



GENERAL CATALOG & STUDENT HANDBOOK 2022-2023



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VISION, MISSION, AND CORE VALUES

Vision

As a premier comprehensive community college, River Parishes Community College is a valued community partner, catalyst for economic growth, and a source of opportunities for our diverse student body to achieve their unique goals.

Mission Statement

River Parishes Community College is an open admission institution that partners with the communities and businesses of the river parishes region of Louisiana to provide workforce training, certificates, diplomas, and Associate Degrees.

Core Values

River Parishes Community College values define the principles and standards that are most important to RPCC employees. RPCC CARES:

COLLABORATION: *We bring together our students, faculty, staff, community leaders, and business & industry partners, and leverage those relationships to build and improve our educational offerings to ensure that our for-credit and workforce training offerings meet the needs of our diverse communities, students, and industries*

ACCOUNTABILITY: *We hold ourselves accountable to our students, our business & industry partners, our community leaders, and, most importantly, ourselves, to continually improve and innovate at every level to ensure that our educational offerings are current and pertinent to the student's and/or client's goals.*

RESPECT & INCLUSION: *We believe that each individual adds value to our college, and we are better positioned to serve our students and communities because of our team's diverse experiences, educational backgrounds, skills, ideas, races, ethnicities, and perspectives. We are respectful of all and actively promote a culture that is inclusive to the full spectrum of humanity.*

EXCELLENCE: *We focus on adding value to achieve intentional results through seeking continual improvement in processes, development of our faculty, staff, and leaders, and operating in a manner that is transparent and rewards integrity and innovation.*

SUSTAINABILITY: *We are committed stewards of the human, fiscal, intellectual, and physical resources entrusted to us as we pursue innovations which foster sustainability of our resources, allowing for growth and diversification of the college.*



RPCC CAMPUS LOCATIONS



Gonzales Campus
925 West Edenborne Parkway
Gonzales, LA 70737
(225) 743-8500



Westside Campus
25250 Tenant Road
Plaquemine, LA 70764
(225) 687-5500



Reserve Campus
181 Regala Park Road
Reserve, LA 70084
(985) 536-4418



United Way of St. Charles Campus
13145 Highway 90
Boutte, LA 70039
(985) 785-5080

WELCOME FROM THE CHANCELLOR'S OFFICE



Congratulations and welcome to River Parishes Community College (RPCC)! On behalf of our amazing faculty and dedicated staff, we are honored that you chose RPCC. Making the decision to attend RPCC is a great choice. RPCC offers affordable and high-quality education and workforce training that will prepare you for a great career. To help ensure your success, we provide timely student services such as academic advising, career counseling, tutoring and much more – all designed to keep you on your path to success. For more than two decades, students from around Louisiana, and beyond have selected our college for credits to transfer to universities as well as to earn degrees and short-term certificates to pursue their specific career goals.

At RPCC, our mission is as diverse as the students and communities we serve.

Students choose to attend RPCC for many reasons, but at the heart of their decisions is their belief in the promise of an education for a new life. A rewarding experience is available to a wide variety of students seeking to achieve success in their education journey at RPCC. High school students have the option of partnering with RPCC through dual enrollment programs at their local high schools. Along with our associate degrees, there are numerous technical programs that culminate in either certificates or diplomas. Our technical and health sciences programs have state of the art training facilities for those in search of job training and workforce skills. And our adult basic education program, WorkReadyU provides an opportunity for students to earn the high school equivalency and acquire other life skills training. This diversity of program offerings is what makes RPCC an educational and workforce training destination. I am proud to represent this melting pot of different cultures, backgrounds, and individuals.

We are one of twelve community colleges within the Louisiana Community and Technical College System. Our numerous business, industry, and community partners include BASF, Shell, ISC, Emerson, Marathon, CF Industries, Nova Chemicals, Valero, DOW, and the United Way of St. Charles.

At RPCC, our goal is to provide you with “Legendary Service” in a safe, equitable, and inclusive environment for all. If you need advice or help, please reach out to our faculty and staff. If you believe we are not meeting our goal of providing “Legendary Service” or living up to your expectations, please reach out to me directly at qtaylor@rpcc.edu. We are all here to help you succeed. At RPCC, you can truly, ***Start Here – Go Anywhere!***

Quintin D. Taylor
Interim Chancellor
River Parishes Community College

RPCC CATALOG 2022-2023

This Catalog and Student Handbook is designed to provide students with vital information about River Parishes Community College (RPCC). Each student is responsible for knowing the information appearing in this Catalog & Student Handbook and adhering to the standards and policies listed herein.

