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Catalog 2015-2016
North Central Texas College is accredited by The Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates of Completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404)679-4500 for questions about the accreditation of North Central Texas College.

**BULLETIN • Volume 79**  
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**NOTICE:** All information printed in this edition of the Bulletin of North Central Texas College is subject to change by the Board of Regents and Administration. Every effort is made to make the information contained herein as complete and accurate as possible; however, changes may occur at any time in requirements, deadlines, fees, curricula, courses listed/offered and times offered. Course numbers and descriptions may change from previous Bulletins/Schedules/Catalogs, and such changes will be on record in the offices of the Vice President of Instruction, the Instructional Deans, Vice President of Student Services and Vice President of Financial Services.

### This We Believe…

#### Statement of Core Values

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

**Affordable, Quality Education**

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

**Stimulating Learning Environments**

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

**Integrity**

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

**Innovation**

NCTC embraces creative ideas and challenging initiatives.

**Cohesive Relationships**

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

**Encouragement**

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

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

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

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

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

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

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

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

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

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

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

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

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

RELIGIOUS HOLY DAYS: In compliance with Texas Education Code, Section 51.911, North Central Texas College allows a student who is absent from class for the observance of a religious holy day to make up the classwork for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15th calendar day of the semester.

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

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

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

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

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

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

For information about your rights or about grievance procedures, contact the Vice-President of Student Services,
North Central Texas College, 1525 W. California Street, Gainesville, TX, 76240, (940)668-4240.
## ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Calendar Event</th>
<th>Fall 2015 Description</th>
<th>October 18</th>
<th>October 19</th>
<th>October 19</th>
<th>October 19</th>
<th>October 26</th>
<th>October 27</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>Summer Four Day Work Week Begins: Monday - Thursday 7:30 AM to 5:30 PM</td>
<td>Last Day of 100% Refund for Courses Dropped</td>
<td>Classes begin Add/Drop for 2nd 8 Week Session</td>
<td>Final Grades, Attendance Rosters &amp; Grade Rolls due at Noon for 1st 8 Week Session</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>June 15</td>
<td>Registration Begins</td>
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</tr>
<tr>
<td>July 2</td>
<td>4th of July Holiday Observed - College Closed</td>
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<td></td>
<td></td>
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<tr>
<td>August 3</td>
<td>College Five Day Work Week Resumes</td>
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</tr>
<tr>
<td>August 7</td>
<td>Staff In-Service-College Closed</td>
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<tr>
<td>August 11</td>
<td>Priority Admission Application Date</td>
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<tr>
<td>August 15 &amp; 22</td>
<td>Saturday Campus Hours 9am-1 pm(Gainesville and Corinth Campuses Only)</td>
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</tr>
<tr>
<td>August 18</td>
<td>Deadline for Registration Approval</td>
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</tr>
<tr>
<td>August 17 - 21</td>
<td>Late Registration</td>
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<tr>
<td>August 17</td>
<td>Faculty In-Service</td>
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<tr>
<td>August 23</td>
<td>Last Day of 100% Refund for Courses Dropped</td>
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<tr>
<td>August 24</td>
<td>Classes Begin</td>
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<tr>
<td>August 24 &amp; 25</td>
<td>Add/Drop for Current Students Only*</td>
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<tr>
<td>August 31</td>
<td>Official Date of Record for 1st 8 Week</td>
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<tr>
<td>September 1</td>
<td>Start Date for Assigning W Grade for Courses Withdrawn</td>
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</tr>
<tr>
<td>September 7</td>
<td>Labor Day Holiday – College Closed</td>
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</tr>
<tr>
<td>September 9</td>
<td>Official Date of Record</td>
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<tr>
<td>September 10</td>
<td>Start Date for Assigning W Grade for Courses Withdrawn</td>
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<tr>
<td>September 28</td>
<td>Last Day to withdraw from a class with a grade of ('W') for 1st 8 Week</td>
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<tr>
<td>October 6</td>
<td>Priority Admission Application Date for 2nd 8 Week Session</td>
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<tr>
<td>October 13</td>
<td>Deadline for Registration Approval 2nd 8 Week Session</td>
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</tr>
<tr>
<td>October 16</td>
<td>Late Registration for 2nd 8 Week Session</td>
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<tr>
<td>October 16</td>
<td>Term Ends for 1st 8 Week</td>
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</tr>
</tbody>
</table>

*Add/Drop is available to students who complete registration approval by the deadline. However, extensions of add/drop may be granted to eligible students who meet pre-approved causes for exceptions: (1) a course has not yet met; (2) NCTC error. Any extension request for reasons other than these listed requires approval by an Instructional Dean or Vice President of Instruction.

## Mini-Mester 2015 (Only Online Classes Offered)

<table>
<thead>
<tr>
<th>Calendar Event</th>
<th>Mini-Mester 2015 (Only Online Classes Offered)</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>December 1</td>
<td>Priority Admission Application Date</td>
</tr>
</tbody>
</table>
December 8  | Deadline for Registration Approval
December 11 | Late Registration – All Campuses
December 13 | Last Day of 100% Refund for Courses Dropped
December 14 | Classes Begin
December 14 | Add/Drop
December 16 | Official Date of Record
December 18 | Official Date of Record for online courses
December 25 | Christmas Holiday Observed-College Closed
December 30 | Last day to withdraw from a class with a grade of 'W'
January 9  | Final Exams
January 12 | Final Grades, Attendance Rosters & Grade Rolls due at Noon

<table>
<thead>
<tr>
<th>Calendar Event</th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 16</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>Dec 21 - Jan 1</td>
<td>Christmas &amp; New Year's Holiday - College Closed</td>
</tr>
<tr>
<td>January 11-15</td>
<td>Late Registration</td>
</tr>
<tr>
<td>January 12</td>
<td>Deadline for Registration Approval</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Holiday Observed - College Closed</td>
</tr>
<tr>
<td></td>
<td>Last Day for 100% Refund for Courses Dropped</td>
</tr>
<tr>
<td>January 19</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 19 &amp; 20</td>
<td>Add/Drop for Approved Students Only*</td>
</tr>
<tr>
<td>February 3</td>
<td>Official Date of Record</td>
</tr>
<tr>
<td>February 4</td>
<td>Start Date for Assigning W Grade for Courses Withdrawn</td>
</tr>
<tr>
<td>February 22</td>
<td>Last Day to withdraw from a class with 'W' for 1st 8 Week Session</td>
</tr>
<tr>
<td>March 1</td>
<td>Priority Admission Application Date</td>
</tr>
<tr>
<td>March 8</td>
<td>Deadline for Registration Approval</td>
</tr>
<tr>
<td>March 11</td>
<td>Late Registration for 2nd 8 Week Session</td>
</tr>
<tr>
<td>March 20</td>
<td>Last Day of 100% Refund for Courses Dropped for 2nd 8 Week Session</td>
</tr>
<tr>
<td>March 21</td>
<td>Classes Begin for 2nd 8 Week SessionAdd/Drop</td>
</tr>
<tr>
<td>March 28</td>
<td>Official Date of Record for 2nd 8 Week Session</td>
</tr>
<tr>
<td>March 29</td>
<td>Start Date for Assigning W Grade for Courses Withdrawn for 2nd 8 Week Session</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to withdraw from a class with a grade of 'W'</td>
</tr>
<tr>
<td>April 25</td>
<td>Last day to withdraw from a class with a grade of 'W' for 2nd 8 Week Session</td>
</tr>
<tr>
<td>May 7</td>
<td>Final exams for Saturday courses</td>
</tr>
<tr>
<td>May 9-12</td>
<td>Final exams (see final exam schedule)</td>
</tr>
<tr>
<td>May 13</td>
<td>Commencement Ceremonies</td>
</tr>
<tr>
<td>May 13</td>
<td>Term Ends</td>
</tr>
<tr>
<td>May 16</td>
<td>Final Grades, Attendance Rosters &amp; Grade Rolls due at Noon</td>
</tr>
</tbody>
</table>

*Add/Drop is available to students who complete registration approval by the deadline. However, extensions of add/drop may be granted to eligible students who meet pre-approved causes for exceptions: (1) a course has not yet met; (2) NCTC error. Any extension request for reasons other than these listed requires approval by an Instructional Dean or Vice President of Instruction.

<table>
<thead>
<tr>
<th>Calendar Event</th>
<th>May-Mester 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 17</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>May 3</td>
<td>Priority Admission Application Date</td>
</tr>
<tr>
<td>May 10</td>
<td>Deadline for Registration Approval</td>
</tr>
<tr>
<td>May 13</td>
<td>Late Registration</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day for 100% Refund for Courses Dropped</td>
</tr>
<tr>
<td>May 16</td>
<td>Classes BeginAdd/Drop for Current Students Only*</td>
</tr>
<tr>
<td>May 17</td>
<td>Official Date of Record</td>
</tr>
<tr>
<td>May 18</td>
<td>Start Date for Assigning W Grade for Courses Withdrawn</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>-----------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day Holiday - Classes Dismissed – College Closed</td>
</tr>
<tr>
<td>May 26</td>
<td>Last Day to withdraw from a class with a grade of “W”</td>
</tr>
<tr>
<td>June 3</td>
<td>Final Exams – administered during class; Term ends</td>
</tr>
<tr>
<td>June 4</td>
<td>Final Grades, Attendance Rosters &amp; Grade Rolls due at Noon</td>
</tr>
<tr>
<td></td>
<td>Calendar</td>
</tr>
<tr>
<td>April 15</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>May 24</td>
<td>Deadline for Registration Approval</td>
</tr>
<tr>
<td>May 31-June 2</td>
<td>Late Registration</td>
</tr>
<tr>
<td>June 6</td>
<td>Summer Four Day Work Week Begins</td>
</tr>
<tr>
<td>June 6</td>
<td>Last Day for 100% Refund for Courses Dropped</td>
</tr>
<tr>
<td>June 6</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>June 6-7</td>
<td>Add/Drop for Current Students Only*</td>
</tr>
<tr>
<td>June 9</td>
<td>Official Date of Record</td>
</tr>
<tr>
<td>June 10</td>
<td>Start Date for Assigning W grade for Courses Withdrawn</td>
</tr>
<tr>
<td>June 29</td>
<td>Last day to withdraw from a class with a grade of 'W'</td>
</tr>
<tr>
<td>July 4</td>
<td>4th of July Holiday Observed - College closed</td>
</tr>
<tr>
<td>July 7</td>
<td>Final exams administered during class; Term Ends</td>
</tr>
<tr>
<td>July 11</td>
<td>Final Grades, Attendance Rosters &amp; Grade Rolls due at Noon</td>
</tr>
<tr>
<td></td>
<td>Calendar</td>
</tr>
<tr>
<td>April 15</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>June 6</td>
<td>Summer Four Day Work Week Begins: Monday-Thursday 7:30 PM to 5:30 PM</td>
</tr>
<tr>
<td>June 30</td>
<td>Priority Application Date</td>
</tr>
<tr>
<td>July 5</td>
<td>Deadline for Registration Approval</td>
</tr>
<tr>
<td>July 5-7</td>
<td>Late Registration</td>
</tr>
<tr>
<td>July 10</td>
<td>Last Day for 100% Refund for Courses</td>
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<td></td>
<td>Calendar</td>
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<tr>
<td>April 15</td>
<td>Registration Begins</td>
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<tr>
<td>May 24</td>
<td>Priority Application Date</td>
</tr>
<tr>
<td>May 31-June 2</td>
<td>Late Registration</td>
</tr>
<tr>
<td>June 5</td>
<td>Last Day of 100% Refund for Courses Dropped</td>
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<tr>
<td>June 6</td>
<td>Summer Four Day Work Week Begins: Monday-Thursday 7:30 AM to 5:30 PM</td>
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<td>June 6</td>
<td>Classes Begin</td>
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<tr>
<td>June 6-7</td>
<td>Add/Drop for Current Students Only*</td>
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<tr>
<td>June 23</td>
<td>Official Date of Record</td>
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<td>June 24</td>
<td>Start Date for Assigning W grade for Courses Withdrawn</td>
</tr>
<tr>
<td>July 2</td>
<td>4th of July Holiday Observed – College Closed</td>
</tr>
<tr>
<td>July 27</td>
<td>Last day to withdraw from a class with a grade of “W”</td>
</tr>
<tr>
<td>August 1</td>
<td>College Five Day Work Week Resumes</td>
</tr>
<tr>
<td>August 11</td>
<td>Final exams administered during class; Term ends</td>
</tr>
<tr>
<td>August 15</td>
<td>Final Grades, Attendance Rosters &amp; Grade Rolls due at Noon</td>
</tr>
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## COLLEGE PERSONNEL

### BOARD OF REGENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Bill Ledbetter</td>
<td>Chairman</td>
<td>2017</td>
</tr>
<tr>
<td>Karla Metzler</td>
<td>Member</td>
<td>2021</td>
</tr>
<tr>
<td>Jon Grimes</td>
<td>Secretary</td>
<td>2021</td>
</tr>
<tr>
<td>Patsy Wilson</td>
<td>Member</td>
<td>2021</td>
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<tr>
<td>Richard Haayen</td>
<td>Member</td>
<td>2017</td>
</tr>
<tr>
<td>Christy Morris</td>
<td>Member</td>
<td>2019</td>
</tr>
<tr>
<td>Matt Chalmers</td>
<td>Member</td>
<td>2019</td>
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<tr>
<td>Dr. Bill Ledbetter</td>
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<tr>
<td>Karla Metzler</td>
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<td>Jon Grimes</td>
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<td>Patsy Wilson</td>
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<td>Matt Chalmers</td>
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</tbody>
</table>

### President's Leadership Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Brent Wallace</td>
<td>President</td>
<td>B.B.A., Hardin-Simmons U.; M.A., Abilene Christian U.; Ph.D., Texas Tech U.</td>
</tr>
<tr>
<td>Dr. Andrew Fisher</td>
<td>Vice President of Instruction-Chief Academic Officer</td>
<td>B.A., U. of North Texas; M.S., Texas A&amp;M U. Commerce; Ed.D., Texas A&amp;M U. Commerce</td>
</tr>
<tr>
<td>Dr. Billy Roessler</td>
<td>Vice President of Student Services</td>
<td>B.A., M.S., Ph.D. U. of North Texas</td>
</tr>
<tr>
<td>Dr. Janie Neighbors</td>
<td>Vice President of Finance and Administrative Services</td>
<td>A.S., North Central Texas College; B.S., M.B.E., U. of North Texas; Ed.D., Texas A&amp;M U. Commerce</td>
</tr>
<tr>
<td>Debbie Sharp</td>
<td>Vice President of Institutional Advancement &amp; External Relations</td>
<td>B.S., M.S., U. of North Texas</td>
</tr>
<tr>
<td>Dr. Emily Klement</td>
<td>Associate Vice President of Academic Partnerships, Bowie/Graham Campus</td>
<td>B.S., M.Ed., Ed.D., U. of North Texas</td>
</tr>
<tr>
<td>Bill Winans</td>
<td>Associate Vice President of Human Resources and Organizational Development</td>
<td>M.B.A, Excelsior College</td>
</tr>
<tr>
<td>Robbie Baugh</td>
<td>Associate Vice President of Operations</td>
<td>B.B.A., U. of North Texas; M.B.A., U. of Mary Hardin-Baylor</td>
</tr>
<tr>
<td>David Brown</td>
<td>Senior Director Institutional Research and Strategic Planning</td>
<td>B.S., M.B.A., U. of North Texas</td>
</tr>
</tbody>
</table>

### Deans and Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Sara Alford</td>
<td>Dean of Math and Sciences</td>
<td>A.S., Angelina College; B.S., Stephen F. Austin U.; M.S., Texas A&amp;M U. Commerce.</td>
</tr>
<tr>
<td>M. Gie Archer</td>
<td>Dean of Health Sciences</td>
<td>A.D.N., Midway College; B.S., M.S., Texas Woman’s Univ.</td>
</tr>
<tr>
<td>Keith Bailey</td>
<td>Associate Dean of Math &amp; Physics</td>
<td>B.A., U. of Texas Austin; M.S., U. of North Texas</td>
</tr>
<tr>
<td>Kim Birdwell</td>
<td>Director of Graham Campus</td>
<td>B.S., Texas Tech U.</td>
</tr>
<tr>
<td>Jessica Carlile</td>
<td>Dean of Lifelong Learning</td>
<td>B.S., M.Ed. Texas Woman's Univ.</td>
</tr>
<tr>
<td>Melinda Carroll</td>
<td>Director of Admissions/Registrar</td>
<td>B.S., U. of Texas Arlington</td>
</tr>
<tr>
<td>Denise Cason</td>
<td>Chief Information Officer</td>
<td>A.S., North Central Texas College; B.S., Bellevue Univ.</td>
</tr>
<tr>
<td>Roy Culberson</td>
<td>Dean of Denton County Campuses</td>
<td>B.A., M.Ed., U. of Texas at El Paso</td>
</tr>
<tr>
<td>Jose DaSilva</td>
<td>Director of Bowie Campus</td>
<td>B.S., M.S., Florida State U.</td>
</tr>
<tr>
<td>Dr. Roxanne Del Rio</td>
<td>Associate Dean of Denton County Campuses</td>
<td>A.A., Del Mar College; B.A., Corpus Christi State Univ.; M.P.A., U. of North Texas</td>
</tr>
<tr>
<td>Jessica DeRoche</td>
<td>Director of Flower Mound Campus</td>
<td>B.A., M.Ed., U. of North Texas</td>
</tr>
<tr>
<td>James Fitch</td>
<td>Director of Campus Security and Emergency Management</td>
<td>M.S., Sam Houston State Univ.</td>
</tr>
<tr>
<td>Tracey Fleniken</td>
<td>Director of Counseling &amp; Testing</td>
<td>B.A., McNeese State Univ.; M.A., Texas Woman's Univ.</td>
</tr>
<tr>
<td>Daisy Garcia</td>
<td>Director of Student Life</td>
<td>A.A.S.; B.B.A., U. of North Texas</td>
</tr>
<tr>
<td>Dr. Larry Gilbert</td>
<td>Dean of English and Social Sciences</td>
<td>B.S., Texas Tech U.; M.Ed., Tarleton State U.; Ed.D., Texas Tech U.</td>
</tr>
<tr>
<td>Van Hedrick</td>
<td>Athletic Director, Head Softball Coach, Dept Chair Physical Education</td>
<td>A.S., Vernon Regional Jr. College; B.A., M.A., Tarleton State Univ.</td>
</tr>
</tbody>
</table>
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Catherine J. Keeler, Director of Small Business Dev. Center
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B.M., U. of Central Oklahoma; M.M., U. of North Texas

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B.S., Langston U.

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B.A., Miami U.; M.A., U. of Texas at Tyler; J.D., U. of Texas

Gloria Prince, Cosmetology  
Certificate, Amarillo College of Hairdressing

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Janis Smith, Surgical Technology  
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Sherry Smith, Biology  
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Jill Swarner, Speech  
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Thom Talbott, Dept. Chair, Performing Arts  
B.A., Baker University; M.A., Texas Woman’s U.

Becky Terrell, Equine Science  
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Erica Thompson, English  
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Chaminda Unantenne, Associate Degree Nursing  
B.S.N. Baylor U.; M.S. Texas Wesleyan Univ.

Dr. Pietro Vargas, Spanish  

Brian Waddell, Tennis Coach, Physical Education  
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Tiffani Walker, Radiological Technology, Clinical Coordinator  
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Dr. Emily White, English  
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Amy Whiting, Chemistry  
B.S., U. of Mary Hardin Baylor; M.S., U. of Notre Dame

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

Azriel Wilson, Mathematics & Physics  
B.S., M.S., Texas Woman’s U.

Amy Wise, Simulation (SIM Lab)  
Certificate, North Central Texas College

Kevin Wood, Chemistry  
A.A., Weatherford College; B.S., Tarleton State U.; M.S., Texas Woman’s U.

Crystal R.M. Wright, Dept. Chair, History, Humanities, Philosophy  
B.S., M.A., U. of North Texas

Eric Wright, Asst. Baseball Coach, Physical Education  
A.S., Panola Junior College; B.S., Sul Ross State U.; M.Ed., U. of Texas Pan-American

Dr. J. Christopher M. Wreh, I, Economics  
M.B.A., Prairie View A&M U. of Texas; M.A., U. of Texas–Dallas; Ph.D., Utah State U.

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

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

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

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

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

1. A quality general education curriculum in all associate degree programs.
2. Quality freshman and sophomore level courses in arts and sciences which parallel the lower division offerings of four-year colleges and universities.
3. Quality technical programs leading directly to careers in semi-skilled and skilled occupations, and quality technical education program up to two years in length leading to certificates and associate degrees.
4. Quality, flexible, and responsive continuing education programs including workforce training, customized business & industry training, community education programs, and community service programs for occupational and entrepreneurial skills enhancement and/or cultural enrichment.
5. Assistance to students in achieving their educational goals by making available quality student and educational support services.
6. Quality programs and services in support of adult literacy and basic skills development as a means of workforce enhancement and expanding access to higher education.
7. A systematic, broad-based planning, research, and evaluation process, the ongoing pursuit of institutional effectiveness and continuous improvement among programs, services, and personnel.
8. A qualified, competent faculty, staff, and administration who are dedicated to carrying out the role, scope, and mission of the institution as adopted by the Board.

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

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

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

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

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

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

**Innovation**

NCTC embraces creative ideas and challenging initiatives.

**Cohesive Relationships**

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

**Encouragement**

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

**History**

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

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

**Gainesville Campus**

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

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

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

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

The college also maintains a 110-acre Experimental Farm and Beef Cattle Evaluation Center near Gainesville, as well as an Equine Center adjacent to the main campus with facilities including stables, barns, indoor and outdoor arenas, paddocks and pasture.

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

**Corinth Campus**

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

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

**Pinnell Square**

While the Corinth Campus is centrally located in Denton County, NCTC also has satellite locations throughout the area to better serve students. NCTC has expanded to Pinnell Square, directly across from the Corinth Campus. Located in Pinnell Square are NCTC’s Surgical Technology Program Vocational Nursing, EMS Career Connection Center, Lifelong Learning, RITA Grant and the Business Development Center.

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

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

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

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

Graham Campus

In November 2009, the citizens voted to join the NCTC service area and to approve a branch campus maintenance tax to support the maintenance and operations of the campus.

The Graham Knowledge Base Foundation funded the renovation of the former Shawnee Elementary Campus and created the facilities the technology and distance education capabilities for instruction and workforce training. The facility has over 49,800 square feet of instructional and administrative space, including a large lecture hall, performance stage, distance education classrooms, state-of-the-art culinary arts center, and a computer lab.

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

Flower Mound Campus

The Parker Square location serves as a centralized higher education center in the southern portion of Denton County. It complements the NCTC Corinth Campus located in central Denton County.

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

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

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

Small Business Development Center

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

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

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

Public Service

North Central Texas College responds to the special needs and interests of the public, but it realizes that all these needs and interests cannot be served solely in a formal classroom setting through the traditional academic curricula. Members of the community at large are welcome on campus at any time and are given access to many college facilities and services, such as the library, free of charge. Other facilities and services, including space for meetings, workshops and similar activities, are made available at minimal charges. For information contact the office of the Dean of Administrative Services at (940)668-4201. Or you may visit the NCTC website, www.nctc.edu.
Specialized facilities allied with the college’s instructional programs also are made available to the community as a public service. Examples include the Beef Cattle Evaluation Center, the Equine Science Center and the Horticulture Greenhouse, all affiliated with the college’s Department of Agriculture. Public access to college athletic facilities, such as Lions Field House and the Robert Chaloupecky Tennis Center is also available.

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

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

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

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

Directory information is defined as:

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

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

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

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

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

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

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

Admission Requirements

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

1. Application For Admissions: Forms may be submitted by using the online application at: www.nctc.edu under the admissions link or by using the ApplyTexas Application at: www.applytexas.org. Paper applications may be downloaded from the admissions page of the NCTC website or obtained from the NCTC Admissions Office. An application for admission is required prior to completing College 101 or the Texas Success Initiative Assessment.

2. Official Transcripts: As applicable, an official high school transcript or notarized home school academic record with date of graduation, documentary proof of GED certification or, in the case of a transfer student, official transcript(s) reflecting all work taken from all regionally accredited institutions of higher education must be on file in the Office of Admissions and Registrar by the official date of record at North Central Texas College. All transcripts submitted become the property of NCTC and cannot be returned. Only copies of the documents will be supplied upon request.

3. Residency: For tuition purposes, students who enroll in North Central Texas College will be classified in one of three categories: in-district resident, in-state resident, or out-of-state (non-resident of Texas). The residency status of each student applying at NCTC is determined during the admissions process, based upon documentary evidence available to make that decision.

The following definitions briefly describe the residency requirements specified in Texas statutes and in rules and regulations of the Texas Higher Education Coordinating Board.

a. In-district residents reside in Cooke County or Graham ISD and who has been a resident of Texas (as defined by the State of Texas) for the 12 months preceding the date of registration.

b. In-state residents reside in a Texas county other than Cooke County or Graham ISD and who has been a resident of Texas (as defined by the State of Texas) for the twelve months preceding the date of registration.

c. Out-of-state residents pertains to a student under eighteen years of age who lives away from his/her family and whose family resides in another state or whose family has not resided in Texas for the twelve months preceding the date of registration, or a student eighteen years of age or over who resides out of Texas or who has not been a resident of the state for the twelve months preceding the date of registration.

d. Residency reclassification must be completed prior to the official date of record of the current semester. Failure to provide such documentary proof will result in the applicant being classified as a non-Texas resident for tuition/fee assessment purposes. Students needing additional information about residency determination should contact the campus Office of Admissions and Registrar.

4. College 101/New Student Orientation: All new students to North Central Texas College must complete the College 101/New Student Orientation. College 101 is required prior to taking the Texas Success Initiative Assessment.

5. Texas Success Initiative (TSI) Assessment: Students may be granted a partial exemption for TSI placement testing based on scores from ACT, SAT, Exit-Level TAKS, or STAAR exams for either Reading/Level Writing or Math. Partial exemptions are only granted on tests taken on or after April 2004. Composite or combined scores (ACT or SAT) must be met first on the same test date, then scores in subject areas are reviewed to determine a partial exemption.

6. Health Records: North Central Texas College acknowledges the Texas Department of Health’s request that all students have proper health inoculations and records. The College stresses the importance for all students to update their personal inoculations, especially those for mumps, measles, and rubella. The College reserves the right to request from each student such inoculation records to be placed in their personal student file should the Texas Department of Health
mandate such a requirement. Students in Health Occupations programs are required to be immunized against Hepatitis B. Students enrolled in a specific course may be required to show proof of major medical health insurance.

**Important Note on Bacterial Meningitis Vaccination**

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

7. **Admission to Health Science/Nursing Programs:**

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

**Methods of Admission**

1. **Freshmen/GED:** Students enrolling in college for the first time may apply for admission based on one of the following categories:
   a. Students who graduate from an accredited public or private high school must submit an official high school transcript showing the date of graduation.
   b. Students who have completed a non-traditional secondary education course of study in a non-accredited private school setting, including home school, must submit a notarized academic record indicating the curriculum completed and graduation date from an accredited agency.
   c. Students who have satisfactorily completed the Test of General Education Development (GED) must submit official GED test scores or an official GED certificate. Copies will not be accepted.

North Central Texas College will not recognize a student as a high school graduate who has obtained a diploma through a school or online program that requires only payment of a few with little or no coursework requirements. Determination of the legitimacy of these diplomas will be at the discretion of the Office of Admission and Registrar. Graduates of such programs will be considered for admission on an individual approval basis (see Individual Approval section below).

2. **Dual Credit:** Dual credit refers to courses taught by NCTC in which students are eligible to receive college and high school credit simultaneously. Courses are limited to those applicable to high school graduation requirements. Eligibility requirements are as follows:
   a. Only high school students who have met all the eligibility requirements (academic and behavioral) and who are recommended by the high school principal are eligible to enroll in dual credit courses. Students must be college ready as evidenced by TSI-Assessment scores and have a high school GPA of "B" or higher. To remain eligible, students must maintain a "C" or higher in each dual credit course.
   b. To be eligible for dual credit courses, students must hold junior standing in high school. Students may be eligible for dual credit courses during the summer prior to their junior year of high school.
   c. Home or private schooled student may enroll in dual credit courses. All Dual Credit requirements apply.
   d. Apply online submitting the Apply Texas Application found at: www.applytexas.org. Paper applications may be downloaded from the Admissions page of the NCTC web site or obtained from the Admissions Office.
   e. All dual credit student to North Central Texas College must complete the Dual Credit 101 Orientation.
   f. All potential Dual Credit students that are enrolled in a Texas Public high school must pass the section of the TSI-Assessment that is associated with the course they want to take. All potential Dual Credit students must meet TSI eligibility requirements. Minimum passing scores for the new statewide TSI-Assessment are:
      - Mathematics — 350
      - Reading — 351
      - Writing — Essay Score of 5 or Essay Score of 4 combined with a Multiple Choice Score of 363
   g. Specific information on testing exemptions based on scores from STAAR, ACT, SAT, PLAN and PSAT can be found on the admissions/dual credit web page of NCTC. Students registering for dual credit must submit proof of Meningitis immunization. The vaccination is required for all dual credit students that attend classes on the NCTC campus and online classes. Presently, students registering for courses offered on their high school campus are not required to submit proof of meningitis immunization.
   h. The class load of a high school student shall not exceed two dual credit courses per semester (fall, spring, and summer). However, the NCTC Chief Academic Officer may grant exceptions to this requirement as allowed by the THECB
3. **Special Admissions**: Special Admissions refers to Freshman or Sophomores who wish to apply through a special admit process. Students must pass the reading and writing portions of the TSI Assessment, submit an official high school transcript or notarized home or private school academic record to date, along with written approval from the high school principal and/or counselor. Collegiate Academy Special Admissions refers to partnerships between NCTC and designated schools. These students must meet the Admission requirements for this program as agreed upon with the partnered schools.

4. **Early Admissions**: Early Admissions refers to students who have successfully completed their junior year of high school. Students must submit an official high school transcript or notarized home or private school academic record to date, along with written approval from their high school principal or counselor. Students must also meet requirements for TSI and complete the College 101/New Student Orientation. Students can choose Early Admissions or Dual credit, but cannot be in both programs at the same time.

5. **Individual Approval**: This method of admission may be selected by non-high school graduates or GED completers. Students admitted through individual approval must sign a waiver stating that they understand they will be ineligible for financial aid without a GED or high school diploma. In addition to this, there are certain special admission programs that require a GED or high school diploma. It is the student's responsibility to check the requirements for the program to which he/she is applying.

6. **College Transfer**: Students previously enrolled at another accredited institution of higher education are eligible for admission. Credit will be awarded for prior course work according to the following conditions:
   a. Transfer applicants are considered for admission to North Central Texas College first on the basis of having received sufficient credit to demonstrate ability to make satisfactory progress.
   b. **Transfer Credit Evaluation**: Transfer of credit from another institution involves consideration of accreditation, comparability of course work, and applicability of that course work to a degree program.
      i. Course work from regionally accredited institutions can be evaluated without a written request. However, students are encouraged to submit a completed Transcript Evaluation Form to the Registrar's Office to expedite evaluation.

1. Official transcript(s) reflecting all work taken from all regionally accredited institutions of higher education, as well as placement scores or TSI status, must be on file in the NCTC Office of Admissions and Registrar by the official day of record of the student's first semester. If transcripts are not received by this time, then there will be an academic hold placed on the student's account.

2. Credit for courses equivalent to those listed in the NCTC catalog will be given for credit earned at a regionally accredited institution of higher education. Courses noted as meeting core requirements at a Texas public institution will be evaluated and transferred in as satisfying the specific core component.

3. Credit for equivalent courses will be awarded, according to the previously mentioned procedure, for courses that are specific to the student’s degree program. A minimum of 18 semester hours must be taken in residence before a degree can be awarded by North Central Texas College.

4. Official course descriptions from out-of-state colleges previously attended may be needed to determine transfer credit toward equivalent course work. If a determination is unable to be determine, further recommendation will be required from the appropriate instructional area.

5. Credit for all non-equivalent courses, which includes course work not listed in the core curriculum or general education requirements, will be awarded up to 18 hours of general elective credits to apply toward degree completion.

6. All courses attempted on an official transcript will be considered as part of the academic history subject to evaluation. Grades of “D” may not meet degree requirements based on departmental requirements.

7. The Office of Admissions & Registrar determines the total number of semester hours as well as grade points to be transferred. Students who complete the "Transcript Evaluation" form will be informed of their transfer credit four to six weeks after submitting the request. Student's transcripts may be evaluated administratively for financial aid purposes.
ii. Course work completed from non-regionally accredited institutions will be evaluated after a written request has been submitted by the student along with required documentation.

1. Students with credit from non-regionally accredited institutions of higher education should submit an official transcript with course descriptions, learning outcomes and faculty credentials to the Office of Admissions and Registrar for instructional review.

2. The official transcript from institutions not regionally accredited only need to be submitted if a transcript evaluation for equivalent courses is needed.

3. Foreign transcripts or credentials will not be evaluated or accepted for transfer coursework.

c. PE courses may be waived for military service or for medical reasons. Required documentation include the student’s DD214 indicating six months of active duty or a written statement from a physician.

d. Credit will be evaluated for military courses and/or experiences based upon the evaluation recommendations as outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services manual.

7. **Readmission:** Students wishing to return after a break of enrollment for two long semesters must reapply through the Office of Admissions and Registrar. Applicants who have attended institutions of higher education since last enrolled at NCTC must submit official transcripts from those institutions along with a transcript evaluation for the official date of record of the first semester enrolling, or returning to North Central Texas College. In addition, no transcripts will be issued until the student’s file is complete.

**Admission to Health Science Programs**

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

1. Students seeking admission to Health and Human Services programs (Emergency Medical Services, Fire Science, Radiological Technology, or Surgical Technology, Cosmetology) or Nursing programs (Associate Degree Nursing or Vocational Nursing) must apply for admission to the college and to the individual program.

2. The Health Science or Nursing program faculty will advise students of special preadmission requirements to each program. The requirements vary but may include a mandatory advisement session, a preadmission test, recommendations and immunization and physical examination records. Refer to specific programs for additional requirements.

3. Applicants will be notified concerning their status with the individual program by the Health Science or Nursing program coordinator prior to the registration period in which the program starts.

**Other Regulations Affecting Admissions**

A student on suspension from another college or university (as noted on the student’s official transcript), will be restricted if all admission records and documents are not on file by the official date of record of the first semester enrolling, or returning to North Central Texas College. In addition, no transcripts will be issued until the student’s file is complete.

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

**International Students**

International students are highly valued by North Central Texas College, and the multicultural influence they bring to the student body promotes a holistic educational experience for all members of the college community. Information provided below is current as of the publication of this catalog. The United States Citizenship and Immigration Service and the Department of Education have developed policies and procedures for student and

**Application for Admission**

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

1. Applications may be submitted by using the online application at: www.nctc.edu under the admissions link or by using the ApplyTexas Application at: www.applytexas.org.

2. Filling out a paper application that can be downloaded off the NCTC website or picked up at any NCTC campus.

North Central Texas College
Attn: International Admissions
Administration Bldg. Room 105B
1525 W. California Street
Gainesville, TX 76240
940-668-7731 ext. 4404
international@nctc.edu

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

Students Applying from Outside the United States

Application for Admission - A paper application is recommended and can be downloaded from the admissions page of the NCTC website or obtained from International Admissions at international@nctc.edu. Permanent physical address must be provided on the application.

Passport – Copy of photo ID page of valid passport

Proof of Language Proficiency - Evidence of proficiency in the English language is required and can be satisfied by submitting a minimum TOEFL score of 71 (IBT) or 525 (PBT). NCTC code for score reporting is 6245.

Official Transcripts - Students are required to submit official transcripts from all schools attended. Credentials should be submitted in English and verify high school completion. Foreign transcripts must be accompanied by a general evaluation completed by a current member of NACES. A current membership roster may be found at www.naces.org.

Financial Support Documentation - Submit an original, notarized affidavit with supporting evidence dated within six months of the beginning of the semester for which the student is applying. Financial statements must indicate the sponsor has adequate funds readily available to cover all educational and personal expenses the student will incur throughout the duration of their studies at North Central Texas College. Contact NCTC International Admissions for most accurate financial information requirements.

Health Records – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years.

Guidelines Agreement – Contact International Admissions at international@nctc.edu.

Dependents - Valid passport photo ID page required for any dependent who will accompany the student.

College 101/Orientation – Student must complete orientation prior to the TSI Assessment exam.

TSI Assessment Exam – Must complete all three components of the TSI Assessment exam or prove exemption to be eligible for enrollment in any core classes or degree program.

Students Transferring from a U.S. Institution

Application for Admission – A paper application is recommended and can be downloaded from the admissions page of the NCTC website or obtained from International Admissions at international@nctc.edu. Permanent physical address must be provided on the application.

Official Transcripts – Students must submit official transcripts from all institutions attended. A minimum cumulative GPA 2.0 is required for admission.

Travel Documents – Copy of photo page of valid passport, student visa, and all I-20s issued to student.

Transfer Clearance Form – Must be completed by international advisor at current institution and indicate student is in status, has met all financial obligations, and is eligible for transfer. Contact NCTC International Advisor regarding this form at international@nctc.edu.

Financial Support Documentation - Submit an original, notarized affidavit with supporting evidence dated within six months of the beginning of the semester for which the student is applying. Financial statements must indicate the sponsor has adequate funds readily available to cover all educational and personal expenses the student will incur throughout the duration of their studies at North Central Texas College. Contact NCTC International Advisor for most accurate financial information requirements.

Health Records – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years.

Guidelines Agreement – Contact International Admissions at international@nctc.edu.

College 101/Orientation – Student must complete orientation prior to the TSI Assessment exam.

TSI Assessment Exam – Must complete all three components of the TSI Assessment exam or prove exemption to be eligible for enrollment in any core classes or degree program.
Dependents – Copy of photo ID page of passport, visa, and I-20 for any F-2 dependent.

Students Applying for Concurrent Enrollment

Application for Admission - A paper application is recommended and can be downloaded from the admissions page of the NCTC website or obtained from International Admissions at international@nctc.edu. Permanent physical address must be provided on the application.

Official Transcripts – Students must submit official transcripts from all institutions attended.

Concurrent Enrollment Approval – Must submit written approval from current International Advisor.

Travel Documents – Copy of photo page of valid passport, student visa, and current I-20.

Health Records – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years.

College 101/Orientation – Student must complete orientation prior to the TSI Assessment exam.

TSI Assessment Exam – Must complete all three components of the TSI Assessment exam or prove exemption to be eligible for enrollment in any core classes or degree program.

Students applying to transfer from an ESL program or who hold a non-immigrant status other than F-1 are encouraged to contact International Admissions at international@nctc.edu for information pertaining to our admission policies and any additional requirements.

Specific Requirements for Temporary And Permanent Resident Aliens

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

Student Correspondence Policy (Student email)

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

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

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

Social Networking Policy

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

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

Technical Support

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

Online Registration

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

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

Who is eligible to register online through MyNCTC?

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

Who Is not eligible to register online?
• Students who are enrolled in a certificate program
• Students currently on an Academic Suspension Appeal

Who must see an advisor prior to registering online?

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

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

Academic Advising

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

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

Corinth Counseling and Testing Center (940) 498-6499
Gainesville Counseling and Testing Center (940) 668-4216
Flower Mound Counseling and Testing Center (972) 899-8412
Bowie Counseling and Testing Center (940) 872-4002, ext. 5212
Graham Counseling and Testing Center (940) 521-7120

Academic Fresh Start: Students applying to the institution or to a specific program (e.g., LVN, ADN, Paramedicine, etc.) may choose to invoke Academic Fresh Start. Academic Fresh Start permits course work that is at least 10 years old to be ignored for application purposes and determination of grade point average (GPA). The student must complete the Request for Academic Fresh Start form available in the Registrar’s Office at the time of admission. Although grades on a student’s NCTC transcript are not altered, the cumulative hours earned and cumulative GPA are set to 0 and an explanatory note is added. Academic Fresh Start applies to all course work in a given semester, regardless of the grades earned, and semesters chosen must be consecutive.

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

Texas Success Initiative (TSI)

The Texas Education Code, Section 51.403(e), authorizes the Texas Higher Education Coordinating Board to establish guidelines and reporting requirements. The purpose of Chapter 4, Subchapter C, is to implement the Texas Success Initiative for Texas public institutions of higher education. This includes assessing the academic skills of each entering undergraduate student prior to enrollment of the student. Students must be deemed “college ready” before proceeding to college-level course work.
It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility granted under these rules to improve individualized programs to ensure the success of students in higher education.

The following students are exempt from TSI:

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

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

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

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

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

- Students who transfer from private or out-of-state institutions may use transferred courses for which college credit is earned in the areas of Reading, Mathematics, and Writing. List of equivalent NCTC courses are listed in the Transfer section.

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

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

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

  **TAKS** - For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards of the Eleventh grade Texas Assessment of Knowledge and Skills (TAKS) may be exempted for the corresponding section: minimum scale score of 2200 on the mathematics section, minimum scale score of 2200 on the English Language Arts section with a writing subsection score of 3.

**STAAR End-Of-Course (EOC): (End of Course Exam)**

- **English III** – taken during 11th grade year, score of 2000 on Reading and 2000 on Writing, or 4000 if score is combined; EOC Algebra II – taken during 11th grade year, scores of 4000.

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

An accepted TSI placement test is also required of all dual credit/early admission students from area high schools unless they are exempt.

**Minimum Passing Standards**

The following minimum passing standards shall be used by NCTC to determine a student’s readiness to enroll in freshman-level academic coursework. The following assessments may be used for TSI purposes when on an official college transcript from a Texas public institution with coursework prior to Fall 2013:

- **ASSET**: Reading Skills – 41; College Algebra – 46; Writing Skills (objective) – 40; and Written Essay – 6.
- **COMPASS**: Reading Skills—81; Algebra — 60; Writing Skills (objective) — 59 if Essay score 5 or higher; and Written Essay – 6.
- **ACCUPLACER**: Reading Comprehension – 78; Elementary Algebra – 64; Sentence Skills—80; and Written Essay – 6.
- **THEA**: Reading – 230; Mathematics – 270; Writing – 220.

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

**New statewide TSI Assessment:**

- **Mathematics** — 350
- **Reading** — 351
- **Writing** — Essay Score of 5 or Essay Score of 4 combined with a Multiple Choice Score of 363

It is important to note that alternative test scores (ASSET, COMPASS, THEA and ACCUPLACER) will not be used by NCTC unless the scores are submitted on an official transcript. The TSI Assessment must be submitted on an official transcript or in a sealed envelope from the
institution’s testing facility. Students who do not meet minimum passing standards for any section of the TSI Assessment or other alternative test will be required to enroll in remediation for that area.

Students are required to enroll in at least one area of remediation each semester until all remediation has been completed. Regular and punctual attendance is expected of all students in all developmental classes for which they have registered. There are no excused absences. After three hours of absenteeism, a student may be warned and referred to the Director of College Preparatory Studies. After six hours of absenteeism, a student may be dropped from his/her College Preparatory class. If the student is dropped from the only College Preparatory class in which he/she is enrolled, the student may be dropped from all remaining courses for that semester. Students must complete all required courses in a College Preparatory area with a “C or better” before proceeding to college-level course work in that area. (Example - If a student’s scores place him/her in Beginning Algebra, that student must be continuously enrolled in a College Preparatory math course each semester until he/she completes the College Preparatory sequence in math). However, students may choose to enroll in more than one College Preparatory area each semester. (NOTE: It is strongly encouraged that students who fail the Reading section of any test begin by enrolling in College Preparatory Reading courses.)

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

If a student’s TSI Assessment test or other alternative test scores place the student in the first level of any College Preparatory Course (ENGL0300, READ0300, and/or MATH0305/NCBM integrated), the student must complete an EDUC/PSYC 1300 (Learning Frameworks) course during the first year at NCTC. Students placing at the first level of Reading (READ 0300) and/or Writing (ENGL 0300) will be required to complete the EDUC/PSYC 1300 (Learning Frameworks) course once they are at a higher placement level (at least READ 0305 AND ENGL 0305). A student who is already at the READ 0305 and ENGL 0305 levels or higher, and who is also placing at the lowest level of Math (MATH 0305/NCBM integrated) will be required to take EDUC/PSYC 1300 in his/her first semester at NCTC. Students who drop or fail EDUC/PSYC 1300 will receive an academic hold on their record and must enroll in the class the next time they register to take classes at NCTC.

Transfer Students

Students who have completed coursework with a "C" or better in the following subject areas from an accredited institution, meeting NCTC’s transfer work requirements, will be partially or completely exempt from placement/TSI Assessment testing.

Writing
ENGL1301 Composition I
ENGL1302 Composition II

Reading
HIST1301 US History to 1865
HIST1302 US History from 1865
HIST12301 Texas History
Any sophomore-level Literature

PSYC2301 Introduction to General Psychology
PSYC2314 Lifespan Growth & Development

GOVT2301, 2306 American, State & Local Government
GOVT2302, 2305 American National Government

PHIL1301 Introduction to Philosophy
PHIL2303 Introduction to Logic
PHIL2306 Introduction to Ethics

SOCI1301 Intro to Sociology
SOCI1306 Contemp Social Prob

Math
MATH1314 College Algebra
MATH1316 Plane Trigonometry
MATH1332 Math for Liberal Arts
MATH1342 Elementary Statistics
MATH2412 Pre-Calculus (or any sophomore-level Calculus course)
Placement Testing

The NCTC Counseling and Testing Office offers the statewide TSI Assessment test for those students who are not TSI exempt and are required to have placement testing. An appointment to take the TSI Assessment must be made by contacting the Counseling and Testing Office at your preferred campus. Current TSI Assessment testing fees are $25 for all sections, or $10 per section. The statewide TSI Assessment is computer based, untimed, and results will be available immediately upon completion of all required sections.

Students who do not pass/meet minimum standards/passing scores in one or more sections of the TSI Assessment test will be prohibited from enrolling in the following courses:

**READING:** passing score required to enroll in HIST 1301, HIST 1302, HIST 2301 (p. 150), GOVT 2305, GOVT 2306, PHIL 1301 (p. 162), PHIL 2303 (p. 162), PHIL 2306 (p. 162), PSYC 2301, PSYC 2314 (p. 164), SOCI 1301 (p. 167), SOCI 1306 (p. 168), and any sophomore level Literature course.

**WRITING:** passing score required to enroll in ENGL 1301, ENGL 1302 (p. 144), or any sophomore level Literature course.

**MATH:** NCTC minimum passing score required to enroll in ANY eligible college-level Math.

Additionally, any student who is already TSI Complete/College Ready in Math based on exemptions, completion of coursework, or placement test scores is eligible to take the Accuplacer College Math Test (CMT) at any of our NCTC Testing Centers on an appointment basis (testing fees may apply). Students who are TSI Complete/College Ready in Math may take the Accuplacer College Math Test to determine if they can proceed directly into one or more of the courses listed below, and therefore be exempted from a pre-requisite. The ACT and SAT Math scores outlined below may also exempt students from pre-requisite coursework for the specified courses.

- With an ACT Math score of 28 or higher, an SAT Math score of 640 or higher, or an Accuplacer College Math Test score of 86 or higher, Math TSI Complete/College Ready students can enroll directly into:
  - MATH 2413 (Calculus I)
  - PHYS 1401 (General Physics I)

Students meeting one or more of the above listed exemptions must meet with an advisor in order to enroll in any of these courses; ACT, SAT, or Accuplacer College Math Test scores must be on file with the NCTC Admissions Office for advisors to verify eligibility and assist with enrollment. Students who have taken the Accuplacer College Math Test at another institution must submit their scores either on an official transcript or in a sealed envelope.

College 101/New Student Orientation Policy

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

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

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

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

1. May not be used to reduce the 18 semester hours required in residence for any degree or certificate;
2. May not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed;
3. State laws specifies that the degree requirement of 6 semester hours in American history and 6 semester hours in Government may not be reduced below 3 semester hours in each area by examination credit.
4. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the student's educational program;
5. Students utilizing AP credit are required to do so by submitting AP test score reports to the NCTC Admissions Office. If minimum AP test scores are met, the applicable course credit will be applied to an NCTC transcript.

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

1. Student who have served on active duty in the military service of the United States for a period of at least six (6) months and who have been honorably discharged or released, as verified by the DD214, will receive four (4) semester hours of credit for physical activity courses. Personnel on active duty with at least six (6) months in the military service may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of active service.

2. Partial degree requirements may be waived for industry certifications such as A+, Linux+, Network+, Security+, CCNA, or similar certifications issued by a qualified authority (COMPTIA, Microsoft, Cisco, etc.). The appropriate Program Coordinator will maintain a list of the appropriate equivalent NCTC courses.

Professional certifications must meet current industry standards, be equivalent to the current college course that is requested, and have the appropriate number of classroom training hours required of the college course. Documentation must include a syllabus or other documents that specify topics taught, learning outcomes, and the number of clock hours required for the certification. Credit will be granted only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved degree program. Program faculty will conduct evaluations of all requests and make recommendations for the amount of credit to be awarded. Recommendations will be forwarded to the Vice President of Instruction for final approval.

All student requests for CLEP examinations must be made prior to registration into the class for which credit is being requested. Once a course is attempted (even if the course is withdrawn from the student's schedule), no credit by industry certification or by CLEP examinations will be allowed.

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

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

NCTC Credit for AP Examination

<table>
<thead>
<tr>
<th>AP EXAMINATION</th>
<th>SCORE</th>
<th>NCTC COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of Art</td>
<td>3, 4, or 5</td>
<td>Art History I &amp; II</td>
<td>ARTS 1303, 1304</td>
<td>6</td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4, or 5</td>
<td>General Biology</td>
<td>BIOL 1408</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3, 4, or 5</td>
<td>General Chemistry I &amp; II</td>
<td>CHEM 1411, 1412</td>
<td>8</td>
</tr>
<tr>
<td>Course</td>
<td>Credits Required</td>
<td>Course Title</td>
<td>Course Code</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>-------------</td>
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</tr>
<tr>
<td>Computer Science</td>
<td>3, 4, or 5</td>
<td>Business Computer Applications</td>
<td>BCIS 1305</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3, 4, or 5</td>
<td>Principles of Macroeconomics</td>
<td>ECON 2301</td>
<td>3</td>
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<tr>
<td>Microeconomics</td>
<td>3, 4, or 5</td>
<td>Principles of Microeconomics</td>
<td>ECON 2302</td>
<td>3</td>
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<tr>
<td>Engl-Lang &amp; Comp</td>
<td>3 or 4</td>
<td>Composition I</td>
<td>ENGL 1301</td>
<td>3</td>
</tr>
<tr>
<td>Engl-Lang &amp; Comp</td>
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<td>Composition I &amp; Composition II</td>
<td>ENGL 1301 &amp; ENGL 1302</td>
<td>6</td>
</tr>
<tr>
<td>French Language</td>
<td>3, 4, or 5</td>
<td>Elementary French</td>
<td>FREN 1411,1412</td>
<td>8</td>
</tr>
<tr>
<td>German Language</td>
<td>3, 4, or 5</td>
<td>Elementary German</td>
<td>GERM 1411,1412</td>
<td>8</td>
</tr>
<tr>
<td>Govt &amp; US Politics</td>
<td>3, 4, or 5</td>
<td>American National Govt</td>
<td>GOVT 2305</td>
<td>3</td>
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<td>History - US</td>
<td>3, 4, or 5</td>
<td>US History to 1865</td>
<td>HIST 1301</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, or 5</td>
<td>Elementary Statistics</td>
<td>MATH 1342</td>
<td>3</td>
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<tr>
<td>Math-Calculus AB</td>
<td>3, 4, or 5</td>
<td>Calculus I</td>
<td>MATH 2413</td>
<td>4</td>
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<tr>
<td>Math-Calculus BC</td>
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<td>Calculus II</td>
<td>MATH 2414</td>
<td>4</td>
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<tr>
<td>Music Theory</td>
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<td>Music Theory I &amp; II</td>
<td>MUSI 1311,1312</td>
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<tr>
<td>Psychology</td>
<td>3, 4, or 5</td>
<td>Intro to General Psychology</td>
<td>PSYC 2301</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3, 4, or 5</td>
<td>Elementary Spanish I &amp; II</td>
<td>SPAN 1411,1412</td>
<td>8</td>
</tr>
<tr>
<td>Physics B</td>
<td>3, 4, or 5</td>
<td>General Physics I &amp; II</td>
<td>PHYS 1401,1402</td>
<td>8</td>
</tr>
</tbody>
</table>

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

North Central Texas College administers the College Level Placement Exam (CLEP) at the Gainesville Campus on the first Wednesday of each month, and you must pre-register through the Official CLEP website at clep.collegeboard.org. You must also contact the Gainesville Counseling and Testing Center at 940-668-4216 to reserve your seat for CLEP testing. Each CLEP exam is $100 ($80 paid in advance through the CLEP website when you pre-register for your exam, and $20 paid to NCTC by cash or check on the day of your CLEP exam). For a list of CLEP tests and the course credit you can receive at NCTC, please consult the chart below, as NCTC does not grant credit for every CLEP exam offered. You are required to know the exact name of the CLEP exam you wish to take when you pre-register through their website. If you have ever attempted a course as evidenced by a grade on your transcript (even a grade of "W"), then you are ineligible for that CLEP exam (ex. if you failed or withdrew from ENGL 1301, you are not eligible to take the CLEP College Composition Modular exam).

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

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

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

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

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

### NCTC Credit for CLEP Examination

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>NCTC REQUIRED SCORE</th>
<th>AMOUNT OF CREDIT GRANTED</th>
<th>EQUIVALENT SCORE</th>
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<tbody>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2327,2328</td>
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<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
<td>ENGL 1301,1302</td>
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<tr>
<td>Modular</td>
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<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2322,2323</td>
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<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>MATH 1314</td>
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<tr>
<td>Biology</td>
<td>50</td>
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<td>BIOL 1408</td>
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<tr>
<td>Chemistry</td>
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<td>4</td>
<td>CHEM 1411</td>
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<tr>
<td>Calculus</td>
<td>50</td>
<td>4</td>
<td>MATH 2413</td>
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<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
<td>MATH 1332</td>
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<tr>
<td>Precalculus</td>
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<td>MATH2412</td>
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<td>Foreign Languages</td>
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<tr>
<td>French, Level I</td>
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<td>FREN 1411,1412</td>
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<td>French, Level II</td>
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<td>German, Level I</td>
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<tr>
<td>Spanish, Level II</td>
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<td>History &amp; Social Sciences</td>
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<tr>
<td>History of US to 1877</td>
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<td>HIST 1301</td>
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<td>History of US from 1877</td>
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<tr>
<td>Human Growth &amp;</td>
<td>50</td>
<td>3</td>
<td>PSYC 2314</td>
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Development

Macroeconomics, Principles of 50 3 ECON 2301
Microeconomics, Principles of 50 3 ECON 2302
Psychology, Introduction 50 3 PSYC 2301
Sociology, Introduction 50 3 SOCI 1301
Western Civilization I 50 3 HIST 2321
Western Civilization II 50 3 HIST 2322

Business

Info Sys & Comp Appl 50 3 BCIS 1305
Management, Principles of 50 3 BMGT 1327
Marketing, Principles of 50 3 MRKG 1311

NCTC Credit for IBD Examination

<table>
<thead>
<tr>
<th>IB EXAMINATION</th>
<th>SCORE</th>
<th>NCTC COURSE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY (SL)</td>
<td>4, 5, 6 or 7</td>
<td>No credit given at this time, pending further consideration</td>
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<tr>
<td>BIOLOGY (HL)</td>
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<td>No credit given at this time, pending further consideration</td>
<td>0</td>
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<td>BUSINESS &amp; MANAGEMENT</td>
<td>4, 5, 6 or 7</td>
<td>BMGT 1327</td>
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**HISTORY OF THE AMERICAS (HL)**

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**MODERN LANGUAGES**

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**Language A1 or A2 (HL)**

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**Language B (SL)**

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<td>VISUAL ARTS</td>
<td>4, 5, 6 or 7</td>
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Awarding Experiential Credit

North Central Texas College offers credit for experiential learning towards Level I and Level II Certificates and Associate of Applied Science career/technical degree. Experiential learning is a process through which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting. Military personnel, veterans, and adult learners may also be eligible to receive experiential credit based upon appropriate documentation and institutional guidelines. All credit granted for experience must be supported by official and verifiable documentation.

