is necessary and vital to assist the student's education and development and to provide opportunities for College research and policy formulation. The College recognizes its obligation to exercise discretion in recording and disseminating information about students to insure that their rights of privacy are maintained.

The College will furnish annual notification to students of their right to inspect and review their educational records, the right to request amendment of educational records considered by them to be inaccurate or misleading or that violate privacy or other rights; and of their right to a hearing should the College decline to amend such records. The annual notice will be published. The College utilizes The Guide for Retention and Disposal of Records as published by the American Association of Collegiate Registrars and Admissions Officers as the policy for disposal of student records.

The following guidelines have been developed to insure the privacy rights of students. For the purposes of the policy statement a student is defined as an individual who has been admitted and has been in attendance in the College.

#### Student Access to Records:

Students have the right to be provided a list of the type of educational records maintained by the College which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the College to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

Students do not have access to: financial records of their parents; confidential letters and statements of recommendation which were placed in the educational record prior to January 1, 1975, provided such letters or statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right of access, respecting admission, application for employment, and the receipt of an honor or honorary recognition. See 20 U.S.C. §1232g.

Students do not have access to: instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual except a substitute; Campus Police records which are maintained apart from educational records, which are used solely for law enforcement purposes, and which are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the Alumni Office records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his or her capacity or to records created in connection with the treatment of the student under these conditions which are not disclosed to anyone other than individuals providing treatment. These records may be reviewed by a physician or appropriate professional of the student's choice. See 20 U.S.C. § 1232g.

## EAST CENTRAL COMMUNITY COLLEGE

### Procedures for Access:

Students should contact the appropriate office to inspect and review their records. An office may require that a College official be present when a student inspects and reviews his educational records. Any questions concerning a student's access to records should be directed to the Director of Admissions and Records.

### Release of Directory Information:

Directory information may be released by the College without the student's written consent. Directory information consists of the following items: name; local, home, or permanent address; email address; name and addresses of parents or guardian; classification (freshman, sophomore, etc.); major and minor fields of study; dates of attendance; full- or part-time status; degrees, awards and honors, and dates awarded; rank in class; and previous institutions attended. Directory information does not include social security number, PINs, date of birth, and test scores. Participation in recognized activities and sports, weight and height of members of athletic teams, and other similar information is considered directory information. See 20 U.S.C. §1232g.

A student may deny the release of directory information by completing the form "Request to Prevent Disclosure of Directory Information" located in the Director of Admissions and Records office. A former student, one who is not in attendance, must contact the Director of Admissions and Records to deny the release of directory information.

### Release of Educational Records:

The College will release a student's educational record(s) upon the student's completion of the form "Authorization to Disclose Academic Information."

The College may release students' educational records to the following without prior written consent:

1. College officials who have a legitimate educational interest in the records. College officials are defined as teachers, administrative personnel and other employees except personnel of the security or law enforcement unit of the College who in the performance of their normal duties require access to student records. If College officials are required in the performance of their duties to review the educational records of a student, this will be considered to be a legitimate educational interest.
2. Officials of another school in which the student intends to enroll upon request of the transfer school.
3. Government representatives of the Comptroller General of the United States, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
4. Appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
5. To organizations conducting studies for, or on behalf of, the College or its agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of a dependent student as defined in section 152 of the Internal Revenue code of 1986. College officials may release educational records to parents on the basis of written certification from the parent that the student is a dependent as defined under the Code.

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8. To comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
9. To appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released, that information will only be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.
10. No personal information on a student will be released without a statement from the College to the party receiving the information that no third party is to have access to such information without the written consent of the student.

This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. §1232g), and is not intended to impose any restrictions or grant any rights not specifically required by this Act.

### GRADES

Grades will be electronically submitted through the College's secure portal by the instructors at the midpoint of each semester. Grade reports will be available to the student at the College's secure portal. The mid semester grade is a progress report and is not recorded on the student's permanent record.

At the end of the semester, instructors will electronically submit a final grade through the College's secure portal. The final grade will be recorded on the student's permanent record. Grade reports will be available to the student at the College's secure portal

### GRADING SYSTEM

#### Academic Grades

A	100 – 90.....	Excellent
B	89 – 80 .....	Good
C	79 – 70.....	Average
D	69 – 60.....	Poor
F	59 – below.....	Failure

#### Administrative Grades

I	Incomplete
AU	Audit (No credit on hours attempted or earned)
Z	Non-Traditional Credit (Military, CLEP, DSST, and /or AP)
W	Withdrawal (Assigned for students with excessive absences or for students who drop a course prior to the posted deadline)
P	Passing (Assigned to students who successfully pass a Course Challenge Exam for Experiential Learning)
AF	Academic Forgiveness (No credit on hours attempted or earned)
XF	Academic Dishonesty
S	Satisfactory

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## INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester or a grade of "F" will be recorded by the Director of Admissions and Records. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

## APPEAL PROCEDURES FOR GRADES

See Student Complaint Procedures.

## HONOR ROLL

Special recognition is given to full-time students performing outstanding work in their program emphasis areas. After each grading period, the Director of Admissions and Records will publish an Honor Roll consisting of the following categories (based on term grade point average (GPA)):

President's List .....	4.00
Dean's List.....	3.50
Honorable Mention.....	3.00

## HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide academically talented students enriched educational experiences including the opportunity for independent projects and research, greater intellectual challenge, and association with others of similar abilities and interests. Specially designed honors classes are offered to stimulate students' spirit of inquiry and provide opportunities for in-depth study in several subject areas.

## HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program a student should have a superior ACT score, a superior grade point average, and an invitation from the honors faculty.

## ADVANCED PLACEMENT/CREDIT BY EXAMINATION

East Central has two provisions for granting credit by advanced placement of students and one provision for granting credit by examination.

### Articulated Credit for Career and Technical Programs

East Central Community College will use the current Statewide Articulation Agreement for Career and Technical Education from the Mississippi Community Colleges Board (MCCB) to grant credit for Career and Technical courses defined in the Articulation Agreement.

#### **To be eligible for articulated credit, a student must:**

1. Meet all College admissions requirements;
2. Be registered as a full-time student in good standing in one of the College's Career or Technical programs;
3. Complete the articulated Secondary Career or Technical Program; and
4. Score 80 percent or higher on the Mississippi Career Planning and Assessment System (MS CPAS) in their secondary program of study.

#### **To be awarded articulated credit, a student must:**

1. Meet with the Career or Technical Advisor for the articulated program and request articulated credit, Advisor will notify the Director of Admissions and Records;
2. Enroll in the College within 18 months of graduation; and

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3. Successfully complete 12 non-developmental career, technical or academic credit hours in the corresponding articulated postsecondary Career or Technical program.

### **How MS CPAS will be documented:**

The Research and Curriculum Unit of Mississippi State University will provide the Mississippi Community Colleges Board (MCCB) a list of all secondary Career and Technical students scoring at or above the 80 percent for the articulated programs.

The Mississippi Community Colleges Board (MCCB) will forward the list of students eligible for articulated credit to the College.

### **Transcripting of Articulated Credit:**

Students must complete twelve (12) non-developmental career, technical or academic credit hours in the articulated postsecondary Career or Technical program before the articulated credit is transcripted.

A grade of "Z" is recorded for credit granted. No quality points are granted. Credits granted are not used in computing grade point average.

### **Cost:**

No Costs Will Be Assessed On Hours Earned Through Articulated Credit.

The student may transfer back to the beginning level course should the student intending to receive credit under this agreement fail to make satisfactory progress in the next higher sequential course.

### Advanced Placement Examination

Students who make a score of three (3) or higher on the Advanced Placement (AP) test will be given credit for the course at East Central. Generally an AP score of three (3) will result in awarding three (3) semester hours credit in the subject area. More than three (3) semester hours credit may be awarded for AP scores of four (4) or five (5) when approved by the appropriate division chairs working in conjunction with departmental faculty and the Vice President for Instruction. Academic credit established through AP will not carry a letter grade and will not be included in calculating the quality point average.

### College Level Examination Program (CLEP) and DDST Subject Standardized Test (formerly known as DANTES)

East Central Community College awards academic credit through the College Level Examination Program (CLEP) and DSST Subject Standardized Test (formerly known as DANTES Subject Standardized Test (DSST) to students who are enrolled at East Central who score at or above the fiftieth percentile on approved CLEP and DSST Subject Examinations. The College will also accept transfer academic credit from other colleges on either the General or Subject Examinations.

East Central is not a testing center for the DSST and does not establish credit on the General Examination. Academic credit established through the DSST will not carry a letter grade and will not be included in calculating the quality point average. East Central is a testing center for the CLEP.

## EXPERIENTIAL LEARNING

East Central Community College believes it is important to recognize that learning takes place both inside and outside of a formal classroom setting, especially in the workplace and the military. In order to provide instructional credit for students who have previously mastered outcomes required in a given course, a Course Challenge Examination Policy has been developed to allow students an opportunity to pass a challenge examination on the subject matter being taught for which prior experiential learning has occurred (with supportive documentation). Credit awarded for such Course Challenge Examinations will be posted to a student's transcript subject to his/her meeting admission requirements and enrolling at East Central Community College. Students will be responsible for the course fees associated with earning college credit.



## **EAST CENTRAL COMMUNITY COLLEGE**

The Course Challenge Examination must be administered by a qualified faculty member or college administrator in accordance with the following:

1. The candidate for the Course Challenge Examination must be eligible for admission to East Central Community College as a student.
2. The candidate must have discussed his/her interest in taking a Course Challenge Examination with the appropriate faculty member and document/demonstrate to that faculty member's satisfaction that he/she has achieved subject matter mastery through some prior learning experience (substantiated by documentation).
3. The candidate must complete a Course Challenge Examination Request Form.
4. The request must be approved by the instructor and Vice-President for Instruction before the examination is given.
5. Course Challenge Examinations shall be comprehensive in scope covering content taught in the entire course and based on the student learning outcomes established for the course.
6. If the course being challenged has a laboratory or skill component, the Course Challenge Examination must have a performance component which authenticates the student's comprehensive mastery of the skills required in the course.

The total credit that may be earned by Course Challenge Examinations for any individual program of study may not exceed 15 semester credit hours. Students may take the Course Challenge Examination at a cost of \$50 per Course Challenge Examination (plus materials when a skills authentication component is required). Each Course Challenge Examination will be administered on pass-fail basis only. A minimum passing score on any Course Challenge Examination will be 75% mastery. The successful completion of the Course Challenge Examination will result in the posting of a "P" grade to the candidate's transcript. The unsuccessful attempt of any Course Challenge Examination will result in the student receiving no grade of any kind. A student may only challenge a given course one time.

### **ACADEMIC/CAREER/TECHNICAL PROBATION AND SUSPENSION**

Probation and suspension procedures for academic, career and technical students are designed to make the student aware that the quality of his/her scholastic achievement is below the standards required for satisfactory progression toward graduation.

If any full-time/part-time student, who is in Good Standing at the beginning of a Fall or Spring term, earns a term GPA of less than 1.5, he/she will be placed on Probation at the end of that term.

If any full-time/part-time student, who is on Probation at the beginning of a Fall or Spring term, earns a term GPA of less than 1.5, he/she will be placed on Suspension at the end of that term. While on Suspension, the student is prohibited from enrolling in any classes for one regular semester term (summer is not a regular semester term). If the Suspension occurs at the conclusion of the Spring term, the Suspension may be removed by attending during the Summer term at East Central Community College and earning a term GPA of not less than a 1.50.

Although a term GPA of less than 1.50 is used as the basis for probation and suspension, a higher cumulative program GPA is required for graduation. Refer to POLICY 413.1 REQUIREMENTS FOR DEGREES and POLICY 413.2 REQUIREMENTS FOR CERTIFICATES for graduation requirements.

The above policy will also apply to all transfer students.

### **PROGRAM OF STUDY**

A student registering for 15 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

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Changes of Program of Study requests should be submitted to the Office of Admissions and Records before the end of the Census Date (end of the Drop/Add Period) of a given term. After the Census Date, processing of requests for program changes may wait, for reporting reasons, until the beginning of advance registration for the following semester. A student should discuss any proposed changes in his/her program with his/her advisor.

### CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the College has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

Instructors will record and report attendance promptly for each class meeting up to and including the last regularly scheduled class meeting of each semester.

1. Students should review their schedules before the semester begins to make sure they are enrolled in the appropriate classes. Once classes begin it is important students attend every class meeting. Students should be aware that there are challenges involved in adding a class after classes have begun. Students will be counted absent for class meetings missed during the drop/add period. Students are responsible for any work missed in the class prior to their enrollment and cannot expect due dates to be altered. If one or more class meetings have been missed, students are advised to speak to the instructor prior to adding the class to determine if adding is appropriate. Students who add a class at the end of the drop/add period may have little to no opportunity to drop the class.

2. Official absences are those incurred when students miss class while officially representing the College. The College sponsor of the group reports the list of students officially representing the College in MyEC, using the Official Absence Form. Official absences will not count in the total number of absences allowed.

3. Unofficial absences occur when students who are not representing the College miss class. Total unofficial absences per class may not exceed three for a class that meets once per week, four for a class that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week or ten for a class meeting five times per week. Exceptions to this policy include classes that meet less than a full semester; Mississippi Virtual Community College classes, healthcare education classes, and some of the Career & Technical classes. The instructor will notify students of the absentee policy in those particular classes in writing at the beginning of the semester. Tardies which equal the number of times the class meets per week will constitute an unofficial absence. (Exception: For classes which meet once per week, three tardies will constitute an unofficial absence.) If a student exceeds these numbers of absences he/she will be cut out of class and will be administratively withdrawn. If a student is administratively withdrawn before the Friday of the week that equates to 75% of the term, the student will receive a final grade of "W" for the course. If a student is administratively withdrawn after the Friday of the week that equates to 75% of the term, the student will receive a grade of "WF" for the course.

4. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. To be considered for approval, the student must be prepared to present a valid reason for having been absent.

5. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class. The student should meet with the instructor at the next class meeting after missing over the limit allowed. The instructor will explain the appeal process. The instructor will counsel with the student and discuss the reasons and excuses. If the student is readmitted,

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he/she will sign a form stating that they will not be tardy or absent from the class for the remainder of the semester and if they are, they will be dropped and will not have the opportunity to appeal again. If the student is denied reentry by the instructor the student will have the opportunity to appeal to the Director of Academic and Continuing Education, Director of Career & Technical Education, Dean of Healthcare Education, or Dean of eLearning depending upon the course in which the student is enrolled. Should the matter not be resolved to the student's satisfaction through the appeal to the appropriate administrator, the student has the right to appeal to the Vice President for Instruction within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. The last step in the appeals process will be the meeting with the Vice President for Instruction. The student must continue to attend the class through the entire process.

6. If the student has extenuating circumstances that prevent him/her from returning to class, he/she **MUST** contact either the instructor or appropriate Instructional Officer (Director of Academic and Continuing Education, Director of Career & Technical Education, Dean of Healthcare Education, or Dean of eLearning Education) within two (2) calendar days after exceeding the number of absences allowed.

### **COURSE CHANGE**

A student desiring a course change will initiate the change through MyEC or with an Instructional Counselor up until the drop/add deadline for each term. A fee of \$5.00 is assessed for each change in schedule after the date a student's schedule is completed and accepted.

### **WITHDRAWAL FROM A COURSE**

If a student desires to withdraw from a course the student may do so up to the published withdrawal date listed on the College Calendar. This date will be the Friday of the week that equates to 75% of the term. The process begins with the student's advisor and ends in the Office of Admissions and Records. A student who officially withdraws prior to the withdrawal date will receive a final grade of "W." All withdrawals, including administrative withdrawals, after the withdrawal date will result in a grade of "WF."

### **REPEATING A COURSE**

A student may repeat any course taken at East Central Community College or transferred credit that is recorded on his/her transcript. The highest grade earned in any repeated course will be the grade used for determining credit and the GPA applicable to graduation. The prior East Central course grade on the student's transcript will remain on the transcript but will not count for or against the student in ascertaining graduation requirements or GPA.

Students repeating transfer courses recorded on the ECCC transcript will be awarded credit for the highest grade, ECCC course or transfer course.

### **EXEMPTION**

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has at least a B average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

### **ORIENTATION**

All students entering East Central Community College for the first time must participate in the orientation program. The orientation program is designed to acquaint the student with the academic process and the campus. Students have the opportunity to advance register for classes, take required placement tests, and learn of the wide variety of available academic, social, and personal opportunities.

### **MAXIMUM LOAD**

Fifteen or sixteen semester hours of academic work are considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other

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students desiring to enroll for 21 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Vice President for Instruction. Students who enroll in and maintain enrollment in excess of 21 hours will be charged the full-time rate plus the part-time rate of \$115 per credit hour for those hours in excess of 21 credit hours.

### WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from college during the semester should do so properly so that records are complete and accurate. The withdrawal procedure is as follows: 1. To officially withdraw from the college, the student will begin the withdrawal procedure with an Instructional Counselor in the library. 2. The counselor may contact the library by telephone. The student must personally go by the Financial Aid Office, the Admissions Office, the Director of Housing and Student Activities Office (dorm students only), the Office of eLearning (if applicable), and the Business Office. 3. The student, the counselor, the Director of Admissions and Records, the Director of Financial Aid and the Vice President for Business Operations will sign the withdrawal form to indicate that the records are in order. A student who officially withdraws will receive final grades of "W" in all classes. The withdrawal process must be completed before 75% of the term is complete. 4. A refund due the student for withdrawal from the college is based on the time of the completion of the withdrawal process. Please refer to *Refund Policy* in Chapter Four: FINANCIAL INFORMATION on page 75 for additional information.

### WITHDRAWAL FROM COLLEGE (ADMINISTRATIVE)

An Administrative Withdrawal may be processed for any student who is unable to follow the normal withdrawal procedure due to hospitalization, illness, disciplinary actions, or etc., provided an administrator initiates the procedure.

### ACADEMIC FORGIVENESS

East Central Community College students who have not been enrolled in any postsecondary educational programs for a period of four consecutive years may petition the Vice President for Instruction to have a maximum of two semesters of their prior credit records removed from consideration for determining qualifications for graduation from East Central Community College.

For students who seek academic forgiveness and whose petitions are approved, the College will forgive all coursework earned during the requested semester(s). The student may not choose which grades are to be forgiven. All course grades for said semester(s) will be forgiven and the forgiven credit hours will not be used in determining the students' eligibility to graduate from East Central Community College.

The College will make notations on the students' records regarding the application of this policy. All courses taken at the College and courses transferred to and accepted by the College will remain on the students' permanent records and no guarantees will be expressed or implied regarding the transferability of the forgiven credits to other postsecondary institutions.

A student may utilize the provisions of this policy only once. Account charges will not be forgiven. The forgiveness request form can be obtained from the Office of Admissions, and Records.

### GRADUATE COLLEGE-LEVEL COMPETENCIES

East Central Community College identifies six college level competencies within the general education core curriculum for all Associate of Arts, Associate of Science, and Associate of Applied Science. Graduates of East Central Community College will be considered proficient in the following competencies:

- Computation
- Critical Thinking
- Information Technology
- Oral Communication
- Reading Comprehension
- Written Communication

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## GRADUATION

### **ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE VICE PRESIDENT FOR INSTRUCTION BY THE ANNOUNCED DEADLINE DATE REQUIREMENTS FOR DEGREES**

East Central Community College grants three associate degrees the Associate of Arts, the Associate of Science, and the Associate of Applied Science. Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Vice President for Instruction in order to meet senior college requirements.

- I. To graduate from the College with the degree of Associate of Arts a student must:
  - (1) Earn a minimum of 60 semester hours of credit to include: the 35 semester hours listed in the Academic Core Curriculum, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
  - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled only the highest grade recorded will count for quality point purposes);
  - (3) Complete at least 25 percent of the credit semester hours at East Central Community College;
- II. To graduate from the College with the degree of Associate of Science a student must:
  - (1) Earn a minimum of 60 semester hours of credit to include: the 35 semester hours listed in the Academic Core Curriculum, sixteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
  - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the highest grade recorded will count for quality point purposes);
  - (3) Complete at least 25 percent of the credit hours at East Central Community College;
- III. To graduate from the College with the degree of Associate of Applied Science a student must:
  - (1) Earn a minimum of 60 semester hours of credit to include the 15-16 semester hours listed in the Technical Core Curriculum, all technical courses in the specified program of study as listed in Chapter 5, "Program of Study" in the College Catalog, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.); and enough approved non-technical courses to complete 60 semester hours;
  - (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the highest grade recorded counts for quality point purposes);
  - (3) Complete at least 25 percent of credit hours at East Central Community College;
- IV. To graduate from the College with a second associate degree, which must be different from the first, a student must:
  - (1) Earn a minimum of 15 additional semester hours of credit with no more than one semester hour of activity credit (physical education, band, choir, or varsity sports);
  - (2) Meet all of the requirements listed for the second degree as enumerated in paragraphs I, II, or III above;
  - (3) Complete all 15 additional semester hours credit at East Central Community College;
  - (4) Secure the approval of the Vice President for Instruction.

## REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, and eighteen months, certificates.

To graduate from the College with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.
- (3) Practical nurse students and surgical technology students must maintain a grade of 80 on each course to earn a certificate.



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## **GRADUATION FEE**

Students who are tentatively accepted for graduation will pay all applicable fees during the term in which they fulfill the requirements to receive their diploma. A fee of \$30 is charged for a diploma replacement.

## **REVERSE TRANSFER**

East Central Community College will participate in the Reverse Transfer Agreement secured by the Mississippi Community College Board (MCCB) on behalf of the its community/junior colleges and the Board of Trustees of State Institutions of Higher Learning (IHL) on behalf of its institutions.

The intent of this agreement is to expand postsecondary degree attainment options for students who earn credits toward an associate degree at a MCCB community/junior college, but do not complete sufficient credits to earn the associate degree and subsequently transfer to an IHL university. This agreement is designed to allow these students to transfer credits earned at an IHL university to a MCCB community/junior college and provide them the opportunity to complete the MCCB community/junior college associate degree, without interrupting matriculation towards a baccalaureate degree. For more information on the Reverse Transfer policy, contact the Office of Admissions and Records.

## **STUDENT TRANSCRIPT REQUEST**

A student may obtain a paper copy of his/her official college transcript by submitting a written request form to the Office of Admissions and Records in the Eddie M. Smith Student Union Building. A transcript processing fee will be charged.

A student may also request an electronic copy of his/her college transcript. Transcripts may be ordered online by completing the online request form through the East Central Community College website, [www.eccc.edu](http://www.eccc.edu). A transcript link is available on the college's website and will connect the student to the National Student Clearinghouse for processing of online requests. The student must have a valid debit/credit card to order a transcript online.

Official college transcripts cannot be faxed. A student may obtain an unofficial college transcript through his/her myEC account.

No official transcript will be furnished until the student has resolved any hold placed on his/her student account.

Upon graduation a student may request an official transcript at no cost to the student for a period of 60 days from the date of graduation.

## **COUNSELING AND GUIDANCE**

East Central Community College is totally committed to providing the service of professionally-trained guidance personnel to all of its students. The purpose of the guidance program is to provide students professional assistance in deciding academic, career, and personal questions, especially as they involve their college life.

The Vice President for Student Services has overall supervision and coordination of guidance, counseling, extra-curricular activities, and religious development. In addition, two full-time instructional counselors are employed by the College. Also, faculty members serve as academic advisors in their particular area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the advisors. Students are urged to keep in touch with their Advisor on matters pertaining to their educational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Vice President for Student Services or one of the professionally



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qualified guidance counselors. Students with disabilities should contact the Vice President for Student Services for possible accommodations.

### **FIREARMS ON CAMPUS**

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus. Campus residents must make arrangements to store any type of hunting weapons off campus. Possession of any type of weapon will result in Law Enforcement being called and possible expulsion from college.

### **STUDENT IDENTIFICATION CARD**

The student ID card is the student's official school identification. It must be visible at all times and is to be shown for identification upon request of any school official. Lending of this card to anyone or failing to present it when requested by a school official is a violation of policy and subjects the holder to disciplinary actions. This card must be presented when receiving an annual, voting in school elections, selling books in the bookstore, checking out library books, entering athletic events and activities, eating in the cafeteria or grill, and conducting all business office transactions. This card becomes void upon termination of enrollment.

Lost cards should be reported to the Vice President for Student Services' office. There will be a replacement fee.

### **UNSATISFACTORY CONDUCT**

Upon enrollment each student is provided access to a Student Handbook in which the rules and regulations governing student conduct are listed in detail.

Violations, which could result in suspension from college, will require that the student appear before the Discipline Committee, while violations that are not cause for suspension will be handled by the appropriate authorities.

### **ADULT AND CONTINUING EDUCATION PROGRAM**

The Adult and Continuing Education Program meets the needs of an increasing number of adult and nontraditional students who wish to earn a degree on a part-time basis, prepare for job advancement or career change, or improve quality of life through personal enrichment and enhancement of knowledge in a specialized field of study. Classes are taught at the Decatur campus of East Central Community College and at several off-campus locations throughout the five-county district.

Present off-campus sites include Carthage, Forest, Louisville, and Philadelphia Career/Technical Centers. Credit classes may be arranged on-site for business or industry, school districts, medical facilities, government agencies, or in any location where specific educational needs exist.

### **ADULT BASIC EDUCATION PROGRAM**

East Central Community College conducts adult basic education instruction at sites in Leake, Neshoba, Newton, Scott, and Winston counties. Classes are available to the general public in literacy training, high school equivalency preparation and English as a Second Language. Adult basic education classes are free. Class locations include Forest, Decatur, Carthage, Louisville and Philadelphia. Day and night classes are available in each location.

High school equivalency testing is available on the Decatur campus Monday through Friday and one Saturday each month that the College is in session. Testing is also available in Choctaw at the Integrated Technologies Training Center. There is a testing fee associated with each high school equivalency test. This testing fee is waived for those students enrolled in East Central Community College high school equivalency preparation classes meeting attendance requirements.

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## **CHILDCARE LABORATORY**

The East Central Early Childhood Education Technology program operates a licensed, on-site childcare center for the laboratory training of students majoring in the field. The center operates during the fall and spring semesters. It is open to ECCC employees and students' children. There is a minimum fee. The facility is located on 10th street.

## **FACILITY ARRANGEMENTS**

Facility arrangements are available to professional, fraternal, governmental, or other associations that may require this space and service for seminars, workshops, and annual meetings. Coordinators are available to assist with every detail in the organization and implementation of a successful meeting from banquet arrangements to on-site registration. A calendar of events is maintained in the office of Vice President for Instruction listing all activities by college and outside agencies.

## **CONFERENCES, WORKSHOPS, TRAINING PROGRAMS**

Conferences, workshops, and training programs assist in solving special problems encountered by businesses, industries, and government agencies. Programs may be offered on-site for the client, at East Central Community College main campus in Decatur or at any of the College's Workforce Development training locations.

The Small Business Development Center offers workshops throughout the district at locations convenient to the small business community. The topics of these programs are designed to address many aspects of operating and maintaining a small business profitably. Topics may include: starting a small business, customer service, marketing, financial management and/or developing a business plan.

## **CAMPS AND CLINICS**

A wide variety of camps and clinics are conducted annually to serve youth during the summer months. Topics include sports, arts, sciences, academics, and special interests. Participants are given the opportunity to explore various fields and to further develop sports or academic skills under the supervision of qualified instructors in a college setting. The philosophy of each particular camp emphasizes a well-balanced, enjoyable learning experience.

## **TRAVEL PROGRAMS**

Travel programs are offered periodically to provide educational and personal enrichment. College faculty has served as directors for trips to such destinations as England, France, Switzerland, Austria, Germany, Australia, and New Zealand. College credit may be earned.

## **EXTENSION CENTER**

Classes may be organized which give credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.

## **THE SUCCESS CENTER**

The Success Center at ECCC is an academic support service for students. Through Center Programs, students can increase their academic self-awareness and develop the most current learning and study strategies necessary for success in the college environment.

The purpose of the Success Center is to provide academic success skills, tutorial and computer assisted instruction for students who need assistance with academic studies.

The ECCC Success Center will provide faculty-led individualized tutoring to support student learning; relevant, updated academic support resources to students; and a powerful resource in the attainment of educational goals.

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The Center's components will be implemented by the Director of Success Center/Testing/Continuing Education /QEP with the advice of the Success Center's Advisory Committee in policy recommendations and performance assessment activities. The following services are provided:

1. Coordination: The Director of Success Center/Testing/Continuing Education will meet with the Success Center's Advisory Committee to facilitate services and determine needs of students.
2. Subjects: Assistance and tutorial services will be provided for all academic subjects following a published tutoring schedule.
3. Referral: Students may be referred to the Success Center by faculty or counselors, or may seek assistance upon their own initiative.
4. Schedule: The Success Center will be open the following hours:  
Monday through Thursday.....8:00 a.m. - 4:30 p.m.  
Friday.....8:00 a.m.- 3:00 p.m.  
Evening hours to follow published tutoring schedule.
5. The Success Center is located in the Burton Library.

### **WORKFORCE DEVELOPMENT CENTER**

The mission of the Workforce Development Center staff is to support businesses, industries, individuals, and communities with assessment, training, job placement, consultation, and educational "solutions" designed to improve the economy by enhancing the employability skills of the citizens in the East Central Community College district.

Specialized advanced technical training classes and apprenticeship programs are available at East Central Community College main campus in Decatur or any of the College's Workforce Development training locations. Short-term computer applications training classes are offered at Workforce Development computer labs in each county. Short-term medical training classes are offered at our at East Central Community College main campus in Decatur, at the Integrated Technologies Training Center in the Choctaw Advanced Tech Parc, at the Productivity Enhancement Lab in Philadelphia and at the Louisville Career Advancement Center in Louisville.

Customized sessions are designed, curricula developed and training facilitators provided to businesses and industries that address workforce improvement, technical skills upgrade, professional skills development, basic skills enhancement and Adult Basic Education. Private counseling, workshops and seminars are available for individuals interested in establishing and growing small businesses.

### **WORK-BASED LEARNING**

The Work-Based Learning program creates an opportunity for technology students which combine school-based education/training through an East Central Community College career-technical program and structured parallel work site experience in local businesses and industries. The program's objectives are to better equip students for employment in technical careers and to effectively manage the quality of technology instruction.

Placed in work environments that complement classroom instruction, the Work-Based Learning students master skills and competencies that have been cooperatively outlined by participating businesses, industries and technology instructors. In doing so, Work-Based Learning participants earn competitive wages while learning from skilled, professional mentors.

Work-Based Learning students enter the workforce equipped with proven employability skills and an educational experience designed to enhance future career options. Students receive technical credit and transcript recognition for work site experience.

### **INFORMATION TECHNOLOGY RESOURCES AND SYSTEMS**

East Central Community College seeks to provide computer resources, computer networks, and information technology for the students, faculty, staff, and administration at a level that enhances student success, teaching

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and learning, and productivity. It is the responsibility of the users of computers and networks to act in a manner consistent with the rights of all other users.

Electronic information is volatile, easily reproduced, and easily vandalized. Respect for the work and personal expression of others is critical. Further, one should never publish anything on computer networks that they are unwilling to have made public. Computer users must never access, use, or edit files for which they do not have authorization.

The office of Information Technology monitors the College's network. Security and management considerations require that the networks be open for review and maintenance. Users of the network can assume that any material transferred through and/or stored on College network or storage infrastructure is public information and should act accordingly. There should be no expectation of privacy by the user of College servers, workstations, or network equipment. The College may delete or deliver contraband (illegal materials) discovered on College computer equipment to legal authorities without permission from or notification of the assigned user.

The College's computers and networks are provided for official business and for the purpose of fulfilling the mission of the College. Users shall access only those files and data for which they have authorization. Official records accessed online via the College's ERP/SIS or over any other College information medium by administrators, faculty, and staff at East Central Community College are exclusively for College business, are intended strictly for appropriate College personnel, and must not be used for any other purpose or disclosed to parties, on or off campus. Users shall protect his/her personal computer(s) from unauthorized use and safeguard his/her user-IDs and passwords. Private and/or commercial uses of the College's computers or networks and work conducted for personal gain or profit will not be allowed.

At no time shall a computer user engage in illegal or immoral activities on the College's networks. Examples of these activities include the transmission of defrauding, obscene, threatening, violent, or unlawful materials. In addition, the distribution of copyrighted materials over the College network without the permission of the copyright owner is prohibited, this includes the file sharing of copyrighted digital files or the long-term storage of same or transfer to portable media. The College may delete such files within its infrastructure without permission from the assigned user. Publication of annoying, harassing, or intimidating messages on the networks will not be allowed. Using the College or state networks to advocate personal political positions will not be allowed.

Computer or network users are not allowed to circumvent system security measures, modify the computer system or software, install invasive software such as "worms" or "viruses," or install pirated software on the College's computers or networks.

Anyone who knowingly violates the principles outlined in this policy will be subject to appropriate disciplinary action.

### SEXUAL HARASSMENT

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the College is to fulfill its mission. East Central Community College is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the work place and students can engage fully in the learning process. Toward this end, all members of the College community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the College's policy and will not be tolerated. The College will take every step to resolve grievances promptly. Any act by the College's employees or students of reprisal, interference, or any other form of retaliation, whether direct or indirect, against a student or employee for raising concerns covered by this policy is also a violation of this policy. Accordingly, members of the College community are prohibited from acts of reprisal against individuals who bring grievances or are involved as witnesses in any action connected with this policy.

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### A. Applicability

This policy applies to all officers and employees of the College, students, and persons who serve the College as its agents and are under the control of the College.

### B. Sexual Harassment-Definitions

Two categories of sexual harassment are recognized:

1. **Quid Pro Quo** – Sexual harassment presented as a “bargain” (quid pro quo). Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a superior position constitutes a “bargain-for sexual harassment” when submission by another is made either an explicit or implicit term or condition of employment or of academic standing. Quid pro quo harassment or “this for that” type harassment occurs when specific academic or employment benefits are withheld as a means of coercing sexual favors. Examples include, but are not limited to, threat of punishment, such as dismissal from a job or a lower grade in a course for refusal to comply with sexual advances; indicating that sexual favors could lead to a raise or better grades; or extorting sexual favor from an employee or student in exchange for academic or employment benefits. In this case, apparent consent of the submitting party is less relevant than the extent to which the sexual conduct is unwelcome. As defined here, “bargained-for sexual harassment” normally arises in the context of an authority relationship. This relationship may be direct, as in the case of a supervisor and subordinate or teacher and student, or it may be indirect when the harasser has the power to direct others who have authority over the victim.

2. **Environmental Sexual Harassment** – Unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitute “environmental sexual harassment” when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment that unreasonably interferes with another’s work, academic performance, or privacy. Generally, incidents of sexual harassment must be repeated and pervasive to qualify as environmental harassment. Environmental harassment can inflict emotional and psychological harm on individuals and can make relationships and the work or study environment unpleasant, threatening, and unproductive. However, there is no requirement that evidence of actual emotional or psychological harm be shown in order for environmental sexual harassment to be found to have occurred.

In determining whether alleged conduct constitutes sexual harassment as defined in this policy, the record as a whole will be considered as well as the context in which the conduct occurred. “Environmental sexual harassment” normally arises from a repeated and pervasive course of conduct whereas “bargained-for sexual harassment” can be based on a single act. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular susceptibility of an individual, unless that susceptibility is known to the alleged harasser.

### C. Reporting Procedures

Reports of sexual harassment will be treated as a grievance and should be reported to the following individuals:

1. Students should report alleged act(s) of sexual harassment involving other students to the Vice President for Student Services. The Vice President for Student Services will counsel the student who reported the alleged act(s) and will attempt to resolve the matter informally, as appropriate. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. If informal efforts are not successful in resolving the grievance, the student should refer to Policy 822.1, STUDENT GRIEVANCE PROCEDURES, to file a formal grievance. Upon receipt of a sexual harassment grievance, the Vice President for Student Services will report the grievance to the Title IX Coordinator.

2. Employees and students should report alleged acts of sexual harassment involving College employees to the Title IX Coordinator/Vice President for Instruction. The Title IX Coordinator will counsel the employee who reported the alleged act(s) and will attempt to resolve the matter informally, as appropriate. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. If infor-



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mal efforts are not successful in resolving the grievance, the employee should refer to Policy 713, EMPLOYEE GRIEVANCE & COMPLAINT PROCEDURES, to file a formal grievance.

3. Students and employees who wish to file a sexual harassment grievance have the right to follow the due process procedures outlined in the Policies and Procedures Manual in Policy 822.1, STUDENT GRIEVANCE PROCEDURES, and Policy 713, EMPLOYEE GRIEVANCE & COMPLAINT PROCEDURES.

### D. Penalties

Penalties will be determined on the basis of facts of each case and the extent of harm to the College's interest, as well as any College record indicating previous similar wrongdoing by the accused person. Penalties will be set according to regulations governing student conduct and employment relationships. These regulations are described in the ECCC Policies and Procedures Manual and the ECCC Student Handbook.

### E. Anti-retaliation Assurance

This policy seeks to encourage students and employees to express freely, responsibly, and in an orderly manner, opinions and feelings about any problem or grievance of sexual harassment. Any act of reprisal, including internal interference, coercion, and restraint, by a College employee or by one acting on behalf of the College, violates this policy and will promptly result in appropriate disciplinary action.

### F. Improper Grievances

This policy shall not be used to bring frivolous or malicious grievances against students or employees. If a grievance has been made in bad faith, disciplinary action may be taken against the person bringing the grievance.

### G. Confidentiality

Information generated in the course of informal reviews and formal investigations necessary to enforce this policy will be given the full extent of confidentiality accorded by law to employee personnel records and student educational records. Any person who, without authorization, reveals such information will be subject to appropriate disciplinary action. The sharing of the content of the grievance(s) will be on a "need to know" basis and will depend on the type of review and response required by the grievance. In any case, when a grievance is being mediated and or investigated, the accused will be informed of the specific details of the grievance.

### H. Responsibility for Implementation

An employee in a supervisory position who has knowledge of conduct involving sexual harassment that may have occurred in his or her unit must take action to address the matter immediately. Not to do so may result in serious consequences for the College and will be considered a breach of supervisory responsibility.

## SEXUAL MISCONDUCT

East Central Community College (ECCC) is committed to providing and promoting an institutional environment where all employees and students may pursue their studies, careers, duties, and activities in an atmosphere free of the threat of unwelcome and unwanted sexual actions. The College strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized. In response to any reported sexual misconduct, the College will take all appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects. Any behavior that constitutes sexual misconduct under this policy will subject the offender to disciplinary action, up to and including termination from employment or expulsion from the College, whether or not criminal charges are filed.

### I. Introduction

Sexual misconduct of any form is harmful and illegal and will not be tolerated at ECCC. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the College, and violate College policy. To foster a climate that encourages the reporting of sexual misconduct, ECCC will respond promptly, fairly, and decisively to all reports of sexual misconduct. Members of the college community accused of sexual



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misconduct will be subject to the college's disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of the college.

Cases of sexual misconduct are serious violations of the College's student regulations, faculty standards, and college employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suits for damage. ECCC will carefully review and/or investigate all reports to provide fair, efficient, and impartial evaluation and resolution.

ECCC is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998, which requires all postsecondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies, and security programming to all current students, employees, and to any applicant who so requests.

### II. Purpose & Scope of the Policy

The purpose of this policy is to provide the ECCC community with a clear set of guidelines regarding behavioral standards, as well as a common understanding of key concepts and definitions. This policy applies equally to all members of the college community: students, faculty, administrators, staff, contract employees, and visitors, regardless of race or gender. It is intended to guide and protect members of the College community who have been impacted by sexual misconduct as a grievant, respondent, or third party.

### III. College Statement on Privacy & Confidentiality

The College Statement on Privacy and Confidentiality is intended to make members of the college community aware of the reporting and confidential disclosure options available to them so that they can make informed choices about where to turn should they become a victim of sexual violence. The College encourages victims to talk to someone at the College about what happened so they can get the support they need and so the College can respond appropriately. Professional counselors who provide personal counseling to members of the college community are not required to report any information about an incident to the Title IX Coordinator/Vice President for Instruction and/or the Vice President for Student Services without a victim's permission. A victim can seek confidential assistance and support from college employees without triggering a College investigation that could reveal the victim's identity or that the victim has disclosed the incident.

While maintaining a victim's confidentiality, these employees or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator/Vice President for Instruction or the Vice President for Student Services. This limited report, which includes no information that would directly or indirectly identify the victim, assists the Title IX Coordinator/Vice President for Instruction and/or the Vice President for Student Services with information about the general extent and nature of sexual violence on and off campus so that the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator/Vice President for Instruction and/or or the Vice President for Student Services, these individuals will consult with the victim to ensure that no personally-identifying details are shared with the Title IX Coordinator/Vice President for Instruction and/or or the Vice President for Student Services.

A victim who speaks to a college employee must understand that if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these employees will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, and health or mental health services. A victim who at first requests confidentiality may later decide to file a grievance with the college or report the incident to local law enforcement and have the incident fully investigated. If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the President in consultation with the Title IX Coordinator/Vice President for Instruction and Vice President for Student Services may be called upon to issue a timely warning to the community. Any such warning would not include any information that identifies the victim.

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When a victim informs an ECCC police officer, the Dean of Students, the Vice President for Student Services, or the Title IX Coordinator/Vice President for Instruction about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. The Vice President for Student Services or his/her designee must report all relevant details about the alleged sexual violence shared by the victim with the Title IX Coordinator/Vice President for Instruction. At that time, the College will need to determine what happened including the names of the victim and alleged perpetrator(s), any witnesses, and any relevant facts including the date, time, and specific location of the alleged incident. To the extent possible, information gathered during an investigation will be shared only with the appropriate College staff. ECCC will make every effort to protect students' and employees' privacy and confidentiality.

### IV. Title IX Coordinator/Vice President for Instruction

The oversight and implementation of this Sexual Misconduct Policy is the responsibility of the Title IX Coordinator/Vice President for Instruction and the Vice President for Student Services. The Title IX Coordinator/Vice President for Instruction can be reached at 601-635-6337, and the Vice President for Student Services can be reached at 601-635-6375. To reach the Title IX Coordinator/Vice President for Instruction or Vice President for Student Services after hours or in an emergency, please contact Campus Police at 601-527-8939 or call 911.

