This publication contains existing policies and information obtained from the appropriate College officials and is intended to be complete and accurate; however, the College reserves the right to make administrative and policy changes regarding any information contained in this publication without prior notice. In addition, information contained in this publication shall not constitute a binding agreement on the part of the College.

This document is available in an alternative format upon request by calling (225) 675-8270.
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ACADEMIC CALENDAR

Fall Semester 2006

July
Fall Schedule Confirmations & Fee bills Mailed

August
Early Registration Payment Deadline for Fall
Late Registration for Fall
First Day of Classes
Schedule Changes Begin
Last Day to Register or Add Classes for Fall
Last Day to for 100% Refund on Tuition

September
Last Day to Resign/Withdraw from Classes without W Grade
Last Day for 50% Refund on Tuition
Labor Day Holiday/Official College Holiday
Last Day for 25% Refund on Tuition
No Refund on Tuition

October
Mid-Semester

November
Last Day to Resign/Withdraw from Classes with W Grade
Thanksgiving Holidays/Official College Holidays
Spring Schedule Confirmations and Fee bills Mailed

December
Last Day of Fall Classes
Final Examinations
Last Day to Report Final Grades
Christmas and New Year Holidays/Official College Holidays

All dates are subject to change.
ACADEMIC CALENDAR

Spring Semester 2007

November
Spring Schedule Confirmations & Feebills Mailed November 28

January
Early Registration Payment Deadline for Spring January 5
Late Registration for Spring January 8 - 12
Martin Luther King Birthday Holiday/Official College Holiday January 15
First Day of Classes January 16
Schedule Changes Begin January 16
Last Day for 100% Refund on Tuition January 22
Last Day to Register or Add Classes for Spring January 22
Last Day to Resign/Withdraw from Classes without W Grade January 26
Last Day for 50% Refund on Tuition January 29

February
Last Day for 25% Refund on Tuition February 5
No Refund on Tuition February 6
Mardi Gras Holiday February 19 - 20
Mardi Gras Holiday/Official College Holiday February 20

March
Mid-Semester March 5

April
Last Day to Resign/Withdraw from Classes with W Grade April 3
Good Friday Holiday/Official College Holiday April 6
Spring Break April 9 - 13

May
Early Registration for Summer Begins/
   Schedule Confirmations and Feebills Mailed May 1
Last Day of Spring Classes May 5
Final Examinations May 7 - 10
Last Day to Report Final Grades May 14

All dates are subject to change.
A C A D E M I C  C A L E N D A R

Summer Semester 2007

May
Summer Schedule Confirmations & Feebills Mailed
Early Registration Payment Deadline for Summer
Late Registration for Summer
First Day of Classes
Schedule Changes Begin
Last Day for 100% Refund on Tuition.
Last Day to Register or Add Classes for Summer

June
Last Day for 50% Refund on Tuition.
Last Day to Resign/Withdraw from Classes without W Grade
Last Day for 25% Refund on Tuition.
No Refund on Tuition.

July
Independence Day Holiday/Official College Holiday
Fall Schedule Confirmations & Feebills Mailed
Last Day to Resign/Withdraw from Classes with W Grade
Last Day of Summer Classes
Final Examinations
Last Day to Report Final Grades

All dates are subject to change.
A C A D E M I C  C A L E N D A R

Fall Semester 2007 [PROPOSED]

July
Fall Schedule Confirmations & Feebills Mailed  July 5

August
Early Registration Payment Deadline for Fall  August 10
Late Registration for Fall  August 13–17
First Day of Classes  August 20
Schedule Changes Begin  August 20
Last Day for 100% Refund on Tuition.  August 24
Last Day to Register or Add Classes for Fall  August 24
Last Day to Resign/Withdraw from Classes without W Grade  August 31
Last Day for 50% Refund on Tuition.  August 31

September
Labor Day Holiday/Official College Holiday  September 3
Last Day for 25% Refund on Tuition  September 10
No Refund on Tuition  September 11

October
Mid-Semester  October 8

November
Last Day to Resign/Withdraw from Classes with W Grade  November 5
Thanksgiving Holidays/Official College Holidays  November 21/5:00 PM 22-23
Spring Schedule Confirmations and Feebills Mailed  November 27
Last Day of Fall Classes  November 30

December
Final Examinations  December 3-8
Last Day to Report Final Grades  December 10
Christmas and New Year Holidays/Official College Holidays  December 25–January 1

All dates are subject to change.
College Vision, Mission, & Philosophy

**Vision**
River Parishes Community College will be the premier post-secondary learning resource for the river parishes.

**Mission**
River Parishes Community College is an open-admission, two-year, post-secondary public institution serving the river parishes. The College provides curricula up to and including Associate of Arts and Associate of Science degrees for students transferring to other colleges and universities. River Parishes Community College also partners with the communities it serves by providing programs for personal, professional, and academic growth.

River Parishes Community College fulfills its mission by offering:

- A general education core curriculum supporting all College programs
- Articulation agreements with state colleges and universities
- College preparatory education for under-prepared students
- Programs and services to enrich and support student success
- Learning resources and technologies that support student learning
- Flexible class and program schedules for on and off-campus students
- College credit classes for qualified high school students
- Effective partnerships with business, industry, and community organizations

**Philosophy**
River Parishes Community College is dedicated to developing and assisting students to achieve personal, professional and academic success. In an effort to ensure that students have opportunities to develop, the College’s administration, faculty and staff are committed to the following:

- Access: RPCC will strive to make courses, programs and services affordable and available to all citizens of the river parishes. RPCC is a two-year open admissions institution.
- Responsiveness: RPCC will collaborate with community leaders, advisory boards, industry leaders, and business and student groups in developing curriculum, programs and services that meet the needs of the communities it serves.
- Excellence: RPCC is committed to establishing a teaching/learning environment, both inside and outside the classroom, that sustains institutional excellence.
- Quality Services: RPCC is committed to providing personalized, quality service to all students who select to enroll at the College.

**History of the College**
River Parishes Community College was born out of a Senate Concurrent Resolution approved by the 1997 Regular Louisiana Legislative Session. It was the brainchild of State Senator Louis J. Lambert, a native of Sorrento, who, along with his colleagues in the legislature, recognized that Louisiana was one of the most populous states in the country without a community college system to serve its citizens. Even though two community colleges had existed in the state for decades, and another was established in 1992, they were not placed within a comprehensive system of their own. In the fall of 1998, Louisiana voters approved a constitutional amendment establishing the Louisiana Community and Technical College System and its Board of Supervisors. River Parishes joined these six other community colleges in the state under the new system: Baton Rouge Community College, Bossier Parish Community College, Delgado Community College, Nunez Community College, South Louisiana Community College, and Louisiana Delta Community College.

The College enrolled a charter class for the fall of 1999 offering courses that appeal to
students who desire to transfer into an upper division program and complete a baccalaureate degree. RPCC faculty taught classes in Sorrento at St. Anne’s Catholic Church, the Sorrento Fire Station, and at the Louisiana Technical College-Ascension Campus while a new campus was constructed on John LeBlanc Boulevard, just east of Interstate 10. Faculty and staff moved into the campus in November 1999, and spring term classes were offered at the new facility.

The College is located in the small Ascension parish town of Sorrento in what is known as the river parishes region of the state because of the proximity of the parishes to the Mississippi River. RPCC’s primary service area is southern Ascension, Assumption, St. James and St. John parishes. These river parishes sit at the crossroads of South Louisiana’s historic Plantation Country, and they are home to several of the nation’s large petro-chemical companies.

Meeting the higher education needs of a fast-growing population as well as local industry should insure the College’s steady growth and a bright future.

In the Spring of 2001, the College submitted to the Louisiana Community and Technical College System and to the Louisiana Board of Regents proposals for three degree programs. The College received approval to offer an Associate of Arts in Liberal Arts, an Associate of General Studies with various concentrations, and an Associate of Science in General Science.

In June 2003, the College was approved as a Candidate for Accreditation by the Commission on Colleges of the Southern Association of Colleges of Schools. Full accreditation was awarded by the Commission on Colleges in December 2004.

Facilities

After working and teaching in borrowed spaces during its inaugural fall 1999 semester, the College moved into a new campus in November of 1999. The Acadian style campus is located on a 40 acre site next to Bayou Conway on John LeBlanc Blvd.

The focal point of the campus is a recently renovated 130 year-old, white, plantation-style home. This 6,588 square foot building houses the Chancellor and other professional support staff as well as faculty offices and classrooms.

Facts about the Sorrento Area

Sorrento, Louisiana is a small town located in southern Ascension Parish. The first three settlers of Sorrento were Desire LeBlanc, Sr., Jerome Lee, Sr., and Jules Trabeau, who each homesteaded 160 acres of land near Bayou Conway in the late 1860’s. They came in search of new farming land, and new fishing and hunting grounds. At this time, Sorrento was known as Conway.

The first railroad right-of-way was established in 1902. Then in 1908, the Louisiana Railroad and Navigation Company was established; it was built by a German immigrant named William Edenborn. The railroad ran in conjunction with the Dutch Steamship Line and New Orleans was the terminal for the joint venture.

One year later, in 1909, Edenborn named the town Sorrento. It is claimed that he took his young bride to Sorrento, Italy for their honeymoon and that is where he got the name. The first sawmill was established in Sorrento in 1909, marketing mostly cypress and tupelo gum. It closed in 1921.

Jack Lloyd published Sorrento’s first and only newspaper, the “Progressive” around 1928. Sorrento was incorporated as a village in 1956, and on August 20, 1962 was reclassified as a town. It has a current population of approximately 1500.

Sorrento is home to the Cajun Village, located at the corner of Highways 22 and 70. It is made up of historic Acadian homes that have been restored to house unique specialty shops where visitors can get a taste of Cajun culture, foods, as well as arts and crafts and antiques. Cajun dance lessons and quilt making are also offered at the Village.

There is no lack of fine events in the small, rural community. It plays host to several annual festivals and cultural activities. These include: the Flying Eagle Pow Wow, a celebration of the Native American culture through dance, music, arts, crafts, and demonstrations and the Boucherie Festival, with activities that include the “Cracklin Cooking World Champion” competition, dancing, a pageant, a parade, carnival rides, and other special events.
LOUISIANA COMMUNITY &
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Louisiana Technical College -
Huey P. Long Campus

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ADMISSION TO THE COLLEGE

River Parishes Community College has an open admissions policy. A prospective student seeking admission to River Parishes Community College must submit an Application for Admission, a non-refundable $10 application fee, and required documents. Following receipt of the application and documents, the applicant is classified in the applicable admission classification and must meet the respective admission requirements. Following evaluation of the applicant’s credentials, the applicant is placed in the appropriate admission status and will receive a letter of admission.

River Parishes Community College will make reasonable special services and accommodations available to students with learning, psychological, and/or physical disabilities. Students needing these services and accommodations must complete an Application for Accommodations form (available in the Student Services Office), provide current and comprehensive documentation of the disability, and be determined eligible for services. For additional information, please refer to the Students with Disabilities section of this catalog.

River Parishes Community College has not petitioned the United States Department of Justice, Immigration and Naturalization Service for approval of the school for attendance by non-immigrant students, and cannot issue the immigrant form I-20. For further information about admission to the College, or for an application, contact the Office of Admissions.

ADMISSION CLASSIFICATION & REQUIREMENTS

FRESHMAN

An applicant who has never attended any college or university will be classified as a freshman applicant. To be eligible for admission, a freshman applicant must be a graduate of a state approved high school, or possess a high school diploma received through the General Education Development Program (GED) and must submit ACT scores. An applicant who does not possess a high school diploma from a state approved high school or GED, and who is at least 18 years of age may be considered for admission upon completion of diagnostic testing. The testing will be used to determine the applicant’s ability to benefit from programs offered at River Parishes Community College.

River Parishes Community College will recognize the following test and minimum scores as demonstration of an individual’s ability to benefit:

COMPASS:
- Pre-algebra/Numerical . . . . . . . . . . minimum score 25
- Reading . . . . . . . . . . . . . . . . . . . . . . . . . . minimum 62
- Writing Test . . . . . . . . . . . . . . . . . . . . . . . minimum 32

RPCC will request final high school transcripts from the Board of Regents and the LA Dept of Education’s Student Transcript System for students who have graduated from a LA high school in 2003 or later. Anyone graduating from high school prior to 2003 must submit an official, final high school transcript.

GED diploma (if applicable) and ACT scores (for students with GED or HS graduation dates within the past year) are also required. ACT scores reported on the high school transcript (on ACT label) or student copies of the scores are acceptable for admission. However, if the applicant is seeking Advanced Placement Credit, official scores must be received from the testing service. See the Advanced Placement Credit section of this catalog for further information.

DUAL ENROLLMENT PROGRAM FOR HIGH SCHOOL STUDENTS

High school students may apply for the Dual Enrollment Program at River Parishes Community College. These students must be enrolled as a high school student and must have written approval from their high school principal or counselor, and parents. To qualify for the Dual Enrollment Program, students must place into a college...
level English and/or Math course using scores from either the COMPASS placement test (given at RPCC) or the ACT test.

Students enrolling in the Dual Enrollment Program may enroll for a maximum of seven hours for one semester. To continue enrollment, students must make a minimum grade of C in their RPCC course work. All RPCC coursework will become part of the student’s permanent college record. Upon graduation from high school, the student may apply for admission as a regular freshman.

TRANSFER
An applicant who has attended a college or university will be classified as a transfer applicant. Official transcripts must be submitted from each post-secondary institution attended.

To be eligible for automatic admission, a transfer applicant must be eligible to re-enter the institution from which he or she is transferring.

RE-ENTRY
An applicant who has previously attended River Parishes Community College, but whose enrollment was interrupted for a minimum of 1 semester will simply complete an Application for Admission and indicate Re-Entry for Enrollment Classification. These students will not be assessed an application fee.

Students applying to re-enter the College:
(1) must submit an official transcript from each college or university attended since leaving RPCC, regardless of whether credit was earned. (2) may be placed on academic probation or warning upon re-entry.

CROSS ENROLLMENT
River Parishes Community College has entered into Cross Enrollment Agreements with Nicholls State University, Southern University New Orleans, Southeastern Louisiana University, the Louisiana Technical College-Ascension Campus and the Louisiana Technical College-River Parishes Campus. These agreements allow students to cross enroll in courses not available at the home institution, and tuition is based upon the home institution’s tuition rate. RPCC will continue efforts to sign Cross Enrollment Agreements with other colleges. For further information or an updated list of participating institutions, RPCC students should contact the Office of Student Services and non-RPCC students should contact their home institution.

NON-MATRICULATING
An applicant who desires to take a limited number of courses for credit but not a candidate for a degree/certificate program nor pursuing admission to a degree/certificate program is classified as a non-matriculating applicant.

Transient and summer only students will be placed in this classification. Non-matriculating applicants must meet the appropriate admissions requirements.

Non-matriculating applicants are admitted one semester. To continue enrollment, non-matriculating students may seek regular admission with an Application for Admission or must have the approval of the Dean’s Admissions Committee to continue as a non-matriculating student.

AUDITING
An applicant who does not want to earn college credit is classified as an auditing applicant.

Auditing applicants must complete an application for admission, submit all required documents, and meet the appropriate admission requirements. See Auditing section of this catalog for further information.

ADDITIONAL REQUIREMENTS
In addition to the above admission requirements, applicants to RPCC are required (if applicable) to provide the following:

1. Proof of Immunization

As required by Louisiana law, all first-time students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment. Students will not be allowed to complete the registration process unless they have met the immunization requirement. The requirement can be met either by submitting proof of immunity or by signing a waiver claiming exception from the immunization policy. Immunization
Compliance forms, which have a section for the student’s physician to complete and a section for those who chose the waiver option, are available in the Office of Admissions. In the event of an outbreak of measles, mumps, rubella, tetanus or diphtheria, the college will require students without immunizations to leave campus and will exclude them from class until the outbreak is over or until they submit proof of adequate immunization.

2. Proof of Selective Service Registration
In accordance with R.S. 17:3151, male applicants between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant’s Selective Service Registration Card or a printout from the Selective Service website indicating the applicant’s registration status. The following categories of students are exempted from this requirement:

1. Males currently in the armed services and on active duty.
2. Veterans of the armed services who submit a copy of their DD214 discharge certificate.
3. Males not yet 18 years of age.

3. Proof of Residency
All new students must provide proof of their residence with their application for admission. Acceptable documentation may include a valid driver’s license or State I.D. card, current mortgage or rent receipts, most recent state and/or federal tax returns, and other documents that indicate where a student’s official domicile is located. The Director of Admissions may require multiple forms of proof in order to determine residency for admissions and billing purposes.

Regulations establishing residency are based primarily on the location of the home, place of employment, and military status. A resident is defined gen-
ADMISSION STATUS

FULL ADMISSION
The applicant who meets the admission requirements and has submitted all required documents is fully admitted to the College.

PROVISIONAL ADMISSION
The applicant who meets the admission requirements based on unofficial transcripts, or who is currently enrolled at another institution at the time admission is determined, may be admitted provisionally on the basis of unofficial or incomplete transcripts. The Director of Admissions approves provisional admission on this basis only under special circumstances. Official and complete transcripts must be received within thirty days after the first day of class of the semester in which the applicant enrolls in order to continue enrollment and to be removed from provisional acceptance. The applicant who does not submit complete official transcripts may be automatically dropped from the college, may not receive any grades or transcripts, and may not be allowed to re-enroll until these transcripts have been received.

ADMISSION ON PROBATION
The following applicants, if admitted to RPCC, will be admitted on probation:
1. The re-entry applicant who was last enrolled at RPCC on probation or suspension status. (see suspension section of this catalog for further information)
2. The transfer applicant who is eligible to re-enter the previous college and was placed on academic probation at that college.
3. The transfer applicant who is eligible to re-enter the previous college and was not placed on probation – if the grades earned at the previous college were such that the student would have been placed on probation if the grades had been earned at RPCC.
4. The transfer applicant who last was enrolled at another institution on suspension status. Credits earned at RPCC while the student is on suspension status at the suspending institution may not be accepted for degree credit at the suspending institution. Other colleges/universities are also not likely to accept such credit.

PLACEMENT TESTING
Once accepted to the College, some students may be required to take a placement test. The tests are used to determine the student’s skills in reading, writing, and math. The results of the tests are used for course placement and academic advising. Students will be contacted by the Office of Student Services to schedule the tests.

There is no fee for the first test required for RPCC admission. Individuals requesting to retest to improve their scores or for those who are testing for purposes other than RPCC admission must make an appointment with Student Services. The cost is $10.00 for one test and $20.00 for the three-part writing, reading and mathematics test. These students should bring a receipt for the test from the bursar’s office and a picture ID on the day of the testing appointment.

Students who are admitted as non-matriculating or auditing are not required to take the placement test except for placement in English and mathematics courses. However, if application is made to seek regular admission, the student may be required to take the placement test at that time. RPCC will honor placement equivalency scores from other institutions.

ACADEMIC ADVISING
After testing is complete, students will meet with an academic advisor who will review the student’s academic record, assist in designing a course of study, and begin the pre-registration process with the student. A meeting with the academic advisor is required. See Student Service and Academic Studies sections of the catalog for further information about Academic Advising and Pre-registration.
TRANSFER CREDIT

River Parishes Community College accepts transfer credit from both traditional and non-traditional sources for students enrolling for the first time. Once admitted to a degree or certificate program at the College, students are encouraged to contact the Office of Counseling Services prior to enrolling in courses at other institutions. Transfer credit for courses taken at other institutions by students enrolled in a degree or certificate program will be accepted under the same guidelines used for traditional transfer credit students.

TRADITIONAL TRANSFER CREDIT

Upon receipt of official transcripts from institutions of higher learning, the Office of Admissions will evaluate the records to determine transfer credit. The student will be notified in writing, at the time of admission, of accepted credit. Credit accepted for transfer will be recorded on the student’s permanent record. Acceptance of credit for transfer does not guarantee the course will be used to meet pre-requisite or degree or certificate program requirements.

Students may transfer credits earned through correspondence study at an accredited institution. Transfer credit from regionally accredited institutions will be accepted if the course(s) is equivalent in content to the course offered at RPCC. The Dean of Academic Studies determines the acceptance of courses that are not equivalent to RPCC courses and courses taken more than ten years before a student transfers to RPCC.

Grades for transferred courses will be interpreted using the following criteria:
1. Grades of W or IW will be recorded.
2. Plus (+) or minus (-) symbols will be disregarded.
3. Grades of Pass, Credit, Satisfactory, etc., will be treated alike and recorded as hours earned.
4. Failing grades (F) will count as hours attempted.
5. Grades in developmental or remedial courses are treated the same as grades in other courses.
6. Incomplete grades (I) will be treated as if earned at RPCC.
7. Quarter hours will be converted to semester hours by multiplying the quarter hours by 2/3.