Guidelines for receiving credit:

1. Have met NCTC admissions requirements.
2. Have transferred all previous credit(s) to NCTC.
3. Must declare a major. Students seeking credit in Career/Technical programs must declare a Career/Technical Major. Career and Technical programs degree plans are listed in the NCTC catalog under “Career/Technical Education” and “Health Science and Human Services”.
4. Students seeking credit in Career/Technical programs must submit documentation to Department Chair(s).
5. Military personnel and veterans must submit transcripts and course description(s) to the Office of Admissions and Registrar.

Determination of competence standards and the decision to award credit will be made by appropriate academic and subject experts. (Program Coordinators/Department chairs/Deans)

Students can receive credit for up to 18 semester hours towards an Associates of Applied Science degree. This includes experiential credit and credit by examination. This credit may not be used to reduce the 18 semester hours required in residence for any degree or certificate. A maximum of 30% of experiential credit can be applied for students seeking to complete a Level I or Level II certificate. Experiential credit may not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed.

Students will be awarded experiential credit upon applying for graduation at North Central Texas College. It is recommended that the application for credit be completed within the first semester of enrollment.

Students can submit documentation for evaluation to receive experiential credit within the first semester of being enrolled; however, credit will not be applied until the application for graduation is complete. Once the evaluation process is complete, students will receive a letter from the Department Chair/Program Coordinator listing the awarded credits.

Department Chairs will provide the student with a letter that will exhibit a list of courses the student will receive credit. The letter will be good for five years. If the student does not graduate within the five years, he/she would have to reapply for the credit or obtain written approval from the Department Chair/Program Coordinator stating the credit is still good.

Before the classes can be applied to the transcript, a $25 assessment fee for every course in which credit is given must be paid. Once fees are paid and all documentation is submitted, the symbol “S” (Satisfactory), rather than a grade, will be posted to a transcript. This fee is waived for veterans and military students.

A copy of the credit approval letter and proof of payment must be submitted to the Office of Admission and Registrar before credit is applied.

Note: Policies and procedures may differ at other colleges and universities. Students transferring to another college or university should become familiar with the policies and procedures at that college or university in regards to awarded credit and transfer of nontraditional course credits.
Just as providing easy access to quality education for all who desire it is a primary commitment of North Central Texas College, so is providing quality education at a reasonable cost. The following information will help students calculate their expenses at NCTC on a per-semester basis.

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

Expense Categories

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

Place of Residence

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

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

1. **In-District**: Residents of Cooke County and Graham ISD.

2. **In-State**: Residents of all Texas counties except Cooke, and residents of Oklahoma counties contiguous with Cooke who, due to a reciprocal agreement, pay the same tuition rate as Texas residents.

3. **Out-of-State**: In addition to residents of states other than Texas, this also includes “international students”—citizens of any country other than the United States.

Notice

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

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

Tuition and Fee Costs

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

* Determination of a student’s legal residence for purposes of establishing the appropriate tuition rates is made at the North Central Texas College Admission/Registrar Office. Questions or disputes regarding interpretation of these guidelines should be directed to this office. For
additional information on rules and regulations determining residence status, visit www.collegefortexans.com or the Texas Higher Education Coordinating Board Web site www.thecb.state.tx.us.

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

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

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

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

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

Just go to www.nctc.edu, click on “MyNCTC — Login using your Student ID and pin number. Select the "students" tab at the top and then click on the "Student Dashboard" to get to your "Account Info" and follow the instructions.

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

Returned Payment Fee
A $20.00 charge will be made for any returned check/payment.

Out of District Service Fee
An Out of District Service Fee of $6.00 per semester credit hour is assessed of all college students who are not residents of Cooke County.

Tuition and Fees
Tuition (Education Code 54.008) at North Central Texas College is based on a student’s permanent legal place of residence. The three residency classifications are (1) In-District Resident (Cooke County or Graham ISD); (2) In-State*; and (3) Out-of-State Resident (including foreign countries). Students must complete a Residency Questionnaire Form and may also be required to furnish documentary proof (such as a valid Texas Driver’s License) to prove resident status.

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

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

TUITION RATES PER SEMESTER HOUR
See Summary Chart Below

In-District Residents

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In-District Branch Campus (Graham ISD Residents)

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<td>Student Services Fee</td>
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<tr>
<td>Out of District Service Fee</td>
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Other Texas Residents:
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<th>Out of State</th>
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<tr>
<td>Student Services Fee</td>
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<td>Out of District Service Fee</td>
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</table>

*Exclusive of Laboratory Fee and other costs

**FOR YOUR CONVENIENCE**

Estimated Tuition and Fees Schedule — Fall 2015

Does not include lab fees, malpractice insurance, or special fees.
Virtual College of Texas

Virtual College of Texas is a consortium of community colleges that supplies and/or hosts online instruction in which students from participating colleges may enroll by paying tuition to the host college for the course and having credit for that course granted by the host college. NCTC participates in the Virtual College of Texas as a host college and enrolls students only in courses that are not available through NCTC in the online format and that have been approved by the appropriate department. Credit is transcripted through NCTC for students who successfully complete a VCT course.

Dual Credit

Dual Credit students attending high school in the College's service area (Cooke, Denton and Montague counties, and Graham ISD) will be charged at a reduced rate.

Three Peat

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

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

Distance Education Fee

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

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

Tuition for CEU Enrollment Option

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

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

Laboratory Fee

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

- Agriculture: $10.00 to $24.00
- ADN Nursing: $24.00
- Anatomy & Physiology: $24.00
- Arts: $24.00
- Biology: $24.00
- Botany: $24.00
- Chemistry: $24.00
- Class Piano: $10.00
- CPR/First Aid: $24.00
- Computer Information Systems & Technology: $24.00
- Computer Science: $24.00
- Cosmetology: $6.00
- Drafting: $24.00
- Drama: Acting & Practicum: $15.00
- Equine: $24.00
- Farm & Ranch Management: $10.00
- French: $24.00
- Horticulture: $24.00
- HVAC: $24.00
Books and Supplies

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

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

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

"A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer." Texas Education Code Sec.51.9705

Room and Board

These costs are also difficult to forecast because they will vary according to WHERE the student will be living while going to NCTC. While not a major concern for students living at home, it will be a significant expense item for those who plan to live either in on-campus housing or somewhere off campus in a private house or apartment. For information about on-campus housing costs, refer to the section on “Charges for Room & Board” of this catalog.

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

Refund Schedule

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

Regular Spring/Fall Credit Classes:
A 100 percent refund will be made for courses dropped prior to the first class day of a semester. Otherwise:
- During first 15 class days: 70% Refund
- During 16th–20th class days: 25% Refund
- After 20th class day: No Refund

Regular Summer Sessions:
A 100 percent refund will be made for courses dropped prior to the first class day. Otherwise:
- During first 5 class days: 70% Refund
- During 6th class day: 25% Refund
- After 6th class day: No Refund

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

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

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

Flexible Entry and Non-Semester-Length Courses
A 100 percent refund will be made for courses dropped prior to the first class day. Otherwise, refunds will be made as follows:

<table>
<thead>
<tr>
<th>Length of Class Term in Weeks</th>
<th>Last Day for 70% Refund</th>
<th>Last Day for 25% Refund</th>
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</thead>
<tbody>
<tr>
<td>2 or less</td>
<td>2</td>
<td>—</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
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<tr>
<td>16 or longer</td>
<td>15</td>
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</table>

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

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

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

Pay Tuition and Fees in Full or Make Payment Arrangement Online
• The sooner you pay, the more options you have.
• Convenient — from any computer.
• Payments draft automatically from your bank account or credit card.

You Can Select from the Following Payment Options:
• No down payment, 3 or 4 monthly payments.
• Down payment, 2 or 3 monthly payments.
• Pay in full online!

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

Sign up EARLY! The longer you wait, the fewer choices you have. Get the specifics — stop by or call the NCTC Business Office at your campus

Gainesville: 940-668-4200
Corinth: 940-498-6255
Flower Mound: 972-899-8403
Bowie: 940-872-4002
Graham: 940-521-0720

You can also get all the details by checking out the e-Cashier™ online — just log into MyNCTC and then navigate to the student dashboard at the right side of the page. Do it TODAY!

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

STUDENT SERVICES

The term “Student Services” at North Central Texas College refers collectively to the various student-related support functions carried out by several offices on campus under the administrative direction of the Vice-President of Student Services. These include:
• Office of Admissions & Registrar
• Counseling & Testing Center
• International Student Services
• Office of Financial Aid
• Veterans Services
• Career and Transfer Services
• On-Campus Student Housing
• On-Campus Student Dining
• Student Activities, Clubs & Organizations

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

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

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

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

The following table is offered as an aid to students in comparing costs of attending North Central Texas College to personal financial resources. Although the prospective student should keep in mind that some figures are estimates, it is hoped that this information will be of assistance in determining relative financial need as it applies to the prospect of applying for financial aid at NCTC.
The costs outlined are based on enrollment for a regular academic year (Fall and Spring semesters) and a class load of 15 hours each semester.

<table>
<thead>
<tr>
<th></th>
<th>In District</th>
<th>Out of District</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Tuition &amp; Fees*</td>
<td>$2,100.00</td>
<td>$3,540.00</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Room &amp; Board*</td>
<td>$1,828.00</td>
<td>$1,828.00</td>
</tr>
<tr>
<td>Transportation**</td>
<td>$2,232.00</td>
<td>$2,232.00</td>
</tr>
<tr>
<td>Personal</td>
<td>$1,828.00</td>
<td>$1,828.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$13,418.00</strong></td>
<td><strong>$14,858.00</strong></td>
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</tbody>
</table>

*Out-of-state tuition & fees — $6,000.00

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

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

Application and Eligibility

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

Parents and students should be aware that FAFSA applications are free to all students. Be wary of scams that require payment for the submission of a FAFSA application. FAFSA applications are processed by the U. S. Department of Education. Students are notified by email and/or regular mail as to the status of their financial aid application. Any additional documentation required to complete the financial aid process will be requested through the NCTC Financial Aid Office, also by email or regular mail. Eligibility for financial assistance is established by the data that students and parents input on their FAFSA application. All students who are eligible to receive Federal Financial Aid must be admitted to the college as regular degree-seeking students and show proof that they have graduated from an accredited high school or received a GED.

Financial Aid Distribution

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

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

Satisfactory Academic Progress Policy

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

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

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

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

Repeated Coursework

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

Student Loan Repayment

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

Application Deadlines

Students must apply for financial aid each academic year. Federal application deadlines are January 1 of the current year through June 30 of the following year. Priority deadlines may be set by each state or college. NCTC Financial Aid priority deadlines are as follows: June 1 - Fall registration, November 1 - Spring registration, April 1 - Summer registration. Students who do not meet these deadlines run the risk of paying out of pocket for tuition, fees, and books because of a late or incomplete financial aid application. Please note, to be considered complete, a FAFSA application must include any and all requested supporting documents as well as have been received and been processed no later than the priority deadlines mentioned above. Normal processing time for a FAFSA application is four to six weeks, beginning with the actual online submission to school file completion. Late or incomplete financial aid applications will be accepted and processed past the semester priority deadlines, but students must make arrangements to pay for the semester prior to school starting or at the time of actual registration.

Financial Aid Late Awards – Late awards will be processed and disbursed during the appropriate semester for students whose FAFSA applications are incomplete or late. Students whose applications are completed after semester exams will receive their awards and disbursements during the next semester and after attendance has been verified. Financial Aid disbursements are based on student attendance as of the term census date.

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

Programs Available

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

<table>
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<tr>
<th>PROGRAM</th>
<th>DESCRIPTION</th>
<th>ELIGIBILITY</th>
<th>VALUE</th>
<th>TO APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal PELL Grant</td>
<td>Available to eligible students</td>
<td>Undergraduate &amp; U.S. citizen or eligible non-citizen. Established financial need.</td>
<td>Up to $5,775 per year paid</td>
<td>1. Complete the FAFSA (Free Application for Federal Student Aid) online at: <a href="http://www.fafsa.gov">www.fafsa.gov</a> 2. Check with the NCTC Financial Aid Office upon receipt of your Student Aid Report from the Department of Education. 3. Follow up with any other documentation that may be required.</td>
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<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>Reserved for students with EXCEPTIONAL financial need. Priority given to Pell recipients</td>
<td>Undergraduate &amp; U.S. citizen enrolled at least half-time, with minimal family contributions.</td>
<td>Approximately $400</td>
<td></td>
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<tr>
<td>Federal College Work-Study Program</td>
<td>Part-time employment (up to 19 hours weekly) on campus, need-based.</td>
<td>Enrolled at least half-time, U.S. citizen or eligible non-citizen.</td>
<td>$8/hr</td>
<td></td>
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<tr>
<td>Direct Loans: Subsidized, Unsubsidized and PLUS</td>
<td>Federal Loan Program</td>
<td>Must be enrolled at least half-time and amount awarded must not be over Cost of Attendance.</td>
<td>$1750 for Freshman &lt;30hrs $2250 for Sophomore &gt;30hrs</td>
<td></td>
</tr>
<tr>
<td>Mary Josephine Cox Scholarship</td>
<td>Scholarship does not require repayment.</td>
<td>Cooke County resident under age 21, scholastic excellence, cumulative 3.0 GPA and special competency in given field.</td>
<td>Tuition/fees only, maximum $100 per semester.</td>
<td></td>
</tr>
<tr>
<td>NCTC Foundation Scholarships</td>
<td>Donors have established these scholarships that do not require repayment.</td>
<td>Criteria for these scholarships are varied including academic achievement, certain residency, financial need, specific major, etc.</td>
<td>Up to $1,400 Average Scholarship $600.</td>
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<tr>
<td>NCTC Foundation</td>
<td>Leo &amp;</td>
<td>Must be</td>
<td>Cost of 1 class</td>
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Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean’s Office. Online application: [http://www.nctc.edu/Student_Services/FinAid/scholarships.html](http://www.nctc.edu/Student_Services/FinAid/scholarships.html) Deadlines: April 15 - Fall Semester October 15 - Spring Semester
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<tr>
<th>Scholarships</th>
<th>Mabel Scott Dual Credit Scholarship</th>
<th>attending high school in the college’s service area or Love County, Okla. Preference given to underprivileged.</th>
<th>Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean’s Office or with your high school counselor.</th>
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<tr>
<td>Friends of Agriculture Scholarship: “Taking Stock in Education” Scholarship</td>
<td>Enrolled full-time in agriculture, equine science or related field; preference given to Cooke, Denton, Montague County residents.</td>
<td>$500 per semester (Fall/Spring)</td>
<td>Scholarship applications available at Gainesville Campus with the Agriculture Dept. or in the NCTC Foundation Office. Deadline: April 1</td>
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<tr>
<td>NCTC Departmental Scholarships</td>
<td>Enrolled in the specific dept. at NCTC</td>
<td>Vary depending on program</td>
<td>Contact department chairs for the various departments.</td>
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</table>

For more detailed information about these and other financial assistance programs, call or write:
Office of Financial Aid – North Central Texas College
1525 W. California, Gainesville, TX 76240
(940)668-4242 (940)498-6294

North Central Texas College Foundation
1525 W. California, Gainesville, TX 76240
(940)668-4213
Content Section

Student Financial Aid - Return of Title IV Aid Policy

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

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

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.

2. If the student completely withdraws from all classes prior to completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs based on the amount of time the student attended.

3. If the student does not officially withdraw from classes but quits attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal programs. If the College is unable to document the last date of attendance, the school will assume the student only attended to the 50% mark of the semester and this date will be used to determine how much aid must be returned.

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

Content Section

Return of Title IV, HEA

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. NCTC will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

Return to Title IV Funds Policy

This policy applies to students who withdraw officially, unofficially, fail to return from a leave of absence, or are dismissed from enrollment at NCTC. It is separate and distinct from the NCTC refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed
greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs. Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Official Withdrawal from the School

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Office or Admissions/Registrar’s Office in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from NCTC records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, a school Administrator, Faculty, and/or Director of Admissions will complete the Withdrawal Form using the last date of attendance as the drop date. Any student that does not provide official notification of his or her intent to withdraw will be considered unofficially withdrawn.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

Institution Responsibilities

North Central Texas College’s responsibilities in regards to Title IV, HEA funds follow:
1. Providing students with the information in this policy;
2. Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
3. Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Veteran Educational Benefit Service

All Veteran Educational Benefit Services are handled by the Financial Aid Office. Veterans on the Gainesville, Bowie & Graham Campuses - contact NCTC Gainesville Campus (940) 668-4242
Veterans on the Corinth & Flower Mound Campuses - contact NCTC Corinth Campus (940) 498-6294

ACTIVE DUTY, SELECTED RESERVE, RESERVE AND SURVIVOR & DEPENDENTS BENEFITS

Eligibility to the various GI Bill® educational programs is determined by the veteran’s service record. Before applying for an educational benefit veterans should consult the VA Comparison Tool. The VA Comparison Tool is designed to help veterans determine eligibility, compare benefits and review payment rates for each program.

In order to receive educational benefits under the New Post 9/11 or other Montgomery GI Bill® Programs students must complete an application. Once this application is processed the Veterans Administration Office notifies each applicant by mail whether they qualify for benefits or not. A “Certificate of Eligibility” is sent to students who qualify. This certificate tells the veteran and the school how much and how many months of entitlement they will receive. Students must bring a copy of their Certificate of Eligibility to the school in order to begin receiving monthly benefit amounts.

Other documents required by the school in order to set up Veteran benefits:


Veterans & Dependents of Veterans: Copy of Certificate of Eligibility OR EBenefits Screen Shot of remaining eligibility, Official College Transcripts from ALL prior colleges, NCTC VA Information Sheet, NCTC Degree Audit Request Form, and NCTC VA Enrollment Certification.

BENEFIT PAYMENTS FOR ALL CHAPTERS

Monthly benefit payments are made directly to students. The payment is made to the student for the number of days the student is certified for the month. If a student is certified for a whole month, the full monthly benefit is paid. If the student is only certified for part of the month, the benefit is prorated as follows: Using a 30-day month, divide the monthly rate by 30 to get the daily rate. If a student is certified from the 1st through the 15th, the student is certified 15 days and is entitled to 15/30ths of the full monthly benefit.

BREAK OR INTERVAL PAY

Break or interval pay has been eliminated except for periods where a school is closed due to an Executive Order of the President or due to an emergency situation. This applies to all VA education benefit programs.

CONCURRENT ENROLLMENT (GUEST STUDENT)

A student may take courses at more than one school as long as the courses apply to his or her degree plan. The school that will grant the degree is the student’s “primary” school. All other schools are “secondary” schools. The primary school provides a letter (“primary school letter” or PIL) addressed to the VA Certifying Official at the secondary school. If the student is enrolled at the primary school and the secondary school at the same time (concurrent enrollment), VA will pay for the combined credit, taking overlapping enrollment dates into account. If the student is only enrolled at the secondary school (supplemental enrollment), VA will pay for the credits taken at the secondary school.

DEGREE PLAN/DEGREE AUDIT

All transcripts from all prior colleges including military transcripts must be submitted to the school for the purpose of credit evaluation before attendance can be certified for VA purposes. Only courses that satisfy requirements outlined by the degree plan or graduation evaluation form can be certified. If a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.

REMEDIAL COURSEWORK

Remedial and deficiency courses are courses designed to correct deficiencies in basic mathematics, English, and reading at the elementary or secondary level. These courses can be certified as part of an approved program, but only for students for whom a verifiable need has been established. Generally, veteran students are exempt from meeting the Admissions Office Texas Success Initiative (TSI) requirement. To be considered for an exemption the veteran must turn in a copy of their DD Form 214 (TSI) requirement.

PUNITIVE GRADES

If the student is enrolled at the primary school and receives a grade that is not used in computing the grade point average (a non-punitive grade, i.e. “W”), the School Certifying Official (SCO) is required to notify the Department of Veteran Affairs when changes occur to a student’s school schedule. A decrease in training time (i.e. drop classes, stop attending, leave school, etc.) will create an overpayment to the student account. In addition, a
A decrease in credit hours can also change both prior and future payments to the basic housing allowance, book stipend, and/or the monthly benefits amount. If VA has issued a payment to either the student or the school for the term in which a student drops, students will owe money back to the Department of Veteran Affairs. In some cases the VA is willing to forgive an overpayment due to acceptable mitigating circumstances.

Mitigating Circumstance: Mitigating circumstances are issues beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. Mitigating circumstances include the following:

- An illness or injury afflicting the student during the enrollment period.
- An illness or death in the student’s immediate family.
- An unavoidable change in the student’s conditions of employment.
- An unavoidable geographical transfer resulting from the student’s employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

SCHOOL RESPONSIBILITIES

Keep VA informed of the enrollment status of veterans and other eligible persons. Report all enrollments and changes within 30 days, report only those classes that apply to the student degree plan, monitor student’s grades to ensure he/she is making academic progress, report unsatisfactory progress at the end of each semester, monitor the student’s conduct and report when a student is suspended or dismissed for unsatisfactory conduct.

Keep the State Approving Agency (SAA) informed of new programs and or changes to current programs, changes to academic policies and/or procedures, changes of addresses, phone numbers, certifying officials, and report any other information required by the SAA.

Keep up to date on current VA rules and benefits, read and maintain VA bulletins, attend VA and SAA training opportunities.


Exemptions for Texas Veterans (Hazlewood Exemption)

TEXAS HAZLEWOOD EXEMPTION

The Hazlewood Act exempts qualified veterans and dependent children of certain disabled or deceased veterans from specific tuition and fee charges at public institutions of higher education in the state of Texas. The exemption is for a maximum of 150 credit hours and may be awarded regardless of financial need. The benefit is not available to spouses of veterans.

Eligible veterans must have been a resident of Texas at enlistment and must provide official military documentation to prove eligibility for the exemption. Veterans must serve more than 180 days of active duty service, excluding training, and discharge must be characterized as “honorable” or “general, under honorable conditions.”

Veterans or dependents must provide proof of eligibility or ineligibility for VA education benefits. Verification may be obtained by calling the VA Education Call Center at 1-888-442-4551 or by sending us an email through the "Questions & Answers" section of our website.

Contact the Texas Veterans Commission for more information about the Hazlewood Act and other education benefits for Texas veterans. Call 1-800-252-VETS.

SATISFACTORY ACADEMIC PROGRESS & HAZLEWOOD

Senate Bill 1210 passed during the Regular Session of the 83rd Texas Legislature now requires students who receive the Hazlewood Exemption to maintain a cumulative 2.0 out of 4-point grade average. It also limits to 30 the number of hours a student can take beyond their degree plan and still receive an exemption. The law does not allow for grandfathering.

Financial Aid began monitoring for Satisfactory Academic Progress at the beginning of the Fall 2014 semester. Students may regain eligibility to the Hazlewood Exemption if/when they complete a term in compliance with SB1210 requirements or by submitting an Exemption/Waiver Financial Aid Suspension Appeal Form and being approved based on medical reasons, due to the death of direct family member, or other special circumstances. Please contact the Financial Aid Office for more information.
Scholarships

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

Students may complete an on-line scholarship application located on the college webpage at www.nctc.edu. To complete your application you must print and sign the certificate statement and send with your transcript to the NCTC Foundation Office, 1525 W. California St., Gainesville, Texas 76240. Students may also request a scholarship application form from the NCTC Foundation Office or Financial Aid Office on the Gainesville Campus; the Financial Aid Office on the Corinth or Flower Mound Campuses; or the Counseling Office at the Bowie or Graham Campuses. Application deadlines are April 15 for the Fall semester and October 15 for the Spring semester.

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

Career Services

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

Technical Program Faculty

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

Job Search Resources

Job postings can be viewed online under the “Student Employment” link located on the Employment section of the NCTC website. Resume and cover letter assistance are also available to job-seeking students through online resources such as Career Cruising and Grade Results, and also through NCTC’s Writing Center. Contact a counselor or advisor for more information about resources to assist you with your job search.

Counseling & Testing Center

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

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

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

Academic Advising

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

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

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

Students who qualify for online course registration are not required to see and advisor or counselor, however it is highly recommended for students who have questions or
need information about important issues such as course sequencing, pre-requisites, choosing or changing a major, transferability of courses or degrees, etc. Please contact the Counseling and Testing Office at your preferred campus in order to speak with an advisor or counselor at any time before or during the semester:

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

Transfer Services

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

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

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

On-Campus Housing Services

NCTC provides on-campus housing for men and women in two facilities, one of them a modern apartment-style facility. Hays Hall accommodates 32 students in a two-story structure. It features eight 4-student suites, each with two bedrooms accommodating two students each and sharing a common area and bathroom. Each suite is restricted to either all men or all women.

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

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

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

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

Charges For Room and Board

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

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

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

Total Charges & Payment Terms: Room/board charges for the entire semester are due and payable—either in full or installments. Students making full payment at
registration will have their room/board charges discounted to:
Bonner Hall $1,864.00
Hays Hall $1,964.00

**Installment Schedule**: Students wishing to pay room/board charges in installments must make arrangements through the NCTC Business Office. Failure to meet installment obligations will result in severe penalties, including the student’s immediate withdrawal from school when accounts become 30 days past due. The installment schedules for 2014-2015 are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Bonner Hall</th>
<th>Hays Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due by Move-in</td>
<td>$900</td>
<td>$900</td>
</tr>
<tr>
<td>Due September 15</td>
<td>$575</td>
<td>$650</td>
</tr>
<tr>
<td>Due October 15</td>
<td>$389</td>
<td>$414</td>
</tr>
<tr>
<td>Total</td>
<td>$1,864</td>
<td>$1,964</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due by Move-in</td>
<td>$900</td>
<td>$900</td>
</tr>
<tr>
<td>Due February 15</td>
<td>$575</td>
<td>$650</td>
</tr>
<tr>
<td>Due March 15</td>
<td>$389</td>
<td>$414</td>
</tr>
<tr>
<td>Total</td>
<td>$1,864</td>
<td>$1,964</td>
</tr>
<tr>
<td>Summer Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due prior to move-in</td>
<td>$300 per summer session.</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

### Student ID Card

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

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

### Photo Policy

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

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

Student Activities/Organizations

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

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

Clubs and Organizations

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

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

Student Organizations at NCTC are easy to start. New clubs and organizations are required to petition the Director of Student Life for official recognition. The four requirements of having a registered organization at NCTC are: 1) 7 student members; 2) 1 full-time or part-time employee to be the advisor with supervisor approval; 3) a constitution; and 4) a student organization registration form. The Director’s office will also provide assistance in the formation of clubs and organizations to meet student needs and interests. For more information about starting a club at NCTC, contact the Office of Student Life at (940) 668-3330.

Campus Activities Board

CAB’s primary purpose is to provide events and programs on the Corinth, Flower Mound and Gainesville campuses to get the student body involved. CAB hosts comedians, hypnotists, dances, cookouts, bands, and all other types of entertainment for the Corinth, Flower Mound and Gainesville Campus.

Christians in Action

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

Cosmetology Student Association

CSA creates a link between the students of the Cosmetology Department and other student organizations and the rest of the campus community through participation in a wide variety of student activities.

Drama Club

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

Esthetician Student Association

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

Fellowship

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

Gainesville Program Council

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

History Club

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

Horticulture Society of North Central Texas College

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

**Lambda Epsilon Chi**

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

**National Society of Leadership & Success**

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

**Martial Arts Club**

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

**Outdoor Adventure**

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

**Phi Theta Kappa Society**

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

**Residence Hall Association (RHA)**

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

**Student Government Association (SGA)**

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

**Student Nursing Association**

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

**Acting-Performance**

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

**Dance-Performance and Technique**

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

**Musical Organizations**

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

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

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

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

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

Publications

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

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

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

Athletics

The NCTC athletics program supports the institutional mission through assisting students in meeting their educational goals by making available quality student support services, including intercollegiate athletics. Each athletic program provides an opportunity for student athletes to pursue academic success, physical and emotional well being and social development.

Specifically, NCTC athletes pursue academic excellence, participate in well organized sports activities, promote a positive public image for the College and advance their personal and professional objectives.

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

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

Intercollegiate Sports

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

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

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

Department of Student Success

The Department of Student Success provides a Math Lab, a Writing Center, and Study/Tutor Groups accessible for use by all NCTC students. The Math Lab is a drop-in lab. Tutors circulate among students and answer questions as students work through various algebraic or mathematical problems. The Writing Center is an appointment only center. Students make an appointment to meet with a writing tutor who can guide students through all stages of the writing process. Tutors can assist with structure, style, and grammar, and they empower students to become their own editors.

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

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

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

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

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

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

Networks Program

The Networks Program provides services for students enrolled in one of NCTC’s Technical Programs and students who qualify based on one or more of the following categories: Nontraditional Learner; Limited English Proficiency Learner; Learners who are economically disadvantaged; or Learners who are single parents or displaced homemakers. Services include: Nontraditional Career Awareness, Career Assessment, Referrals to Campus and Community Services, Academic, Career, and Individual Counseling Services, Tutoring Services, and Child Care Assistance. For more information, please contact:

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

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

Academic Freedom

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

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

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

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

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

Academic Honors

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

To qualify for the President’s Honor List, students must attain a GPA of 4.0 while enrolled full-time (12 or more college-level semester hours). Students qualifying for the Dean’s Honor List must be enrolled full-time (12 or more college-level semester hours) and achieve a GPA of 3.5 or above. Names of students so honored will be posted and released to the news media.

Academic Load

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

Attendance Regulations

The NCTC attendance policy is published in each course syllabi. NCTC faculty are expected to keep up to date attendance records. However, general regulations regarding class attendance are as follows:

1. Regular and punctual attendance is expected of all students in all classes for which they have registered.
2. All absences are considered to be unauthorized unless the student is absent due to sickness or emergencies which are approved by the instructor, or due to participation in an approved college-sponsored activity (which requires written approval from the appropriate Instructional Dean).
3. The instructor is responsible for judging the validity of any reasons given for absence. Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work.
4. Students will not be allowed to make up an examination missed due to absence unless they have reasons acceptable to the instructor. A student who is compelled to be absent when a test is given should petition the instructor, in advance if possible, for permission to postpone the exam.
5. Students may be dropped from a class by the Registrar upon recommendation of the instructor who feels the student has been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course’s objectives.
6. Persistent, unjustified absences from classes or laboratories may be considered sufficient cause for College officials to drop a student from the rolls of the College.
7. Students will be dropped from a developmental course required for the Texas Success Initiative (TSI) purposes
for non-attendance. Official NCTC TSI rules state that students not passing all sections of the THEA, Compass, or new statewide TSI Assessment test MUST be enrolled in at least one area of remediation each semester they are enrolled or until all sections are passed or all remedial requirements have been met. Students who are dropped for non-attendance in a required developmental course will be dropped from all remaining courses for that semester.

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

Course Cancellation Policy

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

Dropping Courses

If a student’s personal circumstances dictate that he or she needs to reduce his/her academic load, that student should confer with his/her advisor for assistance in adjusting the number of courses being taken. A grade of “W” will be given to students who officially withdraw from a course by the deadline noted in the academic calendar. Any drops after this will be made with the approval of the instructor and the Department Chair.

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

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

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

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

The following is important information to know when withdrawing from courses. Effective 2007, section 51.907 of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in the North Central Texas College Dual Credit and Early Admission program are waived from this requirement until high school graduation.

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

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

Contact the Office of Admissions and Registrar for further details related to exceptions.

Course Drop Definition

A course drop, which will be recorded on the transcript, is defined as an affected credit course not completed by an undergraduate student who:
1. is enrolled in the course by the official date of record*, and
2. will receive a non-punitive grade of W.
*Official date of record varies according to the length of the course. The most common course lengths are listed below. For the official date of record for all other course lengths, please contact the Office of Admissions and Registrar.

<table>
<thead>
<tr>
<th>COURSE LENGTH</th>
<th>DATE OF RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 week course</td>
<td>2nd class day</td>
</tr>
<tr>
<td>5 or 6 week course</td>
<td>4th class day</td>
</tr>
<tr>
<td>8 week course</td>
<td>6th class day</td>
</tr>
<tr>
<td>16 week course</td>
<td>12th class day</td>
</tr>
</tbody>
</table>

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

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

Drops that will count towards the 6 drop limit include:

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

SB 1231 Section 51.907 b.3 Withdraw from the Institution

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

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

Faculty Withdrawals

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

Medical Withdrawal Policy

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

Procedures

1. Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in writing from the Registrar, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.
2. The documentation will be sent to the appropriate deans of the subject areas involved within the appeal. If the appeal involves multiple disciplines, then the request will be sent to the deans to discuss collaboratively providing a recommendation to the Office of Admissions and Registrar.
3. The Deans will be responsible for the validation of documentation.
4. The Registrar will inform the student and instructor of the decision in writing if the request is approved.

Complete Withdrawal

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

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

Grades are reported and made a part of the official record (filed in the Registrar’s Office) at the end of each semester. Students may view their grades online.

Incomplete Grades

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

1. To receive an “I” in any course, a student must be in good standing in the course through the last day to drop.

2. The student must petition the instructor in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Incomplete Grade form to the final grade roll.

3. It is the student’s responsibility to comply prior to the end of the next long semester, or the grade will revert to “F”.

4. Instructors who wish to issue a grade of "I" must submit the Incomplete Grade form with the appropriate documentation to the Department Chair or Program Coordinator for approval. Once an incomplete is finished, the instructor must submit a Petition of Change of Grade form for final approval.

System of Grading

The standing of a student in each course is expressed by the following grades which are assigned for class work, examinations and general classroom performance according to criteria set by the instructor. Interpretations of these grades are:

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

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

Pass/Fail Option

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. The forms must be completed by the student and instructor and returned to the Registrar’s Office by the second Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. Once the pass/fail option is processed, no changes will be permitted to the student’s academic record. It is not recommended to select the pass/fail option if the course in which the option is applied should be included as a part of the college major and expected to transfer that course to a senior college or university.

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

Grade Points

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

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

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

A student’s cumulative GPA is determined by dividing the total college-level grade points earned by the total number of college-level credit hours attempted. To illustrate, a student who has attempted 30 college-level credit hours, earning 60 college-level grade points, would have a cumulative GPA of 2.0. College Preparatory (remedial) coursework is not used in the calculation of the cumulative GPA, however the grades earned and hours attempted are used in the calculation of the current term GPA (ex. Spring, Fall, or Summer GPA).

Minimum Grades For Good Academic Standing

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

Academic Probation

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

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

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

A student who is already on Academic Probation status will move to Suspension status if his/her cumulative GPA remains below 2.0 at the end of the next Fall or Spring semester in which the student is enrolled, AND his/her term GPA for that Fall or Spring semester is also below 2.0. A student on Suspension is notified of this status through a mailed letter, NCTC and Canvas e-mail, and a notation on the transcript. A student placed on Academic Suspension is required to sit out the next semester in which he/she intended to enroll at NCTC, unless the student completes the Appeal process AND is approved for enrollment. Students approved for an Academic Suspension Appeal will be assigned an academic advisor, will be limited to the number of hours in which they can enroll, and will also have other obligations to meet during their appeal semester, such as attending College Success seminars.

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

Academic Suspension - Permanent Suspension

NCTC does not permanently suspend students for poor academic performance.

Student Grade Appeal

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

1. Collect all tests, assignments, class notes and other relevant materials and request a conference in writing with the instructor of the course in question. The same materials collected must be presented at each stage of the appeal process, with no addition or omission of items.

2. Present the case for grade appeal directly to the instructor.

3. If not satisfied with the decision of the instructor, the student has 15 calendar days to appeal in writing to the instructor’s Department Chair or Program Coordinator (see listing in College Personnel section of the Catalog). All tests, assignments, class notes and other relevant materials must be presented to the Department Chair or Program Coordinator.

4. If not satisfied with the decision of the Department Chair or Program Coordinator, the student has 15 calendar days to appeal in writing to the appropriate Dean of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.

5. If not satisfied with the decision of the Dean of Instruction, the student has 15 calendar days to appeal in writing to the Vice President of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the Vice President of Instruction.

6. If not satisfied with the decision of the Vice President of Instruction, the student has 15 calendar days to appeal in writing to the President of the College. All tests, assignments, class notes and other relevant materials must be presented to the President.

Grade appeals may only be considered if the procedure has been followed explicitly in the order outlined. The grade appeal process must be initiated and completed by the end of the next long semester. Grade appeals after the deadline will not be considered.
Late Registration

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

Numbering of Courses

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

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

Student Classification

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

Student Responsibilities

Campus Behavior

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

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

College Debts

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

Check Cashing

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

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

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

Student Records

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

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

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

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

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

Student Rights Concerning Educational Records Under FERPA

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

**Right to Review Records** – NCTC students have the right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.

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

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

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

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

Transfer of Courses to Senior Colleges

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

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

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

Resolution of Transfer Disputes For Lower Division Courses

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

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

1. If any institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.

2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.

3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days
after the date the student received written notice of
denial, the institution whose credit is denied for transfer
shall notify the Commissioner of the denial.

b. The Commissioner of Higher Education or the
Commissioner’s designee shall make the final
determination about the dispute concerning the transfer of
course credit and give written notice of the determination
to the involved student and institutions.
DEGREE REQUIREMENTS

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

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Arts in Teaching (AAT)
- Associate of Applied Science (AAS)
- Level I Workforce Certificate
- Level II Workforce Certificate
- Marketable Skills Achievement Award

Overview of Degree Requirements

AA, AS and AAT degrees are an embodiment of NCTC’s goal of providing quality freshman and sophomore level courses in arts and sciences that parallel the lower division offerings of four-year colleges and universities by offering a coherent sequence of courses with appropriate breadth and depth to prepare students for transfer to a university.

To earn both the Associate of Arts and the Associate of Science degrees, the minimum requirements for each must be met and an additional 15 college-level semester hours must be earned at NCTC.

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

To graduate, students must complete the degree requirements with a cumulative grade point average (G.P.A.) of at least 2.0. Additionally, a minimum of 15 credit hours must be taken in-residence at NCTC. Credit hours for college preparatory (developmental) courses do not meet this residency requirement.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Requirements</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Arts (AA)</td>
<td>Core Curriculum Courses</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Electives*</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Total Minimum Required Hours</td>
<td>60</td>
</tr>
<tr>
<td>Associate of Science (AS)</td>
<td>Core Curriculum Courses</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Electives*</td>
<td>6 or 7</td>
</tr>
<tr>
<td></td>
<td>Additional Advanced Mathematics Course</td>
<td>3 or 4</td>
</tr>
<tr>
<td></td>
<td>Two Additional Science Courses</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Total Minimum Required Hours</td>
<td>60</td>
</tr>
<tr>
<td>Associate of Arts in Teaching (AAT)</td>
<td>Specific degree requirements for grades EC-6, 4-8, and Secondary are listed in current catalog</td>
<td></td>
</tr>
<tr>
<td>Associate of Applied Sciences (AAS)</td>
<td>General Education Courses</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Technical Courses (per degree plan)</td>
<td>Varies</td>
</tr>
<tr>
<td></td>
<td>Proficiency With Computers (per degree plan)</td>
<td>Varies</td>
</tr>
</tbody>
</table>

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

Educational Intent

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

**Graduation Requirements**

**Application For Graduation**

To ensure consideration as a candidate for a degree or certificate, the student should submit an application for graduation at the beginning of the semester of degree or certificate, or be identified as expected to graduate by the Office of Admissions and Registrar. Students identified by this process will be notified by mail or email regarding their award. The application may be obtained from and should be returned to the Office of Admissions and Registrar.

Deadlines for submitting graduation applications are: May graduation – March 15; December graduation – October 15. All graduating students are encouraged to submit a graduation application, regardless of intent to participate in the ceremony to ensure the desired name is printed on the diploma as well as the correct address of mailing the diploma. Graduation applications received after the deadline will be processed, but the student’s name will not be published in the graduation program.

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

**Commencement**

North Central Texas College certifies graduates three times a year; in the fall, spring and summer semesters. North Central Texas College holds formal commencement ceremonies twice each year—in May and December. Students are encouraged to participate in spring or fall commencement ceremonies after applying to graduate. Any student within 12 hours of finishing their degree may participate in May commencement. Those applying for May graduation must fulfill all requirements by the end of the second summer session following the semester they applied. Degrees are officially conferred when the Registrar’s Office certifies that all requirements have been met; therefore, participation in the graduation ceremony, in itself, does not confer on a student any rights to a degree. Nevertheless, candidates for graduation are highly encouraged to attend and participate in the designated graduation ceremony. NCTC makes a special effort to give graduates (and their families) a beautiful and memorable ceremony to mark this important milestone in their lives. It truly is an event not to be missed.

There is no fee to participate in the commencement exercises; however, the student must purchase the required cap and gown from the NCTC campus bookstore in order to participate in the ceremony.

North Central Texas College reserves the right to post degrees and/or certificates for current or former students who have met completion requirements but have not applied for graduation. Diplomas will be automatically issued and sent to the mailing address on file.

**Reverse Transfer**

A student can finish an associate degree at NCTC after transferring to an university. Credits earned at a four-year college or university is evaluated to determine if the credits taken will fulfill requirements for an associate degree.

If a student is interested in being considered for reverse transfer, then contact should be made with the appropriate office at the university or college. Check the NCTC website for more information.

**Graduation Honors**

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

- 4.0 GPA Summa cum laude
- 3.90 3.99 GPA Magna cum laude

**Catalog Restrictions**

Students may graduate under any approved degree plan from: (1) the catalog in effect at the time of first enrollment at North Central Texas College, (2) the current catalog, or (3) a subsequent catalog in effect during enrollment as long as the program of study is still offered. In addition to this, the catalog may not be more than 5 years old and enrollment must have occurred during that year and earned college credit for work completed. The options above only apply provided the student meets the requirements not later than five years from the date of the catalog selected.
Official Transcripts

Official college transcripts may be requested from the Office of Admissions and Registrar on the Gainesville Campus or the Admissions Office on the Corinth, Flower Mound, Bowie, and Graham campuses. A signed, written request is required for transcripts to be mailed to an individual or place of business. Transcripts going to another educational institution can be requested online, or by fax or email.

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

Virtual College of Texas -VCT- Courses

Virtual College Of Texas (VCT) Courses
Students may enroll in VCT courses, but students must adhere to the following guidelines:

1. Students MUST register for online courses at NCTC as long as they are open.
2. The fee charged by the provider college may not exceed $200.00.
3. Students may register ONLY in VCT courses that are not available through NCTC in the online format and that have been approved by the appropriate department. However, students can contact other institutions directly to inquire about enrolling in their course.
4. Students who have enrolled in VCT courses and either dropped or failed for two consecutive semesters MUST enroll in and pass 12 hours of non-VCT courses before they may enroll in another VCT course.

Instructional Division Organization

The Instructional Division at NCTC is made up of five major instructional areas: Arts & Sciences, Career and Technical, Health Sciences, Lifelong Learning and Student Success. Also included in the Instructional Division is the Library, eLearning and Honors Studies.

Arts and Sciences

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

Department of English, Speech & Foreign Language:
- English
- Foreign Language
- Speech

Department of Performing Arts:
- Dance
- Drama
- Music

Department of Visual Arts:
- Art

Department of Mathematics & Physics:
- Math
- Physics

Department of Science:
- Biology
- Chemistry

Department of Physical Education/Athletics

Department of (AAT) Education
- Early Childhood-Grade 6
- Grades 4-8
- Secondary (Grades 9-12)
- Learning Frameworks

Department of Government and Economics

- Government
- Economics

Department of History, Humanities, and Philosophy
- History
- Humanities
- Philosophy

Department of Behavioral and Cultural Sciences
- Psychology
- Sociology
- Anthropology

Department of College Preparatory Studies

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

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

- Accounting
- Agriculture
- Business Management
- Computer Information Systems & Technology
- Computer Science
- Drafting & Design
- Equine Science
- Farm & Ranch Management
- Horticulture
- HVAC
- Industrial Mechanics
- Law Enforcement
- Machining Technology
- Office Systems Technology
- Petroleum Technology
- Welding

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

- Associate Degree Nursing
- Cosmetology
- Esthetics
- Fire Sciences
- Emergency Medical Technology
- Licensed Vocational Nursing
- Radiological Technology
- Surgical Technology

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

eCampus
The mission of the eLearning Department is to facilitate the continued growth and development of distance learning opportunities for a diverse and rapidly changing student population. The department strives to accommodate a wide range of online student needs and learner preferences.

Students can expect the same high-quality courses as those taught in the classroom. The content and transferability is identical to courses offered on campus. eCampus students follow the same admissions and registration procedures as on-campus students. A student may complete the core curriculum through online courses, and many technical program courses are available online. Over 90 courses are currently offered online with more added every semester.

Online courses require students to have an Internet connection to complete coursework. Students may use a personal computer from home (or other location), or they may use NCTC General Access Lab computers on-campus. (Check lab schedules.) NCTC uses the Canvas Learning Management System for all online and hybrid courses. Face-to-face courses use Canvas to log grade and attendance data, and may use Canvas to deliver resources, activities, and assessments. Students use their assigned NetID to login to Canvas.

An online course is delivered 80%-100% online. Most online courses are conducted totally online; however, some do require students come to campus for testing, etc. Students should check specific course information by visiting http://NCTCeCampus.info and clicking Online Courses.

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

All students enrolled for the first time in an NCTC online or hybrid course are required to complete the Canvas Orientation for Online Students (CANV0109). Upon completion of CANV0109, students will gain access to their online and hybrid courses.
A $50 per course distance education fee is charged for each online, hybrid, or Virtual College of Texas course in which a student enrolls.

Please visit http://NCTCeCampus.info for more information.

Honors Studies at NCTC

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

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

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

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

Dr. Rochelle Gregory

Honors Program Coordinator,
English

Office 331, Corinth Campus
(940) 498-6297
rgregory@nctc.edu

Library Services

In addition to the main library on the Gainesville campus NCTC also has libraries on the Bowie, Corinth, and Flower Mound campuses. Students use the on-line catalog to identify materials and, if the item needed is on another campus, including the Graham campus, the student can request the item through the on-line catalog. A courier service between campuses ensures rapid delivery of materials.

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

If a citation found in an on-line periodical database does not provide a link to the full text of the article, students should check to see if the Library has a print subscription and if there is none, students may request the article through interlibrary loan.

Library

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

Online, Web-Accessible Catalog

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

**Hours of Operation**

Hours may vary by campus and between semesters. Students should consult the current hours posted at the entrance to the Library at each campus and on the Library website.

General Access Computer Labs are available on each campus. Lab hours are posted on the Library website. Students will present identification to use the lab and to check out library materials.

**Important Note**

A student’s library record must be clear at the conclusion of each semester before transcripts of grades will be released or before he/she is allowed to re-enroll. At the end of the semester, a hold is placed on records of any student having an unpaid fine and/or a currently overdue book.

Library circulation policy is posted on the Library website.

**General Access Computer Labs**

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

**Other Resources and Programs**

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

**Courier Learning Resources/Library Services**

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

**Saturday College**

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

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

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

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

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

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

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

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

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

Cultural/personal enrichment courses range from art, fitness, and gardening, to home décor, music, financial management, and language studies. Topics are modified regularly in alignment with popular trends. Students may even opt to pursue their personal interests using the distance education venue.

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

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

Conversion of Non-Credit to Credit

A student may enroll in select technical credit courses but choose to earn continuing education units (CEUs) instead of academic credit (referred to as concurrent enrollment). Upon course completion, the concurrently enrolled student receives a conventional letter grade, and the CEUs are posted to the student’s combined transcript.

Within two years of course completion and enrollment as an undergraduate student, a student who has a passing conventional letter grade for a noncredit course may apply to have the CEUs earned for that course converted to regular semester-hour college credit. At this point, semester-hour credits earned are posted to the student’s undergraduate academic transcript. Once converted to college credit, the course can count toward the requirements for a certificate or degree.

Lifelong Learning Frequently Asked Questions

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

- Enrollment in all course topics is based upon a first-come, first-serve basis.
- All course topics require minimum enrollment for implementation.
- Continuing Education Units (CEUs), the nationally recognized means of recording and accounting for the various continuing education activities a person accumulates, are awarded for completion of courses. One (1) is awarded for every 10 contact hours of organized continuing adult education.

Lifelong Learning Registration

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

Gainesville Campus
Lifelong Learning Division
1525 W. California Street, Gainesville, TX 76240
(940) 668-4272 or fax (940) 668-6049
Corinth Campus
1404 N. Corinth Street, Suite 307
Corinth, TX, 76208
(940) 498-6270 or fax (940) 498-6401

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

Flower Mound Campus
1200 Parker Square
Flower Mound, Texas 75028
(972) 899-8419 or fax (972) 899-8401
### NCTC Core Curriculum

To complete the 42 hour Core Curriculum, a student must earn the required number of semester credit hours according to the parameters described below.

#### 2015-2016

**Communication - 2 courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2311</td>
<td>TECHNICAL &amp; BUSINESS WRITING</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Mathematics - 1 course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1314</td>
<td>COLLEGE ALGEBRA</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1316</td>
<td>PLANE TRIGONOMETRY</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1324</td>
<td>MATHEMATICS FOR BUSINESS &amp; SOCIAL SCIENCES</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1325</td>
<td>CALCULUS FOR BUSINESS &amp; SOCIAL SCIENCES</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>CONTEMPORARY MATHEMATICS I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1342</td>
<td>ELEMENTARY STATISTICAL METHODS</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2412</td>
<td>PRE-CALCULUS MATH</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2413</td>
<td>CALCULUS I</td>
<td>4</td>
</tr>
</tbody>
</table>

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

**Life and Physical Sciences - 2 courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1406</td>
<td>BIOLOGY FOR SCIENCE MAJORS I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1407</td>
<td>BIOLOGY FOR SCIENCE MAJORS II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1408</td>
<td>BIOLOGY FOR NON-SCIENCE MAJORS I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1411</td>
<td>GENERAL BOTANY</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1413</td>
<td>GENERAL ZOOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2406</td>
<td>ENVIRONMENTAL BIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1411</td>
<td>GENERAL CHEMISTRY I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1412</td>
<td>GENERAL CHEMISTRY II</td>
<td>4</td>
</tr>
<tr>
<td>HORT 1401</td>
<td>HORTICULTURE</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>COLLEGE PHYSICS I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>COLLEGE PHYSICS II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1415</td>
<td>PHYSICAL SCIENCE</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2425</td>
<td>UNIVERSITY PHYSICS I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2426</td>
<td>UNIVERSITY PHYSICS II</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Some courses require a prerequisite course.

**Language, Philosophy and Culture - 1 course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2322</td>
<td>BRITISH LITERATURE I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2323</td>
<td>BRITISH LITERATURE II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2327</td>
<td>AMERICAN LITERATURE I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2328</td>
<td>AMERICAN LITERATURE II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2332</td>
<td>WORLD LITERATURE I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2333</td>
<td>WORLD LITERATURE II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2321</td>
<td>WORLD CIVILIZATIONS I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2322</td>
<td>WORLD CIVILIZATIONS II</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 1301</td>
<td>INTRODUCTION TO THE HUMANITIES I</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1301</td>
<td>INTRODUCTION TO PHILOSOPHY</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2306</td>
<td>INTRODUCTION TO ETHICS</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 2311</td>
<td>INTERMEDIATE SPANISH I</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Creative Arts - 1 course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1301</td>
<td>ART APPRECIATION</td>
<td>3</td>
</tr>
<tr>
<td>DANC 2303</td>
<td>DANCE APPRECIATION I</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 1310</td>
<td>INTRODUCTION TO THEATER</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 1330</td>
<td>STAGECRAFT I</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 2366</td>
<td>INTRODUCTION TO CINEMA</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 1306</td>
<td>MUSIC APPRECIATION</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 1310</td>
<td>AMERICAN MUSIC</td>
<td>3</td>
</tr>
</tbody>
</table>
3 credit hours - Select one course from the list above.

**History - 2 courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1301</td>
<td>UNITED STATES HISTORY I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>U.S. HISTORY FROM 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2301</td>
<td>TEXAS HISTORY</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Government - 2 courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2305</td>
<td>FEDERAL GOVERNMENT (Federal constitution &amp; topics)</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2306</td>
<td>TEXAS GOVERNMENT (Texas constitution &amp; topics)</td>
<td>3</td>
</tr>
</tbody>
</table>

6 credit hours - Take each course listed above.