### V. Definition of Terms

Sexual misconduct can be defined as any physical act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent, including, but not limited to, sexual harassment, sexual violence, sexual exploitation, stalking, cyber-stalking, bullying and cyber-bullying, aiding or facilitating the commission of a violation, and/or retaliation.

A. Sexual Assault – Sexual assault is defined as a forcible or non-forcible sex offense, i.e., sexual intercourse or sexual contact with another person by forcible compulsion (such as coercion) and/or without consent. Absence of protest is not consent. Acts of sexual assault include any sexual penetration (anal, oral, or vaginal), however slight, with any object or sexual intercourse without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation by mouth-to-genital contact or genital-to-mouth contact.

B. Consent – Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Failure to object does not constitute consent. Consent does not exist where it is not expressly given; past consent does not imply future consent; and, consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person. Consent may never be given by minors (in Mississippi, those not sixteen (16) years of age), mentally disabled persons, and those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or those who are unconscious, unaware, or otherwise physically helpless. Consent can also not be given where there are threats or intimidation. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.

C. Incapacitation – Incapacitation is defined as a person not being able to resist sexual activity due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent. It is a violation if the initiator has sex with someone the initiator knows, or reasonably should know, to be incapacitated by alcohol, drugs, sleep, or illness. An incapacitated person is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Someone is incapacitated when they cannot understand who, what, when, where, why, or how, in regards to sexual interaction.

D. Sexual Exploitation – Sexual exploitation is an act(s) committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose. This includes, but is not limited to non-consensual video or audio taping of sexual activity, stalking with a sexual component, and voyeurism for personal sexual pleasure.

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E. Intimidation – Sexual intimidation involves stalking, indecent exposure, and/or threatening another person that you will commit a sex act against them.

F. Stalking – Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress.

G. Domestic Violence – Domestic violence includes misdemeanor or felony crimes of violence committed by a current or former spouse, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated under domestic or family violence laws, or anyone else protected under domestic or family violence law.

H. Dating Violence – Dating violence is defined as violence by a person who has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on consideration of the following factors: length, type, and frequency of interaction of the relationship.

I. Retaliation – Retaliation is defined as acts or attempts to retaliate or seek retribution against the complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct.

### VI. Resources & Support

College Resources for Victims of Sexual Assault - ECCC encourages all members of the campus community to report any incident of sexual misconduct. Because of the sensitive nature surrounding sexual misconduct allegations, the college offers confidential resources and support. Members of the college community have access to resources provided by the College that can provide crisis intervention services, counseling, and academic support. All of the staff and faculty listed below are trained to support individuals affected by sexual misconduct and to coordinate with the Title IX Coordinator/Vice President for Instruction consistent with the College's commitment to a safe and healthy educational environment. These resources will maintain the privacy of an individual's information within the limited circle of those involved in the Title IX resolution process:

- Title IX Coordinator/Vice President for Instruction: 601-635-6337
- Vice President for Student Services: 601-635-6375
- Dean of Students: 601-635-6267
- Chief of Campus Police and Campus Police Officers: 601-635-6268
- Director of Housing and Student Activities: 601-635-6213

Community Resources for Victims of Sexual Assault – A student who believes he or she has been the victim of sexual misconduct may also contact the following community agencies:

- Decatur Family Medical Clinic: (601) 635-2258
- Laird Hospital – Union: (601) 774-8214
- Professional Crisis Intervention Counseling can be provided by Weems Mental Health professionals located in Leake County at (601) 267-3551; Neshoba County at (601) 656-3451; Newton County at (601) 635-3342; and Scott County at (601) 469-2211
- Newton Crisis Intervention Center Central Mississippi - (601) 683-4300
- The Wesley House Community Center in Meridian is an official Sexual Assault Center that can provide: (1) a Sexual Assault team composed of the Victim Services staff, law enforcement, Sexual Assault Nurse Examiners, and Sexual Assault Response Team as well as Professional Therapists available for clients and their families. Appointments can be made by calling the center and requesting an appointment at (601) 485-4736.
- National Sexual Assault Hotline: (800) 656-4673

Academic and Housing Accommodations – A student who believes he/she has been the victim of sexual mis-

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conduct as well as a student who has been accused of sexual misconduct may contact the Vice President for Student Services at 601-635-6375 to request consideration of the following interim actions when related to the incident or accusation of sexual misconduct:

- Interim suspension of an accused student or employee;
- Making alternative housing or workplace arrangements;
- Modifying class or work schedules, as necessary;
- Addressing other academic or workplace concerns, e.g. incompletes, leaves, or withdrawal;
- No-contact directives;
- Involving law enforcement to assist with order or safety; and/or
- Any other appropriate actions warranted by the circumstances.

### VII. Reporting Sexual Misconduct

ECCC encourages all members of the campus community to report any incident of sexual misconduct. The College has adopted procedures to promptly and fairly address concerns, complaints, and grievances about sexual misconduct. Student complaints or grievances may be submitted informally or formally via the College's Student Complaint Procedures or Student Grievance Procedures. Employee complaints or grievances may be submitted informally or formally via the College's Employee Grievance and Complaint Procedures. Although there is no time limit on filing a grievance with College administration, students and employees are highly encouraged to report incidents of or share information about sexual misconduct as soon as possible after the incident occurred. The College may ultimately be unable to adequately investigate if too much time has elapsed or if an accused individual has left the institution. Other factors that could negatively affect the College's ability to investigate include the loss of physical evidence or the potential departure of witnesses. The standard of proof as recommended by the Office of Civil Rights used in sexual misconduct hearings will be "preponderance of evidence" or "more likely than not" that the violation did/did not occur. There are two options students or employees can pursue to make a formal grievance of sexual misconduct.

#### A. Filing a Grievance with College Administration

Students may file a grievance of sexual misconduct by a college employee by contacting the Title IX Coordinator/Vice President for Instruction at 601-635-6203. Students may file a grievance of sexual misconduct by another student to the Vice President for Student Services at 601-635-6375. Upon receipt of a sexual misconduct grievance, the Vice President for Student Services will report the grievance to the Title IX Coordinator. Employees may file a grievance of sexual misconduct by a college employee by contacting the Title IX Coordinator/Vice President for Instruction at 601-635-6203. College administration will counsel students and employees regarding the grievance process.

#### B. Making a Report to Law Enforcement

In the case of an emergency, victims should call 911 from wherever they are, and a law enforcement official will respond to assist them. In non-emergency situations, allegations of sexual misconduct can also be reported to the campus police at 601-635-6268 and after hours at 601-527-8939. Victims of rape should attempt to preserve evidence by making every effort to save anything that might contain the perpetrator's DNA. Therefore, a victim should not bathe or shower, use the restroom, change clothes, comb hair, clean up the scene, or move anything the offender may have touched. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

### VIII. Investigation of Grievances

Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual misconduct are urged to file a complaint or grievance with the Title IX Coordinator, Campus Police Department, Dean of Students, or the Vice President for Student Services. The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance. A full range of support services can be initiated through the office of the Title IX Coordinator or the Vice President for Student Services.



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The lead investigator for any sexual misconduct issues will typically be the college's Title IX Coordinator/Vice President for Instruction. If circumstances arise where it is inappropriate for this person or this person is unable to serve as the lead investigator, the responsibility will be assigned to the Vice President for Student Services or another campus official trained in issues of sexual misconduct. For student and employee grievances against a student of the College, results of the investigation and/or the subsequent hearing will be referred to the Vice President for Student Services for consideration of possible disciplinary action against an accused student using the list of possible sanctions below. For student and employee grievances against an employee of the College, results of the investigation and/or the subsequent hearing will be referred to the Vice President for Business Operations for consideration of possible disciplinary action against an accused employee using the list of possible sanctions below.

### IX. Student and Employee Rights

ECCC takes all claims of sexual misconduct seriously and will afford certain rights to individuals involved in such conduct, whether they are a grievant or the accused. The rights for a grievant and an accused include:

- The right to an investigation and appropriate resolution of all credible complaints or grievances of sexual misconduct made in good faith to college administrators;
- The right to have complaints or grievances of sexual misconduct responded to quickly and with sensitivity;
- The right to be treated with respect by College officials;
- The right to preservation of confidentiality to the extent possible and allowed by law;
- The right to a grievance hearing closed to the public;
- The right to have complaints or grievances filed with and investigated by employees who have received sexual misconduct adjudication training;
- The right to be fully informed of any hearing policies and procedures as well as the nature and extent of all alleged violations contained within the grievance;
- The right to bring an advisor (a student, faculty member, other adult, etc.) to all phases of the investigation and hearing proceeding. The advisor may not speak without permission but may only advise;
- The right to present relevant witnesses to any hearing proceeding;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to appeal the finding of the Hearing Committee according to established procedures for student due process or employee due process as determined by the College; and
- The right to be informed (simultaneously for the grievant and the accused) verbally and in writing of the outcome of the investigation and/or hearing proceeding and applicable appeal procedures.

### X. Sanctions

Examples of possible sanctions for sexual misconduct include, but are not limited to:

- Expulsion/Termination from the College: Permanent separation of the student or employee from the College and all College functions or activities;
- Suspension from the College: Suspension for a definite period of time or temporary separation of the student or employee from the College and all College functions or activities;
- Disciplinary Probation: Probation with or without loss of designated privileges for a definite period of time. The violation of the terms of disciplinary probation may be grounds for suspension, expulsion, and/or termination from the College;
- Loss of Privileges: Loss of privileges as may be consistent with the offense committed and the rehabilitation of the student or employee. Examples include, but are not limited to, removal from the residence hall or campus housing and/or suspension from campus activities, i.e. athletic contests, intramurals, other extra-curricular activities;
- Appropriate Training: Students or employees may be required to attend sensitivity or other appropriate training;
- Fines: Students may be fined according to the Student Disciplinary Procedures where appropriate; and
- Other appropriate sanction(s) as determined by College administration: Depending on the severity of the sexual misconduct behavior(s) and/or action(s), multiple sanctions may be administered by College adminis-

tration to the accused student or employee.

### STUDENT COMPLAINT PROCEDURES

The purpose of the policy addressing student complaints is to provide equitable and orderly processes to resolve complaints by students at East Central Community College. A student complaint is defined as a difference or dispute between a student and the College or a student and a College employee related to services rendered. Any student who wishes to make a complaint to East Central Community College about a college program, a course assignment, a classroom practice, a service of the college, an employee of the college, or any other aspect of the college should follow the procedures provided in this policy.

There are distinct student complaints, defined by the College as student grievances, not governed by this policy. Grievances include incidents related to perceived violations of college policies, perceived sexual, racial, and other harassment, and/or perceived discrimination on the basis of race, color, national origin, gender, and/or disability. In these instances, students should refer to Policy 822.1, STUDENT GRIEVANCE PROCEDURES. In addition, students should refer to Policy 821, STUDENT DISCIPLINARY PROCEDURES AND DUE PROCESS for all matters related the student disciplinary process.

East Central Community College encourages students to resolve complaints that affect their college experience as informally as possible. Therefore, for all student complaints, the student should first discuss the problem with the faculty member, staff member, or administrator involved prior to initiating formal complaint procedures under this policy. Often, student complaints can be resolved informally, however, if informal efforts are not productive or appropriate in resolving the complaint, the student should follow the procedures enumerated herein.

#### Non-instructional Matters

Students who wish to complain about non-instructional matters should contact the Vice President for Student Services within ten (10) working days of the occurrence of the incident upon which the complaint is based. The name and contact information of the student filing the complaint, the nature of the complaint, the remedy sought, previous efforts to informally resolve the complaint, and all other pertinent information must be in writing and either be delivered in person or mailed to the Vice President for Student Services, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 204 or 205. Failure to give such written notice to the Vice President for Student Services within the timeframe described above shall constitute a waiver by the student to present his/her complaint.

All complaints of a non-instructional nature will be referred by the Vice President for Student Services to an appropriate college official for response. A college official not directly involved in the complaint will review the facts and make the final determination regarding the complaint. A timely response will be given to the student and the Vice President for Student Services by the appropriate college official.

If the student is not satisfied with the resolution of the complaint, the student may appeal the decision in writing to the Vice President for Student Services within three (3) working days of notification of the decision. Failure to give such written notice to the Vice President for Student Services within the timeframe described above shall constitute a waiver by the student of any further consideration of the matter.

Upon receipt of an appeal under the provisions of this complaint policy, the Vice President for Student Services will investigate the complaint. The Vice President for Student Services, in his/her discretion, may require the submission of additional evidence prior to making a decision on the student's complaint or may schedule a meeting with the student to further discuss the complaint. In any meeting with the student to discuss the complaint, the appropriate college official who presented the initial response shall be in attendance to address questions. A timely response will be given to the student by the Vice President for Student Services. The decision of the Vice President for Student Services shall be deemed final with regard to non-instructional student complaint procedures at East Central Community College.



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The above steps shall exhaust full recourse available at the College for all non-instructional student complaints. No adverse action will be taken against a student filing a complaint or an appeal under the provisions of this policy solely on the basis of the complaint filed.

### **Instructional Matters**

Students who wish to complain about instructional matters should contact the Vice President for Instruction within ten (10) working days of the occurrence of the incident upon which the complaint is based. The name and contact information of the student filing the complaint, the nature of the complaint, the remedy sought, previous efforts to informally resolve the complaint, and all other pertinent information must be in writing and either be delivered in person or mailed to the Vice President for Instruction, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 203. Failure to give such written notice to the Vice President for Instruction within the timeframe described above shall constitute a waiver by the student to present his/her complaint.

All complaints of an instructional nature will be referred by the Vice President for Instruction to an appropriate college official for response. A college official not directly involved in the complaint will review the facts and make the final determination regarding the complaint. A timely response will be given to the student and the Vice President for Instruction by the appropriate college official.

If the student is not satisfied with the resolution of the complaint, the student may appeal the decision in writing to the Vice President for Instruction within three (3) working days of notification of the decision. Failure to give such written notice to the Vice President for Instruction within the timeframe described above shall constitute a waiver by the student of any further consideration of the matter.

Upon receipt of an appeal under the provisions of this complaint policy, the Vice President for Instruction will investigate the complaint. The Vice President for Instruction, in his/her discretion, may require the submission of additional evidence prior to making a decision on the student's complaint or may schedule a meeting with the student to further discuss the complaint. In any meeting with the student to discuss the complaint, the appropriate college official who presented the initial response shall be in attendance to address questions. A timely response will be given to the student by the Vice President for Instruction.

The only instructional matters that may be appealed by a student through due process procedures are those that relate to charges of academic dishonesty (refer to Policy 821, STUDENT DISCIPLINARY PROCEDURES AND DUE PROCESS), and perceived errors in the transmittal of grades (refer to Policy 404.3.1., CONTESTING FINAL GRADES). Therefore, the decision of the Vice President for Instruction shall be deemed final with regard to instructional student complaint procedures at East Central Community College.

The above steps shall exhaust full recourse available at the College for all instructional student complaints. No adverse action will be taken against a student filing a complaint or an appeal under the provisions of this policy solely on the basis of the complaint filed.

### **Documentation**

East Central Community College shall maintain comprehensive records of all non-instructional and instructional complaints received for a period of five years. The records shall contain aggregate data on complaints and specific data on each complaint. Documentation of all non-instructional and instructional complaints required to support this policy shall be maintained in the Vice President for Student Services' office (non-instructional) and the Vice President for Instruction's office (instructional). Documentation will contain the following:

1. Student Handbook, College Catalog, and Policies and Procedures Manual;
2. A log of complaints; and
3. All individual complaint files.

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A log of all non-instructional and instructional complaints will be maintained in the Vice President for Student Services' office (non-instructional) and the Vice President for Instruction's office (instructional). Each log will contain the following:

1. A complaint number assigned to each complaint preceded by the last two digits of the calendar year in which the complaint was filed, e.g., 94-001;
2. The date of receipt of the complaint;
3. The name and address of the complainant;
4. The name of the individual(s) assigned to handle the complaint;
5. The date of response to the complaint;
6. The date of resolution; and
7. The final disposition of the complaint.

An individual file for each non-instructional and instructional complaint will be maintained in the Vice President for Student Services' office (non-instructional) and the Vice President for Instruction's office (instructional). Each individual file will include the following information.

1. The initial complaint;
2. All correspondence related to the complaint; and
3. Written documentation of the final determination with the signatures of the party or parties who submitted the complaint and the representative(s) of the institution who made the final determination.

### STUDENT GRIEVANCE PROCEDURES

East Central Community College defines a student grievance as a claim raised by a student alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a college policy or a state or federal law. A grievance against the College and/or a College official arises when a student believes, based on established administrative policies and procedures, he or she has been subjected to discriminatory behavior by a department or College representative (faculty or staff) acting within their role and duty. A grievance of personal misconduct by a faculty member or other College employee arises when a student believes he or she is the subject of inappropriate behavior outside of the employee's role and duties within the College. Students who wish to file a grievance concerning any of the issues listed above should follow the procedures herein. Student grievances related to sexual misconduct should follow procedures outlined in Policy 740.1, SEXUAL MISCONDUCT.

#### Informal Grievance Resolution

Prior to bringing a formal grievance forward against the College or a College official acting within his/her role or duty, students are encouraged to attempt a good-faith resolution of the grievance. This attempt may be made with the party directly involved with the disputed matter, or with the chairperson of the department or division in which the grievance arises. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. Attempts at informal resolution should be initiated within thirty (30) calendar days of the incident in dispute.

#### Formal Grievance Resolution

Should a situation arise in which a student is unable to resolve his or her grievance informally, the college's formal student grievance process presented in this policy may be employed. The Vice President for Instruction or the Vice President for Student Services will address the student grievance based upon the nature and content of the grievance.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **Discrimination Related Grievance (Title VI/Title IX other than Sexual Misconduct)**

A student grievance related to discrimination and perceived non-compliance with provisions of Title VI of the Civil Rights Act of 1964 and its amendments or Title IX of the Higher Education Act of 1965 and its amendments should be presented to the Vice President for Instruction within thirty (30) calendar days of the occurrence of the incident upon which the grievance is based. Failure to give such written notice to the Vice President for Instruction within this timeframe shall constitute a waiver by the student to present his/her grievance. The written grievance must be signed by the student and contain, at a minimum:

1. Name, address, and contact information of the student filing the grievance;
2. The identity of the individual or office against whom the grievance is brought;
3. A description of the specific action(s) or behavior(s) resulting in this grievance including date(s);
4. An explanation of how a law identified above or a college policy was allegedly violated by the action(s) or behavior(s);
5. A brief summary of the evidence supporting the allegation(s) including witness(es), if any; and
6. The remedy sought by the student.

The written student grievance must either be delivered in person or mailed to the Vice President for Instruction, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 203.

### **Disability-Related Grievance (ADA/Section 504)**

A student grievance related to a disability and perceived non-compliance with provisions of Section 504 of the Rehabilitation Act of 1973 and its amendments and/or the Americans with Disabilities Act of 1990 and its Amendments should be presented to the Vice President for Student Services within thirty (30) calendar days of the occurrence of the incident upon which the grievance is based. Failure to give such written notice to the Vice President for Student Services within this timeframe shall constitute a waiver by the student to present his/her grievance. The written grievance must be signed by the student and contain, at a minimum,

1. Name, address, and contact information of the student filing the grievance;
2. The identity of the individual or office against whom the grievance is brought;
3. A description of the specific action(s) or behavior(s) resulting in this grievance including date(s);
4. An explanation of how a law identified above or a college policy was allegedly violated by the action(s) or behavior(s);
5. A brief summary of the evidence supporting the allegation(s) including witness(es), if any; and
6. The remedy sought by the student.

The written student grievance must either be delivered in person or mailed to the Vice President for Student Services, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 204 or 205.

### **Investigation of a Student Grievance**

Upon receipt of a formal grievance by a student (herein after “the Grievant”) under the provisions of this policy, the appropriate Vice President will conduct an investigation to determine if there is reasonable cause to believe a specific provision of a college policy or a state or federal law has been violated by the College or an official of the College. The investigation conducted by the appropriate Vice President may involve interviewing witnesses, meeting with the parties involved, requesting written statements from the witnesses and/or parties, and/or making any other appropriate inquiries. Before any determination is made, the individual whose actions are the subject of the grievance (herein after “the Respondent”) will be informed as to the nature of the grievance and will have an opportunity to respond. The investigation is designed to provide a fair and

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reliable determination about whether the College's nondiscrimination policy or a state or federal law has been violated. Following the conclusion of the investigation, the appropriate Vice President will meet with the Grievant and the Respondent to inform each of the results of the investigation. If, based on the preponderance of the evidence, a violation has been confirmed, the College will implement a prompt and effective remedy designed to end the action(s) or behavior(s) that are the subject of the grievance, prevent its recurrence, and address its effects. In addition, the Vice President will notify any other college officials, as appropriate, of the outcome of the investigation to determine a course of action against the Respondent.

### **Appeal to a Student Grievance Committee**

If the Grievant is not satisfied with the results of the investigation, he/she may submit an appeal of the decision of the Vice President and request a hearing before a Student Grievance Committee. The appeal must be in writing and signed by the Grievant and must be submitted within three (3) working days of notification of the Vice President's decision. The appeal must either be delivered in person or mailed to the appropriate Vice President using the mailing address and contact information above. Failure to give such written notice to the appropriate Vice President within the timeframe described above shall constitute a waiver by the Grievant of any further consideration of the grievance. The letter of appeal regarding a student grievance should contain, at a minimum,

1. Name, address, and contact information of the student filing the appeal; and
2. Reason(s) for filing the appeal.

Upon receipt of an appeal in the case of a student grievance, the appropriate Vice President will inform the President. At that time, the President will appoint a three (3)-member Student Grievance Committee to hear the student's appeal of the grievance. The Student Grievance Committee will be made up of one (1) member of the faculty, one (1) member of the professional staff or administration, and (1) currently enrolled student. No member of the Committee may be personally or professionally associated with the grievance. The appropriate Vice President will schedule

a hearing before the Student Grievance Committee within ten (10) days of the receipt of the appeal.

At the hearing of the Student Grievance Committee, the appropriate Vice President will serve as the Chairperson of the hearing and shall not cast a vote. As chairperson, the Vice President will be responsible for the conduct of the hearing which may include limiting questioning and testimony to relevant issues. During the hearing, the Grievant and the Respondent shall have the following rights:

1. The right to be advised by a personal advisor of their choice, at their expense, and to be accompanied by that advisor at the hearing. Please note that an advisor may only consult and advise the Grievant or Respondent, but not speak at the hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The College may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation as explained above. Also, if the Grievant or Respondent will be accompanied by an advisor, he/she must inform the Vice President at least five (5) calendar days before the schedule date of the hearing.
2. The right to present the testimony of witnesses as well as other evidence relevant to the grievance;
3. The right to cross-examine witnesses; and
4. The right to examine all submitted documents and other evidence, subject to confidentiality protections that may apply.

During the hearing, the Student Grievance Committee may ask questions of the Grievant, the Respondent, and any witnesses in order to gather additional information about the grievance. The Student Grievance Committee is not bound by federal or state rules of evidence, but shall make all decisions based on the relevant evidence submitted and/or presented as part of the proceeding. The Vice President conducting the hearing will appoint a college employee to take minutes during the hearing before the Student Grievance Committee.

Upon the conclusion of the hearing, the Student Grievance Committee shall enter into Executive Session

## EAST CENTRAL COMMUNITY COLLEGE

and determine whether the preponderance of the evidence submitted or presented as part of the proceeding demonstrates that the Respondent has violated the policy and/or law at issue. Within ten (10) calendar days of the hearing, the Student Grievance Committee will issue a brief written statement to the Vice President as to their determination. If a majority of the Student Grievance Committee finds that no policy or law has been violated, the Committee shall dismiss the grievance and the Vice President shall inform the Grievant and the Respondent of the outcome. If a majority of the Student Grievance Committee finds that the Respondent has violated the policy and/or law at issue, the Vice President shall inform the Grievant and the Respondent of the outcome. In addition, the Vice President will notify any other college officials, as appropriate, of the outcome of the Student Grievance Committee so that a prompt and effective remedy can be formulated to end the action(s) or behavior(s) that are the subject of the grievance, prevent its recurrence, address its effects, and determine an appropriate course of action against the Respondent.

### **Appeal to the President**

If the Grievant is not satisfied with the determination of the Student Grievance Committee, he/she may submit an appeal to the President of the College. The appeal must be in writing and signed by the Grievant and must be submitted within three (3) working days of notification of the Student Grievance Committee's decision. The appeal must either be delivered in person or mailed to the President, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 201. Failure to give such written notice to the President within the timeframe described above shall constitute a waiver by the Grievant of any further consideration of the grievance. The letter of appeal regarding a student grievance should contain, at a minimum:

1. Name, address, and contact information of the student filing the appeal; and
2. Reason(s) for filing the appeal.

Upon receipt of an appeal in the case of a student grievance, the President shall consider the record of the hearing before the Student Grievance Committee in making his/her decision. However, the President, in his/her discretion, may require the submission of additional evidence prior to making a decision on the student's appeal or may schedule a meeting with the Grievant and the Respondent to discuss the grievance. In any meeting with the Grievant and the Respondent to discuss the grievance, the chairperson of the Student Grievance Committee, or the chairperson's designated representative, shall represent the Committee.

The decision of the President shall be transmitted within three (3) working days, in writing, to the Grievant and the Respondent. The decision of the President of East Central Community College on the appeal of a student grievance will be deemed final.

The above steps shall exhaust full recourse available at the College for all student grievances. Documentation of grievances filed under this policy shall be maintained in the office of the appropriate Vice President as described in Policy 822, STUDENT COMPLAINT PROCEDURES.



# EAST CENTRAL COMMUNITY COLLEGE

## CHAPTER 4

### FINANCIAL INFORMATION

The tuition and fees listed below are those known as of the printing of the Catalog. Though East Central Community College strives to keep the necessary expenses of enrollment and attendance to a minimum, it must maintain the right, upon approval of the Board of Trustees, to make necessary changes in expenses without reprinting this publication. **Therefore, the College reserves the right to adjust and/or initiate any expenses when deemed necessary.** All tuition and fees, not covered by completed Financial Aid, are due in full on the first day of classes.

For the purpose of determining expenses, students should refer to the sections titled “Summary of Fall & Spring Semester Expenses” or “Summary of Summer Semester Expenses” listed below. Prospective students should remember that there are a number of nominal miscellaneous fees (listed in the Catalog) that may be charged. Some fees are refundable while others are not. In addition, some expenses will vary according to the legal residence of the applying student. Therefore, students may refer to “Legal Resident Status” located in *Section 3: Academic Policies* of the Catalog for additional information on residency determination. In addition, the college refund policy is explained following the section titled “Miscellaneous Fees” listed below.

#### SUMMARY OF FALL & SPRING SEMESTER EXPENSES FULL-TIME STUDENTS

Full-time students are defined as students enrolled in 15 semester credit hours or more. Students who enroll in and maintain enrollment in 15 to 21 credit hours will pay the full-time matriculation/tuition rate as published in the College Catalog or its revision for the fall or spring semester. Students who enroll in and maintain enrollment in excess of 21 hours will be charged the full-time rate plus the part-time rate of \$115 per credit hour for those hours in excess of 21 credit hours.

Matriculation Fee/Tuition	\$ 1290.00
Registration Fee (Non-Refundable)	\$ 50.00
Technology Fee	\$ 30.00
Publication Fee	\$ 20.00
Activity Fee	\$ 5.00

#### ROOM & BOARD

Room Fee - Jackson, Leake, Neshoba, Scott and Winston Halls	\$ 750.00
Room Fee - Barber, Newsome, New Women’s Dormitory & Todd Halls	\$ 850.00
Board Fee (5-day meal plan)	\$ 875.00
Board Fee (7-day meal plan)	\$ 1065.00

**NOTE: Enrollment in courses require students to purchase textbooks and/or other instructional materials.**

Full-time, out-of-state and/or out-of-country students will pay an additional out-of-state fee of \$1,050 each semester on or by the first day of classes that is non-refundable (\$2,340 total tuition each semester for full-time out-of-state and/or out-of-country students).



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Each dormitory student is required to purchase a meal plan. Students who prefer the Deferred Payment Plan may pay their board in the following manner:

### FIRST SEMESTER (5 day)

1. \$291.00
2. \$292.00
3. \$292.00

### FIRST SEMESTER (7 day)

- \$355.00 - Due First Day of Classes
- \$355.00 – Due September 18, 2017
- \$355.00 – Due October 25, 2017

### SECOND SEMESTER (5 day)

1. \$291.00
2. \$292.00
3. \$292.00

### SECOND SEMESTER (7 day)

- \$355.00 – Due First Day of Classes
- \$355.00 – Due February 12, 2018
- \$355.00 – Due March 26, 2018

## SUMMARY OF FALL & SPRING SEMESTER EXPENSES PART-TIME STUDENTS

Part-time students are defined as students enrolled in less than 15 semester credit hours. Students who enroll in less than fifteen credit hours in the fall semester or in the spring semester will pay the College's part-time credit hour rate as published in the College Catalog or its revision for that semester.

Matriculation Fee/Tuition	\$ 115.00 per credit hour
Registration Fee (Non-Refundable)	\$ 5.00 per credit hour
Technology Fee	\$ 3.00 per credit hour
Publication Fee	\$ 2.00 per credit hour
Activity Fee	\$ 1.00 per 3 credit hours

**NOTE:** *Enrollment in courses require students to purchase textbooks and/or other instructional materials.*

Part-time, out-of-state and/or out-of-country students will pay an additional out-of-state fee of \$70 per credit hour on or by the first day of classes that is non-refundable (\$185 per credit hour total for part-time out-of-state and/or out-of-country students).

## SUMMARY OF SUMMER SEMESTER EXPENSES

Students enrolled for summer session classes will pay the College's part-time credit hour rate as published in the College Catalog, or its revision, regardless of the number of credit hours enrolled, unless they are enrolled in a twelve-month Career Technical Education or Healthcare Education program listed in the College Catalog. These programs include, but may not be limited to, Cosmetology; Practical Nursing; Practical Nursing Bridge; Surgical Technology. Students enrolled in a twelve-month Career Technical Education or Healthcare Education program may be charged the full-time matriculation/tuition rate for the summer session as published in the College Catalog or its revision.

# EAST CENTRAL COMMUNITY COLLEGE

## MISCELLANEOUS FEES

1. There is a \$10.00 ID Fee per school year. There will be a charge of \$10 for replacement of lost or damaged IDs.
2. There is a \$10.00 Parking Fee per school year.
3. There is a \$20.00 fee for laboratory science courses.
4. There is a \$40.00 fee for each online course in which a student is enrolled via the Mississippi Virtual Community College (MSVCC) payable at the time they register for the course(s).
5. There are various fees for Associate Degree Nursing, Automotive Technology, Business Technology, Collision Repair Technology, Computer Networking Technology, Cosmetology, Culinary Arts Technology, Early Childhood Technology, Drafting and Design Technology, Electrical Technology, Heating and Air Conditioning Technology, Practical Nursing, Precision Manufacturing and Machining Technology, Surgical Technology, and Welding and Cutting Technology. Please contact the ECCC Business Office for specific fees in the aforementioned programs.
6. There will be a charge of \$25 for all checks returned due to insufficient funds or Stop Payment.
7. There is no special charge for music or business courses for full-time students.
8. All fees are payable in advance on the date due as indicated in the "Board Calendar."
9. East Central Community College reserves the right to adjust any and all published charges as it deems necessary.

***NOTE: Holds will be placed on transcripts and records for non-payment of fees, room & board, fines, etc. In addition, students who owe for charges will be unable to register for classes in future semesters until the debt is settled.***

## REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

Part-time students will not be granted tuition refunds after the first class meeting.

Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.

Meal plan refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.

The refund policy of East Central Community College for Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

## SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Business Office of the College.

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## **THE COLLEGE BOOKSTORE**

The campus bookstore is operated as a convenience to students and instructors in securing books when needed. Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student.

Books will be purchased from students at the end of each semester during final examinations.

## **HOUSING AND BOARDING POLICIES**

East Central Community College provides a comprehensive food service, seven residence halls, and an apartment building. The food service facilities and all residence halls are modern, air-conditioned facilities.

Prior written consent must be received from the College for additional occupants in a single apartment. The rent is \$200 plus utilities per month. Students interested in these accommodations should contact the Vice President for Business Operations. In special circumstances, these apartments may be used to house honor students. The Vice President for Student Services will make these recommendations.

Residence halls are provided on campus, and students are encouraged to live in the residence halls. All dormitory rooms are assigned based on the date of a \$60.00 deposit, which includes a \$10 key deposit and a completed housing application. However, room assignments are made only to students who have an application for admission on file in the Admissions Office. Once Admissions processes the application for admissions, the student will be sent an email and will be able to access the Housing Application Link in MyEC. Students can complete the housing application and pay the \$60 deposit via this link.

Room deposits are refundable if a student chooses not to attend East Central, but the school must receive the request for the refund by August 1. After this date, the deposit is forfeited.

This deposit is also refundable when an attending student officially withdraws from the residence hall, provided that the student is not charged with room damage or loss of keys. The deposit is forfeited if the student does not officially withdraw within one week of the last day of school or earlier. To officially withdraw, a student must complete a Dormitory Withdrawal Form and turn in his or her key to the Housing Director.

If a student has preference for a particular room or roommate, this should be noted on the Housing Application. Roommates must have complete applications for housing on file before assignments can be made. East Central's dormitories are furnished, and the student will only need to provide bed linens.

East Central Community College is not responsible for any losses that may incur in campus housing due to theft, fire, water, etc.

Mabry Cafeteria offers wholesome but inexpensive meals for students. All residence hall students are required to purchase a meal plan, and they must present their ID cards each time they eat in the cafeteria. Students may not lend their ID card to other people. Food service is not available when the College is not in session on official holidays. Commuter students may purchase a commuter meal card in the Business Office.

## **APPLICATION FOR HOUSING**

The housing application must be completed online via MyEC. A \$60 room deposit must accompany the housing application in order for the housing reservation to be complete.

## **STUDENT ACCOUNTS**

Payment of students' expenses may be made by cash, check or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE.

## **STUDENT FINANCIAL AID**

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office

East Central Community College

P. O. Box 129 Decatur, Mississippi 39327

Telephone: (601) 635-2111, Ext. 218 or 326

# EAST CENTRAL COMMUNITY COLLEGE

## SECTION I: FINANCIAL AID PROGRAMS

### Grants/Work-Study/Loans/Scholarships

**FEDERAL PELL GRANT** — Federal Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid, to which aid from other federal and non-federal sources may be added.

An undergraduate student who does not have a first Bachelor's Degree and who is enrolled in an eligible program may apply for a Pell Grant.

To determine a student's eligibility for the grant, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information reported on the application for a Pell Grant. The formula calculates an Expected Family Contribution (EFC). The Student Aid Report contains this number and will tell whether a student is eligible for a Pell Grant. Awards for the academic year will depend on program funding. How much a student actually gets will depend on the Expected Family Contribution, the cost of education at East Central, whether a student is a full-time or part-time student, and how long a student will be enrolled in the academic year.

One to four weeks after submitting the Free Application for Federal Student Aid, a student will be sent the Student Aid Report (SAR) by the Central Processing System. Once the Student Aid Report is received from the student or electronically, the Financial Aid Office will then be able to determine a student's eligibility and the amount of the Pell Grant.

A Pell Grant is classified as gift aid; therefore, it does not have to be repaid.

**STATE OF MISSISSIPPI TUITION GRANTS** — The State of Mississippi established the following grant programs in 1995 for eligible Mississippi residents: The Mississippi Resident Tuition Assistance Grant (MTAG) and the Mississippi Eminent Scholars Grant (MESG). Online applications which must be completed and submitted by September 15, or the deadline established each year by the Institutions of Higher Learning, are required to apply for these grants.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)** — The Supplemental Educational Opportunity Grant provides grant funds for undergraduate students who have not completed their first undergraduate degree and who are financially in need of this grant to enable them to pursue their education. SEOG funds must be awarded first to students with exceptional financial need and priority must be given to Pell Grant recipients. At East Central these grants generally are awarded in amounts ranging from \$200 - \$600. Like other grants, the SEOG does not have to be repaid.

**WORK-STUDY** — East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students who need a job to help pay for their education may be eligible for part-time employment under the federally supported work-study program. Funds for the federal program are limited and students must demonstrate a financial need. East Central offers limited part-time employment for students who do not demonstrate a financial need. The normal work load at East Central is five to ten hours per week. Students participating in the Work-Study program are paid the current minimum wage and are paid on a monthly basis.

**WILLIAM D. FORD DIRECT FEDERAL LOAN** — A Direct Loan is a low-interest loan made to the student by the U.S. Department of Education to help with educational expenses. The interest rate for subsidized Direct loans for undergraduate borrowers is a fixed rate for loans disbursed from July 1, 2013 and after will be based on the 10-year Treasury bill plus a percentage add-on of 2.05% with a cap of 8.25%. The maximum amount an undergraduate student may borrow under this program is \$3,500 for the first year in the program of study and \$4,500 for the second year in the program of study. A dependent undergraduate can borrow up to an additional \$2,000 unsubsidized Direct Loan per year. An independent undergraduate can borrow up to an additional \$6,000 unsubsidized Direct Loan. Direct Loans are available to students who maintain at least half-time enrollment (six hours). For eligible students the application process consists of several steps and requires the student to sign a promissory note. An entrance counseling session is required for all borrowers prior to the first loan disbursement. A student must begin repaying the loan six months after graduating, leaving school,

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or dropping below at least half-time enrollment. Two types of Federal Direct Loans are available: Subsidized Federal Direct Loans and Unsubsidized Federal Direct Loans. The combination of Subsidized and Unsubsidized Federal Direct Loans for a borrower may not exceed the annual loan limits for the Federal Direct Loan program. A borrower's subsidized loan is determined by calculating the difference between the borrower's financial need and the amount of estimated financial assistance (such as scholarships, grants, work, other loans). A borrower's unsubsidized loan amount is determined by calculating the difference between the borrower's cost of attendance for the period of enrollment for which the loan is intended and the amount of estimated financial assistance. A borrower must pay certain loan fees which are deducted proportionately from each loan disbursement.

**DIRECT PLUS LOAN** — The Direct PLUS Loan Program is not based on need. PLUS loans are for the parents of dependent students. These loans provide additional funds for educational expenses. The interest rate for these loans disbursed after July 1, 2013 will be based on the 10-year Treasury bill plus a percentage add-on of 4.6% with a cap of 10.5%. Direct PLUS Loans are made by the U.S. Department of Education. Direct PLUS enables parents to borrow up to the difference between the student's cost of attendance and the amount of estimated financial assistance. A borrower must pay certain loan fees which are deducted proportionately from each loan disbursement. For the Direct PLUS loan, loan fees are **generally 4%** of the loan **amount**. A separate application is required to apply for the Direct PLUS loan. Generally repayment of the Direct PLUS loan begins within 60 days of the disbursement of the loan.

**INSTITUTIONAL SCHOLARSHIPS** — East Central Community College offers various scholarships to eligible students.

**Academic Achievement Scholarships** — The Academic Achievement Scholarships were established at East Central Community College effective at the beginning of the 1996 fall semester. The Academic Achievement Scholarships are available to any Mississippi resident who enrolls as a full-time student at East Central Community College the fall semester following his/her high school graduation. East student must have a high school grade point average of 3.0 or better on a 4.0 scale (90 or higher numerical average) to be eligible for this scholarship. Students who have ACT scores of 20 or above will not be eligible to receive ACT scholarships and Academic Achievement Scholarships. The Academic Achievement Scholarships will be available to eligible students for four (4) consecutive semesters, provided each awardee maintains a 2.5 G.P.A. for the first semester and a cumulative 3.0 G.P.A. for the second and third semesters at ECCC. A scholarship in the amount of \$100 will be awarded each semester to each eligible student.

**Achievement Recognition Scholarships** — Achievement Recognition Scholarships will be awarded to individuals who receive the following honors: Miss East Central Mississippi, Miss Hospitality, Miss Newton County, Choctaw Indian Princess, in-district Distinguished Young Women winners, Miss Neshoba County, and Miss Morton. Full tuition scholarships will be awarded to those eligible who enroll as full-time students at East Central Community College the fall semester following high school graduation. The scholarship will be available to the students for four (4) consecutive semesters provided each student maintains a 2.5 G.P.A. for the first semester and a cumulative 3.0 G.P.A. for the second and third semesters. Any student, who does not maintain the required G.P.A. and is removed from scholarship, may have the scholarship reinstated by earning the required G.P.A. the following semester.

**ACT Scholarships** — The ACT Scholarships listed below will be available to any Mississippi resident who enrolls full-time at East Central Community College the fall semester following high school graduation or the first regular semester after having received the GED. The ACT Scholarship will be available to the student for four (4) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

ACT Composite (20-23) — A scholarship in the amount of \$100 will be awarded each semester to the eligible student.

ACT Composite (24-26) — A scholarship in the amount of \$300 will be awarded each semester to the eligible student.

ACT Composite (27-30) — A scholarship in the amount of tuition will be awarded each semester to the eligible student.

ACT Composite (31-36) — A full scholarship (Matriculation fee, room and board) will be awarded each



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semester to the eligible student.

**Age 65 Plus Tuition Scholarship** — A scholarship in the amount of tuition will be available for any adult 65 years of age or older who enrolls at East Central Community College. The recipient will be required to meet admission requirements and will be responsible for all other applicable fees. In order to receive the scholarship, the student must complete a scholarship application form and submit it to the Office of the Vice President for Student Services for eligibility to be verified.

**Art Service Scholarships** — The Art Department awards twelve (12) half-tuition art scholarships to fulltime students majoring in art who meet the established criteria.

Recipients must:

1. Declare art as their major.
2. Enroll as full-time students.
3. Maintain a 3.0 GPA
4. Submit a portfolio of 5 works

These scholarships are service-based; therefore, recipients will be required to provide service to the College by: (a) Assisting with set designs for the dinner theater and musical productions; (b) Designing layouts for art shows, drama productions or the like; and/or, (c) Serving as studio assistants for all art courses and performing the following tasks: cleaning, organizing, and monitoring the students use of the spaces.