A grade of C or better is required to meet pre-requisite or program requirements.

NON-TRADITIONAL CREDIT

I. Credit from non-regionally accredited institutions

Transfer credit from non-regionally accredited institutions may be accepted at River Parishes Community College. Special consideration is given to courses from institutions listed in the Louisiana Board of Regents Student Transfer Guide and General Education Articulation Matrix. Students desiring to transfer from non-regionally accredited institutions may request a review of this credit by the Dean of Academic Studies.

II. Advanced Placement Credit by Examination

River Parishes Community College has identified three sources by which advanced college credit may be earned. These are: Credit by ACT COMPASS, Credit by Departmental Proficiency Examination and Credit by College Level Examination Program (CLEP) Subject Examinations.

RPCC has developed the following guidelines for granting college credit from these sources:
1. Student must be currently enrolled at RPCC.
2. Semester hours of credit earned through these options are assigned a grade of “P”. No quality points are earned, and the grade is not used to compute the grade-point average.
3. A maximum of 24 semester hours of credit may be awarded.
4. Credit cannot be awarded for a course that a student has previously completed at any college/university.
5. Students may earn no more than 1/3 of the credits for the required major courses.
6. Credit earned may not be used to satisfy residence requirements.
7. A student may not receive credit in more than one course in a two-semester sequence or two courses in a four-semester sequence.
8. Students who plan to use these credits to
meet degree requirements of other institutions should contact those institutions for their policies.

1. Advanced Placement by ACT COMPASS
Advanced Placement Credit in English and math is available to students who demonstrate competency in these areas through either their ACT COMPASS scores or ACT subscores in English or math. A grade of “C” or better in the advanced placement course is required in order for the student to receive credit for the bypassed course.

2. Credit by Departmental Proficiency Examination
Credit is available to students who have mastered the content of a college course and can demonstrate competency in course content through successful completion of a Departmental Proficiency Examination if available. Students must be enrolled in RPCC coursework. A student who desires to apply for credit by examination should contact the Dean of Academic Studies for further information. A fee of $15 per credit hour is assessed for this credit.

<table>
<thead>
<tr>
<th>CREDIT BY COLLEGE LEVEL EXAMINATION PROGRAM</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Principles</td>
<td>3</td>
</tr>
<tr>
<td>Algebra, College</td>
<td>3</td>
</tr>
<tr>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>American History I</td>
<td>3</td>
</tr>
<tr>
<td>American History II</td>
<td>3</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>3</td>
</tr>
<tr>
<td>Biology, General</td>
<td>3</td>
</tr>
<tr>
<td>Calculus with elementary functions</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry, General</td>
<td>3</td>
</tr>
<tr>
<td>Composition, Freshman</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>3</td>
</tr>
<tr>
<td>French-College Level 1</td>
<td>6</td>
</tr>
<tr>
<td>French-College Level 2</td>
<td>12</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics, Intro</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics, Intro</td>
<td>3</td>
</tr>
<tr>
<td>Psychology, Intro</td>
<td>3</td>
</tr>
<tr>
<td>Sociology, Intro</td>
<td>3</td>
</tr>
<tr>
<td>Spanish-College Level 1</td>
<td>6</td>
</tr>
<tr>
<td>Spanish-College Level 2</td>
<td>12</td>
</tr>
<tr>
<td>Trigonometry, College</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>3</td>
</tr>
</tbody>
</table>
3. Credit by College Level Examination Program (CLEP) Subject Examinations

The awarding of credit under CLEP is based on the scores earned on subject exams with the scores recommended by the American Council on Education and approved by the faculty. Students must submit official test scores to receive credit. The subjects and credits for which students may receive advanced placement credits are listed in the table below.

4. Life Experience Assessment Program

In accordance with recent trends toward the recognition of non-traditional learning experiences, River Parishes Community College offers students the opportunity to gain course credit hours through the Life Experience Assessment Program (LEAP). College credit may be awarded for knowledge gained through reading and private study but primarily through validated work experience. The central principle in the LEAP program is that what a student knows is more important than how the knowledge was gained.

No more than 25% of the total hours applicable toward a degree or certificate may be from non-traditional, portfolio-based, and/or LEAP credit. Also, no more than one-third of the hours composing the major or area of concentration may be from non-traditional, portfolio-based, and/or LEAP credit. A student must be both enrolled and in good standing at the time of application and may only make an application once for any given course. There is also a non-refundable fee that must be paid prior to the application being accepted.

For information and more detail on the procedures on how to apply for LEAP credit, students should contact the Office of the Registrar.

5. Military Credits

Students who have earned credit through courses taken while in the armed services may apply for acceptance of these credits in the Registrar’s Office. Credit recommendations from the American Council on Education are usually accepted. A student’s academic advisor will determine which credits earned through military training are applicable towards graduation. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

ACADEMIC AMNESTY

Students who have not been enrolled in a college or university because of academic deficiencies may petition for academic amnesty at RPCC. The following standards shall apply:

1. At least three years must have elapsed between the end of the semester in which the student was last registered for credit at any college or university and the first semester under which academic amnesty is being sought, and the student has not been granted academic amnesty at any previous institution attended.

2. The student must submit an application for academic amnesty to the Dean’s Admissions Committee during the first semester (by the last day of class as published in the Academic Calendar) in which the student registers at RPCC. The application shall include evidence that the student has demonstrated the conditions which led to academic deficiencies have changed and that there are reasonable expectations of satisfactory academic performance.

3. The Dean’s Admissions Committee will evaluate each application and recommend for approval only those applicants who satisfy the requirements and can demonstrate the potential for success. Applying for academic amnesty does not ensure academic amnesty will be granted.

4. If granted, no prior credit carries forward as part of a degree or certificate program; however, the prior record remains a part of the student’s overall academic record.

5. If granted, the date of academic amnesty will be recorded on the academic record and reported on the official transcript along with a statement prohibiting use of previously earned credits and quality points in order to:
   a. Meet degree requirements.
   b. Compute the grade-point average leading toward undergraduate certificates or degrees.
c. Determine graduation status. 
6. Upon being granted academic amnesty, the student has the status of an entering freshman and will begin a new record showing no credits attempted, no quality points earned, and no prior suspensions. 
7. A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering freshman. Credit examinations may be taken for courses in which grades of C or higher were earned. 
8. River Parishes Community College will accept, in transfer, academic amnesty granted at another institution. However, academic amnesty may be granted to a person only once, regardless of which institutions were attended. 
9. Students are cautioned that many undergraduate professional curricula and graduate and professional schools compute the undergraduate grade-point average on all hours attempted when considering applications for admission. 
10. If granted, the student will sign a form certifying that they understand the ramifications of academic amnesty.

AUDITING

A student who desires to enroll in a college credit course for personal enrichment and who does not want to earn college credit may apply to audit the course. See Admission to the College section of this catalog for further information about being admitted as an auditor.

A student currently enrolled at RPCC may audit a course with the approval of his or her academic advisor. A student may audit no more than the number of courses approved by their academic advisor. The tuition and fees assessed for a course being audited are the same as those being taken for credit.

The decision to audit a course should be made at the time of registration. Changes from audit to credit or credit to audit must be made by the official last day to Register or Add Classes as published in the Academic Calendar.

An auditor will not receive college credit and will not be permitted to obtain credit for the audited course through a credit examination or any other form of non-traditional credit. However, a course previously audited may be taken for credit by enrolling in the course. Audited courses are not included in calculating the student’s grade-point average or enrollment status (full-time, part-time) for insurance, financial aid, or other purposes.
STUDENT SERVICES & POLICIES
Student Services

The Office of Student Services, under the direction of the Dean of Students and Enrollment Management and together with the Office of Academic Services, offers a variety of programs and services to assist students in achieving their educational goals. Students with questions or concerns about the services that follow are encouraged to contact the Dean of Students and Enrollment Management.

GENERAL CATALOG
Published annually by the Office of Student Services, the RPCC General Catalog serves as a written guide to the College's academic programs and to relevant policies and procedures. The catalog is distributed to new students during orientation and is also available through the College's web site, http://www.rpcc.edu. Students are responsible for familiarizing themselves with and adhering to the rules and regulations cited within this publication.

COUNSELING SERVICES
The primary function of the Office of Counseling Services is to support students' educational development and personal well-being. To this end, the Office of Counseling Services offers students academic, career, and personal counseling in an accepting environment that encourages learning, self-exploration, and academic success. Staff members also provide help with and/or information about the following:
- Course selection and scheduling
- Placement tests
- College policies and procedures
- Personal issues that may be interfering with academic success
- Career concerns
- Transfer issues/resources
- Study skills information
- Time management
- Decision-making skills

PLACEMENT TESTING
Upon admission to the College, students may be required to take the Computer Adaptive Placement Assessment and Support System (COMPASS). This test is administered to students whose placement in English, reading, and mathematics cannot be determined by ACT scores or transfer credits. Students who need to take the placement test will be notified by the Office of Student Services. These students may then schedule an appointment for testing, which should take place prior to scheduling classes.

Students required to take the test for placement purposes at RPCC will not be assessed a testing fee. However, students who request and receive permission to retest in an attempt to improve their scores will be charged a fee. Also, those taking the test for purposes other than placement at RPCC will be charged. The cost is $30.00 for the complete assessment, which covers writing, reading, and mathematics. Those taking only one of these tests will be charged $10.00.

NEW STUDENT ORIENTATION
All new students (i.e., transfer and freshmen) are required to attend a formal orientation program, which is coordinated by the Office of Counseling Services. The purpose of this program is to familiarize students with the College's academic programs, policies, and procedures; introduce students to the College's support services; and underscore the academic and personal responsibilities of each student. Additionally, while at orientation, students will schedule classes for their first semester at RPCC.

ACADEMIC ADVISING
The Office of Counseling Services provides educational advising services to all students throughout their academic careers at RPCC. The goal of academic advising is to enable students to select plans of study that are consistent with their educational and/or career goals. For more information, please refer to the sections entitled “Course Scheduling and Registration” and “Transfer Services.”
COURSE SCHEDULING AND REGISTRATION

Each semester, continuing students schedule courses for the upcoming semester by attending a group advising session. These advising meetings are coordinated by the Office of Counseling Services, and counselors and/or advisors are present to assist students with course selection. Although students pre-register for classes at this time, their schedules are not considered finalized until classes are determined available and prerequisite checks are completed.

At the close of the pre-registration period, the Registrar’s Office will mail students a Schedule Confirmation and Feebill. This feebill will reflect all activity on students’ accounts as well as the total amount due and the payment deadline. Students must follow the registration instructions and submit full payment in a timely manner in order to be considered registered.

Students who schedule classes after the pre-registration period will receive a Schedule Confirmation and Feebill at the time that their classes are scheduled. Thus, no feebill will be mailed. These students must still comply with all other registration procedures and deadlines.

STUDENTS WITH DISABILITIES

The Office of Counseling Services coordinates accommodations and services for students with disabilities. In compliance with the Americans with Disabilities Act (ADA), this office ensures that eligible students receive appropriate classroom modifications and serves as a liaison between faculty and students. Counseling Services’ goal is to provide an academic, social, and physical learning environment that is fully accessible to students with disabilities.

Students with disabilities that affect academic functioning may apply for accommodations. Before beginning the application process, students should first review “Applying for Accommodations at River Parishes Community College.” This document provides more detailed information about the application process along with thorough documentation guidelines. After reading this guide, students should complete an Application for Accommodations form and obtain current and comprehensive documentation of the disability. These materials should then be submitted to the Director of Counseling Services who will determine eligibility for services.

All aforementioned application materials may be obtained through the Office of Student Services or online at www.rpcc.edu. Persons with questions about this information or related procedures are encouraged to contact the Director of Counseling Services.

TRANSFER SERVICES

In an effort to successfully transfer students to other institutions, River Parishes Community College has established relationships with the area colleges and universities to which RPCC students transfer most often. Students planning to transfer to another college/university should consult with an RPCC counselor as well as an advisor from the transfer institution to ensure that courses taken at RPCC will count toward the fulfillment of degree requirements at the transfer institution. Students may also refer to the Louisiana Board of Regents Statewide Student Transfer Guide and Articulation System to determine how general education courses will transfer from one Louisiana public college or university to another. These matrices are available through the Board of Regents web site, http://www.regents.state.la.us.

When applying to a transfer institution, students will be required to submit an official RPCC transcript. To request that this be sent, students should complete a Request for Transcript form, which is available in the Student Services Office.
Schedule of Tuition

Tuition, fees, and additional costs are outlined in the charts that follow. Note that the cost of tuition is determined by the total number of credit hours for which a student registers, while fees are based upon the service(s) provided. In order for a student to be registered for classes, the student must pay the total cost of both tuition and fees.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>TUITION LA Resident</th>
<th>TUITION Non LA Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$67</td>
<td>$67</td>
</tr>
<tr>
<td>2</td>
<td>$132</td>
<td>$132</td>
</tr>
<tr>
<td>3</td>
<td>$197</td>
<td>$197</td>
</tr>
<tr>
<td>4</td>
<td>$262</td>
<td>$775</td>
</tr>
<tr>
<td>5</td>
<td>$327</td>
<td>$947</td>
</tr>
<tr>
<td>6</td>
<td>$392</td>
<td>$1,119</td>
</tr>
<tr>
<td>7</td>
<td>$457</td>
<td>$1,291</td>
</tr>
<tr>
<td>8</td>
<td>$522</td>
<td>$1,463</td>
</tr>
<tr>
<td>9</td>
<td>$587</td>
<td>$1,635</td>
</tr>
<tr>
<td>10</td>
<td>$652</td>
<td>$1,807</td>
</tr>
<tr>
<td>11</td>
<td>$717</td>
<td>$1,979</td>
</tr>
<tr>
<td>12 or more</td>
<td>$782</td>
<td>$2,151</td>
</tr>
</tbody>
</table>

Tuition is refundable according to college policy.

STUDENT CLASSIFICATION FOR TUITION PURPOSES

Resident & Non-Resident Classification

The governing board of River Parishes Community College has established policies for determining residency for tuition purposes. Eligibility for classification as a Louisiana resident is determined by the Office of Admissions from information provided on the Application for Admission and other related documents. A resident for tuition purposes is defined as one who has abandoned all prior domiciles, and has been domiciled in the state of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of class for the term for which resident classification is sought. After enrollment as a non-resident, a student may request a review of their residence status by the Office of Admissions.

For further information about the resident classification policy and the conditions which may be used to determine residence status, contact the Office of Admissions.
# Fee Schedule

<table>
<thead>
<tr>
<th>Fee Category / Amount</th>
<th>Service</th>
<th>Time of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>for processing the application</td>
<td>upon submission of an application for admission</td>
</tr>
<tr>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration/ Activity Fee</td>
<td>for additional student services and materials used in the classroom and laboratories</td>
<td>at registration</td>
</tr>
<tr>
<td>Full-time Student</td>
<td>$80 fall/spring</td>
<td></td>
</tr>
<tr>
<td>$40 summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time Student</td>
<td>$40 fall/spring</td>
<td></td>
</tr>
<tr>
<td>$20 summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Enhancement Fee</td>
<td>for enhancement of academic services in the classroom</td>
<td>at registration</td>
</tr>
<tr>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Excellence Fee</td>
<td>for enhancement of teaching, learning resources and technology</td>
<td>at registration</td>
</tr>
<tr>
<td>$5 per credit hour (maximum 12 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>for continuing students allowed to register late</td>
<td>at registration if applicable</td>
</tr>
<tr>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>for courses with wet labs</td>
<td>at registration if applicable</td>
</tr>
<tr>
<td>$25 per course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$15 per course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Registration &amp; Parking Fee</td>
<td>for parking and vehicle registration</td>
<td>at registration (may be implemented in Spring 2006)</td>
</tr>
<tr>
<td>$30 per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student ID Card Fee</td>
<td>to replace lost or stolen ID card</td>
<td>at the time of replacement</td>
</tr>
<tr>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>for graduation costs (caps, gowns, etc.)</td>
<td>in the final semester of study to complete a degree or certificate</td>
</tr>
<tr>
<td>$45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Exam Fee</td>
<td>for credit examinations</td>
<td>at the time of examination</td>
</tr>
<tr>
<td>$15 per credit hour</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fees are non-refundable once classes have begun.
Additional Costs

<table>
<thead>
<tr>
<th>Fee Category</th>
<th>Amount</th>
<th>Time of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks &amp; Class Materials</td>
<td>depending on course</td>
<td>at time of purchase</td>
</tr>
<tr>
<td>Returned check</td>
<td>$20</td>
<td>upon notification</td>
</tr>
</tbody>
</table>

The costs of textbooks and class materials are refundable according to supplier’s policy. Check fee is non-refundable.

Full-time/Part-time Classification

A student is classified, for enrollment verification and financial aid and fee purposes, as either full-time or part-time based upon the number of credit hours attempted and as defined as follows.

### Fall & Spring Semesters

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12+</td>
<td>Full-time</td>
</tr>
<tr>
<td>9-11</td>
<td>Part-time 3/4 time</td>
</tr>
<tr>
<td>6-8</td>
<td>Part-time 1/2 time</td>
</tr>
<tr>
<td>1-5</td>
<td>Part-time&lt; 1/2 time</td>
</tr>
</tbody>
</table>

### Summer Semesters

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+</td>
<td>Full-time</td>
</tr>
<tr>
<td>5</td>
<td>Part-time 3/4 time</td>
</tr>
<tr>
<td>3-4</td>
<td>Part-time 1/2 time</td>
</tr>
<tr>
<td>1-2</td>
<td>Part-time&lt; 1/2 time</td>
</tr>
</tbody>
</table>
SCHEDULE CHANGES
Students will be permitted to add and drop courses and make schedule changes according to dates published in the academic calendar and availability of seats in a class. Students should report to the Office of Student Services to begin these transactions.

WITHDRAWAL FROM COURSES & RESIGNATION FROM THE COLLEGE
Withdrawal from a course occurs when a student desires to withdraw from one or more courses, but is still enrolled in at least one course. Students are allowed to officially withdraw from a course upon completion and submission of a Course Withdrawal form by the deadlines published in the academic calendar.

Resignation from the College is the withdrawal from all courses in which a student is enrolled for the semester. Students are allowed to officially resign from the College upon completion and submission of a Resignation form by the deadlines published in the academic calendar.

Students begin the withdrawal or resignation process by contacting the Office of Student Services to obtain the necessary form.

Students will not receive a “W” grade if the transaction takes place by the last day to withdraw without a grade of “W”. Students will receive a grade of “W” if the transaction takes place prior to the last day to withdraw or resign.

Students who discontinue class or leave the College without following the official procedures are subject to receiving a grade of “F” posted on their RPCC academic record for each course in question.

REFUND POLICY
Upon official withdrawal or resignation from the College, refunds will be made as follows:
- Refunds are calculated on the tuition amount only, minus $15 per transaction.
- If a student withdraws or resigns before the first day of class, a 100% refund of tuition and fees will be made.

TUITION REFUND SCHEDULE
Fall and Spring Semesters
Up to and including first five days of semester 100%
Sixth through tenth day of semester 50%
Eleventh through fifteenth day of semester 25%
After fifteenth day of semester none

Summer Semesters
Up to and including first three days of semester 100%
Fourth through sixth day of semester 50%
Seventh through tenth day of semester 25%
After tenth day of semester none

POST-REGISTRATION AUDIT
After the last day to register or add in each semester, the Business Office will perform an audit of all tuition and fees assessed and collected and financial aid awarded. If it is discovered that a student has overpaid, a refund will be mailed to the student or responsible party. If it is discovered that a student has underpaid, the student or responsible party will be billed. All balances are due immediately.

If a student has reason to believe the College owes him/her a refund, the student should inform the Business Office. In the event a refund is warranted, the College will issue that refund through the proper channels and in accordance with College policy.

CHECKS WRITTEN WITH INSUFFICIENT FUNDS & STOPPED PAYMENTS
Checks returned to the College because of insufficient funds will be assessed a $20 return check fee and may be referred to an outside agency for collection. An additional fee may be assessed by the outside agency. Students with outstanding checks will lose
the privilege of writing checks to the College. In addition, grade reports and official transcripts will be withheld, and enrollment in future semesters will be prohibited until the outstanding amount has been paid in full.

Stopping payment on a check written to the College will have serious disciplinary consequences. Students who have written a check to the College and then stop payment on that check will lose the privilege of writing checks to the College and will be subject to immediate dismissal from the College. Students dismissed from the College under these circumstances will receive a grade of F for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until the College has been paid for the outstanding amount.