**Social and Behavioral Sciences - 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2346</td>
<td>GENERAL ANTHROPOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 2351</td>
<td>CULTURAL ANTHROPOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>PRINCIPLES OF MACROECONOMICS</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2302</td>
<td>PRINCIPLES OF MICROECONOMICS</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>LIFESPAN GROWTH &amp; DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1306</td>
<td>SOCIAL PROBLEMS</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1318</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td>3</td>
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</table>

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

**Component Area Option - 2 courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SPCH 1315</td>
<td>PUBLIC SPEAKING</td>
<td>3</td>
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<tr>
<td>SPCH 1321</td>
<td>BUSINESS AND PROFESSIONAL COMMUNICATION</td>
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<tr>
<td>EDUC 1300</td>
<td>LEARNING FRAMEWORK</td>
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<tr>
<td>PSYC 1300</td>
<td>LEARNING FRAMEWORK</td>
<td>3</td>
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</tbody>
</table>

Choose one course from the SPCH section, and one course from the EDUC or PSYC section, for a total of two courses.
ASSOCIATE OF ARTS IN TEACHING

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

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

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

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

The AAT Early Childhood-Grade 6 degree is appropriate for students who seek teacher certification in the following areas:
- EC-6 Generalist
- EC-6 Bilingual Generalist
- EC-6 ESL Generalist
- EC-6 other content area teaching fields/academic disciplines/interdisciplinary majors

AAT Grades 4-8 degree is appropriate for students who seek teacher certification in the following areas:
- 4-8 Generalist
- 4-8 Bilingual Generalist
- 4-8 ESL Generalist
- 4-8 English Language Arts and Reading
- 4-8 Mathematics
- 4-8 Mathematics/Science
- 4-8 Science
- 4-8 Social Studies
- 4-8 other content area teaching fields/academic disciplines/interdisciplinary majors

AAT Secondary (Grades 8-12) degree is appropriate for students who seek teacher certification in the following areas:
- Mathematics
- Science (Chemistry, Physics, Physical Science, or General Science)
- English Language Arts and Reading
- History
- Foreign Language

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

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

Associate of Arts in Teaching-EC-6

Degree Requirements

Communication - 2 courses
ENGL 1301 COMPOSITION I 3
ENGL 1302 COMPOSITION II 3
ENGL 2311 TECHNICAL & BUSINESS WRITING 3

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

Mathematics - 1 course
MATH 1314 COLLEGE ALGEBRA 3
MATH 1316 PLANE TRIGONOMETRY 3
MATH 1324 MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES 3
MATH 1325 CALCULUS FOR BUSINESS & SOCIAL SCIENCES 3
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<th>Course Name</th>
<th>Credit Hours</th>
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<td>MATH 1332</td>
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<td>3</td>
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<tr>
<td>MATH 1342</td>
<td>ELEMENTARY STATISTICAL METHODS</td>
<td>3</td>
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<tr>
<td>MATH 2412</td>
<td>PRE-CALCULUS MATH</td>
<td>4</td>
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<tr>
<td>MATH 2413</td>
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<td>MATH 1342</td>
<td>ELEMENTARY STATISTICAL METHODS</td>
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<td>MATH 2412</td>
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<td>MATH 1342</td>
<td>ELEMENTARY STATISTICAL METHODS</td>
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<td>PRE-CALCULUS MATH</td>
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<tr>
<td>MATH 2413</td>
<td>CALCULUS I</td>
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*3 - 4 credit hours - Select one course from the list above.*

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<td>BIOL 1407</td>
<td>BIOLOGY FOR SCIENCE MAJORS II</td>
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<td>BIOL 1408</td>
<td>BIOLOGY FOR NON-SCIENCE MAJORS I</td>
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<td>BIOL 1411</td>
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<td>BIOL 1413</td>
<td>GENERAL ZOOLOGY</td>
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<td>BIOL 2401</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I</td>
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<td>HUMAN ANATOMY AND PHYSIOLOGY II</td>
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<td>PHYS 1415</td>
<td>PHYSICAL SCIENCE</td>
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<td>PHYS 2425</td>
<td>UNIVERSITY PHYSICS I</td>
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<td>PHYS 2426</td>
<td>UNIVERSITY PHYSICS II</td>
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*6 credit hours - Select two courses from the list above.*

Some courses require a prerequisite course.

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<tr>
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<td>INTRODUCTION TO PHILOSOPHY</td>
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<td>INTRODUCTION TO ETHICS</td>
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<td>SPAN 2311</td>
<td>INTERMEDIATE SPANISH I</td>
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<td>ARTS 1301</td>
<td>ART APPRECIATION</td>
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<tr>
<td>DANC 2303</td>
<td>DANCE APPRECIATION I</td>
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<td>DRAM 1310</td>
<td>INTRODUCTION TO THEATER</td>
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<td>DRAM 1330</td>
<td>STAGECRAFT I</td>
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<td>DRAM 2366</td>
<td>INTRODUCTION TO CINEMA</td>
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<td>MUSI 1306</td>
<td>MUSIC APPRECIATION</td>
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<tr>
<td>HIST 1301</td>
<td>UNITED STATES HISTORY I</td>
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<td>HIST 1302</td>
<td>U.S. HISTORY FROM 1865</td>
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<td>HIST 2301</td>
<td>TEXAS HISTORY</td>
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<tr>
<td>GOVT 2305</td>
<td>FEDERAL GOVERNMENT (Federal constitution &amp; topics)</td>
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<td>GOVT 2306</td>
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<td>PSYC 2314</td>
<td>LIFESPAN GROWTH &amp; DEVELOPMENT</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>SOCI 1306</td>
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<tr>
<td>SPCH 1318</td>
<td>INTERPERSONAL COMMUNICATION</td>
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</table>

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

Component Area Option - 2 courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPCH 1315</td>
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<td>PSYC 1300</td>
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</table>

Choose one course from the SPCH section, and one course from the EDUC or PSYC section, for a total of two courses.

**Minimum of 18 hours of electives required**

Associate of Arts in Teaching (EC-6) Degree requires the above Core in addition to the following 18 hours, for a total of 60 hours

- **2 Lab hours from Life and Physical Science courses**
- **MATH1350**: Fundamentals of Math I
- **MATH1351**: Fundamentals of Math II
- **EDUC1301**: Introduction to the Teaching Profession
- **EDUC2301**: Introduction to Special Populations

**Additional Science: BIOL1406**: General Biology for Majors, OR BIOL1408: General Biology for Non-Science Majors, OR PHYS1415: Physical Science

<table>
<thead>
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<th>Course Title</th>
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<tr>
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<td>EDUC 2301</td>
<td>INTRODUCTION SPECIAL POPULATIONS</td>
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</table>

Subtotal: 18

Total Credit Hours: 18

**Associate of Arts in Teaching 4-8 EC-12 Special Education**

Degree Requirements

**Communication - 2 courses**

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<tr>
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<td>TECHNICAL &amp; BUSINESS WRITING</td>
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6 credit hours - Select two courses from the list above.

**Mathematics - 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>PLANE TRIGONOMETRY</td>
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<td>CALCULUS FOR BUSINESS &amp; SOCIAL SCIENCES</td>
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<td>CONTEMPORARY MATHEMATICS I</td>
<td>3</td>
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<td>MATH 1342</td>
<td>ELEMENTARY STATISTICAL METHODS</td>
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<td>PRE-CALCULUS MATH</td>
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<tr>
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<td>CALCULUS I</td>
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</table>

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

**Life and Physical Sciences - 2 courses**

<table>
<thead>
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<th>Credits</th>
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<td>BIOLOGY FOR NON-SCIENCE MAJORS I</td>
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<td>BIOL 1411</td>
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<td>BIOL 1413</td>
<td>GENERAL ZOOLOGY</td>
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<td>HUMAN ANATOMY AND PHYSIOLOGY I</td>
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<td>PHYS 2426</td>
<td>UNIVERSITY PHYSICS II</td>
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6 credit hours - Select two courses from the list above.

Some courses require a prerequisite course.

Language, Philosophy and Culture - 1 course

<table>
<thead>
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<th>Course Title</th>
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<td>BRITISH LITERATURE II</td>
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<td>INTRODUCTION TO THE HUMANITIES I</td>
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<td>INTRODUCTION TO PHILOSOPHY</td>
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<td>PHIL 2306</td>
<td>INTRODUCTION TO ETHICS</td>
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<tr>
<td>SPAN 2311</td>
<td>INTERMEDIATE SPANISH I</td>
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3 credit hours - Select one course from the list above.

Creative Arts - 1 course

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<td>DANC 2303</td>
<td>DANCE APPRECIATION I</td>
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<td>MUSI 1310</td>
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3 credit hours - Select one course from the list above.

History - 2 courses

<table>
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<td>HIST 1302</td>
<td>U.S. HISTORY FROM 1865</td>
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<td>HIST 2301</td>
<td>TEXAS HISTORY</td>
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</tbody>
</table>

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

Government - 2 courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2305</td>
<td>FEDERAL GOVERNMENT (Federal constitution &amp; topics)</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2306</td>
<td>TEXAS GOVERNMENT (Texas constitution &amp; topics)</td>
<td>3</td>
</tr>
</tbody>
</table>

6 credit hours - Take each course listed above.

Social and Behavioral Sciences - 1 course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2346</td>
<td>GENERAL ANTHROPOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 2351</td>
<td>CULTURAL ANTHROPOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>PRINCIPLES OF MACROECONOMICS</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2302</td>
<td>PRINCIPLES OF MICROECONOMICS</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>LIFESPAN GROWTH &amp; DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1306</td>
<td>SOCIAL PROBLEMS</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1318</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Component Area Option - 2 courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1315</td>
<td>PUBLIC SPEAKING</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1321</td>
<td>BUSINESS AND PROFESSIONAL COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1300</td>
<td>LEARNING FRAMEWORK</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1300</td>
<td>LEARNING FRAMEWORK</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one course from the SPCH section, and one course from the EDUC or PSYC section, for a total of two courses.

Minimum of 18 hours of electives required

Associate of Arts in Teaching (4-8 EC-12 Special Education) Degree requires the above Core in addition to the following 18 hours, for a total of 60 hours

2 Lab hours from Life and Physical Science courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH1350</td>
<td>Fundamentals of Math I</td>
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</tr>
<tr>
<td>MATH1351</td>
<td>Fundamentals of Math II</td>
<td></td>
</tr>
<tr>
<td>EDUC1301</td>
<td>Introduction to the Teaching Profession</td>
<td></td>
</tr>
<tr>
<td>EDUC2301</td>
<td>Introduction to Special Populations</td>
<td></td>
</tr>
</tbody>
</table>
Additional Science: BIOL 1406: General Biology for Majors, OR BIOL 1408: General Biology for Non-Science Majors, OR PHYS 1415: Physical Science

MATH 1350  FUNDAMENTALS OF MATHEMATICS I  3
MATH 1351  FUNDAMENTALS OF MATHEMATICS II  3
EDUC 1301  INTRODUCTION TO THE TEACHING PROFESSION  3
EDUC 2301  INTRODUCTION SPECIAL POPULATIONS  3
BIOL 1406  BIOLOGY FOR SCIENCE MAJORS I  4
OR
BIOL 1408  BIOLOGY FOR NON-SCIENCE MAJORS I  4
OR
PHYS 1415  PHYSICAL SCIENCE  4

Subtotal: 18

Total Credit Hours: 18

Associate of Arts in Teaching 7-12 EC-12 Other than Special Education

Degree Requirements

Communication - 2 courses
ENGL 1301  COMPOSITION I  3
ENGL 1302  COMPOSITION II  3
ENGL 2311  TECHNICAL & BUSINESS WRITING  3

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

Life and Physical Sciences - 2 courses
BIOL 1406  BIOLOGY FOR SCIENCE MAJORS I  4
BIOL 1407  BIOLOGY FOR SCIENCE MAJORS II  4
BIOL 1408  BIOLOGY FOR NON-SCIENCE MAJORS I  4
BIOL 1411  GENERAL BOTANY  4
BIOL 1413  GENERAL ZOOLOGY  4
BIOL 2401  HUMAN ANATOMY AND PHYSIOLOGY I  4
BIOL 2402  HUMAN ANATOMY AND PHYSIOLOGY II  4
BIOL 2406  ENVIRONMENTAL BIOLOGY  4
CHEM 1411  GENERAL CHEMISTRY I  4
CHEM 1412  GENERAL CHEMISTRY II  4
HORT 1401  HORTICULTURE  4
PHYS 1401  COLLEGE PHYSICS I  4
PHYS 1402  COLLEGE PHYSICS II  4
PHYS 1415  PHYSICAL SCIENCE  4
PHYS 2425  UNIVERSITY PHYSICS I  4
PHYS 2426  UNIVERSITY PHYSICS II  4

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

Some courses require a prerequisite course.

Language, Philosophy and Culture - 1 course
ENGL 2322  BRITISH LITERATURE I  3
ENGL 2323  BRITISH LITERATURE II  3
ENGL 2327  AMERICAN LITERATURE I  3
ENGL 2328  AMERICAN LITERATURE II  3
ENGL 2332  WORLD LITERATURE I  3
ENGL 2333  WORLD LITERATURE II  3
HIST 2321  WORLD CIVILIZATIONS I  3
HIST 2322  WORLD CIVILIZATIONS II  3
HUMA 1301  INTRODUCTION TO THE HUMANITIES I  3
PHIL 1301  INTRODUCTION TO PHILOSOPHY  3
PHIL 2306  INTRODUCTION TO ETHICS  3
SPAN 2311  INTERMEDIATE SPANISH I  3

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

Creative Arts - 1 course

ARTS 1301  ART APPRECIATION  3
DANC 2303  DANCE APPRECIATION I  3
DRAM 1310  INTRODUCTION TO THEATER  3
DRAM 1330  STAGECRAFT I  3
DRAM 2366  INTRODUCTION TO CINEMA  3
MUSI 1306  MUSIC APPRECIATION  3
MUSI 1310  AMERICAN MUSIC  3

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

History - 2 courses

HIST 1301  UNITED STATES HISTORY I  3
HIST 1302  U.S. HISTORY FROM 1865  3
HIST 2301  TEXAS HISTORY  3

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

Government - 2 courses

GOVT 2305  FEDERAL GOVERNMENT (Federal constitution & topics)  3
GOVT 2306  TEXAS GOVERNMENT (Texas constitution & topics)  3

6 credit hours - Take each course listed above.

Social and Behavioral Sciences - 1 course

ANTH 2346  GENERAL ANTHROPOLOGY  3
ANTH 2351  CULTURAL ANTHROPOLOGY  3
ECON 2301  PRINCIPLES OF MACROECONOMICS  3
ECON 2302  PRINCIPLES OF MICROECONOMICS  3
PSYC 2301  GENERAL PSYCHOLOGY  3
PSYC 2314  LIFESPAN GROWTH & DEVELOPMENT  3
SOCI 1301  INTRODUCTION TO SOCIOLOGY  3
SOCI 1306  SOCIAL PROBLEMS  3
SPCH 1318  INTERPERSONAL COMMUNICATION  3

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

Component Area Option - 2 courses

SPCH 1315  PUBLIC SPEAKING  3
SPCH 1321  BUSINESS AND PROFESSIONAL COMMUNICATION  3
EDUC 1300  LEARNING FRAMEWORK  3
PSYC 1300  LEARNING FRAMEWORK  3

Choose one course from the SPCH section, and one course from the EDUC or PSYC section, for a total of two courses.

Minimum of 18 hours of electives required

Associate of Arts in Teaching Degree (E7-12) EC-12
Other than Special Education requires the above Core in addition to the following 18 hours, for a total of 60 hours

2 Lab hours from Life and Physical Science courses
EDUC1301: Introduction to the Teaching Profession
EDUC2301: Introduction to Special Populations

Additional Science: BIOL1406: General Biology for Majors, OR BIOL1408: General Biology for Non-Science Majors, OR PHYS1415: Physical Science

6 Elective Hours (suggested options below):
TECA1303
TECA1311
TECA1318
TECA1354

OR

Content Specific Courses

EDUC 1301  INTRODUCTION TO THE TEACHING PROFESSION  3
EDUC 2301  INTRODUCTION SPECIAL POPULATIONS  3
BIOL 1406  BIOLOGY FOR SCIENCE MAJORS I  4
OR
BIOL 1408  BIOLOGY FOR NON-SCIENCE MAJORS I  4
OR
PHYS 1415  PHYSICAL SCIENCE  4
TECA 1303  FAMILY, SCHOOL, AND COMMUNITY  3
TECA 1311  EDUCATING YOUNG CHILDREN  3
TECA 1318  WELLNESS OF THE YOUNG CHILD  3
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECA 1354</td>
<td>CHILD GROWTH &amp; DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEACHING CONTENT SPECIFIC COURSES</td>
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</tr>
</tbody>
</table>

Subtotal: 18

Total Credit Hours: 18
To earn either an Associate of Applied Science Degree or a Certificate, students must achieve an overall grade point average of at least 2.0 and complete the minimum number of semester hours specified for each program. Eighteen of the semester hours required for completion of the degree/certification must be taken at NCTC. Refer to each individual program section in the following pages for requirements specific to those programs. For additional information, contact the Department Chair, Program Coordinator, or the Dean of Instruction for Career and Technical Education.

Agriculture Management (Certificate)

Certificate Requirements

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 2317</td>
<td>INTRODUCTION TO AGRICULTURAL ECONOMICS</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>MARKETING OF AGRICULTURE PRODUCTS</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 1309</td>
<td>COMPUTERS IN AGRICULTURE</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 1407</td>
<td>AGRONOMY</td>
<td>4</td>
</tr>
<tr>
<td>AGME 1415</td>
<td>FARM AND RANCH SHOP SKILLS I</td>
<td>4</td>
</tr>
<tr>
<td>AGAH X3XX</td>
<td>FARM AND RANCH MANAGEMENT ELECTIVE</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Plant or Crop Science: Choose one from either AGRI 1407, Agronomy or HORT 1401 Horticulture.

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AGAH X2XX</td>
<td>ANIMAL SCIENCES ELECTIVE</td>
<td>2</td>
</tr>
<tr>
<td>AGRI 2321</td>
<td>LIVESTOCK EVALUATION I</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 2301</td>
<td>AGRICULTURAL POWER UNITS</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGRI 2303</td>
<td>AGRICULTURAL</td>
<td>3</td>
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</table>

CONSTRUCTION I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AGCR 1441</td>
<td>FORAGE AND PASTURE MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>AGMG 2480</td>
<td>COOPERATIVE EDUCATION-AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL</td>
<td>4</td>
</tr>
</tbody>
</table>

Agriculture Elective

Agriculture Mechanics: Choose one from Ag. Power Units, Ag. Construction or Farm and Ranch Shop Skills.

*AGMG2480 will constitute the capstone experience.

Total Credit Hours: 33

Sustainable Agriculture Production (Certificate)

Certificate Requirements

Gainesville Campus

Graduation Requirements: A minimum of 15 semester hours is required for graduation earning the Sustainable Agriculture Production Certificate.

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGCR 1371</td>
<td>LOCAL NEEDS-Introduction to Sustainable Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 2330</td>
<td>WILDLIFE CONSERVATION &amp; MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 1231</td>
<td>THE AGRICULTURAL INDUSTRY</td>
<td>2</td>
</tr>
<tr>
<td>AGMG 2301</td>
<td>LIVESTOCK BUSINESS MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>AGME 1415</td>
<td>FARM AND RANCH SHOP SKILLS I</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 15

A comprehensive program exam will constitute the capstone experience for this program. Students must pass the exam with a score of 70 or higher.

Total Credit Hours: 15

Business Management (Certificate)

Certificate Requirements

First Year - First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNT 1303</td>
<td>INTRODUCTION TO ACCOUNTING I</td>
<td>3</td>
</tr>
</tbody>
</table>
BUSG 1304 | INTRODUCTION TO FINANCIAL ADVISING | 3
HRPO 2301 | HUMAN RESOURCE MANAGEMENT | 3
BUSG 1301 | INTRODUCTION TO BUSINESS | 3
MRKG 1301 | CUSTOMER RELATIONS | 3
IBUS 1305 | INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE | 3

First Year - Second Semester
- ACNT 1311 | INTRODUCTION TO COMPUTERIZED ACCOUNTING | 3
- POFT 2312 | BUSINESS CORRESPONDENCE AND COMMUNICATION | 3
- MRKG 1311 | PRINCIPLES OF MARKETING | 3
- BMGT 1327 | PRINCIPLES OF MANAGEMENT | 3
- BMGT 2309 | LEADERSHIP | 3
- POFT 1220 | JOB SEARCH SKILLS | 2

Subtotal: 35

*POFT1220 will constitute the capstone experience.

**Total Credit Hours: 35**

### Business Management (Degree)

This program is designed to equip students with knowledge and skills directly applicable to a career in management or supervision, as well as to update and sharpen personal management skills. It is also aimed at providing quality workforce education for positions of managerial responsibility in business and industry. In addition to providing classroom-based course work, the College works with local and area employers to provide on-the-job training experiences to bridge the gap between theory and practice.

All students are to conduct themselves in a manner appropriate to a professionally oriented learning atmosphere. Each student is expected to respect the rights of others. Because students may be in contact with business professionals from outside the college, it is imperative that performance in and out of the classroom reflect the student’s desire to become a part of the business professional community. In addition to behavior, dress in the classroom should be appropriate.

### Graduation Requirements

A minimum of 60 semester hours is required for graduation with an Associate of Applied Science, Business Management Degree. BUSG 2380 Cooperative Education – Business General is a capstone experience and may not be substituted. It should be taken the last semester before graduation.

### Degree Requirements

#### First Year - First Semester
- ACNT 1303 | INTRODUCTION TO ACCOUNTING I | 3
- BUSG 1301 | INTRODUCTION TO BUSINESS | 3
- BUSG 1304 | INTRODUCTION TO FINANCIAL ADVISING | 3
- HRPO 2301 | HUMAN RESOURCE MANAGEMENT | 3
- MRKG 1301 | CUSTOMER RELATIONS | 3

#### First Year - Second Semester
- ACNT 1311 | INTRODUCTION TO COMPUTERIZED ACCOUNTING | 3
- POFT 2312 | BUSINESS CORRESPONDENCE AND COMMUNICATION | 3
- MRKG 1311 | PRINCIPLES OF MARKETING | 3
- BMGT 1327 | PRINCIPLES OF MANAGEMENT | 3
- BMGT 2309 | LEADERSHIP | 3

#### Second Year - First Semester
- BCIS 1305 | BUSINESS COMPUTER APPLICATIONS | 3
- IBUS 1305 | INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE | 3
- HRPO 2307 | ORGANIZATIONAL BEHAVIOR | 3
- BUSG 2305 | BUSINESS LAW/CONTRACTS | 3
- SPCH 1315 | PUBLIC SPEAKING | 3

#### Second Year - Second Semester
- ENGL 1301 | COMPOSITION I | 3
- ECON 2301 | PRINCIPLES OF MACROECONOMICS | 3
- MATH 1342 | ELEMENTARY STATISTICAL METHODS | 3
- ARTS 1301 | ART APPRECIATION | 3
- BUSG 2380 | COOPERATIVE EDUCATION - BUSINESS, GENERAL | 3

Subtotal: 60

* BUSG 2380 will constitute the capstone experience.

**Total Credit Hours: 60**
Computer Information - Systems and Technology

The Computer Information Systems & Technology (CITE) curriculum is designed to prepare students for careers in the high demand Information Technology segment of the workforce.

Each area of the curriculum provides entry level skills, or prepares the student for industry certification in the chosen field of study. The CITE program curriculum has been developed with the assistance and advice of an advisory council which is composed of service area industry professionals.

The degree and certificate programs will provide the student with skills in industry standard software and hardware. The program provides skills in computer applications, performing critical thinking, and the application of ethics in their daily operations.

There are five Associate of Applied Science degrees in this area: Computer Information Technology, Networking Technology, CyberSecurity, Database Administration, and Application Programming.

The Certificate Programs for CITE, Networking, CISCO, CyberSecurity, Database Management, Web Design, and Game Design provide similar classes to the degree programs, however there are no academic classes in these individual curricula. A student that commences study as a certificate student and later desires to complete the degree program will find that the classes taken for a certificate will readily transfer to the degree program.

Students in all of the CITE programs are eligible to participate in the RITA (Rural Information Technology Alliance) Grant and the services that it offers. The IT Career Connection Center provides free tutoring to CITE students, as well as an IT Testing Center where students may acquire industry certifications in ADOBE, CISCO, COMPTIA, Microsoft, VMware and more.

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Capstone Requirement: Students completing one of the AAS degrees will enroll in a cooperative education course the last semester of study. The cooperative education course combines classroom learning with work experience and a lecture component. Students completing a certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement.

Graduation Requirements: A minimum of 60 hours is required for graduation with an Associate of Applied Science degree in CITE, Networking Technology, CyberSecurity, Database Administration, and Application Programming.

Degree Requirements

First Year - First Semester
ITSC 1316 LINUX INSTALLATION AND CONFIGURATION 3
IMED 1316 WEB PAGE DESIGN I 3
ITNW 1358 NETWORK+ 3
ITSE 1302 COMPUTER PROGRAMMING 3
ITSC 1325 PERSONAL COMPUTER HARDWARE 3

First Year - Second Semester
ARTC 1325 INTRODUCTION TO COMPUTER GRAPHICS 3
EECT 1300 TECHNICAL CUSTOMER SERVICE 3
ITSE 2302 INTERMEDIATE WEB PROGRAMMING 3
ITSW 1307 INTRODUCTION TO DATABASE 3
GAME 1343 GAME AND SIMULATION PROGRAMMING I 3

Second Year - First Semester
ENGL 1301 COMPOSITION I 3
ARTC 1302 DIGITAL IMAGING I (PHOTOSHOP) 3
IMED 1345 INTERACTIVE DIGITAL MEDIA 3
INEW 2334 ADVANCED WEB PROGRAMMING 3
ITSE 2317 JAVA PROGRAMMING 3

Second Year - Second Semester
ENGL 2311 TECHNICAL & BUSINESS WRITING 3
MATH 1332 CONTEMPORARY MATHEMATICS I 3
ARTS 1301 ART APPRECIATION 3
GOVT 2305 FEDERAL GOVERNMENT (Federal constitution & topics) 3
ITSE 2380 COOPERATIVE EDUCATION- 3
COMPUTER PROGRAMMER

Subtotal: 60

*ITSE2380 will constitute the capstone experience.

Total Credit Hours: 60

Computer Information Systems and Technology (Certificate)

Certificate Requirements

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 1316</td>
<td>LINUX INSTALLATION AND CONFIGURATION</td>
<td>3</td>
</tr>
<tr>
<td>IMED 1316</td>
<td>WEB PAGE DESIGN I</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1302</td>
<td>COMPUTER PROGRAMMING</td>
<td>3</td>
</tr>
<tr>
<td>ITNW 1358</td>
<td>NETWORK+</td>
<td>3</td>
</tr>
<tr>
<td>ITSC 1325</td>
<td>PERSONAL COMPUTER HARDWARE</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTC 1325</td>
<td>INTRODUCTION TO COMPUTER GRAPHICS</td>
<td>3</td>
</tr>
<tr>
<td>EECT 1300</td>
<td>TECHNICAL CUSTOMER SERVICE</td>
<td>3</td>
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<tr>
<td>ITSE 2302</td>
<td>INTERMEDIATE WEB PROGRAMMING</td>
<td>3</td>
</tr>
<tr>
<td>ITSW 1307</td>
<td>INTRODUCTION TO DATABASE PROGRAMMING I</td>
<td>3</td>
</tr>
<tr>
<td>GAME 1343</td>
<td>GAME AND SIMULATION PROGRAMMING I</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal: 30

*A comprehensive program exam will constitute the capstone experience for this certificate. Students must pass the exam with a score of 70 or higher.

Total Credit Hours: 30

Cyber Security (Certificate)

A minimum of 27 hours is required for graduation with a certificate in Cyber Security.

Certificate Requirements

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSY 1342</td>
<td>INFORMATION TECHNOLOGY SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>ITSC 1316</td>
<td>LINUX INSTALLATION AND CONFIGURATION</td>
<td>3</td>
</tr>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ITSY 2300</td>
<td>OPERATING SYSTEM SECURITY</td>
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<tr>
<td>ITSY 2301</td>
<td>FIREWALL AND NETWORK SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>ITSY 2330</td>
<td>INTRUSION DETECTION</td>
<td>3</td>
</tr>
<tr>
<td>ITSY 2342</td>
<td>INCIDENT RESPONSE &amp; HANDLING</td>
<td>3</td>
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<tr>
<td>EECT 1300</td>
<td>TECHNICAL CUSTOMER SERVICE</td>
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</table>

Subtotal: 27

*Capstone for this course will consist of passing a comprehensive departmental exam.

Total Credit Hours: 27

Cyber Security (Associate of Applied Science Degree)

Degree Requirements

First Year First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSY 1342</td>
<td>INFORMATION TECHNOLOGY SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>ITSC 1316</td>
<td>LINUX INSTALLATION AND CONFIGURATION</td>
<td>3</td>
</tr>
<tr>
<td>ITNW 1358</td>
<td>NETWORK+</td>
<td>3</td>
</tr>
<tr>
<td>ITNW 1313</td>
<td>COMPUTER VIRTUALIZATION</td>
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</table>

First Year Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ITSY 2300</td>
<td>OPERATING SYSTEM SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>ITSY 2301</td>
<td>FIREWALL AND NETWORK SECURITY</td>
<td>3</td>
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<tr>
<td>ITSY 2330</td>
<td>INTRUSION DETECTION</td>
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<tr>
<td>ITSY 2342</td>
<td>INCIDENT RESPONSE &amp; HANDLING</td>
<td>3</td>
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<tr>
<td>EECT 1300</td>
<td>TECHNICAL CUSTOMER SERVICE</td>
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Second Year First Semester

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ITCC 1401</td>
<td>CISCO EXPLORATION 1: NETWORK FUNDAMENTALS</td>
<td>4</td>
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<tr>
<td>ITCC 1404</td>
<td>CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS</td>
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</table>
### Database Administration (Associate of Applied Science Degree)

#### Degree Requirements

**First Year First Semester**
- ITS 1307: INTRODUCTION TO DATABASE  
- ITSE 1346: DATABASE THEORY AND DESIGN  
- ITNW 1358: NETWORK+  
- ITSE 1342: INFORMATION TECHNOLOGY SECURITY  
- ITSE 1303: INTRODUCTION TO MySQL

**First Year Second Semester**
- ITSE 1345: INTRODUCTION TO ORACLE SQL  
- EECT 1300: TECHNICAL CUSTOMER SERVICE  
- ITSE 2317: JAVA PROGRAMMING  
- ITSE 2302: INTERMEDIATE WEB PROGRAMMING  
- ITSW 2337: ADVANCED DATABASE

**Second Year First Semester**
- ENGL 1301: COMPOSITION I  
- ARTS 1301: ART APPRECIATION  
- ITSE 2354: ADVANCED ORACLE PL/SQL  
- ITSE 2356: ORACLE DATABASE ADMINISTRATION  
- MATH 1332: CONTEMPORARY MATHEMATICS I

**Second Year Second Semester**
- ENGL 2311: TECHNICAL & BUSINESS WRITING  
- ITSE 2358: ORACLE DATABASE ADMINISTRATION  
- ITSE 2344: ORACLE DATABASE STRUCTURE AND DATA WAREHOUSING  
- GOVT 2305: FEDERAL GOVERNMENT (Federal constitution & topics)  
- ITSE 2380: COOPERATIVE EDUCATION- COMPUTER PROGRAMMER

Subtotal: 60  
Total Credit Hours: 60
Gaming Application Programming (Associate of Applied Science Degree)

Degree Requirements

First Year First Semester

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tr>
<td>ARTC 1325</td>
<td>INTRODUCTION TO COMPUTER GRAPHICS</td>
<td>3</td>
</tr>
<tr>
<td>GAME 1306</td>
<td>DESIGN AND CREATION OF GAMES</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1391</td>
<td>SPECIAL TOPICS IN ANDROID PROGRAMMING</td>
<td>3</td>
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<tr>
<td>ITCW 1307</td>
<td>INTRODUCTION TO DATABASE</td>
<td>3</td>
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<tr>
<td>GAME 1309</td>
<td>INTRODUCTION TO ANIMATION PROGRAMMING</td>
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First Year Second Semester

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<tbody>
<tr>
<td>GAME 1343</td>
<td>GAME AND SIMULATION PROGRAMMING I</td>
<td>3</td>
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<tr>
<td>ITSE 1392</td>
<td>SPECIAL TOPICS IN WINDOWS PROGRAMMING</td>
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<td>EECT 1300</td>
<td>TECHNICAL CUSTOMER SERVICE</td>
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<tr>
<td>GAME 1328</td>
<td>VIDEO GAME DESIGN</td>
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<tr>
<td>ITCW 2310</td>
<td>iOS APPLICATION PROGRAMMING</td>
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Second Year First Semester

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<td>GAME 2342</td>
<td>GAME DEVELOPMENT USING C++</td>
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<td>JAVA PROGRAMMING</td>
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<tr>
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<td>INTRO TO GAME DESIGN AND DEVELOPMENT</td>
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<tr>
<td>ENGL 1301</td>
<td>COMPOSITION I</td>
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Second Year Second Semester

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<td>GOVT 2305</td>
<td>FEDERAL GOVERNMENT (Federal constitution &amp; topics)</td>
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<td>ENGL 2311</td>
<td>TECHNICAL &amp; BUSINESS WRITING</td>
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<td>GAME 2308</td>
<td>PORTFOLIO FOR GAME DEVELOPMENT</td>
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Subtotal: 60

Total Credit Hours: 60

Game Design (Certificate)

Certificate Requirements

First Semester

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<tr>
<td>GAME 1306</td>
<td>DESIGN AND CREATION OF GAMES</td>
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<td>ITSE 1391</td>
<td>SPECIAL TOPICS IN ANDROID PROGRAMMING</td>
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<td>ITSE 1392</td>
<td>SPECIAL TOPICS IN WINDOWS PROGRAMMING</td>
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<tr>
<td>GAME 1309</td>
<td>INTRODUCTION TO ANIMATION PROGRAMMING</td>
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Second Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GAME 1343</td>
<td>GAME AND SIMULATION PROGRAMMING I</td>
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<tr>
<td>ITSE 1392</td>
<td>SPECIAL TOPICS IN WINDOWS PROGRAMMING</td>
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<tr>
<td>EECT 1300</td>
<td>TECHNICAL CUSTOMER SERVICE</td>
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</table>

*A comprehensive program exam will constitute the capstone for this certificate. Student must pass the exam with a score of 70 or higher.

Total Credit Hours: 30

Networking Technology (Applied Associate of Science Degree) - Network Operating Systems Major

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Degree Requirements

First Year First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ITSC 1325</td>
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<tr>
<td>ITCW 1358</td>
<td>NETWORK+</td>
<td>3</td>
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<tr>
<td>ITCC 1401</td>
<td>CISCO EXPLORATION 1:</td>
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## NETWORK FUNDAMENTALS

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<tr>
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<td>CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS</td>
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**First Year Second Semester**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ITNW 1353</td>
<td>SUPPORTING NETWORK SERVER INFRASTRUCTURE</td>
<td>3</td>
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<tr>
<td>ITCC 2408</td>
<td>CISCO EXPLORATION 3: LAN SWITCHING AND WIRELESS</td>
<td>4</td>
</tr>
<tr>
<td>ITCC 2410</td>
<td>CISCO EXPLORATION 4: ACCESSING THE WAN</td>
<td>4</td>
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<tr>
<td>ITNW 1308</td>
<td>IMPLEMENTING AND SUPPORTING CLIENT SYSTEMS</td>
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**Second Year First Semester**

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<thead>
<tr>
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<tbody>
<tr>
<td>ITNW 1354</td>
<td>IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT</td>
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<td>ITSC 1316</td>
<td>LINUX INSTALLATION AND CONFIGURATION</td>
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<td>ENGL 1301</td>
<td>COMPOSITION I</td>
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<tr>
<td>ITNW 1313</td>
<td>COMPUTER VIRTUALIZATION</td>
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**Second Year Second Semester**

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<tbody>
<tr>
<td>MATH 1332</td>
<td>MATH FOR LIBERAL ARTS</td>
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<tr>
<td>ENGL 2311</td>
<td>TECHNICAL &amp; BUSINESS WRITING</td>
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<td>ARTS 1301</td>
<td>ART APPRECIATION</td>
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<tr>
<td>EECT 1300</td>
<td>TECHNICAL CUSTOMER SERVICE</td>
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</tr>
<tr>
<td>GOVT 2305</td>
<td>FEDERAL GOVERNMENT (Federal constitution &amp; topics)</td>
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<tr>
<td>ITNW 2280</td>
<td>COOPERATIVE EDUCATION-COMPUTER SYSTEMS NETWORKING</td>
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</table>

Subtotal: 60

*ITSC 2280 will constitute the capstone experience.*

Total Credit Hours: 60

## Networking Technology (Certificate) - Cisco Systems

**Certificate Requirements**

**First Semester**

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<thead>
<tr>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ITSC 1325</td>
<td>PERSONAL COMPUTER HARDWARE</td>
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<tr>
<td>ITCC 1401</td>
<td>CISCO EXPLORATION 1: NETWORK FUNDAMENTALS</td>
<td>4</td>
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<td>CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS</td>
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**Second Semester**

<table>
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<tr>
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<tbody>
<tr>
<td>ITCC 2408</td>
<td>CISCO EXPLORATION 3: LAN SWITCHING AND WIRELESS</td>
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<td>ITCC 2410</td>
<td>CISCO EXPLORATION 4: ACCESSING THE WAN</td>
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<tr>
<td>ITNW 1308</td>
<td>IMPLEMENTING AND SUPPORTING CLIENT SYSTEMS</td>
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<tr>
<td>ITNW 1353</td>
<td>SUPPORTING NETWORK SERVER</td>
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Total Credit Hours: 27

## Networking Technology (Certificate) - Network Operating Systems

**Certificate Requirements**

**First Semester**

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**Second Semester**

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</tr>
<tr>
<td>ITNW 1353</td>
<td>SUPPORTING NETWORK SERVER</td>
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</table>

Total Credit Hours: 27
INFRASTRUCTURE

Subtotal: 28
*Capstone for this certificate will consist of passing a comprehensive departmental exam.

Total Credit Hours: 28

Network Technology (Certificate) - CISCO Basic

Certificate Requirements

First Semester

ITCC 1401 CISCO EXPLORATION 1: NETWORK FUNDAMENTALS 4
ITCC 1404 CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS 4

Second Semester

ITCC 2408 CISCO EXPLORATION 3: LAN SWITCHING AND WIRELESS 4
ITCC 2410 CISCO EXPLORATION 4: ACCESSING THE WAN 4

Subtotal: 16
Total Credit Hours: 16

Web Design (Certificate)

Certificate Requirements

First Semester

ARTC 1302 DIGITAL IMAGING I (PHOTOSHOP) 3
IMED 1316 WEB PAGE DESIGN I 3
ARTC 1325 INTRODUCTION TO COMPUTER GRAPHICS 3
ITSC 1316 LINUX INSTALLATION AND CONFIGURATION 3
ITSE 1302 COMPUTER PROGRAMMING 3

Second Semester

ITSE 2302 INTERMEDIATE WEB PROGRAMMING 3
ITSW 1307 INTRODUCTION TO DATABASE 3
IMED 1345 INTERACTIVE DIGITAL MEDIA 3
INEW 2334 ADVANCED WEB PROGRAMMING 3
ITSE 2317 JAVA PROGRAMMING 3

Subtotal: 30
*Capstone for this certificate will consist of passing a comprehensive departmental exam.

Total Credit Hours: 30

Drafting Technology (Degree)

Gainesville and Corinth Campuses

The Drafting Department at NCTC offers training in drafting using Autodesk software, an industry standard used around the world. Students can work toward a drafting certificate consisting of twenty-seven (27) credit hours of drafting courses like basic CAD, architecture, mechanical, and 3D solid modeling. Generally students can finish the certificate program in one year as a full-time student. Working students can go part-time and take one or two classes per semester and finish over a longer period of time. An Associate of Applied Science degree is also offered in Drafting and Design. The AAS degree is sixty (60) credit hours in length. Included in the degree program are English, Math, and other core academic courses. All the courses completed in the certificate program are part of the degree option. So if after completing the certificate a student wanted to work toward a degree all the work from the certificate would count toward the degree. Also the work done at NCTC may be transferred to local universities for those students wishing to get a BAAS degree. Transferring students should check with the university they plan to transfer to as to the number of classes that can be transferred.

Degree Requirements

First Year First Semester

DFTG 1305 TECHNICAL DRAFTING 3
DFTG 1309 BASIC COMPUTER-AIDED DRAFTING 3
DFTG 1317 ARCHITECTURAL DRAFTING/RESIDENTIAL 3
DFTG 1333 MECHANICAL DRAFTING 3
DFTG 2317 DESCRIPTIVE GEOMETRY 3

First Year Second Semester

DFTG 1391 INTELLIBUILD SOFTWARE APPLICATION IN ARCHITECTURE 3
DFTG 2300 INTERMEDIATE ARCHITECTURAL DRAFTING/RESIDENTIAL 3
DFTG 2302 MACHINE DRAFTING 3
DFTG 2319 INTERMEDIATE COMPUTER-AIDED DRAFTING 3
A departmental exam will be administered in the second semester.

Second Year First Semester

DFTG 2306 MACHINE DESIGN 3
DFTG 2328 ARCHITECTURAL DRAFTING - COMMERCIAL 3
DFTG 1358 ELECTRICAL/ELECTRONIC DRAFTING 3
DFTG 2330 CIVIL DRAFTING 3
ARTS 1301 ART APPRECIATION 3

Second Year Second Semester

DFTG 2338 FINAL PROJECT-ADVANCED DRAFTING 3
MATH 1314 COLLEGE ALGEBRA 3
ECON 2301 PRINCIPLES OF MACROECONOMICS 3
SPCH 1315 PUBLIC SPEAKING 3
GOVT 2305 FEDERAL GOVERNMENT (Federal constitution & topics) 3

*DFTG2338 Final Project serves as the capstone for this program and should be taken during the student’s last semester.

Subtotal: 30
Total Credit Hours: 30

Electrical Technician Marketable Skills Achievement Award

Certificate Requirements

ELPT 1319 FUNDAMENTALS OF ELECTRICITY I 3
ELPT 1341 MOTOR CONTROL 3
ELPT 2305 MOTORS AND TRANSFORMERS 3
ELPT 2319 PROGRAMMABLE LOGIC CONTROLLERS I 3

Subtotal: 12
Total Credit Hours: 12

Equine Science (Associate of Applied Science Degree)

Gainesville Campus

The Equine Program is designed to give students hands-on experience, real industry application, and a well-rounded curriculum that includes science, business, riding, and training. Located in the heart of horse country, students not only work within the program but directly with many of the outstanding professionals and facilities in the area thereby gaining important work experience and contacts within the industry. The diverse student population encompasses individuals from many levels of experience, disciplines, and background including international students that come to study in the program.

Important Notice: Students should also note that this is a very rigorous program that requires a large amount of time, significant class loads, and extra work experiences out side of class.

Degree Requirements

First Year First Semester

ENGL XXXX COMMUNICATIONS CORE 3

OR
SPCH XXXX  COMMUNICATIONS CORE  3
EQUESTRIAN I REQUIREMENT  3
AGEQ 1411  EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)  4
AGEQ 1205  EQUINE ENTERPRISE MANAGEMENT  2
AGRI 1309  COMPUTERS IN AGRICULTURE  3

First Year Second Semester
AGEQ 1315  HORSE EVALUATION I  3
AGRICULTURAL COURSE  3
EQUESTRIAN II REQUIREMENT  3
SOCIAL AND BEHAVIORAL SCIENCES  3
AGEQ 2311  EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)  3

Second Year First Semester
AGRI 1419  INTRODUCTORY ANIMAL SCIENCE  4
AGEQ 1350  EQUINE REPRODUCTION  3
AGEQ 2310  EQUINE BUSINESS MANAGEMENT  3
AGEQ 2386  INTERNSHIP - EQUINE SCIENCE  3

Second Year Second Semester
1. Choose one from: ENGL1301 or SPCH1315 or SPCH1321
2. Equestrian I Requirement: AGEQ1319, or AGEQ1300 or AGEQ1370
3. Choose one from AGAH1397 or AGRI2317 or AGMG2301
4. Equestrian II Requirement: AGEQ2339 or AGEQ2359 or AGEQ1371 or AGEQ2370

5. Choose one course from the Core Curriculum Social & Behavioral Sciences
6. Choose one from AGRI2301 or AGRI2303
7. Choose one course from the Core Curriculum in Mathematics
8. Choose one course from the Core Curriculum in Life and Physical Sciences
9. Choose one course from the Core Curriculum for either Language, Philosophy and Culture OR Creative Arts

Subtotal: 60

AGEQ2386 will constitute the capstone experience.

Total Credit Hours: 60

Equine Husbandry ( Marketable Skills Achievement Award)

First Semester
AGEQ 1411  EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)  4
AGEQ 1401  EQUINE BEHAVIOR AND TRAINING I  4
AGEQ 1315  HORSE EVALUATION I  3
AGEQ 2311  EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)  3

Subtotal: 14

Total Credit Hours: 14

Equine Business Management (Applied Associate of Science Degree)

Degree Requirements
First Semester First Year
AGEQ 1411  EQUESTRIAN I REQUIREMENT  3
AGEQ 1411  EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)  4
AGRI 1309  COMPUTERS IN AGRICULTURE  3
AGEQ 1205  EQUINE ENTERPRISE MANAGEMENT  2
ENGL 1301  COMPOSITION I  3

First Year Second Semester
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<td>BMGT 1327</td>
<td>PRINCIPLES OF MANAGEMENT</td>
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<td>ACCT 2301</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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<td>ACNT 1303</td>
<td>INTRODUCTION TO ACCOUNTING I</td>
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<td>EQUINE ELECTIVE</td>
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<td></td>
<td>LANGUAGE, PHILOSOPHY AND CULTURE ELECTIVE</td>
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<tr>
<td></td>
<td>OR CREATIVE ARTS ELECTIVE</td>
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**Second Year First Semester**

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<td>COMMUNICATIONS CORE</td>
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<td>BUSG 1304</td>
<td>INTRODUCTION TO FINANCIAL ADVISING</td>
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<td></td>
<td>AGRICULTURE BUSINESS</td>
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<tr>
<td></td>
<td>SOCIAL AND BEHAVIORAL SCIENCES</td>
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**Second Year Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEQ 2311</td>
<td>EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)</td>
<td>3</td>
</tr>
<tr>
<td>AGEQ 2310</td>
<td>EQUINE BUSINESS MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>AGAH 1397</td>
<td>AGRICULTURAL SPANISH</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2309</td>
<td>LEADERSHIP</td>
<td>3</td>
</tr>
<tr>
<td>AGEQ 2386</td>
<td>INTERNSHIP - EQUINE SCIENCE</td>
<td>3</td>
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</tbody>
</table>

**Subtotal: 60**

4. Choose one course from the Core Curriculum in Mathematics
5. Choose one course from: SPCH1315 or SPCH1318 or SPCH1321
6. Choose one course from AGRI2317 or AGMG2301
7. Choose one course from the Core Curriculum Social & Behavioral Sciences

*AGEQ2386 will constitute the internship experience.

Total Credit Hours: 60

**Equine Management (Certificate)**

**Certificate Requirements**

*Gainesville Campus*

Graduation Requirements: A minimum of 25 semester hours is required for graduation earning the Equine Management Certificate.

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEQ 1411</td>
<td>EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)</td>
<td>4</td>
</tr>
<tr>
<td>AGEQ 1205</td>
<td>EQUINE ENTERPRISE MANAGEMENT</td>
<td>2</td>
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<tr>
<td>AGRI 1309</td>
<td>COMPUTERS IN AGRICULTURE</td>
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<tr>
<td>AGEQ 1319</td>
<td>HORSEMANSHIP I</td>
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<tr>
<td>AGEQ 1300</td>
<td>ENGLISH EQUITATION I</td>
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<tr>
<td>AGEQ 1370</td>
<td>LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AGEQ 1315</td>
<td>HORSE EVALUATION I</td>
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<tr>
<td>AGEQ 2311</td>
<td>EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)</td>
<td>3</td>
</tr>
<tr>
<td>AGCR 1441</td>
<td>FORAGE AND PASTURE MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>AGEQ 2310</td>
<td>EQUINE BUSINESS MANAGEMENT</td>
<td>3</td>
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</table>

**Subtotal: 25**

1. Equestrian I Requirement: AGEQ1319 or AGEQ1300 or AGEQ1370
2. Choose one from: AGEQ1322 or AGEQ1371 or AGEQ1391
3. Choose one course from the Core Curriculum Language, Philosophy and Culture OR Creative Arts

*AGEQ2386 will constitute the internship experience.*
A comprehensive program exam will constitute the capstone experience for this program. Students must pass the exam with a score of 70 or higher.

Total Credit Hours: 25

Equine Science – Horse Management and Training (Certificate)

**Graduation Requirements:** A minimum of 41 semester hours is required for graduation with a Horse Training & Management Certificate.

**Certificate Requirements**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEQ 1411</td>
<td>EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)</td>
<td>4</td>
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<tr>
<td>AGEQ 1401</td>
<td>EQUINE BEHAVIOR AND TRAINING I</td>
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<tr>
<td>AGRI 1309</td>
<td>COMPUTERS IN AGRICULTURE</td>
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<td>EQUESTRIAN I REQUIREMENT</td>
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**Second Semester**

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<th>Hours</th>
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<tbody>
<tr>
<td>AGEQ 2310</td>
<td>EQUINE BUSINESS MANAGEMENT</td>
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</tr>
<tr>
<td>AGEQ 2311</td>
<td>EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)</td>
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</tr>
<tr>
<td>AGEQ 2401</td>
<td>EQUINE BEHAVIOR AND TRAINING II</td>
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<td>AGRICULTURE MECHANICS</td>
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**Third Semester**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AGAH 1397</td>
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<td>EQUESTRIAN II REQUIREMENT</td>
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<td>EQUINE ELECTIVE</td>
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<tr>
<td>AGEQ 1205</td>
<td>EQUINE ENTERPRISE MANAGEMENT</td>
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<tr>
<td>AGEQ 2386</td>
<td>INTERNSHIP - EQUINE SCIENCE</td>
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</table>

Subtotal: 41

1. Equestrian I Requirement: AGEQ1319, AGEQ1300, AGEQ1370

2. Choose one from: AGRI2301 OR AGRI2303

3. Equestrian II Requirement: AGEQ2339, AGEQ2359, AGEQ1371

4. Choose one from: AGEQ1391, AGEQ2370 or AGEQ2371

*AGEQ2386 will constitute the capstone experience.

Total Credit Hours: 41

Equine Science – Breeding Farm Management (Certificate)

**Certificate Requirements**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEQ 1205</td>
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<tr>
<td>AGEQ 1411</td>
<td>EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)</td>
<td>4</td>
</tr>
<tr>
<td>AGEQ 1401</td>
<td>EQUINE BEHAVIOR AND TRAINING I</td>
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<tr>
<td>AGRI 1309</td>
<td>COMPUTERS IN AGRICULTURE</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AGEQ 2310</td>
<td>EQUINE BUSINESS MANAGEMENT</td>
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<tr>
<td>AGEQ 2311</td>
<td>EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)</td>
<td>3</td>
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<tr>
<td>AGCR 1441</td>
<td>FORAGE AND PASTURE MANAGEMENT</td>
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<tr>
<td>AGEQ 1350</td>
<td>EQUINE REPRODUCTION</td>
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**Third Semester**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AGRI 2301</td>
<td>AGRICULTURAL POWER UNITS</td>
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<td>OR</td>
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<tr>
<td>AGRI 2303</td>
<td>AGRICULTURAL CONSTRUCTION I</td>
<td>3</td>
</tr>
<tr>
<td>AGAH 1397</td>
<td>AGRICULTURAL SPANISH</td>
<td>3</td>
</tr>
<tr>
<td>AGEQ 2386</td>
<td>INTERNSHIP - EQUINE SCIENCE</td>
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</table>

Subtotal: 35

Total Credit Hours: 35
Farm and Ranch Management (Associate of Applied Science Degree)

Degree Requirements

First Year First Semester

AGRI 1131  THE AGRICULTURE INDUSTRY  1
ENGL 1301  COMPOSITION I  3
AGRI 1309  COMPUTERS IN AGRICULTURE  3
AGRI 1407  AGRONOMY  4

Agricultural Course: Choose one from Ag. Economics or Agriculture Marketing

First Year Second Semester

CORE COLLEGE MATH  3
INSTITUTIONAL CORE REQUIREMENT  3
OR
SPCH 1315  PUBLIC SPEAKING  3
OR
SPCH 1318  INTERPERSONAL COMMUNICATION  3
OR
SPCH 1321  BUSINESS AND PROFESSIONAL COMMUNICATION  3
AGRI 1419  INTRODUCTORY ANIMAL SCIENCE  4
AGMG 2301  LIVESTOCK BUSINESS MANAGEMENT  3

Core College Math: Choose one course from the Core Curriculum in Mathematics

Institutional Core Requirement: Choose one course from the Core Curriculum in either GOVT, HIST or Social & Behavioral Sciences

Second Year First Semester

ANY LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE  3
AGAH 1397  AGRICULTURAL SPANISH  3
AGRI 2301  AGRICULTURAL POWER UNITS  3
OR
AGRI 2303  AGRICULTURAL CONSTRUCTION I  3
AGAH 1453  BEEF CATTLE PRODUCTION  4
OR
AGRI 2321  LIVESTOCK EVALUATION I  3
OR
AGRI 2330  WILDLIFE CONSERVATION & MANAGEMENT  3

Agriculture Mechanics: Choose one from: AGRI2303 or AGME2301

Agriculture Elective: Choose one from: AGRI2321 or AGRI2330

Second Year Second Semester

AGRI 1413  PLANT PROTECTION  4
AGCR 1441  FORAGE AND PASTURE MANAGEMENT  4
AGAH 2313  PRINCIPLES OF FEEDS AND FEEDING  3
AGMG 2480  COOPERATIVE EDUCATION-AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL  4

Subtotal: 60

*AGMG2480 will constitute the capstone experience.

Total Credit Hours: 60

Heating Ventilation and Air Conditioning (Associate of Applied Science Degree)

The Heating, Ventilation and Air Conditioning program is designed to prepare students to install and maintain heating and air conditioning units. HVAC techs may work for general contractors in building maintenance, for companies that build the units, and in sales. Heating, Ventilation and Air Conditioning is considered a high-demand occupation throughout Texas.

Curriculum includes hands-on training that teaches the student how to safely handle, dispose, and recover refrigerants and in the course of the training the student will acquire an EPA 608 certification for handling refrigerants. Building science is also included in the curriculum in order to provide the student with a full understanding that the HVAC equipment and the building envelope are a system that works together. This building science includes blower door training, duct tightness testing and effective insulation evaluation. Upon
completion of the HVACR the student can be a registered certified technician in the State of Texas.

Through the HVAC program students will be able to apply concepts to real-life situation, develop good customer service habits, and display manual dexterity.

**Degree Requirements**

**First Year First Semester**

- HART 1307 REFRIGERATION PRINCIPLES 3
- HART 1301 BASIC ELECTRICITY FOR HVAC 3
- HART 1256 EPA RECOVERY CERTIFICATION 2
- HART 1341 RESIDENTIAL AIR CONDITIONING 3
- RBPT 1300 FUNDAMENTALS OF RESIDENTIAL BUILDING SCIENCE 3

**First Year Second Semester**

- HART 2445 RESIDENTIAL AIR CONDITIONING SYSTEMS DESIGN 4
- HART 2358 TESTING, ADJUSTING, AND BALANCING HVAC SYSTEMS 3
- HART 2342 COMMERCIAL REFRIGERATION 3
- TECM 2301 AIR CONDITIONING AND REFRIGERATION CODES 3

**First Year Third Semester Summer**

- TECM 1301 INDUSTRIAL MATHEMATICS 3

**Second Year First Semester**

- DFTG 1309 BASIC COMPUTER-AIDED DRAFTING 3
- OSHT 1320 ENERGY INDUSTRIAL SAFETY 3
- BMGT 2309 LEADERSHIP 3
- ENGL 1301 COMPOSITION I 3
- HIST 1301 UNITED STATES HISTORY I 3

**Second Year Second Semester**

- BMGT 1327 PRINCIPLES OF MANAGEMENT 3
- MATH 1314 COLLEGE ALGEBRA 3
- SPCH 1318 INTERPERSONAL COMMUNICATION 3
- ARTS 1301 ART APPRECIATION 3
- HART 2380 COOPERATIVE EDUCATION 3

Subtotal: 60

HART1446-Internship HVAC will serve as the capstone for this program.