**Athletic Scholarships** — All Athletic Scholarships are awarded by the respective coaches in baseball, basketball, football, golf, soccer, tennis, and women's softball. The athlete must meet the eligibility requirements of East Central Community College, the Mississippi Community and Junior College Association, and the National Junior College Athletic Association. The scholarships are awarded in whole dollar amounts up to a full scholarship, to include tuition, fees, room, and board, for basketball and football. Baseball, golf, soccer, tennis and women's softball scholarships are awarded each semester in whole dollar amounts up to the amount of matriculation (tuition) and fees.

**Band Scholarships** — The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, and Centralettes. Scholarship amounts vary depending upon participation in the various groups.

**Career & Technical Education Skills Scholarships** — These scholarships are available in the skill areas which are part of programs offered at East Central. To receive an FBLA, SkillsUSA, HOSA, DECA, FFA, TSA scholarship the student must enroll as a full-time student at East Central Community College the fall semester following his/her high school graduation. To be eligible for this scholarship, the student must graduate from an accredited public or private high school or an ECCC-recognized home school. A "graduate" is defined as an individual who has earned a regular high school diploma, occupational diploma, career-pathways diploma, or who has completed a course of study from an ECCC-recognized home school. The graduate must reside in one of the five counties served by ECCC (Leake, Neshoba, Newton, Scott, or Winston). **Effective Fall 2018, students must also be enrolled in a Career & Technical Education program.** To retain the FBLA, SkillsUSA, HOSA, DECA, FFA or TSA, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average is removed from the scholarship. The scholarship will be reinstated if the student earns a B (3.0) average the following semester.

1. A scholarship of one-half tuition per semester for four semesters will be awarded to the first place winners in the skill contest from the District SkillsUSA Mississippi competition, District HOSA competition, District DECA Competition, District FFA Competition, and District TSA Competition.
2. A full matriculation scholarship for four semesters will be awarded to the first place winners in the skills contest from the State SkillsUSA Mississippi Competition, State FBLA Competition, State HOSA Competition, State DECA Competition, State FFA Competition, and State TSA Competition.
3. A full scholarship (Matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skills contests from the National High School SkillsUSA Competition, National FBLA Competition, National HOSA Competition, National DECA Competition, National FFA Competition, and National TSA Competition.

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4. A full matriculation scholarship per semester for two semesters will be awarded to current ECCC students who win first place in State SkillsUSA or PBL competitions and compete at the national level. These scholarships will be valid only for the year following the state competitions.
5. A full scholarship (matriculation fee, room, and board) scholarship per semester for two semesters will be awarded to current ECCC students who win first place in National SkillsUSA or PBL competitions. These scholarships will be valid only for the year following the national competitions

Note: Students who receive multiple Career & Technical Education Skills and/or Career & Technical Education Leadership scholarships will only receive the one scholarship that benefits him/her most.

**Career & Technical Education Leadership Scholarship** — This scholarship is available to students that have demonstrated leadership abilities in their high school career-technical programs. To receive a Career & Technical Education Leadership Scholarship, the student must enroll full-time at East Central Community College the fall semester following high school graduation. To be eligible for this scholarship, the student must graduate from an accredited public or private high school or an ECCC-recognized home school. A “graduate” is defined as an individual who has earned a regular high school diploma, occupational diploma, career-pathways diploma, or who has completed a course of study from an ECCC-recognized home school. The graduate must reside in one of the five counties served by ECCC (Leake, Neshoba, Newton, Scott, or Winston). **Effective Fall 2018, students must also be enrolled in a Career & Technical Education program.** To retain the Outstanding Student Scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average is removed from the scholarship. The scholarship will be reinstated if the student earns a B (3.0) average the following semester.

A scholarship of one-half tuition per semester for four semesters will be awarded to the outstanding senior student from each Cluster Area of the six career/technical centers in the East Central Community College District. The recipient will be selected by the Director and teachers at each center in consultation with East Central’s Career-Tech Counselor and Instructors.

Note: Students who receive multiple Career & Technical Education Skills and/or Career & Technical Education Leadership scholarships will only receive the one scholarship that benefits him/her most.

**Career & Technical Education Non-Traditional Gender Scholarships** — These scholarships are available in non-traditional gender programs, as specified by Federal Guidelines, for which the scholarships are awarded. One scholarship in the amount of one-half tuition will be presented to two students enrolled in each program that is classified as non-traditional gender each fall.

To receive the scholarship the student must be enrolled in a non-traditional gender program. The student must enroll full time the fall following high school graduation and continue in the non-traditional program. The scholarship will be available for four consecutive semesters if the student meets all other requirements.

To retain the non-traditional gender scholarship, the student must maintain a B (3.0) average each semester and remain in the non-traditional specified program. Any student who does not maintain a B (3.0) average or withdraws from the non-traditional specified program will be removed from the scholarship. The scholarship will be reinstated if the student earns a B (3.0) average the following semester or returns to the non-traditional specified program.

Recipients will be chosen by a committee composed of the Director of Career & Technical Education, an Instructional Counselor, and an instructor in the Career & Technical Education area.

The Director of Career & Technical Education will be responsible for notifying qualified high school students as to the availability of the scholarships.

**Cheerleader Scholarships** — Cheerleader Scholarships are awarded to sixteen (16) students who are selected by a committee. The scholarships are awarded in the following amount each semester: matriculation fee.

**Collegians Scholarships** – Collegians Scholarships are awarded to twenty-four 24 students for Instrumental, Vocalist, and Technician positions following an audition at the beginning of the Fall semester.

**First Course Tuition Free Scholarship** — East Central Community College provides a scholarship to encourage adults who have not previously attended college to enroll. Any adult in the ECCC five-county district registering as a part-time student, who has not previously enrolled in college, and who otherwise meets requirements may take the first college credit course tuition free at any location in the district. The

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student will be responsible for any applicable fees.

For purposes of this scholarship, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The tuition scholarship will be awarded for the first course only. In order to receive the scholarship, the student must complete a scholarship application form and submit it to the Vice President for Student Services Office for the student's eligibility to be verified.

**Music Scholarships** — Music scholarships are awarded in the following areas:

Music Majors: Scholarships are awarded to eight (8) vocal and instrumental majors who demonstrate exceptional abilities each year, provided that they meet the criteria established by the department. The amount of each scholarship is the cost of tuition per semester.

Recipients must:

1. Declare music as their major,
2. Audition before the music faculty,
3. Enroll as full-time students,
4. Maintain a 3.0 grade point average.
5. Perform as a member of a major performing group on campus. i.e. Band, Collegians, Voce or Choir etc...

Voce: The Choral Department awards fourteen (14) scholarships to students who are selected, through audition, to sing with the Voce, a small vocal ensemble. The amount of each scholarship is the cost of tuition per semester.

Concert Choir: A maximum of seventy (70) scholarships are awarded to full-time students who are members of the concert choir. The amount of the scholarship is one-half the cost of tuition per semester.

**Non-Traditional Student Tuition Scholarship for Full-Time Students** — The non-traditional student tuition scholarship will be available to any qualified Mississippi resident 23 years of age or older, at the time of initial enrollment, who enrolls full-time at East Central Community College in Decatur. The scholarship will be available to the student for three (3) consecutive semesters following the first fifteen semester hours earned as either a part-time or full-time student at East Central. To be eligible, a recipient:

1. Must enroll as a full-time academic or technical student on the Decatur campus.
2. Must have earned all previous college credit as a student at East Central;
3. Must have earned a minimum of 15 semester hours but no more than 21 semester hours of college credit as either a full-time or part-time student at East Central Community College;
4. Must have demonstrated the capacity and a strong desire to obtain a college education by maintaining a 3.0 GPA or higher for each previous semester at East Central;
5. Must complete a scholarship application form and submit it to the Vice President for Student Services' office; and,
6. Must show potential for leadership, academic excellence, and have high moral standards and good character as documented by two letters of recommendation.

The recipients will be selected by the College Scholarship Committee from students who meet the criteria listed above. Proceeds from the scholarship will be credited to the recipients' account in the Business Office and may be used to pay for tuition only. Any student awarded the nontraditional student scholarship must maintain a B (3.0) average each semester and must remain enrolled as full-time student to retain the scholarship. (See the College Catalog, Section II: Financial Aid Policies for further requirements.)

**Salutatorian Scholarships** — A scholarship in the amount of one-half the cost of tuition per semester will be available to the salutatorians of Mississippi high schools who enroll full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

**Star Student Scholarships** — A scholarship in the amount of tuition will be available to the star students of Mississippi high schools who enroll full-time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship

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will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

**TOM-TOM Scholarships** — TOM-TOM Scholarships are awarded to the editor and the assistant editor of the College's student newspaper. The editor will be awarded a tuition scholarship and the assistant editor will be awarded a half tuition scholarship during the semesters that the students hold the positions of editor or assistant editor.

**Valedictorian Scholarships** — A scholarship in the amount of tuition will be available to the valedictorians of Mississippi high schools who enroll full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Valedictorian scholarship will be available to the student (s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

**WO-HE-LO Scholarships** — WO-HE-LO Scholarships are awarded to the editor and the assistant editor of the College's yearbook. The editor will be awarded a tuition scholarship and the assistant editor will be awarded a half tuition scholarship during the semesters that the students hold the positions of editor or assistant editor.

**ENDOWED AND ANNUAL SCHOLARSHIPS** — Endowed and annual scholarships are funded by individual and group donations and are made available to eligible students according to each scholarship's guidelines. An application for these scholarships is required to be considered. Applications will be accepted through mid-March each year. Scholarship recipients are selected by the ECCC Scholarship Committee unless stated otherwise. The award amount for endowed scholarships is based upon earnings from the endowment corpus. The award amount for annual scholarships is stated in the scholarship criteria. Grade point averages are calculated on a 4.0 scale. Complete scholarship descriptions are available in the ECCC Foundation, Inc. office.

**Bobby Addy Memorial Scholarship** — This scholarship is awarded to an incoming freshman from proceeds of the annual Bobby Addy Memorial Golf Tournament held at the Decatur Country Club.

**Dr. L. B. and Dixie Adkins Family Scholarship** — This scholarship is awarded to a traditional or non-traditional student with preference given to descendants of the couple and to pre-healthcare or math education majors.

**Alumni Association Lifetime Membership Endowed Scholarship** — Awarded to a returning full time sophomore student who has earned a minimum 2.5 GPA as a freshman student.

**AT&T Endowed Scholarship** — A one-semester \$500 scholarship awarded to an entering freshmen pursuing a degree in education or business.

**Bank of Morton Scholarship** — This \$1,000 freshman scholarship is awarded to a graduate of Morton High School. The recipient of the scholarship will be selected by a committee composed of representatives from Morton High School and the Bank of Morton.

**BankPlus Annual Scholarship** — This scholarship has been established to provide one \$500 freshman scholarship and one \$500 sophomore scholarship for students majoring in the area of Business.

**Dr. Conrad C. Barnes, Jr. Math and Science Scholarship** — This \$1,000 scholarship is given to an outstanding student and graduating senior who plans to major in math or one of the basic sciences.

**T. T. Beemon Scholarship** — A one-semester freshman scholarship is awarded to a resident of the Little Rock, Mississippi area, majoring in a science field such as chemistry or biology, and planning a career in the pre-med, pre-dentistry, or a related field.

**Clayton Blount Scholarship** — A two-semester scholarship awarded to a freshman beginning the fall semester following high school graduation. Recipient must have a high school grade point average of 3.0 or above.

**Pleas Clayton and Amanda Breazeale Blount Memorial Scholarship** — This freshman scholarship is awarded to a recipient that has maintained a least a grade point average of 3.0 and plans to pursue a bachelor's degree. In addition to high school seniors, the scholarship is open to students who have been



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enrolled in adult and continuing education and others who meet the criteria.

**Board of Trustees Scholarship** — This tuition scholarship is awarded annually to a student from one of the five counties in the district on a rotating basis. The recipient must have at least a grade point average of 2.5.

**Dr. Austin P. Boggan Scholarship** — This freshman scholarship is awarded to a pre-med major for the fall semester only. The recipient must have earned at least a grade point average of 3.0 in high school.

**Iris Pellegrene Boggan Scholarship** — This sophomore scholarship is awarded to a Pre-Bachelor of Science in Nursing or Associate Degree Nursing major. The scholarship is awarded for the fall semester only.

**Ernest Harrison Boswell Memorial Scholarship** — Awarded to a male, incoming freshman who resides in Winston County. Recipients who receive the scholarship their freshman year are eligible for the scholarship their sophomore year if a “B” grade point average is maintained and full time status at East Central is maintained.

**Dr. Frank and Bobbie McPhail Bowen Scholarship** — This freshman scholarship is awarded to a graduate of a high school in Leake County who is in the top 10 percent of his/her high school class.

**Denver Brackeen Scholarship** — The scholarship recipient will be selected by a committee of former players of Coach Brackeen and by Charlotte Brackeen. First priority for the scholarship recipient will be given to applicants who are lineal descendants of Brackeen or one of the players who played for him at ECJC from 1956-1963. The recipient must be a secondary education major with a 2.5 high school grade point average. The scholarship will be awarded for two semesters.

**Paul V. and Voncile H. Breazeale Ministerial Scholarship** — A scholarship awarded to an incoming, full time, freshman student who demonstrates financial need and who is enrolled in a curriculum which will prepare the student for a ministry in full time Christian service. Preference will be given to Baptist students.

**Ann H. Burkes Phi Theta Kappa Scholarship** — A sophomore scholarship awarded to a student who joined Phi Theta Kappa during his/her freshman year at ECCC. The recipient is selected by the Phi Theta Kappa advisors.

**Landon Bryan Burt Memorial Scholarship** — Awarded to a sophomore having Christian moral standards, is active in the ECCC Baptist Student Union, and has a 3.0 grade point average. This is a two-semester scholarship. The recipient will be selected by the ECCC Scholarship Committee based on recommendations by the Director of the Baptist Student Union.

**Jessica Cager Memorial Scholarship** — This fall semester freshman scholarship is funded each year based upon earnings from the endowment corpus. The recipient must be a graduate of Union High School, participate in the EC band or EC choir, and have a 2.5 grade point average.

**Mable Moore Carr Educational Scholarship** — This freshman scholarship is awarded to a graduating high school senior from Forest High School in Forest, Mississippi. The recipient must have a “B” or better grade point average and pursue a degree in education. The annual recipient is chosen by a scholarship committee at Forest High School.

**Dan T. Chatwood Scholarship** — This freshman scholarship is awarded to a full-time student, enrolled in the year after graduating high school, with a minimum 2.5 grade point average and a demonstrated need for financial assistance.

**The Citizens Bank of Philadelphia Scholarship** — This full tuition scholarship will be available for the fall and spring semesters of the recipient’s freshman year. The recipient must have scored a composite of 20 or above on the ACT.

**Classes of 1957, 1958 and 1959 Scholarship** — This sophomore scholarship is awarded to a recipient who had a 3.0 average during his/her freshman year and maintains a 3.0 average during the scholarship period. First priority will be given to applicants who are lineal descendants of a 1957, 1958, or 1959 alumni. Applicants must write an essay about career objectives and their plan for achieving those objectives.

**Class of 1964 Endowed Scholarship** — This sophomore scholarship is awarded to a recipient who has



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maintained a 3.0 grade point average and demonstrates a need for financial assistance.

**Randy and Nina Cleveland Pre-Engineering Scholarship** — This freshman scholarship is awarded to a full-time student, enrolled in the year after graduating high school, who resides in one of the five district counties. The recipient must have a minimum 3.4 grade point average, be enrolled in Pre-Engineering pursuing a B.S. degree or higher in Engineering, and demonstrate a need for financial assistance.

**Kenny Coleman General EMS Scholarship** — This annual scholarship of \$750 will be awarded the fall semester to a healthcare student enrolled at ECCC. The recipient must be a resident of Neshoba County, have a minimum 3.0 grade point average, and be accepted into the EMS program at ECCC.

**Prentice and Dorothy Copeland Scholarship** — This freshman scholarship is awarded to a graduate of a high school in Neshoba County with preference given to a Neshoba Central High School. The recipient must have a minimum “B” average on all high school Math courses taken. Preference will be given to students majoring in Math.

**COSOLC Future Leaders Scholarship** — This \$500 scholarship is awarded to a full time student selected by a five-member committee from the Community Outreach Services of Leake County Board. The scholarship is provided to minority and African American young ladies in need of assistance to complete their educational goals.

**W. R. Covington Scholarship** — This annual scholarship is awarded to a graduate of Noxapater High School in the amount of \$500 per semester. The recipient is selected by Noxapater High School.

**SouthGroup Cox Scholarship** — This scholarship is awarded annually to a freshman student. One recipient will be selected by Carthage High School, and one recipient will be selected by Leake Academy. Each recipient will receive \$250 for the fall semester.

**Frances Brown Crenshaw Nursing Scholarship** — This sophomore scholarship is awarded to a Pre-Bachelor of Science in Nursing or Associate Degree Nursing major who resides in Newton County. The recipient must have received a 3.0 grade point average during his/her freshman year at ECCC.

**Nellie Neill Cross Memorial Scholarship** — This scholarship is awarded to an entering freshman who plans to major in music with an emphasis in voice.

**Fred Preston Dallas and Maudie Threatt Dallas Memorial Scholarship** — This scholarship is awarded to a graduate of Neshoba Central High School who resides in the southeast quarter of Neshoba County. The freshman scholarship recipient does not need to reapply for consideration for a second year; however, the student must have a “D” or above in all classes and met other scholarship criteria.

**Aaron Ronald Davis Memorial Scholarship** — This scholarship is awarded to an ECCC student returning for his or her sophomore year majoring in science, with special consideration to majors in the medical fields. The scholarship recipient will be chosen by a consensus of the ECCC science faculty.

**Opal McMullan Dickerson Memorial Scholarship** — This scholarship is awarded to an ECCC student returning for his or her sophomore year, who is majoring in elementary education. Selection is made by the Student Education Association advisor and is based on academic success and potential and the contribution to the student education organization.

**Stella Dickerson Technical Honor Scholarship** — This \$500 scholarship is awarded to a technical sophomore student who show leadership and academic excellence in the field of technology. The recipient must be a member of Phi Theta Kappa, must maintain a 3.0 grade point average the fall semester of the sophomore year, and be a non-traditional student.

**Tony Dobbs Memorial Golf Scholarship** — This sophomore scholarship is awarded to a resident of Scott County who has maintained a 2.0 grade point average.

**Kyle Dunkerson Memorial Scholarship** — This freshman scholarship is awarded to a recipient residing in Newton County. First priority will be given to a graduate of Newton County High School. The recipient must have a 2.0 grade point average and have a strong interest in the outdoors and riding horses.

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**East Central Scholars Scholarship** — This two-year full tuition scholarship is awarded to select in-district students who are in the top 10 percent of their high school classes. Recipients must maintain at least a 3.0 grade point average during their four semesters at ECCC.

**Eastside Pawn and Gun Scholarship** — This scholarship is awarded annually to a freshman student from Leake Academy. The recipient will receive \$250 for the fall semester.

**Etheridge Family Scholarship** — This scholarship is awarded annually to any rising ECCC sophomore who has finished his/her freshman year at ECCC in the field of Business, preferable with an emphasis in Accounting.

**Ona Mae Ethridge Annual Scholarship** — This \$500 scholarship is awarded to a graduate of Newton County High School that has demonstrated academic achievement, leadership ability, and high moral character.

**Leon Eubanks Kaljyc-Peers Leadership Scholarship** — This sophomore scholarship is awarded to the President of the ECCC Student Body Association. The award funds will be disbursed in two equal payments during the year the student serves as the Student Body Association President.

**Jessie M. and Bobby Everett Scholarship** — This two-semester sophomore scholarship is awarded to a student that resides in one of the five counties in the district, with preference to students from Newton or Neshoba County. The recipient must also be enrolled in Accounting, Business, Business Education, or Pre-Law and have a minimum 2.5 GPA.

**Robert G. Fick Memorial Scholarship** — This scholarship is awarded to a returning full time sophomore student who has shown dedication to the betterment of the music department and who has a cumulative grade point average of 2.0 or better. The recipient will be selected by the ECCC Music Department.

**Friendship Breakfast Club Scholarship** — This annual scholarship will be awarded to a student residing in Newton County. The recipient will receive \$500 for the fall semester.

**Children of Andrew & Inez Gaines: Marjorie Mansfield, Mary George Pace, Frances Gaines Blum Slagle, Virginia Gaines Smith, and Geneva Gaines Boring In-District Tuition Scholarship** — This two-semester tuition scholarship is awarded to qualifying in-district freshman students who attend the fall semester immediately following graduation from high school.

**Hubert D. Gilmore Scholarship** — This scholarship was created to benefit students needing financial assistance who agree to tutor other students who need academic help.

**Clyde B. and Flossie H. Goodson Scholarship** — This scholarship is awarded to a student majoring in forestry or horticulture.

**John Grace Scholarship** — The scholarship award of \$250 will be awarded annually to a full-time student residing in the five-county district.

**Sue Gunter Memorial Scholarship** — This two-year scholarship is awarded to an incoming freshman after high school graduation. The recipient must maintain a "B" grade point average, demonstrate the necessity for financial assistance, and must continue full time study at ECCC.

**R. O. and Bertha Hannah Scholarship** — This scholarship is awarded to an entering freshman from Scott County. Eligible recipients of this scholarship must have the demonstrated potential for successful college study and must be able to demonstrate the need for financial assistance.

**Nancy Auline Hiett Harris ADN Scholarship** — This non-traditional scholarship is awarded to an Associate Degree Nursing student entering his or her first semester of the ADN program. The recipient must have a minimum grade point average of "C" on all previous college study and demonstrate financial need. The scholarship will be awarded for the first semester of the two-year program.

**Pam Harris Memorial Scholarship** — This scholarship is awarded to a graduate of Newton County High School who plans to major in education at ECCC. Recipients must have a minimum 2.5 grade point average entering ECCC, be a full time student, and have financial need.

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**Richard L. Harris Scholarship** — This sophomore scholarship is awarded to a graduate of a high school in Newton County who is pursuing a career in education. The recipient must have completed at least two full academic semesters at ECCC with a minimum 3.0 grade point average. Preference will be given to the prior year freshman recipient of the James E. Land Memorial Scholarship.

**Dr. Shelby L. Harris Memorial Scholarship** — This one-semester scholarship is awarded to a freshman mathematics or engineering major who is a member of Phi Theta Kappa and returning to ECCC his or her sophomore year.

**Dan Harrison Rush Health Systems Endowed Scholarship** — This scholarship is awarded to a student pursuing a degree in the healthcare field.

**Sylvia Ann Graham Haywood Memorial Scholarship** — The scholarship is awarded to an incoming freshman student for the fall semester. The recipient must demonstrate financial need and display leadership qualities and good citizenship.

**Jeffrey G. and Kathy L. Hitt Memorial Scholarship** — This freshman scholarship is awarded to a recipient who plans to enroll full time at EC after graduating from high school and is committed to earning an Associate Degree or a Career-Technical Degree or Certificate from ECCC. The recipient must have a 3.0 grade point average on all high school classes and maintain a 2.5 grade point average on all ECCC classes to continue to receive the scholarship (other scholarship criteria required).

**Hogue Brantley Endowed Scholarship** — This nontraditional scholarship is awarded to a student 23 years old or older who is enrolled in a career-technical area. Preference is given to nursing or auto mechanics majors.

**Albert F. and Fannie Mae Hollingsworth Scholarship** — This scholarship is awarded to an entering freshman student his or her fall semester. The recipient must be a graduate of Lake High School and enroll at ECCC in an academic field. Preference will be given to Mathematics Education majors, to Elementary or Secondary Education majors, and to professional majors (in that order).

**Hudspeth Scholarship** — This \$1,000 annual scholarship is awarded to a graduate from a high school in Winston County. Home schooled students are also eligible. The recipient must have a “C” grade point average, have definable career goals, and have a demonstrated financial need.

**Martha Kate Tullos Hummel Memorial Scholarship** — This sophomore scholarship is awarded to a music or engineering major with a minimum 3.0 grade point average.

**Kelley Humphreys Nursing Scholarship** — This scholarship is awarded to a student enrolled in a nursing curriculum (Associate Degree Nursing, Licensed Practical Nursing). The recipient must attend classes beyond the first semester on a full-time basis, must maintain at least a “C” grade point average, and must indicate a need from financial assistance.

**Myrtle R. Hutchison Scholarship** — This sophomore scholarship is awarded to a member of the Student Education Association (SEA). The recipient is selected by the SEA advisor.

**S. Lebrun Hutchison Scholarship** — This sophomore scholarship is awarded to a member of Alpha Alpha Epsilon (AAE). The recipient is selected by the AAE advisor.

**Frances Aycock Johnson and Jo Ann Aycock Thomas Scholarship** — This two-semester scholarship is awarded to a resident of Jasper County, MS who has a 3.0 grade point average and has demonstrated financial need.

**Brenda K. Johnson Gospel Choir Scholarship** — This scholarship will be awarded annually to the President of the ECCC Gospel Choir. The award funds will be disbursed in two equal payments during the school year the student serves as the Gospel Choir President provided the student meets the scholarship criteria.

**Johnson Family Engineering Scholarship** — This scholarship is awarded to a resident of Newton County with preference given to Newton County High School graduates. The recipient must have and maintain a 3.0 grade point average and major in engineering at ECCC with the intent to enroll in Civil Engineering at

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Mississippi State University upon graduation from ECCC.

**Johnson-Taylor Memorial Scholarship** — This two-semester sophomore scholarship is awarded to a student pursuing an education major and has maintained a minimum 2.75 grade point average.

**Dr. Earl L. Laird, Sr. Scholarship** — This two-semester scholarship will be awarded to a sophomore student entering the medical science fields. The student must have graduated from a high school in Newton or Neshoba county.

**James E. Land Memorial Scholarship** — This two-semester freshman scholarship is awarded to a graduate of a high school in Newton County with plans to pursue a degree in education.

**La-Z-Boy Scholarship** — This scholarship is awarded to two students with preference given to students who reside in Newton County. The recipient must have earned a cumulative grade point average of 3.0. To be eligible for the scholarship, the student's parent or grandparent should be a current or past employee of La-Z-Boy South.

**Frank Edwin and Nena Holt Leatherwood Scholarship** — This sophomore scholarship is awarded annually with the recipient selected by the science faculty.

**William Wade Long Memorial Scholarship** — This two-semester freshman scholarship is awarded to a resident of Neshoba County or Newton County. The recipient must have a 2.0 grade point average on high school coursework and plan to major in the medical or health-related field.

**Edwin and Marie Lowe Scholarship** — This nontraditional scholarship is awarded to a student 23 years old or older that has at least a 2.0 grade point average.

**Dr. Beverly (Henry) Oliphant-Martin and John E. Martin Scholarship** — Recipients of this scholarship must have a high school diploma or a GED and be in the top 20 percent of their high school class or qualify for the Career & Technical Education Programs.

**Thomas Rudolph Mayes Memorial Scholarship** — This scholarship is awarded to a recipient that has maintained a 3.0 grade point average in high school and has submitted the required letter of recommendation.

**Russell McCann Memorial Scholarship** — This \$500 freshman scholarship is awarded to a resident of the ECCC district having at least a "C" grade point average.

**Dr. Howard Carlton McMillin Memorial Scholarship** — This scholarship is awarded to a student who resides in the five-county district who has financial need and has maintained a 3.0 grade point average.

**Mississippi Association of Supervisors' Community College Scholarship** — This freshman scholarship is awarded to 15 students (three from each county served by ECCC). Each recipient receives \$300 for the fall term. The recipient must complete the required application process and have a 2.5 or better grade point average.

**Mississippi Automotive Manufacturer's Association Scholarship** — This sophomore scholarship is awarded to two students. Each recipient receives \$1,500. The recipient must enroll in a MAMA approved automotive-related program.

**Mississippi Land Bank Annual Scholarship** — This \$500 scholarship is awarded to a student majoring in the areas of Agriculture, Forestry, Business or Business Administration.

**Mississippi Organization for Associate Degree Nursing ASNEC Scholarship** — This scholarship is awarded to the President of ASNEC. The award funds will be disbursed in one payment during the second year of the associate degree nursing program.

**Robert J. Moody, Jr. Special Education Scholarship** — This \$500 sophomore scholarship is awarded for the fall semester to a student residing in Winston County. The recipient must have a 3.0 grade point average and be pursuing a degree in education with an emphasis in special education.

**Dr. Margaret Mosal Memorial Scholarship for Leadership** — This \$200 sophomore scholarship is awarded to a student who exemplifies the hallmarks of Phi Theta Kappa. The annually recipient is selected by the Phi



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Theta Kappa advisors.

**Dr. Vernon Clyde and Vashti Muse Endowed Scholarship** — This scholarship is awarded to a full-time student pursuing an educational degree program of study (academic or career/technical field). Interest earned from the endowment corpus will be used to fund the scholarship award.

**Ben Myers Memorial Scholarship** — This \$500 scholarship is awarded to two entering freshman who are graduates of Neshoba Central High School, Philadelphia High School, or Choctaw Central High School. The recipients must have a grade point average of 3.5 or above.

**Rev. John Lambert Neill Memorial Scholarship** — This two-semester sophomore scholarship is awarded to a recipient who has maintained a 3.0 grade point average and has demonstrated need for financial assistance.

**New Directions Scholarship** — This nontraditional scholarship provides \$2,000 for four semesters to a student who has decided to return to college after having been out of school for more than three years. The recipient must be at least 21 years of age, be either married or a single parent, and must maintain a “B” or better average each semester to continue receiving the scholarship.

**Stella Weathersby Newsome Scholarship** — This nontraditional scholarship is awarded to a student is at least 23 years old or older, has at least a 2.0 grade point average, be a high school graduate or hold the GED®. The scholarship is awarded for the fall semester of the freshman year.

**Newton Rotary Club Scholarship** — This \$500 scholarship is awarded the fall semester of the recipient’s freshman year to two students (one male and one female). The recipient must be a graduate of a high school in Newton County, have a high school grade point average of at least 2.75, demonstrate leadership qualities, and submit three written letters of recommendation.

**Polk and Jennie Pace Scholarship** — This freshman scholarship is awarded to a resident of either Scott or Newton County. The recipient must have a “B” or better grade point average his or her senior year in high school and plan to major in science, math, or music.

**Pearl River Valley Electric Power Association Scholarship** — This scholarship is awarded to any Pearl River Valley Electric member or their spouse, children, or legal dependent starting their first year at a Mississippi community college.

**Charles P. Phillips and Bonnie Saxon Phillips Scholarship** — This freshman scholarship is awarded to a student who has maintained at least a “B” grade point average in high school and has demonstrated financial need.

**Coach Ken Pouncey Memorial Scholarship** — This sophomore scholarship is awarded to an education major who has earned a minimum 3.0 grade point average as a freshman student.

**Derek Pouncey Memorial Scholarship** — This scholarship is awarded to a returning sophomore student. The recipient must be an education major and reside in the 5-county district served by the college.

**Roscoe C. Pugh Memorial Scholarship** — This two-semester scholarship is awarded to a student enrolled as a full time day academic or technical student at the Decatur campus after having been previously enrolled as part time student. The recipient must have earned all previous college credits at ECCC, have earned a minimum of 12 semester hours credit and not more than 21 semester hours credit before applying for the scholarship, and have a minimum 3.0 grade point average on all college work completed.

**Shirley Renaud Memorial Scholarship** — This scholarship is awarded to a student who has a minimum overall grade point average of 3.5 and is a resident of the college’s five-county district.

**Herman and Mosoura Rigby Memorial Scholarship** — This two-semester scholarship is awarded to an out-of- state entering freshman who demonstrates both the need for financial assistance and an aptitude for success as a student.

**Regina Gail Gibbs Rigby Memorial Scholarship** — This two-semester freshman scholarship is awarded to a student pursuing a degree in Art, Elementary Education, or Music, has a “B” or better grade point average, and has demonstrated leadership abilities at Forest High School. The recipient is selected by a scholarship



## EAST CENTRAL COMMUNITY COLLEGE

committee at Forest High School.

**Ruth Round Volunteer Scholarship** — This scholarship is awarded to a student enrolled in a healthcare program, has a history of volunteer service in Newton County, and is a resident of Newton County.

**Sam Rush Memorial Scholarship** — This two-semester freshman scholarship is awarded to two residents of Neshoba County who are graduates of a public school in Neshoba County and have at least a 2.5 grade point average. Each recipient will receive a total of \$500.

**Elva Smith Sigrest Memorial Scholarship** — This sophomore scholarship is awarded to a graduate of Scott Central or Forest High School. The recipient must have at least a 3.0 grade point average.

**Dr. Omar Simmons Memorial Scholarship** — This scholarship is awarded to a resident of Newton County who is a pre-med major and has an ACT composite score of 25.

**Willis E. Blum and Frances Gaines Blum Slagle Memorial Scholarship** — This scholarship is awarded to a deserving student who is economically in need of funds for educational expenses and who would not otherwise be able to attend college. The recipient must be a graduate of a high school in the five-county service district of ECCC.

**Jay B. and Frances Harris Smith Scholarship** — This two-semester freshman scholarship is awarded to a student who has at least a 2.0 grade point average and is a high school graduate or holds the GED®.

**Willis W. (Bubba) Smith Memorial Scholarship** — This freshman scholarship is awarded to a student majoring in education who has graduated from a high school in Newton County, has at least a “B” grade point average, has demonstrated leadership abilities, and is free of any disciplinary problems.

**Square County Auction Scholarship** — This scholarship is awarded annually to a freshman student from Leake Central High School. The recipient will receive \$250 for the fall semester.

**State Farm Insurance Company Scholarship** — This one-semester nontraditional scholarship is awarded to a student at least 23 years of age or older. The recipient must have a demonstrated financial need and be a returning sophomore student.

**Huey G. Stone Memorial Scholarship** — This two-semester freshman scholarship is awarded to a graduate of Lake High School. The recipient must have a minimum 2.5 grade point average, be a full-time student taking classes with an emphasis in Education, possess leadership qualities, and have financial need.

**Jacob Stovall Memorial Scholarship** — This \$500 two-semester scholarship is awarded to a student majoring in business or nursing. The recipient must be a graduate of Philadelphia High School, have at least a 3.0 grade point average, and demonstrate financial need.

**Wallace Strickland Rush Health Systems Endowed Scholarship** — This scholarship is awarded to a student pursuing a degree in healthcare field.

**Taylor Advanced Machining Scholarship** — This \$1,500 scholarship is awarded to one high school graduate in Winston County and one high school graduate in Neshoba County. The recipient must maintain a 2.5 grade point average, have successfully completed the corresponding machining program provided through the vocational technical center in their respective county, and have plans to pursue machining as a career. Recipients are selected based on recommendations from the applicants’ former vocational instructors.

**Taylor Advanced Welding Scholarship** — This \$1,500 scholarship is awarded to one high school graduate in Winston County and one high school graduate in Neshoba County. The recipient must maintain a 2.5 grade point average, have successfully completed the corresponding welding program provided through the vocational technical center in their respective county, and have plans to pursue welding as a career. Recipients are selected based on recommendations from the applicants’ former vocational instructors.

**Larry B. Therrell Memorial Scholarship** — This \$1,600 freshman scholarship is awarded to a graduate of Leake Academy. The recipient is selected by the Leake Academy selection committee.

**Charles and Judy Dowdle Thomas Scholarship** — This two-semester freshman scholarship is awarded

## EAST CENTRAL COMMUNITY COLLEGE

to a student who has been a legal resident of Neshoba County for three years or more and a graduate of Philadelphia High School. The recipient must have a high school grade point average of 3.0 or above and have a strong desire to obtain a college education.

**Albert P. and Blanche W. Thompson Scholarship** — This scholarship is awarded to an incoming freshman student from the five-county area served by the college. The recipient must have definable goals, plans, and aspirations and must not be involved in any activity which would bring discredit to the college.

**Kinoth and Ella Mae Thornton and Emerson Electric Scholarship** — This four-semester \$1,000 scholarship is awarded to a student who resides in one of the five counties served by ECCC with preference given to Newton County and Neshoba County. The recipient must have financial need (see full description for details), have achieved acceptable grades in high school, and have participated in community projects or work experience.

**Thomas W. Thrash Memorial Scholarship** — This sophomore scholarship is awarded for the fall semester. Preference will be given to a student majoring in history or education and plan a career in education. The recipient must have completed a minimum of 12 semester hours but no more than 36 hours at ECCC, have maintain a 3.0 or higher grade point average, and have two letters of recommendation.

**Dustan Todd Memorial Scholarship** — This two-semester freshman scholarship is awarded to a graduate of Newton County High School who plans to major in Drafting and Design Technology. The recipient must demonstrate financial need, have a “B+” or above high school grade point average, and maintain a “B+” or above grade point average his or her freshman year.

**Donald Gray Triplett Scholarship** – This two-semester freshman scholarship is awarded to a freshman full-time student that resides in one of the five counties in the district and has a minimum 2.5 GPA.

**U. S. Electrical Motors Scholarship** — This four-semester scholarship is awarded annually to one recipient. Eligible applicants include the children, grandchildren, and great grandchildren of former U. S. Electrical Motors – Philadelphia, Mississippi employees provided the student was in good standing his or her senior year of high school. See full scholarship description for detailed selection criteria.

**James M. Vance Endowed Scholarship** — This freshman scholarship is awarded to a student majoring in education (first preference will be given to mathematics education majors). The recipient must have the potential to be a successful teacher, show need for financial assistance, and maintain a grade point average of 2.0.

**Ovid S. and Carol F. Vickers Scholarship** — This scholarship is awarded to a student who is a high school graduate or holds a GED®, has at least a 2.0 cumulative high school grade point average, resides in one of the five supporting counties of the college, and plans to major in English, English education, literature, speech, or theater.

**Arno and Ruth Carr Vincent Scholarship** — This freshman scholarship is awarded the fall semester. The recipient must have at least a 2.0 grade point average on previous course work completed and be a high school graduate or hold a GED®.

**Lavern & Elizabeth Vowell Memorial Scholarship** — This freshman tuition scholarship is awarded for two semesters. The recipient must major in some field of business administration, must have a demonstrated need for financial assistance, and must have a demonstrated potential for academic success. Preference will be given to applicants who are or have been employed by Triple V, Inc. and live in a county where a Triple V, Inc. store is located.

**Captain Charles E. Ward USN/RET Memorial Scholarship** — This freshman scholarship is awarded to a student who resides in Winston County and has at least a 2.5 grade point average. The scholarship will be awarded the fall semester only.

**Warrior Golf Classic Alumni Association Scholarship** — This freshman tuition scholarship is awarded to two incoming freshman students. Recipients of this scholarship will be awarded full tuition for the fall semester and full tuition for the spring semester of each recipient’s freshman year.

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**Weems Family Scholarship** — This freshman tuition scholarship is awarded annually and is renewed until graduation provided the recipient maintains a minimum 2.5 grade point average and an academic load that would permit graduation in four semesters. Selection will be made based on high school grade point average, college aptitude test, financial need, participation in extracurricular activities, and good moral character.

**Harvey and Martha Wheeler Pre-Pharmacy/Pre-Med Scholarship** — This sophomore scholarship is awarded to a pre-pharmacy or pre-med student. The recipient must have a 3.5 grade point average at ECCC.

**J C White Scholarship** — This freshman scholarship is awarded to a student planning to major in either math or science. The recipient must have a high school grade point average of at least 3.0.

**Jack White and Mary Jo White Scholarship** — This freshman scholarship is awarded to a resident of Newton County or Neshoba County and has financial need.

**Bob Wilkerson Memorial Vo-Tech Scholarship** — This freshman scholarship is awarded to a resident of Scott County with preference given to a graduate from Forest High School. The recipient must have a “C” or “C+” grade point average on all high school classes, plan to earn a career-technical degree or certificate, pursue a career in mechanics, and demonstrate financial need. The scholarship will be awarded for four semesters.

**Wilks-Palmer Scholars Scholarship** — This freshman scholarship is awarded to a resident of the Liberty Community in Winston County for the fall semester. The recipient must have a burning desire to go to college, be a high school graduate from a school in Winston County, and have a minimum 2.5 high school grade point average.

**Jones and Carrie Williamson and Bascom and Hattie Chisolm Memorial Scholarship** — This two-semester freshman scholarship is awarded to a student planning to major in agriculture. The recipient must have earned at least average grades in high school, demonstrate a desire to be educated, and have a demonstrated need for financial assistance.

**General William Patrick Wilson Memorial Scholarship** — This sophomore scholarship is awarded to a student maintaining a 3.0 grade point average on college work and has demonstrated financial need. To retain the scholarship for a second semester a student will be required to maintain a minimum of a 2.5 grade point average.

**Lucille Wood Scholarship** — This sophomore scholarship is awarded to a female student who has maintained a 3.0 grade point average on college work. The recipient must follow a curriculum as outlined in the college catalog and have high moral and ethical character. Extracurricular activities will be considered.

**Youngblood Family Scholarship** – This scholarship is awarded to a student enrolled in engineering or science studies, with preference to residents of Forest, MS or the surrounding area.

## SECTION II: FINANCIAL AID POLICIES

According to federal regulations, students must meet Satisfactory Academic Progress (SAP) standards in order to be eligible for federal Title IV financial aid. Federal Title IV financial aid includes the following programs:

- Federal Pell Grant

- Federal Supplemental Educational Opportunity Grant (FSEOG)

- Federal Work-Study (FWS)

- William D. Ford Direct Federal Loans (Direct Loan – Subsidized and Unsubsidized)

- Parent Loan Program (PLUS)

To meet SAP at East Central Community College, students receiving federal Title IV financial aid must maintain satisfactory progress in grade point average, percentage of hours passed and length of attendance in completing a certificate or degree in the academic, technical or career/vocational programs of study.

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### Pace and GPA

SAP will be measured according to the following criteria:

Cumulative Credit Hours Attempted *	Cumulative Grade Point Average (GPA)**	Percentage of Credit Hours Passed*
1 – 30	1.5	66.7%
31– 59	1.75	66.7%
60 and above	2.0	66.7%

\*All attempted classes will count in hours attempted (for example- including classes from which the student withdrew – Grade “W”).