PAYMENT OPTIONS:
- In person - Pay by cash, check, money order or credit card (Visa/Mastercard)
- Mail - Send check or money order to Business Office, P. O. BOX 310, Sorrento, LA 70778
- Online Deferment Plan - Various plans are available via Facts Management Company. Visit www.rpcc.edu for full online payments and various monthly plans.
- Credit Card - Payments submitted via a credit are subject to a processing fee. Note: Fee is currently 2.05% which is subject to change.

UNPAID BALANCE & DELINQUENT ACCOUNTS
When a student has an unpaid balance due to the College under the circumstances listed above, the student is responsible for ensuring that all payments are made when requested. Failure to pay in a timely manner or to make satisfactory payment arrangements will result in the student’s immediate dismissal from the College. Students dismissed from the College under these circumstances, will receive a grade of F for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until the College has been paid for the outstanding amount.

Failure to respond to demands for payment made by RPCC may result in such debts being transferred to the State of Louisiana Attorney General’s Office or other outside collection agency, for collection. Upon transmittal for collection, the student is responsible for collection/attorney’s fees in the amount of thirty-three and one third per cent (33 1/3%) for the unpaid debt, and all court costs.
FINANCIAL ASSISTANCE

River Parishes Community College is dedicated to the philosophy that no student who desires a college education should be denied the opportunity because of a lack of funds. Therefore, River Parishes Community College seeks to assist students in financing the costs associated with their education through federal, state, local and institutional programs. To the extent possible, students are aided in meeting their educational expenses through the various forms of financial assistance programs available. Financial aid programs available to River Parishes Community College students vary by type, source, eligibility criteria and application procedures. Financial Assistance and scholarships are administered through the Office of Financial Aid. A complete listing and further information about the financial aid programs available at River Parishes Community College, including policies, procedures, and deadlines, may be found in the Office of Financial Aid. All interested students are encouraged to apply for financial assistance. To apply, students should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

ELIGIBILITY CRITERIA
To qualify for Title IV Federal Financial Assistance a student must meet specific requirements. In general, the elements of eligibility require a student to:

- Be a high school graduate, have a GED certificate or pass an ability-to-benefit test with minimum required test scores. (Compass = Pre-Algebra / Numerical 25, Reading 62, and Writing 32)
- Be admitted to River Parishes Community College as a regular degree-seeking student.
- Be a U.S. citizen, U.S. national or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).
- Be registered with Selective Service (if required).
- Be enrolled in an eligible/ approved degree program.
- Be making satisfactory academic progress.
- Not owe a repayment on Federal Pell Grant, FSEOG, or state grant.
- Not be in default on any loan (if in default, satisfactory repayment arrangements must have been made).
- Meet federal regulations regarding any drug convictions.
- Have financial need as defined by the federal government methodology.
- Not have borrowed in excess of loan limits.

TYPES OF ASSISTANCE
The following types of financial aid are available at River Parishes Community College:

Federal Pell Grant
Need based aid awarded for the fall, spring, and summer (if available) semesters, which is applied toward the student’s cost of attendance. Pell grants vary from $400.00 per year up to the federally legislated maximum.

Federal Family Education Loan Program (FFELP)
Need based and non-need based loan programs awarded for the fall, spring, and summer semesters which is applied toward the student’s cost of attendance. Loan programs include Subsidized and Unsubsidized Stafford Loans and Parent Loans for Undergraduate Students (PLUS). Amounts are based on eligibility and grade level.

Scholarships
RPCC Scholarships
Scholarships sponsored by private donors, such as Shell Foundation, Vulcan, IMG and Solomon B. Acy etc. The Dean’s Scholarship Committee awards these scholarships, for the Fall and Spring semesters. The award amounts vary by enrollment status.
Institutional Scholarships
Scholarships offered each year to outstanding Louisiana high school graduates. The Dean’s Scholarship Committee awards scholarships for a maximum of two calendar years. Award amounts include the cost of tuition and mandatory fees. Selection is based upon high school GPA, ACT scores and recommendations.

Tuition / Fee Waivers
Student waivers are available for the listed student categories:
- Louisiana National Guard (Tuition Only)
- RPCC Student Government Association (Tuition and Fees)
- Cross-Enrolled Students (Tuition and some Fees)
- LCTCS Employee waiver (up to 6 credit hours of tuition)

Other Sources of Financial Assistance
Several government and private agencies provide financial assistance to eligible students. Contact the local office of any of the following agencies for consideration. The agency determines who is eligible for assistance.
- Louisiana Rehabilitation Services
- Louisiana Office of Student Financial Assistance – TOPS Program
- Veterans Benefits

Private Scholarships
Check with a high school counselor, the public library, the Office of Financial Aid and the following websites:
- www.collegenet.com/mach25
- www.fastweb.com
- www.finaid.org
- www.mapping-your-future.org

HOW TO APPLY
To apply for financial assistance, you will need to complete the Free Application for Federal Student Aid (FAFSA), you will need to know RPCC’s Title IV school code number, which is 037894.

The FAFSA is usually available by January for the following academic year. Many types of funding in this section are limited, so applying early is important.

You’ll need a PIN to apply online
If you don’t have a PIN from the Department of Education, you will want to get one. A Department of Education PIN allows you to electronically “sign” your FAFSA application, which reduces processing time. For those students under the age of 24, you may also need your parents to sign your FAFSA. In this case, your parents can also request a PIN, since they must sign for any information they enter electronically. Request a PIN at this site: http://pin.ed.gov/.

To be considered for financial assistance, you must submit the proper forms and meet all deadlines. Students should keep in mind that applying for and receiving financial assistance is a lengthy and, at times, a complicated process. Timing is important; the earlier you act, the earlier we can notify you about your eligibility for assistance. Students should allow at least 45 days before the semester begins to complete the application process.

Financial assistance is based upon the number of credits a student enrolls in, as indicated on the student’s schedule in the RPCC Student Information System. If a student enrolls in a number of credit hours different than what is listed on the award letter, the student’s file may need to be reprocessed and there may be a delay in the student’s receipt of financial assistance.

SATISFACTORY ACADEMIC PROGRESS
Satisfactory Academic progress (SAP) will be reviewed annually to determine continued eligibility. SAP has three requirements.
- A cumulative grade-point average.
- A load requirement of a student earning a specified number of cumulative hours enrolled at RPCC.
- A time requirement for completion of degree.

Students must see retention criteria section for the SAP (GPA & Course Load)
requirements by award type. SAP varies by award type. However, the time requirement is as follows:

- Associate of Arts in Liberal Arts = 92 credit hours max.
- Associate of General Studies = 96 credit hours max.
- Associate of Science in General Science = 96 credit hours max.
- Associate of Science in Chemical Lab. Tech. = 95 credits hrs max.

Students must not have earned over the above credit hours by degree program.

A student who becomes ineligible for aid because he/she failed to meet the standards for satisfactory academic progress will continue to be ineligible until such time as the student re-establishes eligibility.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

The satisfactory academic progress (SAP) appeal is for those students who have not met the SAP guidelines of the award type they were receiving. However, if the student believes that the academic record has been incorrectly evaluated on, or if extenuating circumstances (such as illness, death in the family, etc.) have affected the student’s academic performance, the student may submit a letter with supporting documentation to be received by the Dean’s Scholarship committee. The committee will review all submitted information and render a decision to grant or deny aid for the semester. Students will be notified of the committee’s decision in writing from the Office of Financial Aid. The Office of Financial Aid will proceed with the processing of the student’s financial aid accordingly.

Questions about the SAP policy or SAP appeal process may be directed to the Office of Financial Assistance.

STUDENT RESPONSIBILITIES

Students receiving financial assistance from RPCC are required to accept certain responsibilities in order to receive their aid package and/or maintain eligibility for continued aid awards.

- Enrollment: Students must be enrolled in a degree program for the number of credit hours stated on the RPCC Student Information System. Any changes, higher or lower, in the number of credit hours will result in the financial aid being reprocessed and delayed in disbursement.
  - Full-time equals 12 or more credit hours
  - 3/4 time equals 9-11 credit hours
  - 1/2 time equals 6-8 credit hours
  - Less than _ time equals 1-5 credit hours

Change of Status – Students are encouraged to notify the Office of Financial Assistance in writing of any event that may alter their financial status such as change in marital status, receipt of additional educational benefits or acceptance of a scholarship. If it is determined that a student received money that exceeded his/her eligibility, the student is liable for repayment of the over-awarded amount.

Students should notify the Office of Admissions of any changes in name, address, phone numbers or educational goal / major. This will ensure that the student receives all correspondence from the college, and meets financial assistance requirements.

Proper Use of Funds – Financial Assistance funds are to be used for educationally related expenses only. Direct educational costs are tuition, fees, books and supplies. Indirect educational costs include expenses for room and board, transportation, and other applicable living expenses incurred while attending River Parishes Community College.

STUDENT RIGHTS

- Students have an equal opportunity to receive Financial Assistance. After making proper application, students are entitled to expect an equitable determination for eligibility of funds. Each student’s application is individually reviewed using the same evaluation criteria.
- Students have a right to have access to information about all types of aid available at River Parishes Community College, minimum requirements for eligibility and the academic programs available.
- Students have the right to appeal decisions made by the Office of Financial Aid to the Dean’s Scholarship Committee.
WITHDRAWALS AND EFFECT ON FINANCIAL AID

Students who received financial aid and withdraw from all classes (resign) are subject to a federal Return of Title IV Funds policy. The policy states that if you withdraw from all courses (resign) prior to 61% of the semester, a proportional amount of financial aid funds either received or that were applied to your student account must be refunded to the federal government.

HOUSING & FOOD SERVICE

River Parishes Community College is a commuter college. Therefore, students are responsible for securing their own room and board accommodations. Vending machines are located on campus.
ACADEMIC SERVICES

The Office of Academic Services under the direction of the Executive Vice Chancellor, seeks to develop services, resources, courses, academic programs, and policies that assist students in achieving their educational goals.

Students who have concerns or questions about Academic Policies or Academic Services procedures are encouraged to contact the Executive Vice Chancellor for Academic Services.

ATTENDANCE

All students are expected to regularly and punctually attend the classes in which they are enrolled.

For all courses, policies regarding attendance will be stipulated by the faculty and published in writing in the course syllabus at the beginning of each semester. Students are expected to be aware of and comply with the published policies.

ACADEMIC SEMINAR

Academic Seminar is a one-credit hour course designed to promote the personal, career, and educational goals of the student.

Students meeting any of the criteria that follow must enroll in ACSM 1100 during their first semester at RPCC.

1. First-time freshmen
2. Transfer students with less than 12 college-level (non-developmental) credit hours
3. Transfer students who place into one or more developmental courses

For those students who meet any of the following criteria, ACSM 1100 is not required.

1. Transfer student with 12 or more college-level (non-developmental) credit hours with an overall GPA of 2.0 or higher
2. Transfer students who have already completed a similar course with a grade of “C” or higher at another institution

GRADING SYSTEM

Degree of attainment of course objectives is indicated by letter grades and quality points. The number of semester hours of credit offered for each course is included with the course description listed in the Course Description section of this catalog. Final grades are reported for each student for every course in which the student enrolled.

The letter grades are translated into the following quality points:

- A = 4 Quality Points per Semester Hours
- B = 3 Quality Points per Semester Hours
- C = 2 Quality Points per Semester Hours
- D = 1 Quality Points per Semester Hours
- F = 0 Quality Points per Semester Hours

The following grades are not translated into quality points:

- AU = AUDIT no credit is awarded
- I = INCOMPLETE
- see Incomplete Grade policy
- P = PASS credit is awarded
- S = SATISFACTORY credit is awarded
- U = UNSATISFACTORY no credit is awarded
- W = OFFICIAL WITHDRAW no credit is awarded
- IW = INSTRUCTOR INITIATED WITHDRAW no credit is awarded

NOTE: A grade of “C” or better (including “P” or “S”) must be earned in a course for the student to have satisfactorily completed the course and to meet pre-requisite and program requirements.

GRADE-POINT AVERAGE

A student’s grade-point average is a measure of scholastic performance and is computed on the ratio of quality points earned to semester credit hours attempted. See Grading System and Course Description sections of this catalog for quality points assigned for grades earned and credit hours for courses attempted. The quality points per course are determined by multiplying the number of semester hours earned by the number of quality points assigned to the final grade received. The sum of the quality points received for all courses is then divided by the number of semester hours attempted.

The following grade-point averages are recorded on the student’s academic record, grade report, and transcript:

Semester Grade-Point Average:
A student’s grade-point average based on the number of quality points earned and the number of credit hours attempted dur-
ing a semester at River Parishes Community College.

**RPCC Cumulative Grade-Point Average:**
A student’s grade-point average based on the total number of quality points earned and the total number of credit hours attempted at River Parishes Community College.

**Overall Cumulative Grade-Point Average:**
A student’s grade-point average based on the total number of quality points earned and the total number of credit hours attempted at RPCC and all transfer course work.

**INCOMPLETE GRADES**
A student enrolled in a course in which he/she can achieve satisfactory progress, but which because of circumstances beyond the student’s control is incomplete, may receive an “I” as the final grade. In such cases, the student must also have been attending class on a regular basis. An “I” grade may be assigned by the instructor. The instructor must sign an Incomplete Grade Contract form. These forms are available from the instructor.

The contract will contain the reason(s) for requesting the “I” grade, the instructor’s explicit outline of the work to be completed in order to resolve the “I”, and the deadline by which the work must be completed for the “I” to be converted to a letter grade. Completed contracts must be submitted to the appropriate academic department for approval and then submitted to the Office of the Registrar at the time final grades are submitted. The work must be completed and the “I” grade removed (converted to a letter grade) no later than the last day to add classes in the next semester (including summer and whether or not the student intends to enroll). If the “I” grade is not removed, it will automatically convert to an “F” and will be calculated as such in the grade-point average. Exceptions to this deadline must be approved by the Dean of Academic Studies. Academic status is determined at the time the “I” grade is removed or converted to an “F”.

**INSTRUCTOR INITIATED WITHDRAWAL**
Instructors may withdraw a student from a course when the student has missed more than 15% of the scheduled classes for that course. Before processing an “IW” grade, a student must be notified in writing that the instructor is contemplating withdrawing the student for unsatisfactory attendance. The warning may be issued any time after the student has missed 10% of the scheduled classes.

Students must be given the opportunity to respond to the letter. Faculty should allow one week for a student to receive the warning before implementing the withdrawal by filling out a withdrawal form.

This is an optional grade. Faculty who plan to use the “IW” grade must include a clear statement to that effect on their syllabus. Additionally, the syllabus must state the number of absences in a particular class that could result in the withdrawal. This number may not be less than 10% of the scheduled classes for a warning, nor less than 15% for a withdrawal.

The “IW” grade may not be issued after the Withdrawal Deadline date. Once processed, a grade of “IW” will posted to the student’s academic record.

**GRADE REPORTS & OFFICIAL TRANSCRIPTS**

**Grade Reports**, reflecting the result of a student’s semester course work, will be mailed from the Registrar’s Office to the student’s home address. The grade reports should be processed and distributed to the students within one week following the final examination period of that semester. If students have questions about the information contained on the grade report, they should contact the Registrar’s Office.

Official transcripts will be prepared by the Registrar’s Office and will be produced upon written request from the student. Students should contact the Office of Student Services for a Request for Transcript form and further information. It is the college policy to withhold official records of any student with an outstanding debt to the college.

**REPEATING COURSE WORK**
Students will be allowed to repeat, one time, a course in which a grade of “C” or lower was earned. Special approval from the department must be given for a student to repeat a course more than once. The last grade earned will be used to determine acceptability of the course.
for pre-requisite and degree requirements at RPCC. Both grades will be flagged as repeated and maintained on the academic record, but only the last grade earned will be used in the computation of the student’s RPCC grade-point averages.

Students are cautioned that other colleges and universities to which they may transfer course work may not honor the repeat policy offered at RPCC.

ACADEMIC STATUS

Students’ academic status reflects both their level of academic achievement and their eligibility to remain in the College. It may also affect their eligibility for scholarships, special insurance rates, loans, work-study programs, and participation in student activities.

A student’s academic status is determined at the end of each fall, spring, and summer semester. Although students will usually receive official notification of academic status, such notice is not a prerequisite to being placed in one of the academic status categories. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period. The College categories and policies regarding academic status are as follows:

Chancellor’s List

At the end of each semester, a Chancellor’s List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.80 or higher and part-time students who have earned at least 12 hours at RPCC with an RPCC cumulative grade-point average of 3.80 or higher.

“Full-time (including cross-enrolled hours) and part-time students with a semester grade-point average of 3.80 or higher will be recognized. To qualify, part-time students must also have completed 12 hours at RPCC with an RPCC cumulative grade-point average of 3.80 or higher.”

Dean’s List

At the end of each semester, a Chancellor’s List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.50 or higher and part-time students who have earned at least 12 hours at RPCC with an RPCC cumulative grade-point average of 3.50 or higher.

“In Good Standing

A student not admitted on probation nor placed on probation because of academic deficiency in a previous semester or session will be considered in good standing.

Academic Warning

Students will be placed on academic warning whenever their cumulative grade-point averages are one to nine points below a 2.00. This deficiency is calculated by multiplying the cumulative hours attempted by two and subtracting from this number the total quality points earned. If the resulting number is between one and nine, then students are placed on academic warning. Students will be removed from warning once they raise their grade-point averages to a 2.00 or are placed on academic probation.

Academic Probation

Students will be placed on academic probation whenever they have attempted at least 15 hours and their cumulative grade-point averages are ten or more quality points below a 2.00. Each semester on probation, students must earn at least a 2.00 semester grade-point average. Students will be removed from probation once they raise their cumulative grade-point averages to a 2.00 or are suspended.

Academic Suspension

Students who have attempted 24 hours and who are on probation will be suspended from the College at the end of any semester in which they fail to earn a semester grade-point average of at least 2.00. First-time freshmen admitted in good standing will not be suspended prior to two semesters of enrollment.
The terms of academic suspension are as follows:

1. Students suspended for the first time may not enroll at River Parishes Community College for a period of one semester. When the suspension occurs at the end of the spring semester, some students may have the opportunity to change their academic status by enrolling in the immediately following summer semester. Those who enroll and raise their cumulative grade-point averages to a 2.00 will be removed from suspension and allowed to continue in the fall. Students whose cumulative grade-point average remain below a 2.00 will continue on suspension. While it may not be mathematically possible for some students to raise their cumulative grade-point averages to a 2.00, these students may still enroll in the summer term and attempt to improve their GPAs; however, these students will still remain on suspension during the fall semester. This opportunity to improve one’s academic status is available only to students suspended at the conclusion of the spring semester. Students suspended at the end of the summer or fall semesters may not enroll the following semester.

2. Students suspended for a second or subsequent time may not enroll at RPCC for one full year. Enrollment in a summer semester is not allowed.

3. Students suspended from RPCC are advised that enrollment at another college or university during the period of suspension may not be allowed, and if allowed, credits earned will not be accepted for transfer by RPCC, and may not be accepted by other colleges or universities. These same rules may also apply to students suspended from other institutions. Students should contact the college or university from which they were suspended for their rules and regulations.

RE-ADMISSION AFTER SUSPENSION

A student who has been suspended from RPCC and desires to re-enroll, must apply for readmission. The student must complete an Application for Readmission and follow the readmission procedure. See the Admission section of this catalog. Applications for readmission after suspension are reviewed and must be approved by the Dean’s Admissions Committee. Readmission is not guaranteed.

DISMISSAL FOR NON-ACADEMIC REASONS

River Parishes Community College has identified circumstances under which students may be dismissed for non-academic reasons. Students should refer to the Student Handbook for the complete policy. One such category, delinquent accounts, has been identified in the Checks Written with Insufficient Funds and Stopped Payments and Unpaid Balances and Delinquent Accounts sections of this catalog.

STUDENT CLASSIFICATION FOR ACADEMIC PURPOSES

A credit or semester hour represents one hour of class work or at least two hours of laboratory work a week, together with the necessary outside preparation, for a semester. The value of each course of instruction and the amount of work required for graduation is stated in terms of semester hours.

A student’s classification is determined upon registration and again at the end of each semester according to the number of credit hours and quality points earned. A student is classified as a freshman if he/she has earned fewer than 30 credit hours. A student is classified as a sophomore if he/she has earned at least 30 hours and 60 quality points.

COURSE LOAD

Students will be allowed to enroll in a maximum of 19 semester credit hours in the fall and spring semester and 10 semester credit hours in the summer semester. The combination of cross enrolled hours plus on campus hours may not exceed 19 hours per semester. Only an exceptional student may, upon the approval of the Dean of Academic Studies, enroll in more than the 19/10 hour maximums.

COMPUTING FACILITIES POLICIES & USER AGREEMENT

All persons accepting employment in any capacity with RPCC and/or registration for
classes at RPCC and/or use of RPCC computing facilities will abide by the following:

**Computing Facilities Policies and User Agreement:**

River Parishes Community College (RPCC) computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof, owned, licensed by or under the control of River Parishes Community College.