Total Credit Hours: 60

**Heating Ventilation and Air Conditioning (Certificate)**

**Certificate Requirements**

**First Year First Semester**

- HART 1307 REFRIGERATION PRINCIPLES 3
- HART 1301 BASIC ELECTRICITY FOR HVAC 3
- HART 1256 EPA RECOVERY CERTIFICATION 2
- HART 1341 RESIDENTIAL AIR CONDITIONING 3
- RBPT 1300 FUNDAMENTALS OF RESIDENTIAL BUILDING SCIENCE 3

**First Year Second Semester**

- HART 2445 RESIDENTIAL AIR CONDITIONING SYSTEMS DESIGN 4
- HART 2358 TESTING, ADJUSTING, AND BALANCING HVAC SYSTEMS 3
- HART 2342 COMMERCIAL REFRIGERATION 3
- TECM 2301 AIR CONDITIONING AND REFRIGERATION CODES 3

**First Year Third Semester Summer**

- TECM 1301 INDUSTRIAL MATHEMATICS 3

Subtotal: 30

A comprehensive program exam will constitute the capstone for this program.

Total Credit Hours: 30

**Horticultural Management (Certificate)**

The NCTC Horticulture Program is one of the few programs of its kind, providing a broad, technical education in the field of horticulture, emphasizing practical knowledge while preparing students to work in multiple facets of the industry, including landscaping, floristry, horticulture crop production and greenhouse management. Students learn a variety of horticultural techniques such as plant propagation, organic gardening, soil preparation, plant identification, and pest management. Courses are taught using a range of teaching methods consisting of hands-on labs, one-on-one instruction, fieldtrips, and lectures. A dynamic and diverse field, horticulture is among the few to bridge the gap between science, art,
business, and technology. Horticulture is not only a multi-billion dollar industry that offers increasing job opportunities for students seeking careers in the area, but horticulture also offers countless opportunities for hobbyists.

The following curriculum must be completed for certification. Some courses may have an additional supply fee charged at the time of registration.

**Certificate Requirements**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMKT 1301</td>
<td>FLORAL DESIGN</td>
<td>3</td>
</tr>
<tr>
<td>HALT 1372</td>
<td>NATURALISTIC HORTICULTURE</td>
<td>3</td>
</tr>
<tr>
<td>HALT 1331</td>
<td>WOODY PLANTS</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1401</td>
<td>HORTICULTURE</td>
<td>4</td>
</tr>
<tr>
<td>AGRI 2303</td>
<td>AGRICULTURAL CONSTRUCTION I</td>
<td>3</td>
</tr>
</tbody>
</table>
| OR
| HALT 1333 | LANDSCAPE IRRIGATION                     | 3       |
| OR
| HALT 2331 | LANDSCAPE COMPUTER DESIGN               | 3       |
| OR
| HALT 2307 | FOOD CROPS                               | 3       |

*Horticulture Elective: HALT2307 Food Crops, HALT2331 Advanced Landscape Design, HALT1333 Landscape Irrigation, AGRI2303 Agricultural Construction I*

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HALT 1303</td>
<td>HERBACEOUS PLANTS</td>
<td>3</td>
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<td>HALT 1422</td>
<td>LANDSCAPE DESIGN</td>
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<tr>
<td>HALT 2308</td>
<td>GREENHOUSE MANAGEMENT</td>
<td>3</td>
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</table>
| OR
| HALT 2307 | FOOD CROPS                              | 3       |

*Horticulture Elective: HALT2307 Food Crops, HALT2331 Advanced Landscape Design, HALT1333 Landscape Irrigation, AGRI2303 Agricultural Construction I*

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
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</table>

*HALT2280 will constitute the capstone experience.*

**Horticulture Management Electives**

*Select from list below:
AGRI2303 - Agricultural Construction I
HALT1333 - Landscape Irrigation*

---

**Sustainable Horticulture (Certificate)**

**Certificate Requirements**

*Gainesville Campus*

Graduation Requirements: A minimum of 15 semester hours is required for graduation earning the Sustainable Horticulture Certificate.

**First Year First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AGCR 1371</td>
<td>LOCAL NEEDS - Introduction to Sustainable Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>HALT 1372</td>
<td>NATURALISTIC HORTICULTURE</td>
<td>3</td>
</tr>
<tr>
<td>HALT 2307</td>
<td>FOOD CROPS</td>
<td>3</td>
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</table>

**First Year Second Semester**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HALT 2308</td>
<td>GREENHOUSE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HALT 2321</td>
<td>SMALL FARMING</td>
<td>3</td>
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*A comprehensive program exam will constitute the capstone experience for this program. Students must pass the exam with a score of 70 or higher.*

**Total Credit Hours: 15**

**Landscape Design-Marketable Skills Achievement Award**

**Marketable Skills Achievement Award Requirements**

**First Semester**

<table>
<thead>
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<tbody>
<tr>
<td>HALT 1422</td>
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<td>HALT 1333</td>
<td>LANDSCAPE IRRIGATION</td>
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**Second Semester**

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**Total Credit Hours: 10**

**Industrial Mechanics (Certificate)**

**Certificate Requirements**

**First Semester**

<table>
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<tbody>
<tr>
<td>DFTG 1309</td>
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DRAFTING
INMT 1305 INTRODUCTION TO INDUSTRIAL MAINTENANCE 3
HYDR 1345 HYDRAULICS AND PNEUMATICS 3
INMT 2303 PUMPS, COMPRESSORS & MECHANICAL DRIVES 3

First Year Second Semester
ELPT 1319 FUNDAMENTALS OF ELECTRICITY I 3
ELPT 1341 MOTOR CONTROL 3
ELPT 2305 MOTORS AND TRANSFORMERS 3
ELPT 2319 PROGRAMMABLE LOGIC CONTROLLERS I 3
TECM 1301 INDUSTRIAL MATHEMATICS 3

First Year Third Semester
INMT 2345 INDUSTRIAL TROUBLESHOOTING 3

Subtotal: 30
A comprehensive program exam will serve as the capstone for this program.

First Year First Semester
DFTG 1309 BASIC COMPUTER-AIDED DRAFTING 3
INMT 1305 INTRODUCTION TO INDUSTRIAL MAINTENANCE 3

First Year Second Semester
ELPT 1319 FUNDAMENTALS OF ELECTRICITY I 3
ELPT 1341 MOTOR CONTROL 3
ELPT 2305 MOTORS AND TRANSFORMERS 3
ELPT 2319 PROGRAMMABLE LOGIC CONTROLLERS I 3
TECM 1301 INDUSTRIAL MATHEMATICS 3

Second Year First Semester
ELPT 1325 NATIONAL ELECTRICAL CODE I 3
SPCH 1318 INTERPERSONAL COMMUNICATION 3
OSHT 1320 ENERGY INDUSTRIAL SAFETY 3
BMGT 2309 LEADERSHIP 3
ENGL 1301 COMPOSITION I 3

Second Year Second Semester
MATH 1314 COLLEGE ALGEBRA 3
ARTS 1301 ART APPRECIATION 3
BMGT 1327 PRINCIPLES OF MANAGEMENT 3
HIST 1301 UNITED STATES HISTORY I 3
INMT 2380 COOPERATIVE EDUCATION-MANUFACTURING TECHNOLOGY 3

Subtotal: 60
INMT 2388-Internship Manufacturing Technology/Technician will serve as the capstone for this program.

Total Credit Hours: 60

Criminal Justice (Associate of Arts Degree)

Graduation Requirements: A minimum of 60 semester hours are required for graduation with an Associates of Arts Degree in Criminal Justice. This program is attached to the Associates of Applied Sciences Degree in Criminal Justice and serves as a transfer Field of Study degree in
Criminal Justice. It is designed for students who would like exposure to the basic elements of the criminal justice system but who also have the intent of transferring to a Baccalaureate degree-granting institution.

### Degree Requirements

**First Year First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
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<td>ENGL 1301</td>
<td>COMPOSITION I</td>
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<tr>
<td>EDUC 1300</td>
<td>LEARNING FRAMEWORK</td>
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<td>MATH 1332 CONTEMPORARY MATHEMATICS I</td>
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<td>OR</td>
<td>MATH 1342 ELEMENTARY STATISTICAL METHODS</td>
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**First Year Second Semester**

<table>
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<tr>
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<td>SPCH 1315</td>
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<tr>
<td>SOCI 1301</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
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<td>PHED</td>
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**Second Year First Semester**

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>CRIJ 1310</td>
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<tr>
<td>GOVT 2305</td>
<td>FEDERAL GOVERNMENT (Federal constitution &amp; topics)</td>
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<tr>
<td>BIOL 1408</td>
<td>BIOLOGY FOR NON-SCIENCE MAJORS I</td>
<td>4</td>
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<tr>
<td>HIST 1301</td>
<td>UNITED STATES HISTORY I</td>
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**Second Year Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
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<tbody>
<tr>
<td>CRIJ 2313</td>
<td>CORRECTIONAL SYSTEMS &amp; PRACTICES</td>
<td>3</td>
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<tr>
<td>CRIJ 2328</td>
<td>POLICE SYSTEMS &amp; PRACTICES</td>
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<tr>
<td>GOVT 2306</td>
<td>TEXAS GOVERNMENT (Texas</td>
<td>3</td>
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</tbody>
</table>

### Law Enforcement (Certificate)

This certificate is attached to the Associate of Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency. Students seeking a certificate cannot enroll in CJS2388.

#### Certificate Requirements

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRIJ 1301</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
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<tr>
<td>CRIJ 1306</td>
<td>COURT SYSTEMS &amp; PRACTICES</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 1310</td>
<td>FUNDAMENTALS OF CRIMINAL LAW</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 1306</td>
<td>COURT SYSTEMS &amp; PRACTICES</td>
<td>3</td>
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<tr>
<td>CRIJ 2313</td>
<td>CORRECTIONAL SYSTEMS &amp; PRACTICES</td>
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<tr>
<td>CRIJ 2328</td>
<td>POLICE SYSTEMS &amp; PRACTICES</td>
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**Second Semester**

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<tr>
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<td>CJS 1348</td>
<td>ETHICS IN CRIMINAL JUSTICE</td>
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<tr>
<td>CJS 1317</td>
<td>JUVENILE JUSTICE SYSTEM</td>
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<tr>
<td>CRIJ 2313</td>
<td>CORRECTIONAL SYSTEMS &amp; PRACTICES</td>
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</tr>
<tr>
<td>CRIJ 2328</td>
<td>POLICE SYSTEMS &amp; PRACTICES</td>
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</table>

**Total Credit Hours: 30**

*A comprehensive exam will constitute the capstone experience for this course.*

### Law Enforcement (Degree)

Law Enforcement is an enjoyable and rewarding career with a variety of job opportunities. Students seeking a degree in this area will receive exceptional preparation for employment in the fields of law enforcement, corrections, probation/parole, forensics and investigation.

<table>
<thead>
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</tr>
<tr>
<td>GOVT 2306</td>
<td>TEXAS GOVERNMENT (Texas</td>
<td>3</td>
</tr>
</tbody>
</table>
Experiential Credit is available for students currently working in the field of Criminal Justice. For more information, see the Program Coordinator.

Degree Requirements

First Year First Semester
- ENGL 1301 COMPOSITION I 3
- LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE 3
- CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE 3
- CJSA 1348 ETHICS IN CRIMINAL JUSTICE 3
- CJSA 1317 JUVENILE JUSTICE SYSTEM 3

First Year Second Semester
- MATH 1314 COLLEGE ALGEBRA 3
- OR MATH 1342 ELEMENTARY STATISTICAL METHODS 3
- OR MATH 1332 CONTEMPORARY MATHEMATICS I 3
- CJSA 1325 CRIMINOLOGY 3
- CJSA 1342 CRIMINAL INVESTIGATION 3
- CRIJ 1306 COURT SYSTEMS & PRACTICES 3
- CJSA XXXX ANY CRIMINAL JUSTICE ELECTIVE 3

Subtotal: 60
*A comprehensive exam will constitute the capstone experience for this course.

Total Credit Hours: 60

Machining Technology ( Marketable Skills Achievement Award)

Certificate Requirements

Requirements List
- DFTG 1309 BASIC COMPUTER-AIDED DRAFTING 3
- MCHN 1438 BASIC MACHINE SHOP I 4
- MCHN 2303 FUNDAMENTALS OF COMPUTER NUMERICAL (CNC) CONTROLLED MACHINE CONTROLS 3
- TECM 1301 INDUSTRIAL MATHEMATICS 3

Subtotal: 13
Total Credit Hours: 13

Machining Technology Certificate

Certificate Requirements

First Year First Semester
- DFTG 1309 BASIC COMPUTER-AIDED DRAFTING 3
- MCHN 1438 BASIC MACHINE SHOP I 4
- MCHN 2303 FUNDAMENTALS OF COMPUTER NUMERICAL (CNC) CONTROLLED MACHINE CONTROLS 3
- TECM 1301 INDUSTRIAL MATHEMATICS 3

First Year Second Semester
- MCHN 1320 PRECISION TOOLS AND MEASUREMENT 3
- MCHN 2434 OPERATION OF CNC MACHINING CENTERS 4
- MCHN 2435 ADVANCED CNC MACHINING 4
Machining Technology (Associate of Applied Science Degree)

The Machining Technology program is designed to prepare students for a career as a machinist. Machinists typically work at factories, plants, or on construction sites. According to the Bureau of Labor Statistics, the outlook for machinists is growing faster than average.

Curriculum includes hands-on training that teaches the student layout, blueprints, jig bore and grinder, precision measuring, CNC, lathes, G Codes, tool paths, and precision production. Curriculum also includes introduction to manual lathes and converting them to G codes, inputting the G codes into the CNC lathes or mills and producing a part or product.

Degree Requirements

First Year First Semester

DFTG 1309 BASIC COMPUTER-AIDED DRAFTING 3
MCHN 1438 BASIC MACHINE SHOP I 4
MCHN 2303 FUNDAMENTALS OF COMPUTER NUMERICAL (CNC) CONTROLLED MACHINE CONTROLS 3
TECM 1301 INDUSTRIAL MATHEMATICS 3

First Year Second Semester

MCHN 1320 PRECISION TOOLS AND MEASUREMENT 3
MCHN 2434 OPERATION OF CNC MACHINING CENTERS 4
MCHN 2435 ADVANCED CNC MACHINING 4
METL 1301 INTRODUCTION TO METALLURGY 3

First Year Third Semester

MCHN 1343 MACHINE SHOP MATHEMATICS 3
METL 1313 INTRODUCTION TO CORROSION 3

Second Year First Semester

OSHT 1320 ENERGY INDUSTRIAL SAFETY 3
BMGT 2309 LEADERSHIP 3
ENGL 1301 COMPOSITION I 3
HIST 1301 UNITED STATES HISTORY I 3

Subtotal: 60

MCHN2386-Internship-Machine Tool Technology/Machinist will serve as the capstone for this program.

Total Credit Hours: 60

Office System Technology ( Marketable Skills Achievement Award)

Certificate Requirements ( Marketable Skills Achievement Award)

First Semester

This award is designed to provide training for individuals interested in obtaining marketable skills as a Microsoft Office Software Professional. Emphasis will be placed on preparation for Microsoft Office certification examinations.

POFI 2301 WORD PROCESSING 3
POFI 1349 SPREADSHEETS 3
POFT 1328 BUSINESS PRESENTATIONS 3
POFI 2350 DATABASES 3

Subtotal: 12

Total Credit Hours: 12

Office Systems Technology (Certificate)

Certificate Requirements

First Semester

POFT 1329 BEGINNING KEYBOARDING 3
POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I 3
Office Systems Technology (Applied Associate of Science Degree)

The Office Systems Technology (OST) curriculum is designed to prepare students for a variety of careers related to office technology and to update and sharpen current skills. The program’s flexibility allows the student to take classes over the Internet while continuing to work full-time. It is designed to equip students with the knowledge and skills directly related to their career and specifically targets existing occupational areas that are forecast by regional planning agencies to be growing ones.

The objectives of the OST program include preparing students to become employable through training in the occupational area; providing adequate information, learning opportunities, and hands-on practice to become proficient in using computer applications and office machines; and providing professional guidance and ethical foundations for the office environment.

Prerequisite: Use of the computer is essential for success in this program. Students enrolled in OST classes must be able to keyboard at a minimum rate of 30 words per minute (wpm), and they will be required to take a keyboarding test to verify that they meet this requirement. Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to or concurrent with enrollment.
Petroleum Technology (Certificate)

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTRT 1301</td>
<td>INTRODUCTION TO PETROLEUM INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 1313</td>
<td>INDUSTRIAL SAFETY</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 1321</td>
<td>OILFIELD HYDRAULICS</td>
<td>3</td>
</tr>
<tr>
<td>CNBT 1311</td>
<td>CONSTRUCTION METHODS &amp; MATERIALS</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 1307</td>
<td>RECOVERY AND PRODUCTION METHODS</td>
<td>3</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CETT 1302</td>
<td>ELECTRICITY PRINCIPLES</td>
<td>3</td>
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<tr>
<td>PTRT 1324</td>
<td>PETROLEUM INSTRUMENTATION</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 1303</td>
<td>DRILLING</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 2323</td>
<td>NATURAL GAS PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 2331</td>
<td>WELL COMPLETIONS</td>
<td>3</td>
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<tr>
<td><strong>Subtotal:</strong></td>
<td><strong>30</strong></td>
<td></td>
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</tbody>
</table>

*A comprehensive program exam will constitute the capstone experience for this certificate.

Total Credit Hours: 30

Petroleum Technology (Associate of Applied Science Degree)

Bowie and Graham Campuses Only

Degrees and Certificates in the Petroleum Technology Program are designed to provide students with the knowledge and skills required to start careers in the petroleum industry. Training and coursework provides a diversity of knowledge that can be applied in many areas of the petroleum industry. The Petroleum Technology coursework will be a combination of core academic courses, highly specialized technical classes, and petroleum industry specific training labs. The academic support courses for this program can be completed at any of our campuses. However, the technical courses will be taught at our Bowie Campus and our Graham Campus.

Safety training as designed and mandated by The Petroleum Education Council (PEC) will be a major component. Other courses will address work teams, communication and leadership, and industry specific lab training for the petroleum industry. These courses prepare students for entry-level careers as part of a production team charged with safe and efficient extraction and production of petroleum. Those currently in the field who combine education with experience will be able to seek progression into managerial jobs with higher wages. As its foundation, the program will introduce students to the industry, its rich history, and purposes/procedures in varied petroleum technologies: exploration, drilling, production, transportation, marketing, and refining. Introductory and advanced oil and gas specialty topics as recommended by industry partners are heavily entrenched in the curriculum content.

The program is driven by petroleum industry hands-on instruction, broad-based in scope to cover as many aspects of the industry as possible. This gives the students the knowledge and skills necessary to begin a successful career in a versatile and strong petroleum industry. Students will gain knowledge related to basic oil field equipment maintenance and repair and environmental and regulatory mandates. Computer literacy will be a program mainstay as the industry adapts to new technology field needs to expediently translate well data.

Degree Requirements

<table>
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<td>OILFIELD HYDRAULICS</td>
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<td>CNBT 1311</td>
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<tr>
<td>PTRT 1307</td>
<td>RECOVERY AND PRODUCTION METHODS</td>
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First Year Second Semester

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<tr>
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<tr>
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<td>PETROLEUM INSTRUMENTATION</td>
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<td>PTRT 2323</td>
<td>NATURAL GAS PRODUCTION</td>
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<td>PTRT 1303</td>
<td>DRILLING</td>
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<td>PTRT 2331</td>
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Second Year First Semester

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<tbody>
<tr>
<td>BMGT 2309</td>
<td>LEADERSHIP</td>
<td>3</td>
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<tr>
<td>PTRT 1317</td>
<td>NATURAL GAS PROCESSING I</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 1391</td>
<td>SPECIAL TOPICS IN PETROLEUM-SCADA</td>
<td>3</td>
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<tr>
<td>BMGT 1327</td>
<td>PRINCIPLES OF MANAGEMENT</td>
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<tr>
<td>SPCH 1315</td>
<td>PUBLIC SPEAKING</td>
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<td>OR</td>
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<tr>
<td>SPCH 1321</td>
<td>BUSINESS AND PROFESSIONAL</td>
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COMMUNICATION

### Second Year Second Semester

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<tr>
<td>PTRT 2380</td>
<td>Cooperative Education - Petroleum Technology/Technician</td>
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<tr>
<td>ARTS 1301</td>
<td>Art Appreciation</td>
<td>3</td>
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<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>United States History I</td>
<td>3</td>
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</tbody>
</table>

Subtotal: 60

*PTRT 2380 will constitute the capstone experience.

Students will complete, with an industry partner, an internship (cooperative education) to validate workplace competencies. Students successfully completing the program will be awarded the Associate of Applied Science degree in Petroleum Technology.

Total Credit Hours: 60

### Welding (Associate of Applied Science Degree)

The Welding Technology program is designed to prepare students for the high-demand field of welding. Beginning welders may work on assembly lines, but can advance to precision welders, quality control, and sales.

Curriculum includes hands-on training in multiple welding processes including Oxy-Fuel and Cutting, Shielded Metal Arc, Gas Metal Arc, Gas Tungsten Arc, and Flux Cored Arc. It also includes blueprint reading for welders and welding technology for each of the five processes that are taught. Students are required to pass two welding tests for each process and can receive a qualification for each of the successful completion of a welding test in a process. The tests that are given are common welding tests that are used to qualify welders in industry today. Students completing the program may be qualified in a number of processes.

### Degree Requirements

#### First Year First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WLDG 1413</td>
<td>Introduction to Blueprint Reading for Welders</td>
<td>4</td>
</tr>
<tr>
<td>WLDG 1407</td>
<td>Introduction to Welding Using Multiple Processes</td>
<td>4</td>
</tr>
<tr>
<td>WLDG 2413</td>
<td>Intermediate Welding Use Multiple Processes</td>
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#### First Year Second Semester

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HIST 1301</td>
<td>United States History I</td>
<td>3</td>
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<tr>
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<td>College Algebra</td>
<td>3</td>
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<td>ARTS 1301</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>BMGT 1327</td>
<td>Principles of Management</td>
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<tr>
<td>WLDG 2380</td>
<td>Cooperative Education - Welding Technology</td>
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</table>

Subtotal: 60

WLDG2488 Internship-Welding Technology will serve as the capstone for this program.

Total Credit Hours: 60

### Welding (Certificate)

#### Certificate Requirements

#### First Year First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<tr>
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<tbody>
<tr>
<td>WLDG 2447</td>
<td>Advanced Gas Metal Arc Welding (GMAW)</td>
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<tr>
<td>WLDG 1435</td>
<td>Introduction to Pipe Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLDG 1427</td>
<td>Welding Codes</td>
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Welding (Certificate)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WLDG 1435</td>
<td>INTRODUCTION TO PIPE WELDING</td>
<td>4</td>
</tr>
<tr>
<td>WLDG 1427</td>
<td>WELDING CODES</td>
<td>4</td>
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<tr>
<td>WLDG 2352</td>
<td>ADVANCED FLUX CORED ARC WELDING</td>
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<tr>
<td>TECM 1301</td>
<td>INDUSTRIAL MATHEMATICS</td>
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</tr>
</tbody>
</table>

First Year Third Semester

Subtotal: 30

A comprehensive program exam will serve as the capstone for this program.

Total Credit Hours: 30
CURRICULA HEALTH AND HUMAN SCIENCES

North Central Texas College’s Division of Health and Human Sciences includes the following courses of study:

- **Associate Degree Nursing (ADN)** - for students wishing to qualify for licensure as Registered Nurses (RNs).
- **Cosmetology**
  - **Cosmetology Stylist/Operator (OP)** - for students wishing to qualify for licensure as Cosmetology Operator.
  - **Esthetician (FA)** - for students wishing to qualify for licensure as Facialist.
  - **Instructor of Cosmetology (MA)** - for students wishing to qualify for licensure as Instructor.
- **Emergency Medical Services (EMS)** - for students wishing to qualify for certification as Paramedics and EMTs.
- **Fire Sciences** - for students wishing to qualify for Texas fire firefighter certification.
- **Radiological Technology** - for students wishing to qualify for registry as Radiological Technologists.
- **Surgical Technology** - for students wishing to qualify for certification as Surgical Technologists.
- **Vocational Nursing (LVN)** - for students wishing to qualify for licensure as Licensed Vocational Nurses (LVNs).

To earn either an Associate degree or Certificate, students must achieve an overall grade point average of at least 2.0 and complete the minimum number of semester hours specified for each program. Eighteen of the semester hours required for completion of the degree/certificate must be taken at NCTC.

**NOTE: Admission to Health and Human Sciences/Nursing Programs**

Admission to a Health and Human Sciences or Nursing program is contingent upon admission to North Central Texas College; however, granting of admission to the College does not guarantee admission to a Health and Human Sciences or Nursing program. Refer also to specific programs on the following pages for any additional admission requirements.

**Associate Degree Nursing (ADN) Program (Gainesville Campus)**

North Central Texas College’s ADN program is approved by the Texas Board of Nursing and has full accreditation from the Accreditation Commission for Education in Nursing Inc. (ACEN: 3343 Peachtree Rd., NE Ste. 850, Atlanta, GA 30326, Telephone: (404) 975-5000).

**Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs**

**I. Member of the Profession:**

A. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.

B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.

C. Participate in activities that promote the development and practice of professional nursing.

D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care and lifelong learning.

**II. Provider of Patient-Centered Care:**

A. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision making in nursing practice.

B. Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.

C. Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.

D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.

E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.

F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.

G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance and restoration.
H. Coordinate human, information, and material resources in providing care for patients and their families.

III. Patient Safety Advocate

A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
B. Implement measures to promote quality and a safe environment for patients, self, and others.
C. Formulate goals and outcomes using evidence-based data to reduce patient risks.
D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team:

A. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.
B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.
C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.
D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.
E. Communicate and manage information using technology to support decision making to improve patient care.
F. Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need.
G. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.

Gaining Admission

Being admitted* to North Central Texas College does NOT mean you are automatically admitted to the ADN program. (Refer to the note on the previous page and to more detailed information about admission on page 23.) To be officially admitted to the ADN program at NCTC, students must meet additional qualification requirements and carefully follow the step-by-step process described in Phase One and Phase Two to follow.

*North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin or veteran status. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability.

PHASE ONE

The following steps must be completed by ALL applicants BEFORE they will be considered for admission to the ADN program:

Step One: Apply for Admission to NCTC through Apply Texas or print the NCTC Admissions Application in PDF format. Please submit your application as far in advance of registration as possible. Complete the college admission process as outlined on the NCTC website. Fill out and submit a Degree Audit/Transcript Evaluation form to the NCTC Admissions Office. This should be done a minimum of two months prior to applying to the nursing program.

Step Two: Attending a pre-nursing advisement/information session is recommended, but not mandatory. Times and locations of information sessions are updated and posted as changes occur on the Information Session link of the nursing website. Applying for the Next Class has more detailed information regarding testing and a checklist of things to be gathered before entering the program. Attendance is encouraged, but not mandatory.

Step Three: Once all admission requirements are met, you will be notified by the Registrar’s Office of your acceptance to the College and will be ready to begin the process of registering for the prerequisite and support courses. See the associate Degree Nursing curriculum for a list of required courses.

PHASE TWO

The following procedure is to be followed by applicants who have met all the requirements of Phase One and are asking for clearance to enroll in the ADN program.

Step One: Once you have completed all items under PHASE ONE, you are ready to seek official admission to the ADN Program. First, you must complete and submit an Associate Degree Nursing Application to the ADN Program Office (in person) at the Gainesville campus. Copies of transcripts from all colleges other than NCTC and a copy of the degree audit must be provided at the time the ADN Application is completed. (The nursing office can print a copy of the NCTC transcript so it is not necessary
to provide a copy). The application must be completed between:

- **May 1 – May 31 for Fall Semester admission to the ADN Program OR**
- **Sept. 15 – Oct. 1 for Spring Semester admission.**

These nursing applications do NOT “carry over.” If for any reason you are not admitted to the ADN Program after submitting your first nursing application, you must submit a new form during the next application period in order to be considered again for admission.

**Step Two:** After you have completed Step One above, your transcript will then be evaluated to determine “priority points.” (Refer to the Priority Point Chart below). Applicants will be ranked according to the priority points.

**Step Three:** All applicants who have submitted nursing applications will be notified of their eligibility to take the pre-admission exam BY MAIL. Only a limited number of applicants with the highest Priority Point scores will receive letters stating that they are candidates to take the pre-admission exam (Kaplan).

Candidates with the highest pre-admission exam scores will be considered for admission to the Associate Degree Nursing Program. Candidates with the next highest pre-admission exam scores will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the next highest scoring alternate will be admitted. Minimum passing score is 70%. Any applicant (including alternates who did not get in) wishing to re-apply the following semester must go through this admission procedure again in order to be considered for the upcoming semester. (The pre-admission exam may only be taken one time in any given semester). Potential students may not take the exam more than twice. Those students accepted for admission to the ADN Program will be registered in the first semester nursing courses.

**Step Four:** Those students selected for admission must have the following items:

- Physical Examination form signed by a physician certifying that the applicant has been examined thoroughly.
- Proof of current CPR certification (American Heart Association Health Care Provider) and the following required Immunizations: Measles, Mumps & Rubella (2 MMR’s or serological confirmation), Tdap, record of last 2 TB tests (at least 1 within past 7 months or Chest X-Ray within 2 years), Hepatitis B (series of 3 doses administered over a 6 months period--the first dose must be obtained no later than February 15 for Fall admission or July 6 for Spring admission in order to have the series complete prior to beginning the program), Varicella (chicken pox) (positive IgG titer or 2 doses as an adult), Flu vaccine.
- Proof of major medical insurance coverage or accident insurance coverage.
- Students must purchase malpractice insurance. This is added to the tuition/fees bill at registration. Malpractice insurance must be renewed each fall semester.
- A Drug Test and a Criminal Background Check will be required of all students.

**NOTE:** Any student who has a history of mental illness or substance abuse must file paperwork with the Board of Nursing (BON) BEFORE applying to the ADN program. Any student who has ever been arrested for or charged with anything must submit a Petition for a Declaratory Order to the Board of Nursing and receive resolution from the BON prior to applying to the nursing program. See the Criminal Background Check link on the nursing web site contact the ADN Program Director for additional information.

Criminal background checks will be completed on all applicants to the program. The following histories will disqualify an individual from consideration for clinical rotations: 1) felony convictions, even if deferred or adjudicated, 2) misdemeanor convictions involving crimes against persons (personal or sexual), 3) felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances, and 4) registered sex offenders. Applicants with these histories will not be accepted into the program. If a clinical agency does not allow a student to attend clinicals at their site, the student may be dropped from the program since they may be unable to meet the objectives of the program.

**Priority Points**

**Non-Nursing Curriculum Coursework**

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<thead>
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<tr>
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</tr>
<tr>
<td>3.5</td>
<td>2 priority points</td>
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<tr>
<td>3.0</td>
<td>1 priority point</td>
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**Non-Nursing Coursework Completed With a “C” or Better:**

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<thead>
<tr>
<th>Hours</th>
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<tbody>
<tr>
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<td>16</td>
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<td>8</td>
<td>1 priority point</td>
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**BIOL2401 Anatomy & Physiology I Grade:**

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<tr>
<th>Letter</th>
<th>Priority Points</th>
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<tr>
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</tr>
<tr>
<td>B</td>
<td>2 priority points</td>
</tr>
<tr>
<td>C</td>
<td>1 priority point</td>
</tr>
</tbody>
</table>

**BIOL2402 Anatomy & Physiology II Grade:**
About Transfer Credit
Admission by Transfer is considered on a space available basis. Applicants must meet all requirements of the nursing program in addition to those of North Central Texas College. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements. A letter of "C" (75) or better is required for transfer for all previous nursing courses and academic support courses. Students who have not been academically successful in other nursing programs will not be considered for transfer. Previous nursing courses must be from a regionally accredited program of nursing. A transfer will not be considered if the student has missed a full semester of enrollment in a nursing program. The student must submit
- A letter stating the reason for transfer
- Course descriptions and/or course syllabi for previous nursing courses
- Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
- Letter of recommendation from the Department Head of the school from which the applicant is transferring.
- Students will be evaluated on an individual basis by the Program Director to determine their level of entry.

To Earn Your Associate Degree
To successfully complete the ADN program, earn an Associate of Applied Science Degree and apply to take the state licensing exam for Registered Nurses, students at NCTC must complete a total of 60 semester credit hours — 36 in Nursing courses and 24 in prerequisites and required support courses. Transition students complete fewer hours due to credit given for LVN licensure. Remember that nursing courses are grouped in progressive levels of complexity, and students must successfully complete all course work in one level before progressing to the next. If students remain on the prescribed track, completing all coursework and clinicals required to graduate normally takes two years from the time they enroll in the first ADN program course.

Anatomy & Physiology I and II and Math Statistics must be completed prior to entering the ADN program. The Philosophy, Literature, or Creative Arts elective may be taken prior to the semester indicated but no later than the semester in which it is listed. All coursework must be completed with a "C" or better. Failure to successfully complete the Clinical Math Exams will result in a clinical failure and dismissal from the nursing program. Students must also complete a state mandated jurisprudence exam with a score of 75 in order to take the NCLEX-RN.

Succeeding in the ADN Program
Progression Criteria: To remain in good standing and progress within the ADN curriculum, students must:
- Make a grade of “C” or higher in all required courses and maintain an overall grade point average of 2.0;
- Have already taken the support courses required in the degree plan for that level or be enrolled concurrently;
- Maintain current CPR certification and immunization status.

Any student not satisfying these criteria will not be allowed to continue enrollment in ADN courses. However, when deficiencies are corrected, the student may petition to be readmitted to the appropriate courses. Students will be allowed to continue ONLY with approval of the ADN Program APA Committee.

Grading Policy
Course grades (non-clinical performance) are based on numerical average with corresponding letter grades. A grade of “C” or higher is required in ALL courses in the ADN curriculum. NO GRADES WILL BE ROUNDED IN ANY COURSE IN THE ADN PROGRAM.

90-100 = A
81-89 = B
75-80 = C
66-74 = D
65 or lower = F

Grades for clinical courses are based on performance in the clinical area and other assignments. Failure to successfully complete the Clinical Math exams in each semester will result in clinical failure and immediate dismissal from the nursing program.

About Clinicals
Applicants to the ADN Program should understand that clinical courses require students to travel to sites off the college campus. Clinical sites include, but are not limited to, hospitals and other health care facilities in Gainesville, Denton, Flower Mound, Lewisville, Muenster, and Corinth. Students must be prepared to drive to ANY of these locations for clinicals; sites close to your home are not always available.

Readmission
Students who have an interruption in the normal progression of their nursing studies—whether by
withdrawal from a nursing course or earning a grade lower than a “C” in a nursing course - will no longer be enrolled in the Associate Degree Nursing Program. The ADN Admission, Progression, Advisement Committee (APA) considers appeals for readmission on an individual basis. Students not successful in completing any course in their first semester are required to reapply to the program and start the process from the beginning. Refer to the NCTC Associate Degree Nursing Student Handbook for more detailed information about this procedure.

Cost Considerations for ADN Students

Summary of Costs: The total per-semester cost of enrolling in the ADN Program at North Central Texas College is the sum of: (1) tuition; (2) “combined” student fees; (3) laboratory fees; (4) textbooks; (5) supplies & incidentals; and (6) nursing kits. Except for items 5 and 6, charges are figured just as they are for all other students. However, ADN students should be aware that, due to the special nature of the program, expenses in categories 3-6 will probably be considerably higher than those paid by students in most other majors. Estimated cost for the entire Associate Degree Nursing program is approximately $10,000. Most of these expenses occur at the beginning of the program with the first semester cost being approximately $3500.

Laboratory Fees: These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For ADN students, a lab fee of $24 will also be charged for each clinical course. Lab fees for other non-nursing science courses are normally $24.

Textbooks: Nursing textbooks are highly specialized medical books and can be expensive — the cost may be as much as $1100.00 for books for the program. All books for the ADN program are purchased during the first semester. For students not yet officially admitted to the ADN Program and who will be taking general education courses, textbook costs will vary depending upon courses taken.

Supplies & Incidentals: Once admitted to the ADN program, students must buy uniforms, patches, a lab coat, shoes, stethoscope, and a skills kit. A good wristwatch with a second hand is essential. Students will need normal school supplies. Other costs include major medical insurance, physical examination and immunizations, CPR training, graduation fees, state board fees and NCLEX-RN testing fees. Fees for Malpractice Insurance and Drug Screening are added to the tuition/fees bill. ADN students must have access to a computer with internet access.

*BIOI2420, PSYC2314, ENGL1301, and Philosophy/Literature/Creative Arts Elective: These courses may be taken prior to the semester indicated but no later than the semester in which they are listed. All coursework must be completed with a "C" or better.

- The Chemistry course for the BSN Pathway must be either Chemistry for Health Sciences or General Chemistry.
- Degree Audit Note: Since some courses may not transfer, have all transcripts sent to the Registrar's Office and request a Degree Audit.
- Credit Hour Note: Hours of credit for a particular course can be determined by looking at the course identification number. The second digit in the four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit. A 2:1 ratio is used in determining lab hours to credit hours and a 4:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A four (4) credit hour clinical course of 240 sixty-minute contact hours (256 fifty-minute clock hours) generally results in a clinical course that meets for two consecutive six-hour days each week for 15 weeks during both the fall and spring semesters. Each clinical day includes a pre-conference and a post-conference at the assigned clinical site. See catalog course descriptions for the number of hours, lecture, laboratory, and clinical hours required for each course.

NOTE: All tuition rates, fees and other elements of expense for attending North Central Texas College are subject to change by the NCTC Board of Regents.

Graduation: ADN students completing requirements for their Associate of Applied Science Degree are highly encouraged, as are all graduates, to participate in the College’s formal commencement ceremonies. Graduates may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), which is administered by the Texas Board of Nursing. Graduates must pass the state-mandated jurisprudence exam with a minimum grade of 75 before applying for the NCLEX-RN. Graduates become Registered Nurses after passing the exam. NCTC ADN graduates are encouraged to continue nursing education toward a bachelor's degree or higher.

Bachelor of Science in Nursing (BSN) Pathway

Texas supports the Institute of medicine (IOM) goal established in 2011 to increase the number of RNs holding a bachelor’s degree in nursing to 80% by the year 2020. Students who are enrolled in a BSN program after obtaining RN licensure will have an advantage when searching for jobs. With this in mind, NCTC has partnered with major universities to offer students the opportunity for a smoother transition from ADN to BSN. Difficulties in the past have included problems such as limited slots available in the universities, differences in courses required...
from college to college, students needing many additional courses when they transfer to the university, etc. With the BSN Pathway, the curriculum has been standardized and students who complete all of the courses listed in the pathway, graduate with an Associate Degree in Nursing from NCTC, and pass the state board licensing exam, will be able to complete the BSN program with an additional 30 hours of on-line courses at one of our partner universities. In addition to the courses required for the Associate Degree Nursing Program, the following core courses would be needed for the BSN Pathway:

- CHEM1406 Introductory Chemistry I or CHEM1411 General Chemistry
- ENGL1302 Composition II
- BIOL1322 Basic Nutrition
- PSYC2301 Intro to General Psychology
- HIST1301 US History to 1865
- HIST1302 US History from 1865
- GOVT2305 American National Government
- GOVT2306 American State & Local Government
- a two-hour elective
- an additional Humanities or Creative Arts course (BSN requires one course from Humanities and one course from Creative Arts).

### Associate Degree Nursing

#### Degree Requirements

##### Course of Study - Prerequisite Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I</td>
<td>4</td>
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<tr>
<td>BIOL 2402</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1342</td>
<td>ELEMENTARY STATISTICAL METHODS</td>
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##### First Year - First Semester

<table>
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<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 2420</td>
<td>MICROBIOLOGY FOR NON-SCIENCE MAJORS</td>
<td>4</td>
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<tr>
<td>RNSG 1219</td>
<td>INTEGRATED NURSING SKILLS I</td>
<td>2</td>
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<tr>
<td>RNSG 1423</td>
<td>INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED PROGRAMS</td>
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<tr>
<td>RNSG 1300</td>
<td>HEALTH ASSESSMENT ACROSS THE LIFESPAN</td>
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<tr>
<td>RNSG 1261</td>
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##### First Year - Second Semester

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<tr>
<td>RNSG 2404</td>
<td>INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS</td>
<td>4</td>
</tr>
<tr>
<td>RNSG 1462</td>
<td>CLINICAL NURSING II</td>
<td>4</td>
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- The Chemistry course for the BSN Pathway must be either Chemistry for Health Sciences or General Chemistry.

- Degree Audit Note: Since some courses may not transfer, have all transcripts sent to the Registrar's Office and request a Degree Audit.

- Credit Hour Note: You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in the four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit. A 2:1 ratio is used in determining lab hours to credit hours and a 4:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A four (4) credit hour clinical course of 256 fifty-minute contact hours (240 sixty-minute clock hours) generally results in a clinical course that meets for 16 hours each week for 15 weeks during both the fall and spring semesters. See catalog course.
descriptions for the number of hours, lecture, laboratory, and clinical hours required for each course.

Total Credit Hours: 60

Transition From Vocational To Professional Nursing

Degree Requirements

Prerequisite Courses

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<th>Course Code</th>
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<td>BIOL 2401</td>
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<tr>
<td>BIOL 2402</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II</td>
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<tr>
<td>MATH 1342</td>
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First Long Semester

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<tr>
<td>RNSG 1227</td>
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<td>RNSG 1300</td>
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Second Long Semester

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<td>ENGL 1301</td>
<td>COMPOSITION I</td>
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<tr>
<td>RNSG 2404</td>
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Minimester

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Second Year - First Semester

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Second Year - Second Semester

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MANAGEMENT

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<tr>
<td>RNSG 2462</td>
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</table>

Subtotal: 41

Microbiology, Developmental Psychology, Composition I: 2 of these 3 must be completed prior to entering the program. The Humanities or Fine Arts elective may be taken prior to the semester indicated but no later than the semester in which it is listed. All coursework must be completed with a "C" or better. Failure to successfully complete the Clinical Math Exams will result in a clinical failure and dismissal from the nursing program. Students must also complete a state mandated jurisprudence exam with a score of 75 in order to take the NCLEX-RN.

Graduation & NCLEX for Licensure

CREDIT HOUR NOTE: You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in this four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit hour. A 2:1 ratio is used in determining lab hours to credit hours and a 3:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A four (4) credit hour clinical course of 256 fifty-minute contact hours (240 sixty-minute clock hours) generally results in a clinical course that meets for two consecutive eight-hour days each week for 15 weeks during both the fall and spring semesters. See catalog course descriptions for the number of hours of lecture, laboratory, and clinical hours required for each course.

Students with prior vocational nursing experience and training may apply for admission to RNSG1227: Transition to Professional Nursing. Students will also take RNSG1300 Health Assessment Across the Lifespan during their first semester. All Students seeking admission to the transition course are expected to be competent in basic nursing skills. Students should also understand that they must complete all academic courses required of other ADN students. Completing the majority of all non-nursing courses prior to entrance will be to the student’s advantage for acceptance into the program.

After successful completion of this first semester, transition students would then take the Minimester Psychiatric clinical and the Second Year courses as listed on the previous page. Traditional transition students should be able to complete the program in two years. An online/hybrid transition track option begins each Fall. Application deadline is May 1 - June 1. See the nursing website for details.
Admission Process: Transition students must follow the same admission process as beginning students. Documentation of current licensure as a vocational/practical nurse is required.

NOTE: See the Transition link on the nursing web site for additional options.

About Transfer Credit

Admission by Transfer is considered on a space available basis. Applicants must meet all requirements of the nursing program in addition to those of North Central Texas College. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements. A letter grade of “C” (75) or better is required for transfer for all previous nursing courses and academic support courses. Students who have not been academically successful in other nursing programs will not be considered for transfer. Previous nursing courses must be from an accredited program of nursing. A transfer will not be considered if the student has missed a full semester of enrollment in a nursing program. The student must submit:

1. A letter stating the reason for transfer.
2. Course descriptions and/or course syllabi for previous nursing courses.
3. Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
4. Letter of recommendation from the Department Head of the school from which the applicant is transferring.

Students will be evaluated on an individual basis by the Program Coordinator to determine their level of entry.

Total Credit Hours: 41

Cosmetology (Certificate)

Gainesville Campus

Prior to enrolling in Cosmetology, Esthetics or Instructor programs, the requirements are as follows:

• Apply to NCTC, complete the online orientation and provide transcripts from high school and any previous college hours;
• Apply to the Cosmetology Department in person and interview with the Program Coordinator by appointment;

The NCTC Cosmetology program’s curriculum is mandated by the Texas Department of Licensing and Regulations. Students are prepared for licensure as a stylist/operator, esthetician/facialist, nail technician or manicurist. Through continued study, students can become an instructor of these courses.

Fifteen of the semester hours required for completion of the degree/certification must be taken at North Central Texas College.

The following are required for Cosmetology certification:

Certificate Requirements

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1401</td>
<td>ORIENTATION TO COSMETOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1405</td>
<td>FUNDAMENTALS OF COSMETOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1410</td>
<td>INTRODUCTION TO HAIRCUTTING AND RELATED THEORY</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1453</td>
<td>CHEMICAL REFORMATION AND RELATED THEORY</td>
<td>4</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 2401</td>
<td>THE PRINCIPLES OF HAIR COLORING ANDRELATED THEORY</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2310</td>
<td>ADVANCED HAIRCUTTING AND RELATED THEORY</td>
<td>3</td>
</tr>
</tbody>
</table>
CSME 1443  MANICURING AND RELATED THEORY  4
CSME 1447  PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY  4

Third Semester
CSME 2237  ADVANCED COSMETOLOGY TECHNIQUES  2
CSME 2343  SALON DEVELOPMENT  3
CSME 2441  PREPARATION FOR TEXAS DEPARTMENT OF LICENSING AND REGULATIONS  4

Subtotal: 40

*CSME2441 will constitute the capstone experience.

Total Credit Hours: 40

Cosmetology Instructor (Certificate)

The following are required for certification:

Certificate Requirements

First Semester
CSME 1534  COSMETOLOGY INSTRUCTOR I  5
CSME 1535  ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY  5

Second Semester
CSME 2514  COSMETOLOGY INSTRUCTOR II  5

Subtotal: 15

*CSME2514 will constitute the capstone experience.

Total Credit Hours: 15

Aesthetician (Certificate)

Gainesville Campus

Prior to enrolling in Cosmetology, Esthetics, and/or Nail Technology programs, the requirements are as followed:

- Apply to NCTC, complete the online orientation, and provide transcripts of previous college hours;
- Apply to the Cosmetology Department in person and interview the Program Coordinator by appointment;
- Complete a visual perception test (free of charge) in the Cosmetology Department;
- Complete the Reading portion of the COMPASS test in the NCTC Counseling and Testing Center ($15 fee) or provide proof of passing a previous college entrance exam;
- Complete an application to the Texas Department of Licensing and Regulations, including a $25 permit fee;
- Applicants must be at least 17 years of age;
- Applicants must have a high school diploma or GED;
- Transfer students must meet the enrollment requirements stated above and provide the Cosmetology Department with practical, academic and completed clock hour information from previously attended schools, and a written referral letter from a previous instructor.

The following are required for Esthetician certification:

Certificate Requirements

First Semester
CSME 1248  PRINCIPLES OF SKIN CARE  2
CSME 1420  ORIENTATION TO FACIAL SPECIALIST  4
CSME 1447  PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY  4

Second Semester
CSME 1421  PRINCIPLES OF FACIAL AND SKIN CARE TECHNOLOGY I  4
CSME 1445  PRINCIPLES OF FACIAL AND SKIN CARE TECHNOLOGY II  4
CSME 2431  PRINCIPLES OF FACIALS AND SKIN CARE TECHNOLOGY III  4

Subtotal: 22

Total Credit Hours: 22

Fire Science Program

Beginning the spring of 2015, a minimum of Emergency Medical Technician – Basic (EMT-B) will be a prerequisite for admission to the fire academy.

Fire Science Degree

The AAS degree in Fire Science Technology is designed to build upon completion of the Fire Academy. Upon successful completion of the Fire Academy, students obtain 23 credit hours towards the degree. Subsequent semesters in the degree plan include advanced courses that prepare students for first-level supervision in a fire service organization, i.e. Fire Officer. In addition, these courses assist firefighters in obtaining advanced certifications with
the Texas Commission on Fire Protection (TCFP), which will enhance employment and promotional opportunities in a fire service career.

### Degree Requirements

#### First Year-First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRS 1103</td>
<td>FIRE FIGHTER AGILITY AND FITNESS PREPARATION</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 1160</td>
<td>CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 1501</td>
<td>EMERGENCY MEDICAL TECHNICIAN</td>
<td>5</td>
</tr>
<tr>
<td>VNSG 1420</td>
<td>ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CREATIVE ARTS ELECTIVE</td>
<td>3</td>
</tr>
</tbody>
</table>

#### First Year-Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRS 1301</td>
<td>FIREFIGHTER CERTIFICATION I</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1407</td>
<td>FIREFIGHTER CERTIFICATION II</td>
<td>4</td>
</tr>
<tr>
<td>FIRS 1313</td>
<td>FIREFIGHTER CERTIFICATION III</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>FIRT 1319</td>
<td>FIREFIGHTER HEALTH &amp; SAFETY</td>
<td>3</td>
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</tbody>
</table>

#### Second Year-First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRS 1319</td>
<td>FIREFIGHTER CERTIFICATION IV</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1323</td>
<td>FIREFIGHTER CERTIFICATION V</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1329</td>
<td>FIREFIGHTER CERTIFICATION VI</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>GENERAL PSYCHOLOGY</td>
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</tr>
<tr>
<td>MATH 1314</td>
<td>COLLEGE ALGEBRA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MATH 1342</td>
<td>ELEMENTARY STATISTICAL METHODS</td>
<td>3</td>
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</table>

#### Second Year-Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2311</td>
<td>TECHNICAL &amp; BUSINESS WRITING</td>
<td>3</td>
</tr>
<tr>
<td>FIRT 1333</td>
<td>FIRE CHEMISTRY</td>
<td>3</td>
</tr>
<tr>
<td>FIRT 1329</td>
<td>BUILDING CODES &amp; CONSTRUCTION</td>
<td>3</td>
</tr>
<tr>
<td>FIRT 1307</td>
<td>FIRE PREVENTION CODES &amp; INSPECTIONS</td>
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<tr>
<td>FIRS 1333</td>
<td>FIREFIGHTER CERTIFICATION VII</td>
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</table>

Subtotal: 60

### Fire Science Certificate

#### Certificate Requirements

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMSP 1160</td>
<td>CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY</td>
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</tr>
<tr>
<td>EMSP 1501</td>
<td>EMERGENCY MEDICAL TECHNICIAN</td>
<td>5</td>
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<tr>
<td>VNSG 1420</td>
<td>ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH</td>
<td>4</td>
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<tr>
<td>FIRS 1103</td>
<td>FIRE FIGHTER AGILITY AND FITNESS PREPARATION</td>
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<tr>
<td>FIRS 1301</td>
<td>FIREFIGHTER CERTIFICATION I</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1407</td>
<td>FIREFIGHTER CERTIFICATION II</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 33

### Emergency Medical Services Program

#### Corinth Campus

The Emergency Medical Services Program is designed to give the student a well-rounded education for a professional career in emergency medicine. The Department of State Health Services has approved the program. There is one certificate and one-degree track offered to meet the student’s desire for certification or licensure. Levels of EMS certification are:

1. Emergency Medical Technician
2. Emergency Medical Technician Paramedic
3. RN to Emergency Medical Technician Paramedic

Courses are taught through lecture, case study skills, written assignments, skills demonstrations, and hands-on training. Clinical experiences and Internships are completed through area hospitals and EMS/fire departments.

Following successful completion of the program, the graduate will be able to:
1. Describe the scope of paramedic practice within local, state and national parameters.

2. Demonstrate the desirable qualities of an EMS provider that contribute to high professional and ethical standards.

3. Recognize, assess and manage medical and traumatic emergencies while establishing priorities under the appropriate medical control. Procedures will include physical assessment, extrication, basic life support, airway control and ventilation, fluid resuscitation, drug therapy, emergency delivery, cardiac monitoring and electrical intervention, psychological support and other forms of basic and advanced life support.

4. Coordinate scene management, patient care, and transportation with other agencies.

5. Establish rapport with first responders, agencies, patient’s family members, and staff of receiving hospitals.

6. Concisely document through written and oral communications, events relative to the provision of emergency care.

7. In the event of contingencies, exercise personal judgment that is sound and appropriate for the situation.

**Admission Process**

**Qualifications**: To be eligible to enroll in the EMS Program, the applicant must show proof of the following at the time of registration:

1. Be at least 18 years of age to sit for certification.
2. Be a high school graduate or have passed the GED test;
3. Be physically able to handle patients and equipment normally used in EMS;
4. Coordinate scene management, patient care, and transportation with other agencies.
5. Establish rapport with first responders, agencies, patient’s family members, and staff of receiving hospitals.
6. Concisely document through written and oral communications, events relative to the provision of emergency care.
7. In the event of contingencies, exercise personal judgment that is sound and appropriate for the situation.

**Program Acceptance**

At the EMT level, students are accepted on a first come, first serve basis. Due to the large volume of students for limited positions within the EMS Program, a priority acceptance ranking is based upon (1) current enrollment in the EMT program and (2) all other applicants.

**Progression**

To progress through the EMS Program, the student must maintain a “C” average or above. Any student who has an interruption in the normal progression of his/her EMS training may reapply for readmission to the EMS Program through the department program coordinator. Time limitations are determined by department policy and are available by request. Readmission application does not guarantee applicant will receive acceptance into the program.

**Advanced Standing Courses and Transfer Credit**

Nationally registered EMTs must petition the Department of State Health Services, EMS Division to transfer their certification to the State of Texas.

**Paramedics Seeking an Associate Degree**

Texas or nationally certified paramedics trained at a school other than North Central Texas College may apply for the Associate of Applied Science degree. Application procedures, entrance requirements, credit for certifications, and other requirements are available upon request.

**RN to Emergency Medical Technician Paramedic (EMSP 2553 and EMSP 2563)**

**Qualifications**: To be eligible to enroll in the RN to Paramedic program, the applicant must show proof of the following at the time of registration:

1. Candidate must have a least 36 months of experience in ICU, CCU, or ER.
2. Must have a current ACLS card.
3. Hold a License to practice in the state of Texas (RRT, RN, PA).
4. Completed an Associates or Bachelors Degree.
5. Have a complete physical which includes: drug screen and immunizations.
6. Must have current medical insurance

Students must successfully complete the following by the end of the course to be eligible to test with National Registry on the Paramedic level.