\*\*Students with a repeated course will have the highest grade (other than W) count in the GPA calculation.

SAP will be measured according to the following criteria for clock hours per payment period:

GPA	Percentage of Clock Hours Passed
2.0	66.7%

### Time Frame (Length)

As required by federal regulations, a student must complete the program of study (major) within a time frame not to exceed 150% of the length of the program. All courses including, but not limited to, withdrawals, repeats and accepted transfer hours from another college will be counted in the time frame. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

### Other Required Considerations

All coursework for students will be included in the SAP review including any semesters that students did not receive financial aid.

**Incompletes:** A grade of “I” incomplete will count as an “F” in the hours attempted, hours passed and GPA calculations. Once the incomplete is removed, the actual earned grade will be used.

**Repeats:** All repeated classes will count in hours attempted and hours passed calculations. The highest grade for a repeated class (other than “W”) will count in the GPA calculation.

**Transfers:** All transfer credits accepted from other colleges will count in hours attempted, hours passed and GPA calculation.

**Withdrawals:** Students may withdraw from a class and receive no credit with a grade of “W.” Classes from which students withdraw will count in the hours attempted and hours passed calculations. Classes from which students withdraw will not be included in the GPA calculation.

**Development courses:** These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

### SAP Examples

1. A first-year student attempts 15 hours in the fall semester and 15 hours in the spring semester. At the end of the fall semester the student must have passed 11 hours (15 hours attempted x 66.7%) with at least a 1.5 cumulative GPA and at the end of the spring semester the student must have passed 21 hours (30 hours attempted X 66.7%) with at least a 1.5 cumulative GPA.

## EAST CENTRAL COMMUNITY COLLEGE

2. A returning student has attempted 31 hours in prior semesters and now has 12 hours in fall and 15 hours in spring. At the end of the fall semester the student must have passed 29 hours (43 hours attempted  $\times$  66.7%) with at least a 1.75 cumulative GPA and at the end of the spring semester, the student must have passed a total of 39 hours (58 hours attempted  $\times$  66.7%) with at least a 1.75 cumulative GPA.
3. A student must complete the program of study (major) in the 150% time frame.  
64-hour program (64 hours  $\times$  150% = 96 hours) 50-hour program (50 hours  $\times$  150% = 75 hours)
4. A clock hour student has enrolled for a payment period containing 500 clock hours. At the end of the payment period, the student must have completed 334 clock hours (500  $\times$  66.7% = 334) with at least a 2.0 GPA.

### Review of Standards

Federal regulations require that SAP standards must be checked each award year to determine if students are progressing toward completing a degree or certificate.

The SAP standards will be checked at the end of each semester.

### Consequences of Not Meeting Standards/Regaining Eligibility

Students who do not meet the SAP standards at the end of the semester will be placed on financial aid warning for the next semester. During the warning semester, a student will continue to be eligible for financial aid. Upon completion of the warning semester, a student who does not meet the SAP standards will be suspended and will not be eligible to receive federal financial aid.

Students who do not meet the SAP standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

Students on financial aid suspension may attend ECCC as long as they are not also on academic suspension.

Students who have been suspended from receiving financial aid as a result of the failure to meet the SAP standards have the right to appeal.

Students may regain eligibility for financial aid by meeting the standards in a subsequent semester or through a successful appeal.

### Appeal Procedures

Students who have been suspended from receiving Title IV financial aid may appeal based on mitigating circumstances including but not limited to illness, injury, death of an immediate family member, undue hardships or other such circumstances beyond the student's control. To request an appeal, students must complete the Financial Aid SAP Appeal Form which is available in the ECCC Financial Aid Office. The form must be submitted to the Financial Aid Office along with a written letter which must explain in detail 1) the reason(s) that the student has not been able to meet the SAP standards and 2) what in the student's situation has changed. Students are encouraged to provide documentation such as a letter from a doctor, an accident report, etc. to support the request.

Students who are approved through an appeal will be allowed to receive Title IV financial aid if otherwise eligible by 1) being placed on probation for one semester only in certain limited situations or 2) being placed on an individualized academic plan with requirements that the student must meet in order to continue to be eligible. Students who are not approved through an appeal will not be eligible to receive Title IV financial aid. The appeal requests will be reviewed by the Financial Aid Appeal Committee. Students will be notified in writing of the Committees' decision.

**INSTITUTIONAL PROGRAMS** — The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study during a semester earn a term GPA of at least



## EAST CENTRAL COMMUNITY COLLEGE

- a 1.5. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.
2. To retain an ACT, Salutatorian, Valedictorian, or Career & Technical Education scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Financial Aid Programs for further eligibility requirements.
  3. Total combined scholarships funded by East Central Community College for dormitory and commuter students may not exceed the published cost of matriculation fee, technology fee, registration fee, room fee, 7-day board fee, out-of-state fee (out-of-state students only) and an allowance for books equal to the book allowance as established annually by the College in the federal financial aid cost of attendance (budget).

### Financial Aid Application Requirements

1. New and transfer students must also complete an Application for Admission to East Central Community College. Transfer students should contact the financial aid office to discuss transfer credits.
2. Complete the Free Application for Federal Student Aid (FAFSA).
  - a. Complete the FAFSA by choosing one of three filing methods.
    - Method 1: Apply online at [www.fafsa.gov](http://www.fafsa.gov) (recommended method)
    - Method 2: Download and print a PDF FAFSA to complete and mail [www.fafsa.gov](http://www.fafsa.gov) (select FAFSA Filing Options)
    - Method 3: Request a paper FAFSA by calling the Federal Student Information Center at 1-800-433-3243 to complete and mail
  - b. List the East Central Community College Code in the “Colleges to Receive Information” section of the FAFSA. (School Selection Section - online or Step 6 PDF or paper FAFSA)  
EC Federal school code – 002404  
EC Address — PO Box 129, Decatur, MS
  - c. After the submitted FAFSA has been processed, the SAR (Student Aid Report) will be sent by email or regular mail. (Note: SAR will be sent by email only if an email address was provided on the FAFSA).  
FAFSA processing time will vary depending upon the filing method:
    - 3 – 5 days for online filers signing with FSA ID or up to 3 – 4 weeks for online filers who mailed a signature page and for filers who mailed the paper or PDF FAFSA
  - d. Review the SAR carefully to make sure it is correct and complete. The SAR will contain comments from the processors about the student’s eligibility and will let students know if additional information is needed. The college may also be required to request additional information such as the U.S. Income Tax Return Transcript and other documents or forms to complete verification or to review discrepancies on the SAR.
3. To apply for student loans students must contact the financial aid office for an application or download a loan application at [www.eccc.edu/financial-aid](http://www.eccc.edu/financial-aid), select Loan Application and complete the online steps listed for the loan process. To apply for work-study, students must indicate on the FAFSA that they are interested in applying. Additional forms and applications will be required for these programs.
4. The priority deadline for applying for financial aid at East Central Community College is April 1 (for the upcoming fall semester). The processed date of the FAFSA (as indicated on the Student Aid Report must be on or before April 1 to receive full consideration for financial aid. Additional applications will be accepted and are encouraged after April 1; however, no assurance can be given that funds will be

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available in all programs. Aid is awarded on a first-come, first-served basis.

5. All students must reapply for financial aid each academic year.

Note: Mississippi students may apply for state-funded programs which include MTAG, MESH, HELP, and other programs described at the MOSFA (Mississippi Office of Student Financial Aid) website. An online application must be completed by the program deadline and additional information may be required; therefore, students should read the information and instructions provided on the MOSFA website. Contact MOSFA at 1-800-327-2980 or at the following website: [www.riseupms.com/state-aid](http://www.riseupms.com/state-aid).

### Conditions for Receiving Financial Aid

1. The Financial Aid Office reserves the right on behalf of ECCC to review and revise or cancel an award at any time because of changes in the student's financial or academic status. Students are required to notify the Financial Aid Office regarding any changes in their financial or academic status while attending ECCC.
2. Any commitment of Federal, State, or local funds is contingent upon subsequent Congressional or Legislative appropriation and actual receipt of the funds by ECCC.
3. Recipients of financial assistance from ECCC must notify the Financial Aid Office concerning any scholarships or other funds from any outside source.
4. Student eligibility criteria for Federal Aid require that in order to receive financial aid, a student must be making satisfactory academic progress in their course of study. See the Satisfactory Progress section in this publication for further details on the ECCC Financial Aid Satisfactory Progress Policy.
5. Generally, a student must be enrolled in a minimum of six hours each semester and must be enrolled in a program leading to a degree or certificate to receive financial aid. Students receiving loans must maintain at least half-time attendance (6 hours) each semester. MTAG, and MESH require full-time enrollment each semester. Additionally, students may not receive aid from more than one college at the same time.
6. To be eligible for financial aid a student must be a high school graduate or have a GED®. Students who receive a high school certificate do not meet the high school graduation requirement. Students who do not meet this requirement who are enrolled in approved career pathway programs must meet the minimum requirements on an ability-to-benefit test or have passed at least 6 college credit hours as set forth by the Department of Education.
7. Financial aid funds may be used toward educational expenses which include matriculation, fees, books, supplies, transportation, room, board and miscellaneous expenses.
8. Financial aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's account at the College and the balance of the award, after the account is cleared, will be disbursed to eligible students at the 55% point of the semester. Adjustments to a student's financial aid may be required for a student who withdraws from school or drops out (cuts out) of school within a semester prior to the 60% point because of refund calculations required by federal regulations. Students who do not complete 60% of the semester will be required to return funds for which the calculation shows they are not eligible to receive.
9. MTAG, MESH, and HELP funds will be disbursed when funds are received from the State of Mississippi. MTAG, MESH, and HELP recipients must be enrolled full time to be eligible to receive the funds.
10. Students withdrawing during the semester who have received financial assistance will be required to abide by the refund policy governing the programs. It is advised that the student contact the Financial Aid Office before withdrawing (especially loan recipients who must attend an exit interview prior to leaving school).
11. Work-Study students:
  - a. Must meet with their supervisor to establish a work schedule.(Students awarded prior to the beginning of the semester must do this the first week of school; all others immediately after receiving the award.)
  - b. Must complete an I-9 form and other required forms at the Walter Arno Vincent Administration

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Building, Room 198 before beginning work. Payroll checks will not be issued until the student completes all forms.

- c. Will be paid monthly at the current minimum wage.
  - d. Will be required at the end of each month to sign a time card which shows the number of hours worked that month.
  - e. Must understand that the amount of the work-study award is based upon the maximum amount the student may earn during the school year.
  - f. Will be issued work-study checks by the Business Office five (5) working days following the end of each month (provided all required payroll forms have been completed and time cards are submitted in a timely manner).
  - g. Must read, understand, and agree to the information provided on the job assignment form.
12. The Award Letter lists aid from outside sources that is taken into consideration in evaluating the student's financial need. Outside resources are included for the student to verify the accuracy of the amount(s). Report any discrepancies regarding these resources to the Financial Aid Office.
13. Students must reapply for aid each academic year.

### Award Notification

Students who complete the financial aid application requirements and who provide all required forms by **April 1** will be notified regarding their financial aid awards, normally, by the end of July. Requests for information and award letters will be mailed to the address listed on the student's financial aid application.

## CHAPTER 5

# UNIVERSITY TRANSFER PROGRAMS

Students must follow either the program of study in the catalog of the institution of higher learning to which they plan to transfer or the guidelines of the Articulation Agreement, [http://www.ihl.state.ms.us/cjc/articulation\\_agreement.html](http://www.ihl.state.ms.us/cjc/articulation_agreement.html) to ensure transfer of credits. Students who earn the associate of arts degree or associate of science degree may transfer \*35 core hours to any Mississippi institution of higher learning. A student who is working toward a bachelor's degree but has not yet decided on a degree program is advised to follow the academic core requirements during the freshman year. All students should choose a major field of study before beginning the sophomore year. Failure to do so may result in the student's taking courses that do not apply toward the chosen bachelor's degree program.

\*With a 'C' or better.

### BASIC COLLEGE CORE CURRICULUM (General Education Competencies)

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the Articulation Agreement at [http://www.ihl.state.ms.us/cjc/articulation\\_agreement.html](http://www.ihl.state.ms.us/cjc/articulation_agreement.html).

The following East Central Community College core curriculum contains the core curriculum which is required by all universities under the State Board of Trustees, Institutions of Higher Learning, which was implemented during the fall of 1984 and the core curriculum is incorporated in all transfer programs of study as outlined in this chapter.

English Composition.....	6 semester hours
Laboratory Science .....	8 semester hours
Humanities.....	6 semester hours
Fine Arts.....	3 semester hours
Social/Behavioral Science .....	6 semester hours
College Algebra or Higher Mathematics .....	3 semester hours
Oral Communication .....	3 semester hours
Total .....	35 semester hours

This 35 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the Associate of Arts and the Associate of Science.

#### PROGRAMS

Communications

Fine Arts

Math/Computer Science

Science

Social Science/Bus. Ed./Education

#### ECCC Contacts

Carol Shackelford 601-635-6365

Chas Evans 601-635-6227

Dr. Lisa McMillin 601-635-6360

Curt Skipper 601-635-6222

Wanda Hurley 601-635-6274

#### MATHEMATICS:

MAT 1313, MAT 1323, MAT 1333, MAT 1343, MAT 1513, MAT 1613, MAT 1623, MAT 1723, MAT 1733, MAT 1743, MAT 2113, MAT 2323, MAT 2613, MAT 2623, MAT 2913

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### SCIENCES:

BIO 1133-BIO 1131, BIO 1143-BIO 1141, BIO 1313-BIO 1311, BIO 1323-BIO 1321, BIO 2313-2311, BIO 2413-BIO 2411, BIO 2423-BIO 2421, BIO 2513-BIO 2511: Prerequisite: BIO 1133-BIO 1131 or BIO 1143- BIO 1141  
(ACT 21 or higher)

BIO 2523-BIO 2521: Prerequisite: CHE 1213-CHE 1211 or BIO 2513-BIO 2511, BIO 2923-BIO 2911,  
CHE 1213-CHE 1211, CHE 1223-CHE1221: Prerequisite: CHE 1213-CHE 1211

CHE 2423-CHE2421: Prerequisite: CHE 1223-CHE 1221

CHE 2433-CHE2431: Prerequisite: CHE 2423-CHE 2421

PHY 2243-PHY 2241, PHY 2253-PHY 2251

PHY 2413-PHY 2411: Co requisite: MAT 1323

PHY 2423-PHY 2421: Prerequisite: PHY 2413-PHY 2411

PHY 2513-PHY 2511: Prerequisite: MAT 1623; Co requisite: MAT 2613

PHY 2523-PHY 2521: Prerequisite: PHY 2413-PHY 2411

AGR 2313-2311, GLY 2313-2311

### SOCIAL/BEHAVIORAL SCIENCES

EPY 2513, EPY 2523, EPY 2533, ECO 2113, ECO 2123, GEO 1113, GEO 1123, PSY 1513, PSY 2553, PSC 1113, PSC 1123, SOC 2113, SOC 2133, SOC 2143, SOC 2243

### FINE ARTS:

ART 1113, MUS 1113, MUS 1123, SPT 2233

### HUMANITIES:

ENG 1113

ENG 1123: Prerequisite: ENG 1113

ENG 2133: Prerequisite: ENG 1113

ENG 2153

ENG 2223: Prerequisite: ENG 1113, ENG 1123

ENG 2233: Prerequisite: ENG 1113, ENG 1123

ENG 2323: Prerequisite: ENG 1113, ENG 1123

ENG 2333: Prerequisite: ENG 1113, ENG 1123

ENG 2353: Prerequisite: ENG 1113, ENG 1123, ACT 27 in English; 25 overall ACT

ENG 2363: Prerequisite: ENG 1113, ENG 1123, ACT 27 in English, 25 overall ACT

ENG 2423: Prerequisite: ENG 1113, ENG 1123

ENG 2433: Prerequisite: ENG 1113, ENG 1123

ENG 2613: Prerequisite: ENG 1113

MFL 1113

MFL 1123

MFL 2113

MFL 2123

MFL 1213

MFL 1223: Prerequisite: MFL 1213 or one unit High School Spanish

MFL 2213: Prerequisite: MFL 1223 or two units High School Spanish

MFL 2513

MFL 2223: Prerequisite: MFL 2213

MFL 2243: Prerequisite: MFL 2223

HIS 1113, HIS 1123, HIS 1163, HIS 1173, HIS 2213, HIS 2223, HIS 2243, HIS 2253

PHI 1113, PHI 1133, PHI 1153, PHI 2113, PHI 2143, PHI 2613



## EAST CENTRAL COMMUNITY COLLEGE

The following charts detail some of the most common University Transfer options pursued by students at ECCC as concentration areas. These course frameworks are only SAMPLES. Students MUST consult the current catalog of the institution to which they intend to transfer for specific requirements. Students can also access the Mississippi Articulation Transfer Tool (MATT) at <http://www.matttransfertools.com> for the most up to date transfer guide.

### Art

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113 (@ select Colleges)	3
Literature	ENG – (ENG 2423 preferred @ USM)	6
History	HIS (any history)	6
Social/ Behavioral Science	Select social/ behavioral science course	6
Laboratory Sciences	BIO, CHE, PHY	8
College Algebra	MAT 1313 or higher	3
Art History I & II	ART 2713, 2723	6
Drawing I & II	ART 1313, 1323	6
Design I & II	ART 1433, 1443	6
Three-Dimensional Design	ART 1453	3

### Athletic Training

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG – (any literature)	6
History	HIS 1163, 1173	6
Social Science	GEO 1113, PSC 1113 or SOC 2113	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Anatomy & Physiology I & II	BIO 2514, 2524	8
College Algebra	MAT 1313	3
Nutrition	BIO 1613	3
Computer Applications	CSC 1123	3

# EAST CENTRAL COMMUNITY COLLEGE

## Business/Accounting

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
History	HIS (any history)	6
General Psychology	PSY 1513	3
Political Science	PSC 1113	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Laboratory Science	BIO, CHE, PHY	8
College Algebra	MAT 1313	3
Business Calculus I	MAT 1513	3
Business Statistics	BAD 2323	3
Principles of Accounting I & II	ACC 1213, 1223 (ACC 1223 not required @ USM)	6
Principles of Macroeconomics & Principles of Microeconomics	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3

## Computer Science

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
History	HIS (any history)	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Social Science	ECO, GEO, PSC, SOC	6
General Biology I	BIO 1134	4
General Physics I-A & II-A	PHY 2514, 2524	8
General Chemistry I	CHE 1214	4
Calculus I, II, III	MAT 1613, 1623, 2613	9
Computer Science - Object Oriented Programming	CSC	6

# EAST CENTRAL COMMUNITY COLLEGE

## Physical Therapy

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	HIS, PHI, MFL, ENG	6
General Psychology	PSY 1513	3
Social Science	ECO 2113, PSC 1113, HIS 1163	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
General Biology I & II	BIO 1134, 1144	8
Anatomy & Physiology I & II	BIO 2514, 2524	8
General Chemistry I & II	CHE 1214, 1224	8
General Physics I & II	PHY 2414, 2424	8
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3
Elective		3

## Pre-Medical/Pre-Dental

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Zoology I & II	BIO 2414, 2424	8
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424., 2434	8
General Physics I & II	PHY 2414, 2424	8
General Psychology (required for dental school)	PSY 1513	3
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3
Statistics	MAT 2323 (required @ UMMC)	3
Electives	(Some universities require MAT 1613 Calculus I)	5

# EAST CENTRAL COMMUNITY COLLEGE

## Pre-Veterinary

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG, HIS, MFL, PHI	6
Social/Behaviorial Science	ECO, GEO, PSC, PSY, SOC	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
College Algebra	MAT 1313	3
Statistics/Trigonometry	MAT 2323/MAT 1323	3
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Microbiology	BIO 2924	4

## Elementary Education

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Literature	ENG (any sequence)	6
History	HIS (HIS 1163 @ USM)	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
General Psychology	PSY 1513 (@ USM)	3
Introduction to Sociology	SOC 2113 (not required @ MSU)	3
Geography	GEO 1113, 1123	3
Biological Science w/lab	BIO	4
Physical Science w/lab	PHY	4
College Algebra	MAT 1313	3
Real Number System	MAY 1723	3
Geometry, Measurement and Probability	MAT 1733	3
Problem Solving	MAT 1743 (@MSU)	3
Personal & Community Health	HPR 1213 (@ USM)	3
Electives	See university catalog for specific electives related to area of concentration	

# EAST CENTRAL COMMUNITY COLLEGE

## Pre-Engineering

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Humanities	Any sequence	6
Social Science	ECO, GEO, PSC, SOC	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Differential Equations	MAT 2913	3
General Chemistry I & II	CHE 1214, 1224	8
General Physics I-A & II-A	PHY 2514, 2524	8

## Health, Physical Education, and Recreation

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113 (@ JSU)	3
Literature	ENG (any literature)	6
History	HIS (any history)	6
General Psychology	PSY 1513	3
Introduction to Sociology	SOC 2113	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Laboratory Science	BIO, CHE, PHY	4
Anatomy & Physiology I	BIO 2514	4
College Algebra	MAT 1313	3
Personal & Community Health	HPR 1213	3
First Aid & CPR	HPR 2213	3



# EAST CENTRAL COMMUNITY COLLEGE

## Music

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113 (@ JSU)	3
Literature	ENG	3
History	HIS	6
General Psychology	PSY 1513	3
Laboratory Sciences	BIO, CHE, PHY	8
College Algebra	MAT 1313 or higher	3
Music Theory I-IV	MUS 1214, 1224, 2214, 2224	8
Music Survey	MUS 1123	3
Piano		4
Applied Major		8
Ensemble		4

## Pre-Pharmacy University of Mississippi

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG, HIS, PHI, MFL	6
Social Science	Any social science courses	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Calculus I	MAT 1613	3
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424., 2434	8
General Physics I & II	PHY 2414, 2424	8
Principles of Economics	ECO 2123	3
Statistics	MAT 2323	3

## HEALTHCARE EDUCATION PROGRAMS

(Associate Degree Nursing (ADN), Practical Nursing (PN),  
Emergency Medical Technology-Basic (EMT), and Surgical Technology (ST))

East Central Community College offers programs and courses of study that prepare graduates for work in diverse healthcare settings. Students who successfully complete the program or course of study are prepared to take national or state licensure and/or certification exams in the area of study. Upon successful completion of the examination, graduates can seek employment in the healthcare specialty field.

Students applying for admission to Healthcare Education programs must meet general college admission requirements, as well as, admission requirements specific to the individual program or course of study. Admission to the Healthcare Education programs is competitive and space is limited. Refer to admission requirements in Chapter 3 of the East Central Community College Catalog.

The Associate of Applied Science Degree is awarded to students who successfully complete a two-year program of study specified in the catalog. The 15-semester Core Curriculum (or demonstrated competence) is embedded in each program that offers an Associate of Applied Science Degree. Students who successfully complete the Emergency Medical Technology-Basic course or 12-month options will receive certificates.

Core curriculum for Associate of Applied Science Degree programs include:

English Composition I .....3 hours

Mathematics/Science .....3 hours

*Approved Courses:* MAT 1313, MAT 1323, BIO 1133-1131 / 1143-1141, BIO 2413-2411, BIO 2513-2511 / 2523-2521, BIO 2923-2921, CHE 1213-1211 / 1223-1221

Humanities/Fine Arts .....3 hours

*Approved Courses:* ART 1113, MUS 113, SPT 2233, ENG 2133, ENG 2223/2323, ENG 2423/2433, MFL 1113/1123, MFL 2113/2123, MFL 2213/1233, MFL 2223/2243, HIS 1163/1173, HIS 2213/2223, HIS 2243/2253, PHI 1113, PHI 1153, and PHI 2113.

Social/Behavioral Sciences.....3 hours

*Approved Courses:* PSY 1513, EPY 2513, EPY 2533, SOC 2113, SOC 2143

Oral Communication .....3 hours

Work in the healthcare environment enhances theory taught in the classroom and students completing the healthcare programs may obtain immediate employment in their area of specialty in the healthcare field. Therefore, students enrolled in healthcare programs are encouraged to participate in WBL 191 (1-3) Work-Based Learning as an elective course.

### HEALTHCARE EDUCATION CLINICALS

Students perform established curriculum activities in clinical practice environments to promote knowledge, skills, and professional attitudes. Students will not be receive any form of monetary or gift compensation during a clinical educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution. A student employed with a clinical agency cannot function as an employee of the agency during scheduled College clinical time.

Students are under the supervision of East Central Community College instructors during College clinical hours. After College instructors dismiss students from clinical hours, a student employed with the clinical agency transfers to the employee role and is no longer classified as a College healthcare student.

# EAST CENTRAL COMMUNITY COLLEGE

## ASSOCIATE DEGREE NURSING (ADN)

**Advisors: Mrs. Lisa Gorgas, Mrs. Lori Luke,  
Mrs. Valerie Nicholson, Dr. Melanie Pinter,  
Mrs. Marcia Russell, Mrs. Martie Vaughn**

Upon successful completion of the Associate Degree Nursing (ADN) program, graduates should meet State Board of Nursing application requirements to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Program completion does not guarantee a graduate will be allowed to take the examination by the State Board of Nursing. The State Board of Nursing may refuse any individual the right to take the NCLEX-RN® based on criminal history records.

### PRE-REQUISITES:

BIO 2514:	Anatomy & Physiology I with Lab or upper level equivalent	4
BIO 2524:	Anatomy & Physiology II with Lab or upper level equivalent	4
BIO 2924:	Microbiology with Lab or upper level equivalent	<u>4</u>
Total hours .....		12

### FIRST YEAR

Fall Semester			Spring Semester		
NUR 1102	Pharmacology	2	NUR 1219	Adult/Child Health Nursing	9
NUR 1118	Fundamentals of Nursing Practice	8	NUR 2120	Nursing Seminar	0
NUR 2120	Nursing Seminar	0	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	*Fine Arts or Humanities Elective		<u>3</u>
EPY 2533	Human Growth & Development	<u>3</u>	Total Hours .....		15
Total Hours .....		16			

### SECOND YEAR

Fall Semester			Spring Semester		
NUR 2319	Adult Health Nursing	9	NUR 2410	Advanced Concepts of Nursing	10
NUR 2120	Nursing Seminar	0	NUR 2121	Nursing Seminar	1
PSY 1513	General Psychology	3	NUR 2941	NCLEX® Review	<u>1</u>
*SPT 1113	Public Speaking I	<u>3</u>	Total Hours .....		12
Total Hours .....		15			

\* Courses may be taken in any sequence.

Notes: Enrollment in NUR courses is limited to students who have been admitted to the ADN program and these courses must be taken in the sequence specified. All nursing courses must be completed within four years to graduate from the ADN program.

Progression/Graduation Requirements: Semester average of 80 or above in NUR courses, grade of "C" or above in all required courses, mastery of selected nursing skills, and completion of required assessment examinations.

# EAST CENTRAL COMMUNITY COLLEGE

## LPN BRIDGE PROGRAM FOR ASSOCIATE DEGREE NURSING (ADN)

**Advisors: Mrs. Lisa Gorgas, Mrs. Lori Luke,  
Mrs. Valerie Nicholson, Dr. Melanie Pinter,  
Mrs. Marcia Russell, Mrs. Martie Vaughn**

Licensed Practical Nurses are eligible for advanced placement in the Associate Degree Nursing Program.

**PREREQUISITE COURSES:** ALL PREREQUISITE COURSES MUST BE COMPLETED WITH A MINIMUM GRADE OF C.

BIO 2514	Anatomy & Physiology I with Lab or upper level equivalent	4
BIO 2524	Anatomy & Physiology II with Lab or upper level equivalent	4
BIO 2924	Microbiology with Lab or upper level equivalent	4
ENG 1113	English Composition I	3
ENG 1123	English Composition II	3
EPY 2533	Human Growth & Development	3
Total hours .....		21

### FIRST YEAR

#### Spring Semester

NUR 1116	LPN Bridge Transition to ADN	6 Credit Hours
	<i>Upon Completion of the LPN Bridge to ADN Course, Students will be awarded 19 credit hours.</i>	
*Fine Arts or Humanities Elective		3
Total .....		22

### SECOND YEAR

#### Fall Semester

NUR 2319	Adult Health Nursing	9
NUR 2120	Nursing Seminar	0
PSY 1513	General Psychology	3
*SPT 1113	Public Speaking I	3
Total Hours .....		15

#### Spring Semester

NUR 2410	Advanced Concepts of Nursing	10
NUR 2121	Nursing Seminar	1
NUR 2941	NCLEX® Review	1
Total Hours .....		12

\* Courses may be taken in any sequence.

Notes: Enrollment in NUR courses is limited to students who have been admitted to the ADN program and these courses must be taken in the sequence specified. All nursing courses must be completed within four years to graduate from the ADN program.

Progression/Graduation Requirements: Semester average of 80 or above in NUR courses, grade of "C" or above in all required courses, mastery of selected nursing skills, and completion of required assessment examination.

# EAST CENTRAL COMMUNITY COLLEGE

## PRACTICAL NURSING (PN)

Advisors: Mrs. Theresa Cole, Mrs. Donna Hemphill,  
Dr. Melanie Pinter, and Mrs. Marcia Russell

Upon successful completion of the Practical Nursing (PN) program, graduates should meet State Board of Nursing application requirements to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Program completion does not guarantee a graduate will be allowed to take the examination by the State Board of Nursing. The State Board of Nursing may refuse any individual the right to take the NCLEX-PN® based on criminal history records.

### **PREREQUISITE COURSES: ALL PREREQUISITE COURSES MUST BE COMPLETED WITH A MINIMUM GRADE OF C.**

BIO 2514	Anatomy & Physiology I with Lab or upper level equivalent	4
BIO 2524	Anatomy & Physiology II with Lab or upper level equivalent	<u>4</u>
Total hours .....		8

#### **Fall Semester**

PNV 1115	Practical Nursing Foundations	0
Total hours .....		15

#### **Spring Semester**

PNV 1216	Intermediate Practical Nursing	16
PNV 1241	NCLEX®	<u>1</u>
Total hours .....		17

#### **Spring Semester**

PNV 1412	Advanced Practical Nursing	12
Total hours .....		13

Notes: Enrollment in PNV courses is limited to students who have been admitted to the PN program and these courses must be taken in the sequence specified. All nursing courses must be completed within two years to graduate from the PN program.

Progression/Graduation Requirements: Semester average of 80 or above in PN courses, grade of "C" or above in all required courses, mastery of selected nursing skills, and completion of required assessment examinations.



# EAST CENTRAL COMMUNITY COLLEGE

## SURGICAL TECHNOLOGY (ST)

Advisors: Mrs. LeAnn Shirley, Mrs. Kristie Pilgrim

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team. Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded to successful graduates of the 24-month program. Qualified graduates may apply to the Association of Surgical Technologies® for the National Certifying Examination and become a Certified Surgical Technologist\*.

\*Baseline competencies for Surgical Technology

### One-Year Certificate:

First Semester			Second Semester		
Spring Semester			Summer Semester		
SUT 1113	Fundamentals of Surgical	3	SUT 1518	Basic Related Surgical Procedures	8
SUT 1216	Technology Principles of Surgical	6	SUT 1121	CST Prep II	<u>1</u>
SUT 1314	Technique Surgical Anatomy	4	Total hours .....		9
SUT 1413	Surgical Microbiology	3			
SUT 1111	CST Prep I	1			
ENG 1113	English Composition I	<u>3</u>			
Total hours .....		20			

Fall Semester		
SUT 1528	Specialized Surgical	8
SUT 1538	Procedures Advanced Surgical	8
SUT 1131	Procedures CST Prep III	<u>1</u>
Total hours .....		17

### Two-Year Associate of Applied Science Degree:

First Semester			Second Semester		
SPT 1113	Public Speaking	3	BIO 2523	Anatomy & Physiology II	3
BIO 2923	Microbiology	3	BIO 2521	Anatomy & Physiology II Lab	1
BIO 2921	Microbiology Lab	1	BOT 1623	Medical Office Terminology II	3
BIO 2513	Anatomy & Physiology I	3	Humanities or Fine Arts Elective		3
BIO 2511	Anatomy & Physiology I Lab	1	College Algebra or Lab Science		3-4
BOT 1613	Medical Office Terminology I	3	Social or Behavioral Science Elective		<u>3</u>
Total Hours .....		14	Total hours .....		16-17

Notes: Students who lack entry-level skills in math, English, science, etc. will be provided related studies.

Progression/Graduation Requirements: Test average of "80" or above, grade of "C" or above on all Surgical Technology courses and required courses, mastery of selected Surgical Technology skills.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **EMERGENCY MEDICAL TECHNICIAN (EMT)**

The one-semester Emergency Medical Technician (EMT) instructional course prepares successful graduates to meet the Mississippi State Department of Health requirements to take the National Registry of Emergency Medical Technicians Exam and become state certified.

The course includes formal EMT education and training in the development of effective basic skills that are performed safely in an out-of-hospital setting with medical oversight and responsibilities in transporting all emergency individuals to an appropriate facility.

#### **PRE-REQUISITES:**

- Age of 18 years or older
- Ability to read and write
- High School Graduate, high school equivalency, or equivalent
- ACT® Composite Score of 16 if taken after October 1989 or 12 if taken before October 1989, or Minimum Score of 10 on the TABE® reading test
- Valid CPR Certification (Health Care Provider)
- Proof of Physical Fitness by a licensed Physician
- Proof of Hepatitis B vaccination

Course: EMS 1118

(Includes a total of 135 hours of lecture and lab and 48 hours of field and emergency room clinical: 8 Scheduled: 5 hours lectured, 4 hours lab, 3 hours clinical.)

NOTE: Students must pass the final comprehensive exam in order to successfully complete the course.

## TECHNICAL PROGRAMS (General Education Core)

Technical programs at East Central Community College are designed to prepare the student for employment upon completion of the specified program curriculum. Students who complete a two-year program are then eligible to receive the Associate of Applied Science Degree. Students who complete the one year or two year options will receive certificates.

### TECHNICAL CORE CURRICULUM (General Education)

To complete the requirements for the A.A.S. degree, the students must complete the 15 semester hour General Education Core Curriculum which includes the following:

English Composition.....	3 sem. hrs.
Humanities/Fine Arts .....	3 sem. hrs.
Social/Behavioral Sciences .....	3 sem. hrs.
College Algebra or Lab Science .....	3-4 sem. hrs.
Oral Communication .....	3 sem. hrs.
	<hr/>
	15-16 sem. hrs.

Students who lack entry-level skills in math, English, etc., will be provided related studies.

# **EAST CENTRAL COMMUNITY COLLEGE**

## **AUTOMOTIVE TECHNOLOGY (AUT)**

**Advisor: Mr. Greg Holekamp**

Automotive Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunction of all 8 areas of ASE/NATEF certification (engine repair, electrical and electronic systems, engine performance, brakes, steering and suspension systems, manual drive trains and axles, automatic transmissions and transaxles, heating and air conditioning).

Automotive Technology is an articulated technical program designed to provide advanced and technical skills to its students. Baseline competencies, taken from secondary automotive mechanics curriculum framework, serve as a foundation for the competencies and suggested objectives taught in the courses of the program. Students who do not possess these competencies will be allowed to acquire them during the program. Students who can document mastery of the baseline competencies will receive advanced instruction on these topics. Automotive Technology may be taught as either a certificate program or as a technical program.

### **Career Certificate – 30 hours**

ATT 1811 - Intro and Safety  
ATT 1124 - Basic Electrical/Electronic Systems  
ATT 1214 - Brakes  
ATT 1424 - Engine Performance I  
ATT 2434 - Engine Performance II  
ATT 1134 - Advanced Electrical/Electronic Systems  
ATT 2334 - Steering and Suspension  
ATT 1715 - Engine Repair

### **Technical Certificate – 45 hours**

ATT 1313 - Manual Drive Trains/Trans Axles  
ATT 2444 - Engine Performance III  
ATT 2614 - Heating and Air Conditioning  
ATT 2324 - Automatic Transmissions/Trans Axles

### **Associate of Applied Science degree – 60/61 hours**

Oral Communications  
College Algebra/Lab-based science  
Humanities/Fine arts  
Written Communications  
Social/Behavioral Science

# **EAST CENTRAL COMMUNITY COLLEGE**

## **AUTOMATION AND CONTROL TECHNOLOGY (AMC)**

**Advisor: Mr. Jordan Robinson**

Automation and Control Technology is an instructional program that provides the student with technical knowledge and skills necessary for gaining employment as an automated manufacturing systems technician in maintenance diagnostics, engineering, or production in an automated manufacturing environment. The focus of this program is on electricity/electronics, fluid power, motors and controllers, programmable controls, interfacing techniques, instrumentation, and automated processes.

### **Career Certificate - 30 hours**

MFT 1112 - Introduction to Automation and Controls  
MFT 1214 - Electrical Wiring for Automation and Control  
ELT 1144 - AC and DC Circuits  
ELT 1413 - Motor Control Systems  
EET 1213 - Digital Electronics  
EET 1334 - Solid State Devices and Circuits  
INT 1214 - Fluid Power  
Technical Electives (6 hours)

### **Technical - Certificate 45 hours**

ELT 2614 - Programmable Logic Controllers  
INT 2113 - Control Systems I  
Technical Electives (8 hours)

### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Humanities/Fine Arts  
College Algebra or Lab-based Science  
Social/Behavioral Science Elective

### **Technical Electives (listed or approved by instructor)**

ELT 1123 - Commercial Wiring  
ELT 1183 - Industrial Wiring  
ELT 1213 - Electrical Power  
ELT 2424 - Solid State Motor Controls  
DDT 1163 - Engineering Graphics  
DDT 1313 - Computer Aided Design I  
IMM 1933 - Manufacturing Skills  
MFT 2013 - Automation Motion Control  
MFT 2614 - Flexible Manufacturing Systems  
ROT 1113 - Fundamentals of Robotics  
Work-based Learning Elective(s)  
Computer Science Elective(s)



# **EAST CENTRAL COMMUNITY COLLEGE**

## **BUSINESS AND OFFICE TECHNOLOGY**

This is the era of high technology-the age of information processing. To maintain a competitive edge in this fast paced world, dynamic organizations sense a critical need to do more work in less time, thus generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as a more highly qualified personnel.

The overall objective of the Business and Office curriculum is to provide business training in theory and practical applications necessary for employment in high tech government agencies, industries, businesses, and medical and professional areas. The Curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

### **Degree and Certificate Option**

The degree and certificate options are available for students enrolling in Medical Office Technology, Accounting Technology, Business Management Technology and Administrative Office Technology. Upon successfully completing the Business and Office Technology curriculum, graduates should be able to apply the theory and practical applications necessary for employment in government agencies, industries, businesses, and medical and professional areas.

## **MEDICAL OFFICE TECHNOLOGY (MOT)**

**Advisors: Mrs. Christy Ferguson, Ms. Judith Hurtt**

The Medical Office Technology Program is designed to prepare students to work in medical office positions in doctors' offices, health clinics, and other related organizations. The program of study familiarizes the student with ICD and CPT Codes. The student will understand the importance of accurate, complete, and consistent coding practices for the production of quality healthcare data.

### **Career Certificate – 30 hours**

BOT 1313 - Applied Business Math  
BOT 1613 - Medical Office Terminology I  
BOT 1623 - Medical Office Terminology II  
BOT 1433 - Business Accounting  
BOT 2743 - Medical Office Concepts  
BOT 1763 - Communication Essentials  
BOT 1273 - Introduction to Microsoft® Office®  
BOT 1233 - Microsoft® Word® I  
BOT 1243 - Microsoft® Word® II  
BOT 2763 - Electronic Health Records

### **Technical Certificate – 45 hours**

BOT 2643 - CPT Coding  
BOT 2653 - ICD Coding  
BOT 1013 - Introduction to Keyboarding  
BOT 2673 - Medical Insurance Billing  
BOT 2923 - BOT Externship and Seminar

### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/Lab-based science

\* Prior to enrollment in Microsoft® Word® I (BOT 1233), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

# **EAST CENTRAL COMMUNITY COLLEGE**

## **ACCOUNTING TECHNOLOGY (ACT)**

**Advisors: Mrs. Christy Ferguson, Ms. Judith Hurtt**

The Accounting Technology Program is designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

### **Career Certificate – 30 hours**

BOT 1013 - Introduction to Keyboarding  
BOT 1313 - Applied Business Math  
BOT 1763 - Communication Essentials  
BOT 1273 - Introduction to Microsoft® Office®  
BOT 1233 - Microsoft® Word® I  
BOT 1243 - Microsoft® Word® II  
BOT 2183 - Career Readiness  
BOT 1823 - Microsoft® Excel® I  
BOT 2433 - Quickbooks®  
ACC 2213 - Accounting I

### **Technical Certificate – 45 hours**

BOT 1493 - Social Media Management  
BOT 1843 - Microsoft® Excel® II  
BOT 2463 - Payroll Accounting  
BOT 2923 - BOT Externship and Seminar  
ACC 2223 - Accounting II

### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/Lab-based science

\* Prior to enrollment in Microsoft Word® I (BOT 1233), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

## **EAST CENTRAL COMMUNITY COLLEGE**

### **BUSINESS MANAGEMENT TECHNOLOGY (BMT)**

**Advisors: Mrs. Christy Ferguson, Ms. Judith Hurtt**

The Business Management Technology Program provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

#### **Career Certificate – 30 hours**

BOT 1013 - Introduction to Keyboarding  
BOT 1313 - Applied Business Math  
BOT 1433 - Business Accounting OR ACC 2213-Accounting I  
BOT 1763 - Communication Essentials  
BOT 1273 - Introduction to Microsoft® Office®  
BOT 1233 - Microsoft® Word® I  
BOT 1243 - Microsoft® Word® II  
BOT 2183 - Career Readiness  
BOT 1823 - Microsoft® Excel® I  
BOT 2433 - Quickbooks®

#### **Technical Certificate – 45 hours**

BOT 1843 - Microsoft® Excel® II  
BOT 1493 - Social Media Management  
BOT 2233 - Human Resource Management  
BOT 2613 - Entrepreneurial Problem Solving  
BOT 2923 - BOT Externship and Seminar

#### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/Lab-based science

\* Prior to enrollment in Microsoft® Word® I (BOT 1233), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

# **EAST CENTRAL COMMUNITY COLLEGE**

## **ADMINISTRATIVE OFFICE TECHNOLOGY (OST)**

**Advisors: Mrs. Christy Ferguson, Ms. Judith Hurtt**

The Administrative Office Technology Program is designed to prepare potential students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

### **Career Certificate – 30 hours**

BOT 1313 - Applied Business Math  
BOT 1433 - Business Accounting or ACC 2213 - Accounting I  
BOT 1013 - Introduction to Keyboarding  
BOT 1763 - Communication Essentials  
BOT 1273 - Introduction to Microsoft® Office®  
BOT 1233 - Microsoft® Word® I  
BOT 1243 - Microsoft® Word® II  
BOT 2183 - Career Readiness  
BOT 1823 - Microsoft® Excel® I  
BOT 2433 - Quickbooks®

### **Technical Certificate – 45 hours**

BOT 2133 - Desktop Publishing  
BOT 1493 - Social Media Management  
BOT 1843 - Microsoft® Excel® II  
BOT 2333 - Microsoft® Access®  
BOT 2923 - BOT Externship and Seminar

### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/Lab-based science

\* Prior to enrollment in Microsoft® Word® I (BOT 1233), students will be required to key straight-copy material at a minimum of 35 WPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

# **EAST CENTRAL COMMUNITY COLLEGE**

## **COLLISION REPAIR TECHNOLOGY (CRT)**

**Advisor: Luke Howell**

Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students will be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic and structural repairs.