**A user of RPCC Computing Facilities will:**

1. Recognize that RPCC computing facilities are intended to support the academic mission and administrative functions of the College and assume full responsibility for using these facilities in an effective, efficient, ethical, lawful and courteous manner.

2. Recognize that authorized RPCC systems personnel may, while performing routine operations or investigating system problems or complaints, have access to data and software stored in RPCC computing facilities, including electronic mail.

3. Recognize that RPCC disclaims responsibility for the loss of data, time delay, system performance, software performance or any other damages arising from the use of RPCC computing facilities.

4. Understand that some systems at RPCC are operated under license agreements with IBM, Microsoft, and others. Under these agreements, the system may be used for instructional and research-related purposes only.

5. Take all necessary steps to protect the integrity of RPCC computing facilities. Specifically, users shall not share with others the access codes, account numbers, passwords or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these accesses/authorizations.

6. Respect the copyrights of all software and data available through RPCC computing facilities. Take reasonable steps to protect the integrity and privacy of the software and data available.

7. Use RPCC computing resources in a manner consistent with all RPCC general policies, rules and procedures regarding codes of conduct, academic integrity and the College environment.

8. Respect the policies established by the administrators of external networks such as those accessible through the Internet. The user shall also respect the policies established by the administrators of computing facilities at RPCC.

9. Respect the privacy of electronic mail and other user files transmitted and stored in RPCC computing facilities or at any other location accessible through a network.

10. Accept that a User ID or program may be terminated or its priority may be altered if it is consuming excessive system resources, degrading system response or threatening system integrity.

11. Use only those facilities which are in the public domain or for which they have obtained explicit authorization, at RPCC or any other location accessible through RPCC computing facilities.

12. Not use the RPCC computing facilities for conducting private business or for personal financial gain that is not related to designated College programs or functions.

13. Not use RPCC computing facilities for any unauthorized or illegal purpose such as creation or deliberate introduction of a computer virus, destruction or alteration of data owned by others, destruction or alteration of computing facilities, interference with legitimate access to computing facilities or harassment of users of such facilities at RPCC or elsewhere, unauthorized disruption of RPCC computing facilities, attempts to discover or alter passwords or to bypass security systems in RPCC computing facilities or any other computing facility.

14. I understand that violation of these policies may result in temporary or permanent loss of my access to any or all RPCC computing facilities and other disciplinary actions as appropriate. I also understand that any use of RPCC facilities for any illegal activity will be reported to campus administration and possibly legal authorities for disciplinary action.”
Library Services

PURPOSE STATEMENT AND OVERVIEW
RPCC Library Services exists to support the mission and goals of River Parishes Community College. Library Services provides the RPCC community with materials, resources, and instructional services necessary for excellence in teaching and learning.

Library Services encourages students to use the collections, resources, services, and facilities to complete assignments and for personal growth. The Library faculty and staff are eager to assist students in learning how to effectively search for, locate, and use information.

Students are welcome to leave comments and suggestions for improvement of Library Services. A Comments/Suggestion Box is located on the Library Service Desk in the Library, or students can email Library staff, talk personally with a librarian face-to-face or via telephone, and/or participate in surveys periodically in order to leave feedback for library personnel. A student may also contact any member of the Learning Resources Advisory Committee to provide input or feedback.

Monday – Thursday
7:30 A.M. – 7:30 P.M.
Friday
7:30 A.M. – 5:00 P.M.
Saturday
8:30 A.M. – 1:30 P.M. (Fall and Spring Semester only)
Sunday
Closed

Email: lrc@rpcc.edu
Voice: (225) 675-0218
(225) 675-0231
(225) 675-0201
Fax: (225) 675-8595

CIRCULATION POLICIES AND LOAN PERIODS
Students must have a valid RPCC Student ID in order to use the resources available in Library Services.

The loan period for the various resources is as follows:
- Books — 28 days
- Audio/Visuals — 2 days
- Reserve Items — 2 or 4 hours, depending on the item

Fines for overdue materials are 35¢ per day (books, CDs, DVDs, etc.) and 6¢ per minute for Reserve items.

LOCATION, EQUIPMENT, AND FACILITIES
Library Services is located in Building C rooms C119 and C124. The Library has computers with Internet access, a printer, a photocopier, a scanner, and a microform machine for use by students. Photocopies and print jobs are 10¢ per page with a Copy Card purchased in the Library.

COLLECTIONS/INFORMATION RESOURCES
RPCC Library Services owns and has access rights to a wide variety of information resources for conducting research, enhancing information literacy skills, and for continuing life-long learning. Students may access the Library’s Catalog and Databases via the Library’s web page in order to locate resources or ask a librarian. Librarians are available to help students with research, including instruction on how to use the resources and how to cite the information sources.

Print and Electronic Books
The RPCC Library has more than 14,000 locally owned volumes to support the curriculum and additional volumes are acquired and cataloged on an ongoing basis in order to ensure up-to-date support for new and changed courses. RPCC also owns or provides access to more than 45,000 e-books.
housed online at netLibrary and accessible via the Library web page. E-books are available to authorized RPCC users twenty-four hours a day.

*Print and Electronic Periodicals*
RPCC owns and/or provides local access to some print periodicals and provides online access to thousands of newspapers, magazines, and journals in licensed electronic databases. Resources are available for access on-site during normal Library hours, and remote access to electronic resources is available to authorized RPCC users (active students, faculty, and staff) twenty-four hours a day via the RPCC Library web page.

*Videos, CDs, and DVDs*
The Library has numerous audio/visual resources ranging from video tutorials to popular DVD movies. Math tutorials are located in room C-119 and other titles that support all other subjects are in C-124.

**INSTRUCTIONAL OPPORTUNITIES**

**LISR1000 - Research Strategies and Electronic Resources** (one-credit hour elective course offered online)— Usually available during the Fall and Spring semesters.

**Course-Integrated Library Instruction**
Instructors often invite Librarians into their classrooms in order to give students an overview of the resources and information on how to access the resources. Students will learn how to effectively search for information sources for use with their course assignments and research papers.

**Point-of-Use Instruction**
Students are encouraged to request assistance or help from a Librarian in the use of any of the information resources available to them. Librarians will provide instruction and guidance so that students can conduct effective library research that supports their studies.

**ADDITIONAL SERVICES FOR STUDENTS**
In addition to Circulation, Reference, Library Instructions, and Course Reserves, the Library offers students opportunities to borrow items from other libraries via InterLibrary Loan (ILL). Books and some periodical articles may be obtained from other libraries at the student’s request. Please allow at least two weeks for delivery of ILL items.

**LALINC Services** are also available to students. A LALINC card may be issued to students upon request and it allows students to borrow materials from other participating academic libraries without the need to wait for ILL delivery.

**Proctored Testing Services**
Librarians will proctor tests for students in online courses, for make-up exams, or other exams approved by and provided by their instructors. Students are required to make an appointment at least twenty-four hours before any proctored test. The schedule is available in room C-119 along with a list of rules and procedures. A valid picture ID is required for taking any proctored exam.
ACADEMIC PROGRAMS
ACADEMIC PROGRAMS

The Louisiana Community and Technical College System Board and the Louisiana Board of Regents approved River Parishes Community College to offer three associate degree programs and one certificate program:

- **Associate of Arts in Liberal Arts**
- **Associate of General Studies with concentrations in:**
  - Computer Science
  - Early Childhood Education
  - General Business
  - Natural Sciences/Mathematics
  - Office Administration
  - Social/Behavioral Sciences
- **Associate of Science in General Science**
- **Certificate of General Studies**

Completing the general education and core requirements for any of the above programs should facilitate student transfer into upper division baccalaureate programs.

Students who plan to transfer to another college or university should review that institution’s transfer and academic program requirements with their RPCC academic advisor before each registration period.

GENERAL EDUCATION REQUIREMENTS

The 34-hour general education requirement is a fundamental component of each degree program at River Parishes Community College. Upon completion of this requirement, students will be prepared to:

- Communicate effectively in oral and written English;
- Read with comprehension;
- Reason abstractly and think critically;
- Learn independently;
- Understand numerical and statistical data;
- Understand the scientific method;
- Be familiar with key technological applications and their impact upon society;
- Understand the nature of fine and performing arts;
- Recognize and appreciate cultural diversity;
- Understand American social, cultural, political, and economic systems;
- Develop a personal value system while retaining a tolerance for that of others.
- Utilize library/information resources.

To ensure that these goals are met, students will complete coursework in the following eight areas: English composition, mathematics, oral communication, arts, humanities, natural sciences, social sciences, and computer education.

In an effort to facilitate the transfer of RPCC’s courses to other public state institutions, RPCC has included on the general education list that follows courses that are found in the Louisiana Board of Regents Statewide Student Transfer Guide and Articulation System. This publication is available for review in the Office of the Executive Vice Chancellor, the Office of the Dean of Students, and online via the College’s web site, www.rpcc.edu.
## GENERAL EDUCATION REQUIREMENTS

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<td>MATH 1100 College Algebra</td>
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<tr>
<td>MATH 1110 Plane Trigonometry</td>
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<tr>
<td>MATH 1200 College Algebra &amp; Trigonometry</td>
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</tr>
<tr>
<td>MATH 1300 Introduction to Contemporary Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1500 Finite Mathematics</td>
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</tr>
<tr>
<td>MATH 2010 Calculus for Non-Science Majors</td>
<td></td>
</tr>
<tr>
<td>MATH 2100 Calculus I</td>
<td></td>
</tr>
<tr>
<td>MATH 2110 Calculus II</td>
<td></td>
</tr>
<tr>
<td>MATH 2140 Introduction to Statistics</td>
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<tr>
<td><strong>NATURAL SCIENCES</strong></td>
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<tr>
<td>BIOL 1010 General Biology I</td>
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<tr>
<td>BIOL 1010L General Biology Laboratory I</td>
<td></td>
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<tr>
<td>BIOL 1200 Principles of Biology I (for majors)</td>
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<tr>
<td>CHEM 1010 Chemistry I</td>
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<tr>
<td>CHEM 1010L Chemistry Laboratory I</td>
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<tr>
<td>GEOG 2050 Physical Geography</td>
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<tr>
<td>PHSC 1010 Physical Science I</td>
<td></td>
</tr>
<tr>
<td>PHSC 1010L Physical Science Laboratory I</td>
<td></td>
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<tr>
<td>PHYS 1210 General Physics for Physics Majors I</td>
<td></td>
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<tr>
<td>PHYS 1220 General Physics for Physics Majors II</td>
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<td><strong>SOCIAL &amp; BEHAVIORAL SCIENCE</strong></td>
<td>3–6</td>
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<tr>
<td>ECON 2010 Principles of Economics I</td>
<td></td>
</tr>
<tr>
<td>ECON 2020 Principles of Economics II</td>
<td></td>
</tr>
<tr>
<td>ECON 2030 Economic Principles (for majors)</td>
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<tr>
<td>GEOG 2010 Introduction to Geography</td>
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<td>GEOG 2030 Cultural Geography</td>
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<td><strong>SOCIAL &amp; BEHAVIORAL SCIENCE</strong></td>
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<tr>
<td>POLI 1100 American Government</td>
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<tr>
<td>PSYC 2000 Psychology of Adjustment</td>
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<tr>
<td>PSYC 2010 Introduction to Psychology</td>
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<tr>
<td>PSYC 2045 Adolescent Psychology</td>
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<tr>
<td>PSYC 2250 Child Psychology</td>
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<tr>
<td>PSYC 2260 Developmental Psychology</td>
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<tr>
<td>PSYC 2300 Educational Psychology</td>
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<tr>
<td>SOCL 2000 Introduction to Sociology</td>
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<tr>
<td>SOCL 2050 Contemporary Social Problems</td>
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<tr>
<td>SOCL 2090 Criminology</td>
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<tr>
<td>SOCL 2500 Marriage &amp; Family</td>
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<tr>
<td>SOCL 2510 Human Relations</td>
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<tr>
<td><strong>COMPUTER EDUCATION</strong></td>
<td>3</td>
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<tr>
<td>CSCI 1010 Introduction to Computer Technology</td>
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<tr>
<td>CSCI 1140 Introduction to BASIC</td>
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<tr>
<td>CSCI 2010 Software Applications I</td>
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<td>ISDS 1100 Introduction to Management Information Systems</td>
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<td><strong>ARTS/HUMANITIES</strong></td>
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<tr>
<td>ARTS 1010 Introduction to the Fine Arts</td>
<td></td>
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<tr>
<td>ARTS 1100 Art Appreciation</td>
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<tr>
<td>ENGL 2150 Introduction to Drama &amp; Poetry</td>
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<tr>
<td>ENGL 2160 Literature &amp; Ethnicity</td>
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<tr>
<td>ENGL 2110 A Survey of Short Stories &amp; Novels</td>
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<tr>
<td>ENGL 2300 Understanding Literature</td>
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</tr>
<tr>
<td>ENGL 2510 British Literature I</td>
<td></td>
</tr>
<tr>
<td>ENGL 2520 British Literature II</td>
<td></td>
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<tr>
<td>ENGL 2610 American Literature I</td>
<td></td>
</tr>
<tr>
<td>ENGL 2620 American Literature II</td>
<td></td>
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<tr>
<td>HIST 1010 History of World Civilizations I</td>
<td></td>
</tr>
<tr>
<td>HIST 1020 History of World Civilizations II</td>
<td></td>
</tr>
<tr>
<td>HIST 2010 U.S. History I</td>
<td></td>
</tr>
<tr>
<td>HIST 2020 U.S. History II</td>
<td></td>
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<tr>
<td>HIST 2100 Louisiana History</td>
<td></td>
</tr>
<tr>
<td>MCOM 2000 Introduction to Mass Media</td>
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<tr>
<td>MUSC 1010 Music Appreciation</td>
<td></td>
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<tr>
<td>PHIL 2010 Introduction to Philosophy</td>
<td></td>
</tr>
<tr>
<td>PHIL 2028 Philosophy of Religion</td>
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</tr>
<tr>
<td>RELS 1003 Introduction to Religion</td>
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<tr>
<td>RELS 1004 Old Testament</td>
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<tr>
<td>RELS 1005 New Testament</td>
<td></td>
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<tr>
<td>RELS 2029 Judaism, Christianity, and Islam</td>
<td></td>
</tr>
<tr>
<td>THTR 1020 Introduction to Theatre</td>
<td></td>
</tr>
<tr>
<td>THTR 2025 Fundamentals of Acting</td>
<td></td>
</tr>
<tr>
<td>THTR 2028 Introduction to Dramatic Literature</td>
<td></td>
</tr>
<tr>
<td>WGN 2500 Women and Gender Studies</td>
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</tbody>
</table>
DEGREE PROGRAMS AND GRADUATION REQUIREMENTS

ASSOCIATE OF ARTS IN LIBERAL ARTS

The Associate of Arts in Liberal Arts degree is designed specifically for those students who are planning to transfer to a senior college or university. The emphasis is such that students may complete General Education courses required by most senior institutions. It also allows students to gain a breadth of knowledge while choosing a major and enables them to develop a foundation for self-fulfillment or knowledge enhancement for the work place. To be awarded this degree, the student must have a cumulative GPA of 2.00 or better in all credits toward the degree and complete the following course work:

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS 34 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>6</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>Natural Sciences</td>
<td>7</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Computer Education</td>
<td>3</td>
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<tr>
<td>Oral Communication</td>
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CORE COURSES 21 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Arts/Humanities</td>
<td>15</td>
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<tr>
<td>Literature</td>
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</tr>
<tr>
<td>Social Science</td>
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</tbody>
</table>

ELECTIVES 6 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</table>

TOTAL REQUIRED 61 CREDIT HOURS

SUGGESTED SEQUENCE OF COURSE WORK

FIRST SEMESTER CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>3</td>
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<tr>
<td>MATH 1100</td>
<td>3</td>
</tr>
<tr>
<td>Humanities¹</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1200</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
</tbody>
</table>

SECONDE SEMESTER CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1020</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science W/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>Computer Education</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts / Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
</tbody>
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THIRD SEMESTER CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts/ Humanities</td>
<td>6</td>
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<tr>
<td>English Literature</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
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</tbody>
</table>

FOURTH SEMESTER CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Arts/ Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required for Degree 61

¹To meet requirements of the Board of Regents, students planning to transfer to a college or university in Louisiana should consider taking 6 hours of history of western civilization, 3 hours of literature, 6 hours of a foreign language at or above the sophomore level, and a 3-hour humanities course at or above the sophomore level.
ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies degree is a flexible program designed to help students reach their educational or occupational goals. As a transfer program, students can explore various educational fields before deciding upon a major or students can design their coursework around specific occupational goals. Students who plan to transfer to another college/university should consult with a RPCC counselor as well as an advisor from the other college/university to assure transferability of credit.

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS  34 CREDIT HOURS

- English Composition 6
- Mathematics 3
- Natural Sciences 7
- Humanities 3
- Fine Arts 3
- Social/Behavioral Sciences 6
- Computer Education 3
- Oral Communication 3

MAJOR AREA OF CONCENTRATION  18 CREDIT HOURS

Select (18) credit hours in an area of concentration with (6) semester hours at the 2000 level. The concentration must be in a subject area where an associate’s degree is not offered. Concentrations include: Computer Science, Early Childhood Education, General Business, Natural Sciences/Mathematics, Office Administration, and Social/Behavioral Sciences. A grade of "C" or better must be earned in each concentration course. Nine credit hours must be earned in residence. See an academic advisor for course selection, program details and graduation requirements.

REQUIRED RELATED COURSES  12 CREDIT HOURS

Select 6 credit hours in 2 academic areas outside of the major area of concentration.

TOTAL REQUIRED  64 CREDIT HOURS

SUGGESTED SEQUENCE OF COURSE WORK

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1100</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1200</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Concentration Elective 1</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1020</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science w/ lab</td>
<td>4</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Computer Education</td>
<td>3</td>
</tr>
<tr>
<td>Concentration Elective</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Area 2</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Concentration Elective</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>FOURTH SEMESTER</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentration Elective</td>
<td>6</td>
</tr>
<tr>
<td>Academic Areas</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Required for Degree</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

1 Student must develop an area of concentration with an academic advisor and complete 18 hours in that concentration.

2 Academic Areas must be selected with approval of an academic advisor and should be used to meet transfer requirements at other institutions.
ASSOCIATE OF SCIENCE IN GENERAL SCIENCE

The Associate of Science degree in General Science is designed for students who are planning to transfer to a four year college/university and major in one of the sciences or health professions. It is also for students who may not be planning to transfer to a four year institution but do wish to find employment in one of the various science or health fields. Students who plan to transfer to another college/university should consult with a RPCC counselor as well as an advisor from the other college/university to assure transferability of credit.

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS  34 CREDIT HOURS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English Composition</td>
<td>6</td>
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<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>7</td>
</tr>
<tr>
<td>Humanities¹</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Computer Education</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication</td>
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</table>

CORE COURSES  24 CREDIT HOURS

<table>
<thead>
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<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Biology, Chemistry, &amp; Physics</td>
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<td>Approved Science/Math Elective</td>
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</table>

REQUIRED RELATED COURSES  6 CREDIT HOURS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Social Science</td>
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</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
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</table>

TOTAL REQUIRED  64 CREDIT HOURS

SUGGESTED SEQUENCE OF COURSE WORK

FIRST SEMESTER  CREDIT HOURS

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Semester</td>
<td>Hours</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1100</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science w/ lab</td>
<td>4</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Computer Education</td>
<td>3</td>
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<tr>
<td></td>
<td>16</td>
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SECOND SEMESTER  CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1020</td>
<td>3</td>
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<tr>
<td>Mathematics Elective*</td>
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<td>Biological Science w/ lab sequence</td>
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<td>Humanities</td>
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<tr>
<td>SPCH 1200</td>
<td>3</td>
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<td>16</td>
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THIRD SEMESTER  CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science w/ lab</td>
<td>4</td>
</tr>
<tr>
<td>Approved Science/Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science w/ lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>17</td>
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</table>

FOURTH SEMESTER  CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science w/ lab sequence</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science w/ lab sequence</td>
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<tr>
<td>Approved science elective w/ lab</td>
<td>4</td>
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<tr>
<td></td>
<td>15</td>
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</table>

Total Required for Degree  64

¹ To meet requirements of the Board of Regents, students planning to transfer to a college or university in Louisiana should consider taking 6 hours of history of western civilization, 3 hours of literature, 6 hours of a foreign language at or above the sophomore level, and a 3-hour humanities course at or above the sophomore level.