1. Complete an Internship
2. Successfully complete the National Registry EMT exam
During the course, the student will test with the National Registry at the EMT level. This exam must be completed by midterm. At the completion of the course, the student is eligible to test with National Registry at the Paramedic level, provided the student has completed and passed their EMT testing. It is highly recommended for the student to complete an EMT-Basic course before taking the RN Bridge course.

**Grading Policy**

Grades in the EMS Program are determined by theory, writing assignments, skills performance, Internet assignments, written exams and clinical practice. At the completion of each EMSP course, the student must have a department average and Final Exam Grade of 75% or above to complete course work. Letter grades are assigned based on the following scale:

- A = 91-100%
- B = 82-90%
- C = 75-81%
- D = 66-74%
- F = 0-65%

**Cost Considerations for EMS Students**

**Summary of Costs**: The total per-semester cost of enrolling in the EMS Program at North Central Texas College is the sum of: (1) tuition; (2) “combined student fees”; (3) laboratory fees; (4) textbooks; and (5) supplies and incidentals. Except for item 5, charges are figured just as they are for all other students. However, EMS students should be aware that due to the special nature of the program, expenses in categories 3-5 will probably be considerably higher than those paid by students in most other majors.

**Laboratory Fees**: These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For EMS students, a lab fee of $24 will be charged for each clinical course and courses with a skills component. Lab fees for other non-EMS science courses are normally $24.

**Textbooks**: EMS textbooks are highly specialized and can be expensive, as much as $300 or more in the first semester of Paramedicine. Keep in mind that the EMS program is an integrated course of study, meaning you will buy most of your EMS books the first semester. Therefore, book costs will be considerably less in the later semesters.

**Supplies and Incidentals**: Once admitted to the EMS Program, students will need to buy classroom uniforms, clinical uniforms, patches, stethoscope, pen light and trauma shears. A good wristwatch with a second hand is essential. Also, the student will need normal school supplies, and other costs that will include such items as major medical insurance, physical examination (including immunizations), Hepatitis B vaccine, CPR training, Drug Testing, Graduation fees and National Registry Examination fee as well as, the Department of State Health Services State Examination fee. An additional fee for malpractice insurance and National Registry Site fee will be added to the tuition/fees bill. Additional costs may include meals while attending clinicals and Internship. Some of these expenses will not be incurred until the latter part of the program.

**NOTE**: All tuition rates, fees and other elements of expense for attending North Central Texas College are subject to change by the NCTC Board of Regents.

**Graduation**

Students are granted an Associate of Applied Science degree or Certificate in Paramedicine after successful completion of the prescribed curriculum within the EMS Program.

Eligible students completing certification or degree coursework will receive a Certificate of Course Completion necessary to take the Texas Department of State Health Services State Examination and the National Registry Examination. EMTs and EMT–Ps will be required to take both examinations to become a certified EMT or a certified / licensed Paramedic in the state of Texas.

**Certificate of Completion/Associate of Applied Science Degree**

All course work to be applied toward certification or the Associate of Applied Science degree must be completed with a grade of “C” or above. Students should consult a department representative to file a certificate or degree plan.

*Students must be a current certified EMT to begin the EMT-P Certificate Program.*

**Paramedicine (Certificate)**

**Certificate Requirements**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 2261</td>
<td>CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 1338</td>
<td>INTRODUCTION TO ADVANCED PRACTICE</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 2544</td>
<td>CARDIOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>EMSP 2248</td>
<td>EMERGENCY PHARMACOLOGY</td>
<td>2</td>
</tr>
<tr>
<td>VNSG 1420</td>
<td>ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH</td>
<td>4</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1355</td>
<td>TRAUMA MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1356</td>
<td>PATIENT ASSESSMENT AND AIRWAY MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 2262</td>
<td>CLINICAL II - EMERGENCY</td>
<td>2</td>
</tr>
</tbody>
</table>
MEDICAL TECHNICIAN/
PARAMEDIC

EMSP 2434 MEDICAL EMERGENCIES 4

Third Semester

EMSP 2352 EMERGENCY MEDICAL SERVICES RESEARCH 3
EMSP 2563 *CLINICAL - EMT-P INTERNSHIP 5
EMSP 2305 EMS OPERATIONS 3

EMSP2563: Capstone Experience
Subtotal: 39
Total Credit Hours: 39

Paramedicine (Degree)

Degree Requirements

First Year First Semester

ENGL 1301 COMPOSITION I 3
EMSP 1160 CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY 1
EMSP 1501 EMERGENCY MEDICAL TECHNICIAN 5
VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH 4

First Year Second Semester

PSYC 2314 LIFESPAN GROWTH & DEVELOPMENT 3
EMSP 2261 CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC 2
EMSP 1338 INTRODUCTION TO ADVANCED PRACTICE 3
EMSP 2248 EMERGENCY PHARMACOLOGY 2
EMSP 2544 CARDIOLOGY 5

Second Year First Semester

ANY LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE 3
EMSP 2262 CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC 2
EMSP 2434 MEDICAL EMERGENCIES 4
EMSP 1355 TRAUMA MANAGEMENT 3

EMSP 1356 PATIENT ASSESSMENT AND AIRWAY MANAGEMENT 3

Second Year Second Semester

MATH 1314 COLLEGE ALGEBRA 3
SPCH 1315 PUBLIC SPEAKING 3
EMSP 2563 *CLINICAL - EMT-P INTERNSHIP 5
EMSP 2352 EMERGENCY MEDICAL SERVICES RESEARCH 3
EMSP 2305 EMS OPERATIONS 3

EMSP2563: Capstone Experience
Subtotal: 60

Radiological Technology Program

Radiological Technology Program

Gainesville Campus

The Radiological Technology Program is a two-year, 60 credit hour curriculum leading to the Associate of Applied Science Degree that prepares students to assume the role of a radiological technologist, sometimes called rad techs or x-ray techs. Radiological technologists use x-ray equipment to create images of the internal body to diagnose injury and disease. Their services are performed at the request and under the supervision of a physician.

North Central Texas College is accredited by the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033, (404)679-4500. Graduates of the Radiological Technologist Program qualify for registry exams through NCTC accreditation of SACS. Upon completion of the program, a graduate will be eligible to take the national registry examination administered by the American Registry of Radiologic Technologists (ARRT). If successful on the registry exam, the graduate is eligible to be licensed by the Texas Department of State Health Services as a Medical Radiologic Technologist.

The Radiological Technology Program will accept students every fall semester. The clinical training begins during the second half of the first semester and the hours will be set by the clinical institution to which the student is assigned. This may include days, evenings, nights and/or weekend shifts. The student will attend clinical 16 hours a week for five weeks at the end of the first semester. The clinical experience remains 16 hours a week during the entire spring semester and increases to 24 hours a week during the summer and during the last year (fall and spring) of the curriculum.
Students are encouraged to take all the academic support courses prior to entering the program. The program is rigorous, and completing the support courses enables the student to complete the program successfully while maintaining personal responsibilities such as work and family commitments.

The Radiological Technology student will employ cognitive, psychomotor, and affective skills in acquisition of their degree. They will be expected to perform as radiographic technologists who must lift and move patients as well as push, pull, lift, and carry heavy equipment. Additionally, students will be required to stoop, bend, and stand for long periods of time and will be required to move quickly in emergency situations. Interpersonal skills are an integral part of the profession and require that the student be able to function appropriately in highly stressful situations.

A physical examination and proof of immunization must be submitted prior to beginning the program. Students must be certified in cardiopulmonary resuscitation (CPR) at the Health Care Provider level as designated by the American Heart Association. A copy of a current CPR card must be submitted to the student’s instructor prior to attending clinical.

Students are required to undergo a criminal background check prior to enrolling in the program and to a drug screen prior to beginning clinical experiences. The criminal background check is conducted once the student has been deemed eligible to enter the program but prior to admission. Therefore, if a student does not pass the criminal background check, the student will not be admitted to the program and will not have incurred the expenses associated with enrollment. The drug screen will be conducted after the student has been accepted to the program. Results of this screen will be reviewed and verification to determine that a student is eligible to attend clinical rotations. The student is responsible for all charges incurred for these screenings and will pay this fee upon registration for the program. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experiences.

Acceptance into the Radiological Technology Program is accomplished by way of a competitive selection process based on an pre-admission assessment exam and a points system composed of:

- grade point average of academic support courses in the curriculum
- number of academic support courses completed
- grade in Anatomy and Physiology I
- grade in Anatomy and Physiology II

All students applying for fall admission are invited to take a pre-admission exam which will determine their admission to the program.

Students will only be admitted to the program during the fall semester of each year.

**Admission Requirements to the Radiological Technology Program**

**Steps:**

1. Apply and gain admission to North Central Texas College. Applicant must have earned either a high school diploma or a General Education Development (GED) certificate in addition to complying with the Texas Success Initiative requirements.
2. Attend a Radiological Technology advisory session. Please contact the Radiology Department for a schedule of these information sessions.
3. Complete the four prerequisite courses. These courses include:
   a. BIOL2401 Anatomy and Physiology I
   b. BIOL2402 Anatomy and Physiology II
   c. MATH1314 College Algebra or MATH 1342 Elem Stats
   d. ENGL1301 Composition I

**Admission Points will be awarded as follows:**

<table>
<thead>
<tr>
<th>Points</th>
<th>For GPA in academic support courses in the curriculum:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4.0</td>
</tr>
<tr>
<td>2</td>
<td>3.5</td>
</tr>
<tr>
<td>1</td>
<td>3.0</td>
</tr>
</tbody>
</table>

It is strongly advised that students complete as many co-requisite courses as possible before applying for admission into the Radiological Technology program.

These courses include:

1. PSYC 2301
2. Humanities/Arts elective

1. Early completion of all academic support courses enhances progression in the radiology program. The academic support courses can be taken at any time prior to admission into the program but must be completed in the semester in which they are listed in the curriculum. Course work completed with a “C” or better prior to admission will result in:

**Admission Points as follows:**

<table>
<thead>
<tr>
<th>Points</th>
<th>For completion of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>23 hours</td>
</tr>
<tr>
<td>2</td>
<td>17 hours</td>
</tr>
<tr>
<td>1</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

1. **Admission Points** are awarded for performance in the two biology prerequisite courses.
a. For BIOL 2401 Anatomy and Physiology I and BIOL 2402 Anatomy and Physiology II, admission points are awarded as follows for each course:

<table>
<thead>
<tr>
<th>Points</th>
<th>For a grade of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td>C</td>
</tr>
</tbody>
</table>

2. Complete and submit to the Radiological Technology Program Office at the Gainesville Campus a Declaration of Intent to Enroll form — a formal statement of your intention to enroll in the upcoming fall class scheduled to begin at NCTC. A degree audit and copies of transcripts of all courses must be provided at the time the Declaration of Intent is completed.

It must be completed and submitted between: May 1 – June 1

These declaration forms do NOT “carry over”. If for any reason you are not admitted to the Radiological Technology Program after submitting your first declaration form, you must submit a new form in order to be considered again for admission.

All applications who have submitted a Declaration of Intent form will be notified of the scheduled dates to take the pre-admission assessment exam given in late June and/or early July.

Selection Process

Applicants are selected for acceptance according to the following ranking process: Total admission points are added to the cumulative admission assessment exam score. The new total is then used to rank applicants from highest to lowest.

Candidates with the highest combined pre-admission exam scores and priority points will be considered for admission to the Radiological Technology Program. Candidates with the next highest scores will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the next highest scoring alternate will be admitted. Anyone wishing to reapply the following year must go through this admission procedure again in order to be considered for the upcoming semester (including alternates who did not get in). The pre-admission exam may only be taken twice. Those students accepted for admission to the Radiological Technology Program will be registered in the first semester courses by the program staff.

Radiological Technology (Degree)

Gainesville Campus

Degree Requirements

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401 HUMAN ANATOMY AND PHYSIOLOGY I</td>
<td>4</td>
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<tr>
<td>BIOL 2402 HUMAN ANATOMY AND PHYSIOLOGY II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1301 COMPOSITION I</td>
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</tr>
<tr>
<td>MATH 1314 COLLEGE ALGEBRA</td>
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<tr>
<td>OR MATH 1342 ELEMENTARY STATISTICAL METHODS</td>
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First Year - First Semester

<table>
<thead>
<tr>
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<tr>
<td>RADR 1201 INTRODUCTION TO RADIOGRAPHY</td>
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<tr>
<td>RADR 1311 BASIC RADIOGRAPHIC PROCEDURES</td>
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<tr>
<td>RADR 1303 PATIENT CARE</td>
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<td>RADR 1160 CLINICAL I</td>
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First Year - Second Semester

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<tbody>
<tr>
<td>RADR 1313 PRINCIPLES OF RADIOGRAPHIC IMAGING I</td>
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<tr>
<td>RADR 2301 INTERMEDIATE RADIOGRAPHY PROCEDURES</td>
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<td>RADR 2209 RADIOGRAPHIC IMAGING EQUIPMENT</td>
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<td>RADR 1266 PRACTICUM I</td>
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First Year-Third Semester-Summer

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<tbody>
<tr>
<td>RADR 2313 RADIATION BIOLOGY AND PROTECTION</td>
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<tr>
<td>RADR 1267 PRACTICUM II</td>
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Second Year - First Semester

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<td>RADR 2217 RADIOGRAPHIC PATHOLOGY</td>
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<td>RADR 2205 PRINCIPLES OF IMAGING II</td>
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<td>RADR 2366 PRACTICUM III</td>
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Second Year - Second Semester

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<tr>
<td>OR MUSI 1306 MUSIC APPRECIATION</td>
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<tr>
<td>RADR 2333 ADVANCED MEDICAL IMAGING</td>
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</table>
The Surgical Technology program is a one-year certificate program that prepares the student to assume the responsibilities of a Surgical Technologist. Surgical Technologists participate in all aspects of preparing and monitoring instruments and procedures in the sterile operating room environment. The courses are taught in the classroom, the Surgical Technology lab, and at clinical sites throughout the NCTC service area.

The program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, Phone: (727) 210-2350, Fax (727)210-2354 oversight of which is by the Accreditation Review Counsel on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303) 694-9262.

Surgical Technologists may obtain professional certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) by graduating from a CAAHEP-accredited program and passing a national certification examination. They may then use the designation Certified Surgical Technologist, or CST.

The NCTC Surgical Technology program runs August to August and can only take 24 students a year. There are no prerequisites. As a certificate type program, passing the college entrance exam (TSI) is not required.

There are only 2 Surgical Technology courses that may be taken in advance. Medical Terminology (HITT1205) is offered year-round and only online. The other course that may be taken in advance is Anatomy and Physiology. It only counts toward some certificate programs and regular college entrance tests are not required to take it. The other A & P (BIOL 2401 and 2402) requires that one take the TSI Assessment, or be exempt from placement testing, as it is an academic course. Both semesters must be taken and in order. It does count as college science credit for those who pursue a college degree. Whichever A & P course one chooses, it must be completed by the end of the first semester of Surgical Technology classes with a passing grade of at least a “C” or the student will not be allowed to continue in the program.

Criminal background checks and drug screens will be conducted on all students and may disqualify individuals from the program. Titer evidence of immunity to Hepatitis B and communicable diseases according to CDC guidelines is required. American Heart Healthcare Provider CPR certification is required. A physical exam by private physician is required. Documentation of personal health insurance is required. Attendance at class and clinicals is required. NCTC Allied Health programs have a non-tobacco policy.

Program Costs

Cost of the Surgical Technology program is figured the same as degree seeking students. However, the Surgical Technology student can expect to pay additional costs for being in a Health Science Program, such as uniform costs, laboratory fees, physical, immunizations, health insurance, background checks, drug screening and CPR training. Textbooks for the course are purchased in the first semester of study for the entire program, and they are estimated at $600.00. Estimated costs for the program is $4000.00.

Admission Process

1. Register for and attend a Surgical Technology Program advisement session. These are held in the spring at a variety of times on the NCTC Corinth Campus. The schedule is on the NCTC website: http://www.nctc.edu/NCTCPrograms/SurgicalTechnology.aspx and registration can be done via e-mail or phone.

2. At the advisement session, apply to the Surgical Technology program and receive permission to take the admission test. Pay for the test at the NCTC Business Office and take the receipt to the test site on the test date.

3. Complete the admission process into North Central Texas College. The applicant must have earned either a high school diploma or a GED (General Equivalency Diploma). If one has attended college before, official transcripts from each college attended are required. If one has not attended college before, high school transcripts or GED scores are required. Other requirements may apply to international students.

4. Contact the Financial Aid Department and fill out a FAFSA form if needed.

5. Sit for the admission test on the designated date.

6. Admission is offered in rank order of the admission exam composite scores. The program attempts to start with 24 students, but no alternates are admitted after the course begins.

7. The student must be at least 18 years old the first day of class.
**NOTICE**: The Surgical Technology Program reserves the right to change the curriculum and program requirements as deemed necessary for maintenance of high quality education.

### Surgical Technology Degree

**Graduation Requirements**: A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

Students who have completed the NCTC Certificate in Surgical Technology may, with completion of the additional 26 required academic hours, apply to NCTC to be awarded an AAS in Surgical Technology. Academic courses may be taken before, during or after the certificate portion of the program. Degree seeking students must pass all sections of the Texas Success Initiative (TSI).

#### Degree Requirements

**First Year - First Semester**
- **BIOL 2401**: HUMAN ANATOMY AND PHYSIOLOGY I (4)
- **ENGL 1301**: COMPOSITION I (3)
- **BIOL 1322**: NUTRITION & DIET THERAPY I (3)

**First Year - Second Semester**
- **BIOL 2402**: HUMAN ANATOMY AND PHYSIOLOGY II (4)
- **ENGL 1302**: COMPOSITION II (3)
- **MATH 1342**: ELEMENTARY STATISTICAL METHODS (3)
- **PSYC 2314**: LIFESPAN GROWTH & DEVELOPMENT (3)

**Second Year - First Semester**
- **HITT 1205**: MEDICAL TERMINOLOGY (2)
- **SRGT 1261**: CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY) (2)
- **SRGT 1505**: INTRODUCTION TO SURGICAL TECHNOLOGY (5)
- **SRGT 1509**: FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES (5)

**Second Year - Second Semester**
- **SRGT 1441**: SURGICAL PROCEDURES I (4)
- **SRGT 1442**: SURGICAL PROCEDURES II (4)
- **SRGT 1661**: CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE) (6)
- **SRGT 1662**: CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED) (6)

**Second Year Third Semester Summer**
- **SRGT 1662**: CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED) (6)

**Subtotal**: 60

**Total Credit Hours**: 60

### Surgical Technology (Certificate)

#### Certificate Requirements

**First Semester**
- **VNSG 1420**: ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH (4)
- **SRGT 1505**: INTRODUCTION TO SURGICAL TECHNOLOGY (5)
- **SRGT 1509**: FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES (5)
- **SRGT 1261**: CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY) (2)
- **HITT 1205**: MEDICAL TERMINOLOGY (2)

**Second Semester**
- **SRGT 1441**: SURGICAL PROCEDURES I (4)
- **SRGT 1442**: SURGICAL PROCEDURES II (4)
- **SRGT 1661**: CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE) (6)

**Third Semester**
- **SRGT 1662**: CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED) (6)

**Subtotal**: 38

*SRGT1662 Will constitute the capstone experience.*

**Total Credit Hours**: 38

### Vocational (LVN) Nursing Program

The Vocational Nursing program is fully approved by the Texas Board of Nursing (BON) and is a certificate program. This program is designed to prepare entry-level
practitioners to provide direct care to patients of all age groups under the supervision of a registered nurse or licensed physician. Emphasis is placed upon the ability to make sound judgements based on the knowledge of scientific principles and the ability to utilize technical skills in a variety of settings.

Classes are admitted in the fall semester on the Gainesville, Corinth, Bowie and Graham campuses and in the spring semester on Gainesville Campus. The program is 12 months in length. Upon successful completion of the program, the student will be awarded a certificate of completion and is eligible to make application to write the National Council Licensing Examination - Practical Nurse (NCLEX-PN).

Students admitted to the online e-campus are enrolled in the spring semester. The online curriculum is identical to the one taken by students in the traditional classroom; however, e-campus students will have clinical experiences assigned on weekends. The students accepted to the e-campus will complete the curriculum in 12 months, will be awarded a certificate of completion, and will be eligible to make application to write the NCLEX-PN.

Classroom and online instruction is correlated with clinical practice where students apply the theory and skills of nursing in giving direct care to patients. Clinical experiences are offered in a variety of settings such as day care centers, hospitals, physician’s office and nursing homes. Graduates successfully completing the program demonstrate the following program learning outcomes:

- Provider of Patient-Centered Care
  - Assist in determining health status/needs
  - Assist in formulating goals/outcomes
  - Implement plan of care within legal and ethical parameters
  - Implement teaching plan for the client and family with common health problems
  - Assist in evaluation of client’s responses and outcomes
  - Provide safe, compassionate basic nursing care to assigned multiple clients
  - Use problem-solving approach for decision making in practice

- Member of a Healthcare Team
  - Participate as an advocate in activities to promote and improve healthcare to patients and families
  - Communicate patient data using appropriate, available technology
  - Communicate and collaborate in a timely manner with clients and health care team members in all aspects of patient care delivery
  - Participate in identification of client needs for community resources that facilitate continuity of care and maintain confidentiality
  - Participate in support of structured health care setting
  - Supervise nursing care provided by others for whom the nurse is responsible

- Member of a Profession
  - Demonstrate accountability for own nursing practice
  - Participate as advocate for improving the health care team
  - Demonstrate behaviors that promote vocational nursing
  - Function within the nurse’s legal scope of practice and in accordance with policies and procedures of the employing healthcare institution

- Patient Safety Advocate
  - Demonstrate knowledge of Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as state, federal, and local regulations for accreditation of employment agency
  - Implement measures to promote quality and a safe environment for all
  - Assist in formulating goals and outcomes to reduce patient risks
  - Obtain instruction and supervision as needed when implementing direct patient care
  - Comply with mandatory reporting requirements of the Texas Nursing Practice Act
  - Accept and make assignments that take into consideration patient safety and organization policies

Licensure of Persons with Mental Illness, Substance Abuse, or Criminal Background Histories

Any student who has a history of mental illness or substance abuse or who has been convicted of a felony must file paperwork with the Board of Nursing (BON) BEFORE entering the Vocational Nursing Program. BON regulations stipulate that a person convicted of a felony may not be permitted to take the state licensing exam. Don’t spend your time and money in school and then discover you cannot take the exam. Check it out.
Admission criteria have been established, and enrollment is limited. Acceptance is based upon the applicant’s performance on pre-admission testing. All students completing the admissions process for the LVN program notified of their status via email from the office of Vocational Nursing. Students accepted into the program will then complete a urine drug screen and a criminal background check prior to admissions. All International students must meet with the International Advisor in the Admissions and Registrars Office.

Advanced Placement

Students who have been enrolled in other nursing programs may be eligible for advanced placement into the second semester of the NCTC Vocational Nursing Program. Students seeking advanced placement must make a formal application to the Vocational Nursing Program, including copies of all transcripts from prior nursing programs, and make an appointment for an interview with the program director.

Progression Criteria

Students must make a “C” or better in all classroom and clinical courses to progress within the Vocational Nursing program. Students not meeting this standard will be unable to continue in the program; however, they may be readmitted one time, if qualified, on a space-available basis.

Readmission: Any student who has an interruption in the normal progression of his/her nursing studies, whether by failure or withdrawal, may apply for readmission to the Vocational Nursing Department Director. In order for an application for readmission to be considered, it must be reviewed by the Vocational Nursing program faculty; therefore, it should be submitted 2-3 months prior to the desired starting date.

A completed application for readmission must include: (1) a new application, (2) a current transcript and (3) a written request identifying the reason(s) the program was interrupted and actions taken to ensure success if readmission is granted. Readmission may include stipulations such as requiring that the student repeat and pass (C or higher) courses and clinicals they had previously taken and passed with a C or higher. When a course is repeated, the most recent grade will determine progression in the Program. Faculty may also require that applicants for readmission follow and complete the admission process in effect for first time applicants.

Grading Policy

Grades in classroom work are based on numerical averages, with corresponding letter grades assigned, providing all required assignments have been satisfactorily completed. Students must make at least a “C” in each theory course, including Anatomy and Physiology courses, and in each clinical practicum in order to progress within
the program. The point system used within the Vocational Nursing Program is:

- A = 90–100% • B = 80–89% • C = 77–79%
- D = 66–76% • F = 0–65%

**Program Cost**

Basic tuition and fees for nursing students are figured just as they are for all other students; however, due to the special nature of the program, students will have some additional costs that they should be aware of:

Laboratory fees will be charged for all courses requiring a lab (in addition to the classroom lecture). For VN students, a lab fee of $24 will be charged for each course designed as a “clinical” and for the “skills” course.

Fees in addition to lab fees will be due at the time of course registration for such things as supplies, standardized tests, malpractice insurance. These fees may vary from year to year but specific information can be obtained from the Vocational Nursing Office.

Nursing textbooks are highly specialized medical books and can be expensive.

For students not yet officially admitted to the VN program and who may be taking general education courses, textbook costs will vary according to which particular courses are taken, but, on average, plan to spend about $30 per semester hour for books. The approximate cost of the Vocational Nursing Program is $6,000.

**Supplies and Incidentals**

Once admitted to the Program, VN students will need to buy school clinical uniforms (plus patches), a lab jacket, shoes, and a stethoscope. A good wristwatch with a second hand is also needed. Also, the student will need normal school supplies, and other costs will include such items as state board fees. Some of these expenses will not be incurred until the latter part of the program.

**Health Insurance**

Students will need to show proof of Major Medical Insurance or Accidental Injury Medical Insurance before going to clinical agencies.

**Immunizations**

- Students accepted into the LVN program must show proof of the following immunizations:
  - One dose of tetanus-diptheria-pertussis (TDAP) toxoid in the last 10 years
  - Two doses of measles vaccine, administered since 1968
  - Two doses of rubella vaccine
  - Two doses of mumps vaccine
  - Complete Hepatitis B vaccine. This series takes 6 months to complete
  - Two doses of varicella (chicken pox) These must be administered at least 8 weeks apart.
  - A statement from parents or physician that you had chicken pox is NOT sufficient proof.
  - One influenza vaccine (given seasonally for the flu)
  - Serologic (blood test) proof of immunity or serologic evidence of infection, is acceptable in lieu of the vaccinations.
  - All students must have negative results of TWO Mantoux TB tests or a negative chest x-ray report prior to admission.

**Vocational Nursing (Certificate)**

**Certificate Requirements**

**SPRING ADMISSION - Summer Semester 10 weeks - Level II**

- VNSG 1509 NURSING IN HEALTH AND ILLNESS II 5
- VNSG 1331 PHARMACOLOGY 3
- VNSG 1363 CLINICAL II - SPRING ADMISSION 3

**SPRING ADMISSION - Spring Semester 16 weeks - Level I**

- VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH 4
- VNSG 1323 BASIC NURSING SKILLS 3
- VNSG 1400 NURSING IN HEALTH AND ILLNESS I 4
- VNSG 1227 ESSENTIALS OF MEDICATION ADMINISTRATION 2
- VNSG 1360 CLINICAL I 3

VNSG1420: may be taken before admission to the program, but no later than the first semester after admission. BIOL2401 and BIOL2402 (Anatomy and Physiology I and II) may be substituted for VNSG1420. Both semesters of Anatomy and Physiology must be taken for credit to be given.
### FALL ADMISSION - Summer Semester 10 weeks - Level III

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>NURSING IN HEALTH AND ILLNESS III</td>
<td>5</td>
</tr>
<tr>
<td>VNSG 1219</td>
<td>PROFESSIONAL DEVELOPMENT</td>
<td>2</td>
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<tr>
<td>VNSG 2360</td>
<td>CLINICAL III - FALL ADMISSION</td>
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*VNSG2360 will constitute the capstone experience.

### FALL ADMISSION - Fall Semester 16 weeks - Level I

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<td>VNSG 1400</td>
<td>NURSING IN HEALTH AND ILLNESS I</td>
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<td>VNSG 1227</td>
<td>ESSENTIALS OF MEDICATION ADMINISTRATION</td>
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<tr>
<td>VNSG 1360</td>
<td>CLINICAL I</td>
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### FALL ADMISSION - Spring Semester 16 weeks - Level II

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### SPRING ADMISSION - Fall Semester 16 weeks - Level III

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<tr>
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*VNSG2460 will constitute the capstone experience.
COURSES

ACCT - Accounting

ACCT 2301 - PRINCIPLES OF FINANCIAL ACCOUNTING (3 credit hours)
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) and applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). 48 lecture hours
Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent
Recommended co-requisite: MATH1324 - Mathematics for Business & Social Sciences

ACCT 2302 - PRINCIPLES OF MANAGERIAL ACCOUNTING (3 credit hours)
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity’s accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. 48 lecture hours
Prerequisite: ACCT2301 - Principles of Financial Accounting
Prerequisite: ACCT 2301.

ACNT - Accounting

ACNT 1303 - INTRODUCTION TO ACCOUNTING I (3 credit hours)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. 48 lecture hours.

ACNT 1311 - INTRODUCTION TO COMPUTERIZED ACCOUNTING (3 credit hours)
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. 48 lecture hours.

AGAH - Farm and Ranch

AGAH 1191 - SPECIAL TOPICS IN ANIMAL SCIENCES, General (1 credit hour)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 16 lecture hours.

AGAH 1290 - ARTIFICIAL INSEMINATION (2 credit hours)
A course to train a person to artificially inseminate cattle. In addition to spending many hours learning the inseminating technique itself, various management practices to ensure a successful overall program will be presented. These subjects include handling of frozen semen and equipment, reproductive problems and diseases, heat detection, cycle control, nutrition and methods of bull evaluation for maximum genetics and conformation progress. 16 lecture hours + 32 laboratory hours.

AGAH 1291 - SPECIAL TOPICS IN ANIMAL SCIENCES, General (2 credit hours)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 16 lecture hours + 32 laboratory hours.

AGAH 1397 - AGRICULTURAL SPANISH (3 credit hours)
This is an industry specific Spanish course designed for agricultural students. The scope of this course will include the English to Spanish translation for terminology and phrases associated with production agriculture. The primary goal of this course is to provide students some basic communication skills so that they will be able to interact with Spanish speaking employees in different work environments and under different situations within their specific agricultural fields. NOTE: This is not a University Transfer course. This course does not fulfill any core curriculum requirements at NCTC. 48 lecture hours + 16 laboratory hours.
AGAH 1402 - PRINC. OF FITTING AND GROOMING LIVESTOCK (4 credit hours)

Students will develop skill development necessary to fit and groom Livestock in preparation for competition or as a tool in marketing. Includes proper aspects of feeding, working, and grooming with hands-on activities assigned. This class meets five days a week, in addition to weekends. 32 lecture hours + 112 laboratory hours.

Prerequisite: AGEQ 1401.

AGAH 1443 - ANIMAL HEALTH (4 credit hours)

An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals. 48 lecture hours + 32 laboratory hours.

AGAH 1453 - BEEF CATTLE PRODUCTION (4 credit hours)

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. 48 lecture hours + 32 laboratory hours.

AGAH 2271 - PALPATION (2 credit hours)

A course to train a person to pregnancy test cattle. The pregnancy examination involves a rectal palpation of the reproductive tract for signs of pregnancy, or to determine open or non-pregnant females. 16 lecture hours + 32 laboratory hours.

AGAH 2313 - PRINCIPLES OF FEEDS AND FEEDING (3 credit hours)

Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimen. 48 lecture hours.

AGAH - Farm and Ranch Management

AGCR 1371 - LOCAL NEEDS-Introduction to Sustainable Agriculture (3 credit hours)

Introduction to history, principles, and practices of sustainable agriculture as applied to local and global agriculture. A comparison and evaluation of sustainability of conventional agricultural practices will be made from the environmental, economic, and social perspectives (“planet,profit,people”). Case studies and other tools will be used to relate principles of sustainable agriculture to basic farming practices.

32 lecture, 32 lab hours.

AGCR 1441 - FORAGE AND PASTURE MANAGEMENT (4 credit hours)

Study of the production and management of forage crops and pastures including establishment, fertilization, weed control, grazing systems, hay, seed production, and harvesting. 48 lecture hours + 32 laboratory hours.

AGEQ - Equine Science

AGEQ 1205 - EQUINE ENTERPRISE MANAGEMENT (2 credit hours)

Course is designed as a business survey of the equine industry as a whole. Topics will include all areas involved directly and indirectly with the equine industry and the applied management techniques that are involved with these areas. Lecture will be supplemented with guest speakers and field trips to area farms and businesses. 16 lecture hours and 32 lab hours.

AGEQ 1271 - LOCAL NEEDS (2 credit hours)

Local Needs course developed to respond to unique local or regional conditions. Courses will include topics in the Equine Field related to science, business, riding, or training. 16 lecture hours + 32 laboratory hours.

AGEQ 1291 - CATTLE REPRODUCTION (2 credit hours)

This is a training course in the reproductive management and artificial insemination of cattle. Students will become familiar with and learn the anatomy of the cow reproductive tract. This course is designed to acquaint students with the techniques of artificial insemination and pregnancy diagnosis in the cow, and to familiarize student with the collection, evaluation, processing, and handling of semen. The class will also participate in a mock embryo transfer in order to acquaint students with estrus synchronization, drug protocols, and the mechanics of uterine flushing.

AGEQ 1300 - ENGLISH EQUITATION I (3 credit hours)

Course in basic equitation skills, including handling, saddling, bridling, mounting, riding, grooming, safety, and basic health care. Topics will include correct riding position, leg strengthening exercises, and balance exercises. 16 lecture + 32 laboratory hours.

AGEQ 1315 - HORSE EVALUATION I (3 credit hours)

Instruction in evaluation and selection of horses based on breed and performance criteria. Topics include basic anatomy and its relation to function, breed type, and characteristics. Emphasis will be given to breed standards and rules of judging performance horses. 32 lecture hours + 32 laboratory hours.

AGEQ 1319 - HORSEMANSHIP I (3 credit hours)

Instruction in basic horsemanship skills including handling, saddling, safety, proper riding techniques, and basic health care will be discussed. Emphasis will be given to use of aids and cues; and proper leg, seat, and hand position. 16 lecture + 32 laboratory hours.
Prerequisite: AGEQ 1315 or AGEQ 1300.

AGEQ 1322 - FUNDAMENTALS OF RIDING INSTRUCTION (3 credit hours)

Students will develop basic skills needed to become an effective riding instructor. Through classroom and arena exercises students will gain skills in organization, development of lesson plans, and a variety of teaching techniques. Students will be working with first year students. Course requires approval of instructor. 48 lecture hours.

AGEQ 1350 - EQUINE REPRODUCTION (3 credit hours)

Reproductive anatomy, physiological functions, and common management practices related to equine reproductive facilities. Lecture portion of this course is conducted in the first 6 weeks of the semester with emphasis on anatomy and physiology of the mare and stallion as it relates to management for maximum reproductive efficiency. Basic principles of artificial insemination, embryonic development, parturition, and care of the pregnant mare and newborn will be discussed. Semen collection, evaluation, and shipping will also be discussed. The lab portion is the remainder of the semester, and consists of students working on well respected breeding farms in the area. 32 lecture hours + 64 laboratory hours. 
Prerequisite: AGAH 1443, AGEQ 2311.

AGEQ 1370 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I (3 credit hours)

Introduction in the basic principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, basic health care, basic rope handling, basic cow handling and tactics for competing in Ranch Horse events. 32 lecture hours + 48 laboratory hours.
Prerequisite: Prerequisite: AGEQ 1300.

AGEQ 1371 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II (3 credit hours)

Introduction to the advanced principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, health care, advanced rope handling, advanced cow handling and tactics for competing in Ranch Horse events. 32 lecture hours + 48 laboratory hours.

AGEQ 1391 - SPECIAL TOPICS III (3 credit hours)

This course will address recently identified current events, skills, knowledge, and behaviors pertinent to the equine industry and relevant to the professional development of the student. 16 lecture hours + 32 laboratory hours.

AGEQ 1401 - EQUINE BEHAVIOR AND TRAINING I (4 credit hours)

Instruction in basic equine behavior and training methods will be discussed. Topics will include safety, behavior, health care and management, and training methods. Students will use a systematic approach to training a weanling horse while learning proper safety and training techniques used in the industry. 16 lecture hours + 144 laboratory hours.

AGEQ 1411 - EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT) (4 credit hours)

Provides the student with an introduction to the horse industry. Topics will include history, breeds, selection, identification, anatomy (health,) and basic management techniques and theories related to horses and horse facilities. Laboratory exercises will supplement lecture presentations. 48 lecture hours + 32 laboratory hours.

AGEQ 1471 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II (4 credit hours)

Introduction to the advanced principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, health care, advanced rope handling, advanced cow handling and tactics for competing in Ranch Horse events. 48 lecture hours + 64 laboratory hours.

AGEQ 2259 - ENGLISH EQUITATION II (2 credit hours)

Advanced equitation skills in English equitation. Topics will include suppling exercises for the horse and rider, ground pole exercises to gain strength and stability, in addition to exercises in stride length and rhythm. 16 lecture hours + 32 Laboratory hours, 2 credit hours.
Prerequisite: Prerequisite: AGEQ 1300.

AGEQ 2310 - EQUINE BUSINESS MANAGEMENT (3 credit hours)

Instruction in the management of the equine business will be discussed. Topics will include record keeping, insurance and liability, promotion and sales, as well as employer relationships. Lectures will be supplemented with industry speakers and students will complete an in-depth business plan of their choice. 48 lecture hours.
Prerequisite: AGEQ 1305 or approval by instructor.

AGEQ 2311 - EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT) (3 credit hours)

Course will present advanced concepts in horse production and management. Topics include advanced anatomy, physiology and nutrition of the horse as it relates to exercise and fitness. Discussion will focus on techniques and theories related to management of the horse for athletic events. 32 lecture hours + 32 laboratory hours.
Prerequisite: AGEQ 1411 or approval by instructor.

AGEQ 2315 - HORSE EVALUATION II (3 credit hours)

A study of the advanced concepts in evaluation and selection of horses. Students in this course will be part of the horse judging team and participate in judging contests.
on a state and national level. Students will also learn how to organize a judging contest, perfect oral reason presentation and learn to judge other's oral reasons. Students must be enrolled in this course to travel with the judging team. 16 lecture hours + 32 laboratory hours.

Prerequisite: AGEQ 1315.

AGEQ 2339 - HORSEMANSHIP II (3 credit hours)

Instruction in advanced horsemanship skills including cues, lead changes, head set, side-pass, and pivots will be given. Emphasis will be given to proper use of cues, legs, and seat during maneuvers; as well as proper training concepts and methods of working horses for specific performance areas. 32 lecture hours + 32 laboratory hours.

Prerequisite: AGEQ 1319.

AGEQ 2359 - ENGLISH EQUITATION II (3 credit hours)

Advanced equitation skills in English equitation. Topics will include suppling exercises for the horse and rider, ground pole exercises to gain strength and stability, in addition to exercises in stride length and rhythm. 32 lecture hours + 32 laboratory hours.

Prerequisite: AGEQ 1300.

AGEQ 2370 - LOCAL NEEDS - REINING (3 credit hours)

Fundamentals of selecting, training, working and showing reining horses will be taught. Topics include history, development, rules, judging, conditioning, training and showing reining horses. Showing in at least one competition is required. Student must provide their own horse for training and or competition 32 lecture hours + 32 laboratory hours.

AGEQ 2371 - LOCAL NEEDS - ADVANCED RANCH HORSE RIDING (3 credit hours)

Instruction in advanced Ranch Horse skills focusing on the use of the horse to assist in the management of cattle as commonly utilized for cow/horse competitions. Skills taught will include reading cattle, roping, sorting, control of an individual cow and the training methods used on the horse to achieve these skills. 32 lecture hours + 32 laboratory hours.

AGEQ 2373 - INTRODUCTION TO EQUINE VETERINARY TECHNOLOGY (3 credit hours)

Basic concepts of equine veterinary care will be taught. The course will be a survey of equine veterinary medicine from the physical exam to medical terminology, preventive medicine and pharmacology as well as basic principles of alternative therapies, diagnostic imagery, medical records and client communication.

Prerequisite: AGEQ1411 and AGEQ2311.

AGEQ 2374 - BASICS OF DRESSAGE (3 credit hours)

AGEQ 2386 - INTERNSHIP - EQUINE SCIENCE (3 credit hours)

Meets 8 weeks during the summer. Departmental approval required for registration in this course. Each student will be placed in the horse industry under the supervision of a prominent person who specializes in the student's main areas of interest. The student's industry training will be supervised by the instructor as well as their immediate supervisor on the job. This course serves as the external or capstone experience. 16 lecture hours + 272 practicum hours.

AGEQ 2401 - EQUINE BEHAVIOR AND TRAINING II (4 credit hours)

A study of advanced concepts in equine behavioral patterns that is relevant to specific performance training strategies. Emphasis will be given to safety, and different training methods involved with working a young horse. Students will use a systematic approach to training a two-year old horse from the ground to working specified maneuvers and patterns. 16 lecture hours + 144 laboratory hours.

Prerequisite: AGEQ 1401; AGEQ 1319.

AGME - Farm and Ranch Management

AGME 1415 - FARM AND RANCH SHOP SKILLS I (4 credit hours)

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete. 48 lecture hours + 32 laboratory hours.

AGME 1449 - FARM AND RANCH EQUIPMENT (4 credit hours)

Planning and application of farm and ranch maintenance equipment. Includes basic repair and adjustment to tractors and other agricultural equipment and design and use of maintenance records. 48 lecture hours + 32 laboratory hours.

AGMG - Farm and Ranch Management

AGMG 2301 - LIVESTOCK BUSINESS MANAGEMENT (3 credit hours)

Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles. 48 lecture hours.

AGMG 2480 - COOPERATIVE EDUCATION-AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL (4 credit hours)

LEARNING EXPERIENCE OR CAPSTONE EXPERIENCE. 16 lecture hours + 336 practicum hours.
AGRI - Agriculture

AGRI 1131 - THE AGRICULTURE INDUSTRY (1 credit hour)
Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. 16 lecture hours.

AGRI 1231 - THE AGRICULTURAL INDUSTRY (2 credit hours)
Overview of world agriculture, nature of the industry, resource conversation, and the American agricultural system, including production, distribution, and marketing. 32 lecture hours.

AGRI 1309 - COMPUTERS IN AGRICULTURE (3 credit hours)
Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software. 32 lecture hours + 32 laboratory hours.

AGRI 1325 - MARKETING OF AGRICULTURE PRODUCTS (3 credit hours)
Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. 48 lecture hours.

AGRI 1407 - AGRONOMY (4 credit hours)
Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control. 48 lecture hours + 32 laboratory hours. 4 credit hours.

AGRI 1413 - PLANT PROTECTION (4 credit hours)
Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environment toxicology, and related environmental protection measures. 48 lecture hours + 32 laboratory hours.

AGRI 1419 - INTRODUCTORY ANIMAL SCIENCE (4 credit hours)
Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. 48 lecture hours + 32 laboratory hours.

AGRI 2221 - LIVESTOCK EVALUATION (2 credit hours)
Selection, evaluation, and classification of livestock and livestock products. Comparative evaluation of breeding and market animals with emphasis on selection of superior animals. Oral reasons and written justification on placing classes will be emphasized. May be repeated for credit with prior approval of department chair. 16 lecture hours + 64 laboratory hours.

AGRI 2301 - AGRICULTURAL POWER UNITS (3 credit hours)
Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery. 32 lecture hours + 48 laboratory hours.

AGRI 2303 - AGRICULTURAL CONSTRUCTION I (3 credit hours)
Selection, use, and maintenance of hand and power tools; arc and oxy-acylene welding; and construction materials and principles. 32 lecture hours + 64 laboratory hours.

AGRI 2317 - INTRODUCTION TO AGRICULTURAL ECONOMICS (3 credit hours)
Fundamental economic principles and their applications to the problems of the industry of agriculture. 48 lecture hours.

AGRI 2321 - LIVESTOCK EVALUATION I (3 credit hours)
Fundamental economic principles and their applications to the problems of the industry of agriculture. 32 lecture hours + 48 laboratory hours.

AGRI 2330 - WILDLIFE CONSERVATION & MANAGEMENT (3 credit hours)
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. 32 lecture hours + 48 laboratory hours.

ANTH - Anthropology

ANTH 2346 - GENERAL ANTHROPOLOGY (3 credit hours)
The study of human beings, their antecedents and related primates, and their cultural behaviors and institution. Introduces the major sub-fields: physical and cultural anthropology, archaeology, linguistics, their applications, and ethics in the discipline.

Meets NCTC Core Curriculum Requirements

ANTH 2351 - CULTURAL ANTHROPOLOGY (3 credit hours)
The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

Meets NCTC Core Curriculum Requirement
ARTC - Computer Information Systems & Technology

ARTC 1302 - DIGITAL IMAGING I (PHOTOSHOP) (3 credit hours)
Digital Imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. 32 lecture hours + 32 lab hours.

ARTC 1325 - INTRODUCTION TO COMPUTER GRAPHICS (3 credit hours)
A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector based graphics, and interactive multimedia.

ARTS - Art

ARTS 1301 - ART APPRECIATION (3 credit hours)
A course open to all students directed toward understanding the elements and principles of art as applied to the visual arts: painting, sculpture and architecture as well as printmaking, ceramics, metal work and weaving. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

ARTS 1303 - ART HISTORY I (Prehistoric to the 14th century) (3 credit hours)
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. 48 lecture hours.

ARTS 1304 - ART HISTORY II (century to the present) (3 credit hours)
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. 48 lecture hours.

ARTS 1311 - DESIGN I (2dimensional) (3 credit hours)
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. 32 lecture hours + 64 laboratory hours.

ARTS 1312 - DESIGN II (3-dimensional) (3 credit hours)
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. 32 lecture hours + 64 laboratory hours.

ARTS 1316 - DRAWING I (3 credit hours)
A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. 32 lecture hours + 64 laboratory hours.

ARTS 1317 - DRAWING II (3 credit hours)
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. 32 lecture hours + 64 laboratory hours.

ARTS 2316 - PAINTING I (3 credit hours)
An introduction to the techniques of various mediums in painting. Exploring and dealing with the problems encountered in color and pictorial composition. 32 lecture hours + 64 laboratory hours.

ARTS 2317 - PAINTING II (3 credit hours)
A continuation of ARTS2316. 32 lecture hours + 64 laboratory hours.

ARTS 2326 - SCULPTURE I (3 credit hours)
Exploration of ideas using sculpture media and techniques. 32 lecture hours + 64 laboratory hours.

ARTS 2327 - SCULPTURE II (3 credit hours)
Exploration of ideas using sculpture media and techniques. A continuation of Sculpture I. 32 lecture hours + 64 laboratory hours.

ARTS 2341 - JEWELRY AND METALWORKING I (3 credit hours)
Design, construction and forming of metals and various materials using basic techniques. 32 lecture hours + 64 laboratory hours.

ARTS 2342 - JEWELRY AND METALWORKING II (3 credit hours)
Design in metal, using basic and advanced process. 32 lecture hours + 64 laboratory hours.

ARTS 2346 - CERAMICS I (POTTERY) (3 credit hours)
Exploration of ideas using basic ceramic processes. 32 lecture hours + 64 laboratory hours.

ARTS 2347 - CERAMICS II (POTTERY) (3 credit hours)
Exploration of ideas using basic ceramic processes. A continuation of ARTS2346. 32 lecture hours + 64 laboratory hours.

ARTS 2366 - WATERCOLOR PAINTING I (3 credit hours)
Exploration of ideas using water-based painting media and techniques. 32 lecture hours + 64 laboratory hours.
ARTS 2367 - WATERCOLOR PAINTING II (3 credit hours)
Exploration of ideas using water based painting media and techniques. Continuation of Arts 2366. 32 lecture hours + 64 laboratory hours.

BCIS - Computer Science

BCIS 1305 - BUSINESS COMPUTER APPLICATIONS (3 credit hours)
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. 32 lecture hours + 32 laboratory hours.

Prerequisite: High School Algebra, Geometry, or Business Mathematics.

BIOL - Biology

BIOL 1322 - NUTRITION & DIET THERAPY I (3 credit hours)
A study of the chemical, physical, and sensory properties of food; nutritional quality; and good use and diet applications. 48 lecture hours.

BIOL 1406 - BIOLOGY FOR SCIENCE MAJORS I (4 credit hours)
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Lab required. 4 credit hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH1314 (College Algebra) or equivalent academic preparation—found on page 130.

BIOL 1407 - BIOLOGY FOR SCIENCE MAJORS II (4 credit hours)
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Lab required. Prerequisite BIOL1406. 4 credit hours.

Meets NCTC Core Curriculum Requirement

BIOL 2401 - HUMAN ANATOMY AND PHYSIOLOGY I (4 credit hours)
A study of the structure and function of human anatomy, including the neuroendocrin, integumentary, and musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. 48 lecture hours + 32 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: Recommended prerequisite: MATH11314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

BIOL 2402 - HUMAN ANATOMY AND PHYSIOLOGY II (4 credit hours)
A study of the structure and function of human anatomy, including the neuroendocrin, integumentary, and musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. A continuation of BIOL2401. 48 lecture hours + 32 laboratory hours.

Meets NCTC Core Curriculum Requirement

BIOL 2406 - ENVIRONMENTAL BIOLOGY (4 credit hours)
Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and ricks, and approaches to ecological research. 48 lecture hours + 32 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: Recommended prerequisite: MATH11314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.
BIOL 2420 - MICROBIOLOGY FOR NON-SCIENCE MAJORS (4 credit hours)

A study of the morphology, physiology and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food, microbes, public health, and immunology. 48 lecture hours + 32 laboratory hours.

Prerequisite: BIOL 1408 OR BIOL 2401.

BMGT - Business & Business Management

BMGT 1327 - PRINCIPLES OF MANAGEMENT (3 credit hours)

Concepts, terminology, principles, theories, and issues in the field of management. 48 lecture hours.

BMGT 2309 - LEADERSHIP (3 credit hours)

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. 48 lecture hours.

BUSG - Business & Business Management

BUSG 1301 - INTRODUCTION TO BUSINESS (3 credit hours)

Fundamental business principles including structure, functions, resources, and operational processes. 48 lecture hours.

BUSG 1304 - INTRODUCTION TO FINANCIAL ADVISING (3 credit hours)

A study of the financial problems encountered by financial advisers when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. 48 lecture hours.

BUSG 2305 - BUSINESS LAW/CONTRACTS (3 credit hours)

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency. 48 lecture hours.

BUSG 2380 - COOPERATIVE EDUCATION - BUSINESS, GENERAL (3 credit hours)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be related if topics and learning outcomes vary. 16 lecture hours + 224 laboratory hours.

CETT - Petroleum Technology

CETT 1302 - ELECTRICITY PRINCIPLES (3 credit hours)

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. 32 lecture hours + 32 lab hours.

CHEM - Chemistry

CHEM 1406 - Introductory Chemistry I (4 credit hours)

CHEM 1411 - GENERAL CHEMISTRY I (4 credit hours)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. 48 lecture hours + 48 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH 1314 (College Algebra) or equivalent academic preparation. High school chemistry is also strongly recommended.

CHEM 1412 - GENERAL CHEMISTRY II (4 credit hours)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. A continuation of CHEM1411. 48 lecture hours + 48 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: CHEM1411.

CHEM 2423 - ORGANIC CHEMISTRY I (4 credit hours)

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. 48 lecture hours + 48 laboratory hours.
COURSES

Prerequisite: CHEM 1412 General Chemistry II or consent of instructor.

CHEM 2425 - ORGANIC CHEMISTRY II (4 credit hours)
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. 48 lecture hours + 48 laboratory hours.

Prerequisite: CHEM 2423.

CJCR - Law Enforcement

CJCR 1304 - PROBATION AND PAROLE (3 credit hours)
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. 48 lecture hours.

CJSA - Law Enforcement

CJSA 1317 - JUVENILE JUSTICE SYSTEM (3 credit hours)
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. 48 lecture hours.

CJSA 1330 - CYBER CRIMES (3 credit hours)
An introduction to cybercrime. Topics include specific laws, investigative techniques, and criminological theories applicable to computer crime. 49 contact hours.

CJSA 1325 - CRIMINOLOGY (3 credit hours)
Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. 48 lecture hours.

CJSA 1342 - CRIMINAL INVESTIGATION (3 credit hours)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. 48 lecture hours.

CJSA 1348 - ETHICS IN CRIMINAL JUSTICE (3 credit hours)
Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies. 48 lecture hours.

CJSA 1351 - USE OF FORCE (3 credit hours)
Study of the use of force including introduction to and statutory authority for the use of force, deadly force, and related legal issues. Fulfills the Texas Commission on Law Enforcement Use of Force Intermediate Certificate requirement. This course was designed to be repeated multiple times to improve student proficiency. 49 contact hours.

CJSA 2331 - CHILD ABUSE: PREVENTION AND INVESTIGATION (3 credit hours)
Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies. 49 contact hours.

CJSA 2334 - CONTEMPORARY ISSUES IN CRIMINAL JUSTICE (3 credit hours)
A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. 48 lecture hours.

2388 - INTERNSHIP
The Law Enforcement internship is designed to give students practical experience in the field prior to graduation.

CNBT - Petroleum Technology

CNBT 1311 - CONSTRUCTION METHODS & MATERIALS (3 credit hours)
Introduction to construction materials and methods and their applications. 32 lecture hours + 32 lab hours.

COSC - Computer Science

COSC 1436 - PROGRAMMING FUNDAMENTALS I (4 credit hours)
This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.) 48 lecture hours + 32 laboratory hours.

COSC 2425 - COMPUTER ORGANIZATION (4 credit hours)

Prerequisite: BCIS1305 or departmental exam
The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. (This course is included in the Field of Study Curriculum for Computer Science.) 48 lecture hours + 32 laboratory hours.

Prerequisite: COSC1436.

COSC 2436 - PROGRAMMING FUNDAMENTALS III (4 credit hours)
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs) and algorithmic analysis. 48 lecture hours + 32 laboratory hours.

Prerequisite: COSC1437.

CRIJ - Law Enforcement

CRIJ 1301 - INTRODUCTION TO CRIMINAL JUSTICE (3 credit hours)
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. 48 lecture hours.

CRIJ 1306 - COURT SYSTEMS & PRACTICES (3 credit hours)
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. 48 lecture hours.

CRIJ 1310 - FUNDAMENTALS OF CRIMINAL LAW (3 credit hours)
This course is the study of criminal law including application of definitions, statutory elements, defenses, and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. 48 lecture hours.

CRIJ 2313 - CORRECTIONAL SYSTEMS & PRACTICES (3 credit hours)
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. 48 lecture hours.

CRIJ 2328 - POLICE SYSTEMS & PRACTICES (3 credit hours)
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. 48 lecture hours.