Students enrolling in Collision Repair Technology will need to select one of the following options upon entering the program. The options are the two year Associate of Applied Science Degree in Collision Repair Technology-or a Collision Repair Technology Certificate.

### **AAS DEGREE (CRT)**

#### **Career Certificate – 30 hours**

ABT 1146 - Structural Analysis and Damage Repair I  
ABT 1223 - Non-Structural Analysis and Damage Repair I  
ABT 1313 - Refinishing I  
ABT 1443 - Mechanical and Electrical Components I  
ABT 1236 - Non-Structural Analysis and Damage Repair II  
ABT 1453 - Mechanical and Electrical Components II  
ABT 1323 - Refinishing II  
ABT 1153 - Structural Analysis and Damage Repair II

#### **Technical Certificate – 45 hours**

ABT 2336 - Refinishing III  
ABT 2163 - Structural Analysis and Damage Repair III  
ABT 2243 - Non-Structural Analysis and Damage Repair III  
Technical Elective (3 hours)

#### **Associate of Applied Science degree – 60/61 hours**

Humanities/Fine Arts  
Social/Behavioral Science  
College Algebra/Science  
Written Communications  
Oral Communications

#### **Approved Technical Electives**

Work Based Learning  
ABT 2713 - Collision Analysis & Estimation  
ABT 2923 - Supervised Work Experience in Collision Repair Technology  
Other electives approved by instructor

# EAST CENTRAL COMMUNITY COLLEGE

## INFORMATION SYSTEMS TECHNOLOGY (IST)

**Advisors: Mr. Thomas Fortenberry & Mrs. Laura Sullivan**

Computer Networking Technology is a program which offers training in telecommunications, network administration, and client/ server systems.

### **Career Certificate – 30 hours\*\***

IST 1124 - IT Foundations  
IST 1134 - Foundations of Database Communications  
IST 1154 - Web and Programming Concepts  
IST 1143 - Principles of Information Security  
IST 1163 - Database & SQL Concepts  
IST 1223 - Network Components  
Networking Electives\* (9 hours)

### **Technical Certificate – 45 hours\*\*\***

IST 2224 - Network Planning and Design  
IST 2234 - Network Implementation  
Networking Elective\* (3 hours)  
Technical Elective\* (4 hours)

### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/Lab-based science

\*Any IST advisor approved field-related elective

\*\*Student will be required to take the CompTIA A+ Certification Test to complete this option

\*\*\* Student will be required to take the CompTIA Network + Certification Test and the CompTIA Security + Certification Test to complete this option



# **EAST CENTRAL COMMUNITY COLLEGE**

## **DRAFTING AND DESIGN TECHNOLOGY (DDT)**

The Drafting and Design program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of class work and practical experience is stressed.

The Drafting and Design Cluster allows students to obtain skills and knowledge related to several fields of the drafting and design industry. Options within the cluster include General Drafting, Land Surveying and Architectural Engineering Technology. Students through technical electives have the option to be introduced to GIS (Geographic Information Systems).

### **GENERAL DRAFTING**

#### **Advisor: Staff**

This program prepares a person for careers in several areas of drafting including Mechanical Design while still introducing students to Architectural Design and Land Surveying.

#### **Career Certificate – 30 hours**

DDT 1163 - Engineering Graphics  
DDT 1173 - Mechanical Design I  
DDT 1213 - Construction Standards and Materials  
DDT 1313 - Computer-Aided Design I  
DDT 1323 - Computer-Aided Design II  
DDT 1613 - Architectural Design I  
Instructor Approved Technical Electives (12 hours)

#### **Technical Certificate - 45 hours**

DDT 2153 - Civil Planning and Design  
DDT 2213 - Structural Detailing I  
DDT 2373 - 3D Modeling  
Instructor Approved Restricted Elective (3 hours)  
Instructor Approved Technical Elective (3 hours)

#### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/Lab-based science

#### **Approved Technical Electives**

DDT 1413 - Elementary Surveying  
DDT 2423 - Mapping and Topography  
DDT 2633 - Pre-Engineered Metal/Steel Building Drafting  
DDT 2163 - Machine Drafting II  
DDT 2243 - Cost Estimating  
DDT 2623 - Architectural Design II  
DDT 2433 - Legal Principles of Surveying  
GIT DDT 2123 - Fundamentals of GIS  
DDT 2913 - Special Project  
DDT 2813 – Inventor 3D Model and Animation  
WBL 1913, 1923, 2913, 2923-Work Based Learning

# **EAST CENTRAL COMMUNITY COLLEGE**

## **ARCHITECTURAL ENGINEERING TECHNOLOGY/TECHNICIAN**

**Advisor: Staff**

This program prepares a person for careers in the architectural drafting field as an Architectural Drafter or Architectural Designer or CAD Technician. This option will emphasize the design of residential as well as commercial fields. The program is designed to prepare graduates for employment in architectural firms, design/build firms, engineering firms and manufacturing facilities.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science degree (AAS) in Drafting & Design Technology with an emphasis in Architectural Engineering Technology.

### **Career Certificate – 30 hours**

DDT 1163 - Engineering Graphics  
DDT 1313 - Computer-Aided Design I  
DDT 1213 - Construction Standards and Materials  
DDT 1323 - Computer-Aided Design II  
DDT 1613 - Architectural Design I  
DDT 2373 - 3D Modeling  
Instructor Approved Technical Electives (12 Hours)

### **Technical Certificate – 45 hours**

DDT 2243 - Cost Estimating  
DDT 2633 - Pre-Engineered Metal/Steel Building Drafting  
DDT 2623 - Architectural Design II  
Instructor Approved Technical Electives (6 hours)

### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
Restrictive Elective\*

### **Approved Technical Electives**

DDT 2433 - Legal Principles of Surveying I  
DDT 2123 - Fundamentals of GIS  
DDT 1413 - Elementary Surveying  
DDT 2423 - Mapping and Topography  
DDT 2153 - Civil Planning and Design  
WBL 1913, 1923, 2913, 2923-Work Based Learning  
DDT 2915 - Special Project

Restricted Electives – must be math, science, or technology-based courses. MAT 1323 Trigonometry is strongly suggested for one of the restrictive electives.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **EARLY CHILDHOOD EDUCATION (ECE)**

**Advisors: Ms. Sheri Anders and Ms. Debra Payton**

The student enrolled in Early Childhood Education Technology is required to successfully complete two academic years of study. The individual will receive an Associate of Applied Science Degree. The student receives adequate instruction and preparation for a professional career in the area of Early Childhood Education.

Experiences in planning and coordination of developmentally appropriate activities in all content areas including but not limited to: creative arts, math, science, language arts, and other avenues of learning prepare the student for job placements in private and public day care centers, HeadStart, teachers' aides in public school systems, and other early childhood related positions. All students enrolled in the program must have up-to-date immunizations and submit to finger printing and a background check.

Upon successfully completing the Early Childhood Education Technology program with an Associates of Applied Science degree, graduates should be able to gain entry to administrative level employment in the childcare industry.

#### **Career Certificate – 30 hours**

CDT 1113 - Early Childhood Profession  
CDT 1213 - Infant and Toddler Development  
CDT 1313 - Creative Arts for Young Children  
CDT 1343 - Child Health, Safety and Nutrition  
CDT 1713 - Language and Literacy Development  
CDT 1223 - Preschool and Primary Development  
CDT 2613 - Methods, Materials and Measurements  
CDT 2713 - Social Studies, Math and Science  
CDT 2233 - Guiding Social and Emotional Behavior  
CDT 2513 - Family Dynamics and Community Involvement

#### **Technical Certificate – 45 hours**

CDT 2915 - Initial Practicum  
CDT 2813 - Administration of Programs for Young Children  
CDT 2413 - Development of the Exceptional Child  
CDT 2944 - Advanced Practicum

#### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/Lab-based science

# EAST CENTRAL COMMUNITY COLLEGE

## ELECTRICAL TECHNOLOGY (ELT)

**Advisor: Mr. John Everett**

The Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and D.C. and A.C. motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

**\*\*Baseline Competencies for Electrical Technology**

### **Career Certificate – 30 hours**

ELT 1192 - Fundamentals of Electricity  
ELT 1144 - AC and DC Circuits for Electrical Technology  
ELT 1113 - Residential Wiring  
ELT 1263 - Electrical Drawing and Schematics  
ELT 1123 - Commercial Wiring  
ELT 1183 - Industrial Wiring  
ELT 1253 - Branch Circuits  
ELT 1213 - Electrical Power  
ELT 1413 - Motor Control Systems  
ELT 1223 - Motor Maintenance and Troubleshooting

### **Technical Certificate – 45 hours**

ELT 2614 - Programmable Logic Controllers  
ELT 2424 - Solid State Motor Controls  
ELT 2114 - Equipment Maintenance, Troubleshooting and Repair  
ELT 2913 - Special Project I

### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/Lab-based science

**\*\* Baseline competencies are taken from the high school Electrician program. Students who can document mastery of these competencies will not be required to take ELT 1192. Students who cannot demonstrate mastery will be required to take ELT 1192.**

# EAST CENTRAL COMMUNITY COLLEGE

## HEATING AND AIR CONDITIONING TECHNOLOGY (HAC)

**Advisor: Mr. Harold Hollingsworth**

Heating and Air Conditioning is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning Refrigeration Institute (ARI). Included are air-conditioning, heating and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

**\*\*Baseline Competencies for Heating and Air Conditioning Technology**

### **Career Certificate – 30 hours**

ACT 1003 - Intro to HVAC  
ACT 1124 - Basic Compression Refrigeration  
ACT 1713 - Electricity for Heating, Ventilation, A/C & Refrigeration  
ACT 1133 - Tools & Piping  
ACT 1313 - Refrigeration System Components  
ACT 1213 - Controls  
ACT 2414 - Air Conditioning I  
ACT 2513 - Heating Systems  
ACT 2433 - Refrigerants, Retrofit, and Regulation

### **Technical Certificate – 45 hours**

ACT 2624 - Heat Load & Air Properties  
ACT 2424 - Air Conditioning II  
ACT 2324 - Commercial Refrigeration  
Technical Electives (3 hours)

### **Associate of Applied Science degree – 60/61 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/Lab-based science

**\*\* Baseline competencies are taken from the high school Heating and Air Conditioning program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.**

## **EAST CENTRAL COMMUNITY COLLEGE**

### **HOTEL/RESTAURANT MANAGEMENT TECHNOLOGY (HRT)**

**Advisor: Ms. Lisa Lampton**

The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as manager/supervisors in the hospitality and tourism industry. Completion of the two-year program leads to an Associate of Applied Science degree.

#### **Career Certificate – 30 hours**

HRT 1123 - Introduction to Hospitality Management  
HRT 1213 - Sanitation and Safety  
HRT 1224 - Restaurant and Catering  
HRT 1511 - Hospitality Seminar  
CUT 1114 - Culinary Principles I  
HRT 2613 - Hospitality Supervision  
HRT 2623 - Hospitality Human Resource Management  
HRT 1413 - Rooms Division Management  
HRT 2423 - Hospitality Security Management and Law  
HRT 1813 - Tourism Specialist

#### **Technical Certificate – 45 hours**

CUT 2223 - Menu Planning  
CSC 1123 - Microcomputer Applications  
HRT 2233 - Hospitality Cost Control  
HRT 2853 - Convention and Meeting Planning  
WBL Elective (WBL 1912, 1923, 2912 or 2923)

#### **Associate of Applied Science degree – 60/61 hours**

Social/Behavioral Science Elective  
College Algebra/Lab-based science  
Humanities/Fine Art Elective  
Oral Communications  
Written Communications



## **EAST CENTRAL COMMUNITY COLLEGE**

### **CULINARY ARTS TECHNOLOGY (CUT)**

**Advisor: Mr. Barry Karrh**

The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Successful completion of the two-year program leads to an Associate of Applied Science Degree.

#### **Career Certificate – 30 hours**

HRT 1123 - Introduction to Hospitality Management  
HRT 1224 - Restaurant and Catering Operations  
CUT 1133 - Principles of Baking  
CUT 1114 - Culinary Principles I  
HRT 1213 - Sanitation and Safety  
CUT 1123 - Culinary Principles II  
CUT 1513 - Garde Manger  
HRT 2623 - Hospitality Human Resource Management  
HRT 2613 - Hospitality Supervision  
HRT 1511 - Hospitality Seminar

#### **Technical Certificate – 45 hours**

CUT 2223 - Menu Planning and Facilities Design  
CUT 2243 - Dining Room Management  
CUT 2313 - American Region Cuisine  
CUT 2423 - International Cuisine  
HRT 2233 - Food and Beverage Control

#### **Associate of Applied Science degree – 60/61 hours**

Oral Communications  
Written Communications  
Humanities/Fine Arts Elective  
College Algebra/Lab-based science  
Social/Behavioral Elective

# **EAST CENTRAL COMMUNITY COLLEGE**

## **PRECISION MANUFACTURING AND MACHINING TECHNOLOGY (MST)**

**Advisor: Mr. Jody Addy**

Precision Manufacturing and Machining Technology is an instructional program that prepares individuals to manufacture metal parts on machines such as lathes, grinders, drill presses, milling machines, and computer numerical control equipment. Included is instruction in making computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges; machining and heat-treating various metals; and laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

### **Career Certificate – 30 hours**

MST 1115 - Power Machinery I  
MST 1413 - Blueprint Reading  
MST 1313 - Machine Tool Mathematics  
DDT 1313 - Principles of CAD  
MST 1125 - Power Machinery II  
MST 1423 - Advanced Blueprint Reading  
MST 1613 - Precision Layout  
MST 2812 - Metallurgy  
CSC Elective

### **Technical Certificate – 45 hours**

MST 2135 - Power Machinery III  
MST 2714 - Computer Numerical Controls I  
MST 2143 - Power Machinery IV  
MST 2723 - Computer Numerical Control Operations II

### **Associate of Applied Science degree – 60/61 hours**

Social/Behavioral Science Elective  
Humanities/Fine Arts Elective  
Written Communications  
Public Speaking I  
College Algebra/Lab-based science

# EAST CENTRAL COMMUNITY COLLEGE

## UTILITY LINEWORKER TECHNOLOGY (ULT)

Advisor: Staff

The Utility Lineworker Technology curriculum is designed to prepare the student for entry-level employment in the field of utility power transmission and distribution construction, troubleshooting, and repair. The curriculum includes Climbing in Elevated Work Site (Pole Climbing), Overhead Construction, Underground Construction, System Design and Operation, National Electric Safety Code, AC and DC Circuits, and Electric Power. Electives are available in advanced levels of utility line worker technology.

### **Technical Certificate – 45 hours**

ULT 1133 - Safety for Line Workers  
ULT 1192 - Fundamentals of Electricity for Lineworkers or  
ELT 1192 – Fundamentals of Electricity  
ULT 1523 - National Electrical Safety Code  
ULT 1144 - AC and DC Circuits for Lineworker Technology  
ULT 1413 - Pole Climbing  
ULT 1324 - Truck Driving for Line Workers  
ULT 2133 - Overhead Construction  
ULT 2143 - Underground Construction  
ULT 1333 - Basic Utility Equipment Operations  
ULT 2233 - System Design and Operation  
ULT 2244 - Working in Elevated Work Sites  
ULT 1224 - Transformer Operation and Banking  
ULT 1213 - Electrical Power or ELT 1213 Electrical Power  
Computer Application Elective – 3sch

### **Associate of Applied Science degree – 60 hours**

Written Communications  
Oral Communications  
Social/Behavioral Science  
Humanities/Fine Arts  
College Algebra/lab-based science

## CAREER PROGRAMS

The following East Central Community College Career Programs are designed to teach the students a trade. A certificate is issued upon satisfactory completion of one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each career and related fields, as well as laboratory experiences are given each student. A career learning lab is provided to enhance instruction in reading and mathematics.

### **RESIDENTIAL CARPENTRY (RCC)**

**Advisor: Ms. Nancy Jones**

The Residential Carpentry program is designed to prepare the student for entry-level employment. It provides training in the basic and advanced skills needed to have a successful career in the field of residential carpentry. The training in this course is centered around technical knowledge and hands-on experience in all the stages of construction from foundations and framing to finish carpentry and cabinet making.

#### **Career Certificate – 30 hours**

CCT 1116 - Foundations  
CCT 1236 - Floor and Wall Framing  
CCT 1133 - Blueprint Reading  
CCT 1244 - Ceiling and Roof Framing  
CCT 1315 - Interior/Exterior Finishing and Cabinet Installation  
CCT 1163 - Construction Math  
Technical Elective (3 hours)

#### **Technical Certificate – 45 hours**

CCT 2113 - Principles of Multi-family & Light Commercial Construction  
DDT 1113 - Fundamentals of Drafting  
CCT 2133 - Millwork  
CCT 2243 - Cost Estimating  
Technical Elective (3 hours)

#### **Approved Technical Electives**

WBL 1912, 1923, 2912 or 2923  
MMT 2513 - Entrepreneurship  
DDT 1413 - Elementary Surveying  
Others as approved by the Instructor

## **EAST CENTRAL COMMUNITY COLLEGE**

### **COSMETOLOGY (COS)**

**Advisor: Mrs. Aubrie Howell**

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State. A student enrolling must be at least 17 years of age and must have completed high school, or obtained the GED.

During the training period, students must maintain an average grade of 85 in theory and skill to be eligible for State Board Examination in order to attain a license. Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

#### **Technical Certificate – 46 hours**

COV 1122 - Cosmetology Orientation  
COV 1245 - Cosmetology sciences  
COV 1426 - Hair care I  
COV 1622 - Skin Care I  
COV 1522 - Nail Care I  
COV 1255 - Cosmetology Sciences II  
COV 1436 - Hair Care II  
COV 1632 - Skin Care II  
COV 1532 - Nail Care II  
COV 1722 - Salon Business I  
COV 1263 - Cosmetology Sciences III  
COV 1443 - Hair care III  
COV 1642 - Skin Care III  
COV 1542 - Nail Care III  
COV 1732 - Salon Business II

### **COSMETOLOGY TEACHER TRAINING (CTT)**

**Advisor: Mrs. Aubrie Howell**

Approved by MISSISSIPPI STATE BOARD OF COSMETOLOGY for Licensed Cosmetologist with minimum of two years experience.

COV 2816 Teacher Training I .....6  
COV 2826 Teacher Training II..... 6  
COV 2836 Teacher Training III .....6  
COV 2846 Teacher Training IV .....6

Requirements for entering program:

- Must be 21 years of age to take State Board Exam
- Read, write, and speak English
- Graduate of an accredited cosmetology school
- Successfully completed 12 semester hours of approved academic course work
- Hold a current, valid Mississippi Cosmetology License
- Two years active practical experience as a licensed cosmetologist

## EAST CENTRAL COMMUNITY COLLEGE

### WELDING & CUTTING (WLD)

Advisor: Mr. Gerald Jordan

The Welding and Cutting curriculum is designed to prepare the student for entry-level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, and Gas Tungsten Arc Welding (GTAW)

#### **Career Certificate – 30 hours**

WLT 1313 - Cutting Processes  
WLT 1115 - Shielded Metal Arc Welding I  
WLT 1124 - Gas Metal Arc Welding  
WLT 1172 - Introduction to Welding and Safety  
WLT 1232 - Blueprint Reading, Welding Symbols, and Metallurgy  
WLT 1225 - Shielded Metal Arc Welding II  
WLT 1143 - Flux Core Arc Welding  
WLT 1136 - Gas Tungsten Arc Welding



# **EAST CENTRAL COMMUNITY COLLEGE**

## **CHAPTER 6**

### **DESCRIPTION OF COURSES**

#### **UNIVERSITY PARALLEL**

East Central Community College adheres to the common course number system adopted by the Mississippi Association of Community and Junior Colleges. The numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. Course descriptions used in this catalog are those adopted in the Uniform Numbering System and are intended to be equivalent to those courses at the same level at four-year institutions.

#### **ACCOUNTING**

**ACC 2213 — PRINCIPLES OF ACCOUNTING I** — A study of the financial accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems for service and merchandising businesses. Three semester hours credit.

**ACC 2223 — PRINCIPLES OF ACCOUNTING II** — (Prerequisite: ACC 1213). A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three semester hours credit.

#### **AGRICULTURE**

**AGR 2314 — BASIC SOILS** — A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. Three hours lecture. Two hours lab. Four semester hours credit.

#### **ART**

**ART 1113 — ART APPRECIATION** — A course designed to provide an understanding and appreciation of the visual arts. Three semester hours credit.

**ART 1313 — DRAWING I** — Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Black and white media will be stressed. Three semester hours credit.

**ART 1323 — DRAWING II** — (Prerequisite: ART 1313 with grade of C) Continuation of rendering skills introduced in Drawing I with emphasis on color, composition and creative expression. Three semester hours credit.

**ART 1433 — DESIGN I** — Course designed to provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/methodology involving black and white design problems which apply principles and elements of visual design. Three semester hours credit.

**ART 1443 — DESIGN II** — (Prerequisite: ART 1433) Course designed to provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Three semester hours credit.

**ART 1453 — THREE DIMENSIONAL DESIGN** — Course designed to provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in various media. Three semester hours credit.

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ART 2513 — PAINTING I — (Prerequisite: ART 1313 or 1433) Techniques used in painting media in a variety of subject matter. Three semester hours credit.

ART 2713 — ART HISTORY I — A survey course of historical background of art forms from Prehistoric to the Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three semester hours credit.

ART 2723 — ART HISTORY II — A survey course of the historical background of art forms from the Renaissance to present special emphasis is on contemporary expressions. Three semester hours credit.

## BIOLOGY

BIO 1111 — PRINCIPLES OF BIOLOGY I, Laboratory — A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture.

BIO 1113 — PRINCIPLES OF BIOLOGY I, Lecture — A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics

BIO 1114 — PRINCIPLES OF BIOLOGY I, Lecture and Laboratory — Combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology, and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

BIO 1121 — PRINCIPLES OF BIOLOGY II, Laboratory — A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture.

BIO 1123 — PRINCIPLES OF BIOLOGY II, Lecture — A lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems.

BIO 1124 — PRINCIPLES OF BIOLOGY II, Lecture and Laboratory — A combined lecture and laboratory course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. (Course description change effective Fall 2011)

BIO 1131 — GENERAL BIOLOGY I LAB — A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I. One semester hour credit.

BIO 1133 — GENERAL BIOLOGY I — A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Three semester hours credit.

BIO 1134 — GENERAL BIOLOGY I, Lecture and Laboratory — A combined lecture and laboratory course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and function, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.

BIO 1141 — GENERAL BIOLOGY II LAB — A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II. One semester hour credit.

BIO 1143 — GENERAL BIOLOGY II — A lecture course for science majors that reinforces concepts introduced in BIO 1133 General Biology I, while emphasizing the diversity of life. Topics covered include adaptation by natural selection, classification, ecology, detailed consideration of each group of organisms and viruses, study

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of animals and plants including their basic anatomy and physiology. Three semester hours credit.

BIO 1144 — GENERAL BIOLOGY II, Lecture and Laboratory — A combined lecture and laboratory course for science majors that reinforces concepts introduced in BIO 1134 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.

BIO 1211 — ENVIRONMENTAL SCIENCE, Laboratory — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1213 Environmental Science, Lecture. One semester hour credit.

BIO 1213 — ENVIRONMENTAL SCIENCE, Lecture — A lecture course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality. Three semester hours credit.

BIO 1214 — ENVIRONMENTAL SCIENCE, Lecture and Laboratory — A combined lecture and laboratory course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.

BIO 1311 — BOTANY I, LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I. One semester hour credit.

BIO 1313 — BOTANY I — A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Three semester hours credit.

BIO 1321 — BOTANY II, LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1323 Botany II. One semester hour credit.

BIO 1323 — BOTANY II — A lecture course that emphasizes classification and identification of plants. Prerequisite: BIO 1313/1311. Three semester hours credit.

BIO 1613 — NUTRITION — A lecture course covering the nutrients required for normal growth and prevention of major chronic disease, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption and their applications for healthcare providers. Three semester hours credit.

BIO 2311 — DENDROLOGY LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2313 Dendrology. One semester hour credit.

BIO 2313 — DENDROLOGY — A lecture course concerning the taxonomy, morphology, ecology, and identification of woody plants. Three semester hours credit.

BIO 2314 — DENDROLOGY W/LAB — A combined lecture and laboratory course concerning the taxonomy, morphology, ecology, and identification of woody plants. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.

BIO 2411 — ZOOLOGY I LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2413 Zoology I. One semester hour credit.

BIO 2413 — ZOOLOGY I — A lecture course that includes in-depth studies of phylogeny and classification systems, protozoa and major invertebrate phyla. Three semester hours credit.

BIO 2421 — ZOOLOGY II LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2423 Zoology II. One semester hour credit.

BIO 2423 — ZOOLOGY II — A lecture course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Three semester hours credit.

BIO 2511 — ANATOMY AND PHYSIOLOGY I LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I. One semester hour

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credit.

**BIO 2513 — ANATOMY AND PHYSIOLOGY I** — A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Prerequisite: Grade of C or better in the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Microbiology (BIO 2923 & 2921) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Three semester hours credit.

**BIO 2514 — ANATOMY AND PHYSIOLOGY I, Lecture and Laboratory** — A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: Grade of C or better in any of the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Microbiology (BIO 2923 & 2921) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Four semester hours credit.

**BIO 2521 — ANATOMY AND PHYSIOLOGY II LAB** — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II. One semester hour credit.

**BIO 2523 — ANATOMY AND PHYSIOLOGY II** — A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Prerequisite: Grade of C or better in Anatomy & Physiology I (BIO 2513 & 2511). Four semester hours credit.

**BIO 2524 ANATOMY AND PHYSIOLOGY II, Lecture and Laboratory** — A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: Grade of C or better in Human Anatomy and Physiology I (BIO 2513 & 2511). Four semester hours credit.

**BIO 2921 — MICROBIOLOGY LAB** — Laboratory course devoted to lab safety and gaining hands on experience in the areas of: microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic technique, diagnostic procedures and effectiveness of antimicrobial agents. One semester hour credit.

**BIO 2923 — MICROBIOLOGY** — A lecture course providing a survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man. Prerequisite: Grade of C or better in any of the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Anatomy and Physiology I (BIO 2513 & BIO 2511) or General Botany (BIO 1313 & BIO 1311) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Three semester hours credit.

**BIO 2924 — MICROBIOLOGY, Lecture and Laboratory** — A combined lecture and laboratory course providing a comprehensive study of microorganisms to include microbial taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity and other selected applied areas. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Prerequisite: Grade of C or better in any of the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Anatomy and Physiology I (BIO 2513 & BIO 2511) or General Botany (BIO 1313 & BIO 1311) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Four semester hours credit.



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### **BUSINESS ADMINISTRATION**

- BAD 1113 — INTRODUCTION TO BUSINESS** — This course is designed to introduce students to the basic concepts of business. Main topics include the current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three semester hours credit.
- BAD 1121 — BUSINESS SEMINAR I** — This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions, which includes student participation and guest speakers. One hour lecture. One semester hour credit.
- BAD 2323 — BUSINESS STATISTICS** — Introduction to statistical methods of collecting, presenting, analyzing, and interpreting data for business management and control. Topics include: central tendency and dispersion; probability; discrete and continuous distributions; estimation and hypothesis testing. (Prerequisite: MAT 1313 or MAT 1343 Pre-Calculus) Three lecture hours. Three semester hours credit.
- BAD 2413 — THE LEGAL ENVIRONMENT OF BUSINESS I** — An introduction to interrelationships of law and society, jurisprudence and business. Topics include and introduction to law, law of contracts, agency, and employment. Three semester hours credit.
- BAD 2513 — PRINCIPLES OF MANAGEMENT** — This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three lecture hours. Three semester hours credit.
- BAD 2613 — ENTREPRENEURSHIP** — An applied business administration course designed to integrate the key principles of business planning, marketing, staffing, financing, management, and information systems to the task of starting, operating, and/or expanding a small business. Three lecture hours. Three semester hours credit.
- BAD 2713 — PRINCIPLES OF REAL ESTATE** — This course is an introduction to the nature of the real estate market, types of ownership of property, contracts, and methods of transfer of title. Three lecture hours. Three semester hours credit.

### **CHEMISTRY**

- CHE 1211 — GENERAL CHEMISTRY I LAB** — A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I. Co-requisite: CHE 1213 General Chemistry I. One semester hour credit.
- CHE 1213 — GENERAL CHEMISTRY I** — A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding, theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Co-requisite: CHE 1211 General Chemistry I Lab and MAT 1313 College Algebra or MAT 1343 Pre-calculus. Three semester hours credit.
- CHE 1221 — GENERAL CHEMISTRY II LAB** — A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II. Co-requisite: CHE 1223 General Chemistry II. One semester hour credit.
- CHE 1223 — GENERAL CHEMISTRY II** — A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Prerequisite: Grade of C or better in General Chemistry I (CHE 1213 & 1211). Co-requisite: CHE 1221 General Chemistry II Lab. Three semester hours credit.
- CHE 2421 — ORGANIC CHEMISTRY I LAB** — A laboratory course that acquaints students with important manipulations, and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I. Co-requisite: CHE 2423 Organic Chemistry I. One semester hour credit.
- CHE 2423 — ORGANIC CHEMISTRY I** — A lecture course that covers carbon chemistry, bonding structure, and behavior, aliphatic compounds, stereochemistry, and reaction mechanisms. Prerequisite: Grade of C or better in General Chemistry II (CHE 1223 & 1221). Co-requisite: CHE 2421 Organic Chemistry I Lab. Three

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semester hours credit.

**CHE 2431 — ORGANIC CHEMISTRY II LAB** — A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II. Co-requisite: CHE 2433 Organic Chemistry II. One semester hour credit.

**CHE 2433 — ORGANIC CHEMISTRY II** — A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds, with emphasis on reactions, reaction mechanisms, and nomenclature. Prerequisite: Grade of C or better in Organic Chemistry I (CHE 2423 & 2421). Co-requisite: CHE 2431 Organic Chemistry II Lab. Three semester hours credit.

## COMPUTER SCIENCE

**CSC 1113 — COMPUTER CONCEPTS** — This is an introductory digital competency course which includes concepts, terminology, operating systems, electronic communications, security risks, digital ethics, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture with open lab. Three semester hours credit.

**CSC 1123 — COMPUTER APPLICATIONS I** — This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture with open lab. Three semester hours credit.

**CSC 1133 — COMPUTER APPLICATIONS II** — This course is a continuation of CSC 1123 with concentration on advanced computer applications to include advanced applications, OLE, and emerging technology. (Prerequisite: CSC 1123). Three hours lecture with open lab. Three semester hours credit.

**CSC 1213 — VISUAL BASIC COMPUTER PROGRAMMING I** — This course is designed to introduce the writing of event-driven programs using the Visual Basic computer programming language with emphasis on problem solving, documentation, program statements, algorithms, and common routines. Course has lecture with integrated lab components. Three lecture hours. Three semester hours credit.

**CSC 1613 — COMPUTER PROGRAMMING I** — Introduction to problem-solving methods and algorithm development; designing, debugging, branching, looping, scope rules, functions, input/output manipulation (to include text files), simple arrays, and a variety of applications in an object-oriented programming language. Course has lecture with integrated lab components. Three lecture hours. Three semester hours credit.

**CSC 2134 — PROGRAMMING I with C++** — An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including I/O statements, operators, conditional, looping, methods/functions, and array processing. Prerequisite: previous programming experience. Three hour lecture and a required lab component. Four semester hours credit.

**CSC 2144 — PROGRAMMING II with C++** — This course is designed to be a continuation of program and algorithm development and analysis, search/sort methods, dynamic memory management, abstract data types and object-oriented design, designing and debugging larger programs. Prerequisite: CSC 2134. Three hour lecture and a required lab component. Four semester hours credit.

## CRIMINAL JUSTICE

**CRJ 1313 — INTRODUCTION TO CRIMINAL JUSTICE** — This course is a general introduction to the history, development, and philosophy of law enforcement in a democratic society and the introduction to agencies involved in the administration of criminal justice and career orientation. Three hours lecture. Three semester hours credit.

**CRJ 1323 — POLICE ADMINISTRATION AND ORGANIZATION** — Internship in an approval criminal justice agency under supervision of the agency concerned and college instructor. Three hours lecture. Three semester hours credit.



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CRJ 1363 — INTRODUCTION TO CORRECTIONS — An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three hours lecture. Three semester hours credit.

CRJ 2513 — JUVENILE JUSTICE — Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours lecture. Three semester hours credit.

### ECONOMICS

ECO 2113 — PRINCIPLES OF MACROECONOMICS — The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. Three lecture hours. Three semester hours credit.

ECO 2123 — PRINCIPLES OF MICROECONOMICS — The study of firms, industries and consumers to include the following topics; supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. Three lecture hours. Three semester hours credit.

### ENGINEERING

EGR 2413 — ENGINEERING MECHANICS (STATICS) — Equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Distributed forces, structures, friction, and moments of inertia in three dimensions. Prerequisites: MAT 1623 and PHY 2513. Three hours lecture. Three semester hours credit.

### EDUCATIONAL PSYCHOLOGY

EPY 2513 — CHILD PSYCHOLOGY — A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial & cognitive development from conception into emerging adolescence. Three hours lecture. Three semester hours credit.

EPY 2523 — ADOLESCENT PSYCHOLOGY — A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. Three semester hours credit.

EPY 2533 — HUMAN GROWTH AND DEVELOPMENT — A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. Three hours lecture. Three semester hours credit.

### ENGLISH

ENG 0124 — INTERMEDIATE ENGLISH — ENG 0124 is an integrated course designed to advance students to college level writing skills and reading strategies. Four semester hours credit. **This course does not satisfy degree or program requirements for graduation.**

ENG 1113 — ENGLISH COMPOSITION I — ENG 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Prerequisite: Completion of ENG 0114 and/or ENG 0124 with a grade of "C" or better, or ACT English score of 17. Three lecture hours. Three semester hours credit.

ENG 1123 — ENGLISH COMPOSITION II — ENG 1123 is a continuation of English 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Prerequisite: ENG 1113 with a grade of "C" or better. Three lecture hours. Three semester hours credit.

ENG 1113 and 1123 — HONORS ENGLISH COMPOSITION — Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization

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and precise writing. Special attention given to critical reading, to written analysis, to using the library, and to documented research writing. Enrollment open to students with a 25 composite and an English score of 27 on the ACT. Six semester hours credit.

**ENG 2133 — CREATIVE WRITING** — ENG 2133 involves reading and writing poetry, short fiction, creative non-fiction, and/or drama. Prerequisite: ENG 1113 with a grade of C or better or ACT English sub score of 25 or above. Three lecture hours.. Three semester hours credit.

**ENG 2153 — TRADITIONAL GRAMMAR** — ENG 2153 focuses on the basic elements of English grammar and mechanics. Beginning with parts of speech, it covers basic sentences patterns, pronouns, troublesome verbs, subject-verb agreement, spelling, diction, punctuation and mechanics: all of the aspects of traditional grammar that writers — including elementary teachers introducing language skills to children — may encounter. Three lecture hours. Three semester hours credit.

**ENG 2223 — AMERICAN LITERATURE I** — ENG 2223 surveys representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

**ENG 2233 — AMERICAN LITERATURE II** — ENG 2233 surveys representative prose and poetry of the United States from the Civil War to the present. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

**ENG 2323 — BRITISH LITERATURE I** — ENG 2323 surveys British Literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

**ENG 2333 — BRITISH LITERATURE II** — ENG 2333 surveys British literature from the Romantic Period to the present. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

**ENG 2423 — WORLD LITERATURE I** — ENG 2423 surveys texts representative of global and historical diversity from ancient world through early modern world. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

**ENG 2433 — WORLD LITERATURE II** — ENG 2433 surveys texts representative of global and historical diversity from the Enlightenment Period to the present. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

**ENG 2613 — FILM AS LITERATURE** — ENG 2613 involves the study of current and classic motion pictures as a form of literary, historic, and cinematic expression. Prerequisites: ENG 1113 with a grade of C or better. Three lecture hours. Three semester hours credit.

## **GEOGRAPHY**

**GEO 1113 — WORLD REGIONAL GEOGRAPHY** — A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture. Three semester hours credit.

**GEO 1123 — PRINCIPLES OF GEOGRAPHY** — A course which deals the basic content of geography, planetary relationships of the earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements and the interrelationship of human physical and cultural landscapes. Three semester hours credit.

## **GEOLOGY**

**GLY 1113 — PHYSICAL GEOLOGY** — The course is designed to help students to more thoroughly understand the physical environment and forces that shape our Earth and affect our lives. It primarily covers the relationships of Earth processes and the resultant rocks, minerals, physical features, and natural resources on the Earth's surface and in its subsurface. Three lecture hours. Three semester hours credit.

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### **HEALTH, PHYSICAL EDUCATION, AND RECREATION**

HPR 1111 — GENERAL PHYSICAL EDUCATION ACTIVITIES I — This course is designed to give students a modern concept of physical education and recreation by developing body skills. One semester hour credit.

HPR 1121 — GENERAL PHYSICAL EDUCATION ACTIVITIES II — This course is designed to give students a modern concept of physical education and recreation by developing body skills. One semester hour credit.

HPR 1131 — VARSITY SPORTS I — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 1141 — VARSITY SPORTS II — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH I — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lecture hours. Three semester hours credit. One semester hour credit.

HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lecture hours. Three semester hours credit.

HPR 1551 — FITNESS AND CONDITIONING TRAINING I — Instruction and practice of basic principles of fitness and conditioning through a variety of exercise and activities. Two hours laboratory. One semester hour credit.

HPR 1561 — FITNESS AND CONDITIONING TRAINING II — Instruction and practice of basic principles of fitness and conditioning through a variety of exercise and activities. Two hours laboratory. One semester hour credit.

HPR 2111 — GENERAL PHYSICAL EDUCATION ACTIVITIES III — This course is designed to give students a modern concept of physical education and recreation by developing body skills. One semester hour credit.

HPR 2121 — GENERAL PHYSICAL EDUCATION ACTIVITIES IV — This course is designed to give students a modern concept of physical education and recreation by developing body skills. One semester hour credit.

HPR 2131 — VARSITY SPORTS III — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 2141 — VARSITY SPORTS IV — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 2213 — FIRST AID & CPR — Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three lecture hours. Three semester hours credit.

HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lecture hours. Three semester hours credit.

HPR 2423 — FOOTBALL THEORY — A theoretical study of football methods from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules and team play. Three lecture hours. Three semester hours credit.

HPR 2433 — BASKETBALL THEORY — A theoretical study of basketball methods from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. Three lecture hours. Three semester hours credit.

HPR 2453 — BASEBALL THEORY — A theoretical study of baseball methods from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. Three lecture hours. Three semester hours credit.

HPR 2493 — SOFTBALL THEORY — Philosophies and methods of coaching, leadership, teaching techniques,

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team or organization, softball strategies, preparation for games, and preparation and care of softball fields. Three lecture hours. Three semester hours credit.

HPR 2551 — FITNESS AND CONDITIONING TRAINING III — Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Two hours laboratory. One semester hour credit.

HPR 2561 — FITNESS AND CONDITIONING TRAINING IV — Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Two hours laboratory. One semester hour credit.

HPR 2723 — PREVENTION & CARE OF ATHLETIC INJURIES — Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three lecture hours. Three semester hours credit.

### **HISTORY**

HIS 1113 — WESTERN CIVILIZATION I — This is a general survey of Western Civilization from ancient times to mid-seventeenth century. Three semester hours credit.

HIS 1123 — WESTERN CIVILIZATION II — This is a general survey of Western Civilization since the seventeenth century. Three semester hours credit.

HIS 1163 — WORLD CIVILIZATIONS I — This is a general survey of history from ancient times to the 1500s. Three lecture hours. Three semester hours credit.

HIS 1173 — WORLD CIVILIZATIONS II — This is a general survey of history from ancient times to the 1500s to modern times. Three lecture hours. Three semester hours credit.

HIS 2213 — AMERICAN (U.S.) HISTORY I — This is a survey of American (US) History to 1877. Three lecture hours. Three semester hours credit.

HIS 2223 — AMERICAN (U.S.) HISTORY II — This is a survey of American history since 1877. Three lecture hours. Three semester hours credit.

### **HOME ECONOMICS**

FCS 1233 — PRINCIPLES OF NUTRITION — A study of nutrients required for growth and optimal health emphasizing recommended nutrient intake, food selection, digestion, absorption, transport, metabolism, and function. Three semester hours credit.