* Neither MATH 1167 or 1168 may be used.
CERTIFICATE OF GENERAL STUDIES

The Certificate of General Studies (CGS) curriculum provides a foundation in important skills in English, Math, Natural Sciences, Arts and Humanities, and Social/Behavioral Sciences. Upon completion of the certificate, students will be able to:

- Communicate effectively
- Solve problems
- Think critically
- Work cooperatively
- Value learning

The CGS offers students who are undecided about career goals or unsure of preparation for collegiate studies the opportunity to increase readiness for collegiate study, explore career opportunities, and improve individual capacity for learning, personal growth, and interpersonal communications skills.

The CGS framework allows students that intend to transfer to other two-year or four-year institutions the opportunity to tailor their certificate courses to meet the admission or pre-requisite requirements of the receiving institution. The certificate may also appeal to students who have to take a break from pursuing a degree program for work or personal reasons but intend to return to college. In addition, the CGS will indicate to current or potential employers that students have achieved important collegiate level skills.

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS 30 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
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<tr>
<td>Mathematics (College Algebra)</td>
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<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
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</table>

GENERAL EDUCATION ELECTIVE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Humanities, Mathematics, Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>or Social/Behavioral Science</td>
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</tbody>
</table>

CERTIFICATE ELECTIVE AREA OF CHOICE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Two 3-credit hour courses</td>
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</tbody>
</table>

TOTAL HOURS 30

All General Education courses are to be selected from General Education Core Requirements list of courses unless a specific course in mandated in parentheses.

SUGGESTED SEQUENCE OF COURSE WORK

FIRST SEMESTER CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
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<td>MATH 1100</td>
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<tr>
<td>Social Science¹</td>
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</tr>
<tr>
<td>Fine Arts²</td>
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</tr>
<tr>
<td>Natural Science³</td>
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SECOND SEMESTER CREDIT HOURS

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<tr>
<td>Humanities⁴</td>
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<td>Humanities, Math, Natural Science</td>
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<tr>
<td>or Social/Behavioral Science elective⁵</td>
<td>3</td>
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</table>

Total Hours 30

¹Choose from ECON 2010, 2020, 2030; GEOG 2030; POLI 1100; PSYC 2010; SOCL 2000, 2050.

² Choose from MUSC 1010; THTR 1020; ARTS 1010.

³ Choose from BIOL 1010, 1020, 2100; CHEM 1010, 1020; PHYS 2010, 2020; PHSC 1010, 1020.

⁴ Choose from HIST 1010, 1020, 2010, 2020, 2100; PHIL 2010; SPCH 1200; ENGL 2510, 2520, 2610, 2620, 2110, 2150.

⁵ Choose 3 credits from groups (1, 2, 3, 4 or MATH 1110, 2140, 2010).

Students must earn a grade of “C” or better in all non-elective courses and a minimum grade-point average of 2.0 (not including developmental course work).
GRADUATION REQUIREMENTS FOR ALL PROGRAMS:

- Students must complete the credit hours required for their degree programs.
- A grade-point average of 2.00 (on a 4.0 scale) on all work taken is required.
- Students must complete English Composition I and II with a “C” grade or better in order for the courses to be utilized in fulfilling the General Education Requirements.
- Students must complete all mathematics classes with a “C” grade or better in order for the courses to be utilized in fulfilling the General Education Requirements.
- All courses used to satisfy the major concentration or core course requirements (depending on the chosen curriculum) must be completed with a “C” grade or better.
- At least 25 percent of all course work (approximately 16 credit hours) must be completed through instruction offered by River Parishes Community College.

Graduation Procedures:

- During the semester before the one in which graduation is expected, students must meet with the Director of Counseling Services to verify their eligibility for graduation and to complete all graduation paperwork.
- At their last registration, degree candidates will pay a graduation fee that will include the cost of the diploma.
- Any money owed to the College must be paid prior to graduation.
- Graduates are expected to attend the commencement exercises that are held at the conclusion of each spring semester.

Degree Only Status:

Students registered as “degree only” have completed all degree requirements and will graduate at the conclusion of the current semester; however, they are not enrolled in any classes at RPCC. To register “degree only,” students must seek approval from the Director of Counseling Services. Once registered as such, students will receive a feebill for graduation costs and any unpaid balances (if there are any).

Graduation with Honors:

- Dean’s Honors: a cumulative grade-point average of 3.5 to 3.79
- Chancellor’s Honors: a cumulative grade-point average of 3.8 to 4.0

Requirements for Dual Degrees

Students may choose to earn two associates degrees at RPCC at the same time. Students must meet all requirements for both degrees. Additionally, they must earn 15 hours beyond the work needed for the degree requiring the fewer number of hours. Students who have transferred to RPCC must complete 25 percent of the coursework for each degree (approximately 32 hours) at RPCC. The hours used to satisfy this residency requirement for one degree cannot overlap with the residency hours for the second degree.

Requirements for a Second Degree

Individuals wishing to earn a second degree from RPCC must meet all academic and residency requirements set by the College and must earn 15 semester hours beyond those required for the first degree. These 15 hours cannot have been applied toward the first degree.
Student Handbook

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SECTION II  ACADEMIC AND STUDENT SUPPORT SERVICES

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<td>STUDENT GOVERNMENT ASSOCIATION</td>
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PURPOSE OF THE STUDENT HANDBOOK

This handbook describes River Parishes Community College policies, procedures, and services which apply to all students.

HONOR CODE

It is assumed that all members of the college will respect the principles of honesty and mutual trust embodied in the honor code. Individual students are responsible for preparing their own written work in every class unless specifically permitted by the instructor to combine efforts on an assigned project. They are expected to understand the meaning of plagiarism and to avoid all suspicion of plagiarism in papers prepared outside of class. Furthermore, students are expected neither to sanction nor tolerate violation of the honor code by others.

RELEASE OF STUDENT INFORMATION

River Parishes Community College is in compliance with the Family Rights and Privacy Act of 1974 (P.L. 93-380) as amended by the P.L. 95-568. Only persons who have a legal right in accordance with the law to access this information will be allowed to review such records. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with regulations governing students’ records.

ACCESS TO AND REVIEW OF STUDENT RECORDS

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

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Students written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of 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.

3. 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 the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or security or law enforcement personnel); a person serving on the Board of Supervisors; 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. The College may also disclose records to officials of licensure/certification agencies. Upon
request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by River Parishes Community 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

5. The College may release directory type information: name, home address, telephone number, email address, date and place of birth, dates of attendance, enrollment status, grade level, participation in officially recognized activities, awards & honors received, degrees awarded, the most recent previous educational agency or institution attended, and photograph (for public relations purposes only). A student who does not wish this information to be released must notify the Registrar’s Office in writing prior to each new semester and no later than the last official day to register as published in the college’s academic calendar. Only currently enrolled students may place a hold on directory information.

STUDENT RIGHTS AND RESPONSIBILITIES

River Parishes Community College students, as citizens and members of the academic community, ascribe to the following Student Rights:

Specific Rights of Students

In addition to the basic rights and freedoms guaranteed all citizens, the College recognizes the following specific rights of students in the student/College relationship.

1. The right to participate in academic, co-curricular, and extracurricular activities and benefits of the College, free from all legal discrimination on the grounds of race, color, religion, sex, national origin, age, handicap, marital status, or veteran status.

2. The right to the opportunity for a quality education.

3. The right to know the College’s regulations, rules, and policies by which students are governed.

4. The right to a formal appeals procedure by which reconsideration of an action by the College through one of its employees, which adversely affected a student, may be requested.

5. The right to utilize the appeal procedure without fear of coercion, harassment, intimidation, or reprisal for the act of making the appeal.

6. The right of substantive and procedural due process in all student disciplinary procedures.

7. The right to advocate, through reasonable and lawful means, changes in College regulations, rules, and policies.

8. The right to reasonable participation in the formation of College policies.

9. The right to organize, join, and participate in recognized campus organizations.

10. The right to publish and distribute on campus written materials protected by the First Amendment without prior approval of the contents of the material.

11. The right to use College facilities, subject to reasonable rules and regulations governing the time, place, and manner of such use.

12. The right to invite and hear any speaker chosen by students, subject to reasonable rules and procedures established for the orderly scheduling of facilities and for making adequate preparation for the event.

13. The right of confidentiality of all official student educational, medical, and psychiatric records.

Responsibilities of Students

Students at RPCC have the following general responsibilities and obligations to the College:

1. To conduct themselves in a manner consistent with generally accepted standards of conduct as embodied in federal, state, and local laws.

2. To conduct themselves in a manner that
contributes to the creation and maintenance of an environment conducive to the broad educational mission of the College.

3. To know and comply with regulations, rules, policies, and requirements established by the College.

4. To respect the rights and freedoms of others and to conduct themselves in such a way as not to violate the rights and freedoms of other members of the College community and its guests.

5. To respect the opportunity of membership in campus organizations and to observe all College rules and regulations governing membership in the operation of such organizations.

6. To use College property and facilities in accordance with College regulations and policies and to make every effort to use these facilities in such a way as to not damage or impair their usefulness to other current and future students.

STUDENT COMPLAINT AND DUE PROCESS PROCEDURES

Student Complaints and/or Concerns Policy Statement

River Parishes Community College is committed to providing an environment that is supportive of student achievement. Administrative, Academic, and Student Services share responsibility in the provision of all programs and services. Any student who has a concern or complaint about institutional policies, procedures, or practice is encouraged to follow the Student Complaint Procedure. In the event a complaint or concern is presented which is more appropriately addressed by the procedures for Academic Complaint or Due Process Rights, the student will be advised of the appropriate procedure.

In order to maintain confidentiality, documents pertaining to complaints or concerns will not be placed in a student’s academic file. Such documents will be retained in a separate file accessible only to authorized personnel of the College.

There will be no discrimination or retaliation as a result of a student’s exercise of his/her rights under this procedure.

Student Complaint Procedure

River Parishes Community College encourages all members of the college community to resolve disputes informally through discussion among those individuals concerned with the issue. In the unusual case where this process fails to bring about a satisfactory resolution, the student may submit a written and signed statement of complaint/concern to the Dean of Students.

In preparing a written statement of complaint or concern, the student should:

1. Identify the exact nature of the complaint or concern;
2. Identify the names of persons or witnesses who have knowledge of any specific incident leading to the complaint, if applicable; and
3. Submit any available written documentation or evidence that is relative to the complaint or concern, if applicable.

The Dean of Students will give consideration to all written submissions of complaint or concern and will determine the process for addressing the complaint appropriate to the nature of the complaint/concern. The student submitting the written statement of complaint/concern will receive written notification of action taken to address the complaint from the Dean of Students.

Academic Complaint Procedure

The student who feels that he or she has an academic complaint should first discuss the problem with the faculty member involved. If, following discussion with the faculty member, the student continues to believe that he/she has not been dealt with fairly, he/she may discuss the complaint with the Dean of Academic Studies. If the informal discussion of the subject is not satisfactory, a written statement of the complaint will be requested.

In preparing a written complaint, the student should:

1. Identify the exact nature of the complaint;
2. Identify the name of the witnesses or persons who have knowledge of the complaint;
3. Submit any available written documentation or evidence that is relative to the complaint.
The Dean of Academic Studies will consider the written complaint and render a decision which will be final.

Final Grade Appeal Procedures  
(Only final grades may be appealed)

Final Grade Appeals must be submitted no later than the “first day of classes,” as published in the Academic Calendar, in the semester immediately following the assignment of the final grade being appealed.

The procedure for a final grade appeal is outlined below:

1. The student must discuss the grade in question with the course faculty who will provide information on how the grade was determined.

If step 1 does not result in a resolution and if the student wishes to pursue the matter, a written appeal is submitted to the Dean of Academic Studies. This letter must identify specific areas of contention and student’s request for resolution. The student must include specific documentation supporting the appeal.

2. The Dean of Academic Studies will appoint a Hearing Committee, and serve as the non-voting chairperson of that committee. The rest of the committee will be comprised of three faculty members, one student, and one Student Services representative. The committee members are not to be approached by the student or faculty member before, during or after the proceedings concerning the appeal.

3. The Hearing Committee will meet and render a decision within ten working days following the submission of a written appeal.

4. The Executive Vice Chancellor and Dean of Academic Studies will provide the chairperson of the Hearing Committee, committee members and the course faculty member with copies of the appeal.

5. The chairperson of the Hearing committee will request from the faculty member any materials deemed necessary to arrive at a resolution of the appeal.

6. The chairperson will supply the committee members with copies of pertinent information (i.e., student’s appeal letter and pertinent documentation relating to the appeal.)

7. The chairperson will call a meeting of the Hearing Committee and notify the student and course faculty of the date and time of the meeting.

8. The Hearing Committee may call the student and/or faculty member to answer questions. The student and/or faculty member have the right to appear individually before the committee if they so desire.

9. The student submitting the appeal may bring an observer for his/her meeting with the Hearing Committee. However, the observer will not be allowed to participate in the proceedings.

10. The committee will meet in executive session to review the grade appeal, supporting documentation and input from student and faculty. This information will be utilized to arrive at the decision.

11. The Dean of Academic Studies will communicate the decision to the student and faculty member in writing. If the action of the committee results in a change of grade, the faculty member will complete the appropriate form and submit to the Registrar.

12. The decision may be appealed to the Executive Vice Chancellor of the College for a review of the appeals process.

Due Process Rights, Misconduct

Due process is designed to provide the student the opportunity to present the circumstances and question the evidence which led to the belief that a regulation violation occurred. The opportunity is given to the student before a decision is made about the violation.

1. Due Process for Misconduct begins with the receipt of a written report of the facts regarding the alleged violation. The written report is referred to the Dean of Students or designee.

2. The Dean of Students will confer with the Director of the program or service unit involved. They will review the written report and determine if there is substantial evidence to support the alleged violation, if not: action goes no further, if so:
3. The Dean of Students will provide the student with written notification of the alleged violation along with the written documentation that supports the violation. Within 24 hours (or 1 working day), the student must respond in writing to document student’s version and whether the student agrees that a violation has occurred. Failure to respond will be interpreted as agreement that a violation has occurred.

4. If the student agrees that a violation occurred:
   a. The Dean of Students determines the appropriate response or disciplinary sanction.
   b. The Dean of Students will notify the student of the response. The preferred method of notification is a meeting scheduled with the student by the Dean of Students to receive disciplinary sanctions, guidance or counseling. If a meeting is not possible, the student will be notified of the response by registered, certified mail, return receipt requested. All disciplinary action is subject to the approval of the Chancellor of the College; or
   c. The matter will be referred to a faculty-student hearing committee.

The Dean of Students will inform the student of the option chosen and the process and procedure to be followed.

5. If the student indicates that a regulation has not been violated, the Dean of Students will refer the incident to a faculty-student committee for a hearing.

The Dean of Students will inform the student of the process and procedure to be followed.

During the procedure, the student will have the opportunity to be heard. The student will retain all college rights until the due process and appeal are completed unless the student’s presence is potentially dangerous to the health and safety of the college.

When matters are referred to the Hearing Committee, the Dean of Students shall convene a hearing within three (3) school days (excluding weekends and holidays) of receipt of the written student response (Step 3). The student shall be notified by the Dean of Students of the hearing date, time, and location, and of his/her hearing rights.

A student who has been charged with violating a River Parishes Community College regulation governing student behavior will be granted the following rights:

1. Notice: A student charged with violating this policy shall be notified in writing.
2. Procedures: The student shall be informed orally or in writing of the hearing process.
3. Hearing: The student shall have the opportunity to be heard in person before a decision is made.
4. Evidence: The student will be provided with the documentation of the event. The student will be allowed to present evidence in his/her own behalf.
5. Witnesses: The student may have up to three character witnesses to speak on his/her behalf. Attorneys or any other spokesperson are not allowed to represent individuals at the proceedings.
6. Advisor: The student may request a River Parishes Community College faculty member or student to attend the hearing in an advisory role.
7. Written Decision: The student is given a written description of the proceedings and may appeal the decision.

Procedure for Appointment of a Faculty-Student Hearing Committee

The procedure for appointment of a faculty-student hearing committee is as follows:

1. The Dean of Students will appoint three faculty members and two students who are not involved in the allegations.
2. The Dean of Students will serve as a nonvoting chairperson.

The Hearing Process

The hearing process shall be conducted by the Chairperson with five (5) members. The student, the advisor (if requested), and the individual initiating the charges shall be present during all phases of the hearing except during the committee’s deliberations. The hearing shall be conducted as follows:

1. The Chairperson shall read the written
information pertaining to the alleged violation and any other documentation that may have been submitted.

2. The Chairperson shall inform the student of his/her rights.

3. Only those individuals who have knowledge relevant to the alleged violation shall be called to serve as witnesses and testify at the hearing.

4. The members of the committee shall conduct the hearing and shall ask all questions.

5. The members of the committee may inquire of the student and any other party present such additional information pertinent to the alleged violation.

6. The members of the committee reserve the right to call or question any person.

7. The committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing.

8. The hearing and all information obtained by the Hearing Committee shall be strictly confidential.

9. The committee shall deliberate to consider the evidence and its decision in private. The Chairperson will notify the student of the committee’s decision in writing within three (3) school days (excluding weekends and holidays) of the completion of the hearing.

10. Each voting member of the committee is entitled to one vote. All decisions shall be by simple majority vote.

11. The student may appeal the committee’s decision to the Chancellor of the College. Any appeal shall be submitted to the Chancellor of the College within two (2) school days (excluding weekends and holidays) of notification of the committee’s decision. The Chancellor or designee shall review all documentation and make a determination to sustain, modify, or set aside the committee’s decision. The Chancellor’s decision will be communicated in writing to the student and to the Chairperson within two (2) school days (excluding weekends and holidays) after receiving the student’s written appeal. The decision of the Chancellor shall be final.

TESTING POLICY

Administration of Entrance Placement Examinations

In the administration of all examinations, the test-takers and the College have rights, responsibilities and duties. Test-takers have a responsibility to:

1. Arrive on time
2. Demonstrate academic integrity during the testing session. Cheating behavior on test includes, but is not limited to: talking during test administration, looking on or at someone else’s paper on computer screen, using notes or resources of any kind, unauthorized access to the test, or going back to a previous test section after time has been called.

Test-takers have a right to:

1. Receive the results of their test.
2. Review their test results with an academic counselor, advisor, or faculty.

The College has a duty to:

1. Assure that results of a test are used in a manner appropriate to the intended purpose.
2. Assure confidentiality of an individual(s) test results. Access will be limited to college officials authorized to review scores.
3. Provide a clock.

EMERGENCY CLOSURE PLAN

The Emergency Closure Plan for River Parishes Community College outlines the procedures to be followed in the event of class cancellation.

1. Making the Decision

   In the event of a situation that threatens the well-being of students, faculty, staff, administration, or the community at large, all decisions shall be made with a priority for human safety. The Chancellor of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty and staff be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

2. Communicating the Decision

   Following an administrative decision, all
Students, faculty, and staff are not expected to endanger their safety in order to attend class or work.

Every effort will be made to broadcast decisions pertaining to college closure via television and radio announcements. The Chancellor or Chief Information Officer will delegate responsibility to notify the radio and television broadcast systems of the status of college operations.

STUDENT RIGHT TO PRIVACY
River Parishes Community College is in compliance with La. R.S. 44:13 (2002) § 13: Registration records and other records of use maintained by libraries, which protects library users’ right to privacy. Only persons who have a legal right in accordance with the law to access this information are allowed to access such records and information. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records.

NEW STUDENT ORIENTATION PROGRAM
The purpose of the New Student Orientation Program is to provide the entering student with information concerning the educational policies, services, and goals of the institution to assist the new student in adapting, socializing, and establishing a sense of belonging within the new academic community.

Student Orientation is held at the beginning of each semester. All new students are required to attend the New Student Orientation sessions during their first semester of enrollment at the College. Attendance is part of the requirements for successful completion of the Academic Seminar 1100 course, which must be taken the first semester of enrollment at the College by all new, first-time students.

SECURITY
Campus Security
The ultimate responsibility for personal safety rests with each student. Each student should be aware of potential risks to safety. The student is encouraged to:

- Walk with friends in lighted areas.
- Know building evacuation procedures in case of emergency.
- Know how to contact security department or local authorities.

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Take reasonable actions to protect self and property.

REGULATIONS GOVERNING STUDENT BEHAVIOR

Academic Honesty and Integrity

If discovered, cheating in any form including plagiarism, results in disciplinary action. Plagiarism is using and passing off as one’s own the ideas, data, or writings of another or presenting as one’s own an idea or product that is derived from an existing source.

Cheating is obtaining information through fraud or deceit, either by use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is pre-planned and deliberate and materials that are used are planned in advance.

Disciplinary action for plagiarism and cheating can include the reduction of a grade in the course, suspension, or expulsion from RPCC. Students can appeal disciplinary action taken by following the complaint policy of the college.

Campus and Classroom Behavior

1. Students are expected to demonstrate respect for the rights and property of other individuals on campus and in the classroom.
2. Disruptive behavior will not be tolerated.
3. Drinking and eating in the classroom is not allowed.