CSME - Cosmetology

CSME 1248 - PRINCIPLES OF SKIN CARE (2 credit hours)
An introduction of the theory and practice of skin care.

CSME 1401 - ORIENTATION TO COSMETOLOGY (4 credit hours)
An overview of the skills and knowledge necessary for the field of cosmetology. 32 lecture hours + 128 laboratory hours.

CSME 1405 - FUNDAMENTALS OF COSMETOLOGY (4 credit hours)
A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. 32 lecture hours + 128 laboratory hours.

CSME 1410 - INTRODUCTION TO HAIRCUTTING AND RELATED THEORY (4 credit hours)
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. 32 lecture hours + 128 laboratory hours.

CSME 1420 - ORIENTATION TO FACIAL SPECIALIST (4 credit hours)
An overview of the skills and knowledge necessary for the field of facials and skin care.

CSME 1421 - PRINCIPLES OF FACIAL AND SKIN CARE TECHNOLOGY I (4 credit hours)
An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory and related skills of facial and skin care technology.

CSME 1430 - ORIENTATION TO NAIL TECHNOLOGY (4 credit hours)
An overview of the fundamental skills and knowledge necessary for the field of nail technology. 32 lecture hours + 80 laboratory hours.

CSME 1431 - PRINCIPLES OF NAIL TECHNOLOGY I (4 credit hours)
A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. 32 lecture hours + 80 laboratory hours.

CSME 1441 - PRINCIPLES OF NAIL TECHNOLOGY II (4 credit hours)
An advanced course in the principles of nail technology. Topics include terminology, applications, and advanced workplace competencies related to nail technology. 32 lecture hours + 112 laboratory hours.

CSME 1443 - MANICURING AND RELATED THEORY (4 credit hours)
Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. 32 lecture hours + 80 laboratory hours.

CSME 1445 - PRINCIPLES OF FACIAL AND SKIN CARE TECHNOLOGY II (4 credit hours)
A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology.

CSME 1447 - PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY (4 credit hours)
In-depth coverage of the theory and practice of skin care, facials, and cosmetics. 32 lecture hours + 144 laboratory hours.

CSME 1453 - CHEMICAL REFORMATION AND RELATED THEORY (4 credit hours)
Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies related to hair waving, perming, straightening and hair color. 32 lecture hours + 128 laboratory hours.

4 credit hours
CSME 1534 - COSMETOLOGY INSTRUCTOR I (5 credit hours)
The fundamentals of instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

CSME 1535 - ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (5 credit hours)
An overview of the skills and knowledge necessary for the instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

CSME 2237 - ADVANCED COSMETOLOGY TECHNIQUES (2 credit hours)
Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. 16 lecture hours + 64 laboratory hours.

CSME 2310 - ADVANCED HAIRCUTTING AND RELATED THEORY (3 credit hours)
Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. 16 lecture hours + 144 laboratory hours.

CSME 2343 - SALON DEVELOPMENT (3 credit hours)
Procedures necessary for salon development. Topics include professional ethics, goal setting, salon operation, and record keeping.

CSME 2401 - THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY (4 credit hours)
Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. 16 lecture hours + 144 laboratory hours.

CSME 2430 - NAIL ENHANCEMENT (4 credit hours)
A course in the general principles of the theory and application of artificial nails and related technology. 12 lecture hours + 96 Lab hours.

CSME 2431 - PRINCIPLES OF FACIALS AND SKIN CARE TECHNOLOGY III (4 credit hours)
Advanced concepts and principles of skin care and other related technologies.

CSME 2441 - PREPARATION FOR TEXAS DEPARTMENT OF LICENSING AND REGULATIONS (4 credit hours)
Preparation for the state licensing examination. 16 lecture hours + 128 laboratory hours.

CSME 2443 - SALON DEVELOPMENT (4 credit hours)
Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping. 48 lecture hours + 48 laboratory hours.

CSME 2514 - COSMETOLOGY INSTRUCTOR II (5 credit hours)
A continuation of the fundamentals of instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

DANC - Dance

DANC 2303 - DANCE APPRECIATION I (3 credit hours)
Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms.

Meets NCTC Core Curriculum Requirement
DFTG - Drafting Technology

DFTG 1305 - TECHNICAL DRAFTING (3 credit hours)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. 32 lecture hours + 32 laboratory hours.

DFTG 1309 - BASIC COMPUTER-AIDED DRAFTING (3 credit hours)
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. 32 lecture hours + 32 laboratory hours.

DFTG 1317 - ARCHITECTURAL DRAFTING/RESIDENTIAL (3 credit hours)
Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. 32 lecture hours + 32 laboratory hours.

DFTG 1333 - MECHANICAL DRAFTING (3 credit hours)
Detail drawings with proper dimensioning and tolerances, use of sectioning techniques, pictorial drawings, including bill of materials. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG1305.

DFTG 1358 - ELECTRICAL/ELECTRONIC DRAFTING (3 credit hours)
Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. 32 lecture hours + 32 laboratory hours.

DFTG 1391 - INTELLIBUILD SOFTWARE APPLICATION IN ARCHITECTURE (3 credit hours)
IntelliBuild software will be examined and used as a tool in the creation of structural design in architectural drafting. Construction Master Pro calculator with pitch, rise, run, and diagonal features will be covered. Group (team) design work will be explored. A final design project will be created. Plot/print tools will be utilized. 32 lecture hours + 32 laboratory hours.

DFTG 2300 - INTERMEDIATE ARCHITECTURAL DRAFTING-RESIDENTIAL (3 credit hours)
A continuation of principles and practices used in residential construction. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG 1317.

DFTG 2302 - MACHINE DRAFTING (3 credit hours)
Production of detail and assembly drawings of machines, threads, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG1333.

DFTG 2306 - MACHINE DESIGN (3 credit hours)
Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG2302.

DFTG 2317 - DESCRIPTIVE GEOMETRY (3 credit hours)
Graphical solutions to problems involving points, lines, and planes in space. 32 lecture hours + 32 laboratory hours.

DFTG 2319 - INTERMEDIATE COMPUTER-AIDED DRAFTING (3 credit hours)
A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, extracting data and basics of 3D. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 2323 - PIPE DRAFTING (3 credit hours)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. 32 lecture hours + 32 laboratory hours.

DFTG 2328 - ARCHITECTURAL DRAFTING - COMMERCIAL (3 credit hours)
Architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. 32 lecture hours + 32 laboratory hours.

DFTG 2330 - CIVIL DRAFTING (3 credit hours)
An in-depth study of drafting methods and principles used in civil engineering. 32 lecture hours + 32 laboratory hours.

DFTG 2332 - ADVANCED COMPUTER-AIDED DRAFTING (3 credit hours)
Application of advanced CAD techniques. 32 lecture hours + 32 laboratory hours.
DFTG 2338 - FINAL PROJECT-ADVANCED DRAFTING (3 credit hours)
A drafting course in which students participate in a comprehensive project from conception to conclusion. 32 lecture hours + 32 laboratory hours.

DFTG 2340 - SOLID MODELING/DESIGN (3 credit hours)
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. 32 lecture hours + 32 laboratory hours.

DFTG 2358 - ADVANCED MACHINE DESIGN (3 credit hours)
Use of design process skills for the production of complete design package, which includes jig and fixture design, extrusion dies, and injection mold design. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG1305, DFTG1309, DFTG2306.

DRAM - Drama

DRAM 1120 - THEATER PRACTICUM I (1 credit hour)
The course provides the student an opportunity to apply classroom theory in a practical situation and environment through mounting a theatrical production. The student will gain familiarity with one or more of the following areas: acting, directing, costuming, scenery construction, properties, lighting, sound and stage management. Open to all students. 48 lecture hours.

DRAM 1121 - THEATER PRACTICUM II (1 credit hour)
Continuation of DRAM1120. 48 lecture hours.

DRAM 1161 - MUSICAL THEATER (1 credit hour)
Study and performance of works in the musical theatre repertoire. The student will get practical experience in the performance of musicals; study of the integration of music, acting and staging. 48 lecture hours.

DRAM 1162 - MUSICAL THEATER II (1 credit hour)
A continuation of DRAM 1161. 48 lecture hours.

DRAM 1310 - INTRODUCTION TO THEATER (3 credit hours)
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

DRAM 1323 - BASIC THEATER PRACTICE (3 credit hours)
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Each semester will have a different topic such as Shakespeare, Comedy, Tragedy, etc. 48 lecture hours.

DRAM 1330 - STAGECRAFT I (3 credit hours)
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

DRAM 1351 - ACTING I (3 credit hours)
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor’s instrument: voice, body and imagination. 48 lecture hours.

DRAM 1352 - ACTING II (3 credit hours)
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. 48 lecture hours.

DRAM 2120 - THEATER PRACTICUM III (1 credit hour)
Continuation of DRAM1120 and DRAM1121. 48 lecture hours.

DRAM 2121 - THEATER PRACTICUM IV (1 credit hour)
Continuation of DRAM1120, DRAM1121 and DRAM2120. 48 lecture hours.

DRAM 2331 - STAGECRAFT II (3 credit hours)
Course is a continuation of DRAM1330, but it allows the individual student the opportunity to specialize in a particular area of technical theater. 48 lecture hours.

DRAM 2336 - VOICE FOR THEATER (3 credit hours)
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer’s speaking abilities. 48 lecture hours.

DRAM 2366 - INTRODUCTION TO CINEMA (3 credit hours)
Survey and analyze cinema including history, film techniques, production procedures, selected motion
pictures, and cinema's impact on and reflection of society.  .  48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**ECON - Economics**

**ECON 2301 - PRINCIPLES OF MACROECONOMICS (3 credit hours)**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**ECON 2302 - PRINCIPLES OF MICROECONOMICS (3 credit hours)**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**EDUC - Education**

**EDUC 1300 - LEARNING FRAMEWORK (3 credit hours)**

A study of: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of the college-level student academic strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. This course is cross-listed as PSYC1300. The student may register for either EDUC1300 or PSYC1300 but may receive credit for only one of the two. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**EDUC 1301 - INTRODUCTION TO THE TEACHING PROFESSION (3 credit hours)**

An enriched, integrated pre-service course and content experience that:

1) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse students populations;

2) provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms;

3) course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and

4) course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

48 lecture hours + 16 hour lab.

**EDUC 2301 - INTRODUCTION SPECIAL POPULATIONS (3 credit hours)**

An enriched, integrated pre-service course and content experience that

1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning;

2) provides students with opportunities to participate in early field observations of P-12 special populations;

3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards;

4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and

5) Pre-requisite for this course is EDUC 1301.

48 lecture hours + 16 hour lab.

Prerequisite: EDUC 1301.

**EECT - Computer Information Systems & Technology**

**EECT 1300 - TECHNICAL CUSTOMER SERVICE (3 credit hours)**

General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills. 48 lecture hours.

**ELPT**

**ELPT 1319 - FUNDAMENTALS OF ELECTRICITY I (3 credit hours)**

An introduction to basic direct current (DC) theory including electron theory and direct current applications.
ELPT 1325 - NATIONAL ELECTRICAL CODE I (3 credit hours)
An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

ELPT 1341 - MOTOR CONTROL (3 credit hours)
Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations.

ELPT 2305 - MOTORS AND TRANSFORMERS (3 credit hours)
Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

ELPT 2319 - PROGRAMMABLE LOGIC CONTROLLERS I (3 credit hours)
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

**EMSP - Emergency Medical Services**

**EMSP 1160 - CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY (1 credit hour)**
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 48 clinical hours.
Corequisite: EMSP 1501.

**EMSP 1338 - INTRODUCTION TO ADVANCED PRACTICE (3 credit hours)**
At the completion of this module, the student will understand the roles and responsibilities of a paramedic within the EMS system; apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients; be able to properly administer medications; communicate effectively with patients; and understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the well being of the paramedic. 32 lecture + 32 laboratory hours.

**EMSP 1355 - TRAUMA MANAGEMENT (3 credit hours)**
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. 32 lecture + 32 laboratory hours.

**EMSP 1356 - PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (3 credit hours)**
A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. 32 lecture + 32 laboratory hours.

**EMSP 1501 - EMERGENCY MEDICAL TECHNICIAN (5 credit hours)**
Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. 32 lecture + 96 laboratory hours.
Prerequisite: Current AHA Health Care Provider CPR or equivalent. Corequisite: EMSP 1160.

**EMSP 2248 - EMERGENCY PHARMACOLOGY (2 credit hours)**
Utilization of medications in treating emergency situations. 2 Credit hours

**EMSP 2261 - CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC (2 credit hours)**
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 96 clinical hours.

**EMSP 2262 - CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/ PARAMEDIC (2 credit hours)**
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 96 clinical hours.

**EMSP 2305 - EMS OPERATIONS (3 credit hours)**
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.
EMSP 2338 - EMERGENCY MEDICAL OPERATIONS (3 credit hours)
A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. 16 lecture hours + 32 laboratory hours.

EMSP 2352 - EMERGENCY MEDICAL SERVICES RESEARCH (3 credit hours)
Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized. Students will demonstrate computer competencies during this course. Students will be required to present research data utilizing the internet. Data presentation shall include, but not be limited to PowerPoint, Excel or other Windows platforms. 48 lecture.

EMSP 2434 - MEDICAL EMERGENCIES (4 credit hours)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. 64 lecture + 32 laboratory hours.

EMSP 2544 - CARDIOLOGY (5 credit hours)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. 64 lecture hours + 32 laboratory hours.

Corequisite: EMSP 2135.

EMSP 2553 - EMERGENCY MEDICAL SERVICES CERTIFICATION FOR THE REGISTERED NURSE/PHYSICIAN'S ASSISTANT/REGISTERED RESPIRATORY THERAPIST/LICENSED NURSE PRACTITIONER (5 credit hours)
Preparation of the R.N., R.R.T., L.P.N., or P.A. (Licensed to Practice in Texas) for Emergency Medical Services (EMS) certification. In addition to completing this course, students must also successfully complete an EMS internship. Students that meet all the listed requirements are eligible to apply for certification as an Emergency Medical Technician-Paramedic. 64 lecture hours + 32 skills hours.

Prerequisite: Currently licensed RN/PA/RRT/LNP with 36 months work experience and a college degree. Corequisite: EMSP 2563.

EMSP 2563 - *CLINICAL - EMT-P INTERNSHIP (5 credit hours)
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 256 clinical hours.

ENGL - English- College Preparatory Studies

ENGL 0300 - FUNDAMENTALS OF ENGLISH I (3 credit hours)
In this course, students will learn to write clear, well-developed paragraphs. Students will also learn to identify and correct major sentence errors, including fragments, comma splices, and run-ons. Other topics include subject-verb agreement, pronoun usage, and basic punctuation. This course does not count toward graduation at NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300 must be completed at passing of ENGL0300.

ENGL 0305 - FUNDAMENTALS OF ENGLISH II (3 credit hours)
In this course, students will learn to compose unified, well-developed essays with an introduction, a body, and a conclusion. The thesis statement and topic sentences will be emphasized. Students will also review and practice the basic grammar skills taught in ENGL 0300 and then move to more advanced topics, including modifiers and parallelism. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: Satisfactory placement score OR passed ENGL 0300 with a C or better.

ENGL - English

ENGL 1301 - COMPOSITION I (3 credit hours)
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: Satisfactory placement test score or passing grade in ENGL 0305.

ENGL 1302 - COMPOSITION II (3 credit hours)
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. 48 lecture hours.
**Meets NCTC Core Curriculum Requirement**

Prerequisite: ENGL 1301.

**ENGL 2307 - CREATIVE WRITING (3 credit hours)**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. 48 lecture hours.

Prerequisite: ENGL 1301.

**ENGL 2308 - CREATIVE WRITING II (3 credit hours)**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. 48 lecture hours.

Prerequisite: ENGL 2307.

**ENGL 2311 - TECHNICAL & BUSINESS WRITING (3 credit hours)**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. 48 lecture hours.

**Meets NCTC Core Curriculum Requirement**

Prerequisite: ENGL 2307.

**ENGL 2322 - BRITISH LITERATURE I (3 credit hours)**

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 48 lecture hours.

**Meets NCTC Core Curriculum Requirement**

Prerequisite: ENGL 2307.

**ENGL 2323 - BRITISH LITERATURE II (3 credit hours)**

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 48 lecture hours.

**Meets NCTC Core Curriculum Requirement**

Prerequisite: ENGL 2307.

**ENGL 2327 - AMERICAN LITERATURE I (3 credit hours)**

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. 48 lecture hours.

**Meets NCTC Core Curriculum Requirement**

Prerequisite: ENGL 1301.

**ENGL 2328 - AMERICAN LITERATURE II (3 credit hours)**

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. 48 lecture hours.

**Meets NCTC Core Curriculum Requirement**

Prerequisite: ENGL 1301.

**ENGL 2332 - WORLD LITERATURE I (3 credit hours)**

A study of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 48 lecture hours.

**Meets NCTC Core Curriculum Requirement**

Prerequisite: ENGL 1301.

**ENGL 2333 - WORLD LITERATURE II (3 credit hours)**

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 48 lecture hours.

**Meets NCTC Core Curriculum Requirement**

Prerequisite: ENGL 1301.

**FIRS**

**FIRS 1103 - FIRE FIGHTER AGILITY AND FITNESS PREPARATION (1 credit hour)**

Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests.

**FIRS 1301 - FIREFIGHTER CERTIFICATION I (3 credit hours)**

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION TCFP***
FIRS 1313 - FIREFIGHTER CERTIFICATION III (3 credit hours)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRS 1319 - FIREFIGHTER CERTIFICATION IV (3 credit hours)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRS 1323 - FIREFIGHTER CERTIFICATION V (3 credit hours)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRS 1329 - FIREFIGHTER CERTIFICATION VI (3 credit hours)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRS 1333 - FIREFIGHTER CERTIFICATION VII (3 credit hours)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRM 1407 - FIREFIGHTER CERTIFICATION II (4 credit hours)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRT 1301 - FUNDAMENTALS OF FIRE PROTECTION (3 credit hours)
Orientation to the fire service, career opportunities, and related fields.

FIRT 1307 - FIRE PREVENTION CODES & INSPECTIONS (3 credit hours)
Local building and fire prevention codes. Fire prevention inspections, practices, and procedures.

FIRT 1315 - HAZARDOUS MATERIAL I (3 credit hours)
The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT 1319 - FIREFIGHTER HEALTH & SAFETY (3 credit hours)
Firefighter occupational safety and health in emergency and non-emergency situations.

FIRT 1329 - BUILDING CODES & CONSTRUCTION (3 credit hours)
Examination of building codes and requirements, construction types, and building materials. Includes walls, flooring, foundations, and various roof types and the associated dangers of each.

FIRT 1333 - FIRE CHEMISTRY (3 credit hours)
Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics.

FMKT - Horticulture Management

FMKT 1301 - FLORAL DESIGN (3 credit hours)
Principles and elements of floral art with an emphasis on commercial design. Topics include basic design styles and color harmonies; identification, use, and care of processing of cut flowers and foliages; mechanical aids and containers; personal flowers; holiday designs; and plant identification and care. History of floral art in society. Required $100 lab fee. 32 lecture hours + 32 laboratory hours.

FMKT 2331 - ADVANCED FLORAL DESIGN (3 credit hours)
An in-depth coverage of advanced floral design practices for the retail floral industry. Topics include contemporary floral arrangement styles and trends. Advanced study of floral design as an art form in contrast to a commercial florist operation; interpretive expression of design principles and color stressed along with international design styles. Required $100 lab fee. 32 lecture hours + 32 laboratory hours.

FREN - French
FREN 1411 - BEGINNING FRENCH I (4 credit hours)
Emphasis on the development of elementary listening, speaking, reading, and writing skills applied to present situations and events relevant to students’ lives and to the understanding of French-speaking communities. 48 lecture hours + 32 laboratory hours.

FREN 1412 - BEGINNING FRENCH II (4 credit hours)
Continuation of FREN 1411 with emphasis on elementary listening, speaking, reading and writing skills. Includes basic vocabulary, grammatical structures, and culture. 48 lecture hours + 32 laboratory hours.

Prerequisite: FREN 1411 or one year of high school French.

FREN 2311 - INTERMEDIATE FRENCH I (3 credit hours)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. 48 lecture hours.

Prerequisite: FREN 1412 or two years of high school French.

FREN 2312 - INTERMEDIATE FRENCH II (3 credit hours)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. 48 lecture hours.

Prerequisite: FREN 2311 or two years of high school French.

GAME - Computer Information Systems and Technology
GAME 1303 - INTRO TO GAME DESIGN AND DEVELOPMENT (3 credit hours)
Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. 32 lecture hours + 32 lab hours.

GAME 1306 - DESIGN AND CREATION OF GAMES (3 credit hours)
Introduction to game and simulation development. Includes analysis of existing applications and creation of a game using an existing game engine. In-depth coverage of the essential elements of game design. Also covers an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and taboos that motivate game design. 32 lecture hours + 32 lab hours.

GAME 1309 - INTRODUCTION TO ANIMATION PROGRAMMING (3 credit hours)
Mathematical elements and algorithms involved in basic animation. Includes generating graphics, viewing 3D environments such as visible line detection and 3D surfaces, image processing techniques, and special effects. 32 lecture hours + 32 lab hours.

GAME 1328 - VIDEO GAME DESIGN (3 credit hours)
Course Description: Characters, environments, architecture, static objects, user interface, and storyboards for games. Emphasizes applying 2D design concepts. 32 lecture hours + 32 lab hours.

GAME 1343 - GAME AND SIMULATION PROGRAMMING I (3 credit hours)
Game and simulation programming. Includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics. 32 lecture hours + 32 lab hours.

GAME 2308 - PORTFOLIO FOR GAME DEVELOPMENT (3 credit hours)
Design and management of an industry standard portfolio. Includes techniques in self-promotion, resume writing, portfolio distribution systems, and interviewing.

GAME 2342 - GAME DEVELOPMENT USING C++ (3 credit hours)
Skill development in C++ programming for games and simulations. Examines real-work C++ development issues. 32 lecture hours + 32 lab hours.
GOVT - Government

GOVT 2305 - FEDERAL GOVERNMENT (Federal constitution & topics) (3 credit hours)
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

GOVT 2306 - TEXAS GOVERNMENT (Texas constitution & topics) (3 credit hours)
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. 48 lecture hours.

Meets Core Curriculum Requirement

HALT - Horticulture Management

HALT 1303 - HERBACEOUS PLANTS (3 credit hours)
A study of herbaceous plant material. Topics include practices and procedures used in the identification, growth, propagation, maintenance, and utilization of herbaceous plants in the horticulture industry. 32 lecture hours + 32 laboratory hours.

HALT 1309 - INTERIOR PLANTS (3 credit hours)
Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants. 32 lecture hours + 32 laboratory hours.

HALT 1325 - LANDSCAPE PLANT MATERIAL (3 credit hours)
Study of the identification, characteristics, cultural requirements, and landscape uses of native and adapted plants (annuals, perennials, shrubs, trees, vines, groundcover, turf). 32 lecture hours + 32 laboratory hours.

HALT 1331 - WOODY PLANTS (3 credit hours)
Study of woody plant materials used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and use in the landscape. 32 lecture hours + 32 laboratory hours.

HALT 1333 - LANDSCAPE IRRIGATION (3 credit hours)
Coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and small business applications, troubleshooting, repair, and technological advances in irrigation systems. 32 lecture hours + 32 lab hours

3 Credit Hours

HALT 1353 - LANDSCAPE COMPUTER DESIGN (3 credit hours)
A course in computer-aided landscape design. Emphasis on the application of design concepts and techniques using software. Basic computer skills required. Prerequisite: HALT 1422 (Landscape Design). 32 lecture hours + 32 laboratory hours.

HALT 1372 - NATURALISTIC HORTICULTURE (3 credit hours)
An organic approach to plant production, pest management, soil fertility, and plant health. Emphasis on sustainability, xeriscaping and landscaping using native plants as well as creating wildlife landscapes. 32 lecture hours + 32 laboratory hours.

HALT 1422 - LANDSCAPE DESIGN (4 credit hours)
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation. 48 lecture hours + 32 laboratory hours.

HALT 2280 - COOPERATIVE EDUCATION (2 credit hours)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. This course serves as the external learning experience or capstone experience. 8 lecture hours + 168 practicum hours.

HALT 2302 - GREENHOUSE CROP PRODUCTION (3 credit hours)
In-depth coverage of the production of crops within the controlled environment of the greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. Hands-on greenhouse production of bulbs, cut flowers, foliage, and flowering potted plants, bedding plants, and/or perennials. 32 lecture hours + 32 laboratory hours.

HALT 2307 - FOOD CROPS (3 credit hours)
A study of commercial and home cultivated food crops including various vegetables, fruits, and nuts. Topics address planting, maintenance, harvest, and storage of the various crops. 32 lecture hours + 32 laboratory hours.

HALT 2308 - GREENHOUSE MANAGEMENT (3 credit hours)
Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media,
fertilizers, post harvest handling, marketing, and business management. 32 lecture hours + 32 laboratory hours.

HALT 2321 - SMALL FARMING (3 credit hours)
Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruits, nut, and vegetable crops.

HALT 2331 - LANDSCAPE COMPUTER DESIGN (3 credit hours)
In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts. 32 lecture hours + 32 laboratory hours.

HART 1256 - EPA RECOVERY CERTIFICATION (2 credit hours)
Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.

HART 1301 - BASIC ELECTRICITY FOR HVAC (3 credit hours)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1307 - REFRIGERATION PRINCIPLES (3 credit hours)
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. 64 contact hours

HART 1341 - RESIDENTIAL AIR CONDITIONING (3 credit hours)
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

RBPT 1300 - FUNDAMENTALS OF RESIDENTIAL BUILDING SCIENCE (3 credit hours)
A study of the house as a complex interrelated system of people, building technologies, and the environment. Emphasizes residential building techniques and how they affect the needs for energy, water, and materials while providing a safe, healthy, and comfortable home.

TECM 2301 - AIR CONDITIONING AND REFRIGERATION CODES (3 credit hours)
HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes.

HART 2342 - COMMERCIAL REFRIGERATION (3 credit hours)
Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines.

HART 2358 - TESTING, ADJUSTING, AND BALANCING HVAC SYSTEMS (3 credit hours)
A study in the process of checking and adjusting all the building environmental systems to produce the design objectives. Emphasis on efficiency and energy savings.

HART 2380 - COOPERATIVE EDUCATION (3 credit hours)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines learning with work experience. Includes lecture component.

HART 2445 - RESIDENTIAL AIR CONDITIONING SYSTEMS DESIGN (4 credit hours)
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

HIST - History

HIST 1301 - UNITED STATES HISTORY I (3 credit hours)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HIST 1302 - U.S. HISTORY FROM 1865 (3 credit hours)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in the United States History II include: American culture, religion, civil and
human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HIST 2301 - TEXAS HISTORY (3 credit hours)
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HIST 2321 - WORLD CIVILIZATIONS I (3 credit hours)
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HIST 2322 - WORLD CIVILIZATIONS II (3 credit hours)
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

Meets NCTC Core Curriculum Requirement

HITT - Medical Terminology

HITT 1205 - MEDICAL TERMINOLOGY (2 credit hours)
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HORT - Horticulture Management

HORT 1401 - HORTICULTURE (4 credit hour)
Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control, of growth, pest control, and landscaping. 48 lecture hours + 32 laboratory hours.

Meets NCTC Core Curriculum Requirement

HRPS

HPRS 1201 - INTRODUCTION TO HEALTH PROFESSIONS (2 credit hours)
An overview of roles of various members of the health care system, education requirements, and issues affecting the delivery of health care.

HPRS 1304 - BASIC SKILLS I (3 credit hours)
Study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.

HPRS 1391 - (SPECIAL TOPICS) INSTRUMENTS I (3 credit hours)
The primary focus of this course is the anesthesia machine. However, all ancillary equipment, including but not limited to gas cylinders, hospital supply lines, ventilators, and absorbers will also be covered. The setup, calibration, operation, basic troubleshooting, maintenance and safety checks for each is taught.

HPRS 1392 - (SPECIAL TOPICS) INSTRUMENTS II (3 credit hours)
This course is a continuation of Anesthesia Technology Instrumentation I and expands upon the scope of anesthesia instrumentation. Various pieces of instrumentation such as cell savers, patient warmers, fluid warmers, ACT machines, pulse oximeters will be discussed.

HPRS 1563 - CLINICAL I (5 credit hours)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

HPRS 2300 - PHARMACOLOGY (3 credit hours)
Categorize the classification of drugs; calculate drug dosages; and identify the therapeutic use, routes of administration, indicates contraindications and adverse effects.

HPRS 2310 - BASIC SKILLS II (3 credit hours)
Builds on previously acquired knowledge and skills relevant to the professional development of the student. Lecture and simulated laboratory experiences prepare the
student to perform patient care utilizing critical thinking and advanced clinical skills.

HPRS 2331 - HEALTH PROFESSIONS MANAGEMENT (3 credit hours)
Exploration and application of management concepts necessary for effective health profession operations.

HPRS 2563 - CLINICAL II (5 credit hours)
A health-related work based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

HRPO - Business & Business Management

HRPO 2301 - HUMAN RESOURCE MANAGEMENT (3 credit hours)
Behavioral and legal approaches to the management of human resources in organizations. 48 lecture hours.

HRPO 2307 - ORGANIZATIONAL BEHAVIOR (3 credit hours)
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences. 48 lecture hours.

HUMA - Humanities

HUMA 1301 - INTRODUCTION TO THE HUMANITIES I (3 credit hours)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to recreate. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HYDR

HYDR 1345 - HYDRAULICS AND PNEUMATICS (3 credit hours)
Discussion of the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system.

IBUS - Business & Business Management

IBUS 1305 - INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE (3 credit hours)
The course is designed for the business student to explore the techniques for entering the international marketplace.

Emphasis will be placed on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. 48 lecture hours.

IMED - Computer Information Systems & Technology

IMED 1316 - WEB PAGE DESIGN I (3 credit hours)
Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. 32 lecture hours + 32 lab hours.

IMED 1345 - INTERACTIVE DIGITAL MEDIA (3 credit hours)
Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software. 32 lecture hours + 32 lab hours.

INEW-Computer Information Systems & Technology

INEW 2334 - ADVANCED WEB PROGRAMMING (3 credit hours)
Web programming using industry-standard languages and data stores.

INMT

INMT 1305 - INTRODUCTION TO INDUSTRIAL MAINTENANCE (3 credit hours)
Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out.

INMT 2303 - PUMPS, COMPRESSORS & MECHANICAL DRIVES (3 credit hours)
A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.

INMT 2345 - INDUSTRIAL TROUBLESHOOTING (3 credit hours)
An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.
INMT 2380 - COOPERATIVE EDUCATION-MANUFACTURING TECHNOLOGY (3 credit hours)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

INRW-Integrated Reading and Writing

INRW 0405 - INTEGRATED READING AND WRITING (4 credit hours)

This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. The course fulfills TSI requirements for reading and writing. This class does not count toward graduation at NCTC.

Prerequisite: Pass READ/ENGL 0300 with a "C" or better, or earn satisfactory TSI Assessment placement score, or earn satisfactory placement score on another approved assessment.

ITCC - Computer Information Systems & Technology

ITCC 1401 - CISCO EXPLORATION 1: NETWORK FUNDAMENTALS (4 credit hours)

A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. 48 lecture hours + 32 laboratory hours.

ITCC 1404 - CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS (4 credit hours)

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. 48 lecture hours + 32 laboratory hours.

Prerequisite: ITCC1401

ITCC 2408 - CISCO EXPLORATION 3: LAN SWITCHING AND WIRELESS (4 credit hours)

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. 48 lecture hours + 32 laboratory hours.

Prerequisite: ITCC1404

ITCC 2410 - CISCO EXPLORATION 4: ACCESSING THE WAN (4 credit hours)

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describe user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). 48 lecture hours + 32 laboratory hours.

Prerequisite: ITCC2408

ITNW - Computer Information Systems & Technology

ITNW 1308 - IMPLEMENTING AND SUPPORTING CLIENT SYSTEMS (3 credit hours)

The fundamentals of managing and configuring network clients. 32 lecture hours + 32 laboratory hours.

ITNW 1313 - COMPUTER VIRTUALIZATION (3 credit hours)

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

ITNW 1353 - SUPPORTING NETWORK SERVER INFRASTRUCTURE (3 credit hours)

Installing, configuring, managing, and supporting a network infrastructure. 32 lecture hours + 32 laboratory hours.

ITNW 1354 - IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT (3 credit hours)
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. 32 lecture hours + 32 laboratory hours.

ITNW 1358 - NETWORK+ (3 credit hours)
Identify and define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software. 32 lecture hours + 32 laboratory hours.

ITNW 2280 - COOPERATIVE EDUCATION-COMPUTER SYSTEMS NETWORKING (2 credit hours)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

ITSC - Computer Information Systems & Technology

ITSC 1316 - LINUX INSTALLATION AND CONFIGURATION (3 credit hours)
Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. 32 lecture hours + 32 lab hours.

ITSC 1325 - PERSONAL COMPUTER HARDWARE (3 credit hours)
A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. 32 lecture hours + 32 lab hours.

ITSC 2280 - COOPERATIVE EDUCATION (2 credit hours)
Career related activities encountered in the student's area of specialization are offered through an individual agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 112 laboratory hours.

ITSE - Computer Information Systems & Technology

ITSE 1302 - COMPUTER PROGRAMMING (3 credit hours)
An introduction to computer programming including design, development, testing, implementation, and documentation. 32 lecture hours + 32 lab hours.

ITSE 1303 - INTRODUCTION TO MySQL (3 credit hours)
Introduction to fundamentals of SQL and relational databases.

ITSE 1311 - BEGINNING WEB PROGRAMMING (3 credit hours)
Skills development in web programming including markup and scripting languages. 32 lecture hours + 32 lab hours.

ITSE 1345 - INTRODUCTION TO ORACLE SQL (3 credit hours)
An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL).

ITSE 1346 - DATABASE THEORY AND DESIGN (3 credit hours)
Introduction to the analysis and utilization of data requirements and organization into normalized tables using the four normal forms of database design.

ITSE 1391 - SPECIAL TOPICS IN ANDROID PROGRAMMING (3 credit hours)
Course explores developing applications for Android devices. Includes the use of an integrated development environment and an appropriate software development kit. 32 lecture hours + 32 laboratory hours.

ITSE 1392 - SPECIAL TOPICS IN WINDOWS PROGRAMMING (3 credit hours)
Course explores developing applications for Window devices. Includes the use of an integrated development environment and an appropriate software development kit. 32 lecture hours + 32 laboratory hours.

ITSE 2302 - INTERMEDIATE WEB PROGRAMMING (3 credit hours)
Techniques for Web development. Includes server-side and client-side scripting. 32 lecture hours + laboratory hours.

ITSE 2310 - iOS APPLICATION PROGRAMMING (3 credit hours)
Course explores developing applications for iOS devices. Will include Objective-C programming, use of the iOS SDK environment, and current programming issues in the iOS environment. 32 lecture hours + laboratory hours.

ITSE 2317 - JAVA PROGRAMMING (3 credit hours)
Introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and web applets.

ITSE 2344 - ORACLE DATABASE STRUCTURE AND DATA WAREHOUSING (3 credit hours)
A practical application course for modeling and designing an Oracle data warehouse using case studies. 32 lecture hours and 2 laboratory hours.

ITSE 2354 - ADVANCED ORACLE PL/SQL (3 credit hours)
A continuation of Oracle SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. 32 lecture hours and 32 laboratory hours.

ITSE 2356 - ORACLE DATABASE ADMINISTRATION (3 credit hours)
Fundamentals of the tasks and functions required of a database administrator using Oracle. 32 lecture hours and 32 laboratory hours.

ITSE 2358 - ORACLE DATABASE ADMINISTRATION (3 credit hours)
A continuation of Oracle Database Administration I. Topics include the recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle Server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughout will be discussed. 32 lecture hours and 32 laboratory hours.

ITSE 2380 - COOPERATIVE EDUCATION-COMPUTER PROGRAMMER (3 credit hours)
Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 224 lab hours.

ITSW - Computer Information Systems & Technology

ITSW 1307 - INTRODUCTION TO DATABASE (3 credit hours)
Introduction to database theory and the practical applications of a database. 32 lecture hours + 32 laboratory hours, 3 credit hours.

ITSW 2337 - ADVANCED DATABASE (3 credit hours)
Advanced concepts of database design and functionality. 32 lecture hours + 32 lab hours.

ITSY - Computer Information Systems & Technology

ITSY 1342 - INFORMATION TECHNOLOGY SECURITY (3 credit hours)
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. 32 lecture hours + 32 lab hours.

ITSY 2300 - OPERATING SYSTEM SECURITY (3 credit hours)
Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards.
Prerequisite: Suggested Prerequisites: ITSY1342, ITSY1442.

ITSY 2301 - FIREWALL AND NETWORK SECURITY (3 credit hours)
Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.
Prerequisite: Suggested Prerequisites: ITSY1342, ITSY1442.

ITSY 2330 - INTRUSION DETECTION (3 credit hours)
Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team.

ITSY 2342 - INCIDENT RESPONSE & HANDLING (3 credit hours)
In-depth coverage of incident response and incident handling, including identifying courses of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.
Prerequisite: Suggested Prerequisite: ITSY2301, ITSY2401 and ITSY2300, ITSY2400.

ITSY 2343 - DIGITAL FORENSICS (3 credit hours)
In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform
postmortem analysis of a security breach. 32 lecture hours and 32 laboratory hours.

**ITSY 2382 - COOPERATIVE EDUCATION COMP & INFO SYS SEC (3 credit hours)**

Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**ITSY 2445 - ADVANCED NETWORK DEFENSE (4 credit hours)**

This is a practical application and comprehensive course that includes the planning, design, and construction of a complex network that will sustain an attack, document events, and mitigate the effects of the attack. This is a capstone course.

**MATH - Mathematics (College level)**

**MATH 1314 - COLLEGE ALGEBRA (3 credit hours)**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH 0310 or meet TSI college-readiness standard for Mathematics.

**MATH 1316 - PLANE TRIGONOMETRY (3 credit hours)**

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH 1314 or ACT, SAT, or placement test scores required by NCTC Math Department.

**MATH 1324 - MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES (3 credit hours)**

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH0310 or Meet TSI college-readiness standard for Mathematics.

**MATH 1325 - CALCULUS FOR BUSINESS & SOCIAL SCIENCES (3 credit hours)**

This course is the basic study of limits and continuity, differentiation, optimization, and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH2413, Calculus I. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*
Prerequisite: MATH 1314, or MATH 1324, or ACT, SAT, or placement test score required by NCTC Math Department.

MATH 1332 - CONTEMPORARY MATHEMATICS I (3 credit hours)

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. 48 lecture hours.

Meets NCTC Core Curriculum Requirements

Prerequisite: MATH 0310 or meet TSI college-readiness standard for Mathematics.

MATH 1342 - ELEMENTARY STATISTICAL METHODS (3 credit hours)

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH 0310 or meet TSI college-readiness standard for Mathematics.

MATH 1348 - FUNDAMENTALS OF MATHEMATICS I (3 credit hours)

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. (NOTE: This course is for education/teaching majors only and is a required part of the approved field of study curriculum for EC-6 and EC-12 Special Education teacher certification.) 48 lecture hours.

Prerequisite: MATH 1350 and MATH 1314 with a C or better, or ACT, SAT, or placement test score required by NCTC Math Department.

MATH 2318 - LINEAR ALGEBRA (3 credit hours)

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Pre-requisite: MATH 2414—Calculus II

MATH 2320 - DIFFERENTIAL EQUATIONS (3 credit hours)

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. 64 lecture hours.

Prerequisite: MATH 2414-Calculus II.

MATH 2412 - PRE-CALCULUS MATH (4 credit hours)

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. 80 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH1314 or ACT, SAT, or placement test score required by NCTC Math Department.

MATH 2413 - CALCULUS I (4 credit hours)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; with an application to calculation of areas. 64 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH 2412, or both MATH1314 AND math1316, or placement test score required by NCTC Math Department.

MATH 2414 - CALCULUS II (4 credit hours)

A continuation of MATH2413. Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. 64 lecture hours.

Prerequisite: MATH 2413-Calculus I.
MATH 2415 - CALCULUS III (4 credit hours)
A continuation of MATH2414. Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. 64 lecture hours.
Prerequisite: MATH 2414-Calculus II.

MCHN-Machining Technology
MCHN 1320 - PRECISION TOOLS AND MEASUREMENT (3 credit hours)
An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

MCHN 1343 - MACHINE SHOP MATHEMATICS (3 credit hours)
Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

MCHN 1438 - BASIC MACHINE SHOP I (4 credit hours)
A course that introduces the student to machining fundamentals. The student begins by using basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

MCHN 2303 - FUNDAMENTALS OF COMPUTER NUMERICAL (CNC) CONTROLLED MACHINE CONTROLS (3 credit hours)
Programming and operation of Computer Numerical Controlled (CNC) machine shop equipment.

MCHN 2380 - COOPERATIVE EDUCATION-MACHINE TOOL TECHNOLOGY/MACHINIST (3 credit hours)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

MCHN 2434 - OPERATION OF CNC MACHINING CENTERS (4 credit hours)
A study of CNC operations with an emphasis on vertical machining centers. 80 contact hours.

MCHN 2435 - ADVANCED CNC MACHINING (4 credit hours)
The study of advanced CNC operation with an emphasis on programming and operations of machining and turning centers.

METL-Metallurgical Technology
METL 1301 - INTRODUCTION TO METALLURGY (3 credit hours)
A study of refining, mechanical, and physical properties of ferrous and non-ferrous materials including the theory of alloys, heat treatment, and testing. 48 contact hours.

METL 1313 - INTRODUCTION TO CORROSION (3 credit hours)
An introduction to internal, external, and atmospheric corrosion including terminology, causes of common corrosion problems in industry, and general remedies such as cathodic protection, protective coatings, material selection, and chemical treatments.

MRKG - Business & Business Management
MRKG 1301 - CUSTOMER RELATIONS (3 credit hours)
General principles of customer service including skills, knowledge, attitudes, and behaviors. Topics will include teamwork in an organization, internal and external customer relationships; communication in clear and professional manner and conflict resolution. 48 lecture hours.

MRKG 1311 - PRINCIPLES OF MARKETING (3 credit hours)
Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. 48 lecture hours.

MUEN - Music
MUEN 1122 - TEXAS SWING BAND (1 credit hour)
MUEN 1131 - WIND ENSEMBLE (1 credit hour)
May be repeated for credit. Study and performance of a wide range of wind instrument repertoire (woodwind, brass, and percussion) from the Renaissance through the Twentieth Century. Open to all students (audition required). 48 laboratory hours.

MUEN 1133 - JAZZ COMBO (1 credit hour)
May be repeated for credit. The combo performs both traditional and contemporary jazz literature. A number of performances are given both on and off campus (including some travel). Open to all students (audition required.) 48 lecture hours.
MUEN 1135 - GUITAR ENSEMBLE (1 credit hour)
May be repeated for credit. Study and performance of a wide range of guitar repertoire from the Renaissance through the Twentieth Century. Open to all students (audition required). 48 lecture hours.

MUEN 1141 - NORTH CENTRAL TEXAS CHORUS (1 credit hour)
May be repeated for credit. Open to all students. Study and performance of choral music concentrating especially on major works for chorus and orchestra. 48 laboratory hours.

MUEN 1151 - COLLEGE ENSEMBLE (1 credit hour)
May be repeated for credit. Entrance by audition only from College Singers. This group will perform in connection with public relations activities and recruitment for the College. Travel in the service area will be required. 48 laboratory hours.

MUEN 1154 - COLLEGE SINGERS (1 credit hour)
May be repeated for credit. Entrance by audition only. Study and performance of a broad range of music from Renaissance motets and madrigals to pop and show. This group will be involved in public relations activities for the college. 48 laboratory hours.

MUEN 1171 - JAZZ BAND (1 credit hour)
May be repeated for credit. Consisting of 16-21 instrumentalists, the band performs both traditional and contemporary jazz literature. A number of performances are given both on and off campus (including some travel). Open to all students (audition required). 48 laboratory hours.

MUSI - Music

MUSI 1116 - SIGHT SINGING AND EAR TRAINING I (1 credit hour)
Reinforcement of theoretical concepts presented in MUSI1311 via singing, ear training, keyboard skills, and conducting experiences. 32 lecture hours.
Prerequisite: MUSI 1311 or satisfactory score on placement exam. Corequisite: Must be taken concurrently with MUSI 1311 and MUSI1174 or 1274.

MUSI 1163 - IMPROVISATION I (1 credit hour)
Provides a foundation of common practice improvisational skills in the areas of rhythmic feel/flow, simple formulaic harmonic structures, line construction and motivic application. Students develop and apply improvisational techniques and apply basic improvisational techniques of rhythm, scales & patterns into a repertoire.

MUSI 1164 - IMPROVISATION II (1 credit hour)
Development of phrasing and rhythm; forward motion, chromaticism, digital patterns, guide tones, use of altered scales; relaxation/playing at speed; accompanying, polyrhythms, reharmonisation, application of modes, pentatonic scales, melodic development techniques, polychords in contemporary improvisation; playing an introduction; playing a cadenza; unaccompanied playing; chord substitution systems.

MUSI 1117 - SIGHT SINGING AND EAR TRAINING II (1 credit hour)
Reinforcement of theoretical concepts presented in MUSI1312 via singing, ear training, keyboard skills, and conducting experiences. 32 lecture hours.
Prerequisite: MUSI 1311 and MUSI 1116. Corequisite: Must be taken concurrently with MUSI 1312 and MUSI1174 or1274.

MUSI 1159 - MUSIC THEATER WORKSHOP (1 credit hour)
A course established to give the young singing actor practical experience in the performance of operas, operettas or musicals; study of the integration of music, acting and staging. 32 lecture hours + 48 laboratory hours.

MUSI 1181 - BEGINNING CLASS PIANO (1 credit hour)
Notation, clefs, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on piano ensemble and solo literature of the simple type for the student's own pleasure. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

MUSI 1182 - ADVANCED CLASS PIANO (1 credit hour)
Interpretation and a larger music vocabulary; opportunity to increase repertoire of piano ensemble literature to the student. 32 lecture hours.

MUSI 1183 - CLASS VOICE (1 credit hour)
Notation, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on the basic mechanics of good voice production, i.e., proper breath support, resonation and diction. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

MUSI 1192 - BEGINNING CLASS GUITAR (1 credit hour)
Notation, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on guitar ensemble and solo literature of the simple type for the student's own pleasure. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

MUSI 1193 - ADVANCED CLASS GUITAR (1 credit hour)
Interpretation and a larger music vocabulary; opportunity to increase repertoire of guitar ensemble literature pleasing to the student. 32 lecture hours.

MUSI 1262 - DICTION I (2 credit hours)
Study of the International Phonetic Alphabet and the phonetics of English and Italian to promote the ability to sing in those languages. 32 lecture hours.

MUSI 1263 - IMPROVISATION III (2 credit hours)
Further development of material, in conjunction with Theory and third year Tunes List; modal styles; applications & exercises in pentatonics, altered pentatonics & fourths; solo development techniques, particularly application of tension/outside devices & methods; analysis of modal solos; contemporary musical styles; contemporary & polychord harmonies; chord/scale relationships; rhythmic devices/techniques (eg cross-rhythms, metric modulation.)

MUSI 1300 - METHODS AND MATERIALS OF MUSIC (3 credit hours)
A study of the child's voice, music reading, rhythmic development, creative music for children and some of the standard music literature and material that might be used by the elementary teacher in the classroom. 48 lecture hours.

Prerequisite: MUSI 1301.

MUSI 1301 - FUNDAMENTALS OF MUSIC I (3 credit hours)
Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree). 48 lecture hours.

MUSI 1302 - MUSIC FUNDAMENTALS (3 credit hours)
Continuation of the study of the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. 48 lecture hours.

MUSI 1306 - MUSIC APPRECIATION (3 credit hours)
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) 48 lecture hours.

Meets NCTC Core Curriculum Requirement

MUSI 1308 - MUSIC LITERATURE I (3 credit hours)
Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. 48 lecture hours.

MUSI 1309 - MUSIC LITERATURE II (3 credit hours)
Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers 48 lecture hours.

MUSI 1310 - AMERICAN MUSIC (3 credit hours)
General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

MUSI 1311 - MUSIC THEORY I (3 credit hours)
Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. 48 lecture hours.

Prerequisite: MUSI 1301 or satisfactory score on placement exam. Corequisite: Must be taken concurrently with MUSI 1116 and MUSI1174 or 1274.

MUSI 1312 - MUSIC THEORY II (3 credit hours)
Continuation of MUSI 1311. Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. 48 lecture hours.

Prerequisite: MUSI 1311 and MUSI 1116. Corequisite: Must be taken concurrently with MUSI 1117 and MUSI1174 or 1274.

MUSI 2116 - SIGHT SINGING & EAR TRAINING III (1 credit hour)
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. 16 lecture hours.

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: Must be taken concurrently with MUSI 2311 and MUSI1174 or 1274.

MUSI 2117 - SIGHT-SINGING & EAR TRAINING IV (1 credit hour)
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. 16 lecture hours.

Prerequisite: MUSI 2311 and MUSI 2116. Corequisite: Must be taken concurrently with MUSI 2312 and MUSI1174 or 1274.

MUSI 2311 - MUSIC THEORY III (3 credit hours)
Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the
traditional large forms of composition. Correlated study at the keyboard. 48 lecture hours.

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: Must be taken concurrently with MUSI 2116 and MUSI 1174 or 1274.

MUSI 2312 - MUSIC THEORY IV (2 credit hours)
Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. 48 lecture hours.

Prerequisite: MUSI 2311 and MUSI 2116. Corequisite: Must be taken concurrently with MUSI 2117 and MUSI 1174 or 1274.

NCBM
NCBM 0100 - NON-COURSED BASED OPTION FOR MATH
This course is a developmental education intervention and supports topics in MATH1332, MATH1342, or MATH1314. Course may include basic study skills such as note-taking, time management, learning styles and math anxiety, and test-taking strategies. Must be taken concurrently with a credit math course. This course does not count toward graduation at NCTC.

Prerequisite: MATH0305 passed with a C or better or satisfactory placement score. Corequisite: MATH1332, MATH1342, or MATH1314.

NCBM 0200 - DEVELOPMENTAL MATHEMATICS (BASE) (NCBO)
This course is a BASE developmental education intervention and supports foundational topics in mathematics such as fractions, integers, decimals, percent, algebraic concepts, solving equations, graphing, and polynomials. This course is designed for those students with little algebra background, and must be taken concurrently with MATH0305. Course may include basic study skills, note-taking, time management, learning styles, math anxiety, and test-taking strategies. This course does not count toward graduation at NCTC. 32 lecture hours.

Corequisite: MATH0305 and SCORE PLACEMENT IN TSI ABE levels 3-4.

OSHT-Occupational Safety and Health Technology
OSHT 1320 - ENERGY INDUSTRIAL SAFETY (3 credit hours)
An overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lock out/tag out, arc flash, and other work related subjects.

PHED - Physical Education & Recreation
PHED PHED 1108 - BOWLING I (1 credit hour)
This course is designed to introduce the student to basic bowling skills, etiquette, safety procedures, and scoring.

PHED PHED 1109 - BOWLING II (1 credit hour)
This course is designed to introduce the student to basic bowling skills, etiquette, safety procedures, and scoring.

PHED 1110 - GOLF I (1 credit hour)
This course is designed to introduce the student to basic golf skills, etiquette, safety procedures, and swing.

PHED 1111 - GOLF II (1 credit hour)
This course is designed to introduce the student to basic golf skills, etiquette, safety procedures, and swing.

PHED 1114 - VARSITY SPORTS I (1 credit hour)
This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1115 - VARSITY SPORTS II (1 credit hour)
This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1116 - VARSITY CONDITIONING I (1 credit hour)
This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1117 - VARSITY CONDITIONING II (1 credit hour)
This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.
PHED 1118 - JOGGING/WALKING I* (1 credit hour)
This course is designed to improve or maintain the student's cardiovascular endurance and knowledge of cardiovascular fitness such as heart rates, body mass index and body fat percentage according to the student's age, gender, height and weight.

PHED 1119 - JOGGING/WALKING II* (1 credit hour)
This course is designed to improve or maintain the student’s cardiovascular endurance and knowledge of cardiovascular fitness such as heart rates, body mass index and body fat percentage according to the student’s age, gender, height and weight.
Prerequisite: PHED1118.

PHED 1120 - AEROBIC WORKOUT I (1 credit hour)
This course is designed to improve the student’s maximum muscular and cardiovascular endurance.

PHED 1121 - AEROBIC WORKOUT II (1 credit hour)
This course is designed to improve the student’s maximum muscular and cardiovascular endurance.

PHED 1124 - WEIGHT TRAINING I/JOGGING (1 credit hour)
This course is designed to improve the student’s muscular strength, endurance, and cardiovascular endurance and introduce the student to the basic muscular groups.

PHED 1125 - WEIGHT TRAINING II/JOGGING (1 credit hour)
This course is designed to improve the student’s muscular strength, endurance, and cardiovascular endurance and introduce the student to the basic muscular groups.

PHED 1126 - MARTIAL ARTS I (1 credit hour)
This course is designed to instill confidence and abilities in the student for both physical and mental challenges. This course will also cover conditioning and self defense techniques.
Prerequisite: PHED1125.

PHED 1127 - MARTIAL ARTS II (1 credit hour)
This course is designed to instill confidence and abilities in the student for both physical and mental challenges. This course will also cover conditioning and self defense techniques.

PHED 1134 - BASKETBALL I (1 credit hour)
This course is designed to teach the student the rules, skills, and fundamentals necessary to play the game and is designed to improve the student's physical fitness.

PHED 1135 - BASKETBALL II (1 credit hour)
This course is designed to teach the student the rules, skills, and fundamentals necessary to play the game and is designed to improve the student's physical fitness.

PHED 1140 - CARDIO FITNESS I (1 credit hour)
This course is designed to improve the student’s maximum muscular and cardio vascular endurance through a variety of exercises and help teach the basics of the muscles used during physical activity in cardio and weight lifting and making healthy food choices and how they all work together for overall cardio fitness.

PHED 1141 - CARDIO FITNESS II (1 credit hour)
This course is designed to improve the student’s maximum muscular and cardio vascular endurance through a variety of exercises and help teach the basics of the muscles used during physical activity in cardio and weight lifting and making healthy food choices and how they all work together for overall cardio fitness.

PHED 1146 - YOGA I (1 credit hour)
This course is designed to improve the student’s body flexibility, muscular strength and endurance, breath capacity, posture, balance and concentration.

PHED 1147 - YOGA II (1 credit hour)
This course is designed to improve the student’s body flexibility, muscular strength and endurance, breath capacity, posture, balance and concentration.

PHED 1148 - PILATES I (1 credit hour)
This course is designed to improve the student’s knowledge of the basic principles of biomechanical body awareness, breath capacity, muscular endurance and stamina in accordance to the Pilates Principles.

PHED 1149 - PILATES II (1 credit hour)
This course is designed to improve the student’s knowledge of the basic principles of biomechanical body awareness, breath capacity, muscular endurance and stamina in accordance to the Pilates Principles.