FCS 1253 — NUTRITION — A lecture course covering the nutrients for normal growth and reducing the risks of major chronic diseases, and applied to the selection of food for ingestion, the processes of digestion, assimilation, absorption, metabolism, and the applications for healthcare providers. Three lecture hours. Three semester hours credit.

### **GRAPHICS AND DRAWING**

GRA 1143 — GRAPHIC COMMUNICATION I — Instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer aided design (CAD) in 2-dimensional and 3-dimensional construction. Three lecture hours. Three semester hours credit.

### **HUMANITIES**

HUM 1113 — HUMANITIES — Deals with the achievements of Western man as reflected in the art, architecture, and customs of selected European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the completion of the tour and the project, a student shall earn three semester hours of credit in the humanities. Humanities I provides an overview of history's most memorable

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achievements spanning the major world civilizations of Africa, the Americas, Asia, Europe, and the Middle East from the Prehistoric Era to the Renaissance. A global perspective is presented through a survey of history, literature, music, philosophy, and the visual arts. Three lecture hours. Three semester hours credit.

### **LEADERSHIP**

**LEA 1811 — LEADERSHIP AND ORGANIZATION SKILLS I** — A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers. One semester hour credit.

**LEA 1821 — LEADERSHIP AND ORGANIZATION SKILLS II** — Continued study of LEA 1811, ice breakers; non-verbal communication; role of functions in groups; power; time management; stress management; role of constitution; Personal Style type indicator; planning and goal setting; leadership mentoring. One semester hour credit.

**LEA 1831 — LEADERSHIP III — Warrior Corps** — Continued study of LEA 1811, LEA 1821; ice breakers; non-verbal communication; role of functions in groups; power; time management; stress management; role of constitution; Personal Style type indicator; planning and goal setting; leadership mentoring. One semester hour credit.

**LEA 2811 — LEADERSHIP AND ORGANIZATIONAL SKILLS III** — Continued study of LEA 1811, LEA 1821; participates fully in class; experiential roles chairing committees and events; lead decision making techniques; consensus; brain storming; observe and give feedback to group on role functions in group; lead planning and goal setting groups; and presentation of leadership topics. One semester hour credit.

**LEA 2821 — LEADERSHIP AND ORGANIZATIONAL SKILLS IV** — A continuation of activities and events of LEA 1811, LEA 1821, and LEA 2811; emphasizing servant leadership. One semester hour credit.

### **LIBRARY SCIENCE**

**LIS 1121 — BASIC LIBRARY RESEARCH** — Students will learn the skills necessary to navigate various information resources and evaluate materials found. This includes using state-provided resources like MAGNOLIA and MELO. The course will focus on the paper writing process by finding and evaluating sources, discussing plagiarism and copyright, citing information, and annotating bibliographies. One semester hour credit.

### **LEARNING AND LIFESKILLS**

**LLS 1151 — COLLEGE LIFE** — College Life offers group experiences in study skills, career exploration. This course is designed to assist the first-time student in achieving academic success. One hour lecture. One semester hour credit.

**LLS 1313 — FIRST YEAR EXPERIENCE — (The Warrior Path to Success)** — The Warrior Path to Success is a course designed to assist first year first-semester students with skills such as orientation to facilities/ services; career exploration and lifelong learning; critical thinking; goal setting/ self-motivation/ personal responsibility; managing money/minimizing debt; self-awareness/health/wellness; and, study skills/ learning styles/time management/test-taking skills. An effective mastery of these skills will enhance retention and persistence to graduation. Three lecture hours. Three semester hours credit.

**LLS 1321 — CAREER EXPLORATION** — This course is designed to assist students in determining career goals. Interest testes, personality inventories, and aptitude test are given to help students determine career choices. One semester hour credit.

**LLS 1411 — IMPROVEMENT OF STUDY** — This course is designed to aid the student in study skills, promote student success in basic reading and note-taking techniques, critical thinking, time management, test-taking strategies, and listening and memory enhancement. One hour lecture. One semester hour credit.



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LLS 1423 — COLLEGE STUDY SKILLS — An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college level courses, both graduate and undergraduate. Three semester hours credit.

### MATHEMATICS

MAT 1233 — INTERMEDIATE ALGEBRA — The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Three lecture hours. Three semester hours credit. **This course does not satisfy degree or program requirements for graduation.**

MAT 1313 — COLLEGE ALGEBRA — This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisites: Completion MAT 1233 with a grade "C" or ACT Math Score of 19. Three lecture hours. Three semester hours credit.

MAT 1323 — TRIGONOMETRY — This course includes trigonometric functions and their graphs; trigonometric identities; functions of composite angles; fundamental relations; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Pre/Co-requisite: Grade of "C" or better in MAT 1313. Three lecture hours. Three semester hours credit.

MAT 1343 — PRE-CALCULUS — A review of college algebra and trigonometry in preparation for Calculus I. Topics include functions; solving equations' logarithmic and exponential functions; trigonometric functions; solving trigonometric equations; graphing functions. Prerequisites: ACT math sub score of at least 25 and a grade of "C" or better in Algebra I, Algebra II and Trigonometry in high school OR grade of "C" or better in both MAT 1313 and MAT 1323 OR grade of "C" or better in MAT 1313 with Co-requisite MAT 1323. Three lecture hours. Three semester hours credit.

MAT 1513 — BUSINESS CALCULUS I — A study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.

MAT 1613 — CALCULUS I — This course includes the following topics; limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Prerequisites: Grade of "C" or better in MAT 1313 and MAT 1323 or grade of "C" or better in MAT 1343. Three lecture hours. Three semester hours credit.

MAT 1623 — CALCULUS II — This course includes the following topics: the definite integral; differentiation and integration of transcendental functions; techniques of integration; application. Prerequisite: Grade of "C" or better in MAT 1613. Three lecture hours. Three semester hours credit.

MAT 1723 — THE REAL NUMBER SYSTEM — Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.

MAT 1733 — GEOMETRY, MEASUREMENT & PROBABILITY — Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions; statistics and probability. Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.

MAT 1743 — PROBLEM SOLVING WITH REAL NUMBERS — Designed for elementary and special education majors, this course includes logic, applications of real numbers, probability, and statistics. Prerequisite: Grade of "C" or better in MAT 1313. Three lecture hours. Three semester hours credit.

MAT 2113 — INTRODUCTION TO LINEAR ALGEBRA — This course includes the following topics: systems of linear equations; matrices; determinants; vector spaces; orthogonality; linear transformations; applications; eigenvalues and eigenvectors. Prerequisite: Grade of "C" or better in MAT 1623. Three lecture hours. Three semester hours credit.

MAT 2323 — STATISTICS — Introduction to statistical methods of describing, summarizing, comparing,



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and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.

**MAT 2613 — CALCULUS III** — This course includes the following topics; analytical geometry; parametric equations; polar coordinates; improper integrals; infinite series; vectors and geometry of space. Prerequisite: Grade of "C" or better in MAT 1623. Three lecture hours. Three semester hours credit.

**MAT 2623 — CALCULUS IV** — This course includes the following topics: partial differentiation; optimization; multiple integration; vector calculus; quadric surfaces and line integrals; divergence theorem; Stokes' Theorem. Prerequisite: Grade of "C" or better in MAT 2613. Three lecture hours. Three semester hours credit.

**MAT 2913 — DIFFERENTIAL EQUATIONS** — This course includes the following topics: solutions of first and higher order differential equations; existence theorems; Laplace transforms; applications. Pre/Co-requisite: Grade of "C" or better in MAT 2623. Three lecture hours. Three semester hours credit.

## **MODERN FOREIGN LANGUAGE**

**MFL 1213 — SPANISH I** — MFL 1213, an oral-aural approach stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication. Prerequisite: None. Three semester hours credit.

**MFL 1223 — SPANISH II** — MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. Prerequisite: MFL 1213 or one unit of high school Spanish. Three semester hours credit.

**MFL 2213 — SPANISH III** — MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. Prerequisite: MFL 1223 or two units of high school Spanish. Three semester hours credit.

**MFL 2223 — SPANISH IV** — MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Prerequisite: MFL 2213. Three semester hours credit.

## **MUSIC APPLIED**

**(Brass, Guitar, Percussion, Piano, Voice and Woodwinds)**

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before scheduling.

**MUA 1141 — BRASS FOR NON MAJORS I** — Brass instruction for nonbrass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One semester hour credit.

**MUA 1151 — BRASS FOR NON MAJORS II** — Brass instruction for nonbrass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One semester hour credit.

**MUA 1172 — BRASS FOR MUSIC EDUCATION MAJORS I** — Brass instruction for music education majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two semester hours credit.

**MUA 1182 — BRASS FOR MUSIC EDUCATION MAJORS II** — Brass instruction for music education majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two semester hours credit.

**MUA 1211 — CLASS GUITAR I** — Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One semester hour credit.

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- MUA 1221 — CLASS GUITAR II — Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One semester hour credit.
- MUA 1241 — ELECTIVE GUITAR I — Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature. One semester hour credit.
- MUA 1251 — ELECTIVE GUITAR II — Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature. One semester hour credit.
- MUA 1272 — GUITAR FOR MUSIC EDUCATION MAJORS I — Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature and performance of standard literature. One hour lesson per week. Two semester hours credit.
- MUA 1282 — GUITAR FOR MUSIC EDUCATION MAJORS II — Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature and performance of standard literature. One hour lesson per week. Two semester hours credit.
- MUA 1411 — CLASS PERCUSSION I — Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's interest in playing. One semester hour credit.
- MUA 1421 — CLASS PERCUSSION II — Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's interest in playing. One semester hour credit.
- MUA 1441 — ELECTIVE PERCUSSION I — Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One semester hour credit.
- MUA 1451 — ELECTIVE PERCUSSION II — Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One semester hour credit.
- MUA 1472 — PERCUSSION FOR MUSIC EDUCATION MAJORS I — Percussion instruction for music education majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two semester hours credit.
- MUA 1482 — PERCUSSION FOR MUSIC EDUCATION MAJORS II — Percussion instruction for music education majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two semester hours credit.
- MUA 1511 — CLASS PIANO I — Class study in keyboard training is designed for students who have had no previous piano instruction. Fundamentals are taught, through class participation and discussion, including major and minor scales, chord progressions, harmonization of melodies, open score reading, accompanying, transposition and elementary repertoire. This plan may, upon arrangement with the instructor, include individual instruction. One semester hour credit.
- MUA 1521 — CLASS PIANO II — Class study in keyboard training is designed for students who have had no previous piano instruction. Fundamentals are taught, through class participation and discussion, including major and minor scales, chord progressions, harmonization of melodies, open score reading, accompanying, transposition and elementary repertoire. This plan may, upon arrangement with the instructor, include individual instruction. One semester hour credit.
- MUA 1541 — PIANO FOR NON MAJORS I — Piano instruction for music education majors with piano as a secondary area of emphasis. Introduction to technique, literature, and performance of standard literature. One semester hour credit.
- MUA 1551 — PIANO FOR NON MAJORS II — Piano instruction for music education majors with piano as a

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secondary area of emphasis. Introduction to technique, literature, and performance of standard literature. One semester hour credit.

MUA 1572 — PIANO FOR MUSIC EDUCATION MAJORS I — Private lessons include fundamental techniques, reading, interpretation and performance. Compositions are selected to suite the individual's background and ability. Two semester hours credit.

MUA 1582 — PIANO FOR MUSIC EDUCATION MAJORS II — Private lessons include fundamental techniques, reading, interpretation and performance. Compositions are selected to suite the individual's background and ability. Two semester hours credit.

MUA 1641 — ORCHESTRAL STRINGS FOR NON MAJORS (ELECTIVE STRINGS) I — Bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions.

MUA 1651 — ORCHESTRAL STRINGS FOR NON MAJORS (ELECTIVE STRINGS) II — Bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions.

MUA 1673 — ORCHESTRAL STRINGS FOR MUSIC MAJORS I — Bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature.

MUA 1683 — ORCHESTRAL STRINGS FOR MUSIC MAJORS II — Bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature.

MUA 1711 — CLASS VOICE — Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One semester hour credit.

MUA 1751 — VOICE FOR NON MAJORS II — Voice for non-major/music education majors is designed to teach the fundamentals principles of singing, explore moderate levels of vocal literature and develop and improve the student's vocal ability. One semester hour credit.

MUA 1772 — VOICE FOR MUSIC EDUCATION MAJORS I — Voice for majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. Two semester hours credit.

MUA 1782 — VOICE FOR MUSIC EDUCATION MAJORS II — Voice for majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. Two semester hours credit.

MUA 1841 — ELECTIVE WOODWINDS I — Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. One semester hour credit.

MUA 1851 — ELECTIVE WOODWINDS II — Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. One semester hour credit.

MUA 1872 — WOODWINDS FOR MUSIC EDUCATION MAJORS I — Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two semester hours credit.

MUA 1882 — WOODWINDS FOR MUSIC EDUCATION MAJORS II — Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two semester hours credit.

MUA 2141 — ELECTIVE BRASS III — Brass instruction for nonbrass/music education majors. Designed to

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teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One semester hour credit.

**MUA 2151 — ELECTIVE BRASS IV** — Brass instruction for nonbrass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One semester hour credit.

**MUA 2172 — BRASS FOR MUSIC EDUCATION MAJORS III** — Brass instruction for music education majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two semester hours credit.

**MUA 2182 — BRASS FOR MUSIC EDUCATION MAJORS IV** — Brass instruction for music education majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two semester hours credit.

**MUA 2211 — CLASS GUITAR III** — Instruction for beginning guitar players that includes basic accompanying styles and an introduction to classical guitar technique. One semester hour credit.

**MUA 2221 — CLASS GUITAR IV** — Instruction for beginning guitar players that includes basic accompanying styles and an introduction to classical guitar technique. One semester hour credit.

**MUA 2241 — ELECTIVE GUITAR III** — Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature. One semester hour credit.

**MUA 2251 — ELECTIVE GUITAR IV** — Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature. One semester hour credit.

**MUA 2272 — GUITAR FOR MUSIC EDUCATION MAJORS III** — Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature and performance of standard literature. One hour lesson per week. Two semester hours credit.

**MUA 2282 — GUITAR FOR MUSIC EDUCATION MAJORS IV** — Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature and performance of standard literature. One hour lesson per week. Two semester hours credit.

**MUA 2411 — CLASS PERCUSSION III** — Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of percussion instruction and performance. One semester hour credit.

**MUA 2421 — CLASS PERCUSSION IV** — Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of percussion instruction and performance. One semester hour credit.

**MUA 2441 — ELECTIVE PERCUSSION III** — Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One semester hour credit.

**MUA 2451 — ELECTIVE PERCUSSION IV** — Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One semester hour credit.

**MUA 2472 — PERCUSSION FOR MUSIC EDUCATION MAJORS III** — Percussion instruction for music education majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two semester hours credit.

**MUA 2482 — PERCUSSION FOR MUSIC EDUCATION MAJORS IV** — Percussion instruction for music education majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental



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principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two semester hours credit.

**MUA 2511 — CLASS PIANO III** — Class study in keyboard training is designed for students who have had no previous piano instruction. Fundamental are taught, through class participation and discussion, including major and minor scales, chord progressions, harmonization of melodies, open score reading, accompanying, transposition and elementary repertoire. This plan may, upon arrangement with the instructor, include individual instruction. One semester hour credit.

**MUA 2521 — CLASS PIANO IV** — Class study in keyboard training is designed for students who have had no previous piano instruction. Fundamental are taught, through class participation and discussion, including major and minor scales, chord progressions, harmonization of melodies, open score reading, accompanying, transposition and elementary repertoire. This plan may, upon arrangement with the instructor, include individual instruction. One semester hour credit.

**MUA 2541 — PIANO FOR NON MAJORS III** — Piano instruction for music education majors with piano as a secondary area of emphasis. Introduction to technique, literature, and performance of standard literature. One semester hour credit.

**MUA 2551 — PIANO FOR NON MAJORS IV** — Piano instruction for music education majors with piano as a secondary area of emphasis. Introduction to technique, literature, and performance of standard literature. One semester hour credit.

**MUA 2572 — PIANO FOR MUSIC EDUCATION MAJORS III** — Private lessons include fundamental techniques, reading, interpretation and performance. Compositions are selected to suite the individual's background and ability. Two semester hours credit.

**MUA 2582 — PIANO FOR MUSIC EDUCATION MAJORS IV** — Private lessons include fundamental techniques, reading, interpretation and performance. Compositions are selected to suite the individual's background and ability. Two semester hours credit.

**MUA 2641 — ORCHESTRAL STRINGS FOR NON MAJORS (ELECTIVE STRINGS) III** — Bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions.

**MUA 2651 — ORCHESTRAL STRINGS FOR NON MAJORS (ELECTIVE STRINGS) IV** — Bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions.

**MUA 2673 — ORCHESTRAL STRINGS FOR MUSIC MAJORS III** — Bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature.

**MUA 2683 — ORCHESTRAL STRINGS FOR MUSIC MAJORS IV** — Bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature.

**MUA 2772 — VOICE FOR MUSIC EDUCATION MAJORS III** — Voice for majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. Two semester hours credit.

**MUA 2782 — VOICE FOR MUSIC EDUCATION MAJORS IV** — Voice for majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. Two semester hours credit.

**MUA 2841 — ELECTIVE WOODWINDS III** — Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. One semester hour credit.

**MUA 2851 — ELECTIVE WOODWINDS IV** — Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. One semester hour credit.

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MUA 2872 — WOODWINDS FOR MUSIC EDUCATION MAJORS III — Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two semester hours credit.

MUA 2882 — WOODWINDS FOR MUSIC EDUCATION MAJORS IV — Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two semester hours credit.

### MUSIC ORGANIZATIONS

**(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)**

MUO 1111 — BAND I — Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques. One semester hour credit.

MUO 1121 — BAND II — Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques. One semester hour credit.

MUO 1141 — SMALL BAND GROUPS I (Collegians) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles. One semester hour credit.

MUO 1151 — SMALL BAND GROUPS II (Collegians) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles. One semester hour credit.

MUO 1171 — STAGE BAND I (Jazz Band) — A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. One semester hour credit.

MUO 1181 — STAGE BAND II (Jazz Band) — A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. One semester hour credit.

MUO 1211 — CHOIR I — A course for music majors and non-majors focused on performing choral music from a variety of style periods. One semester hour credit.

MUO 1221 — CHOIR II — A course for music majors and non-majors focused on performing choral music from a variety of style periods. One semester hour credit.

MUO 1241 — SMALL SINGING GROUPS I (Voce) — A course for selected singers focused on performing from one or more genres of music. One semester hour credit.

MUO 1251 — SMALL SINGING GROUPS II (Voce) — A course for selected singers focused on performing from one or more genres of music. One semester hour credit.

MUO 2111 — BAND III — Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques. One semester hour credit.

MUO 2121 — BAND IV — Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques. One semester hour credit.

MUO 2141 — SMALL BAND GROUPS III (Collegians) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles. One semester hour credit.

MUO 2151 — SMALL BAND GROUPS IV (Collegians) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles. One semester hour credit.



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MUO 2171 — STAGE BAND III (Jazz Band) — A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. One semester hour credit.

MUO 2181 — STAGE BAND IV (Jazz Band) — A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. One semester hour credit.

MUO 2211 — CHOIR III — A course for music majors and non-majors focused on performing choral music from a variety of style periods. One semester hour credit.

MUO 2221 — CHOIR IV — A course for music majors and non-majors focused on performing choral music from a variety of style periods. One semester hour credit.

MUO 2241 — SMALL SINGING GROUPS III (Voce) — A course for selected singers focused on performing from one or more genres of music. One semester hour credit.

MUO 2251 — SMALL SINGING GROUPS IV (Voce) — A course for selected singers focused on performing from one or more genres of music. One semester hour credit.

## MUSIC FOUNDATIONS

### (Education, History, Literature and Theory)

MUS 1113 — MUSIC APPRECIATION — Listening course designed to give the student, thorough aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lecture hours. Three semester hours credit.

MUS 1123 — MUSIC SURVEY (MAJORS) — Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three semester hours credit.

MUS 1133 — FUNDAMENTALS OF MUSIC — Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lecture hours. Three semester hours credit.

MUS 1214 — MUSIC THEORY I — Study of functional harmony through analysis and part writing, sight-singing, and ear training. Three lecture hours and two hours laboratory. Four semester hours credit.

MUS 1224 — MUSIC THEORY II — Continued study of functional harmony through analysis and part writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. Prerequisite: A grade of C or better in MUS 1214 Music Theory I. Three lecture hours and two hours laboratory. Four semester hours credit.

MUS 1911 — RECITAL CLASS I — Required performance of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One semester hour credit.

MUS 1921 — RECITAL CLASS II — Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One semester hour credit.

MUS 2214 — MUSIC THEORY III — Continued study of functional harmony through analysis and part writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. Prerequisite: A grade of C or better in MUS 1224 Music Theory II. Three lecture hours and two hours laboratory. Four semester hours credit.

MUS 2224 — MUSIC THEORY IV, LECTURE / LAB — Continued study of functional harmony through analysis and part writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. Prerequisite: A grade of C or better in MUS 2214 Music Theory III. Three lectures hours and two hours laboratory. Four semester hours credit.

MUS 2513 — MUSIC FOR ELEMENTARY TEACHERS — Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notations and

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terminology. Three semester hours credit.

MUS 2911 — RECITAL CLASS III — Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One semester hour credit.

MUS 2921 — RECITAL CLASS IV — Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One semester hour credit.

### BIBLE

PHI 1113 — OLD TESTAMENT SURVEY — The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. Three lecture hours. Three semester hours credit.

PHI 1133 — NEW TESTAMENT SURVEY — This is a study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. Three lecture hours. Three semester hours credit.

PHI 1153 — JESUS AND THE GOSPELS — A study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1<sup>st</sup> century and recognition of various early interpretations of the meaning of the life and person of Jesus. Three lecture hours. Three semester hours credit.

PHI 2113 — INTRODUCTION TO PHILOSOPHY I — An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three semester hours credit.

PHI 2143 — ETHICS — An introduction to moral philosophy with the investigation of selected moral problems. Three lecture hours. Three semester hours credit.

PHI 2613 — WORLD RELIGIONS I — An introduction to the beliefs and development of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. Three lecture hours. Three semester hours credit.

### PHYSICS

PHY 1111 — INTRODUCTION TO ASTRONOMY LAB — (A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113 Introduction to Astronomy, Lecture. Co-Requisite PHY 1113. One semester hour credit.

PHY 1113 — INTRODUCTION TO ASTRONOMY — A lecture course that includes surveys of the solar system, our galaxy and the universe. Three semester hours credit.

PHY 2241 — PHYSICAL SCIENCE SURVEY I LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243. One semester hour credit.

PHY 2243 — PHYSICAL SCIENCE SURVEY I — A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Three semester hours credit.

PHY 2244 — PHYSICAL SCIENCE SURVEY I W/LAB — A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture class. Four semester hours credit.

PHY 2251 — PHYSICAL SCIENCE SURVEY II LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253. One semester hour credit.

PHY 2253 — PHYSICAL SCIENCE SURVEY II — A lecture course that includes studies of chemistry, geology, and meteorology. Three semester hours credit.

PHY 2254 — PHYSICAL SCIENCE SURVEY II — A combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture class.

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- PHY 2411 — GENERAL PHYSICS I LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2413. One semester hour credit.
- PHY 2413 — GENERAL PHYSICS I — A lecture course covering mechanics and conservation laws. This is a non-calculus based course primarily for pre-professional majors. Co-requisite: College Trigonometry (MAT 1323). Three semester hours credit.
- PHY 2414 — GENERAL PHYSICS I W/LAB — A combined lecture and laboratory course covering mechanics, and conservation laws. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.
- PHY 2421 — GENERAL PHYSICS II LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2423. One semester hour credit.
- PHY 2423 — GENERAL PHYSICS II — A lecture course covering electricity, magnetism, and optics. This is a non-calculus based course primarily for pre-professional majors. Prerequisites: General Physics I (PHY 2413). Three semester hours credit.
- PHY 2511 — GENERAL PHYSICS I-A LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2513. One semester hour credit.
- PHY 2513 — GENERAL PHYSICS I-A — A lecture course covering mechanics and conservation laws. This is a calculus based course primarily for students of engineering, science, or mathematics. Prerequisites: MAT 1623. Three semester hours credit.
- PHY 2521 — GENERAL PHYSICS II-A LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2523. One semester hour credit.
- PHY 2523 — GENERAL PHYSICS II-A — A lecture course covering electricity, magnetism, and optics. This is a calculus based course primarily for students of engineering, science, or mathematics. This is a continuation of PHY 2513. Pre-requisite PHY 2513. Three semester hours credit.

## **POLITICAL SCIENCE**

- PSC 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects and basis of national government. Three lecture hours. Three semester hours credit.
- PSC 1123 — AMERICAN STATE AND LOCAL GOVERNMENT — The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on state and local government. Three lecture hours. Three semester hours credit.

## **PSYCHOLOGY**

- PSY 1513 — GENERAL PSYCHOLOGY — An introduction to the scientific study of human behavior mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three lecture hours. Three semester hours credit.
- PSY 2513 — CHILD PSYCHOLOGY — A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial & cognitive development from conception into emerging adolescence. Three lecture hours. Three semester hours credit.
- PSY 2523 — ADOLESCENT PSYCHOLOGY — A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. Three semester hours credit.
- PSY 2533 — HUMAN GROWTH AND DEVELOPMENT — A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. Three lecture hours. Three semester hours credit.
- PSY 2553 — PSYCHOLOGY OF PERSONAL ADJUSTMENT — A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness,

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and career exploration. Prerequisite: PSY 1513. Three semester hours credit.

### **SOCIOLOGY**

**SOC 2113 — INTRODUCTION TO SOCIOLOGY** — Deals with human relationships. Students will receive a synopsis of the whole field of sociology including the social world, the social and cultural process within this world, and the integration of the processes in relation to the individual, the group, and the institution. Three lecture hours. Three semester hours credit.

**SOC 2133 — SOCIAL PROBLEMS** — A study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. Three lecture hours. Three semester hours credit.

**SOC 2143 — MARRIAGE AND FAMILY** — A study of the development of marriage and family as cultural units in society. Three lecture hours. Three semester hours credit.

**SOC 2243 — CULTURAL ANTHROPOLOGY** — This course examines Human adaption and cultural diversity. The student will explore techniques employed by the anthropologist. Three lecture hours. Three semester hours credit.

### **SPEECH AND THEATRE**

**SPT 1113 — PUBLIC SPEAKING I** — Study and practice in making speeches for a variety of public forums. Major emphasis is placed on speech preparation and delivery. Prerequisite: Completion of ENG 1113 of grade "D", or ACT English Score 17. Three lecture hours. Three hours credit.

**SPT 2233 — THEATRE APPRECIATION** — An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre (a fine arts elective). Three lecture hours. Three hours credit.

## **HEALTH-RELATED**

### **ASSOCIATE DEGREE NURSING PROGRAM**

**NUR 1003 — NURSE EXTERNSHIP** — Nursing students develop and enhance nursing skills while enrolled in a course of study and work as an employee of an approved clinical agency. The externship experience provides the student the opportunity to practice learned skills repetitively, enhance interpersonal skills, and develop organizational skills. The student has the opportunity to choose an area of clinical interest in nursing. The student receives guidance, supervision and evaluation from a registered nurse preceptor in conjunction with nursing faculty. The student completes 320 clinical employment hours in eight weeks to achieve three semester credit hours.

**NUR 1102 — PHARMACOLOGY** — An introduction to the principles of pharmacology that includes pharmacokinetics, pharmacodynamics, medication interactions and adverse reactions, calculation of medication dosages, and administration of different types of medications. Emphasis is on drug classifications, medication safety across the life span, and delineation of skills required for medication administration by the registered nurse. Two lecture hours. Two semester credit hours.

**NUR 1116 — LPN TO ADN TRANSITION** — The course is designed to assist the Licensed Practical Nurse with transition into the Associate Degree Nursing Program. This course focuses on concepts related to the care of adult and pediatric patients with commonly occurring health alterations in the medical-surgical practice environment. Emphasis is placed on using the nursing process to develop competence in emerging therapeutic relationships and providing and coordinating legal and ethical nursing care. Diverse learning opportunities in the classroom, skills lab, and simulation are used to build intellectual knowledge, promote critical thinking, and develop clinical judgment for the lifelong learner. Upon successful completion, the student will matriculate into semester three of the associate degree program. Four-lecture hours, Four-lab hours. Nineteen semester credit hours upon successful completion.

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**NUR 1118 — FUNDAMENTALS OF NURSING PRACTICE** — Provides an introduction to nursing, nursing roles, professionalism, and patient care concepts. Emphasis is on registered nurse scope of practice, theory, and practice skills. An introduction to the nursing process and Maslow's Hierarchy of Needs provides a decision-making framework to assist students in developing effective clinical judgment skills with consideration of role delineation for the licensed practical nurse and the registered nurse. Four hours lecture, twelve hours clinical/clinical simulation/lab. Eight semester credit hours.

**NUR 1219 — ADULT/CHILD HEALTH NURSING** — The course focuses on concepts related to the care of adult and pediatric patients with commonly occurring health alterations in the medical-surgical practice environment. Emphasis is placed on using the nursing process to develop competence in emerging therapeutic relationships and providing and coordinating legal and ethical nursing care. Diverse learning opportunities in the classroom, skills lab, simulation, and clinical agencies are used to build intellectual knowledge, promote critical thinking, and develop clinical judgment for the lifelong learner. Six hours lecture, Three hours clinical/ clinical simulation/lab. Nine semester credit hours.

**NUR 2120 — NURSE SEMINAR** — This course is designed to promote active participation in national, state and local student nurse organizations and involvement in community activities. This course consists of monthly meetings where group discussions will be held concerning today's nursing trends. Goals and objectives set by the student nursing association will be implemented by the group. Zero semester hour credit for three semesters of participation in a four-semester program and zero semester hour credit for two semesters of a three semester program.

**NUR 2121 — NURSE SEMINAR** — This course is designed to promote active participation in national, state and local student nurse organizations and involvement in community activities. This course consists of monthly meetings where group discussions will be held concerning today's nursing trends. Goals and objectives set by the student nursing association will be implemented by the group. One semester hour credit for participation in a four semester program and participation in a three semester program.

**NUR 2319 — ADULT HEALTH NURSING II** — This course focuses on the care of adult clients with complex medical/surgical health problems. Emphasis is placed on helping clients and their families cope with alterations in body functions. Concepts of pharmacology, health promotion and education, evidence based practice, and interprofessional collaboration will be integrated throughout the course. Clinical/clinical simulation experiences provide the student an opportunity to apply theoretical concepts and implement safe care to clients and selected groups in a variety of settings. Four and four tenths hours lecture. Ten and eight tenths hours clinical/clinical simulation/lab. Eight semester credit hours.

**NUR 2410 — ADVANCED CONCEPTS OF NURSING PRACTICE** — This course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health and the transition of the student into the role of a professional nurse in the microsystem of a work unit. Emphasis is placed on contemporary issues and management concepts, as well as developing the skills of delegation, conflict management, and leadership, standards of practice and the significance of functioning according to state regulations and statutes are analyzed; implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interprofessional team. Complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice, are integrated throughout the course. Clinical/clinical simulation experiences provide the student an opportunity to apply theoretical concepts, and function in a leadership role, while implementing safe care to patients and groups in a variety of settings. Six hours lecture per week, Twelve hours clinical/clinical simulation/college lab per week, Ten semester credit hours.

**NUR 2941 — NCLEX REVIEW** — This is a comprehensive, simulated review of the National Council Licensure Examination for Registered Nurses. This is a required course for students in the last semester of the nursing program. This course is intended to assist and prepare the student to sit for the NLCEX-RN® exam through use of testing strategies and practice testing. Hybrid. One semester credit hour.

## PRACTICAL NURSING

**PNV 1216 — INTERMEDIATE PRACTICAL NURSING** — This course is designed to provide the student



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with the basic theory, campus lab demonstrations, supervised practice, and clinical experiences needed to provide safe, effective care to the adult patient experiencing acute, chronic, or life-threatening physical health conditions in all body systems. The course will include the expanded role of IV therapy as outlined by the Mississippi Board of Nursing Practice Law, Rules, and Regulations, nutritional considerations, and the advanced theory of pharmacology. (16 sch: 11 hr. lecture, 2 hr. lab, 12 hr. clinical) (Total instructional hours for the combined course: 165 hr. lecture, 30 hr. lab, 180 hr. clinical)

**PNV 1241 — NCLEX —** This is a comprehensive, simulated review of the National Council Licensure Examination for Practical Nurses. This is a required course for students in the second semester of the nursing program. This course is intended to assist and prepare the student to sit for the NLCEX-PN® exam through use of testing strategies and practice testing. One semester credit hour.

**PNV 1412 — ADVANCED PRACTICAL NURSING —** This course will provide the student with the basic knowledge and skills to provide safe, effective care for clients and families during the antepartum, intrapartum, postpartum, and infancy through adolescent periods; and clients and families experiencing mental health alterations. This course will also include preparation for the role transition from student to practical nurse. (12 scheduled: 10.33 hr. lecture, 5 hr. clinical) (Total instructional hours for the combined course: 155 hr. lecture, 75 clinical).

**PNV 1115 — PRACTICAL NURSING FOUNDATIONS —** This course is designed to explain the structure and function of the body systems and their interrelationship to one another in the provision of safe, effective nursing care. In addition, this course will provide the student with the theory and skills of practical nursing through campus lab demonstration, supervised practice, and clinical experiences needed to care for the individual in wellness and illness across the lifespan. Nine credit hours lecture. Nine hours of lab. Four and one half hours clinical.

### SURGICAL TECHNOLOGY

**SUT 1111 — CST PREP I —** First semester review and preparation for the certified surgical technology (CST) exam. This course also will provide instruction related to employment and employee responsibility to promote an effective transition from the role of the student to the role of the employee (One semester hour credit. One hour lecture.

**SUT 1113 — FUNDAMENTALS OF SURGICAL TECHNOLOGY —** Basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, pharmacology, anesthesia, and interpersonal relationships. Three hours lecture. Three semester hours credit.

**SUT 1121 — CST PREP II —** Second semester review and preparation for the certified surgical technology (CST) exam. This course also will provide instruction related to employment and employee responsibility to promote an effective transition from the role of the student to the role of the employee. One semester credit hour. One hour lecture.

**SUT 1131 — CST PREP III —** Third semester review and preparation for the certified surgical technology (CST) exam. This course also will provide instruction related to employment and employee responsibility to promote an effective transition from the role of the student to the role of the employee. One semester credit hour. One hour lecture.

**SUT 1216 — PRINCIPLES OF SURGICAL TECHNIQUE —** A comprehensive study of aseptic technique, safe patient care, and surgical techniques. Two hours lecture. Eight hours lab. Six semester hours credit.

**SUT 1314 — SURGICAL ANATOMY —** Emphasis is placed on structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Three hours lecture. Two hours lab. Four semester hours credit.

**SUT 1413 — SURGICAL MICROBIOLOGY —** Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. Three hours lecture. Three semester hours credit.

**SUT 1518 — BASIC AND RELATED SURGICAL PROCEDURES —** This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general, gynecology, obstetrics, urology, and



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diagnostic procedures. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413). Four hours lecture. Twelve hours clinical. Eight semester hours credit.

**SUT 1528 — SPECIALIZED SURGICAL PROCEDURES** — This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery, pediatrics and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413). Four hours lecture. Twelve hours clinical. Eight semester hours credit.

**SUT 1538 — ADVANCED SURGICAL PROCEDURES** — Instruction in regional anatomy, pathology, instrumentation, employability skills, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, and cardiovascular surgery. Clinical experience in area hospital surgical suites. Comprehensive final examination. Prerequisites: Basic and Related Surgical Procedures (SUT 1518). Four hours lecture. Twelve hours clinical. Eight semester hours credit.

## TECHNICAL COLLISION REPAIR TECHNOLOGY

**ABT 1146 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR I** — A course to provide skills and practice in structural analysis and repair procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (Three hours lecture, six hours lab. Six semester hours credit) Co-requisite: ABT 1153 – Structural Analysis and Damage Repair II.

**ABT 1153 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR II** — This course is a continuation of Structural Analysis and Damage Repair I. This course provides for instruction and practice in the removal and re-installation of structural glass, major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment and attachment (welded or bonded). Two hour lecture, two hours lab. Three semester hours credit. **Prerequisite:** Structural Analysis and Damage Repair I (ABT-1146).

**ABT 1223 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I** — A Course in the procedures and practices for metal finishing and body filling. Includes: the repair of the sheet metal components of the vehicle body, practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. One hour lecture, four hours lab. Three semester hours credit.

**ABT 1236 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II** — This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. Three hours lecture, six hours lab. Six semester hours credit. **Prerequisite:** Non-Structural Analysis and Damage Repair I (ABT-1223). Co-requisite: ABT 2243 — Non-Structural Analysis and Damage Repair III.

**ABT 1313 — REFINISHING I** — A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, masking, priming and using basic spray applications. Instruction includes determining imperfections in paint films. Emphasis is placed on personal safety and environmental concerns. One hour lecture, four hours lab. Three semester hours credit.

**ABT 1323 — REFINISHING II** — A continuation of Refinishing I. Included are types of paint defects, paint gun applications, and maintenance procedures. Instruction includes refinish materials and their specific application procedures, preventing painting problems, and solving problems that do occur. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Refinishing I (ABT-1313).

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ABT 1443 — MECHANICAL AND ELECTRICAL COMPONENTS I — A course designed to provide theory and practice in the areas of vehicle restraint systems, the fundamentals of electricity, cooling systems, and air conditioning/heating systems. Included are procedures for general shop safety, servicing active or passive restraint systems, air bags, and interior components, headliners, seats, and carpets. One hour lecture, four hours lab. Three semester hours credit

ABT 1453 — MECHANICAL AND ELECTRICAL COMPONENTS II — A course designed to provide theory and practice in the areas of brakes and electrical systems. Instruction includes basic brake and electrical system service and repair. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Mechanical and Electrical Components I (ABT-1443).

ABT 2163 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR III — This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in frame and unibody structural inspection, measurement, and repair. Instruction includes analysis of damaged: frames, structural members, suspension, and steering, and the set-up of alignment equipment. Two hour lecture, two hours lab. Three semester hours credit. **Prerequisite:** Structural Analysis and Damage Repair II (ABT-1153).

ABT 2243 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR III — This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair replacement, and continues adjustment principles and practices. Provided also is the theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. One hour lecture, four hours lab. Three semester hours credit. **Co-requisite:** Non-Structural Analysis and Damage Repair II (ABT-1233.)

ABT 2336 — REFINISHING III — A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying and detailing. Two hours lecture, eight hours lab. Six semester hours credit. **Prerequisite:** Refinishing II (ABT-1323). **Co-requisite:** ABT 2343 Refinishing IV.

### TECHNICAL ELECTIVES:

ABT 2713 — COLLISION ANALYSIS AND ESTIMATION — This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Structural Analysis And Damage Repair II (ABT 1153) and Non-Structural Analysis and Damage Repair II (ABT-1233) and Mechanical and Electrical Components II (ABT-1453).

ABT 2923 — SUPERVISED WORK EXPERIENCE IN COLLISION REPAIR TECHNOLOGY — A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Nine hours externship, 135 contact hours.

## AUTOMOTIVE TECHNOLOGY

ATT 1124 — BASIC ELECTRICAL/ELECTRONIC SYSTEMS — (Prerequisite: ATT 1124 Basic Electrical/Electronic Systems) This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including Three hours lecture. Two hours lab. Four semester hours credit.

ATT 1134 — ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS — This is a Course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Three hours lecture. Two hours lab. Four semester hours credit.

ATT 1214 — BRAKES — This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking system problems and the repair of brake systems. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1314 — MANUAL DRIVE TRAIN/TRANSAXLE — This is a course designed to provide advanced skills

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and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. It includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two hours lecture. Three hours lab. Four semester hours credit.

**ATT 1424 — ENGINE PERFORMANCE I —** (Corequisite: ATT 1124- BASIC ELECTRICAL/ELECTRON SYSTEMS) This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture. Four hours lab. Four semester hours credit.

**ATT 1715 — ENGINE REPAIR —** This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automobile type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts and oil pumps. Two hours lecture. Six hours lab. Five semester hours credit.

**ATT 1811 — INTRODUCTION, SAFETY, AND EMPLOYABILITY SKILLS —** This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One hour lecture, one semester hour credit

**ATT 2324 — AUTOMATIC TRANSMISSIONS/TRANSAXLES —** This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of automotive type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Two hours lecture. Four hours lab. Four semester hours credit.

**ATT 2334 — STEERING AND SUSPENSION SYSTEMS —** This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering system components. Two hours lecture. Four hours lab. Four semester hours credit.

**ATT 2434 — ENGINE PERFORMANCE II —** (Prerequisite: ATT 1424 – Engine Performance I) This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated with in these areas. Two hours lecture. Four hours lab. Four semester hours credit.

**ATT 2444 — ENGINE PERFORMANCE III —** (Prerequisite: - ATT 2434 Engine Performance II) This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture. Four hours lab. Four semester hours credit.

**ATT 2614 — HEATING AND AIR CONDITIONING —** This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture. Four hours lab. Four semester hours credit.

## AUTOMATION AND CONTROL TECHNOLOGY

**EET 1214 — DIGITAL ELECTRONICS —** This course covers: Number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture. Two hours lab. Four semester hours credit.

**EET 1334 — SOLID STATE DEVICES AND CIRCUITS —** Active devices that include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low-frequency application and troubleshooting. Two hours lecture. Four hours lab. Four semester hours credit.

**INT 1214 — FLUID POWER —** This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Three hours lecture. Two hours lab. Four semester hours credit.

**IMM 1934 — MANUFACTURING SKILLS BASIC CLASSIFICATION —** Manufacturing Skills is the initial

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course designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The course covers 5 major areas of knowledge that are considered critical for employment in a high-performance manufacturing company. The topics covered include: Basic Computer Literacy, Safety and CPR, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem-solving. This course includes the Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Four hours lab. Four semester hours credit.