Littering

In order to maintain the campus buildings and grounds, littering is prohibited. Trash receptacles and cigarette canisters are available for the disposal of refuse.

Smoking

The use of tobacco products in River Parishes Community College buildings and buildings used by RPCC is prohibited. Smoking and the use of smokeless tobacco is not permitted. Smoking is allowed outdoors in designated smoking areas.

Property Abuse

All students are expected to observe all rules that govern the use of College property. Confirmed abuse of property shall result in civil and/or disciplinary action.

Facilities Use

All students are expected to observe the rules related to the use of campus classrooms and facilities. Use of classrooms for student activities must be approved by the Dean of Students office. Under no circumstances may a student enter a locked office or classroom without proper authorization. Violation of this policy shall result in disciplinary and/or civil action.

* Food and drinks are prohibited in the RPCC classrooms, library, and labs.

Parking

Parking for all students is restricted to the areas identified on the campus grounds. Each student must obtain an RPCC parking sticker from the Office of Student Services and display it on the rear glass of your vehicle.

DRUG AND ALCOHOL POLICY

This policy will apply to all College students.

1. All students are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on College property or as part of any College activity, whether on or off the campus. This policy will extend to any other sites which the College might operate.
2. The following conduct is prohibited:
   a. The use, consumption, possession, manufacture, furnishing, sale, and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana, except as expressly permitted by law.
   b. The use, possession, manufacture, purchase, sale, furnishing, and/or distribution of drug paraphernalia.
   c. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages on College property, or at any of its activities (whether on or off-campus), except as expressly permitted by College regulations and the law.
   d. The use, consumption, possession, and/or purchase of alcoholic bever-
ages by persons under twenty-one (21) years of age.

e. Operating or attempting to operate a motor vehicle while intoxicated.

f. Public intoxication on College property.

g. Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under twenty-one (21) years of age.

Legal Sanctions

In Louisiana, the production, manufacture, distribution, dispensing, or possession of illegal drugs is punishable by law. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine derivatives, and amphetamines. The criminal code of Louisiana carries specific penalties for the possession and use of illegal drugs.

Students who violate the provisions of this policy will be subject to sanctions which could include criminal prosecution, suspension, termination and or expulsion.

CONVICTION OF A FELONY

Students convicted of committing a felony while enrolled at RPCC College are subject to disciplinary action up to and including dismissal.

WEAPONS ON CAMPUS

With the exception of Law Enforcement Officers, carrying a firearm, or dangerous weapon, by a student or non-student on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline.

FALSIFICATION OF RECORDS/INFORMATION

Each student is expected to complete all college records with accuracy and honesty. Falsification of records will result in disciplinary action up to and including dismissal.

SALES AND SOLICITATION

Solicitation of students, faculty, or staff for the purpose of selling merchandise or services or obtaining contributions on campus is allowed only with expressed permission from the College administration office. On campus: Recognized college organizations must obtain clearance for on campus sales from the Dean of Students office when scheduling their events at the office. In general, no off-campus merchants or organizations may set up displays or sell merchandise on campus. However, the Chancellor or Deans may make exceptions.

IDENTIFICATION CARDS

River Parishes Community College students will be issued a College identification card. New students will be given information about obtaining their identification card from the Office of Admissions during pre-registration activities. The card will facilitate the student(s) right to use college facilities i.e. Cards must be shown when requested by college staff. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action. If an identification card is lost, it must be replaced and a $5.00 replacement fee will be assessed.

CHILDREN OF STUDENTS

For safety, children in the College must have adult supervision at all times. Children are not allowed in the classroom.

College personnel are not responsible for the supervision of children.

SANCTIONS

GENERAL MISCONDUCT

Failure by a student to adhere to the Regulations Governing Student Behavior is termed:

MISCONDUCT

1. A student may be formally charged with misconduct for violation of any of the “Regulations Governing Student Behavior.” In cases of violations of academic integrity (academic honesty/dishonesty) or a student’s failure to adhere to minimum professional standards, the faculty have the authority to assign a course grade of “F” to the student and/or may refer the case to the Faculty-Student Hearing Committee for action.

2. A student charged with misconduct will retain all college rights until due process is completed, unless there is evidence
that the student:

a. has been convicted of a felony;
b. has been formally charged with the commission of a felony of such nature that the student’s presence on campus is potentially dangerous to the health and safety of the college;
c. has engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the college, whether or not civil charges have been made or penalties imposed.

In the above situations, the student may be temporarily barred from the campus until due process is completed.

Sanctions for Violation of Regulations

Failure by a student to adhere to the “Regulations Governing Student Behavior” will subject the student to one or a combination of more than one of the following sanctions:

Reprimand

Official warning in writing that continuation or repetition of violation or inappropriate behavior may result in a more severe sanction.

Loss of Privilege

This sanction prohibits the student from using certain college facilities, (i.e. Library and/or Labs).

Restitution

Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student’s misconduct.

Probation

Formal written warning that the student’s conduct is in violation of college policies and the student’s standing as a student is in jeopardy.

Suspension

Termination of student status at the college for not less than the remainder of the semester.

Dismissal

Termination of student status at the college permanently or for an indefinite period of time.

The above sanctions do not preclude other disciplinary actions that may be deemed warranted by the college.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association provides a form of representative self-government to all students enrolled in the College. Through this organization, rules and regulations are formulated and carried out, and plans for student’s activities are made and implemented. In order for the Student Government Association to successfully meet the needs of the student body, students are encouraged and expected to attend meetings and participate in the activities of the SGA. The SGA at River Parishes Community College is a program in which every student is provided the opportunity to participate.

PHI THETA KAPPA HONOR SOCIETY (PTK)

Phi Theta Kappa is an international, co-educational honorary society for students attending two-year colleges. Benefits of membership in PTK include scholarship opportunities, recognition for academic achievement, leadership opportunities and academic & career resources. Membership in PTK is by invitation only. Qualifications for membership are as follows:

1. a 3.5 RPCC grade point average
2. 12 or more college-level (1000-level and above) credit hours earned at RPCC. To remain a member, students must maintain a 3.0 RPCC cumulative grade point average.
COURSE DESCRIPTIONS
COURSE DESCRIPTIONS

The courses listed here represent a traditional curriculum found in most lower division programs that prepare students for the upper division or baccalaureate programs. In an effort to facilitate transfer of RPCC’s courses to other institutions of higher education in Louisiana, RPCC has adopted general education core courses that are listed in the Louisiana Board of Regents publication Student Transfer Guide and General Education Matrix. This publication is available for review in the Office of the Executive Vice Chancellor, the Office of the Dean of Students and online via the College’s website www.rpcc.edu

Note: A grade of “C” or better (including “P”) must be earned in courses to meet prerequisite or program requirements.

ACCOUNTING (ACCT)

ACCT 2010
FINANCIAL ACCOUNTING
CREDIT: 3
Principles and methods of accounting concerned with financial data gathering and presentation in the form of external financial statements; legal and ethical obligations of the accounting profession.

ACCT 2020
MANAGERIAL ACCOUNTING
CREDIT: 3
Principles and methods of accounting primarily concerned with data gathering and presentation for purposes of internal management evaluation and decision making.

Prerequisites: ACCT 2010

ACCT 2210
INTERMEDIATE ACCOUNTING
CREDIT: 3
A thorough review of the accounting information system emphasizing the accounting cycle, financial statements, and the environment of accounting.

Prerequisite: ACCT 2010 with a grade of “C” or better

ACADEMIC SEMINAR (ACSM)

ACSM 1100
ACADEMIC SEMINAR
CREDIT: 1
This course is designed for all entering students. A variety of topics will be covered to promote the personal, career, and educational goals of the student. These topics would include: personality assessment, career exploration, nature of college education, personal wellness, student safety, college adjustments, information management, and academic success. Skills in the utilization of library facilities and computer usage are also covered.

ANTHROPOLOGY (ANTH)

ANTH 1003
INTRODUCTION TO CULTURAL AND SOCIAL ANTHROPOLOGY
CREDIT: 3
Diversity of human cultures; nature of culture, social organization, subsistence patterns, economics, law, politics, religion, language, and other institutions of culture viewed in cross-cultural perspective.
ARTS (ARTS)

ARTS 1010
INTRODUCTION TO VISUAL ARTS
Credit: 3
Lecture and discussion on the forms, functions, and vocabulary of the visual arts. Emphasis will be placed on the different methods of visual expression in our society and how and why works are created. All major forms of drawing, painting, printing, sculpture, design, and architecture explored in basic terms.

ARTS 1100
ART APPRECIATION
Credit: 3
This is an art appreciation course designed for non-art majors. It introduces students to the visual arts within the context of history with an emphasis on critical thinking about images from art and photography in order to experience heightened enjoyment and understanding and appreciation of our cultural heritage. Three hours of lectures illustrated with slides, video, and class discussion per week. Course may be taken more than once as topics may vary.

ARTS 2000
INTRODUCTION TO COMPUTER IMAGES I
Credit: 3
This course is an introduction to the computer as a tool for the visual arts. The course selects from a variety of imaging software including Photoshop and requires no computer experience.

ARTS 2010
INTRODUCTION TO DIGITAL MEDIA
Credit: 3
This course is designed for individuals who would like to learn about graphics for the Web and Internet development. The course will include digital media design, graphic design software, and animation tools. The emphasis is on both design and development of graphical and interactive/navigational elements, along with interactivity for Web development.

ARTS 2100
BASIC DRAWING
Credit: 3
An introduction to the basic skills, materials, and techniques used in creating traditional observational drawings of objects. Materials used will include pen, pencil, ink, and charcoal; techniques studied will include perspective, shading and modeling, composition, contour and texture. Six hours of studio a week.

ARTS 2200
BASIC PAINTING
Credit: 3
An introduction to the basic skills, materials and techniques used in traditional and modern oil, tempera, and acrylic painting. Class will include individual criticism, class discussion and critiques of works. Six hours of studio a week.

ARTS 2300
BASIC DESIGN
Credit: 3
Basic elements of graphic design; an introduction to the fundamental techniques needed when encountering creative problems in two-dimensional visual arts. Six hours of studio a week.

ARTS 2400
WATERCOLOR PAINTING
Credit: 3
An introduction to watercolor painting; using water-based pigments to explore the expressive visual possibilities of a variety of different subjects, including still-life’s, landscapes, figures, and portraits. Six hours of studio a week.

ARTS 2510
ART HISTORY SURVEY I
Credit: 3
One semester historical survey of the Western visual arts tradition from the Paleolithic through the High Renaissance, including Near-Eastern, Greek, Roman, and Medieval art. Three hours of lectures illustrated with slides, videos, and class discussion per week.

ARTS 2520
ART HISTORY SURVEY II
Credit: 3
One semester chronological survey of the Western visual arts tradition from the Baroque period through to the present, including Neo-Classical, Romantic, Impressionist, Post-Impressionist, and 20th century art. Three hours of lectures illustrated with slides, videos, and class discussion per week.

ARTS 2610
MODERN ART
Credit: 3
An examination and survey of European-American visual art from its beginnings in the late 19th century through the 20th century and into the present. Three hours of lectures illustrated with slides, video, and class discussion per week.

BIOLOGY (BIOL)

BIOL 1010
GENERAL BIOLOGY I
Credit: 3
This course covers the concepts in cell biology, genetics, ecology, and evolution. BIOL 1010 is not intended to be a prerequisite for BIOL 1020 or vice versa.

BIOL 1010L
GENERAL BIOLOGY LABORATORY I
Credit: 1
This course provides a laboratory component which coincides with the BIOL 1010 lecture course. The topics covered in this course follow the sequence of
material in the BIOL 1010 course.

**Prerequisites:** Concurrent enrollment in or previous completion of BIOL 1010

**BIOL 1020**  
**General Biology II**  
**Credit:** 3  
This course covers the concepts of biological diversity, physiology, and behavior of living organisms. BIOL 1020 is not intended to be a prerequisite for BIOL 1010 or vice versa.

**BIOL 1020L**  
**General Biology Laboratory II**  
**Credit:** 1  
This course provides a laboratory component which coincides with the BIOL 1020 lecture course. The topics covered in this course follow the sequence of material in the BIOL 1020 course.

**Prerequisites:** Concurrent enrollment in or completion of BIOL 1020

**BIOL 1200**  
**Principles of Biology I**  
**Credit:** 4  
This course is designed for students majoring in science or a related field. Principles of biology from the cellular to the ecosystem level, including biochemistry, cell biology, molecular biology, genetics, and evolution. Includes laboratory experiences.

**Prerequisites:** Eligibility for ENGL 1010 or higher and MATH 1100 or higher.

**BIOL 1210**  
**Principles of Biology II**  
**Credit:** 4  
This course is designed for students majoring in science or a related field. A systematic study of the structure, function, ecology and evolution of organisms including bacteria, protist, fungi, plants and animals. Includes laboratory experiences.

**Prerequisites:** BIOL 1200

**BIOL 2110**  
**General Microbiology**  
**Credit:** 3  
A basic study of microorganisms with emphasis on those of medical significance and their role in public health and infectious disease.

**Prerequisites:** BIOL 1010 and 1020 or BIOL 1200.

**BIOL 2110L**  
**General Microbiology Laboratory**  
**Credit:** 1  
A survey of laboratory techniques in microbiology applicable to general microbiology, public health microbiology, medical technology and medicine.

**BIOL 2300**  
**General Ecology**  
**Credit:** 3  
This course is an introduction to ecology, principles of ecology with applications to environmental issues and discussion of major terrestrial/aquatic ecosystems.

**Prerequisites:** Successful completion of a biology or chemistry course.

**BIOL 2500**  
**Human Anatomy & Physiology I**  
**Credit:** 3  
A descriptive presentation of the structure and function of the organ systems of the human body covering cells, tissues, bones, muscles, nervous system and endocrine system.

**Prerequisites:** BIOL 1010 and 1020 or BIOL 1200

**BIOL 2500L**  
**Human Anatomy & Physiology Lab I**  
**Credit:** 1  
A laboratory course to accompany BIOL 2500 using specimens, models and instruments to investigate the structure and function of the human body.

**Prerequisites:** Concurrent enrollment or prior completion of BIOL 2500.

**BIOL 2510**  
**Human Anatomy & Physiology II**  
**Credit:** 3  
A descriptive presentation of the structure and function of the organ systems of the human body covering the cardiovascular, immune, respiratory, digestive, excretory and reproductive systems.

**Prerequisites:** BIOL 2500 and 2500L.

**BIOL 2510L**  
**Human Anatomy & Physiology Lab II**  
**Credit:** 1  
A laboratory course to accompany BIOL 2510 using specimens, models and instruments to investigate the structure and function of the human body.

**Prerequisites:** Concurrent enrollment or prior completion of BIOL 2510.

**BIOL 2600**  
**Fundamentals of Human Nutrition**  
**Credit:** 3  
This course examines the chemistry of the basic nutrients, metabolic pathways, factors affecting utilization, food sources, dietary allowances, food habits and special needs. It includes dietary calculations, evaluation, and current issues in nutrition. Since course content is designed to prepare students for nursing or health related careers, it is recommended that students complete BIOL 1010 & 1020 or BIOL 1200 before enrolling.

**BUSINESS (BUSN)**

**BUSN 1100**  
**Introduction to Business**  
**Credit:** 3  
A study of American business firms, organizational structures, practices and principles. Organizational systems and terminology will be included.

**BUSN 1310**  
**Personnel Management**  
**Credit:** 3  
A study of personnel issues to include job classification, compensation, benefits, discipline and training.
BUSN 1330
PERSONAL FINANCE
Credit: 3
A study of personal and family finances as well as personal money management. Topics will include budgets, savings, borrowing, taxes, insurance and estate planning.

BUSN 2000
PRINCIPLES OF MARKETING
Credit: 3
A basic course in marketing including the exchange process, marketing analysis, price determinants and present-day marketing trends. Emphasis is given to the marketing concept and how firms adapt products and services to changes in consumer demand.

BUSN 2200
LEGAL ENVIRONMENT OF BUSINESS
Credit: 3
Legal influences on the business environment, sources of law and their effect on business decision; constitutional, administrative, property, environmental, employment, anti-trust, securities regulation, consumer rights, and product liability law; social, ethical, and international facets of the legal environment.

BUSN 2220
SMALL BUSINESS MANAGEMENT
Credit: 3
A study designed to introduce students to the start-up and operation of a small business. Business planning, decision making, and critical thinking will be topics of discussion. A research paper (business plan) and presentation will be required.

CHEMISTRY (CHEM)

CHEM 1010
CHEMISTRY I
Credit: 3
This course includes the fundamental laws, modern theories and principles of chemistry with emphasis on atomic structure, periodicity, bonds, and stoichiometry. Integrated into this course are problem solving and quantitative approaches. This course is intended for science and engineering curricula.

CHEM 1010L
CHEMISTRY LABORATORY I
Credit: 1
Introduction to basic laboratory skills and operations including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry.

CHEM 1020
CHEMISTRY II
Credit: 3
This course introduces chemical theories and principles with emphasis on chemical equilibria, acids and bases, electrochemistry, chemical thermodynamics, and kinetics. Integrated into the course are problem solving and quantitative approaches. This course is intended for science and engineering curricula.

CHEM 1020L
CHEMISTRY LABORATORY II
Credit: 1
Introduction to basic laboratory skills and operations including experiments in qualitative inorganic analysis, acid/base properties and titrations.

CHEM 2210
ORGANIC CHEMISTRY I
Credit: 3
This is an introduction to the chemistry of carbon containing compounds. The physical and chemical properties of organic compounds will be examined. The emphasis will include a systematic study of nomenclature, molecular structure, properties, bonding, reactivity, stereoisomerism and conformational analysis for aliphatic compounds. Included in the course will be practical applications, problem solving, and attention to historical and recent developments in interpretation of structure and reaction mechanisms.

CHEM 2220
ORGANIC CHEMISTRY II
Credit: 3
This is a continuation of CHEM 2210. The emphasis will include a systematic study of nomenclature, molecular structure, properties bonding, and reactivity of aromatic compounds. Included in the course will be practical applications, problem solving, and attention to historical and recent developments in interpretation of structure and reaction mechanisms.

CRIMINAL JUSTICE (CRJU)

CRJU 2010
INTRODUCTION TO POLICE, COURTS, AND CORRECTIONS
Credit: 3
This course will examine the primary components of the criminal justice system and how they are interrelated. Students will also learn how these entities work toward common goals and how they are challenged by competing goals or organizational demands.

CRJU 2300
INTRODUCTION TO LAW ENFORCEMENT
Credit: 3
This course is designed to acquaint the pre-service as well as non-law enforcement major with the field of law enforcement.
CRJU 2310
Criminal Law for Police Officers
Credit: 3
This course will examine the structure and function of the Code of Criminal Law, the U.S. Constitution, and their impact upon law enforcement.

CRJU 2320
Criminal Investigation
Credit: 3
This course will examine modern methods of criminal investigation of both minor and serious crimes. Students will learn how to write reports, and identify, collect and preserve criminal evidence.

COMPUTER SCIENCE (CSCI)

CSCI 1010
Introduction to Computer Technology
Credit: 3
Introduction to computers and their uses in society. In addition, students will be made aware of the use of applications of computers in the home, education, and industry. An introduction to application software and its uses in, but not limited to, word processing, spreadsheets, database and multimedia, should be included.

CSCI 1140
Introduction to Basic
Credit: 3
This course is a study of computer programming using BASIC programming language. Topics include logic analysis, structured programming techniques, file processing and table processing techniques.

CSCI 1200
Introduction to Computer Programming Logic
Credit: 3
This course is a study of computers and program design. An introduction to programming which emphasizes the basic skills and tools needed to analyze a problem and develop a solution algorithm.
Prequisites: CSCI 1010 and MATH 1100 or permission of department chair.

CSCI 1500
Computer Programming C++
Credit: 3
This is an introduction to the “C++” programming language. The course contains topics on design, coding, testing, and documentation of a computer program written in “C++”. Other topics include input, output, computations, branching, functions, subroutines, arrays, records, file handling and pointers.
Prequisite: MATH 1100

CSCI 2010
Software Applications I
Credit: 3
This course is an in-depth study of the applications software for word processing and spreadsheet.

CSCI 2020
Software Applications II
Credit: 3
This course is a continuation of CSCI 2010. It is an in-depth study of a database and a presentation software.