PHED 1301 - INTRODUCTION TO PHYSICAL FITNESS & SPORT (3 credit hours)
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. 48 lecture hours. 48 lecture hours.

PHED 1308 - SPORTS OFFICIATING I (3 credit hours)
Instruction in rules, interpretation, and mechanics of officiating selected sports. 48 lecture hours.

PHED 1321 - COACHING/SPORTS/ATHLETICS I (3 credit hours)
Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

PHED 1338 - CONCEPTS OF PHYSICAL FITNESS (3 credit hours)
Concepts and use of selected physiological variable of fitness, individual testing and consultation, and the organization of sports and fitness programs. 48 lecture hours.

PHED 2101 - RACQUETBALL II
This course is designed to instruct the student in rules, terminology, court dimensions and the playing of singles, doubles, cut-throat, and tournament formatting.

PHED 2356 - CARE AND PREVENTION OF ATHLETIC INJURIES (3 credit hours)
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training. 48 lecture hours.

PHIL - Philosophy

PHIL 1301 - INTRODUCTION TO PHILOSOPHY (3 credit hours)
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. 48 lecture hours.

PHIL 2303 - INTRODUCTION TO FORMAL LOGIC (3 credit hours)
The purpose of the course is to introduce the student symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules. 48 lecture hours.

PHIL 2306 - INTRODUCTION TO ETHICS (3 credit hours)
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. 48 lecture hours.

PHYS - Physics

PHYS 1401 - COLLEGE PHYSICS I (4 credit hours)
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces with emphasis on problem solving. 48 Lecture hours + 48 laboratory hours.

PHYS 1402 - COLLEGE PHYSICS II (4 credit hours)
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. 48 lecture hours + 48 laboratory hours.

PHYS 1415 - PHYSICAL SCIENCE (4 credit hours)
Course, is designed for non-science majors. Surveys topics from physics, chemistry, geology, astronomy, and meteorology. 48 lecture hours + 32 laboratory hours.

PHYS 2425 - UNIVERSITY PHYSICS I (4 credit hours)
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. 48 lecture hours + 48 laboratory hours.

PHYS 2426 - UNIVERSITY PHYSICS II (4 credit hours)
A continuation of PHYS2425. Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles presented in the lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light
and optics; experimental design, data collection and analysis, and preparation of laboratory reports. 48 lecture hours; 48 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: PHYS 2425 and MATH 2414 or concurrent enrollment in MATH2414.

POFI - Office Systems Technology

POFI 1349 - SPREADSHEETS (3 credit hours)
Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours.

POFI 2301 - WORD PROCESSING (3 credit hours)
Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours.

POFI 2331 - DESKTOP PUBLISHING FOR THE OFFICE (3 credit hours)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. 32 lecture hours + 32 laboratory hours.

POFI 2350 - DATABASES (3 credit hours)
In-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours.

POFM - Office Systems Technology

POFM 1327 - MEDICAL INSURANCE (3 credit hours)
A survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues. 48 lecture hours.

Prerequisite: Medical Terminology; basic keyboarding and computer skills.

POFT - Office Systems Technology

POFT 1220 - JOB SEARCH SKILLS (2 credit hours)
Skills to seek and obtain employment in business and industry. 32 lecture hours + 16 lab hours

POFT 1309 - ADMINISTRATIVE OFFICE PROCEDURES I (3 credit hours)

Study of current office procedures, duties, and responsibilities applicable to an office environment. 48 lecture hours.

POFT 1319 - RECORDS AND INFORMATION MANAGEMENT I (3 credit hours)
Introduction to basic records information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. 48 lecture hours.

POFT 1325 - BUSINESS MATH AND MACHINE APPLICATIONS (3 credit hours)
Skill development in business math problem-solving using electronic technology. 48 lecture hours.

POFT 1328 - BUSINESS PRESENTATIONS (3 credit hours)
Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills. 48 lecture hours.

POFT 1329 - BEGINNING KEYBOARDING (3 credit hours)
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. 48 lecture hours.

POFT 1331 - NUMERIC KEYPAD APPLICATIONS (3 credit hours)
Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using electronic calculators and other office machines. 32 lecture hours; 32 laboratory hours.

POFT 2312 - BUSINESS CORRESPONDENCE AND COMMUNICATION (3 credit hours)
Development of writing and presentation skills to produce effective business communications. 48 lecture hours.

POFT 2380 - COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE (3 credit hours)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 112 laboratory hours.

PSYC - Psychology

PSYC 1300 - LEARNING FRAMEWORK (3 credit hours)
A study of the (1) research and theory in the psychology of learning, cognition, and motivation; (2) factors that impact learning; and (3) application of learning strategies. Theoretical models of strategic learning, cognition, and
motivation serve as the conceptual basis for the introduction of the college-level student academic strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. This course is cross-listed as EDUC1300. The student may register for either EDUC1300 or PSYC1300 but may receive credit for only one of the two. 48 lecture hours.

PSYC 2301 - GENERAL PSYCHOLOGY (3 credit hours)
General Psychology is a survey of the major psychological topics, theories, and approaches to the scientific study of behavior and mental processes. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

PSYC 2314 - LIFESPAN GROWTH & DEVELOPMENT (3 credit hours)
Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

PSYC 2315 - PSYCHOLOGY OF ADJUSTMENT (3 credit hours)
Study of the processes involved in adjustment of individuals to their personal and social environments. 48 lecture hours.

PSYC 2316 - PSYCHOLOGY OF PERSONALITY (3 credit hours)
Study of various approaches to determinants, development, and assessment of personality. 48 lecture hours.

PSYC 2319 - SOCIAL PSYCHOLOGY (3 credit hours)
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. 48 lecture hours.

Cross-listed as (SOCI 2326)

PTRT - Oil and Gas Production Technology
PTRT 1301 - INTRODUCTION TO PETROLEUM INDUSTRY (3 credit hours)
An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries. End-of-Course Outcomes: Identify the concepts of exploration, production, refining, marketing, and transportation; and describe the terms and phrases associated with the petroleum industry. 48 lecture hours.

PTRT 1303 - DRILLING (3 credit hours)
A study of practices and procedures that are involved in drilling operations. Topics on rig equipment, casing design, fishing, and proper procedures to successfully drill a well are discussed. 48 lecture hours.

PTRT 1307 - RECOVERY AND PRODUCTION METHODS (3 credit hours)
Petroleum recovery and production methods. 32 lecture hours + 32 lab hours.

PTRT 1313 - INDUSTRIAL SAFETY (3 credit hours)
An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards. 32 lecture hours + 32 lab hours.

PTRT 1317 - NATURAL GAS PROCESSING I (3 credit hours)
An overview of natural gas processing operations. Topics include fundamentals of gas processing, the scientific principles and how they apply to the process, processing equipment, and procedures. 32 lecture hours + 32 lab hours.

PTRT 1321 - OIL FIELD HYDRAULICS (3 credit hours)
Presents hydraulics applicable to drilling, completion, and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems. 32 lecture hours + 32 lab hours.

PTRT 1324 - PETROLEUM INSTRUMENTATION (3 credit hours)
Study of instruments, instrument systems, terminology, process variables, and control coops as used in a petroleum environment. 32 lecture hours + 32 lab hours.

PTRT 1391 - SPECIAL TOPICS IN PETROLEUM-SCADA (3 credit hours)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 48 lecture hours.

PTRT 2323 - NATURAL GAS PRODUCTION (3 credit hours)
An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment, and gas compression/transportation systems. 32 lecture hours + 32 lab hours.

PTRT 2331 - WELL COMPLETIONS (3 credit hours)
Drilling and wellbore analysis data to develop a well completion plan. 32 lecture hours + 32 lab hours.

PTRT 2380 - COOPERATIVE EDUCATION - PETROLEUM TECHNOLOGY/TECHNICIAN (3 credit hours)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 224 lab hours.

RADR - Radiological Technology

RADR 1160 - CLINICAL I (1 credit hour)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 80 clinical hours.

RADR 1266 - PRACTICUM I (2 credit hours)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1267 - PRACTICUM II (2 credit hours)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1201 - INTRODUCTION TO RADIOGRAPHY (2 credit hours)
An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system. 32 lecture hours.

RADR 1303 - PATIENT CARE (3 credit hours)
An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology. 32 lecture hours + 32 laboratory hours.

RADR 1311 - BASIC RADIOGRAPHIC PROCEDURES (3 credit hours)
An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. 48 lecture hours + 64 laboratory hours.

RADR 1313 - PRINCIPLES OF RADIOGRAPHIC IMAGING I (3 credit hours)
Radiographic image quality and the effects of exposure variables. 48 lecture hours.

RADR 2205 - PRINCIPLES OF IMAGING II (2 credit hours)
A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. 48 lecture hours.

RADR 2209 - RADIOGRAPHIC IMAGING EQUIPMENT (2 credit hours)
A study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process. 48 lecture hours.

RADR 2301 - INTERMEDIATE RADIOGRAPHY PROCEDURES (3 credit hours)
A continuation of study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. 32 lecture hours + 64 laboratory hours.

RADR 2313 - RADIATION BIOLOGY AND PROTECTION (3 credit hours)
A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. 48 lecture hours.

RADR 2333 - ADVANCED MEDICAL IMAGING (3 credit hours)
An exploration of specialized imaging modalities. 48 lecture hours.

RADR 2335 - RADIOLOGIC TECH SEMINAR (3 credit hours)
A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. 48 lecture hours.

RADR 2366 - PRACTICUM III (3 credit hours)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 2367 - PRACTICUM IV (3 credit hours)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

READ - Reading-College Preparatory Studies
READ 0300 - READING TECHNIQUES I (3 credit hours)
A course designed to enable college students to become more aware of themselves as readers and to develop strategies and skills to meet the demands of college reading. Emphasis is placed on comprehension. Specific strategies covered include vocabulary development, active reading strategies, outlining skills (including identifying the main idea, supporting details and patterns of organizations). This course does not count toward graduation of NCTC. 48 lecture hours.
Corequisite: EDUC 1300 or PSYC 1300 must be completed at passing of READ0300.

READ 0305 - READING TECHNIQUES II (3 credit hours)
A course intended to continue the improvement of reading skills with particular emphasis on critical and analytical reading strategies. The course begins with a review of active reading strategies for informational texts and ends with an emphasis on critical reading of persuasive texts. Critical reading skills covered include identifying an author's purpose, tone, bias, and logic. This course does not count toward graduation at NCTC. 48 Lecture hours.
Prerequisite: READ 0300 passed with a C or better or satisfactory placement score. Corequisite: EDUC1300 or PSYC1300 must be completed at passing of READ0300.

RNSG - Nursing
RNSG 1163 - CLINICAL - PSYCHIATRIC NURSING (1 credit hour)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis is on nursing skills essential for the care of patients along the mental health/mental illness continuum. 48 clinical hours.

RNSG 1219 - INTEGRATED NURSING SKILLS I (2 credit hours)
Study of the concepts and principles necessary to perform basic nursing skills for care of diverse patients across the life span; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. 16 lecture hours; 48 laboratory hours.

2 credit hours

RNSG 1227 - TRANSITION TO PROFESSIONAL NURSING (2 credit hours)
Content includes health promotion, expanded assessment, analysis of data, critical thinking skills, and systematic problem solving process, pharmacology, interdisciplinary teamwork communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. 32 lecture hours.

2 credit hours
Prerequisite: Must be a currently licensed vocational/practical nurse and must have been accepted into the Associate Degree Nursing program.

RNSG 1261 - CLINICAL NURSING I (2 credit hours)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 144 clinical hours.

RNSG 1262 - CLINICAL NURSING FOR TRANSITION STUDENTS (2 credit hours)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis is on preparation for transition from vocational to professional nursing. 128 clinical hours.
Prerequisite: Must be a currently licensed vocational/practical nurse or certified paramedic and must
have been accepted into the Associate Degree Nursing program.

RNSG 1300 - HEALTH ASSESSMENT ACROSS THE LIFESPAN (3 credit hours)
Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan: pediatric, adult, and geriatric. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. 16 lecture hours; 48 laboratory hours.

RNSG 1423 - INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED PROGRAMS (4 credit hours)
Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safely advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse patients across the lifespan; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 48 lecture hours; 16 lab hours.

Prerequisite: Admission of the Professional Nursing Program.

RNSG 1462 - CLINICAL NURSING II (4 credit hours)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 256 clinical hours.

RNSG 2404 - INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS (4 credit hours)
Application of a systematic problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2414 - INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS (4 credit hours)
Application of a systematic problem solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2435 - INTEGRATED PATIENT CARE MANAGEMENT (4 credit hours)
Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2461 - CLINICAL NURSING III (4 credit hours)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 256 clinical hours.

RNSG 2462 - CLINICAL NURSING IV (4 credit hours)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 256 clinical hours.

SOCI - Sociology

SOCI 1301 - INTRODUCTION TO SOCIOLOGY (3 credit hours)
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. 48 lecture hours.

Meets NCTC Core Curriculum Requirement
SOCI 1306 - SOCIAL PROBLEMS (3 credit hours)

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

SOCI 2301 - MARRIAGE & THE FAMILY (3 credit hours)

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. 48 lecture hours.

SOCI SOCIAL PSYCHOLOGY - SOCI 2326 (3 credit hours)

Study of individual behavior within the social environment. May include topics such as the sociopsychological process, attitude formation and change, interpersonal relations, and group processes. 48 lecture hours.

(Cross-listed as PSYC 2319)

SPAN - Spanish

SPAN 1411 - BEGINNING SPANISH I (4 credit hours)

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. 48 lecture hours + 32 laboratory hours.

SPAN 1412 - BEGINNING SPANISH II (4 credit hours)

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. 48 lecture hours + 32 laboratory hours.

Prerequisite: SPAN 1411 or one year of high school Spanish.

SPAN 2311 - INTERMEDIATE SPANISH I (3 credit hours)

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: SPAN 1412 or two years of high school Spanish.

SPAN 2312 - INTERMEDIATE SPANISH II (3 credit hours)

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. 48 lecture hours.

Prerequisite: SPAN 2311 or three years of high school Spanish.

SPCH - Speech

SPCH 1315 - PUBLIC SPEAKING (3 credit hours)

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

SPCH 1318 - INTERPERSONAL COMMUNICATION (3 credit hours)

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

SPCH 1321 - BUSINESS AND PROFESSIONAL COMMUNICATION (3 credit hours)

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

SRGT - Surgical Technology

SRGT HITT 1205 - MEDICAL TERMINOLOGY (2 credit hours)

Study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary
required for employment in the allied health care field. 2 lecture hours.

SRGT 1261 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY) (2 credit hours)

A basic type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 96 clinical hours.

SRGT 1441 - SURGICAL PROCEDURES I (4 credit hours)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. 48 lecture hours + 32 laboratory hours.

SRGT 1442 - SURGICAL PROCEDURES II (4 credit hours)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. 48 lecture hours + 32 laboratory hours.

SRGT 1505 - INTRODUCTION TO SURGICAL TECHNOLOGY (5 credit hours)

Orientation to surgical technology theory, surgical pharmacology and anesthesia technological sciences, and patient care concepts. 64 lecture hours + 32 laboratory hours.

SRGT 1509 - FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES (5 credit hours)

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. 64 lecture hours + 32 laboratory hours.

SRGT 1661 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE) (6 credit hours)

An intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 288 clinical hours.

SRGT 1662 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED) (6 credit hours)

An advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 288 clinical hours.

TECA - Education

TECA 1303 - FAMILY, SCHOOL, AND COMMUNITY (3 credit hours)

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Field Experience Lab Required: 16 observation hours in P-12 Texas public schools. 48 lecture hours +16 laboratory hours.

TECA 1311 - EDUCATING YOUNG CHILDREN (3 credit hours)

1) an introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues;
2) course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards;
3) requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations;
4) course includes a minimum of 16 hours of field experiences.
48 lecture hours + 16 laboratory hours.

TECA 1318 - WELLNESS OF THE YOUNG CHILD (3 credit hours)

1) a study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations;
2) course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards;
3) requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations:
4) course includes a minimum of 16 hours of field experience.
48 lecture hours + 16 laboratory hours.

TECA 1354 - CHILD GROWTH & DEVELOPMENT (3 credit hours)
A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. 48 lecture hours.

TECM-Applied Mathematics
TECM 1301 - INDUSTRIAL MATHEMATICS (3 credit hours)
Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications.

VNSG - Vocational Nursing
VNSG 1219 - PROFESSIONAL DEVELOPMENT (2 credit hours)
Study of the importance of professional growth. Topics include the role of the LVN in the multidisciplinary healthcare team, professional organizations, continuing education, delegating authority, resume writing, and job interviewing. 32 lecture hours.
Prerequisite: Successful completion of all courses in Level I and Level II.

VNSG 1227 - ESSENTIALS OF MEDICATION ADMINISTRATION (2 credit hours)
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. 32 lecture hours.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1230 - MATERNAL-NEONATAL NURSING (2 credit hours)
Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. 32 lecture hours.
Prerequisite: Successful completion of all courses in Level I for fall admission. Successful completion of all courses in Level I and Level II for spring admission.

VNSG 1234 - PEDIATRICS (2 credit hours)
Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. 32 lecture hours.

VNSG 1323 - BASIC NURSING SKILLS (3 credit hours)
Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Related aspects of nutrition, pharmacology, and medical terminology included. 80 lecture hours + 32 laboratory hours.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1331 - PHARMACOLOGY (3 credit hours)
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions associated with the various pharmacotherapeutic agents. 48 lecture hours.
Prerequisite: Successful completion of all courses in Level I.

VNSG 1360 - CLINICAL I (3 credit hours)
This course provides clinical experience in fundamental nursing skills. The nursing process is applied to provide individualized care designed to meet a client's particular needs. The geriatric client is the focus of care. 240 clinical hours.
Prerequisite: Successful completion of all courses in Level I.

VNSG 1363 - CLINICAL II - SPRING ADMISSION (3 credit hours)
This course is offered in the summer semester for the January admission class. It provides a continuation of Clinical I with the emphasis on utilizing the nursing process in providing individualized care of the client in all stages of development. The principles of safety in medication administration and other care are closely monitored. 240 clinical hours.
Prerequisite: Successful completion of all courses in Level I.

VNSG 1400 - NURSING IN HEALTH AND ILLNESS I (4 credit hours)
Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. 80 lecture hours.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1420 - ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH (4 credit hours)
Introduction to the normal structure and function of the body, including an understanding of body systems in maintaining homeostasis. Principles of microbiology also included. 64 lecture hours.
VNSG 1463 - CLINICAL II - FALL ADMISSION (4 credit hours)

This course is offered in the spring semester for the August admission class. It provides a continuation of Clinical I with the emphasis on utilizing the nursing process in providing individualized care of the client in all stages of development. The principles of safety in medication administration and other care are closely monitored. 336 clinical hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1509 - NURSING IN HEALTH AND ILLNESS II (5 credit hours)

Introduction to common health problems requiring medical and surgical interventions. 80 lecture hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1510 - NURSING IN HEALTH AND ILLNESS III (5 credit hours)

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client. 80 lecture hours.

Prerequisite: Successful completion of all Level I and Level II courses.

VNSG 2360 - CLINICAL III - FALL ADMISSION (3 credit hours)

This course is offered in the summer semester for the August admission class. It assists the student in the continued development of their knowledge and skill in the role and functions of the vocational nurse. It provides learning experiences in the clinical setting focusing on further refinement of the nursing process in caring for clients exhibiting health-illness continuum through the life span. 240 clinical hours.

Prerequisite: Successful completion of all Level I and Level II courses.

VNSG 2460 - CLINICAL III - SPRING ADMISSION (4 credit hours)

This course is offered in the fall semester for the January admission class. It assists the student in the continued development of their knowledge and skill in the role and functions of the vocational nurse. It provides learning experiences in the clinical setting focusing on further refinement of the nursing process in caring for clients exhibiting health-illness continuum through the life span. 336 clinical hours.

Prerequisite: Successful completion of all Level I and Level II courses.

WLDG - Farm and Ranch Management

WLDG 1407 - INTRODUCTION TO WELDING USING MULTIPLE PROCESSES (4 credit hours)

Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW).

WLDG 1413 - INTRODUCTION TO BLUEPRINT READING FOR WELDERS (4 credit hours)

A study of industrial blueprints. Emphasis paced on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1427 - WELDING CODES (4 credit hours)

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

WLDG 1428 - INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW) (4 credit hours)

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. 48 lecture hours + 32 laboratory hours.

WLDG 1435 - INTRODUCTION TO PIPE WELDING (4 credit hours)

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

WLDG 1457 - INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW) (4 credit hours)

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. 32 lecture hours + 32 laboratory hours.

WLDG 2352 - ADVANCED FLUX CORED ARC WELDING (3 credit hours)

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding. 48 lecture hours + 32 laboratory hours.

WLDG 2380 - COOPERATIVE EDUCATION-WELDING TECHNOLOGY (3 credit hours)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student.
Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes lecture component.

WLDG 2413 - INTERMEDIATE WELDING USE MULTIPLE PROCESSES (4 credit hours)

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

WLDG 2447 - ADVANCED GAS METAL ARC WELDING (GMAW) (4 credit hours)

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions.
Important Notice

References in brackets and/or parentheses—such as [FFDAD (Local)]—are to the official North Central Texas College Board of Regents Policy Manual. This manual can be accessed through the NCTC website at www.nctc.edu.

Students should consult this manual for additional information regarding policies relating to students, conduct and rights and responsibilities.

Equal Opportunity

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships and job opportunities; with respect to the employment and promotion of teaching and nonteaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, it is the policy of North Central Texas College not to discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services. With regard to both students and staff, North Central Texas College will take positive actions to ensure that all persons are given an opportunity to share in the educational, employment and business activities of the College.

The NCTC Student Handbook reflects policies aligned with all students, whether enrolled in credit or non-credit courses.

Campus Security Statistics

The United States Department of Education Office of Post-Secondary Education Campus Security Statistics website provides a direct link to reported criminal offenses for over 6,000 colleges and universities throughout the United States. North Central Texas College complies with the 1998 amendments to the Higher Education Act of 1965 by reporting campus and local community crime data for the Cooke, Denton, and Montague county campuses through this website. The information contained in this website is updated each year during the months of October and November and is available for review by the public at any time. Visit the Campus Security Statistics website at www.ope.ed.gov/security/Search.asp for information regarding campus and local community crime statistics for all North Central Texas College campuses. Contact a Senior Campus Director, Room 101, 1525 West California Street, Gainesville, Texas, 76240, for additional information regarding campus and local community crime statistics.

Registered Sex Offenders

Information concerning registered sex offenders attending North Central Texas College can be found by going to the Student Services website: http://www.nctc.edu/StudentServices.aspx.

Title IX Coordinator

The College President has appointed the Vice-President of Student Services to coordinate compliance with Title IX of the Education Amendments of 1972, as amended. The Vice-President’s address is: North Central Texas College, 1525 W. California St., Gainesville, TX 76240. The Vice-President may be reached via telephone at (940)668-4241. For further information, refer to board policy FLDA (Exhibit).

Published by the Office of the Vice-President of Student Services

Section I

Generally Speaking...

The material contained in this Student Handbook supplements the material in the North Central Texas College’s current general Catalog and the official Board of Regents Policy Manual. Answers to questions most frequently asked by students are included; however, students with questions not specifically addressed here or who seek more detailed information should refer to the official source publications.

Academic Advising

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

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

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

Students who qualify for on-line course registration are not required to see an advisor or counselor, however it is highly recommended for students who have questions or need information about important issues such as course sequencing, pre-requisites, choosing or changing a major, transferability of courses or degrees, etc. Please contact the Counseling and Testing Office at your preferred campus in order to speak with an advisor or counselor at any time before or during the semester:

Corinth Counseling and Testing Center  
(940) 498-6410

Gainesville Counseling and Testing Center  
(940) 668-4216

Flower Mound Counseling and Testing Center  
(972) 899-8411

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

Graham Counseling and Testing Center  
(940) 521-7101

Accidents and Thefts

All thefts, accidents and offenses that occur should be reported immediately. Any event or occurrence should be reported to the NCTC Police Department.

Admissions

Refer to the NCTC Catalog for additional information.

Alcohol and Controlled Substance Abuse

North Central Texas College specifically prohibits the use, possession, sale or distribution of alcoholic beverages and illegal drugs/narcotics/controlled substances on campus. Violators are subject to the following action(s):

• Adverse disciplinary action as described in the NCTC Policy Procedures Manual (can be accessed on the NCTC website: www.nctc.edu).

• Prosecution as provided by state statutes.

The risks of psychological and physiological damage associated with the use of illicit drugs and abuse of alcohol are great and include emotional disorders, impaired learning ability, severe physical pain, permanent brain damage and death. Information and confidential assistance in obtaining counseling, treatment, or rehabilitation is available to all students through the Counseling Center. Students with alcohol or drug abuse problems are encouraged to take advantage of this referral service.

[See FLB (Local) of the Board Policy Manual for additional information.]

Athletics

North Central Texas College encourages the physical, social and emotional development of its students by sponsoring a program of intramural athletics to meet the desires and interests of the student body. A wide variety of intramural sports are offered for both men and women.

NCTC participates in the following intercollegiate athletics: women’s tennis, women’s volleyball, men’s baseball and women’s softball. The College is a member of the National Junior College Athletic Association (competing in the Northern Texas Junior College Athletic Conference). See Athletics in the NCTC Catalog for additional information.

Bookstore

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

Campus Law Enforcement

Police Officers and Security Officers can be reached for each campus by calling the number below and selecting the appropriate number from the automated system. For medical emergencies always dial 911.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the North Central Texas College Police Department in a timely manner.

To report a crime or an emergency at any North Central Texas College campus, dial extension 4270 from any North Central Texas College phone, or dial (940) 668-4270 from any phone outside the college system. Officers are available at this telephone number twenty-four (24) hours a day to answer all calls. If assistance is required from another Police Department, North Central Texas College Police Officers will contact the appropriate agency. If a sexual assault or domestic violence situation should occur, officers on the scene will offer the victim a variety of services.

Additional information can be found at the Police Department website, www.nctc.edu/Police.aspx.

Call

Send SMS
Campus Security Information: Reporting Crimes and Emergencies

Security personnel and the custodial staff maintain the security of the buildings by securing the locks and reporting any defective locks to the maintenance department for repair. Night administrators routinely check the buildings and the parking lots for defective lighting and report defects to the maintenance department. Defective equipment or other situations which affect security and safety are given high priority and are responded to immediately for the making of necessary repairs.

CARES

The NCTC CARES (Campus Assessment Response Evaluation Services) Team addresses behavior which may be disruptive, harmful or pose a threat to the health and safety of the NCTC community—such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. Students have the ability to report concerning behavior which could impact their own safety or the safety of another NCTC student. Just click the NCTC CARES Team logo posted on MyNCTC, or send an e-mail to CARESTeam@nctc.edu. As always, please call 911 immediately if there is an immediate threat to safety or welfare (or to another student).

Change of Address

Any student whose home or local address is changed during a semester should correct his/her records in the Registrar’s Office in Gainesville or Corinth, and the administrative offices at Bowie within SEVEN (7) days after the change. Official college notices sent to the student’s address as listed in the Registrar’s Office shall constitute full measure of responsibility on the part of the College in notifying a student of anything concerning his/her official status with the college.

International students must contact the International Student Advisor on the Gainesville campus to report a change of address. Failure to do so will result in the student falling out-of-status with U.S.C.I.S.

Change of Name

A student whose name is legally changed due to marriage or other reasons should correct records immediately in the Registrar’s Office.

Check Cashing

A student whose name is legally changed due to marriage or other reasons should correct records immediately in the Registrar’s Office.

Tuition and fees may be paid by personal check for the exact amount due. Checks for larger amounts, the difference to be paid in cash to the student, cannot be handled. Students should establish credit or make arrangements with a local bank to cash their checks. This can be done by opening a checking account or by communication between the hometown bank and the local banks. A check of $20 or less may be cashed at the Business Office. Proper identification is required. Student ID, driver’s license or other photo identification and date of birth will be requested on all checks. A $20 charge will be made for any returned check. Refer to the NCTC Catalog for additional information.

Class Day

Refers to the number of calendar days NCTC normally meets for classes in any given semester, NOT the number of days a particular class meets. In other words, the twelfth class day of the fall semester refers to the twelfth actual day of the semester.

College Debts

Students who have any form of indebtedness to NCTC (housing, Library fines, etc.) will not be allowed to withdraw completely from classes, receive an official transcript nor register for subsequent semesters until such indebtedness has been satisfied. Seriously delinquent accounts are turned over to an attorney for collection of all funds owed the college. Students whose past due accounts are forwarded for collection will also be responsible for legal fees and related costs. Refer to the NCTC Catalog for additional information.

College Preparatory Courses (Developmental Studies)

North Central Texas College offers a number of courses in reading, writing and mathematics that are designed to help students acquire the skills necessary for success in college-level courses. The courses are widely offered in Texas community colleges. The policy statewide is that these courses will not transfer as college-level courses, nor will they count toward graduation at accredited Texas colleges and universities. It is important for all students to understand that such courses are designed to provide assistance in overcoming academic deficiencies that are
likely to be a hindrance to the pursuit of a college degree. Attendance in College Preparatory Studies is mandatory when a student has not passed the TSI Assessment or previous placement exam. After THREE hours of absenteeism, a student may be warned and referred to the Director of College Preparatory Studies. At SIX hours of absenteeism, a student may be dropped from his/her College Preparatory class. If the student is dropped from the only College Preparatory class in which he/she is enrolled, the student will be DROPPED from all remaining courses for that semester. Specific courses are listed in the NCTC Catalog.

Refer to the NCTC Catalog for additional information.

**Computer Access/Accounts**

Students are provided computer/network accounts each semester. Accounts are created during the week before classes begin. Students network accounts allow access to the use of software on the network. However not all software is available at the end of each long semester and at the end of Summer II. It is recommended that any files a student wants to retain should be saved to a flash/USB drive before the end of each semester.

Students are responsible for all activity on their accounts. User accounts may NOT be shared under any circumstances. Sharing accounts or sharing network login information is not allowed and will result in computer privileges being suspended for the remainder of the current semester. Student accounts are for personal use only, no business activities are allowed. Use of college facilities for illegal activities is strictly prohibited.

**Email**

Email is the official form of communication between NCTC and students. Email accounts are provided by NCTC. Your email address is your Network Account @ student.nctc.edu and password is your Student ID number. You should activate your email after you register for classes and receive your desktop account activation email from the Admissions Office. This process begins the week before classes begin. If you are unable to activate your email account by the first day of classes, contact the Help Desk at 940-668-4284. Students are encouraged to check their email box on a regular basis for important information.

**Social Networking Policy**

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

Students are encouraged to refrain from posting physical threats or derogatory comments about students, coaches, faculty, staff or the NCTC administration. Threats of physical violence are a violation of NCTC board policy

FLB-Student Conduct. Violators may be reported to the police. Students found to be in violation of the policy or face disciplinary action.

**Concurrent Enrollment and Division of Lifelong Learning**

NCTC offers students wanting to earn continuing education units (CEUs), rather than regular college credit, the option of enrolling for this kind of credit in selected technical courses. The course content, schedule, instructor and completion requirements are exactly the same for CE students and semester-hour credit students. However, rather than earning a letter grade, the CE student will earn CEUs if the course is completed satisfactorily.

The benefit of taking a conventional semester-hour college credit course for continuing education purposes varies by student. For most people, this option offers another way to upgrade skills needed in the workplace. For others, it offers a way to gain new skills needed on the job. The concurrent enrollment option also offers an introductory experience in a given field for those who may wish to explore several career options. Refer to the NCTC Catalog for the procedure to convert non-credit to credit.

**Credit by Examination**

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

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

1. May not be used to reduce the 18 semester hours required in residence for any degree or certificate;
2. May not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed;
3. State law specifies that the degree requirement of 6 semester hours in American History and 6 semester hours in Government may not be reduced below 3 semester hours in each area by examination credit.
4. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the student’s educational program.
5. Students utilizing AP credit are required to do so by submitting AP score reports to the NCTC Admissions Office. If minimum AP test scores are met, the applicable course credit will be applied to an NCTC transcript.

1. Student who have served on active duty in the military service of the United States for a period of at least six (6) months and who have been honorably discharged or released, as verified by the DD214, will receive four (4) semester hours of credit for physical activity courses. Personnel on active duty with at least six (6) months in the military service may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of active service.

2. Partial degree requirements may be waived for industry certifications such as A+, Linux+, Network+, Security+, CCNA, or similar certifications issued by a qualified authority (COMPTIA, Microsoft, Cisco, etc.). The appropriate Program Coordinator will maintain a list of the appropriate equivalent NCTC courses.

Professional certifications must meet current industry standards, be equivalent to the current college course that is requested, and have the appropriate number of classroom training hours required of the college course. Documentation must include a syllabus or other documents that specify topics taught, learning outcomes and the number of clock hours required for the certification. Credit will be granted only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved degree program. Program faculty will conduct evaluations of all requests and make recommendations for the amount of credit to be awarded. Recommendations will be forwarded to the Vice President of Instruction for final approval.

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

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

**Procedures/Requests for Advanced Placement and Credit by Examination/Experience**

Students who believe that they already possess the knowledge and/skills taught in certain courses or programs offered by NCTC may challenge these for credit-by-examination/experience. Students should direct inquiries concerning courses that may be challenged by credit-by-examination to the campus Counseling and Testing Center, or the department involved. Refer to the NCTC Catalog for additional information.

**Awarding Experiential Credit**

North Central Texas College offers credit for experiential learning towards Level I and Level II Certificates and Associate of Applied Science career/technical degree. Experiential learning is a process through which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting. Military personnel, veterans, and adult learners may also be eligible to receive experiential credit based upon appropriate documentation and institutional guidelines. All credit granted for experience must be supported by official and verifiable documentation.

**Guidelines for receiving credit:**

1. Have met NCTC admissions requirements.
2. Have transferred all previous credit(s) to NCTC.
3. Must declare a major. Students seeking credit in Career/Technical programs must declare a Career/Technical Major. Career and Technical programs degree plans are listed in the NCTC catalog under “Career/Technical Education” and “Health Science and Human Services”.
4. Students seeking credit in Career/Technical programs must submit documentation to Department Chair(s).
5. Military personnel and veterans must submit transcripts and course description(s) to the Office of Admissions and Registrar.

Determination of competence standards and the decision to award credit will be made by appropriate academic and subject experts. (Program Coordinators/Department chairs/Deans)

Students can receive credit for up to 18 semester hours towards an Associates of Applied Science degree. This includes experiential credit and credit by examination. This credit may not be used to reduce the 18 semester hours required in residence for any degree or certificate. A maximum of 30% of experiential credit can be applied for students seeking to complete a Level I or Level II certificate. Experiential credit may not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed.

Students will be awarded experiential credit upon applying for graduation at North Central Texas College. It is recommended that the application for credit be completed within the first semester of enrollment.
Students can submit documentation for evaluation to receive experiential credit within the first semester of being enrolled; however, credit will not be applied until the application for graduation is complete. Once the evaluation process is complete, students will receive a letter from the Department Chair/Program Coordinator listing the awarded credits.

Department Chairs will provide the student with a letter that will exhibit a list of courses the student will receive credit. The letter will be good for five years. If the student does not graduate within the five years, he/she would have to reapply for the credit or obtain written approval from the Department Chair/Program Coordinator stating the credit is still good.

Before the classes can be applied to the transcript, a $25 assessment fee for every course in which credit is given must be paid. Once fees are paid and all documentation is submitted, the symbol “S” (Satisfactory), rather than a grade, will be posted to a transcript. This fee is waived for veterans and military students.

A copy of the credit approval letter and proof of payment must be submitted to the Office of Admission and Registrar before credit is applied.

Note: Policies and procedures may differ at other colleges and universities. Students transferring to another college or university should become familiar with the policies and procedures at that college or university in regards to awarded credit and transfer of nontraditional course credits.

Crime Awareness Programs

Students

NCTC students are informed about campus policies and procedures during college orientation which is held prior to the Fall and Spring semesters. Additionally, orientation sessions are held in the residence hall on the Gainesville Campus at the beginning of each semester.

Periodically during the year information bulletins regarding safety are distributed on campus and in the residence hall. Students and staff are encouraged to watch for suspicious activity and to contact the NCTC Police Department when such activities are noted. The following suggestions are provided in the spirit of crime prevention:

- Always lock your vehicle and place all valuable items in the trunk and out of sight.
- Engrave your personal identification number or drivers license number on all valuables. Record serial numbers and complete descriptions of your property and keep in a safe place.
- Always lock your residence hall room door, if you live on campus.
- Never keep large sums of money or valuable jewelry in your residence hall room. Keep all items of value out of sight.
- Never leave books or other items unattended.

Course Identification Number

A four-digit number designates courses at NCTC. The first digit indicates the level at which the course is taught: 1 = freshman level, 2 = sophomore level. The second indicates the semester hour value of the course. The third and fourth digits are the distinguishing numbers of the course.

Course Load

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

Curriculum

A stated list of courses that are required for completing a certificate, diploma or degree is the curriculum for a particular major.

Dropping/Withdrawing Courses

Dropping a class is done on or before the official date of record each semester. Please note if you drop AFTER the official date of record it is no longer considered a drop but a withdrawal. Check the Academic Calendar for the official date of record.

To drop a course you have the option to:

- Go online and drop the course
- Visit the Admissions/Registrar's Office in person to fill out a drop form
- Meet with your advisor and fill out a drop form

Remedial courses CANNOT be dropped online. You must come to the Admissions/Registrar's Office in person to drop a remedial course. If you are only taking one remedial course and drop this course you will have to drop ALL your courses. You must stay in at least one of your required remedial courses to remain in additional classes.

Withdrawing from a Course or Courses
To withdraw from a course on or after the official date of record with a grade of 'W', students will need to complete the Petition for Course Withdrawal online.

- If you receive financial aid please contact that department before withdrawing. Withdrawing can affect your financial aid.
- Developmental courses may NOT be withdrawn online. Students must complete a withdraw form ON CAMPUS for those courses.
- All withdrawals must be processed online, in person, faxed and/or postmarked on or before the official date of record.
- Requests need to include student ID number, full name, course information (please include course ID and section number—example ENGL1301 123), and a signature. If the request is not signed or does not include all information, it may not be processed.

**Online Requests**

If the Admissions/Registrar's Office should receive the form via e-mail, the form will be processed within 24 hours and the student should receive an email confirmation that the withdrawal has been processed. If the student does not receive an email, it is the student's responsibility to contact the Admission's office for confirmation. The student is responsible for verifying that the email was received by the Admissions/Registrar's Office prior to the last day to withdrawal.

It is the **student's responsibility** to officially withdraw from any class they do not wish to attend. Students who stop attending classes and who do not officially withdrawal may be assigned a final grade of “F”.

**Dual Credit Students**

Dual Credit students must fill out the Petition to Withdrawal for Dual Credit students form. Please have it filled out and signed completely and turn it into the admissions office at any of our locations.

6 Drop Limit-S.B. 1231 Legislation

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

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

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

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

**Medical Withdrawal**

**Policy**

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

**Procedures**

1. Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in writing from the Registrar, submitting all appropriate documentation, including a
statement from a physician or psychologist, with their written requests.

2. The documentation will be sent to the appropriate deans of the subject areas involved within the appeal. If the appeal involves multiple disciplines, then the request will be sent to the deans to discuss collaboratively providing a recommendation to the Office of Admissions and Registrar.

3. The Deans will be responsible for the validation of documentation.

4. The Registrar will inform the student and instructor of the decision in writing if the request is approved.

Complete Withdrawal

If a student withdraws completely from NCTC prior to the course withdraw deadline, a final grade of “W” will be recorded for each course in which the student is enrolled. It is the student’s responsibility to officially withdraw from any classes they do not wish to attend or cannot, for any reason, complete. This requires the completion of a form available in the Admission Office at Gainesville, Corinth, Flower Mound, Graham, and/or Bowie campus.

Return of Federal Title IV Funds

North Central Texas College refunds unearned funds received from Federal student assistance programs in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and the rules of the college’s Board of Regents.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the term. Liability for the return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid was received, all federal aid is considered earned and not subject to this policy.

2. If the student completely withdraws from all classes prior to completing 60% of the semester, a prorated portion of the federal aid received must be returned to the federal aid programs based on the amount of time the student attended.

3. If the student does not officially withdraw from classes but quits attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal programs. If the college is unable to document the last date of attendance, the school will assume the student only attended to the 50% mark of the semester and this date will be used to determine how much aid must be returned.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. The student will be notified and will be allowed 45 days from the date of determination to return their share to the program accounts. If the student does not return the amount owed within 45 days, the amount of the overpayment will be reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt. Contact Financial Aid for questions and examples of this policy. See the Return of Title IV Aid Policy in the NCTC Catalog for additional information.

Early Alert

The NCTC Early Alert program has been established to assist students who are at risk of failing or withdrawing from a course. Instructors may refer students to this program if they are missing assignments, failing tests, excessively absent, or have personal circumstances impacting academic performance. If submitted as an Early Alert, the student will be notified via your NCTC email address and then contacted by a Counseling and Testing advisor or counselor to discuss possible strategies for completing the course successfully.

Elective

An elective course is one that is not specifically designated as a part of a curriculum. The course normally complements the major course of study in a specific discipline and is chosen by the student from among a number of such courses available in consultation with a faculty advisor. The number of electives in a program varies according to the specific major.

Email

Email is the official form of communication between NCTC and students. Email accounts are provided by NCTC. Your email address is your Network Account @ student.nctc.edu and password is your Student ID number. You should activate your email after you register for classes and receive your desktop account activation email from the Admissions Office. This process begins the week before classes begin. If you are unable to activate your email account by the first day of classes, contact the Help Desk at 940-668-4284. Students are encouraged to check their email box on a regular basis for important information. Examples of notices sent to the student email
are the location to access 1098Ts, academic standing, and financial aid status.

Ex-Students Association

Former NCTC students (including non-graduates) are encouraged to join the Ex-Students Association to stay in contact with former classmates, provide input in the future direction of the college and to stay informed about college programs, activities, students and personnel. Contact the NCTC Ex-Students Association Office at 940-668-4213, or go to www.nctc.edu/StudentPages/AlumniFriends.aspx.

Financial Aid

North Central Texas College recognizes that many students may not have the financial resources available to pay the cost of higher education. The NCTC Financial Aid Office is available to assist students in applying for various federal, state, and institutional funding sources. All students wishing to be considered for financial assistance must complete a Free Application for Federal Student Aid or FAFSA at the website www.fafsa.ed.gov. The FAFSA application is used to determine a student’s eligibility for all need-based programs, including Federal Title IV grants, Federal Work-Study, Federal Student Loan Program, as well as state grants and some institutional scholarships.

Some sources of Financial Aid are limited and will be distributed to students based on a first-come-first-service basis. Therefore the NCTC Financial Aid Office encourages students to apply early. The FAFSA application is available to students beginning in January of each year. In some cases, a student may be required to verify eligibility for aid by submitting supporting documents, such as tax returns. FAFSA applications will not be considered complete until all required supporting documentation is in the student’s financial aid file. Late or incomplete FAFSA applications will be processed as time allows.

Students who require Financial Aid to pay enrollment expenses at the time of registration must have a completed FAFSA application no later than June 1st for fall, November 1st for spring, and April 1st for summer. Students with late or incomplete FAFSA applications will be expected to pay cash for tuition, fees, and books at the time of registration.

North Central Texas College Foundation Office offers a wide variety of scholarships each year to eligible students. An NCTC Scholarship Application can be completed online at http://www.nctc.edu/Student_Services/FinAid/scholarships .html. Paper applications can be obtained by calling the NCTC Financial Aid Office or the NCTC Foundation Office. Deadlines for scholarship applications are: April 15th for fall awards and October 15th for Spring Awards. For more information call 940-668-4213.

Refer to Financial Aid in the Student Services section of the NCTC Catalog for more information or you may contact the Gainesville Campus Financial Aid Office at 940-668-4242. Students may also contact the Corinth Campus Financial Aid Office at 940-498-6294, or the Flower Mound Financial Aid Office at 972-899-8422.

Food Services

Great Western Dining Services, Inc., a private company, operates the College food service program on the Gainesville campus. The cafeteria and snack bar are operated Monday through Friday. All residence hall students are REQUIRED to be on a meal plan. (For more information refer to the college Catalog or the NCTC Residence Life Handbook.)

Located on the Corinth campus are Kanapki's sandwich shop and Swee Bubble.

Food and Drink in Classrooms

Food and drink are not permitted in classrooms. The only exception is an approved, scheduled function that includes food as a part of the activity.

Full-Time Student and Part-Time

A full-time student is enrolled for 12 or more semester hours during a regular long semester (fall or spring) or during a summer semester.

A student enrolled for fewer than 12 semester hours during a regular long-term (fall or spring) or summer semester is considered to be a part-time student.

Grades and Reports

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

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

Incomplete Grades

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

1. To receive an “I” in any course, a student must be in good standing in the course through the last day to drop.

2. The student must petition the instructor in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Incomplete Grade form to the final grade roll.

3. It is the student’s responsibility to comply prior to the end of the next long semester, or the grade will revert to “F”.

4. Instructors who wish to issue a grade of "I" must submit the Incomplete Grade form with the appropriate documentation to the Department Chair or Program Coordinator for approval. Once an incomplete is finished, the instructor must submit a Petition of Change of Grade form for final approval.

**System of Grading**

The standing of a student in each course is expressed by the following grades which are assigned for class work, examinations and general classroom performance according to criteria set by the instructor. Interpretations of these grades are:

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

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

**Pass/Fail Option**

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. (Forms are available in the Office of Admissions and Registrar at any NCTC Campus location). The forms must be completed by the student and instructor and returned to the Registrar’s Office by the second Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. Once the pass/fail option is processed, no changes will be permitted to the student’s academic record. It is not recommended to select the pass/fail option if the course in which the option is applied should be included as a part of the college major and expected to transfer that course to a senior college or university.

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

**Grade Points**

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

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

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

A student’s GPA is determined by dividing the total grade points earned by the total number of hours attempted. To illustrate, a student who has attempted 30 semester hours, earning 60 grade points, would have a GPA of 2.0.

**Minimum Grades for Good Standing**

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

**Academic Probation**

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

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

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

**Academic Suspension**

A student who is already on Academic Probation status will move to Suspension status if his/her cumulative GPA remains below 2.0 at the end of the next Fall or Spring semester in which the student is enrolled, AND his/her term GPA for that Fall or Spring semester is also below 2.0. A student on Suspension is notified of this status through a mailed letter, NCTC and CANVAS e-mail, and a notation on the transcript. A student placed on Academic Suspension is required to sit out the next semester in which he/she intended to enroll at NCTC, unless the student completes the Appeal process AND is approved for enrollment. Students approved for an Academic Suspension Appeal will be assigned an academic advisor, will be limited to the number of hours in which they can enroll, and will also have other obligations to meet during their appeal semester, such as attending College Success seminars.

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

**Academic Suspension - Permanent Suspension**

NCTC does not permanently suspend students for poor academic performance.

**Student Grade Appeal**

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

1. Collect all tests, assignments, class notes and other relevant materials and request a conference in writing with the instructor of the course in question. The same materials collected must be presented at each stage of the appeal process, with no addition or omission of items.

2. Present the case for grade appeal directly to the instructor.

3. If not satisfied with the decision of the instructor, the student has 15 calendar days to appeal in writing to the instructor’s Department Chair or Program Coordinator (see listing in College Personnel section of the Catalog). All tests, assignments, class notes and other relevant materials must be presented to the Department Chair or Program Coordinator.

4. If not satisfied with the decision of the Department Chair or Program Coordinator, the student has 15 calendar days to appeal in writing to the appropriate Dean of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the Dean of Instruction.

5. If not satisfied with the decision of the Dean of Instruction, the student has 15 calendar days to appeal in writing to the Vice President of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the Vice President of Instruction.

6. If not satisfied with the decision of the Vice President of Instruction, the student has 15 calendar days to appeal in writing to the President of the College. All tests, assignments, class notes and other relevant materials must be presented to the President. Grade appeals may only be considered if the procedure has been followed explicitly in the order outlined. The grade appeal process must be initiated and completed by the end of the next long semester. Grade appeals after the deadline will not be considered.

**Graduate Guarantee Program**

**Transfer Credit**

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

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

1. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
2. Transferability refers to courses in a written transfer/degree plan filed in a student’s file at North Central Texas College.

3. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.

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

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

**Guarantee for Job Competency**

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

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning May, 1992 or thereafter in a technical, vocational or occupational program identified in the college’s General Catalog.

2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the North Central Texas College system, with a minimum 75 percent of credits earned at North Central Texas College, and must have completed the degree or certificate within a five-year span.

3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate Department Chair.

4. Employment must commence within 12 months of graduation.

5. The employer must certify in writing that the employee is lacking entry-level skills identified by North Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate’s initial employment.

6. The employer, graduate, Department Chair, and appropriate faculty member will develop a written educational plan for retraining.

7. Retraining will be limited to 12 credit hours or additional skill training related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.

10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

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

**Graduation/Degree Requirements**

A student must have a cumulative GPA of at least 2.0 in the work presented for any degree. To be a candidate for graduation from North Central Texas College, a student must complete a minimum of 18 semester hours in residence for any degree or certificate. (Refer to NCTC Catalog for specific requirements for degrees and certificates).

**Application for Graduation**

To ensure consideration as a candidate for a degree or certificate, the student should submit an application for graduation at the beginning of the semester of degree or certificate, or be identified as expected to graduate by the Office of Admissions and Registrar. Students identified by this process will be notified by mail or email regarding the award. The application may be obtained from and should be returned to the Office of Admissions and Registrar.

Deadlines for submitting graduation applications are: May graduation – March 15; December graduation – October 15. All graduating students are encouraged to submit a graduation application, regardless of intent to participate in the ceremony to ensure the desired name is printed on the diploma as well as the correct address of mailing the diploma. Graduation applications received after the deadline will be processed, but the student’s name will not be published in the graduation program.

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

Commencement

North Central Texas College certifies graduates three times a year; in the fall, spring and summer semesters. North Central Texas College holds formal commencement ceremonies twice each year—in May and December. Students are encouraged to participate in spring or fall commencement ceremonies after applying to graduate. Any student within 12 hours of finishing their degree may participate in May commencement. Those applying for May graduation must fulfill all requirements by the end of the second summer session following the semester they applied. Degrees are officially conferred when the Registrar’s Office certifies that all requirements have been met; therefore, participation in the graduation ceremony, in itself, does not confer on a student any rights to a degree. Nevertheless, candidates for graduation are highly encouraged to attend and participate in the designated graduation ceremony. NCTC makes a special effort to give graduates (and their families) a beautiful and memorable ceremony to mark this important milestone in their lives. It truly is an event not to be missed.

There is no fee to participate in the commencement exercises; however, the student must purchase the required cap and gown from the NCTC campus bookstore in order to participate in the ceremony.

North Central Texas College reserves the right to post degrees and/or certificates for current or former students who have met completion requirements but have not applied for graduation. Diplomas will be automatically issued and sent to the mailing address on file.

Reverse Transfer

A student can finish an associate degree at NCTC after transferring to an university. Credits earned at a four-year college or university is evaluated to determine if the credits taken will fulfill requirements for an associate degree.

If a student is interested in being considered for reverse transfer, then contact should be made with the appropriate office at the university or college. Check the NCTC website for more information.

Graduation Honors

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

- 4.0 GPA
- 3.90-3.99 GPA

Catalog Restrictions

Students may graduate under any approved degree plan from: (1) the catalog in effect at the time of first enrollment at North Central Texas College, (2) the current catalog, or (3) a subsequent catalog in effect during enrollment as long as the program of study is still offered. In addition to this, the catalog may not be more than 5 years old and enrollment must have occurred during that year and earned college credit for work completed. The options above only apply provided the student meets the requirements not later than five years from the date of the catalog selected.

Housing (On-Campus)

For all policies regarding student housing on campus, students are asked to consult the current Residence Life Handbook and the current NCTC Catalog. Questions about student housing may also be directed to the Office of the Vice-President of Student Services. Housing for students is available only on the Gainesville Campus. Refer to On-Campus Housing Services in the NCTC Catalog for additional information.

International Students

See Admissions section of the catalog for more information.

Or contact:

International Admissions
North Central Texas College
1525 W. California St., Gainesville, TX 76240
international@nctc.edu

Library and Learning Resource Centers

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

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

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

**Hours of Operation**

Hours may vary by campus and between semesters. Students should consult the current hours posted at the entrance to the Library/LRC at each campus and on the Library/LRC website.

General Access Computer Labs are available on each campus. Lab hours are posted on the Library/LRC website. Students will present identification to use the lab and to check out library materials.

**Important Note:**

A student’s library record must be clear at the conclusion of each semester before transcripts of grades will be released or before he/she is allowed to re-enroll. At the end of the semester, a hold is placed on records of any student having an unpaid fine and/or a currently overdue book. Library/LRC circulation policy is posted on the Library/LRC website.

**Lost and Found Services**

Lost and found services are located in the Admissions Office of each campus.

**Major**

A student’s major is the primary course of study with 24 to 36 semester hours in one subject area.

**Orientation Policy**

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

**Corinth Counseling and Testing Center**
(940) 498-6499

**Gainesville Counseling and Testing Center**
(940) 668-4216

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

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

**Graham Counseling and Testing Center**
(940) 521-0720

**Parking Regulations**

1. Vehicles parked in spaces designated for “Disabled Parking” must display proper markings (window decals, cards, etc.).

2. Students may park in any parking space EXCEPT those marked for “College Vehicles,” “Fire Lane,” “Disabled” “Reserved” and “Staff”.

3. Vehicles parked outside of designated parking spaces and blocking driving lanes or otherwise creating hazards will be reported to the appropriate police department (Gainesville, Corinth or Bowie) and may be ticketed and towed away at the student owner’s expense. All NCTC campuses are subject to all city traffic laws; therefore speeding, reckless driving, etc. on campus also will be reported.

4. Students in violation of these parking regulations are subject to disciplinary action.

**Payments for Tuition and Fees**

Payment for tuition and fees may be made in person using cash, personal check, MasterCard, or Visa. Payment may also be made using MasterCard or Visa by accessing the College’s on-line registration system at www.nctc.edu.

**Picture Identification**

NCTC provides photo student ID cards through the Business. Please visit the Business Office on each campus to obtain your photo student ID card.

Picture identification is required for all testing in the Testing Centers. Acceptable picture identification is a driver’s license, military ID card, NCTC picture ID, passport or Texas Department of Public Safety ID. Some testing requires a driver’s license or other official card, which includes date of birth. All students MUST present an official and current NCTC ID Card when accessing Library and Computer Lab services and the DCTA transportation service on the Corinth Campus. There is a $20.00 replacement fee for all lost or stolen photo ID cards.
Project REV

Project REV was created through a federal grant-funded program that provide resources for victims of the following crimes: dating or domestic violence, sexual assault and stalking. Even though the grant funding has ended, NCTC continues to assist students in need of these services. Although NCTC is one of the safest college campuses, it is important for students to be informed about these issues, which college-age women are at a disproportionally high risk of facing. Below are definitions and more information can be found at www.nctc.edu/StudentServices/ProjectRev.aspx.