**INT 2113 — CONTROL SYSTEMS I** — This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. Two hours lecture. Two hours lab. Three semester hours credit.

**MFT 1112 — INTRODUCTION TO AUTOMATION AND CONTROLS** — Introduction to manufacturing/ industrial technology with emphasis on safe work practices, manufacturing dynamics, use of test equipment, and fundamentals of automation and control technology. One hour lecture. Two hours lab. Two semester hours credit.

**MFT 1123 — ELECTRICAL WIRING FOR AUTOMATION AND CONTROL TECHNOLOGY** — Basic electrical wiring for automation and controls including safety practices; installation and maintenance of raceways, conduit, and fittings; and three-phase service entrances, metering devices, main panels, raceways or ducts, subpanels, feeder circuits, and branch circuits according to electrical codes. Two hours lecture. Two hours lab. Three semester hours credit.

**MFT 2013 — AUTOMATED MOTION CONTROL** — This course is designed to develop advanced skills in the set up of servo motion controller systems, troubleshooting and maintenance of servo motion control systems, and programming of servo motion control. Two hours lecture. Two hours lab. Three semester hours credit.

**MFT 2614 — FLEXIBLE MANUFACTURING SYSTEMS** — This course is a production project which requires the student to apply technical skills acquired in previous courses. Project management is provided by the instructor with the students working as teams in each particular area of the manufacturing system. The students are required to plan the project and prepare the integrated system to manufacture a product. This includes all software, hardware, fixtures, clamping mechanisms, material handling requirements, sensors and interfacing, and external control devices. Two hours lecture. Four hours lab. Four semester hours credit.

**ROT 1113 — FUNDAMENTALS OF ROBOTICS** — This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming. Two hours lecture. Two hours lab. Three semester hours credit.

## **BUSINESS AND OFFICE TECHNOLOGY**

**BOT 1013 — INTRODUCTION TO KEYBOARDING** — (Prerequisite: None) This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three hours lecture. Three semester hours credit.

**BOT 1233 — MICROSOFT® WORD® I** — This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions. Three semester hours credit. Two hours lecture, two hours lab.

**BOT 1243 — MICROSOFT® WORD® II** — (Prerequisite: BOT 1233 Microsoft® Word® I) This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding. Three semester hours credit. Two hours lecture, two hours lab.

**BOT 1273 — INTRODUCTION TO MICROSOFT® OFFICE®** — This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 1313 — APPLIED BUSINESS MATH** — (Prerequisite: None) This course is designed to develop competency



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in mathematics for business use. Ten-key touch method on electronic desktop calculators is stressed. Three hours lecture. Three semester hours credit.

**BOT 1433 — BUSINESS ACCOUNTING —** (Prerequisite: None) This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture. Three semester hours credit.

**BOT 1493 — SOCIAL MEDIA MANAGEMENT —** (Prerequisite: BOT 1243 Microsoft® Word® II )This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, videos-haring sites, podcasts, widgets, virtual worlds, and more. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 1613 — MEDICAL TERMINOLOGY I —** (Prerequisite: None) This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three hours lecture. Three semester hours credit.

**BOT 1623 — MEDICAL TERMINOLOGY II —** (Prerequisite: BOT 1613 Medical Terminology I) This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to medical office. Two hours lecture. Two hours lab. Three semester hours credit.

**BOT 1763 — COMMUNICATION ESSENTIALS —** This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 1823 — MICROSOFT® EXCEL® I —** This course focuses on application Microsoft® Excel® as an aid to management decision making. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 1843 — MICROSOFT® EXCEL® II —** (Prerequisite: BOT 1823 Microsoft® Excel® I) This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 2133 — DESKTOP PUBLISHING —** (Prerequisite: BOT 1233 Microsoft® Word ® I). This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing. Two hours lecture. Two hours lab. Three semester hours credit.

**BOT 2183 — CAREER READINESS —** This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 2333 — MICROSOFT® ACCESS® —** This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 2433 — QUICKBOOKS® —** This course applies basic accounting principles using QuickBooks®. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 2523 — MEDICAL MACHINE TRANSCRIPTION I —** (Prerequisites: BOT 1113-Document Formatting & Production and BOT 1613-Medical Terminology I and BOT 1623-Medical Terminology II ). This course is designed to teach transcription of various medical documents. One hour lecture. Four hours lab. Three semester hours credit.

**BOT 2643 — CPT CODING —** (Prerequisites: BOT 1613 Medical Terminology I and BOT 1623 Medical Terminology II) (Corequisite: BOT 2653 ICD Coding) This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Two hours lecture. Two hours lab. Three semester hours credit.

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- BOT 2653 — ICD CODING —** (Prerequisites: BOT 1613 Medical Terminology I, and BOT 1623 Medical Terminology II) (Corequisite: BOT 2643 CPT Coding) This course is an introduction to the field of diagnostic coding. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2673 — MEDICAL INSURANCE BILLING —** This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and government health insurance programs. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 2743 — MEDICAL OFFICE CONCEPTS —** (Prerequisites: BOT 1233 Microsoft® Word® I) This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2763 ELECTRONIC HEALTH RECORDS —** (Prerequisite: BOT 1613 — Medical Terminology I ) This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 2923 BOT EXTERNSHIP AND SEMINAR —** Students will serve as interns with local businesses and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time employee. This capstone course can only be taken in the graduating semester. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 2463 PAYROLL ACCOUNTING —** This course provides an in-depth study of payroll accounting. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 2613 ENTREPRENEURIAL PROBLEM SOLVING —** (Prerequisite: BOT 1233 Microsoft® Word® I) This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 2233 — HUMAN RESOURCE MANAGEMENT —** This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Two hours lecture, two hours lab. Three semester hours credit.

## **EARLY CHILDHOOD EDUCATION TECHNOLOGY**

- CDT 1113 — EARLY CHILDHOOD PROFESSION —** This course provides an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are explored. Two hours lecture. Two hours lab. Three semester hours credit.
- CDT 1213 — INFANT AND TODDLER DEVELOPMENT —** This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group settings is given in laboratory classroom or collaborative centers. Three hours credit, two hours lecture, two hours lab.
- CDT 1223 — PRESCHOOL AND PRIMARY DEVELOPMENT —** This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in afterschool and summer programming. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3–8) Three hours credit, two hours lecture, two hours lab.
- CDT 1313 — CREATIVE ARTS FOR YOUNG CHILDREN —** This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Student Teaching I and II. Three hours lecture. Three semester hours credit.
- CDT 1343 — CHILD, HEALTH, SAFETY AND NUTRITION —** This course provides knowledge of general health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and



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Early Childhood Environmental Rating Scale Revised (ECERS-R). Three semester hours, three hours lecture.

**CDT 1713 — LANGUAGE AND LITERACY DEVELOPMENT FOR YOUNG CHILDREN** — This course includes the study of oral and written language development of young children and the implementation of a developmentally appropriate language arts curriculum. The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Three hours lecture. Three semester hours credit.

**CDT 2233 — GUIDING SOCIAL AND EMOTIONAL BEHAVIOR** — This course focuses on the identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Student Teaching I and II. Three hours lecture. Three semester hours credit.

**CDT 2413 — DEVELOPMENT OF THE EXCEPTIONAL CHILD** — This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Three hours credit, two hours lecture, two hours lab.

**CDT 2613 — METHODS AND MATERIALS** — Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are used to develop classroom curricula in an indoor and outdoor learning environment. Lab activities with the children are implemented during Student Teaching I and II. Three hours lecture. Three semester hours credit.

**CDT 2714 — SOCIAL STUDIES, MATH, AND SCIENCE FOR YOUNG CHILDREN** — This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math and science for young children. Lab activities with the children are implemented during Student Teaching I and II. Four hour lecture. Four semester hours credit.

**CDT 2813 — ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN** — This course provides an overview of the development and administration of programs for young children. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the Mississippi Childcare Quality Steps System (MCCQSS). Three hours lecture. Three semester hours credit.

**CDT 2915 — INITIAL PRACTICUM** — This course is a supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. Five hours credit, eight hours lab.

**CDT 2924 — INFANT AND TODDLER PRACTICUM EXPERIENCE** — This course is a supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved infant and toddler setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. Four hours credit, eight hours lab.

## COMPUTER NETWORKING & COMPUTER INFORMATION SYSTEMS TECHNOLOGY

**IST 1124 — IT FOUNDATIONS** — This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Four semester hours: two-hour lecture, four hour lab.

**IST 1134 — FUNDAMENTALS OF DATA COMMUNICATIONS** — This course presents basic concepts of

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telephony, local area networks, wide area networks, data transmission, and topology methods. Four semester hours: two hours lecture, four hours lab.

**IST 1143 — SECURITY PRINCIPLES AND POLICIES** — This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Three semester hours: two hour lecture, two hour lab.

**IST 1154 — WEB AND PROGRAMMING CONCEPTS** — This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Four semester hours: two-hour lecture, four hour lab.

**IST 1163 — DATABASE & SQL CONCEPTS** — This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Three semester hours: two hour lecture, two hour lab.

**IST 1213 — CLIENT INSTALLATION AND CONFIGURATION** — This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Three semester hours: two hour lecture, two hour lab.

**IST 1223 — NETWORK COMPONENTS** — This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Three semester hours: two hour lecture, two hour lab. Prerequisite: IST 1134 Fundamentals of Data Communications or CNT 1414.

**IST 1234 — NETWORK ADMINISTRATION USING NOVELL** — This course focuses on the management of a computer network using the Novell network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Four semester hours: two-hour lecture, four hour lab.

**IST 1244 — NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER** — This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Four semester hours: two-hour lecture, four hour lab.

**IST 1254 — NETWORK ADMINISTRATION USING LINUX** — This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. Four semester hours: two-hour lecture, four hour lab.

**IST 1314 — VISUAL BASIC PROGRAMMING LANGUAGE** — This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. Four semester hours: two-hour lecture, four hour lab.

**IST 1514 — SQL PROGRAMMING** — This course is the first of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Structured Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Four semester hours: two-hour lecture, four hour lab.

**IST 2213 — NETWORK SECURITY** — This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Three semester hours; two hours lecture, two hour lab. Prerequisites: IST 1143 Security Principles and Policies.

**IST 2224 — NETWORK PLANNING AND DESIGN** — This course involves applying network concepts in

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planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Four semester hours: two-hour lecture, four hour lab. Prerequisites: IST 1223 Network Components or CNT 1523 and IST 1234 Network Administration Using Novell or CNT 1614 or IST 1244 Network Administration Using Microsoft Windows Server or CNT 1624 or IST 1254 Network Administration using Linux.

**IST 2234 — NETWORK IMPLEMENTATION** — This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Four semester hours: two-hour lecture, four hour lab. Co-requisite: IST 2224 Network Planning and Design or CNT 2534.

**IST 2244 — ADVANCE NETWORK ADMIN. USING NOVELL** — This course is a continuation of Network Administration Using Novell. Emphasis is place on installation, configuration, and implementation of a Novell network. Four semester hours: two-hour lecture, four hour lab. Prerequisite: IST 1234 Network Administration Using Novell or CNT 1614.

**IST 2254 — ADVANCED NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER** — This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Four semester hours: two-hour lecture, four hour lab. Prerequisites: IST 1244 Network Administration Using Microsoft Windows Server or CNT 1624.

**IST 2264 — ADVANCED NETWORK ADMINISTRATION USING LINUX**—This course is a continuation of Network Administration Using Linux (IST 1254). This is an advanced administration course in network services for Linux users who wish to increase their skills. Students will learn how to apply security to network users, and resources, manage and compile the Linux kernel, manage network clients, and troubleshoot network processes and services. Four semester hours: two-hour lecture, four hour lab. Prerequisites: IST 1254 Network Administration Using Linux.

## **CULINARY ARTS TECHNOLOGY**

**CUT 1114 — CULINARY PRINCIPLES I** — Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Co requisites: Sanitation and Safety (HRT 1213) or by permission of instructor. Two hours lecture, four hours lab. Four semester credit hours.

**CUT 1123 — CULINARY PRINCIPLES II** — Advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Prerequisites: Culinary Principles I (HRT / CUT 1114). One hour lecture, four hours lab. Three semester credit hours.

**CUT 1133 — PRINCIPLES OF BAKING** — Fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. Prerequisites: Culinary Principles I (HRT / CUT 1114). Two hours lecture, two hours lab. Three semester credit hours.

**CUT 1513 — GARDE MANGER** — This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It also explores the various duties of the modern garde manger. Prerequisites: Culinary Principles I (HRT / CUT 1114). One hour lecture, four hour lab. Three semester credit hours.

**CUT 2223 — MENU PLANNING AND FACILITIES DESIGN** — The principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Prerequisites: None . Three hours lecture. Three semester credit hours.

**CUT 2243 — DINING ROOM MANAGEMENT** — Management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. Covers French, Russian, American, and English

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waited table service, limited service, counter, tray service, and catering. Emphasis will be place on staffing, scheduling controls and skills required to effectively supervise a dining room operations. Prerequisites: None. Three semester hours, one hour lecture and four hour lab.

**CUT 2313 — AMERICAN REGIONAL CUISINE** — Exploration of the American Cuisine concept emphasizing freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Prerequisites: CUT 1114 Culinary Principles I, CUT 1124 Culinary Principles II. Three semester hours, one hour lecture, four hours lab.

**CUT 2423 — INTERNATIONAL CUISINE** — A study of cuisines of the world. Emphasis is on use of authentic ingredients, methods, and terminology. Prerequisites: CUT 1114 Culinary Principles I, CUT 1124 Culinary Principles II. Four semester hours, one hour lecture, four hour lab.

**CUT 2926 — SUPERVISED WORK EXPERIENCE IN CULINARY ARTS TECHNOLOGY** — This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor. Six semester hours, 18 hours externship.

## **DRAFTING AND DESIGN TECHNOLOGY**

**DDT 1163 — ENGINEERING GRAPHICS** — This course is designed to give the drafting major the background needed for all other drafting courses. Emphasis is placed upon maintaining correct techniques while developing speed. One hour lecture, four hours laboratory. Three semester hours credit.

**DDT 1173 — MECHANICAL DESIGN I** — (Prerequisite: DDT 1163 Engineering Graphics or GRA 1143 Graphic Communication I) This course emphasizes methods, techniques and procedure in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment rotation, working order preparation, routing and other drafting room procedures. Two hours lecture, two hours laboratory. Three semester hours credit.

**DDT 1213 — CONSTRUCTION STANDARDS AND MATERIALS** — A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with a brief description of their manufacturer. Two hours lecture, two hours laboratory. Three semester hours credit.

**DDT 1313 — COMPUTER-AIDED DESIGN I** — This course will use the CAD system to design and draw various problems in the architectural, mechanical and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two hours lecture, two hours laboratory. Three semester hours credit.

**DDT 1323 — COMPUTER-AIDED DESIGN II** — (Prerequisite: DDT 1313 Computer-Aided Design I or GRA 1143 Graphic Communication I). This course is designed as a continuation of Computer-Aided Design I. Subject areas will include dimensions, sectional views, and symbols. Two hours lecture, two hours laboratory. Three semester hours credit.

**DDT 1413 — ELEMENTARY SURVEYING** — A basic course in surveying dealing with the principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours laboratory. Three semester hours credit.

**DDT 1613 — ARCHITECTURAL DESIGN I** — (Prerequisites: DDT 1163 Engineering Graphics I and DDT 1313 Computer-Aided Design I or GRA 1143 Graphic Communication I in lieu of DDT 1313 Computer-Aided Design I). This course includes principles and practices of modern design, requiring working drawings and solutions, typical construction details and specifications for residential construction. One hour lecture, four hours laboratory. Three semester hours credit.

**DDT 2153 — CIVIL PLANNING AND DESIGN** — (Prerequisite: DDT 1413 Elementary Surveying and DDT 1323 Computer-Aided Design II) This course deals with the development of civil planning and design processes. Two hours lecture and two hours laboratory. Three semester hours credit.

**DDT 2213 — STRUCTURAL DETAILING I** — (Prerequisite: DDT 1163 Engineering Graphics I and DDT 1313 Computer-Aided Design I or GRA 1143 Graphic Communication I). This course will introduce the drafting major to structural sections, terms and conventional abbreviations, and symbols used by structural



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fabricators and erectors. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses and bracing. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2243 — COST ESTIMATING — This course includes preparation of material lists and quantity surveys from actual working drawings and specifications. Two hours lecture and two hours laboratory. Three semester hours credit.

DDT 2373 — 3D MODELING — (Prerequisite: DDT 1323 Computer-Aided Design II). This is an advanced course in the use of CAD software with emphasis on the user coordinate system and 3-D modeling. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 2423 — MAPPING AND TOPOGRAPHY — (Prerequisite: DDT 1413 Elementary Surveying and DDT 1323 Computer-Aided Design II). This laboratory setting will allow the drafting major to apply selected drafting techniques to the problem of making maps, traverses, plot plans, plan and profile drawings using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 2433 — LEGAL PRINCIPLES OF SURVEYING — A study of the legal aspects of boundary controls for the survey and resurvey of real property. Two hours lecture, two hours lab. Three semester hours credit.

DDT 2623 — ARCHITECTURAL DESIGN II — (Prerequisite: DDT 1613 Architectural Design I and DDT 1323 Computer-Aided Design II). This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 2633 — PRE-ENGINEERED METAL STEEL BUILDING DRAFTING — (Prerequisite: Architectural Design I) This course provides a basic understanding of a metal building system design and its incorporation into architectural engineering documents. Two hours lecture and two hours laboratory. Three semester hours credit.

DDT 2123 — FUNDAMENTALS OF GIS (Geographical Information Systems) — This course includes the use of mapping and databases in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information system techniques, approaches and applications. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 2813 — INVENTOR 3D MODEL AND ANIMATION — (Prerequisite: DDT 2373 3D Modeling and DDT 1173 Mechanical Design I) This course will provide instruction on the 3D applications of Inventor. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the utilization of assembly drawings and animation of working parts. Two hours lecture, two hours laboratory. Three semester hours credit.

## ELECTRICAL TECHNOLOGY

ELT 1113 — RESIDENTIAL WIRING — (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). A course to provide advanced skills related to the wiring of multi-family and small commercial buildings. Includes instruction and practice in service entrance installation, specialized circuits, and use of commercial raceways. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1123 — COMMERCIAL WIRING — (Prerequisite: ELT 1113 Residential/Light Commercial Wiring and ELT 1193 Fundamentals of Electricity, or equivalent). A course to provide instruction and practice in the installation of commercial electrical service including the types and uses of conduits and other raceways. NEC code requirements, and three phase distribution networks. Two hours lecture. Two hours lab. Three semester hours credit.

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**ELT 1144 — AC AND DC CIRCUITS FOR ELECTRICAL TECHNOLOGY —** (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits Four semester hours. Two hours lecture, four hours lab.

**ELT 1183 — INDUSTRIAL WIRING —** This course includes instruction and practice in the installation of industrial electrical services including the types of conduit and other raceways, National Electrical Code ® requirements, and three-phase distribution networks. Three semester hours credit, two hours lecture, two hours lab.

**ELT 1192 — FUNDAMENTALS OF ELECTRICITY —** This is a basic course designed to provide fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. Two lecture hour and one lab hour. Two semester hours credit.

**ELT 1213 — ELECTRICAL POWER —** (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration) A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers and alternators. Two hours lecture. Two hours lab. Three semester hours credit.

**ELT 1223 — MOTOR MAINTENANCE AND TROUBLESHOOTING —** (Prerequisite: ELT 1193 Fundamentals of Electricity or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). A course to familiarize the students with the principles and practice of electrical motor repair. Includes instruction and practice in the disassembly / assembly and preventive maintenance of common electrical motors. Two hours lecture. Two hours lab. Three semester hours credit.

**ELT 1253 — BRANCH CIRCUIT AND SERVICE ENTRANCE CALCULATION —** (Prerequisite: ELT 1113 Residential/Light Commercial Wiring). Calculating circuit sizes for all branch circuits and service entrances in residential installation. Two hours lecture. Two hours lab. Three semester hours credit

**ELT 1263 — ELECTRICAL DRAWING AND SCHEMETICS —** (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). This course provides knowledge of architectural symbols and electric symbols needed to read blueprints. All elevations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with receptacles, switches, and lighting outlets as required by NEC. Circuit layouts for all switching will be demonstrated. All branch circuits will be plotted on the blueprint. Two hours lecture. Two hours lab. Three semester hours credit.

**ELT 1413 — MOTOR CONTROL SYSTEMS —** (Prerequisite: ELT 1193 Fundamentals of Electricity, or equivalent). A course in the installation of the different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours lab. Three semester hours credit.

**ELT 2114 — EQUIPMENT MAINTENANCE, TROUBLESHOOTING, AND REPAIR —** This course includes maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. One hour lecture. Six hours lab. Four semester hours credit.

**ELT 2424 — SOLID STATE MOTOR CONTROL —** (Prerequisite: ELT 1413 Motor Control Systems and and Co-Requisite: ELT 2613 Programmable Logic Controllers). A course to introduce the students to the principles of solid state motor control. Includes instruction and practice in the design and installation of different solid state devices for motor control. Two hours lecture. Four hours lab. Four semester hours credit.

**ELT 2614 — PROGRAMMABLE LOGIC CONTROLLERS —** (Prerequisite: ELT 1413 Motor Control Systems). A course to provide instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Three hours lecture. Two hours lab. Four semester hours credit.

**ELT 2913 — SPECIAL PROJECT I —** (Prerequisite: Consent of Instructor). Practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Six



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hours lab. Three semester hours credit.

**ELT 2933 — SPECIAL PROJECTS II** — This course provides practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Six hours lab. Three semester hours credit

### **ENTREPRENEURSHIP**

**MMT 2513 — ENTREPRENEURSHIP** — This class provides an overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered include planning, location, analysis, financing, and development of a business plan. Three lecture hours. Three semester hours credit.

### **HEATING AND AIR CONDITIONING TECHNOLOGY**

**ACT 1003 — INTRODUCTION TO HEATING AND AIR CONDITIONING TECHNOLOGY** — This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. Three semester hours credit, two hours lecture, two hours lab.

**ACT 1124 — BASIC COMPRESSION REFRIGERATION** — An introduction to the field of refrigeration and air conditioning. Emphasis is placed on the principles of safety, thermodynamics, and heat transfer. Two hours lecture. Four hours lab. Four semester hours credit.

**ACT 1133 — TOOLS AND PIPING** — Various tools and pipe connection techniques. Covers tools and test equipment required in heating, ventilation, air conditioning and refrigeration. Two hours lecture. Two hours lab. Three semester hours credit.

**ACT 1213 — CONTROLS** — Fundamentals of gas, fluid, electrical and programmable controls. Two hours lecture. Two hours lab. Three semester hours credit.

**ACT 1313 — REFRIGERATION SYSTEM COMPONENTS** — An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors and condensers. Two hours lecture. Two hours lab. Three semester hours credit.

**ACT 1713 — ELECTRICITY FOR HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION** — Basic knowledge of electricity power distribution, components, solid state devices and electrical circuits. Two hours lecture. Two hours lab. Three semester hours credit.

**ACT 2324 — COMMERCIAL REFRIGERATION** — A study of various commercial refrigeration systems. It includes installation, servicing and maintaining systems. Two hours lecture. Four hours lab. Four semester hours credit.

**ACT 2414 — AIR CONDITIONING I** — Various types of residential and commercial air conditioning, including hydronic, absorption and desiccant systems. Two hours lecture. Four Hours lab. Four semester hours credit.

**ACT 2424 — AIR CONDITIONING II** — An in-depth course in the installation, start-up, maintenance and air quality of complete heating and air conditioning systems. Two hours lecture. Four hours lab. Four semester hours credit.

**ACT 2433 — REFRIGERANT, RETROFIT AND REGULATIONS** — Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Two hours lecture. Two hours lab. Three semester hours credit.

**ACT 2513 — HEATING SYSTEMS** — Various types of residential and commercial heating systems. Includes gas, oil, electric, compression and hydroponic heating systems. Two hours lecture. Two hours lab. Three semester hours credit.

**ACT 2624 — HEAT LOAD AND AIR PROPERTIES** — Introduction to heat load calculations for residential

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and light commercial heating, ventilation, air conditioning and refrigeration systems. Included are air distribution, duct sizing selection of grills and register, types of fans, air velocity and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture. Four hours lab. Four semester hours credit.

### **HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY**

**HRT 1123 — INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY** — An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture. Three semester hours credit.

**HRT 1213 — SANITATION AND SAFETY** — Basic principles of microbiology, sanitation, and safety for a food service operation. The course studies the implementation of sanitation procedures, cost control, risk reduction standards in a hospitality operation. ServSafe Sanitation Certification from the National Restaurant Association is offered as a part of this course. Two hours lecture. Two hours lab. Three semester hours credit.

**HRT 1224 — RESTAURANT AND CATERING OPERATIONS** — Principles of organizing and managing a food and beverage operation. Two hours lecture. Four hours lab. Four semester hours credit.

**HRT 1413 — ROOMS DIVISION MANAGEMENT** — An operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations. Two hours lecture. Two hours lab. Three semester hours credit.

**HRT 1511 — HOSPITALITY SEMINAR** — In this course, students will learn leadership and management skills necessary for success in hospitality and tourism management. One hour lecture. One semester hour credit.

**HRT 1813 — TOURISM SPECIALIST** — This course covers activities associated with organizing, booking, and conducting tours. Three hours lecture. Three semester hours credit.

**HRT 2233 — FOOD AND BEVERAGE CONTROL** — Principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume profit analysis, income and cost control, menu pricing, labor cost control, and computer applications.. Two hours lecture. Two hours lab. Three semester hours credit.

**HRT 2423 — HOSPITALITY SECURITY MANAGEMENT AND LAW** — Issues surrounding the need for individualized security programs. Examines a variety of security equipment and procedures and discusses internal security for food service and lodging operations. This course provides awareness of the rights and responsibilities that the law grants to or imposes upon a hotelier and consequences of failure to satisfy legal obligations. Two hours lecture. Two hours lab. Three semester hours credit.

**HRT 2613 — HOSPITALITY SUPERVISION** — Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture. Two hours lab. Three semester hours credit.

**HRT 2623 — HOSPITALITY HUMAN RESOURCE MANAGEMENT** — Principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. Three hours lecture. Three semester hours credit.

**HRT 2853 — CONVENTION AND MEETING PLANNING** — Planning, promotion, and management of meetings, conventions, expositions, and events. Three hours lecture. Three semester hours credit.

### **PRECISION MANUFACTURING AND MACHINING TECHNOLOGY**

**MST 1115 — POWER MACHINERY I** — This course provides instruction of general shop safety as well as the operation of power machinery which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hour lecture, six hour lab. Five semester credit hours.

**MST 1125 — POWER MACHINERY II** — (Prerequisite: Power Machinery I -MST 1115) A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders.

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Two hours lecture. Six hours lab. Five semester hours credit.

**MST 1313 — MACHINE TOOL MATHEMATICS** — An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations. Two hours lecture. Two hours lab. Three semester hours credit.

**MST 1413 — BLUEPRINT READING** — Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading and applying specifications. Two hours lecture. Two hours lab. Three semester hours credit.

**MST 1423 — ADVANCED BLUEPRINT READING** — (Prerequisite: Blueprint Reading-MST 1413). A continuation of Blueprint Reading with emphasis on advanced feature of plans & specifications. Includes instruction on the identification of various projections and views and on different assembly components. Two hours lecture. Two hours lab. Three semester hours credit.

**MST 1613 — PRECISION LAYOUT** — Precision layout for machining operations which includes instruction and practice in the use of layout instruments. Two hours lecture. Two hours lab. Three semester hours credit.

**MST 2135 — POWER MACHINERY III** — (Prerequisite: Power Machinery II, MST 1124). A continuation of the Power Machinery II with emphasis on safety and advanced applications of the engine lathe, milling machine, and grinding machine. Two hours lecture. Six hours lab. Five semester hours credit.

**MST 2143 — POWER MACHINERY IV** — (Prerequisites: Power Machinery III, MST 2135). A continuation of Power Machinery III with emphasis on highly advanced safety operations of the radial arm drill, milling machine, engine lathe, and precision grinder. One hour lecture. Four hours lab. Three semester hours credit.

**MST 2714 — COMPUTER NUMERICAL CONTROL OPERATIONS I** — An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Three hours lecture. Two hours lab. Four semester hours credit.

**MST 2723 — COMPUTER NUMERICAL CONTROL OPERATIONS II** — (Prerequisites: Computer Numerical Control Operations I, MST 2714). A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. One hour lecture. Four hours lab. Three semester hours credit.

**MST 2812 — METALLURGY** — Safety concepts of metallurgy. Including instruction and practice in metal identification, heat treatment, and hardness testing. One hour lecture. Two hours lab. Two semester hours credit.

## UTILITY LINEWORKER TECHNOLOGY

**ULT 1133 — SAFETY FOR LINE WORKERS** — This course is design to provide fundamental safety rules and procedures needed in performing basic line worker skills. Two hours lecture. Two hours lab. Three semester hours credit.

**ULT 1144 — AC AND DC CIRCUITS FOR UTILITY LINE WORKER TECHNOLOGY** — Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Three hours lecture. Two hours lab. Four semester hours credit.

**ULT 1192— FUNDAMENTALS OF ELECTRICITY FOR LINE WORKERS** — Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and introduction to AC and DC circuits. One hour lecture. Two hours lab. Two semester hours credit.

**ULT 1213 — ELECTRIC POWER** — Electrical motors and their installation. Instruction and practice in using the different types of motors, protection devices, switches, transformers, and alternators found in utility transmission Two hours lecture. Two hours lab. Three semester hours credit.

**ULT 1224 —TRANSFORMER OPERATION AND BANKING** — This course is designed to cover basic single phase operations and Delta and "Wye" Transformer Banks including hookups for 120/208—240/480/--

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120/240—277/480. Two hours lecture. Four hours lab. Four semester hours credit.

**ULT 1324 — TRUCK DRIVING FOR LINE WORKERS** — This course is designed to provide a line worker with fundamental skills needed to obtain a Class A CDL (Commercial Driver's License) with air brake endorsement. One hour lecture. Six hours lab. Four semester hours credit.

**ULT 1333 — BASIC UTILITY EQUIPMENT OPERATION** — This course is designed to prepare students in the basic operation of line worker equipment. Two hours lecture. Two hours lab. Three semester hours credit.

**ULT 1413 — POLE CLIMBING** — This course is designed to provide a line worker with fundamental skills needed to perform basic pole climbing. One hour lecture. Four hours lab. Three semester hours credit.

**ULT 1523 — NATIONAL ELECTRIC SAFETY CODE (SAFETY CODE)** — The course is designed to introduce the students to the basic fundamentals and safety requirements as set forth in the National Electric Safety Code for the power line industry. Two hours lecture. Two hours lab. Three semester hours credit.

**ULT 2133 — OVERHEAD CONSTRUCTION** — This course is designed to provide further fundamental training in the field of electric line work dealing with the overhead line construction. One hour lecture. Four hours lab. Three semester hours credit.

**ULT 2143 — UNDERGROUND CONSTRUCTION** — This course is designed to provide further fundamental training in the field of electric line work dealing with the overhead to the underground line construction. One hour lecture. Four hours lab. Three semester hours credit.

**ULT 2233 — SYSTEM DESIGN AND OPERATION** — This course includes operation basics for protection of the electrical system overhead, underground, and substation. One hour lecture. Four hours lab. Three semester hours credit.

**ULT 2244 — WORKING IN ELEVATED WORK SITES** — This course is designed to provide a line worker with fundamental skills needed to perform basic pole climbing. One hour lecture. Six hours lab. Four semester hours credit.

### **WORK-BASED LEARNING**

**WBL 191(1-3), 192(1-3), 291(1-3) & 292(1-3) — WORK-BASED LEARNING** — The Work-Based Learning course is designed for students enrolled in career-technical programs and employed in parallel workplace environments for a minimum of 15 hours per week. Course content is based upon a model course curriculum, defined workplace requirements, and specific objectives addressing competent workplace performance. Three semester hours credit is based upon 270 approved contact hours of work experience.

### **TECHNICAL EVENING CLASSES**

Regular college courses are offered on campus during the day and evenings and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Morton, and Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students.

## **CAREER-TECHNICAL SUPPORT SERVICES**

The Test of Adult Basic Education (TABE) will be administered to all career students upon entering school. Results from this test will be used to identify students that need help in reading, math and language. Any student needing help in these areas will be assigned to the Career-Technical Support Services Center until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

The following entrance and exit criteria will be used for technical students:

1. Technical students who are recommended for Intermediate Algebra (through the assessment process) will be scheduled for the Support Services program.

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2. Technical students who are recommended for Intermediate English (through the assessment process) will be scheduled for the Support Services program.
3. After completing course requirements and exiting the mathematics portion of the Support Services program, technical students will schedule Intermediate Algebra.
4. After completing course requirements and exiting the reading/ language portion of the Support Services program, technical students will schedule Intermediate English (as needed) or English Composition I.

### CARPENTRY TECHNOLOGY

CCT 1116 — FOUNDATIONS — Classroom instruction in the different types of foundations used in residential construction. Lay-out and setup of a conventional foundation for a residential dwelling. Two hours lecture. Eight hour lab. Six semester hours.

CCT 1133 — BLUEPRINT READING — (Prerequisites: CCT 1116, CCT 1163 and CCT 1236) The study of the different plans in a set of house plans and the symbols used in each of them to identify the parts of a structure. Two hours lecture. Two hours lab. Three semester hours.

CCT 1163 — CONSTRUCTION MATHEMETICS — This course includes the fundamental principles of practical problems in mathematics that carpenters may encounter in the workforce. Three semester hours credit. One hour lecture, four hours lab.

CCT 1236 — FLOOR & WALL FRAMING — Theory and practical work experience in estimating, cutting, and installing floor and wall framing members. Two hours lecture. Eight hour lab. Six semester hours.

CCT 1244 — CEILING & ROOF FRAMING — (Prerequisites: CCT 1116, CCT 1236, and CCT 1163) Theory and practical work experience in estimating materials for ceiling and roof framing members. Hands-on experience in measuring, cutting, and the installation of different types of ceiling and roof framing members. One hour lecture. Eight hours lab. Four semester hours.

CCT 1315 — INTERIOR/EXTERIOR FINISHING & CABINET INSTALLATION — (Prerequisites: CCT 1116, CCT 1236, and CCT 1163) The study of all areas of interior wall, ceiling and floor finishing and cabinet making. Two hours lecture. Eight hour lab. Five semester hours.

CCT 2113 — PRINCIPLES OF MULTI-FAMILY & LIGHT COMMERCIAL CONSTRUCTION — (Prerequisites: CCT 1116, CCT 1133, CCT 1163, CCT 1236, CCT 1244, CCT 1315) The study of apartment, motels, and other commercial buildings and how they are built. Two hours lecture. Two hours lab. Three semester hours.

CCT 2133 — MILLWORK — (Prerequisites: CCT 1116, CCT 1133, CCT 1244, CCT 1163, CCT 1236, and CCT 1315) This course includes principles of building and installation of cabinet drawers and shelves. Three semester hours credit. One hour lecture, four hours lab.

CCT 2243 — COST ESTIMATING — (Prerequisites: CCT 1116, CCT 1133, CCT 1244, CCT 1163, CCT 1236, and CCT 1315) Preparation of material and labor quantity surveys from actual working drawings and specifications. Three semester hours credit. Two hours lecture, two hours lab.

### COSMETOLOGY

COV 1122 — COSMETOLOGY ORIENTATION — This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Two semester hours credit.

COV 1245 — COSMETOLOGY SCIENCES I — This course consists of the study of bacteriology, sterilization and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture. Six hours lab. Five semester hours credit.



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- COV 1255 — COSMETOLOGY SCIENCES II — This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture. Four hours lab. Five semester hours credit.
- COV 1263 — COSMETOLOGY SCIENCES III — This course consists of the application and demonstration of chemistry, and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Three hours lab. Three semester hours credit.
- COV 1426 — HAIR CARE I — This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Twelve hours lab. Six semester hours credit.
- COV 1436 — HAIR CARE II — This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Twelve hours lab. Six semester hours credit.
- COV 1443 — HAIR CARE III — This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three semester hours credit. Nine hours lab.
- COV 1522 — NAIL CARE I — This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.
- COV 1532 — NAIL CARE II — This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.
- COV 1542 — NAIL CARE III — This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours lab. Two semester hours credit.
- COV 1622 — SKIN CARE I — This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.
- COV 1632 — SKIN CARE II — This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester credit hours.
- COV 1642 — SKIN CARE III — This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice

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as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours lab. Two semester hours credit.

**COV 1722 — SALON BUSINESS I** — This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.. One hour lecture. Three hours lab. Two semester hours credit

**COV 1732 — SALON BUSINESS II** — This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.

### **COSMETOLOGY TEACHER TRAINING**

**COV 2816 — COSMETOLOGY TEACHER TRAINING I** — (Pre/co requisites: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.) Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three hours lecture. Nine hours lab. Six semester hours credit.

**COV 2826 — COSMETOLOGY TEACHER TRAINING II** — (Pre/co requisites: COV 2816 Cosmetology Teacher Training I) Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Three hours lecture. Nine hours lab. Six semester hours credit.

**COV 2836 — COSMETOLOGY TEACHER TRAINING III** — (Pre/co requisite: Cosmetology Teacher Training II COV 2826) Professional application and training includes: Laws Governing Learning Processes, Student Motivation, Student Participation, Student Personalities and Individual Differences, Ninety-nine clock hours. Three lecture hours. Nine hours lab. Three semester hours credit.

**COV 2846 — COSMETOLOGY TEACHER TRAINING IV** — (Pre/co requisite: COV 2836 Cosmetology Teacher Training III) Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Three hours lecture. Nine hours lab. Six semester hours credit.

### **WELDING AND CUTTING**

**WLT 1115 — SHIELDED METAL ARC WELDING I** — This course is designed to teach students introductory welding techniques using the SMAW process. One-hour lecture, eight hours lab. Five semester hours credit.

**WLT 1124** — (Prerequisite: WLT 1172, WLT 1313) **GAS METAL ARC WELDING (GMAW)** — This course is designed to give the student experience in various welding applications with the GMAW process using various modes of transfer. One hour lecture, six hours lab. Four semester hours credit.

**WLT 1136** — (Prerequisite: WLT 1172, WLT 1313) **GAS TUNGSTEN ARC WELDING (GTAW)** — This course is designed to give the student experience in various welding applications using the GTAW process. One hour lecture, ten hours lab. Six semester hours credit.

**WLT 1143** — (Prerequisite: WLT 1172, WLT 1313) **FLUX CORED ARC WELDING (FCAW)** — This course is designed to give the student experience using the FCAW process. One hour lecture, four hours lab. Three semester hours credit.

**WLT 1172 — INTRODUCTION TO WELDING AND SAFETY** — This course is designed to give students an introduction to the welding profession and experience in safety procedures related to welding. One hour lecture, two-hour lab. Two semester hour credit.

**WLT 1225 — SHIELDED METAL ARC WELDING II** — This course is designed to teach students advanced welding techniques using the SMAW process. One hour lecture, eight hours lab. Five semester hours credit.

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**WLT 1232 — (Prerequisite: WLT 1172, WLT 1313) BLUE PRINT READING, WELDING SYMBOLS, AND METALLURGY —** This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy. One hour lecture, two hours lab. Two semester hours credit.

**WLT 1313 — CUTTING PROCESSES —** This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. One hour lecture. Four hours lab. Three semester hours credit.

### **WORKFORCE DEVELOPMENT**

**BLUEPRINT READING —** Instructions in fundamentals, lines, views, notes and specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments. Length of course to be determined by industry.

**CARPENTRY I,II, III, & IV —** Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the basic skills and technical knowledge in both rough and finish carpentry. Six CEU's.

**COMPUTER APPLICATIONS —** Three hours per night, one night per week for an established number of consecutive weeks. Instruction and hands-on training sessions for beginners through advanced computer users dealing with MS Office applications. CEU credit is available.

**ELECTRICITY I, II, III & IV —** Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing, controls and related science. Six CEU's.

**INDUSTRIAL MAINTENANCE APPRENTICESHIP —** Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of courses determined by requirements to achieve credential per each of 5 levels.

**MACHINE SHOP I, II, III & IV —** Three hours per evening, two evenings per week for ten weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Six CEU's when offered on campus. If offered in industry, length of course is determined by the industry.

**PERSONNEL MANAGEMENT —** Instructions in the management system, personnel program, staffing the organization, employee potential, behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.

**REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV —** Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the A-C and refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction, refrigerants and controls, cabinets, materials, absorption, systems, hermetic units, and commercial refrigeration and heating application. Six CEU's.

**SUPERVISORY TRAINING —** Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.

**TRUCK DRIVING —** A course of 280 training hours consisting of classroom instruction and practical application of truck driving skills. Successful completion of the course results in the trainee receiving a Class A Commercial Drivers license.

### **OTHER**

**CAKE DECORATING —** Two hours per night, one night a week for 6 weeks. (1.2 CEUs) Instruction in making icing, frosting, making decorating cones, and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, doll, etc.

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**AUTO MECHANICS** (carburetor and electrical) — Three hours per evening for two evenings per week. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols. Six CEUs.

**VOLUNTEER FIREMANSHIP** — Two and one-half hours per day for 4 days. Instructions in fire triangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forcible entry and coordination of attack. 1 CEU

**BEGINNING PAINTING** — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEUs

**BEGINNING PHOTOGRAPHY** — Two hours per night, one night a week for ten weeks. 2 CEUs. Instruction in examining camera functions and care, types of films and accessories, operation of camera, introduction to various types of photography, developing film, printmaking and mounting for display. 2 CEUs.