CSCI 2025
Web Design I
Credit: 3
This course will introduce students to web page design using a stable, tested, and smoothly organized program geared for ease of learning and use.
Prequisite: CSCI 1010 or permission of instructor

CSCI 2030
Computer Game Criticism
Credit: 3
Note: This course may be used to satisfy RPCC program requirements, but it is not intended for transfer. This course will introduce students to the computer game industry and computer game genres including action, shooter, role playing strategy, real time strategy, massively multiplayer and eduware. Students will be required to write previews and reviews of computer games similar to those published in print media.
Prequisite: ENGL 1010 or permission of the instructor

CSCI 2140
Computer Programming Visual Basic
Credit: 3
This course is a study of computer programming using the Visual Basic language. The course contains topics on design, coding, testing, and documentation of a computer program written in Visual Basic.
Prequisite: a working knowledge of BASIC Programming Language

CSCI 2310
Management Information Systems
Credit: 3
This course is an introduction to business information resources, system design and information management. Topics include computer hardware, system analysis, database management decision support systems and distributed data processing.
Prequisites: Sophomore standing, CSCI 1010 and one other computer science class or permission of the department head.

CSCI 2500
Advanced C++ and Data Structures
Credit: 3
This course is an introduction to elementary data structures and algorithm development using programming language C++. Topics include: arrays, pointers, records, linked list, stacks, queues, recursion, binary trees, sorting, and searching. Offered during Spring semesters.
Prequisites: CSCI 1500 or permission of the department chair.

CSCI 2510
Database Management Systems
Credit: 3
Database models; database design and implementation; database query language. Emphasis on using
commercial database software to support business and institutional processing.

**Prerequisites:** Sophomore standing, CSCI 1010 and CSCI 1200 or CSCI 2020, or permission of department head.

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**EARLY CHILDHOOD DEVELOPMENT (ECDV) FORMERLY ECED**

**NOTE**

ECDV courses are not intended for transfer into a university teacher education program. It is designed for paraprofessionals and those seeking to complete the Early Childhood concentration in the Associate of General Studies degree.

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**ECDV 1050 EARLY CHILDHOOD DEVELOPMENT**

**Credit: 3**

This course provides an overview of early childhood education, birth to age eight. It explores philosophies, methods, materials, and activities appropriate to the development of the child in care centers, nursery schools, and the primary grades.

**Pre-requisite:** ECDV 1050

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**ECDV 1101 INFANT AND TODDLER**

**Credit: 3**

This course covers the physiological, emotional, cognitive, and social development of infants and toddlers, including special needs for optimal development, the role of the caregiver, planning environments, health methods, and working with parents.

**Pre-requisite:** ECDV 1050

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**ECDV 1103 PLAY AND MATERIALS FOR CHILDREN**

**Credit: 3**

This course emphasizes teaching/learning strategies and curriculum development that encourage play as an essential element in healthy child development. Students will demonstrate an understanding of how to support and encourage play as a vehicle for the development of cooperation, creativity, cognition, language, and motor skills using a variety of media. Placement sites must be approved by the instructor or ECE coordinator.

**Pre-requisite:** ECDV 1050

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**ECDV 1104 BASIC CHILDHOOD NUTRITION**

**Credit: 3**

This course examines normal nutrition for all ages relating to physical development and health; functions of the food nutrients and their requirements for digestion, absorption, metabolism, and planning or normal diets. This course may require field and/or clinical hours working directly with young children. Said placement sites must be approved by the instructor or by the Early Childhood coordinator.

**Pre-requisite:** ECDV 1050

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**ECDV 2010 FAMILY, SCHOOL, AND COMMUNITY RELATIONS**

**Credit: 3**

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family, and community lifestyles, child abuse and current issues.

**Pre-requisite:** ECDV 1050

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**ECDV 2020 CREATIVE ACTIVITIES FOR CHILD DEVELOPMENT**

**Credit: 3**

Prepares students to plan, implement and evaluate developmentally appropriate programs for young children. Students will learn how to promote positive attitudes, understandings, and abilities across a range of modes of representation comprising language, music, movement and visual and tactile media.

**Pre-requisite:** ECDV 1050

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**ECDV 2040 CURRICULUM DEVELOPMENT FOR INFANTS AND TODDLERS**

**Credit: 3**

This course prepares students in planning developmentally appropriate environment, activities, materials, and interactions for infants and toddlers.

**Pre-requisite:** ECDV 1050, ECDV 2020

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**ECDV 2050 MATH, SCIENCE & TECHNOLOGY FOR THE YOUNG CHILD**

**Credit: 3**

Includes a review of appropriate materials, methods, and principles related to mathematics, science and technology in the early childhood setting. Students plan and evaluate activities related to number recognition, counting, sets, simple mathematical skills, cause and effect, classification, prediction and simple experiments.

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**ECDV 2060 GUIDING AND MANAGING CHILD BEHAVIOR**

**Credit: 3**

Students will examine learning principles and theory relevant to the guidance of children. Guidance, management, discipline techniques are explored in relation to managing difficult children, rewards, behavior modification, social learning and problem solving, and personal responsibility. Practical applications are taught through direct participation in an early childhood setting.

**Pre-requisite:** ECDV 1050

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**ECDV 2065 OBSERVATION AND FIELD EXPERIENCES**

**Credit: 3**

This practicum provides an intensive experience in systematically observing and recording the behavior of young children as they participate in activities in a child care or educational setting.

**Pre-requisite:** ECDV 1050
**ECDV 2070**  
**SCIENCE IN EARLY CHILDHOOD EDUCATION**  
**Credit:** 3  
This course is designed to enable students to display an understanding of the major developments and issues in early childhood science education, develop strategies for delivering aspects of an early childhood science curriculum, and evaluate science teaching methods and materials.  
**Pr- or Co-requisite:** ECDV 1050

**ECDV 2080**  
**EARLY ELEMENTARY SCHOOL MATHEMATICS**  
**Credit:** 3  
This course presents the teaching of mathematics to young children, consistent with recent research in children’s learning and with the Louisiana mathematics curriculum, K-6. Mathematics will be seen as a means of processing information, and of communicating and representing ideas. Content, learning environment and teaching strategies for learning about numbers, measurement and space will be presented.  
**Pr- or Co-requisite:** ECDV 1050

**ECDV 2090**  
**LANGUAGE ARTS DEVELOPMENT FOR THE YOUNG CHILD**  
**Credit:** 3  
This course will survey principles, methods and materials necessary for successful instruction of language arts during early child development, and factors in the development of language in the young child. Listening, story telling, children’s literature, use of flannel boards, pre-reading skills, and correct use of appropriate games and activities will be explored. Students will research and compile a language arts file.  
**Pr- or Co-requisite:** ECDV 1050

**ECDV 2150**  
**ORGANIZATION AND ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS**  
**Credit:** 3  
This course examines the philosophy, objectives, and methods of organizing and operation of Early Childhood programs. The course includes licensing issues, budgeting, personnel, policy development, facilities, supervisory/management skills and advocacy.

**ECDV 2300**  
**CHILDREN’S LITERATURE**  
**Credit:** 3  
Selection, evaluation, and the use of books and materials for children; reading needs and reading interests for children; factors in using and interpreting library materials in relation to the school curriculum. Basic reference books for children are included.

**ECON 2010**  
**MACROECONOMICS**  
**Credit:** 3  
A study of economics, economic concepts and economic institutions. Emphasizes the operation and function of a market economy while analyzing economic problems related to income, employment, the business cycle, money and banking, growth and development.

**ECON 2020**  
**MICROECONOMICS**  
**Credit:** 3  
A study of price and output determination, theories of production, determination of prices in regulated and unregulated industries, functional distribution of income, and international economics.

**ECON 2030**  
**ECONOMIC PRINCIPLES**  
**Credit:** 3  
Economic understanding of both micro- and macroeconomic principles; problems associated with monetary policy, fiscal policy, public finance, government and business, labor, international trade, and economic growth.

**EDUC 1000**  
**INTRODUCTION TO EDUCATION**  
**Credit:** 3  
Introduction to the education profession for prospective teachers or those interested in the field. Includes the following: survey of the history of education, educational requirements for teachers, compensation, the teaching process, learning, discipline, evaluation, roles of the local and state educational system.

**EDUC 2000**  
**TEACHING DIVERSE POPULATIONS**  
**Credit:** 3  
This course is designed to study multicultural education. Emphasis is placed on such dimensions of diversity as culture, ethnicity, race, language, social class, gender, age, sexual orientation, and their implications for educational policy, curriculum and methodology. Field experience may be required.

**EDUC 2100**  
**EDUCATING CHILDREN WITH SPECIAL NEEDS**  
**Credit:** 3  
This course examines information regarding children with special needs including assessment and programming, strategies for developing adaptive environments, utilizing family input and community resources, legislation, and possible causes of exceptionalities.  
**Pr- or Co-requisite:** ECDV 1050
ENGLISH (ENGL)

ENGL 0090
COLLEGE PREPARATORY ENGLISH I
Credit: 3 (Not for degree credit)
This course is an introductory course in composition designed to help students gain proficiency in basic writing and grammar skills. The course assesses the level at which students are writing to discover individual areas of deficiency in writing skills and provides the necessary instruction to help them overcome these deficiencies; thus, the focus tends to be on grammar and mechanical problems. As a result of carefully planned learning experiences, students should be able to write clear, adequately developed, logically-organized, effective sentences and short paragraphs which conform to the conventions of standard American English. Its sole focus is to prepare students for the short essay writing in English 0091, College Preparatory English II. This is a college preparatory course and does not apply toward the associate’s degree.

ENGL 0091
COLLEGE PREPARATORY ENGLISH II
Credit: 3 (Not for degree credit)
This course is designed to help students gain greater proficiency in basic writing and reading skills. Using the format of writing simple essays, the course assesses the level at which students are writing to discover individual areas of deficiency and to assist students in developing college level writing skills. Upon completion of this course, students should be able to write clear, adequately developed, logically organized paragraphs and simple essays which conform to the conventions of standard American English.
Prerequisite: Placement by diagnostic test.

ENGL 1010
ENGLISH COMPOSITION I
Credit: 3
Introduction to writing in forms of expressive and informative discourse with emphasis on writing as a learning and thinking process. Discussion of and practice in strategies used in pre-writing, writing, and revising.
Prerequisite: ENGL 0091 with a “C” or higher or Placement by Diagnostic Test.

ENGL 1020
ENGLISH COMPOSITION II
Credit: 3
Continuation of strategies learned in ENGL 101. Introduction to writing persuasive, evaluative, and other forms of argumentative discourse.
Prerequisite: ENGL 1010 with a “C” or higher

ENGL 2000
BUSINESS WRITING
Credit: 3
This course prepares students to develop and write a wide variety of business documents including reports, memoranda, letters, and articles.
Prerequisite: ENGL 1010

ENGL 2100
LITERATURE AND ETHNICITY
Credit: 3
Readings in the literature of America’s diverse ethnic cultures, especially Native American, Asian, Hispanic, Jewish, and African-American.
Prerequisites: ENGL 1020, or permission of teaching faculty member.

ENGL 2110
A SURVEY OF SHORT STORIES & NOVELS
Credit: 3
Skills for reading and writing about fiction; attention to generic conventions and critical perspectives; section emphasis may vary; consult departmental handout.
Prerequisites: ENGL 1020 or permission of teaching faculty member.

ENGL 2150
INTRODUCTION TO DRAMA & POETRY
Credit: 3
The course is designed to develop in students an ability to understand, analyze and evaluate drama and poetry. The first half of the course focuses on drama and introduces the student to plays from the Greek classics through the twentieth century. The second half of the course emphasizes poetry that reflects different forms, subjects, themes, and points of view. Since reading is a major focus of this course, students will practice a variety of interrelated reading and interpretative skills. Students’ writing should move beyond paraphrasing into analysis, interpretation, and argumentation.
Prerequisite: ENGL 1020, or permission of teaching faculty member.

ENGL 2200
CREATIVE WRITING
Credit: 3
An introductory course in the forms and techniques of creative writing, which may include writing short stories, poetry, screen-writing, autobiographical essays, and other forms of expressive writing. Examination of manuscripts through group discussion and individual conferences with course faculty member.
Prerequisite: ENGL 1020, or permission of teaching faculty member.

ENGL 2300
UNDERSTANDING LITERATURE
Credit: 3
An introduction to forms of fiction, poetry and drama. The course focuses on characteristics of each type of literature, development of ideas, and techniques for writing critical essays.
Prerequisites: ENGL 1020, or permission of teaching faculty member.

ENGL 2400
WORLD LITERATURE
Credit: 3
An examination of some major works of world literature.
Prerequisite: ENGL 1020, or permission of teaching faculty member.

ENGL 2510
ENGLISH LITERATURE I
Credit: 3
This course is a survey of some important works of English literature from the Anglo-Saxon period to the Restoration
and Eighteenth Century. Writers studied in the course will include Chaucer, Marlowe, Shakespeare, Donne, Milton, Swift, and others.

**ENGL 2520**

**ENGLISH LITERATURE II**

**Credit:** 3

This course is a survey of some important works of English literature from the Romantic Period through to the end of the Twentieth Century. Writers studied in the course will include Blake, Shelley, Wordsworth, Keats, Byron, Coleridge, Browning, Tennyson, Conrad, Yeats, Joyce, Lawrence, Eliot, Auden, and others.

**Prerequisites:** ENGL 1020, or permission of teaching faculty member.

**ENGL 2610**

**AMERICAN LITERATURE I**

**Credit:** 3

This course is a survey of some important works of American literature from the Colonial Period through to the end of the Civil War. Writers studied in the course will include Bradstreet, Franklin, Cooper, Emerson, Hawthorne, Longfellow, Poe, Thoreau, Whitman, Melville, Dickinson, and others.

**Prerequisites:** ENGL 1020, or permission of teaching faculty member.

**ENGL 2620**

**AMERICAN LITERATURE II**

**Credit:** 3

This course is a survey of some important works of American literature from the end of the Civil War to the present. Writers studied in the course will include Mark Twain, Ambrose Bierce, Henry James, Stephen Crane, Robert Frost, T. S. Eliot, Hemingway, Faulkner, Steinbeck, O’Connor, Toni Morrison, Ginsberg, Sylvia Plath, and others.

**Prerequisites:** ENGL 1020, or permission of teaching faculty member.

**ENGL 2700**

**MODERN LITERATURE**

**Credit:** 3

An examination of major works and themes of 20th century literature.

**Prerequisite:** ENGL 1020, or permission of teacher faculty member.

**ENGL 2800**

**FILM CRITICISM**

**Credit:** 3

Studies in the basic elements of film appreciation and criticism, with detailed analysis of specific films and their relation to the theories of film-making.

**Prerequisite:** ENGL 1020, or permission of teacher faculty member.

**FRENCH (FREN)**

**FREN 1010**

**ELEMENTARY FRENCH I**

**Credit:** 3

A beginning course designed for students with no previous knowledge of French. It places strong emphasis on vocabulary, sounds and structure of the French language. Supplemental work will be done in the language laboratory.

**FREN 1020**

**ELEMENTARY FRENCH II**

**Credit:** 3

A continuation of FREN 1010. It is designed for students who have completed one semester of French. It places strong emphasis on vocabulary, sounds and structure of the French language. Supplemental work will be done in the language laboratory.

**Prerequisite:** FREN 1010

**FREN 2010**

**INTERMEDIATE FRENCH I**

**Credit:** 3

A continuation of FREN 1020. It places strong emphasis on vocabulary, sounds and structure of the French language. Other components of the course include reading and writing. Supplemental work will be done in the language laboratory.

**Prerequisite:** FREN 1020

**FREN 2020**

**INTERMEDIATE FRENCH II**

**Credit:** 3

French 2020 is a 3-hour, video-based course designed for intermediate students of French. It places strong emphasis on development of listening, speaking, reading and writing skills. Supplemental work will be done in the language laboratory.

**Prerequisite:** FREN 2010

**GEOGRAPHY (GEOG)**

**GEOG 2010**

**INTRODUCTION TO GEOGRAPHY**

**Credit:** 3

A survey of significant geographical endeavors and ideas Western and non-Western cultures have contributed towards the development of modern geography, and their impact on historical world events: discussion of major topical sub-disciplines that comprise modern geography; an introduction to the concepts, techniques, and tools of physical geography and human geography.

**GEOG 2030**

**CULTURAL GEOGRAPHY**

**Credit:** 3

Introduction to the concepts, themes, and techniques of cultural geography; topical discussion of religion, politics, language, population, agriculture, urbanization, environmental and social problems.

**GEOG 2050**

**PHYSICAL GEOGRAPHY**

**Credit:** 3

Introduction to the concepts, themes and disciplines of physical geography. Discussion of atmospheric moisture, pressure and temperature, plate tectonics, volcanism, weathering and mass wasting, diastrophism,
coastal processes, fluvial processes, global ecosystems and weather systems.

**GEOLOGY (GEOL)**

**GEOL 1001**
**GENERAL GEOLOGY: PHYSICAL**
*Credit: 3*
Earth materials and land forms; processes at work on and within the earth.

**GEOL 1001L**
**PHYSICAL GEOLOGY LABORATORY**
*Credit: 1*
Properties of minerals and rocks; practical application of geological principles, using topographical and geological maps; geological factors relating to energy exploration and environmental problems, with emphasis on south Louisiana.

**HEALTH SCIENCE (HESC)**

**HESC 1000**
**MEDICAL TERMINOLOGY**
*Credit: 3*
This course will introduce students entering the health field to basic medical and clinical terminology. Vocabulary, spelling, pronunciation and word analysis for common medical terms that are relevant to anatomy and physiology, medicine, disease and clinical specialties will be emphasized.

**HESC 1600**
**PERSONAL & COMMUNITY HEALTH**
*Credit: 3*
This course examines the factors in contemporary society that affect the well-being of an individual. It considers effects on such quality of life issues as aging, sex, health services, physical activity, drugs and nutrition.

**HISTORY (HIST)**

**HIST 2010**
**U.S. HISTORY I**
*Credit: 3*
A survey of United States history from the period of colonial origins to 1865.

**HIST 2020**
**U.S. HISTORY II**
*Credit: 3*
A survey of United States history from 1865 to the present.

**HIST 2061**
**AFRICAN-AMERICAN HISTORY**
*Credit: 3*
Social, cultural, and economic role of African-Americans in the U.S. from 1619 to the present.

**HIST 2100**
**LOUISIANA HISTORY**
*Credit: 3*
A survey of Louisiana history from the original European settlement to the present.

**HIST 2200**
**MINORITY GROUPS IN 20TH CENTURY AMERICA**
*Credit: 3*
A history of racial/ethnic groups in twentieth-century America.

**INFORMATION SYSTEMS (ISDS)**

**ISDS 1100**
**INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS**
*Credit: 3*
This course introduces students to management of information, computers, and systems. Students will also learn to utilize management information systems to improve managerial decision making.