**Dating/Domestic Violence (Also referred to as Family Violence):** A pattern of abusive behavior where one person in the relationship uses abusive tactics to maintain power and control over the other person. Abusive tactics can be physical, verbal/emotional/psychological, sexual and financial.

**Sexual Assault:** Any sexual act or contact that occurs without explicit consent from both parties. Consent is a freely given and clearly communicated choice that can only be given by a legal adult over the age of 17, and by a person(s) that is not under the influence of drugs or alcohol, nor are they under force, duress, or threat.

**Stalking:** Repeated harassing or threatening behavior that causes a reasonable person to feel fear.

Counseling Center

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

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

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

Job Search Resources

Job postings can be viewed online under the "Student Employment" link located on the Employment section of the NCTC website. Resume and cover letter assistance are also available to job-seeking students through online resources such as Career Cruising and Grade Results, and also through NCTC’s Writing Center. Contact a counselor or advisor for more information about resources to assist you with your job search.

Prerequisite

A course that must be satisfied prior to taking a higher level course is a prerequisite.

Refund Schedule

Refer to the NCTC Catalog for additional information.

Scholarships

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

Students may complete an on-line scholarship application located on the college webpage at www.nctc.edu. To complete your application you must print and sign the
certificate statement and send with your transcript to the NCTC Foundation Office, 1525 W. California St., Gainesville, Texas 76240. Students may also request a scholarship application form from the NCTC Foundation Office or Financial Aid Office on the Gainesville Campus; the Financial Aid Office on the Corinth Campus; or the Counseling Office at the Bowie Campus. Application deadlines are April 15 for the Fall semester and October 15 for the Spring semester.

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

Semester Credit Hour

A semester credit hour is determined by the number of hours a class is taught during a regular week. (Example: ENGL 1301 meets three hours per week and is a three-semester credit hour class). Lab hours are calculated on a ratio basis. (Example: PHED 1118 meets three hours per week and receives one semester credit hour.

Sexual Harassment

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee, student, or group of employees or students that would not occur but for their sex, when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment; or
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual’s employment or academic achievement or advancement; or
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment or academic decisions.

Prohibited Conduct

Employees shall not engage in conduct constituting sexual harassment. The District shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment.

Complaint Procedure

An employee or student who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the dean or immediate supervisor, in accordance with the District’s grievance policy [seeDOA (L) or FFD (L)]. However, no procedure or step in that policy shall have the effect of requiring the employee or student alleging such harassment to present the matter to a person who is the subject of the complaint. For more information, refer to NCTC Board Policy Manual (accessible on-line at www.nctc.edu).

Smoking Policy

Because of the rising concern over the health hazards associated with smoking and related harmful effects of “secondary” smoke and chewing tobacco, North Central Texas College has established a Tobacco-Free Policy in all campus buildings. College officials recognize that enforcement of this policy will rely upon the thoughtfulness, consideration and cooperation of both smokers and non-smokers for its success. Clove cigarettes (and any other variations) are strictly prohibited on NCTC campuses. See the Tobacco-Free section of the handbook for more information.

Special Accommodations (Office for Students with Disabilities)

The OSD provides support services for students with disabilities, students enrolled in technical areas of study, and students who are classified as special populations (i.e. single parents). Your path to academic success at NCTC may hold some unexpected challenges. The OSD will serve you if you qualify for disability accommodations as defined by the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

Support services for students with disabilities might include appropriate and reasonable accommodations, or they may be in the form of personal counseling, academic counseling, and career counseling. Furthermore, the OSD Counselors work with students to encourage self-advocacy and promote empowerment. The Counselors also provides resource information, disability-related information, and adaptive technology for students who qualify.

To obtain disability support services, students must:

- be accepted for admission to NCTC;
- meet with an OSD Counselor for an intake session;
- provide documentation from a certified professional in the medical field, psychological field, or educational field, indicating the presence of a physical or mental impairment, which substantially limits one or more major life activities.
**Types of Accommodations:**

After assessing your documentation, the OSD Counselors will determine the most appropriate accommodations for you.

Accommodations might include:

- Sign Language Interpreters
- Readers and Scribes for Tests
- Extra Time on Tests
- Alternate Testing Environment
- Electronic Tests/Texts
- Notetaker Services
- Registration Assistance
- Adaptive Technology Services

Students who are in technical areas of study and/or are special populations students:

**Networks Program:**

This program facilitates access to technical education and training and provides support services for students pursuing technical areas of study. Services include:

- Career Assessment: Students will be assessed to determine their abilities and interest to assist them in selecting their career choice.
- Tutors: Educational tutors may be available to assist students who need additional help comprehending concepts in their area of study or who need help with study skills.
- Referrals: The OSD Counselors will work with other NCTC support services and community organizations to refer participants to the appropriate programs or services.
- Childcare Assistance: Supplemental monetary assistance is available to students who qualify.

**Eligibility Requirements:**

1. Students must be enrolled in a technical area of study or in a non-traditional career program.
2. Students must present documentation that shows financial need.
3. Students must complete an intake session with an OSD Counselor.
4. Students must complete a Childcare Assistance Application for the Networks project and provide all requested documentation.

**Inter-Agency Cooperation**

The OSD department also assists students in networking with local and state agencies that provide information resources and services to persons with a wide array of challenges. These departments include, but are not limited to, the Texas Department of Assistive and Rehabilitative Services (DARS) offices. Contact an OSD counselor for referral to these and other agencies.

**OSD Department Contacts**

The OSD Coordinator is located on the Corinth Campus in Room 170 and can be reached at 940-498-6207. The OSD Specialist is located on the Gainesville Campus in Room 110 and can be reached at 940-668-4321. See the NCTC Catalog for additional information.

**Service Animals**

**Service Animals**

According to the Americans with Disabilities Act, a service animal is defined as "dogs that are trained to do work or perform tasks for people with disabilities." Texas law parallels the Americans with Disabilities Act with rights and protections for service animals. Texas law provides that service animals must be trained by organizations that generally are recognized as reputable and competent by agencies involved in the rehabilitation of people with disabilities.

Requirements for service animals and their owners at North Central Texas College include:

1. Dogs must be licensed in accordance with city regulations and wear a valid vaccination tag.
2. Any other animals that are trained for service to a person with a disability must have vaccinations appropriate for that type of animal.
3. Animals must be in good health.
4. Any service animals occupying NCTC housing must have an annual clean bill of health from a licensed veterinarian.
5. Animals must be on a leash at all times.
6. The owner of the service animal must be in full control of the animal at all times.
7. The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.

The service animal owner is responsible for the appropriate management of his or her animal in all NCTC facilities. Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from NCTC facilities.

**Service with Service/Assistance Animals**
Students with disabilities desiring to use a service animal on campus must contact the Office for Students with Disabilities (OSD) to register as a student requesting to use a service animal. OSD will assist the student in determining any additional accommodations appropriate to the functional limitations of his or her disability, if needed.

A student with a disability who uses a service animal and who resides in campus-owned housing is required to alert Residential Life of the animal’s status.

Etiquette with Service/Assistance Animals

- Allow a service animal to accompany the owner at all times and everywhere on campus except where service animals specifically are prohibited.
- Do not pet a service animal: petting a service animal when the animal is working distracts the animal from the task at hand. Service dogs typically wear a leather harness, scarf or sign to indicate they are working animals.
- Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- Do not deliberately startle a service animal.
- Do not separate or attempt to separate an owner/handler from her or his service animal.

Companion/Therapy Animals

A pet can be considered a companion or therapy animal. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time, unlike a trained service animal that is always with its owner. Thus, a therapy animal is not covered by laws protecting service animals and giving rights to service animals.

Contact OSD for more information about service and assistance animals.

Student Activities

The College administration welcomes input from students regarding its student activities programs. NCTC strives to be responsive to practical suggestions for expansion of existing programs or implementation of new ones within the framework of budgetary limitations, available staff and physical facilities. Refer to the NCTC Catalog for additional information.

Student Health Services

Because such a large number of North Central Texas College students commute, no student health service such as an infirmary is currently available on any campus. However, each campus is only minutes away from a variety of health care facilities in the communities served by NCTC. Students who live on campus are urged to secure the services of a local physician to see in case of emergency. Also, students living in the Residence Hall are urged to inform the Residence Hall Manager and the Office of the Vice-President of Student Services of any medical conditions such as diabetes, seizure disorder, etc., so that appropriate steps may be taken in case of an emergency. Moreover, such students are urged to inform these persons of any family physician or family member who should be contacted in emergency situations.

Important Note on Bacterial Meningitis Vaccination:

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

Student Organizations

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

All student group-sponsored activities on the college campus are to be sponsored by one of the recognized clubs or organizations and its advisors.

Club promotions, fund-raisers and activities involving the public must be cleared through the Vice-President of Students or the Director of Student Life.

New clubs and organizations are required to petition the Vice-President of Student Services for official recognition.

Specific questions regarding Student Activities and Organizations should be made to the Vice-President of Student Services or the Director of Student Life at 940-668-4240 or kbrown@nctc.edu

See Clubs and Organizations in the NCTC Catalog for additional information.
Student Right-to-Know and Campus Security Acts, Public Law 102-542

This Act requires an institution to collect certain statistics concerning the occurrence on campus of the following criminal offenses that have been reported to the Vice-President of Student Services and/or NCTC Police Department.

North Central Texas College’s annual campus security reports are posted on the NCTC Police Department website www.nctc.edu/Police.aspx and are available for the general public to review. It can also be accessed at http://ope.ed.gov/security/Search.asp

Registered Sex Offenders Notification

In accordance with the Campus Sex Crime Prevention Act (Section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education or working on college campuses, the North Central Texas College in providing the following website available to the college community to search by name and location:


This information is also accessible from the NCTC Police Department website www.nctc.edu/Police.aspx.

Institutions are also required to publish graduation rates for all students and varsity athletes.

For students who began college, Fall 2010:

- All degree seeking students: 14%
- Intercollegiate athletes: 35%

Additional information regarding annual completion rates that are broken down by race and sex may be obtained by individual request from the Office of the Registrar.

Texas Success Initiative (TSI)

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

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

The following students are exempt from TSI:

- Students who have graduated with an Associate’s degree or higher from an accredited institution within the U.S.
- Students who earned a degree outside the U.S. must submit transcripts accompanied by a general evaluation completed by an accredited service. The evaluation must verify their degree to be the equivalent of an associate degree or higher earned at an accredited institution within the U.S. A list of accredited evaluation services may be found at the following link - www.naces.org/members.htm.
- Any student wishing to enroll in a certificate program. Such “Level One” certificates are programs of one year or less that require at least 15 but no more than 42 semester credit hours.
- Students who are serving on active duty as a member of the U.S. armed forces, or serve as a member of a reserve component of the U.S. armed forces, or National Guard for at least three years preceding enrollment. All TSI rules apply to both students and the administrative leadership at those sites.

Finally, students may—either individually or collectively—bring issues before the Instructional Council, President’s Cabinet, or other administrative bodies of the college at any time by complying with the appropriate process for requesting that they be placed on the agenda.

Student Role and Participation in Institutional Decision Making

The governing board and administration of North Central Texas College value the opinions and input of students in regard to a wide variety of college-related issues, and they believe strongly in empowering students by giving them a meaningful voice in the institutional decision-making process. This is done in a variety of ways, which include but are not limited to voting membership on the President’s Council on Excellence, employee search/selection committees, and many Standing Committees of the college.

In addition, student input is actively encouraged and sought on a system-wide basis from such student organizations as the Student Government, Student Nursing Association and others. At both the Corinth and Bowie campuses, members of Student Advisory Committees provide input on issues of specific interest and importance.
when the student is discharged from the military.

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

- Students who transfer from private or out-of-state institutions may use transferred courses for which college credit is earned in the areas of Reading, Mathematics, and Writing. List of equivalent NCTC courses are listed in the Transfer section.

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

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

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

TAKS - For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards of the Eleventh grade Texas Assessment of Knowledge and Skills (TAKS) may be exempted for the corresponding section: minimum scale score of 2200 on the mathematics section, minimum scale score of 2200 on the English Language Arts section with a writing subsection score of 3.

STAAR End-Of-Course (EOC): (End of Course Exam) English III – taken during 11th grade year, score of 2000 on Reading and 2000 on Writing, or 4000 if score is combined; EOC Algebra II – taken during 11th grade year, scores of 4000.

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

An accepted TSI placement test is also required of all dual credit/early admission students from area high schools unless they are exempt.

Testing Services

For students who miss classroom tests, or who need to schedule on-campus exam per the requirements of an online or VCT (Virtual College of Texas) course, makeup exams are administered by the Counseling and Testing Center on an appointment basis ONLY. It is the student’s responsibility to schedule a testing appointment IN ADVANCE, and to notify their instructor of the date, time, and campus at which they plan to test. Please call the Counseling and Testing Center in order to make your appointment AND verify that your instructor has sent your exam to the Testing Center before your test date. Students must present a valid photo ID in order to test at any NCTC campus.

If you are a current or former NCTC student and require an exam to be proctored for another program or college, please contact the Counseling and Testing Office at the Gainesville Campus (940-668-4216) to determine if you qualify for this service. NCTC does not proctor or facilitate exams for non-NCTC students. Please contact the Testing Center at UNT if you have never attended NCTC and require a proctored exam.

Placement Testing

The NCTC Counseling and Testing Office offers the statewide TSI Assessment test for those students who are not TSI exempt and are required to have placement testing. An appointment to take the TSI Assessment must be made by contacting the Counseling and Testing Office at your preferred campus. Current TSI Assessment testing fees are $25 for all sections, or $10 per section. The statewide TSI Assessment is computer based, untimed, and results will be available immediately upon completion of all required sections.

Students who do not pass/meet minimum standards/passing scores in one or more sections of the TSI Assessment test will be prohibited from enrolling in the following courses:

READING: passing score required to enroll in HIST 1301, HIST 1302, HIST 2301, GOVT 2305, GOVT 2306, PHIL 1301, PHIL 2303, PHIL 2306, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 1306, and any sophomore level Literature course.

WRITING: passing score required to enroll in ENGL 1301, ENGL 1302, or any sophomore level Literature course.

MATH: NCTC minimum passing score required to enroll in ANY eligible college-level Math.
Additionally, any student who is already TSI Complete/College Ready in Math based on exemptions, completion of coursework, or placement test scores is eligible to take the Accuplacer College Math Test (CMT) at any of our NCTC Testing Centers on an appointment basis (testing fees may apply). Students who are TSI Complete/College Ready in Math may take the Accuplacer College Math Test to determine if they can proceed directly into one or more of the courses listed below, and therefore be exempted from a pre-requisite. The ACT and SAT Math scores outlined below may also exempt students from pre-requisite coursework for the specified courses.

- With an ACT Math score of 28 or higher, an SAT Math score of 640 or higher, or an Accuplacer College Math Test score of 86 or higher, Math TSI Complete/College Ready students can enroll directly into:
  - CHEM 1411 (General Chemistry I)
  - MATH 1316 (Trigonometry)
  - MATH 1325 (Business Calculus)
  - MATH 1350 (Fundamentals of Math I)
  - MATH 2412 (Pre-Calculus)

- With an Accuplacer College Math Test score of 101 or higher, Math TSI Complete/College Ready students can enroll directly into:
  - MATH 2413 (Calculus I)
  - PHYS 1401 (General Physics I)

Students meeting one or more of the above listed exemptions must meet with an advisor in order to enroll in any of these courses; ACT, SAT, or Accuplacer College Math Test scores must be on file with the NCTC Admissions Office for advisors to verify eligibility and assist with enrollment. Students who have taken the Accuplacer College Math Test at another institution must submit their scores either on an official transcript or in a sealed envelope.

TRIO Program

The TRIO Program at North Central Texas College is designed to provide students an equal opportunity to develop their talents and to achieve their academic and career goals. Funded through United States Department of Education grant, this TRIO Student Support Services program is available for students on Bowie, Corinth, Gainesville and Graham campuses who meet specific eligibility requirements. To be accepted into the program, students must have an academic need and meet at least one of the following criteria:

- the student is economically disadvantaged (as determined by federal guidelines).
- the student is a First Generation college student (neither parent has a 4-year college degree).
- the student has a documented disability.

The TRIO staff assists students to become academically successful, increasing their chances of staying in school and/or transferring to a four year institution. The program works closely with all Student Services Offices on campus to provide comprehensive support for students who are eligible. Services provided by the TRIO Program include: tutoring, academic, advising, career counseling, personal counseling, financial literacy information, and cultural enrichment activities.

Students may request an application by contacting the TRIO Programs at the following numbers or addresses:

TRIO Program Office
1500 N. Corinth Street, Room 170
Corinth, TX 76208
Phone 940-498-6214 • Fax 940-498-6404

TRIO Program Office
1525 W. California Street, Room 112
Gainesville, TX 76240
Phone 940-498-4905 • Fax 940-665-7075

Tobacco Policy

Tobacco-Free Campus

North Central Texas College is committed to providing a safe and healthy environment for its employees, students, and visitors. NCTC recognizes the health hazards of tobacco use and of exposure to secondhand smoke. NCTC restricts the use of any and all tobacco products and is aware that tobacco use influences underage students, accumulates unsightly tobacco litter and interferes with assuring clean air for all who come to the college. More information can be found at www.nctc.edu/TobaccoFree.aspx.

Tutoring

Tutoring is available to students who need assistance with their coursework. Please contact any campus Student Success Center for more information.

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. The center links students to FREE tutoring, including a Writing Center, a Math Lab, and free online tutoring in the
evening. Refer to the Department of Student Success in the NCTC Catalog for more information.

Veteran Services

NCTC, in conjunction with the U.S. Department of Education and Veteran’s Administration, provides an Office of Veteran Services. Staffing the office are personnel trained in VA law, regulations and procedures to help each qualified veteran or eligible dependent with questions and/or claims related to eligibility, educational benefits, and tutorial assistance. Veteran Services is housed in the Financial Aid Office on both the Gainesville and Corinth Campus; contact the Director of Financial Aid at 940-668-4242 or Financial Aid Office in Corinth at 940-498-6294 for more information. Refer to the NCTC Catalog for additional information.

Vocational Rehabilitation

The Texas Department of Assistive and Rehabilitative (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS counselor. Examples of such conditions are physical limitations, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services also are available to assist the handicapped or disabled student to become employable. Application for such service should be made to: Texas Department of Assistive Rehabilitative - (DARS). For more information, contact 1-800-687-6544.

Voter Registration

Voter registration cards are made available at the start of each semester through the Vice-President of Student Services office (Gainesville) and the Admissions Offices. NCTC students are encouraged to vote as part of their civic duty.

Section II

Related Policy References

IMPORTANT NOTICE: Students should consult the official NCTC Board Policy Manual (which can be accessed on the NCTC website at http://pol.tasb.org/Home/Index/335) for additional information regarding policies relating to students, conduct and rights and responsibilities. Official policies are frequently revised and updated; therefore, the wording of some of the policies cited below may not correspond precisely with that found in the most current edition of the NCTC Board Policy Manual. They are included here as a guide and for informational purposes only and should not be considered “official.”

Transportation Management
[See CJ (Local)]

Modes of Transportation

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

Driver Requirements

A driver who is transporting students in College District-owned or leased - vehicles must:

1. Be an employee or currently enrolled student of the College District who has been approved by the Director or Dean of Administrative Services or the President to operate College District vehicles based upon the employee or enrolled student having an acceptable driving record.

2. Hold a current, valid driver’s license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver’s license.

Safety Standards

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

Driver Fatigue

A driver shall not drive for more than three consecutive hours without taking a fifteen-minute break or relief from driving by changing drivers.

Health Requirements and Services: Communicable Diseases
[See FDAD (Local)]

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College shall comply with all pertinent status regulations which protect the privacy of persons in the College community who have a communicable disease. The College shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the College.

Solicitations
[See FI (Local)]
All fund-raising activities carried on by College-sanctioned clubs and organizations must be cleared and approved in advance by the Vice-President of Student Services or designee on other campuses. NCTC non-student organization must schedule activities with the Office of Student Services on all other campuses. Generally, solicitation of monetary contributions among students, faculty, administration, or staff is strictly forbidden on campus.

Security and Retention Of Student Records

[See FJ (Local)]

The Director of Admissions and Registrar is designated as primary custodian of student records and is responsible for the security of all student records. Student grade transcripts shall be maintained in a secure vault area with access limited to authorized personnel only. Duplicate copies of grade transcripts shall be made on a regular basis and stored in an off-site facility.

The retention and disposal of related student records shall be consistent with the approved record retention schedule on file in the Office of Admissions and Registrar. The record retention schedule shall be reviewed periodically and updated to accommodate local needs and changing governmental requirements.

Types and Locations of Records

Each record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data.
2. Standardized test data, including intelligence, aptitude, interest personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluation.
4. Attendance record.
5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records. (Kept separate from academic records).
7. Copies of correspondence with parents and others concerned with the student.
8. Records transferred from secondary schools and other post-secondary institutions the student has been enrolled in.
9. Records pertaining to participation in student activities including awards or recognition by the College.
10. Information relating to student participation in special programs.
11. Records of tuition and fees paid and outstanding.
12. Other records that may contribute to understanding of the student.
15. Job placement records.
16. Scholarships or other financial awards.
17. Academic awards or recognition by the College.

Directory Information

Directory information may be released to the general public without the written consent of the student. A student may request that all or any of the general information be withheld from the public by making a written request to the Office of Admissions and Registrar during the first twelve days of the fall or spring semester, or the first four class days of a summer session. This request to withhold information shall apply only to the current enrollment period. The following is considered to be directory information:

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

Directory information shall be released to any individual or organization that files a written request with the Director of Admissions and Registrar or designee.

Access by School Officials

For the purposes of this policy, “school officials” shall mean any employees, trustees, or agents of the District, as well as attorneys, consultants, and independent contractors who are retained by the District. “School Officials” are deemed to have a “legitimate educational interest” in a student’s records when they are working with the student; considering disciplinary or academic actions or the
student’s case; compiling statistical data; or investigating or evaluating programs.

**Custodians of Records**

The custodians of records are as follows:

1. **Academic Records:**
   a. Admissions records and documents, transcripts and permanent records of grades earned, hours completed – Director of Admissions and Registrar.
   b. Adult vocational and avocation (non-credit) program records, community records - Dean of Lifelong Learning.
2. **Student Affairs Records - Vice-President of Student Services, Associate Dean of Student Services (Corinth), and Director of Counseling/Testing.**
3. **Financial Records – Vice-President of Financial Services and Director of Student Financial Aid.**

Address for the custodians of records shall be included in the Annual Notice of Students Rights under 20 U.S.C. 1232g.

**Records Not Accessible to Students**

The following information is not accessible to students:

1. Financial information submitted by their parents.
2. Confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their right of inspection and review.
3. Educational records containing information about more than one student, in which case the institution shall permit access only to that part of the record, which pertains to the inquiring student.
4. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and used only for the purposes for which they were collected.

**Review of Record**

Any student who desires to review his record may do so upon request to the appropriate office immediately responsible for the record. A student may be required to complete a “Request for Review of Student Record” form.

**Procedure to Amend Records**

Any student who desires to challenge the accuracy of his/her record should follow the procedure outlined below:

1. Information Review: Follow the procedure as outlined for REVIEW OF RECORD. The custodian of the record shall summarize action taken on “Request for Review of Student Record” form and shall sign and date the form. Within 15 school days of the record custodian’s receipt of a request to amend records, the District shall notify in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.
2. Formal Review: If the informal review does not clarify the question of accuracy of record keeping, the student may request a formal review. The Vice President of Instruction shall chair and appoint a committee to hear challenges concerning academic records. The Vice-President of Student Services shall chair and appoint a committee to hear challenges concerning non-academic records.

The student shall be notified in advance of the date, time, and place of the hearing. The chairman, a person who is not responsible for the contested records, shall conduct the hearing. Members of the hearing committee shall not have a direct interest in the outcome of the hearing. The student shall be given a full and fair opportunity to present evidence and may be assisted or represented at the hearing, at his own expense. The student shall be notified of the decision in writing within fifteen school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If after the hearing the request is refused, the student shall be given a copy of this policy and the opportunity to within thirty school days, place in the record a statement commenting on the information and/or setting forth any reason for disagreeing with the District’s decision.

**Student Activities**

[See FK (Local)]

**Off-Campus Speakers/Entertainers**

Any organization wishing to invite a speaker or outside entertainer to campus who is not a member of the College community must contact and receive prior approval from the Vice-President of Student Services or designee on other campuses.

**Campus Visitors Rules**

Visitors are welcome on the campus. However, when undesirable behavior on the part of the campus guest hinders or threatens the normal function of the campus, he/she will be asked to leave the campus, and, if this is not done, he/she will be escorted off campus premises by local law enforcement officials. Violators may be prosecuted under Texas law. The following acts are considered violation of College policy or state and local law.

1. Destroying or defacing property.
2. Disrupting classes or campus activities.
3. Posting or carrying unauthorized signs, posters, leaflets, etc.

4. Disturbing the peace (inside or outside of buildings).

5. Blocking a public passageway.

6. Possessing or being under the influence of any illegal drug or intoxicating beverage.

7. Driving recklessly or in any way endangering the health and well being of others.

8. Loitering (on campus for no apparent purpose or reason).

9. Speaking or behaving in any way that might be considered abusive or indecent.

10. Attempting to organize or promote any unauthorized organizations or activities.

11. Violating any NCTC regulations.

**Scheduling Events**

A student activities calendar of all college campus activities is maintained in the Office of the Vice-President of Student Services at each campus. It is necessary that all events and activities of the various campus student organizations/ clubs be approved and cleared in advance to prevent any conflict in activities or in the use of facilities.

Activities that are planned for the college facilities should be scheduled at least two weeks in advance. A faculty or staff sponsor must be present at all activities. Students must remember that all functions on campus are subject to applicable laws and regulations prohibiting alcoholic beverages, drugs, firearms, and so on. Students should remember also that all such functions and events must terminate by midnight, with any variations to be approved in writing by the Vice-President of Student Services.

**Admission Fees**

When any student organization sponsors a campus function for which an admission fee shall be charged, the proposed fee must be cleared in advance through the Vice-President of Student Services. Faculty-staff sponsors must be present at such functions to oversee the collection of admission fees.

**Student Activities: Student Publications**

[See FKA (Local)]

**Posters/Announcements**

College organizations may use the bulletin board in the Snack Bar and Activities Center areas for posting notices, posters, and the like. Posting of such announcements, posters, flyers, and the like, in other locations on campus must be approved in advance by the Vice President of Student Services or designee on other campuses. In addition, materials are subject to the following restrictions:

1. Persons desiring to post an announcement, poster, and the like, must have it initialed “approved” and dated in the office of the Vice-President of Student Services or designee on other campuses.

2. Announcements, flyers, and the like shall not exceed a size of 8-1/2” x 11”, and posters may not exceed 24” x 36”.

3. Such materials may be posted only in approved locations in each building on campus. Student organizations may check with the Vice-President of Student Services or designee on other campuses. No announcement or poster is to be placed on any general glass or wall space; however, with approval of the responsible faculty or staff member, they may be placed inside office windows or on doors (such as the bookstore.)

4. Posters, announcements, flyers, notices, and the like may remain up for various periods of time in advance of the event they concern (usually a week to 10 days). All shall be removed immediately after the event by an organizational representative. Repeated failure to remove them may jeopardize the organization’s right to post any future notices.

**Student Publications**

All college-published and financed student publications are required to conform explicitly to the canons of responsible journalism (such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo).

The College reserves the right to insure free and responsible media through the educational process.

**Petitions, Handbills and Literature**

Each student petition, handbill, or piece of literature shall identify the person or organization distributing it. No person or organization may publicly distribute on District property one or more petitions, handbills, or pieces of literature that are obscene or libelous, or that contain nonpermissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities. No person or organization may distribute literature by accosting individuals, or by hawking or shouting. The distributor must clean the area around which the literature was distributed.

It is the policy of North Central Texas College not to participate in, directly or indirectly, (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for
While recognized student organizations may reserve University facilities to conduct organizational meetings, or to sponsor and publicize the appearance of a candidate, no organization or individual may:

1. Use College facilities to raise funds through admissions, fees, contributions, donations, or sale materials or services to benefit a political party, campaign, or candidate.

2. Use College facilities for planning or participating in the operational process of a political campaign.

3. Use organization or College funds to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.

4. Use organization or College funds to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, for candidates for public office.

Signs

For the purposes of this policy, “sign” shall be defined as billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

Except for non-permissible signs, as defined herein, a student or registered student organization may publicly post a sign on District property in areas or location designated by the Vice-President of Student Services or designee on other campuses. No object other than a sign may be posted on District property.

Before publicly posting a sign, a student or registered student organization must:

1. Deposit in the Vice-President of Student Services or designee on other campuses’ office a copy, photograph, or description of the sign to be posted.

2. Give notice to the Vice-President of Student Services or designee on other campuses, on a form prescribed by the College President, containing the following information:
   a. The name of the student or organization; and, if an organization, the name of its advisor.
   b. The proposed general location for posting the sign.
   c. The length of time the sign shall be posted.
   d. The signature of the student; or, if an organization, the signature of its authorized representative and the signature of its advisor.

1. Place the date of posting on each sign posted.

A sign may not be attached to:

1. A shrub or plant.

2. A tree, except by string to its trunk.

3. A permanent sign installed for another purpose.

4. A fence or chain or its supporting structure.

5. A brick, concrete, or masonry structure.

6. A statue, monument, or similar structure.

A sign may not be posted:

1. On or adjacent to a fire hydrant.

2. On or between a curb and sidewalk.

3. In a College building except on a bulletin board.

A student or organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted. No person may remove a sign posted or attached in accordance with this section without permission from the Vice-President of Student Services or designee on other campuses, the student, or the registered student organization.

Non-Permissible Signs

No student or registered student organization may post or carry a sign that:

1. Involves nonpermissible solicitation.

2. Contains material that is obscene or libelous.

3. Is larger than 22 inches by 28 inches, unless authorized by the Vice-President of Student Services or designee on other campuses.

Student Activities: Registered Student Organizations

[See FKC (Local)]

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth) or the Campus Dean (Bowie).

Registration Required

A group composed of seven or more students is entitled to register as a student organization. Approval for registration of an organization on any one campus or center is effective College-wide.

Any student group seeking to use College facilities shall apply to the Vice-President of Student Services or designee at other campuses. The College may require payment for use of District facilities in accordance with Board policy.

(See GF)
Each registered student organization has the responsibility to abide by the policies and procedures of the College and local, state, and federal laws. Registration does not imply approval of the College of the activities of the registered organization.

**Eligibility**

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.
2. It does not deny membership to anyone on the basis of sex, handicap, race, nationality, or religion.
3. It has an advisor who is a member of the faculty or staff.
4. It is not under disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College policies, procedures, rules, and regulations, and with local state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the District.

**Application**

A group shall apply for recognition as a registered student organization on an official College form. The completed form shall include:

1. The name and mailing address of the proposed organization.
2. The names and signatures of its officers, members, and its advisor.
3. A general description of its purposes.
4. Tentative plans of procedure.
5. Financial structure, dues, if any, and the like.
6. Method of initiation (shall be approved in advance by Vice-President of Student Services).
7. Proposed constitution, bylaws, or equivalent general outline of the organization’s structure, purposes, or operation.

The Vice-President of Student Services shall recommend approval or rejection of the application.

**Rejection of Application**

If the Vice-President of Student Services or designee at other campuses does not approve the application for registration, he/she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the President.

The President may take one of the following actions:

1. Affirm the decision.
2. Reverse the decision.
3. Appoint a committee to conduct a hearing and report its findings to the applicant and the President, who will then take final action. The President’s decision may be appealed to the Board.

**Rights and Duties**

A registered organization shall be entitled to sponsor or present a public performance on College property in accordance with the rules and regulations governing such use.

A registered organization may not advertise or promote events or activities or other functions in a manner that violates the policy on use of College facilities and/or the policy on student discipline and penalties.

**Loss of Registration**

A registered student organization may have its registered status cancelled by the Vice-President of Student Services or designee at other campuses if it:

1. No longer meets the eligibility requirements set forth herein.
2. Violates the rights/duties of organizations set forth herein.

A student organization whose registered status has been cancelled may appeal to the President, who may take appropriate action regarding the issue.

A registered student organization whose registered status has been cancelled may apply for re-registration not less than four months following the date of such cancellation.

**Violations**

Violations of College policy shall subject the student organization to disciplinary action or revocation of registration as a student organization.

The President shall require registered student organizations to furnish to the Vice-President of Students at the beginning of each semester a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College on behalf of the organization. The list shall be kept current and accurate by the organization.

At the beginning of each semester, each registered student organization or group must file with the Vice President of Students an affidavit stating that the organization or group does not, and will not accept any member who is not a student or a member of the faculty or staff of the College.
No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff of the institution.

A registered student organization whose registration has been revoked by the College President may apply for re-registration not less than six months following the date of such revocation.

Organization Officers
Each organization shall submit a list of officers and members to the Office of the Vice-President of Student Services at the beginning of each academic year.

Use of College Name
The name of North Central Texas College may be used by campus organizations for any event on or off campus ONLY when:
1. The event has been cleared and approved in advance by the Vice-President of Student Services.
2. The organization’s faculty/staff sponsors have full knowledge and approval of the event.

Faculty/Staff Sponsors
All student organizations/clubs must have active faculty-staff sponsors who serve as advisors and guides, who help the group to achieve its purposes and who are versed in College policies affecting such groups. Such sponsors accept this role with the understanding that they will:
1. Attend all social functions sponsored by the group.
2. Give counsel and guidance when necessary and when asked and take care not to interfere with or unduly influence organizational plans, policies or activities.
3. Keep themselves informed of the group’s activities.

Student Rights and Responsibilities: Student Conduct [See FLB (Local)]

Definitions
Definitions to be used in this policy shall be as follows:
1. “Vice-President of Student Services” shall mean an administrator bearing that title, or the officer or officers directly responsible for student affairs in the College.
2. A “student” shall mean one who is currently enrolled in the College. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he/she is on the campus of any component institution.

Responsibility
Each student shall be charged with notice and knowledge of the contents and provisions of the rules and regulations concerning student conduct.

Specific Conduct Regulations/Restrictions
All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law (see policies FLB (Local)), the following types of behavior shall be prohibited:

1. Alcoholic or Intoxicating Beverages: Possession or consumption of alcoholic beverages on campus. [See FLBE] North Central Texas College student organizations are NOT allowed to serve/have alcoholic beverages at their off campus events. Misconduct occurring at events where alcoholic beverages are served may result in revocation of the organization’s charter and/or disciplinary action against the individual students involved.

2. Campus Dress: Students shall not wear clothing that materially and substantially interferes with normal school operations. Official sponsors/advisors may establish and enforce regulations for dress and grooming in regard to attendance at college-sponsored extracurricular activities. Such regulations shall be printed and distributed and/or formally announced to participating students at the beginning of a semester or in advance of activities. Student shall not wear clothing that materially and substantially interferes with normal operation to include “sagging” which is the manner of wearing pants or shorts below the waist that exposes undergarments. Official sponsors/advisors may establish and enforce etc.

3. Cell Phone Policy: Classroom disruption by cell phones or other electronic devices is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. Electronic devices utilized in a learning context, such as laptops and language interpreters, may be permitted at the professor’s discretion. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test. Cheating at North Central Texas College is not tolerated and may result in expulsion.


5. Checks: Students will be notified by certified letter, return receipt requested, of a check to the college returned for “insufficient funds.” If the check is not redeemed within 24 hours of receipt of the notice, the student will be dropped from the rolls. Generally, there will be a charge assessed for all returned checks, and checks shall not be accepted from students who have given bad checks previously.
6. **Children in Classes and Unaccompanied Children:**
Minor children of North Central Texas College students are not permitted to attend class with their parents. Furthermore, minor children may not be unaccompanied at any location or property where North Central Texas College classes are taught. If a minor child is brought to the NCTC campus or any location where NCTC classes are taught, the child must be accompanied by an adult at all times. For their safety and welfare, unaccompanied children on the NCTC campus will be escorted to the Office of Student Services and the parents or guardians will be summoned to pick them up immediately.

7. **Controlled Dangerous Substances (Narcotics/Drugs):**
The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus. Violators will be subject to criminal prosecution and to immediate expulsion from the college. [See FLBE]

8. ** Destruction of College Property:**
Students who deface or damage college property will be required to pay the full cost of all damages, and such students may be subject to disciplinary action. Persons committing acts of vandalism are subject to criminal prosecution.

9. **Debts:**
The college is not responsible for any debts contracted by individuals enrolled in the college or by college-sponsored student organizations. The college does expect such individuals and organizations to properly and promptly discharge their financial obligations. Failure to do so could result in disciplinary action against individual students or revocation of organizational charter. (Refer also to “Payment of Accounts”.)

10. **Disorderly Assembly:**
It is expressly forbidden for any group of students to gather in such a manner as to incite riot, do violence to any person or property, disrupt the functions of the college, or interfere with teaching, research, administration, or the college’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”

11. **Falsification of Records:**
Any student who has been determined to have intentionally falsified official college records shall be subject to immediate suspension or expulsion.

12. **Firearms/Fireworks/Explosives:**
The possession on Campus or campus parklots of firearms, fireworks, or explosives by students (or any unauthorized visitor) is strictly prohibited. Any student violating this rule may be suspended or expelled from the college and shall be subject to criminal prosecution.

13. **Gambling:**
Gambling in any form is prohibited on campus. Gambling is also an offense punishable under state and federal law.

14. **Hazing:**
Hazing in any form is prohibited by the college. Moreover, college-sponsored student organizations that allow hazing as part of their initiation rites (or for any other reason) may have their charters revoked. [See FLBC]

15. **Parking and Traffic:**
The college may require that students register and obtain a parking permit/sticker for motor vehicles brought to campus. Students are expected to observe the various restricted parking areas on campus. Spaces marked Staff Faculty, College Vehicle, Reserved, Fire Lane, Loading Zones, etc., are strictly off limits to student vehicles. Parking spaces marked for Disabled Parking are restricted solely to those for whom they are intended. Violators can expect to have their vehicles towed away and are subject to fines under state law. Speed limits for parking lots and access drives on campus are 20 miles per hour, and students should exercise extreme caution at all times because of the large amount of pedestrian traffic in these areas. Recklessness, speeding, and the like may result in disciplinary action.

16. **Payment of Accounts:**
Debts incurred by students to the college are expected to be discharged promptly. Failure to settle such accounts within a reasonable time and/or according to established terms may result in cancellation of the student’s enrollment or in the placing of a hold on the student’s official record. Such a hold may result in the failure of a student to receive grades, a diploma, obtain an official transcript or re-enroll. Even in cases of suspension from the college the student is still required to discharge the indebtedness or be subject to civil action through the courts.

17. **Petitions:**
The circulation of any petition on college property must have the prior approval of the Vice President of Student Services. [See FKA(Local)]

18. **Physical Violence:**
The threat or commission of physical violence or the use of abusive or obscene language against any member of the college community is expressly prohibited. Student violators are subject to disciplinary action including possible suspension or expulsion from the college.

19. **Publications (Anonymous):**
Any student or students who publish, circulate or aid in circulating anonymous publications on campus jeopardize their enrollment in the college. [See FKA (Local)]

20. **Scholastic Dishonesty:**
Scholastic Dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to:

a. Cheating, which shall include:

(1) Accepting any unauthorized assistance in taking quizzes, tests, examinations, standardized tests, and the like.
2. Copying from another exam paper before, during, or after the exam.

3. Having someone else take an exam in the student’s place or taking the exam for someone else.

4. Collaborating on take-home exams, papers, or assignments where it has been forbidden.

5. Depending upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

6. Intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed.

7. Dually submitting a paper or project, or resubmitting a paper or project to a different class without express permission from the instructor.

8. Falsifying or fabricating information on official course materials, such as community service forms, attendance sheets, internship documentation, test proctor forms, and the like.

9. Acquiring, without permission, tests or other academic materials belonging to a member of the College District’s faculty or staff.

10. Obtaining an unadministered test or information about an unadministered test.

b. “Plagiarism”, which shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. “Plagiarism” is further defined as any of the following:

1. Turning in someone else’s ideas, opinions, theories, or work as one’s own.

2. Copying words, ideas, or images from someone else without giving credit.

3. Failing to put a quotation in quotation marks.

4. Giving incorrect information about the source of a quotation or image.

5. Changing words but copying the sentence structure of a source without giving credit.

6. Copying so many words, ideas, or images from a source that it makes up the majority of one’s work, whether the student gives credit or not.

Note: This definition was taken from plagiarism.org with some modification.

c. “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

21. Tobacco-Free: The College District shall be committed to providing a safe and healthy environment for its employees, students, and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and that use of tobacco products are significant health hazards, the Board establishes a tobacco-free environment for the College District. [See CGD(LOCAL)].

22. Solicitation: No commercial enterprise will be allowed to operate on campus without prior clearance and approval from the Vice-President of Student Services. Solicitation from outside agents, organizations, salesmen, etc., is rarely permitted. Students are warned not to sign anything an agent or salesman offers until all the fine print has been read, and students are urged to check on all such persons in the Office of the Vice-President of Student Services.

23. Stealing: Any student who takes the property of another without right, authority, or prior permission is guilty of stealing. Stealing is a crime, and thieves are subject to criminal prosecution.

24. Unauthorized Entry: Any student who makes unauthorized entry is subject to disciplinary action, and nonstudents may be prosecuted for trespassing and/or breaking and entering. Unauthorized possession of keys to college buildings/facilities also is strictly prohibited.

25. Unauthorized Holidays: “Walkouts” or unauthorized holidays are not allowed. In most cases excused absences will be allowed for College-related or college-sponsored activities (such as field trips, attending organizational conventions, etc.) with prior approval from the department chair and instructional dean. Persistent, unjustified absences from classes or laboratories will be considered sufficient cause for college officials to drop a student from its rolls. (For more detailed information regarding attendance regulations, refer to the College Catalog.)

26. Unauthorized Possession of Examinations: Any student who illegally obtains, is found in possession of, copies or sells a copy of an examination/test before the test is given will be subject to disciplinary action.

27. Unlawful Display of Flags: Under state law (Texas Penal Code 24.09) it is unlawful to display, hoist, raise or place certain flags, standards, colors or ensigns upon or over state college property. Such unlawful action constitutes a misdemeanor; therefore, North Central Texas College students are advised to obtain a copy of the law before displaying certain flags on campus.

28. Violation of Housing Regulations: The violation of any of the regulations governing student conduct in
College housing may subject the student in question to appropriate disciplinary action, including removal from college housing and/or suspension or expulsion from the college. These rules and regulations governing student conduct in college-owned housing are published and distributed by the Office of the Dean of Student Services.

29. **Weapons** [See FLBF(Local)]

**Discipline**

Any student violating this policy shall be subject to discipline, including suspension in accordance with College policies.

**Student Conduct: Alcohol and Drug Use**

[See FLBE (Local)]

The use of intoxicating beverages shall be prohibited on campus. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

The possession of alcoholic beverages or drugs is sufficient cause for denying any person entrance to a College function. It is also sufficient cause for the removal of any person from a College function.

A person under the influence of an alcoholic beverage or drug is not to be admitted to a College function. If one is inadvertently admitted, he/she is to be removed when his/her condition is observed.

This policy is to be enforced by properly deputized law enforcement officers and/or authorized College personnel.

**Prohibitions**

No student shall possess, use, transmit, or attempt to possess, or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

**Exception**

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student’s use shall not be considered to have violated this rule.

**Violation**

Students who violate this policy shall be subject to appropriate disciplinary action.

NOTICE: Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, probation, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

**Student Complaints: Sexual Harassment**

[See FFD (LOCAL)]

**Sexual Harassment by Students**

Students shall not engage in sexual harassment toward another students or a District employee.

What is the College District policy concerning sexual misconduct?

The College District forbids employee conduct constituting sexual harassment of students. The College District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a College District employee.

What is sexual harassment?

Sexual harassment of a student by an employee includes any unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexual oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a students to engage in sexual behavior in exchange for grades or other school-related benefit.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by College District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

What will the College District do when it learns of sexual harassment of a student?

When a college administrator receives a report that a student is being sexually harassed or abused, he or she will
initiate an investigation and take prompt action to intervene.

What do I do if I have been sexually harassed at college?

A student who has a complaint alleging sexual harassment by other student(s) or sexual harassment by an employee may request a conference with the appropriate administrator or designee, or the College District's Title IX coordinator. The conference will be scheduled and held as soon as possible, but within seven calendar days. The appropriate administrator or the Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the College District's investigation.

A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
Office of Civil Rights, Region VI
1999 Bryan Street, Suite 2600
Dallas, Texas 75201
Telephone: (214) 880-2459/(214) 880-2459
Fax: (214) 880-3082 • TDD: (214) 880-2456

Who is the Title IX coordinator and how do I contact that person?

The Title IX coordinator for the College District is:

Vice-President of Student Services
1525 W. California Street
Gainesville, Texas 76240
Telephone: (940) 668-4240/(940) 668-4240

The Title IX coordinator is a College employee who has the responsibility to assure College District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The College District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the appropriate administrator or Title IX coordinator. The student may be accompanied by an advisor throughout the complaint process.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied with the College District's resolution of my complaint?

If the student is not satisfied with the College District's initial response to the complaint, he or she has seven calendar days to request a conference with the College President or designee, which will schedule and hold a conference. Prior to or at the conference, the student must submit a written complaint that contains a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or student(s) signature; and the date of the conference with the appropriate administrator.

If the student considers the resolution unsatisfactory, he or she may request that the Board of Regents hear the complaint at its next regular meeting, in accordance with policy BD (Local). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

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Student Conduct: Weapons

[See FLBF (Local)]

A student shall not intentionally, knowingly, or recklessly possess or go onto school premises with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of the District. Penal Code 46.03 (a)

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made and adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). Penal Code 46.03 (s), 46.01 (3)

2. An illegal knife (hand instrument designed to cut or stab another by being thrown, dagger, bowie knife, sword, spear). Penal Code 46.03 (s), 46.01 (6)

3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such as loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). Penal Code 46.01 (2)

4. A machine-gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Penal Code 46.01 (9)
5. A short-barrel firearm (rifle with a barrel less than 16 inches or a shotgun with a barrel of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). Penal Code 46.01 (10)

6. A switchblade knife (any knife with a blade that folds, closes or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force). Penal Code 46.01 (11)

7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). Penal Code 46.01 (8)

8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Penal Code 46.01 (12)

9. A chemical-dispensing device (other than a small chemical dispenser sold commercially for personal protection), that is designed, made or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. Penal Code 46.01 (4)

10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smoothbore or rifled-bore barrel by using the energy generated by an explosion or burning substance). Penal Code 46.01 (16)

11. A club (an instrument specifically designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk). Penal Code 46.01 (1), Penal Code 46.05 (a)

Student Conduct: Disruptions
[See FLBH (Local)]

Disorderly Conduct
Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the College or at College-sponsored functions:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.

3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.

4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.

5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.

6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.

7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a District building to such an extent that the employees, officers, and other persons, including visitors, having business with the District are denied entrance into, exit from, or free passage in such building.

Violations
Any student participating in a violation of this policy may be subject to suspension or expulsion from the College. In such situation, the President or his/her designated representatives have the responsibility to determine when conditions cited above prevail, and they will have the authority to take such steps as deemed necessary and reasonable to quell or prevent such disruption.

Student Rights and Responsibilities: Student Complaints
[FLD (Local)]

Exclusions
Student complaints regarding discipline and sexual harassment are covered by separate procedures. [See FMA and FLDA, respectively]

Purpose
The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

Representation
The student may be represented at any level of the complaint.
Discussion of Complaint

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chair at Level One. If the complaint involves a grade received, the student shall collect all tests, papers, daily assignments, class notes and other relevant material prior to the conference with the instructor in question.

Level One

A student who has a complaint shall request a conference with the department chair, or counselor or Student Services, whichever would be most appropriate for the occasion, who shall schedule and hold a conference with the student.

Level Two

If the outcome of the conference with the department chair, Student Services, or counselor is not to the student’s satisfaction, the student has 15 calendar days to request a conference with the appropriate instructional dean, Associate Dean of Student Services (Corinth), or Vice-President of Student Services, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student’s signature, and the date of the conference with the department chairman or student services counselor.

Level Three

If the outcome of the conference with the Dean is not to the student’s satisfaction, the student has 15 calendar days to request a conference with the Vice-President of Instruction, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the vice-president.

Level Four

If the outcome of the conference with the Vice President of Instruction is not to the student’s satisfaction, the student has 15 calendar days to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Three and the date of the conference with the vice-president.

Level Five

If the outcome of the conference with the College President or designee is not to the student’s satisfaction, the student may submit to the College President a written request to place the matter on the Board of Regents meeting agenda.

The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student’s complaint and take whatever action it deems appropriate.

The Board’s consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

Closed Meeting

the complaint involves or relates to an employee, it shall be heard by the Board in a closed meeting unless the employee requests it to be public.

Discipline and Penalties

[FM (Local)]

Disciplinary Actions

Following are the types of disciplinary actions which may be invoked against students who are considered to be in violation of any of the College policies or regulations:

1. Reprimand – A verbal or written warning to the student following the commission of a minor rule violation. Repetition of such misconduct may result in more severe disciplinary action.

2. Probation – The placing of a student on notice that continued infraction of regulations may result in the consideration of suspension or expulsion from the College. Such probation may include social and behavioral restrictions upon the student in question. Probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct.

3. Suspension – Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

4. Expulsion - Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

5. When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an “F” on a particular assignment or in the course. [See Scholastic Dishonesty FLB(Local)] The instructor shall make a written report of the incident and of the planned action to his
Department Chair. The Department Chair shall report the incident and action to appropriate instructional dean who shall review the case, notify the student and, if necessary, take further action. This may involve either probation or suspension of the student or students in question. If such disciplinary action is deemed necessary, the Vice-President of Student Services shall be notified, and the action shall be taken through that office.

The five disciplinary actions listed above shall be considered as separate entities. No progression from one level to another is either intended or implied. Repeated infraction or misconduct of a minor nature may lead to more severe disciplinary actions. When the Vice-President of Student Services (herein referred to as the “Vice-President”) receives information that a student has allegedly violated a College policy or administrative rule, the Vice-President shall investigate the alleged violation. After completing a preliminary investigation, the Vice-President may:

1. Dismiss the allegation.
2. Summon the student for a conference. At this point the Vice-President shall notify the student of the right to be represented by a person of his/her own choice. If the student wishes to be assisted by a representative, the conference shall be postponed up to forty-eight hours until the representative can be present; otherwise, the conference shall continue. After conferring with the student, and/or the representative if necessary, the Vice-President shall:
   a. Dismiss the allegation.
   b. Determine whether there is a preponderance of evidence that the student is guilty of alleged misconduct and proceed accordingly.
3. Decide upon and notify the student in writing of the appropriate disciplinary action. Prior to the commencement of suspension/expulsion, explain the appeal procedures to the Student Services Advisory Committee.

Immediate Disciplinary Action

The Vice-President of Student Services or designee, may take immediate disciplinary action, including suspension against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Any student who fails to comply with the official and proper order of a duly designated College official, acting within the scope of his employment, will be subject to immediate suspension from the College. If immediate disciplinary action is taken, the student shall be summoned to a conference with the Vice-President of Student Services who shall proceed accordingly.

Suspended or Expelled Students

No former student who has been suspended or expelled for disciplinary reasons from the College shall be permitted on any campus or other facilities of the College during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

Students who are suspended or expelled may be asked to vacate the campus premises immediately, particularly in cases where a duly authorized administrative official can show due cause to believe that such action is necessary to protect life, health and/or property or to maintain reasonable order.

Disciplinary Record

The College shall maintain for every student who has been charged with serious misconduct at the College, a permanent written disciplinary record that shall reflect the nature of the charge, the disposition of the charge, the penalty assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student’s academic record and shall be treated as confidential, and the contents shall not be revealed except upon request of the student or in accordance with applicable state or federal laws. The disciplinary record is normally retained for five years following the student’s graduation or termination from the College. Probationary letters may be removed upon written request of the student after terms of the probation have been completed.

Discipline and Penalties: Discipline Hearing Procedure

[FMA (Local)]

In cases in which the accused student is subject to suspension or expulsion, the student may appeal the decision of the Vice-President of Student Services to the Student Services Advisory Committee. No other disciplinary action may be appealed to the committee.

Notice

The Vice-President of Student Services (herein referred to as the “Vice-President”) shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than three class days after the date of the letter.

The notice shall be in writing, shall state the time and place of the hearing, and shall state the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The notice shall also state the potential punishment.
Hearing Committee

The Student Services Advisory Committee shall provide the student a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Committee.
3. Right to a representative or legal counsel.
4. Opportunity to testify and to present evidence and witnesses in his defense.
5. Opportunity to examine the evidence presented by the College administration and to question the administration’s witnesses.
6. Right to challenge the impartiality of the members of the committee. Impartiality is defined as a person who has no personal stake in the outcome of the proceedings and who is not a witness to the events.
7. Right to make a record of the hearing at his own expense.

Failure to Comply With Notice

The Vice-President may suspend or impose other appropriate penalty upon a student who fails without good cause to comply with a letter of notice or, at the discretion of the Vice-President, the Vice-President may advise the Student Services Advisory Committee to proceed with the hearing in the student’s absence.

Decision

The hearing committee shall render a written decision as to the accused student’s guilt or innocence of the charges and shall set forth findings of facts in support of the charges. Decisions shall be rendered only on the preponderance of evidence presented. The penalty shall also be stated in the decision. The Vice-President shall administer the penalty, if any.

Appeal

The College President, upon application of the disciplined student within thirty days of the committee decision, may review the decision of the hearing committee and upon review, affirm, modify, or reverse the lower decision. The College President shall notify the student of his decision in writing within fifteen days of receiving the application for review.

Exhibit A

<table>
<thead>
<tr>
<th>ALCOHOL</th>
<th>CRIME &amp; PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumption or possession by a minor. (Sec. 106.04 and 106.05)</td>
<td>Misdemeanor 1st violation: $25 to $200 fine.</td>
</tr>
<tr>
<td>Purchasing for or furnishing alcohol to a minor. (Sec. 106.06)</td>
<td>2nd offense: Not less than $500.</td>
</tr>
<tr>
<td>Public intoxication. (Texas Penal Code, Sec. 42.02)</td>
<td>Misdemeanor: $100 to $500 fine.</td>
</tr>
</tbody>
</table>

OTHER DRUGS

<table>
<thead>
<tr>
<th>ALCOHOL</th>
<th>CRIME &amp; PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug possession</td>
<td>Varies according to placement of the drug on schedules and in possession: Up to $10,000 fine and 5 to 99 years in jail.</td>
</tr>
</tbody>
</table>

Penalties for drug possession are governed by the Texas Health & Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.
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