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# ADMINISTRATION

- BILLY W. STEWART.....PRESIDENT (2012)  
B.S., M.S., University of Southern Mississippi; Ph.D., Mississippi State University
- TERESA L. HOUSTON.....VICE PRESIDENT FOR INSTRUCTION (2012)  
B.A., M.S., Ph.D., Mississippi State University
- MICKEY W. VANCE.....VICE PRESIDENT FOR BUSINESS OPERATIONS (1999)  
A.S., East Central Community College; B.S., M.P.A., University of Southern Mississippi
- RANDALL E. LEE.....VICE PRESIDENT FOR STUDENT SERVICES (2010)  
A.A., East Central Community College; B.S., M.Ed., Ph.D., University of Southern Mississippi
- DAVID CASE.....VICE PRESIDENT FOR INSTITUTIONAL RESEARCH & EFFECTIVENESS (2014)  
B.S., University of Mississippi; M.B.A., Millsaps College; further work at the University of Alabama
- JAMES W. (BILL) WAGNON.....ASSOCIATE VICE PRESIDENT FOR PUBLIC INFORMATION (2015)  
B.A., Auburn University; M.S., Mississippi State University
- ARTIE FOREMAN.....SUPERINTENDENT OF THE PHYSICAL PLANT (1993)  
A.A.S., East Central Community College
- CHRIS HARRIS.....DEAN OF PERSONNEL SERVICES & ATHLETICS (2004)  
A.A., East Central Community College; B.S., Mississippi State University; M.Ed., Mississippi State University-Meridian
- LESLIE HUGHES.....DEAN OF LEARNING RESOURCES (2010)  
A.A., Copiah-Lincoln Jr. College; B.S., M.L.S., University of Southern Mississippi; Ed.S., Mississippi State University
- DEREK PACE.....DEAN OF INFORMATION TECHNOLOGY (1996)  
B.S., University of Southern Mississippi
- SHERYL ALLEN.....DEAN OF HEALTHCARE EDUCATION (2016)  
A.D.N., Meridian Community College; B.S.N., M.S.N., Ph.D., University of Southern Mississippi
- CHRISTA WILHITE.....DEAN OF eLEARNING EDUCATION (2014)  
B.S., M.S.C.E., University of West Alabama; Ph.D, University of Alabama



## EAST CENTRAL COMMUNITY COLLEGE

### PROFESSIONAL STAFF

- DENNIS ALEXANDER.....ASSISTANT FOOTBALL COACH/DEFENSIVE LINE/STRENGTH (2014)  
B.S., University of Alabama
- MELISSA ALLMAN.....PERSONAL DEVELOPMENT SPECIALIST/SITE COORDINATOR (2014)  
A.A., Mississippi Delta Community College; B.S., Mississippi University for Women; M.S.,  
Mississippi State University
- JERAMI BEARD.....STUDENT RECRUITER/ENROLLMENT SPECIALIST (2016)  
A.A., East Central Community College; B.S., University of Southern Mississippi
- REGENA BOYKIN.....ASSOCIATE DIRECTOR FOR INFORMATION TECHNOLOGY (2003)  
A.A.S., East Central Community College
- SCOTT BROCK .....ASSISTANT FOOTBALL COACH/DEFENSIVE COORDINATOR (2013)  
B.S., University of Tennessee; M.Ed., Memphis State University
- SHARON J. BROOKS.....GUIDANCE COUNSELOR FOR  
CAREER & TECHNICAL INSTRUCTION (PNCCTC) (2002)  
B.A., University of Mississippi; M.Ed., Mississippi State University
- SHERRELL BROWN.....STUDENT RECRUITER/ENROLLMENT SPECIALIST (2012)  
A.A., East Central Community College; B.A., Mississippi State University
- BRENDA G. CARSON.....DIRECTOR OF FINANCIAL AID (1982)  
A.A., East Central Junior College; B.S., M.Ed., Delta State University
- KRISTIN CHANEY.....HEAD COACH - WOMEN'S SOFTBALL (2008)  
A.S., East Central Community College; B.S., M.A., University of Southern Mississippi
- CHRIS J. CLARK.....WORKFORCE DEVELOPMENT COORDINATOR/GOLF COACH (2002)  
A.A., East Central Community College; B.B.A., University of Southern Mississippi
- RYAN CLARKE.....DIRECTOR OF ABE-HSE (2003)  
A.A., East Central Community College; B.A., University of Southern Mississippi; M.S., Mississippi  
State University
- DEANA CUMBERLAND..... WIOA WORKFORCE COORDINATOR/  
COMPUTER INSTRUCTOR-TDWDB (2010)  
A.A., East Central Community College; B.S, Mississippi State University
- WAYNE EASON.....DIRECTOR OF CAREER & TECHNICAL EDUCATION (2003)  
B.S., M.Ed., Mississippi State University
- ROMONICA EVANS.....CAREER CENTER DIRECTOR/RECRUITER (2003)  
A.A., East Central Community College; B.B.A., Mississippi State University
- CRYSTAL FITZGERALD.....WARRIOR WELLNESS COORDINATOR (2016)  
B.S., University of West Florida
- CAROLE GERMANY.....ADMINISTRATIVE ASSISTANT TO THE PRESIDENT (1995)  
A.A., East Central Community College; further work at Mississippi State University - Meridian
- NORMAN GILLIS.....BUSINESS OFFICE ACCOUNTANT POSITION II (2005)  
A.A., East Mississippi Junior College; B.S., Mississippi State University - Meridian
- JOAN GRIMES.....eLEARNING COORDINATOR (2016)  
A.A., East Central Community College; B.A., University of Southern Mississippi; M.A.T., Ed.S.,  
Mississippi State University; Ph.D., University of Southern Mississippi

## EAST CENTRAL COMMUNITY COLLEGE

- LANETTE HANNA.....INSTRUCTIONAL COUNSELOR (1995)  
A.A., East Central Junior College; B.B.A., Mississippi State University; M.S.C.E., University of West Alabama
- JOHN HARRIS .....CAMPUS POLICE CHIEF (2012)  
State of Ms. Certificate No. 6661-Law Enforcement Officer; further coursework at the University of Indianapolis, Meridian Community College, FedEx Quality University, and Trinity College Seminary
- NEAL HOLLIMAN.....HEAD BASEBALL COACH/  
DIRECTOR OF EDDIE M. SMITH STUDENT UNION (2006)  
A.A., Alabama Southern Community College; B.S. University of West Alabama; M.Ed, University of Southern Mississippi
- STACEY HOLLINGSWORTH.....DIRECTOR OF ADMISSIONS & RECORDS (1997)  
A.A., East Central Community College; B.B.A., University of Mississippi; M.B.A., Mississippi State University, Meridian; Ph.D., Mississippi State University
- DEBRA HUTCHINS.....WORKFORCE DEVELOPMENT COORDINATOR (2015)  
A.D.N., Meridian Community College; B.S.N., Mississippi University for Women
- CORY JOHNSON.....INFORMATIONAL TECHNOLOGY TECHNICAL SPECIALIST (2011)  
A.A.S., East Central Community College
- CHARLES JONES.....ASSISTANT FOOTBALL COACH (2014)  
B.A., University of Alabama
- JAYME JONES .....COACHING AND PROFESSIONAL DEVELOPMENT SPECIALIST  
EARLY CHILDHOOD ACADEMY (2017)  
A.A. Hinds Community College; B.A., M.A., Ashford University
- KEN KARCHER.....HEAD COACH - FOOTBALL (2013)  
B.G.S., Tulane University; M.A., Global Grace Seminary
- ROBERT KILPATRICK.....WORKFORCE DEVELOPMENT - ADVANCED  
SKILLS TRAINER (2005)  
A.S., East Central Community College; further work at Mississippi State University
- DAVID LEBLANC.....DIRECTOR OF ALUMNI RELATIONS & THE FOUNDATION (2015)  
B.S., M.B.A., Mississippi State University
- GRAY MASSEY.....HEAD COACH - WOMEN'S SOCCER (2013)  
B.S., Mississippi College; M.S., Ohio University
- MICHAEL R. MAYS.....ASSISTANT FOOTBALL COACH/OFFENSIVE COORDINATOR (2013)  
B.A., Rhodes College; M.Ed., University of Memphis
- DANA McLAIN.....DIRECTOR OF PHILADELPHIA-NESHOBA  
COUNTY CAREER & TECHNICAL CENTER (2016)  
A.A., Wood College; B.S., Masters in Ed. Leadership, Mississippi State University
- MARIA McLEOD.....ASSISTANT TO THE ASSOCIATE VICE PRESIDENT  
FOR PUBLIC INFORMATION (1997)  
A.A., East Central Community College; B.S., Mississippi College
- JAMES MILLER.....DEAN OF STUDENTS (2006)  
B.S., Nicholls State
- ELIZABETH MINTER.....LIBRARIAN I (2010)  
B.A., University of South Alabama; M.L.I.S., University of Southern Mississippi
- KIMBERLY MOTT.....ASSISTANT DIRECTOR OF FINANCIAL AID (LOANS) (2002)

## EAST CENTRAL COMMUNITY COLLEGE

- A.A., Meridian Community College; B.S., Mississippi State University; M.S., University of Southern Mississippi
- JOSEPH PACELLI.....HEAD COACH - MEN'S AND WOMEN'S TENNIS (2015)  
B.A., Moravian College; M.A., University of North Iowa
- CRANDAL PORTER.....HEAD COACH - WOMEN'S BASKETBALL (2012)  
B.S., Mississippi Valley State University; M.S., Mississippi State University
- MATTHEW RILEY.....PERSONAL DEVELOPMENT SPECIALIST / SITE COORDINATOR (2010)  
A.A., East Central Community College; B.A., Mississippi Valley State University
- JULIE ROWZEE.....DIRECTOR OF HUMAN RESOURCES (2016)  
B.A., University of Southern Mississippi
- LAURA RYALS.....ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS (2011)  
A.A.S., East Central Community College; B.B.A., Mississippi State University
- JENNIFER SAVELL.....INSTUCTIONAL COUNSELOR (2015)A.A., Jones  
County Junior College; B.S., University of Southern Mississippi; M.S., Mississippi State University
- ROBERT SAVELL.....INFORMATION TECHNOLOGY SOFTWARE SUPPORT SPECIALIST (2014)  
A.A., East Central Community College; B.B.A., M.S.I.T., Mississippi State University
- CHARLES Q. SMITH.....NETWORK ADMINISTRATOR (2016)  
A.A., Northwest Mississippi Community College; B.S.B.A., Mississippi College
- MISTY ANN SMITH.....DIRECTOR OF SUCCESS CENTER, TESTING,  
& CONTINUING EDUCATION (2010)  
A.A., East Central Community College; B.A., M.A., Mississippi State University
- CODY SPENCE.....WORKFORCE DEVELOPMENT COORDINATOR (2015)  
A.A., East Central Community College; B.S., Mississippi State University; M.A., University of  
Kentucky
- AMY THOMPSON.....PUBLICATIONS COORDINATOR (2016)  
B.A., Mississippi State University
- KENNETH THOMPSON.....HEAD COACH - MEN'S SOCCER (1999)  
B.S., M.S., Mississippi State University
- ROBERT THOMPSON.....HEAD COACH - MEN'S BASKETBALL (2013)  
B.S., Belhaven College; M.S., Jackson State University
- LAURA R. THORNE.....ACCOUNTANT (1991)  
A.A.S., East Central Junior College; A.A., East Central Community College; B.P.A., Mississippi State  
University
- MAE THORNTON.....ASSISTANT DIRECTOR OF FINANCIAL AID (WORK-STUDY) (2013)  
A.A., East Central Community College; B.B.A., Mississippi State University
- AMANDA WALTON.....DIRECTOR OF HOUSING / STUDENT ACTIVITIES (2007)  
A.A., East Central Community College; B.S., M.A., Ph.D., Mississippi State University
- HANNAH WARD.....CENTER OPERATIONS & DATA COORDINATOR  
(12-MONTH) - TAACCT GRANT (2015)  
B. A., Mississippi State University
- RONALD B. WESTBROOK.....DIRECTOR OF THE SMALL BUSINESS  
DEVELOPMENT CENTER (1994)  
A.A., East Central Junior College; B.S., Mississippi State University

## EAST CENTRAL COMMUNITY COLLEGE

LUCRETIA K. WILLIAMS.....DIRECTOR OF WORKFORCE DEVELOPMENT (2005)  
B.S., M.S., Mississippi State University, Ph.D., Mississippi State University

### FACULTY

JODY ADDY.....PRECISION MANUFACTURING & MACHINING  
TECHNOLOGY INSTRUCTOR (2014)

A.A.S., East Central Community College

GEORGE ALEXANDER.....BIOLOGY INSTRUCTOR (2011)  
B.S., M.A.T., University of Southern Mississippi

SHERI ANDERS.....EARLY CHILDHOOD EDUCATION INSTRUCTOR (2011)  
B.S., M.S., EdS., Mississippi State University

JASON ARMSTRONG.....ENGLISH INSTRUCTOR (2009)  
B.S., M.B.A., M.A.T., Mississippi State University

CHRISTOPHER BANKSTON.....DRAFTING & DESIGN TECHNOLOGY INSTRUCTOR (2017)  
A.A.S., East Central Community College, A.A., East Central Community College

RENEE BOGGAN.....MATHEMATICS INSTRUCTOR (2015)  
A.A., Meridian Community College; B.S., M.E., University of Southern Mississippi

TANYA H. BOLER.....ENGLISH INSTRUCTOR (2002)  
A.A., East Central Community College; B.S., M.S., Mississippi State University

JAMES BOYKIN.....BUILDING TRADES INSTRUCTOR (PNCCTC) (2004)  
Certificate in Advanced Carpentry, East Central Community College

DANIELE BROCK.....WARRIOR PATH TO SUCCESS (2013)  
B.M., Carson-Newman College; M.S., Troy University; Ed.S., Valdosta State

PAIGE CASE.....ENGLISH INSTRUCTOR (2015)  
B.A., Millsaps College; M.A.T., University of West Alabama

SUZETTE CHUNN.....SECONDARY STUDENT SERVICES COORDINATOR (PNCCTC) (2012)  
B.S., M.E., Mississippi State University

SHERRI CLIBURN.....SPECIAL POPULATIONS INSTRUCTOR (READING) (2000)  
A.A., East Central Community College; B.S., Mississippi State University

THERESA COLE.....PRACTICAL NURSING INSTRUCTOR (2007)  
A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William  
Carey University

PAM CROSWELL.....ENGLISH INSTRUCTOR (2007)  
A.A., Meridian Community College; B.A., Millsaps College; M.S.Ed., Mississippi State University

PATTI DAVIS.....BIOLOGY INSTRUCTOR (1994)  
A.S., East Central Community College; B.S., University of Southern Mississippi; M.Ed., Mississippi  
State University; further work at Mississippi State University

AMY DENSON.....CHEMISTRY INSTRUCTOR (2013)  
A.A., Jones County Junior College; B.S., University of Southern Mississippi; M.S., Mississippi State  
University

KIRT DOSS.....AUTOMOTIVE SERVICE TECHNOLOGY INSTRUCTOR (PNCCTC) (2012)  
Automotive Certificate Program at ECCC

## EAST CENTRAL COMMUNITY COLLEGE

- KEN ETHRIDGE.....COMPUTER SCIENCE INSTRUCTOR (2015)  
A.A., University of Maryland; B.S., Colorado Technical University; M.S., Mississippi State University
- CHAS EVANS.....MUSIC INSTRUCTOR / GUITAR (2013)  
A.A., East Central Community College; B.M., M.M., University of Southern Mississippi
- JOHN B. EVERETT.....ELECTRICAL TECHNOLOGY INSTRUCTOR (1999)  
A.A.S., East Central Community College
- CHRISTY H. FERGUSON.....BUSINESS OFFICE TECHNOLOGY INSTRUCTOR (1999)  
A.A., East Mississippi Community College; B.S., M.S., Mississippi State University
- LACIE FLAKE.....TEACHER ACADEMIC INSTRUCTOR (PNCCTC) (2016)  
A.A., East Central Community College; B.S., MSU-Meridian; M.S., Arkansas State
- THOMAS FORTENBERRY.....COMPUTER NETWORK SUPPORT  
TECHNOLOGY INSTRUCTOR (1998)  
A.A., Meridian Community College; A.A., East Central Community College; B.S., University of Southern Mississippi
- SUSAN FOX- SMITH.....PSYCHOLOGY INSTRUCTOR (2004)  
A.A., East Central Community College; B.S., Mississippi State University; M.Ed., Mississippi College
- EDWARD F. GIRLING III.....DIRECTOR OF BANDS / INSTRUCTOR (2010)  
B.M., B.M.E., M.M.E., Delta State University
- TERESA GORDON.....MATHEMATICS INSTRUCTOR (2015)  
B.P.A., University of Mississippi; M.S., Mississippi State University
- LISA GORGAS.....NURSING INSTRUCTOR (1997)  
A.D.N., Meridian Community College; M.S.N., University of Southern Mississippi
- TALMAGE GRAHAM.....PHYSICS INSTRUCTOR (2014)  
B.S., Millsaps College; M.S., Ph.D., Vanderbilt University
- RUTH GREGORY.....ACCOUNTING / BUSINESS TECHNOLOGY (2004)  
A.A., East Central Junior College; B.S., M.Ed., University of Southern Mississippi
- KIM W. HARDY.....BIOLOGY INSTRUCTOR (2005)  
A.A., Meridian Community College; B.S., M.S., Mississippi State University
- DONNA HEMPHILL.....NURSING INSTRUCTOR (2016)  
A.A., East Central Community College; B.S.N., University of Mississippi Medical Center; M.S.N., William Carey University
- SCOTT HILL ..... PHYSICAL EDUCATION INSTRUCTOR (2003)  
A.A., East Central Community College; B.S., M.S., Mississippi State University
- JEFFREY HODGES.....ART INSTRUCTOR (2015)  
A.A., Hinds Community College; B.F.A., Memphis College of Art; M.F.A., University of South Carolina
- GREG HOLEKAMP.....AUTOMOTIVE TECHNOLOGY INSTRUCTOR (2012)  
A.A.S., East Mississippi Community College
- HAROLD HOLLINGSWORTH III.....HEATING AND AIR CONDITIONING  
TECHNOLOGY INSTRUCTOR (2014)  
A.A.S., East Central Community College
- AUBRIE HOWELL ..... COSMETOLOGY INSTRUCTOR (2017)



## EAST CENTRAL COMMUNITY COLLEGE

- A.A., Certificate in Cosmetology, Instructor Training Certificate in Cosmetology, East Central Community College
- LUKE HOWELL.....COLLISION REPAIR TECHNOLOGY INSTRUCTOR (2010)  
B.A.A., A.A.S., East Central Community College
- WANDA HURLEY.....ECONOMICS / BUSINESS ADMINISTRATION INSTRUCTOR (1995)  
A.A., East Central Community College; B.B.A., M.B.A., Mississippi State University; further work at Mississippi State University
- JUDITH HURTT.....BUSINESS TECHNOLOGY INSTRUCTOR (2004)  
A.A., East Central Community College; B.S., M.Ed., University of Southern Mississippi
- JOSEPH D. IRBY.....METAL TRADES INSTRUCTOR (PNCCTC) (1999)  
“Educator License”; Attended East Central Community College
- NANCY LEE JONES.....CARPENTRY / CABINET MAKING INSTRUCTOR (2014)  
Two-year Certificate and A.A.S., East Central Community College
- GERALD JORDAN.....WELDING INSTRUCTOR (1998)  
A.A., East Central Junior College; further work at Mississippi State University; Jackson State University; University of Southern Mississippi
- BARRY KARRH .....CULINARY INSTRUCTOR (2012)  
B.S., Mississippi University for Women; M.A., University of Adelaide (Australia)
- LISA LAMPTON.....HOTEL / RESTAURANT MANAGEMENT TECHNOLOGY INSTRUCTOR (2005)  
A.A., Southwest Mississippi Community College; B.S., University of Southern Mississippi
- MICHELLE LEE.....SOCIOLOGY INSTRUCTOR (2014)  
A.A., East Central Community College; B.A., Southern New Hampshire University; M.A.T., Mississippi State University
- SHARON L. LEJEUNE-FISHER.....BIOLOGY INSTRUCTOR (2002)  
A.A., East Mississippi Junior College; B.S., M.A.T., Ed.S., Livingston University
- LORI LUKE.....NURSING INSTRUCTOR (2001)  
A.S., East Central Community College; B.S., University of Southern Mississippi; M.S.N, Alcorn State University
- CATHRYN MAY.....MATHEMATICS INSTRUCTOR (2010)  
B.S., M.S., The University of Mississippi
- MICHAEL MILES.....MATHEMATICS INSTRUCTOR (2014)  
B.S., Mississippi State University; M.S., Mississippi College
- VALERIE NICHOLSON.....NURSING INSTRUCTOR (2014)  
A.D.N., East Central Community College, B.S.N., Mississippi University for Women; M.S.N., William Carey University
- DEBRA PAYTON.....EARLY CHILDHOOD EDUCATION INSTRUCTOR /  
DIRECTOR OF CHILDCARE CENTER (2009)  
A.A.S., Hinds Community College, B.S., M.Ed., Jackson State University
- KRISTIE PILGRIM.....INSTRUCTOR FOR SURGICAL TECHNOLOGY PROGRAM (2001)  
A.A.S., East Central Community College
- MELANIE PINTER.....NURSING INSTRUCTOR (2008)  
A.A.S., East Central Community College; B.S.N. University of Mississippi Medical Center; M.S.N., Ph. D., William Carey University

## EAST CENTRAL COMMUNITY COLLEGE

STACEY POLLOCK.....	ENGLISH INSTRUCTOR (2011)
B.A., University of Mississippi; M.A.T, Mississippi State University	
JILL POWE.....	EARLY CHILDHOOD EDUCATION INSTRUCTOR (PNCCTC) (1996)
A.A.S., East Central Community College	
MADISON PRICE.....	HISTORY INSTRUCTOR (2014)
A.A., Mississippi Gulf Coast Community College; B.A, M.A., Mississippi State University	
DENISE RILEY.....	CHOIR/ VOICE /MUSIC INSTRUCTOR (2016)
A.A., Hinds Community College; B.M.Ed., M.M., Mississippi College	
JORDAN ROBINSON .....	AUTOMATION & CONTROL TECHNOLOGY INSTRUCTOR (2015)
A.A.S., East Central Community College	
MARCIA RUSSELL.....	NURSING INSTRUCTOR (2014)
A.D.N., Meridian Community College; M.S.N., University of Southern Mississippi	
KEVIN RYALS.....	SPEECH INSTRUCTOR (2004)
B.A., Mississippi State University; M.S., University of Southern Mississippi	
LYNN SELMAN.....	SPECIAL POPULATIONS INSTRUCTOR (MATHEMATICS) (2003)
B.S., M.Ed., William Carey College	
CAROL S. SHACKELFORD.....	ENGLISH INSTRUCTOR (1998)
A.A., East Central Community College; B.S., M.Ed., Ed.S., Mississippi State University	
JUSTIN SHARP.....	MUSIC / KEYBOARD INSTRUCTOR (2015)
A.A., East Central Community College; B.M., Mississippi College; M.M., D.M.A., University of Texas	
MASON SHELLEY.....	ELECTRICAL TECHNOLOGY INSTRUCTOR / FACILITATOR/ TECHNOLOGY ASSISTANT (9-MONTH) – TAACCCT GRANT (2015)
A.A.S., East Central Community College	
HANNAH SHIRLEY.....	BIOLOGY INSTRUCTOR (2017)
B.S. University of West Alabama, M.A.T., University of West Alabama	
LEANN SHIRLEY.....	DIRECTOR/ INSTRUCTOR SURGICAL TECHNOLOGY PROGRAM (2001)
A.A.S., East Central Community College	
ROBERT "CURT" SKIPPER.....	BIOLOGY INSTRUCTOR (2006)
A.A., A.A.S., East Mississippi Community College; B.S., Mississippi State University; M.A.T., University of West Alabama	
JEFF SOREY.....	ASST. BAND DIRECTOR/ INSTRUCTOR (2017)
A.A., Jones Community College, B.M.E., Delta State University, M.M.E., New Mexico State University	
MARTHA STOKES.....	ALLIED HEALTH INSTRUCTOR (PNCCTC) (1998)
A.D.N., Meridian Community College	
LAURA SULLIVAN.....	COMPUTER NETWORK SUPPORT TECHNOLOGY INSTRUCTOR (2014)
A.A.S., Meridian Community College; B.S., Columbia Southern University; M.S., Colorado Technical University	
RACHEL TYSON.....	SPEECH INSTRUCTOR (2011)
B.S., William Carey College; M.S., University of Southern Mississippi	
MARTIE VAUGHN.....	NURSING INSTRUCTOR (2007)
A.A., Hinds Community College; B.S.N., M.S.N, University of Mississippi School of Nursing	
BRIAN WHITE.....	HISTORY INSTRUCTOR (2016)
A.A., Meridian Community College; B.S., M.A., Ed.S., Mississippi State University - Meridian	

## EAST CENTRAL COMMUNITY COLLEGE

JENNA WRIGHT.....MATHEMATICS INSTRUCTOR (2012)  
B.S., Troy University; M.S., Mississippi State University

### ADMINISTRATIVE SUPPORT STAFF

WHITNEY AMIS.....ADULT BASIC EDUCATION INSTRUCTOR - MI-BEST (2015)

GENEVA BARKER.....ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF PNCCTC (1986)

KELI BARRETT.....ADMINISTRATIVE ASSISTANT TO THE  
VICE PRESIDENT FOR STUDENT SERVICES (2012)

BRENDA CHEATHAM.....ADMINISTRATIVE ASSISTANT TO THE  
VICE PRESIDENT FOR STUDENT SERVICES (2005)

DAPHNE DONALD.....ABE INSTRUCTOR/ TRAINER (2007)

TAMMIE FITZGERALD.....ABE / HSE INPUT MANAGER/ EXAMINER (2014)

LYNN FRENCH.....BUSINESS OFFICE CLERK - PAYROLL (2010)

BRIDGETT HITT.....ASSISTANT TO THE DIRECTOR OF FINANCIAL AID  
(SCHOLARSHIPS & OFF-CAMPUS AID) (2012)

TERI KILLENS.....ADMINISTRATIVE ASSISTANT-WFD /ITT CENTER (2000)

DEBORAH LUCROY.....ADMINISTRATIVE ASSISTANT, PHYSICAL PLANT (2007)

LORI MCMULLAN.....ADMINISTRATIVE ASSISTANT TO THE  
DIRECTOR OF HUMAN RESOURCES (2006)

DONNA MITCHELL.....ADMINISTRATIVE ASSISTANT TO THE  
VICE PRESIDENT FOR INSTRUCTION (2012)

KENYOTIA MONCRIEF.....RESOURCE & REFERRAL CENTER ASSOCIATE  
EARLY CHILDHOOD ACADEMY (2017)

TIFFANY MORRISON.....ADMINISTRATIVE ASSISTANT TO THE  
DEAN OF PERSONNEL SERVICES & ATHLETICS (2016)

ASHLEY PATTERSON.....BUSINESS OFFICE CLERK-ACCOUNTS RECEIVABLE (2014)

KELLIE PENSON.....ADMINISTRATIVE ASSISTANT FOR eLEARNING (2016)

MONICA RIGDON.....ADMINISTRATIVE ASSISTANT FOR THE  
OFFICE OF HEALTH CARE EDUCATION (2005)

KAREN ROBERTSON.....ADMINISTRATIVE ASSISTANT TO THE  
ASSOCIATE VICE PRESIDENT FOR PUBLIC INFORMATION (1994)

KATHY SANDERS.....ADMINISTRATIVE ASSISTANT TO FACULTY (2003)

MARTHA SIBLEY.....ADMISSIONS & RECORDS CLERK -  
TRANSCRIPT SPECIALIST (1995)

HILDA SLAUGHTER.....BUSINESS OFFICE CLERK - PURCHASING (2002)

EMILIE D. SMITH.....ADMINISTRATIVE ASSISTANT TO  
WORKFORCE DEVELOPMENT CENTER (1996)

VIVIAN TAYLOR.....ADMINISTRATIVE ASSISTANT FOR THE LIBRARY (2005)

VIRGIE THAMES.....ADMINISTRATIVE ASSISTANT FOR  
ECCC SMALL BUSINESS DEVELOPMENT CENTER (1995)

## EAST CENTRAL COMMUNITY COLLEGE

ERIN TRAMILL.....NAVIGATOR - MI-BEST (2015)  
JEANNIE VANCE.....ADMINISTRATIVE ASSISTANT TO FACULTY (1996)  
LINDA J. VANCE.....ADMINISTRATIVE ASSISTANT FOR  
CAREER & TECHNICAL DIVISION (1994)  
PAM WAGNON.....ADMISSIONS & RECORDS CLERK - APPLICATIONS SPECIALIST (2016)  
LESLIE K. WHITE.....ADMINISTRATIVE ASSISTANT TO DIRECTOR OF FINANCIAL AID (2014)

## INSTITUTIONAL SUPPORT STAFF

MARGIE BELL.....CAMPUS POLICE OFFICER (2014)  
JAMES BLACKBURN.....CAMPUS POLICE OFFICER (2012)  
JEREMY BLALOCK .....GROUNDSKEEPER (2016)  
ERIC BUNTYN.....GROUNDSKEEPER (2012)  
WILLIAM H. BURTON.....ASSISTANT CHIEF OF POLICE (2011)  
FREDERICK CAHILL.....CUSTODIAN (2014)  
CHARLES CLEVELAND.....HVAC/ELECTRICAL (2010)  
MARTY CRAWFORD.....CARPENTER/PLUMBER (2014)  
BOBBY CURRY.....FIRST SHIFT LEAD PERSON - CUSTODIAN (2011)  
MARILYN CURRY.....CUSTODIAN (2015)  
LONNIE EVANS.....CUSTODIAN (2008)  
CLIFFORD HARVILLE.....GROUNDSKEEPER (2012)  
EVA NELL HICKMON.....CUSTODIAN (2007)  
IDA JOHNSON.....WOMEN'S DORMITORY SUPERVISOR (2014)  
BENJAMIN LANGSTON .....CAMPUS POLICE OFFICER (2015)  
CHRISTOPHER MCSWAIN .....CUSTODIAN (2015)  
MICHAEL MCWHIRTER.....CAMPUS POLICE DISPATCHER (1996)  
LATONYA MILSAP.....CHILDCARE ATTENDANT (2014)  
STACY MONK .....CARPENTER/PLUMBER (2016)  
CAROLYN MOORE.....WOMEN'S DORMITORY SUPERVISOR (2014)  
MICHAEL MOORE.....CUSTODIAN, PHILADELPHIA-NESHOBA CENTER (1989)  
SANDRA MOORE.....CHILDCARE ATTENDANT (2016)  
GINA MOWDY.....CUSTODIAN (2008)  
SEAN MOWDY.....ATHLETIC FIELD MAINTENANCE &  
TRANSPORTATION SUPERVISOR (1996)  
BOBBY PATRICK.....CAMPUS SECURITY GUARD (1977)  
TIMOTHY PILGRIM.....PAINTER (2011)  
ARLEN SCOTT REED.....CAMPUS POLICE OFFICER (2012)  
WYNENA REED .....CUSTODIAN (2011)

## EAST CENTRAL COMMUNITY COLLEGE

CHRISTA ROBINSON.....CHILDCARE ATTENDANT (2003)  
DUSTIN SAVELL ..... GROUNDKEEPER (2016)  
ROD SEALS.....GROUNDKEEPER (2008)  
AARON SIBLEY.....HVAC /ELECTRICIAN (2009)  
MICHAELLE SMITH.....BOOKSTORE MANAGER (2002)  
MELISSA WARD.....CUSTODIAN (2010)  
SEBER WILLIAMS.....DAY /NIGHT CUSTODIAN & GROUNDS SUPERVISOR (2007)  
SILESA WILSON.....CUSTODIAN LEAD PERSON (1995)

## COUNCIL & COMMITTEE ASSIGNMENTS

### **Executive Council (also serves as the SACSCOC Leadership Team)**

Dr. Billy Stewart, Chairperson	Dr. Randall Lee
Dr. Teresa Houston	Mr. Mickey Vance
Mr. Bill Wagnon	Mr. David Case

### **Athletic Advisory Council (Ad Hoc) (7 members)**

Mr. Chris Harris, Chairperson	Ms. Laura Sullivan
Ms. Michelle Lee	Mr. Harold Hollingsworth
Ms. Paige Case	Two (2) Student-Athlete Representatives

### **Finance Council (11 members)**

Mr. Mickey Vance, Chairperson	Ms. Kimberly Mott
Ms. Dana McLain	Ms. Julie Rowzee
Mr. Matthew Riley	Mr. Chris Harris
Ms. Teresa Gordon	Mr. Artie Foreman
Ms. Laura Thorne	Mr. Derek Pace
Mr. Chris Bankston	

### **Institutional Research & Effectiveness Council (11 members)**

Mr. David Case, Chairperson	Dr. Sheryl Allen
Ms. Misty Smith	Ms. Sheri Anders
Dr. Christa Wilhite	Ms. Daniele Brock
Ms. Jerami Beard	Ms. Ruth Gregory
Dr. Lucretia Williams	Mr. Greg Holekamp
Mr. Curt Skipper	

### **Instructional Council (11 members)**

Dr. Teresa Houston, Chairperson	Ms. Misty Smith
Dr. Sheryl Allen	Mr. Leslie Hughes
Dr. Stacey Hollinsworth	Dr. Lucretia Williams
Ms. Regena Boykin	Dr. Christa Wilhite
Ms. Lanette Hanna	Mr. Wayne Eason
Mr. Ryan Clarke	



## EAST CENTRAL COMMUNITY COLLEGE

### **Public Information Council (11 members)**

Mr. Bill Wagnon, Chairperson  
Ms. Maria McLeod  
Ms. Pam Croswell  
Mr. Barry Karrh  
Mr. Chas Evans  
Ms. Romonica Evans

Ms. Melissa Allman  
Ms. Laura Ryals  
Mr. C.Q. Smith  
Ms. Martie Vaughn  
Mr. David LeBlanc

### **Student Services Council (11 members)**

Dr. Randall Lee, Chairperson  
Dr. Amanda Walton  
Mr. Chris Clark  
Mr. James Miller  
Mr. Jody Addy  
Ms. Lori Luke

Mr. Charles Jones  
Ms. Sharon Brooks  
Ms. Brenda Carson  
Dr. Stacey Hollingsworth  
Ms. Jenna Wright

### **Committees Reporting to the Finance Council**

#### **Budget Committee**

Ms. Laura Thorne, Chairperson  
Dr. Justin Sharp  
Ms. Tanya Boler  
Mr. Artie Foreman  
Mr. Norman Gillis

Mr. Luke Howell  
Ms. Elizabeth Minter  
Ms. Laura Ryals  
Ms. Amy Thompson

#### **Technology Planning Committee (Ad-Hoc)**

Mr. Derek Pace, Chairperson  
Mr. Jeffrey Hodges  
Ms. Pam Crosswell  
Ms. Ruth Gregory  
Mr. Kenneth Ethridge  
Mr. George Alexander

Mr. Thomas Fortenberry  
Ms. Judith Hurtt  
Ms. Joan Grimes  
Mr. Robert Savell  
Mr. Scott Brock

### **Committee Reporting to the Institutional Research & Effectiveness Council**

#### **SACSCOC Quality Enhancement Plan Committee**

Mr. David Case, Chairperson  
Dr. Teresa Houston  
Dr. Stacey Hollingsworth

Ms. Carol Shackelford  
Ms. Daniele Brock

## EAST CENTRAL COMMUNITY COLLEGE

### **Committees Reporting to the Instructional Council**

#### **Constitution Committee**

Mr. Madison Price, Chairperson

Mr. Brian White

#### **Curriculum Committee**

Ms. Wanda Hurley, Chairperson

Mr. Michael Miles

Mr. Ed Griling

Dr. Justin Sharp

Ms. Jennifer Savell

Ms. Sharon LeJeune-Fisher

Mr. Luke Howell

Ms. Melanie Pinter

Mr. Madison Price

#### **eLearning Committee**

Dr. Christa Wilhite, Chairperson

Ms. Cathy May

Dr. Stacey Hollingsworth

Ms. Renee Boggan

Ms. Mae Thornton

Mr. Chas Evans

Ms. Wanda Hurley

Mr. Thomas Fortenberry

Ms. Joan Grimes

Ms. Christy Ferguson

Mr. Leslie Hughes

#### **Faculty/Staff Development Committee**

Ms. Debra Hutchins, Chairperson

Ms. Kristie Pilgrim

Ms. Teresa Gordon

NURSING INSTRUCTOR

Ms. Kim Hardy

Mr. Jay Pacelli

Mr. Gerald Jordan

Mr. Cory Johnson

Ms. Debra Payton

Ms. Lisa Gorgas

Ms. Crystal Fitzgerald

Ms. Donna Hemphill

#### **Learning Resources Committee**

Mr. Leslie Hughes, Chairperson

Ms. Christy Ferguson

Mr. Jason Armstrong

NURSING INSTRUCTOR

Ms. Misty Smith

Ms. Elizabeth Minter

Ms. Theresa Cole

Dr. Talmage Graham

Ms. Patti Davis

One (1) Student Representative

Ms. Daniele Brock

#### **Literacy Committee**

Ms. Sherri Cliburn, Chairperson

Ms. Sharon LeJeune-Fisher

Mr. George Alexander

Ms. Lisa Lampton

Mr. Chris Clark

Ms. Melanie Pinter

Ms. Hannah Shirley

Ms. Rachel Tyson

Mr. Cody Spence

## EAST CENTRAL COMMUNITY COLLEGE

### **Success Center Advisory Committee**

Ms. Misty Smith, Chairperson  
Mr. Ryan Clarke  
Ms. Marcia Russell  
Mr. Michael Miles  
NURSING INSTRUCTOR  
Ms. Sherrell Brown

Mr. Ken Karcher  
Mr. Kevin Ryals  
Ms. Lynn Selman  
One (1) Freshman Student  
One (1) Sophomore Student

### **Committees Reporting to the Public Information Council**

#### **Beauty Pageant Committee**

Ms. LeAnn Shirley, Co-Chairperson  
Ms. Maria McLeod, Co-Chairperson  
Mr. John Everett  
Mr. Jeff Sorey  
Mr. Barry Karrh  
Ms. Aubrie Howell  
Mr. Bill Wagnon  
Ex Officio – Yearbook Editor and  
One (1) Student Representative

Ms. Paige Case  
Ms. Amy Thompson  
Ms. Daniele Brock  
Ms. Stacey Pollock  
Ms. Kristie Pilgrim  
Mr. Ronald Westbrook  
Ms. Mae Thornton

#### **Homecoming Steering Committee** (All college employees serve in some capacity on sub-committees)

Mr. David LeBlanc, Chairperson  
Dr. Billy Stewart  
Dr. Teresa Houston  
Ms. Teri Killens  
Mr. Leslie Hughes  
Mr. Mickey Vance  
Mr. Ryan Clarke  
Mr. David Case  
Mr. Chris Harris  
Mr. Bill Wagnon  
Ms. Maria McLeod  
Ms. Carole Germany  
Mr. Ed Girling  
Ms. Emilie Smith

Dr. Randall Lee  
Ms. Debra Payton  
Ms. LeAnn Shirley  
Ms. Renee Boggan  
Ms. Tanya Boler  
Mr. Artie Foreman  
Ms. Elizabeth Minter  
Ms. Lisa Gainey  
Ms. Cathryn May  
Mr. Derek Pace  
Mr. Wayne Eason  
Mr. Scott Hill  
Ms. Susan Fox-Smith

### **Committees Reporting to the Student Services Council**

#### **Admissions Committee (Ad-Hoc)**

Dr. Stacey Hollingworth, Chairperson  
Ms. Amy Denson  
Mr. Gerald Jordan

Mr. Dennis Alexander  
Ms. Laura Ryals

## EAST CENTRAL COMMUNITY COLLEGE

### **Discipline Committee (Ad-Hoc)**

Mr. Kenneth Ethridge, Chairperson  
Ms. Lanette Hanna  
Ms. Marcia Russell

Mr. Jordan Robinson  
One (1) Student Representative  
Dr. Randall Lee, Ex-Officio

### **Emergency Preparedness Committee (Ad-Hoc)**

Dr. Billy Stewart, Chairperson  
Mr. Mickey Vance  
Dr. Randall Lee  
Mr. Bill Wagnon  
Mr. John Harris  
Ms. Nancy Jones

Mr. Robert Thompson  
Mr. James Miller  
Mr. Derek Pace  
Mr. Artie Foreman  
Mr. Chris Harris

### **Financial Aid Appeals Committee (Ad-Hoc)**

Ms. Bridgett Hitt, Chairperson  
Dr. Randall Lee

Ms. Jennifer Savell

### **Recruitment and Retention Committee (Ad-Hoc)**

Dr. Randall Lee, Chairperson  
Ms. Jennifer Savell  
Ms. Sherrell Brown  
Mr. Ryan Clarke  
Mr. Wayne Eason  
Ms. Romonica Evans  
Ms. Jerami Beard  
ASSISTANT SOFTBALL COACH  
Mr. Bill Wagnon  
Mr. Robert Kilpatrick

Dr. Sheryl Allen  
Ms. Maria McLeod  
Mr. Derek Pace  
Ms. Carol Shackelford  
Dr. Teresa Houston  
Dr. Billy Stewart  
Mr. Mickey Vance  
Dr. Amanda Walton  
SBA President  
Warrior Corps President

### **Safety Committee**

Mr. James Miller, Chairperson  
Ms. Denise Riley  
Mr. Mickey Mays  
Mr. Ryan Clarke  
Mr. Artie Foreman  
Ms. Aubrie Howell

Dr. Randall Lee  
Mr. John Harris  
Mr. Gray Massey  
Ms. Valerie Nicholson  
Ms. Laura Thorne

### **Scholarship Committee**

Dr. Randall Lee, Chairperson  
Ms. Brenda Carson  
Ms. Wanda Hurley  
Ms. Theresa Cole

Mr. David LeBlanc  
Ms. Cathryn May  
Mr. Mickey Vance

## EAST CENTRAL COMMUNITY COLLEGE

### **Student Activities Committee**

Dr. Amanda Walton, Chairperson

Mr. Scott Hill

Mr. Luke Howell

NURSING INSTRUCTOR

Ms. Kristin Chaney

Mr. Neal Holliman

Mr. Crandal Porter

Mr. Kenneth Thompson

SBA President



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## NOTES

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