**LIBRARY SCIENCE (LISR)**

**LISR 1000**
**RESEARCH STRATEGIES/ELECTRONIC RESOURCES**
*Credit: 1*
This course is designed to provide students a foundation in locating, evaluating, and utilizing information resources. This course will expose students to basic research methods and a wide variety of electronic resources. Students will develop fundamental research techniques and will learn to effectively use and evaluate electronic resources such as an online catalog, periodical indexes, journal databases, and the Internet.
MATHEMATICS (MATH)

MATH 0090  
**BASIC MATHEMATICS**  
**Credit:** 3  *(Not for degree credit)*  
This course is designed for students who lack the basic skills necessary for success in Math 0091. It provides instruction and practice in computation involving whole numbers, fractions, decimals, percents and signed numbers. Exit requirements will include a departmental final examination.  
**Prerequisites:** Placement by diagnostic test

MATH 0091  
**COLLEGE PREPARATORY ALGEBRA I**  
**Credit:** 3  *(Not for degree credit)*  
This course is designed for students who have had little or no algebra. The major topics in the course are real numbers and their properties, exponents and polynomials, linear equations and linear inequalities, as well as an introduction to factoring, radicals and graphing. Exit requirements will include a departmental final exam.  
**Prerequisites:** MATH 0090 with “C” or higher or placement by diagnostic test

MATH 0092  
**COLLEGE PREPARATORY ALGEBRA II**  
**Credit:** 3  *(Not for degree credit)*  
This course is designed for students who require additional skills in algebra before taking MATH 1100, College Algebra. The major topics include sets and real numbers, linear equations and inequalities with applications, polynomials and factoring, algebraic fractions, exponents, roots and radicals, quadratic equations, relations and functions, graphs, and systems of linear equations with applications. Exit requirements will include a departmental final examination.  
**Prerequisites:** MATH 0091 with “C” or higher or placement by diagnostic test

MATH 1100  
**COLLEGE ALGEBRA**  
**Credit:** 3  
Quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations. Credit will not be given for both MATH 1100 and MATH 1200.  
**Prerequisites:** MATH 0092 with “C” or higher or placement by diagnostic test

MATH 1110  
**PLANE TRIGONOMETRY**  
**Credit:** 3  
Trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, and polar coordinates. Credit will not be given for both MATH 1110 and MATH 1200.  
**Prerequisites:** MATH 1100 with “C” or higher

MATH 1167  
**ELEMENTARY NUMBER STRUCTURE**  
**Credit:** 3  
Basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving.  
**Prerequisites:** MATH 1100

MATH 1168  
**GEOMETRY FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS**  
**Credit:** 3  
This course is designed to prepare the student to teach the geometry of the K-8 curriculum. Topics include basic concepts and properties of two- and three-dimensional space: perimeter, area, volume, parallelism, perpendicularity, congruence, similarity, transformations and constructions.  
**Prerequisites:** MATH 1167

MATH 1200  
**COLLEGE ALGEBRA & TRIGONOMETRY**  
**Credit:** 3  
For qualified students, a replacement for MATH 1100 or MATH 1110 as preparation for calculus.  
**Prerequisites:** Placement by diagnostic test or the department

MATH 1300  
**INTRODUCTION TO CONTEMPORARY MATHEMATICS**  
**Credit:** 3  
Primarily for students in liberal arts and social sciences. Mathematical approaches to contemporary problems of growth, size, and measurement, handling of data, and optimization using basic concepts from algebra, geometry and discrete mathematics.  
**Prerequisites:** MATH 0092 or placement by diagnostic test

MATH 1500  
**FINITE MATHEMATICS**  
**Credit:** 3  
Primarily for students in liberal arts and social sciences. Mathematical approaches to contemporary problems of growth, size, and measurement, handling of data, and optimization using basic concepts from algebra, geometry and discrete mathematics.  
**Prerequisites:** MATH 1100

MATH 2010  
**CALCULUS FOR NON-SCIENCE MAJORS**  
**Credit:** 3  
The course will focus on limits, continuity, and differential and integral calculus for algebraic, logarithmic, and exponential functions together with applications in business and economics, such as optimization, marginal analysis, and exponential growth models.  
**Prerequisites:** MATH 1100

MATH 2100  
**CALCULUS I**  
**Credit:** 4  
The course will focus on limits, continuity and differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions from analytical and graphical points of view.  
**Prerequisites:** MATH 1100 and MATH 1110, or MATH 1200
MATH 2110
CALCULUS II
Credit: 4
This course continues the focus on applications of the derivative and integral. Parametric equations, polar coordinates, infinite sequences and series, three dimensional geometry, vectors and partial derivatives.

MATH 2140
INTRODUCTION TO STATISTICS
Credit: 3
This course is designed to introduce students to the fundamentals of descriptive and inferential statistics with a pronounced emphasis on inference. The major topics include methods for analyzing sets of data, probability, probability distributions, estimation, confidence intervals, hypotheses testing, simple linear regression, correlation and non-parametric statistics.

MASS COMMUNICATION (MCOM)
MCOM 2000
INTRODUCTION TO MASS MEDIA
Credit: 3
This course introduces students to the mass communication process within American society. Topics include development, structure, function, and the cultural impact of mass media.

MCOM 2020
FOUNDATIONS OF ADVERTISING AND PUBLIC RELATIONS
Credit: 3
Students will examine the theories and principles of advertising and public relations including their social and economic roles.

MANAGEMENT (MGMT)
MGMT 2010
PRINCIPLES OF MANAGEMENT
Credit: 3
This course consists of a detailed analysis of management functions of planning, organizing, staffing, directing and controlling as related to an organization. The orderly presentation of fundamental knowledge in management provides the student with the framework for further study in the field, or the background for practical application of management principles.

MUSIC (MUSC)
MUSC 1010
MUSIC APPRECIATION
Credit: 3
This course is designed to foster an understanding of music through the study of selected examples. Emphasis is placed upon the analysis of compositions in conjunction with references to cultural and historical developments.

OFFICE ADMINISTRATION (OADM)
OADM 1100
KEYBOARDING/INTRODUCTION TO WORD PROCESSING
Credit: 3
The major objectives of the course, designed for students who have little or no typewriting/keyboarding experience, are to learn the keyboard and to develop correct keyboarding techniques. The course introduces basic word processing concepts applied to reports, centered text, letters and memos.

OADM 1324
BUSINESS MATHEMATICS USING CALCULATORS
Credit: 3
This course consists of a mathematical treatment of financial problems arising in modern businesses. Fundamental mathematical processes are reviewed using electronic calculators. The course covers percentages, simple and compound interest, inventories, depreciation, payroll, commissions, taxes, and other business-related topics. Spreadsheet applications are introduced.

OADM 1336
FUNDAMENTALS OF BUSINESS COMMUNICATIONS
Credit: 3
This course is designed to provide the foundation for effective business communications. It will focus on the fundamentals of English and the established standards of usage while emphasizing their importance in the business world. Students will learn listening and verbal skills, and how to format, proof and edit documents.

OADM 1355
INTRODUCTION TO INFORMATION AND RECORDS MANAGEMENT
Credit: 3
This course gives students an overview of records used in business, as well as various configurations of record-keeping systems. Students are made aware of how and why information of various types are stored on several kinds of media and how an information system functions. Career opportunities are presented. Emphasis is placed on international filing rules.

OADM 1384
INTRODUCTION TO CUSTOMER SERVICE
Credit: 3
This course is an introduction to the basics of customer service technology. Emphasis is on enhancing customer relation skills, building rapport with customers and improving communication and negotiating skills. Students will learn how to respond to customer requirements and to efficiently handle difficult situations.
OADM 2335
APPLIED BUSINESS COMMUNICATIONS
Credit: 3
This course is designed to teach the communication skills necessary to speak and write clearly in a business environment. Students will compose business correspondence, develop and give an oral presentation, and develop effective verbal and nonverbal communication and listening skills.

Prerequisites: OADM 2335 or ENGL 1010

OADM 2402
ADMINISTRATIVE SUPPORT SYSTEMS AND PROCEDURES
Credit: 3
This course provides an understanding of the roles of administrative support personnel, organization and time management, information and communications systems, meeting and travel planning, reprographics, report and presentations research and development, and accountability and office ethics are included.

Prerequisites: CSCI 2010 or OADM 2335

OADM 2501
OFFICE SYSTEMS MANAGEMENT
Credit: 3
This course applies management principles to planning and controlling office systems. Emphasis is given to organization of office resources, leadership and motivation of office personnel, office environment, and design of business information systems.

OADM 2812
DESKTOP PUBLISHING USING WORD PROCESSING
Credit: 3
This course is an introduction to desktop publishing using current word processing software. Projects and hands-on practice appropriate to contemporary business needs will be used. Foundation page design skills will be introduced to familiarize students with the concepts of page composition and topography including different type styles and sizes and page formatting techniques.

Prerequisites: Working knowledge of microcomputers and experience with word processing in a Windows environment.

OADM 2930
SELECTED TOPICS IN OFFICE SYSTEMS TECHNOLOGY
Credit: 3
The open-topic format of this course provides an opportunity to address various combinations of topics related to OADM curriculum or business industry need. This course may be repeated for credit.

Prerequisites: Depends upon topic

OADM 2946
INTERNSHIP
Credit: 3
A discipline related internship which provides students with meaningful work experience in a chosen career field. The course is designed to allow students to learn on the job as part of their educational program of study. (3 Credits, 180 contact hours on the job during the term with additional work/reporting required off the job site.)
PARL 2040
TORTS
Credit: 3
This course introduces students to tort law under the common law, the Louisiana Civil Code and recent Louisiana case law.
Prerequisite: PARL 1000

PARL 2050
WILLS AND ESTATES
Credit: 3
This course introduces the area of wills, estate planning, and administration, under Louisiana law. Topics include probate law; intestate successions; preparation and execution of wills and estate planning.
Prerequisite: PARL 1000

PARL 2060
REAL ESTATE LAW
Credit: 3
This course introduces students to residential and commercial real estate documents, their form and contents and the mechanics of their use, and contains a full legal, detailed exposition of aspects of modern real estate transactions.

PHILOSOPHY (PHIL)

PHIL 2010
INTRODUCTION TO PHILOSOPHY
Credit: 3
An introduction to philosophical ideas, problems and methods through a study of important philosophers and the major systems of philosophy. Topics to be covered may include: appearance and reality, human nature, nature of knowledge, relation of mind and body, the right and the good, the existence of God, and freedom and determinism.

PHIL 2028
PHILOSOPHY OF RELIGION
Credit: 3
Students will examine the essence and meaning of religion as a pervasive phenomenon in human societies; faith and reason; the nature of divinity; arguments for and against God’s existence, religious knowledge and experience, morality and cult, as well as the problem of evil.

PHIL 2030
INTRODUCTION TO LOGIC
Credit: 3
Formal and informal reasoning: (1) traditional logic, emphasizing syllogistic theory, validation techniques and fallacy detection; (2) elementary formal logic, including truth-tables and propositional logic.

PHIL 2050
INTRODUCTION TO ETHICS
Credit: 3
Relevance, applicability, and practicality are the goals of this course in ethics. The course is a topical review of current ethical theories. Lectures, projects, and class discussions will be concerned with the development of a practical ethical perspective relevant to today’s world. Special areas of concern include business, legal and medical ethics.

PHYSICAL SCIENCE (PHSC)

PHSC 1010
PHYSICAL SCIENCE I
Credit: 3
The first semester of a two-semester sequence is a survey course in physical science treating topics primarily from the field of physics, including key topics in astronomy. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic course in any of these fields.

PHSC 1010L
PHYSICAL SCIENCE LABORATORY I
Credit: 1
The first semester of a two-semester sequence is a laboratory course covering selected experiments primarily from mechanics and waves. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic laboratory course in any of these fields.

PHSC 1020
PHYSICAL SCIENCE II
Credit: 3
The second semester of a two-semester sequence is a survey course in physical science treating the most basic principals of physics with emphasis on optics, electricity and magnetism, chemistry, meteorology, and geology. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic course in any of these fields.

PHSC 1020L
PHYSICAL SCIENCE LABORATORY II
Credit: 1
The second semester of a two-semester sequence is a laboratory course covering selected experiments, primarily from electricity and magnetism, optics, the atom, and geology. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for one of the basic laboratory courses in any of these fields.

PHYSICS (PHYS)

PHYS 1030
PHYSICS OF MUSIC
Credit: 3
This course addresses the science behind music, including basic physical concepts needed to understand the behavior and formation of sound waves, acoustical
principles, and sounds made by musical instruments. This course is designed for non-science majors and those interested in studying music.

**PHYS 2010**  
**GENERAL PHYSICS I**  
**Credit:** 3  
The first semester of a two-semester sequence is an overview of basic concepts and principles of mechanics, heat and sound. This course is appropriate for students studying biology, (pre)-medicine, architecture, technology, earth and environmental sciences, and other related disciplines.

**COREQUISITES:** PHYS 2100L strongly recommended, MATH 1110 or MATH 1200

**PHYS 2010L**  
**GENERAL PHYSICS LABORATORY I**  
**Credit:** 1  
The first semester of a two-semester sequence is a laboratory course in which students will perform selected experiments in mechanics, heat, and sound.

**COREQUISITES:** PHYS 2100, PHYS 1210 or PHYS 2010

**PHYS 2020**  
**GENERAL PHYSICS II**  
**Credit:** 3  
The second semester of a two-semester sequence for students studying biology, (pre)-medicine, architecture, technology, earth and environmental sciences, and other related disciplines. The second semester will introduce the basic concepts and principles of optics, electricity and magnetism and topics in modern physics.

**COREQUISITES:** None required, PHYS 2110L strongly recommended

**PHYS 2020L**  
**GENERAL PHYSICS LABORATORY II**  
**Credit:** 1  
The second semester of a two-semester sequence is a laboratory course in which students will perform selected experiments dealing with electricity, magnetism, optics, and modern physics.

**COREQUISITES:** PHYS 2110, PHYS 1220 or PHYS 2020

**POLITICAL SCIENCE (POLI)**

**POLI 1100**  
**AMERICAN GOVERNMENT**  
**Credit:** 3  
The principles, institutions, processes, and functions of government. Emphasis is on the national government, the development of our constitutional system, and the role of the citizen in the democratic process.

**POLI 2000**  
**STATE AND LOCAL POLITICS**  
**Credit:** 3  
State and local government and politics. This course is a study of the problems, principles and structure of state and local politics in the United States. Special emphasis in Louisiana state and local government and politics.

**PSYCHOLOGY (PSYC)**

**PSYC 1520**  
**HUMAN SEXUAL BEHAVIOR**  
**Credit:** 3  
Aspects of human sexuality including behavior, anatomy, physiology, cross-cultural comparisons, and historical and current perspectives.

**PSYC 2000**  
**PSYCHOLOGY OF ADJUSTMENT**  
**Credit:** 3  
Addresses both scientific and applied aspects of the Psychology of Adjustment. Topics covered include aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Designed to facilitate self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.

**PSYC 2010**  
**INTRODUCTION TO PSYCHOLOGY**  
**Credit:** 3  
A broad overview of the field of psychology, designed to expose students to major theories, research methods, and applied areas of psychology.

**PSYC 2040**  
**SOCIAL PSYCHOLOGY**  
**Credit:** 3  
This course stresses cultural forces affecting attitudes, social learning, perception, and communication of individuals and groups.

**PREQUISITES:** Three hours of psychology or sociology

**PSYC 2045**  
**adolescent psychology**  
**Credit:** 3  
This course examines adolescent behavior in terms of psychological, social and physical development.

**PREQUISITES:** PSYC 2010

**PSYC 2250**  
**CHILD PSYCHOLOGY**  
**Credit:** 3  
This course is intended to introduce the student to the elements involved with and related to children’s development. Childhood stages of development will be discussed from different theoretical backgrounds, including recent research studies.

**PREQUISITES:** PSYC 2010 or permission of teaching faculty member.

**PSYC 2260**  
**DEVELOPMENTAL PSYCHOLOGY**  
**Credit:** 3  
The purpose of this class is to increase knowledge and understanding of life-span development from the physical, cognitive, and socioemotional perspectives. Age-related changes in behavior and mental processes will be covered for the following developmental periods: prenatal, infancy, early, middle and late childhood, adolescence, and early, middle, and late adulthood. Knowledge of the scientific method and the evaluation
of research and theory which pertains to developmental psychology is emphasized in this course.

**Prerequisites:** PSYC 2010 or permission of teaching faculty member.

**PSYC 2300**

**EDUCATIONAL PSYCHOLOGY**

**Credit:** 3

Principles of learning, motivation, development and evaluation as related to the classroom teacher.

**Prerequisites:** PSYC 2010 or permission of teaching faculty member.

**READING (READ)**

**READ 0090**

**DEVELOPMENTAL READING**

**Credit:** 3 (NOT FOR DEGREE CREDIT)

This course is designed to enhance basic reading skills and to develop higher level vocabulary and comprehension skills, textbook reading techniques and learning strategies needed for success in college. Students must satisfy appropriate exit level scores to complete this course successfully.

**RELIGIOUS STUDIES (RELS)**

**RELS 1000**

**RELIGIONS OF THE WORLD**

**Credit:** 3

Survey of the religions of the world such as Hinduism, Buddhism, Judaism, Christianity, Islam, and indigenous religious traditions.

**RELS 1003**

**INTRODUCTION TO RELIGION**

**Credit:** 3

Students will examine ways of being religious including the nature of religious experience, nature and function of religious scripture, stories, beliefs, and rituals. The course also includes the roles of religions in social and individual life.

**RELS 1004**

**OLD TESTAMENT**

**Credit:** 3

This course will examine the Hebrew Bible (Old Testament) against the background of the history of religious life of ancient Israel.

**RELS 1005**

**NEW TESTAMENT**

**Credit:** 3

This course will examine the history, religion and literature of early Christianity from about 30 to 150 a.d. New Testament texts and the methods by which scholars study them will be emphasized.

**RELS 2029**

**JUDAISM, CHRISTIANITY AND ISLAM**

**Credit:** 3

Students will learn about the doctrines and practices of the three major religions of the Western world. The course will introduce teachings of the Hebrew Bible, New Testament and Koran.

**RELS 2500**

**SELECTED TOPICS IN RELIGIOUS STUDIES**

**Credit:** 3

May be taken for up to 9 credit hours when semester topics vary.

**SOCIOMETRY (SOCL)**

**SOCL 2000**

**INTRODUCTION TO SOCIOLOGY**

**Credit:** 3

As an introduction to the discipline of sociology, this course surveys and provides students with an understanding of human society and social life. It introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality; and social change.

**SOCL 2050**

**CONTEMPORARY SOCIAL PROBLEMS**

**Credit:** 3

A description and sociological analysis of major contemporary social problems in American society. The focus is on both the individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.

**SOCL 2090**

**CRIMINOLOGY**

**Credit:** 3

Process by which definitions of criminal behavior emerge and criminal justice systems operate. Includes theories of criminal behavior.

**SOCL 2500**

**MARRIAGE & FAMILY**

**Credit:** 3

This course includes a sociological study of the family and its forms as well as issues in mate selection, dating, marriage, child rearing, divorce and remarriage. Special attention is given to the contemporary American family.

**SOCL 2510**

**HUMAN RELATIONS**

**Credit:** 3

This course draws from several areas of behavioral science, and includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations. The course is designed for students in business and office administration.

**SOCL 2550**

**SELECTED TOPICS IN SOCIOLOGY**

**Credit:** 3

May be taken for up to 9 credit hours when semester topics vary.
SPANISH (SPAN)

SPAN 1010
ELEMENTARY SPANISH I
Credit: 3
An introduction to Spanish language and culture. It explores the basic grammatical structures of the Spanish language. Throughout the semester students will develop writing, reading and speaking skills. Emphasis will be placed on communicative skills. Supplemental work will be done in the language laboratory.

SPAN 1020
ELEMENTARY SPANISH II
Credit: 3
A continuation of SPAN 1010. It will extend students' elementary knowledge of the basic grammatical structures of the Spanish language. Throughout the semester students will continue to develop reading, writing and speaking skills. Emphasis will be placed on communication skills. Supplemental work will be done in the language laboratory.

SPAN 2010
INTERMEDIATE SPANISH I
Credit: 3
This course is designed to build upon and extend students' elementary knowledge of the Spanish culture and language with increasing emphasis on four skills: speaking, listening, reading and writing. The classroom is a social and cultural setting of communication where the foreign language is used as a transmitter of meaningful messages.

SPAN 2020
INTERMEDIATE SPANISH II
Credit: 3
This course is designed to build upon and extend students' intermediate knowledge of the Spanish culture and language with increasing emphasis on four skills: speaking, listening, reading and writing. The classroom is a social and cultural setting of communication where the foreign language is used as a transmitter of meaningful messages.

SPHCH 1200
TECHNIQUES OF SPEECH
Credit: 3
Designed to teach students basic public presentation principles and skills. Students complete one speech of introduction, one informative speech, one demonstration speech, one persuasive speech, and one special occasion speech. The ethics of public speaking are also considered.

SPHCH 2100
INTERPERSONAL COMMUNICATION
Credit: 3
Introduces basic principles and theories of interpersonal communication. Students also learn practical skills for enhancing everyday relational communication in a variety of social and professional settings.

SPHCH 2200
COMMUNICATION FOR BUSINESS & PROFESSIONALS
Credit: 3
Designed to assist students in business related presentations. Students complete one information-seeking interview, and two (4-6) minute presentations, one of which occurs as part of a group presentation. General theories and principles of organizational communication are also examined.

THEATRE (THTR)

THTR 1020
INTRODUCTION TO THEATRE
Credit: 3
Students will examine the arts of the theatre and its artists. Course topics include acting, directing, costume and scenic design, playwriting, and architecture.

THTR 1027
STATE VOICE: BASIC TECHNIQUES
Credit: 3
Students will learn about the development of the speaking voice using the Lessac Method. Students will explore vocal breath release, phonation, resonance and articulation. Applications include not only state work but also vocality in media/broadcast fields.

THTR 2008
INTRODUCTION TO WRITING DRAMA
Credit: 3
This course provides students with guided practice in writing plays. It includes techniques of dramatic structure, character and development and style. Each student will create an extended one-act play as a final project.

THTR 2025
FUNDAMENTALS OF ACTING
Credit: 3
Principles involved in a workable theory of acting and their application through development of technical skill.
THTR 2028
INTRODUCTION TO DRAMATIC LITERATURE
Credit: 3
A study of representative plays from the Greek era to present.

THTR 2030
INTERMEDIATE ACTING
Credit: 3
Students will utilize exercises designed to develop realism in characterization. Students will also explore Stanislavski’s work as well as other predominate acting philosophies.

WOMEN & GENDER STUDIES
(WGNS)

WGNS 2500
WOMEN AND GENDER STUDIES
Credit: 3
An interdisciplinary study of women’s lives: work, family, sexuality, economic development, political and social change; variance in sex roles among cultural groups and in different historical periods.
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