The faculty and administration have adopted the rules and regulations provided in this Catalog & Student Handbook. Should a student find, that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the Office of Student Services in accordance with established procedures.

This Catalog & Student Handbook is not intended to be a comprehensive statement of all procedures, policies, rules, and regulations. The college reserves the right to change, without notice, any academic or other requirements, course offerings, content, programs, procedures, rules, regulations, or fees, as needed. The provisions of the Catalog & Student Handbook are not to be regarded as an irrevocable contract between the student and RPCC; however, students are governed by the Catalog & Student Handbook in effect at the time of their admission to RPCC.

RPCC GOVERNING AUTHORITY AND ACCREDITATION

River Parishes Community College is a member of the Louisiana Community and Technical College System and is registered with the Louisiana State Board of Regents.

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

Questions regarding RPCC's procedures, policies and operations should be directed to The Office of the Chancellor at 925 W. Edenborne Parkway Gonzales, LA 70737.

REX THE ROUGAROUS – RPCC'S MASCOT



In the spring of 2021, the RPCC Community (students, faculty, staff, and community partners) selected the “Rougarous” as RPCC’s official mascot. The Cajun Rougarou, a fearsome werewolf-like creature that rivals the Yeti and Sasquatch, has been a part of Cajun folklore for generations beginning with the French and Acadian settlers. In the fall 2021, the RPCC Community selected “Rex” as the official name of RPCC’s Mascot.

ACADEMIC CALENDARS

Summer 2022 – dates are subject to change

	Regular Session	1st Mini- Mester	2nd Mini-Mester
Registration/Payment Deadline (tuition and fees must be paid in full)	May 24	May 24	June 20
Late Registration/Payment Begins (\$25 late fee assessed to all students)	May 25	May 25	June 21
First Day of Classes	May 31	May 31	June 27
Last Day to Register or Add Classes	June 2	June 2	June 29
Last Day for 100% Refund on Tuition and Fees	June 2	June 2	June 29
Last Day for 50% Refund on Tuition (fees must be paid in full)	June 7	June 7	July 5
Last Day to Resign/Withdraw from Classes without W Grade	June 7	June 7	July 5
Census Date and Show/No Show Date (7th day for regular session)	June 8	June 8	July 6
No Refund on Tuition	June 8	June 8	July 6
Juneteenth Holiday/Official College Holiday	June 20	June 20	N/A
Independence Day Holiday/Official College Holiday	July 4	N/A	July 4
Last Day to Resign/Withdraw from Classes with W Grade	July 8	June 10	July 8
Last day to Resolve Incomplete Grades from Previous Semester	July 12	N/A	N/A
Last Day of Classes	July 19	June 21	July 19
Final Examinations	July 20-21	June 22- 23	July 20-21
Last Day to Report Final Grades	July 25	June 27	July 25

Fall 2022 – dates are subject to change

	Regular Session	1st Mini-Mester	2nd Mini-Mester
Registration for fall 2022 begins	April 1	April 1	April 1
Fall Convocation and Faculty Professional Development Days	August 15-19	August 15-19	N/A
Payment Deadline (full payment of tuition and fees due by midnight)	August 16	August 16	October 10
Late Registration Begins (\$25 late fee assessed)	August 17	August 17	October 11
Courses published to CANVAS	August 17	August 17	October 14
First Day of Classes	August 22	August 22	October 17
Last day to register or add classes	August 26	August 23	October 18
Show/No Show Reporting (12:00PM)	September 1	August 24	October 19
Last Day for 100% Refund on Tuition and Fees	September 2	August 24	October 19
Labor Day Holiday/Official College Holiday – no classes, college closed	September 5	September 5	N/A
Last Day for 25% Refund on Tuition (fees must be paid in full)	September 8	August 30	October 25
Last Day to Resign/Withdraw from Classes without W Grade	September 8	August 30	October 25
Census Date (14th Class Day for Regular Session; 7th Class Day for Mini-Mesters)	September 8	August 30	October 25
No Refund on Tuition	September 9	August 31	October 26
Fall Break for Faculty and Students- no classes	October 10 and 11	October 10 and 11	N/A
Last Day to Resolve Incomplete Grades from Previous Semester	October 14	N/A	N/A
Midterm Grades Due (12:00PM)	October 14	N/A	N/A
Graduation Applications due for Fall Graduation	October 15	N/A	N/A
Priority Registration for Spring 2023 Semester Begins	October 25	N/A	November 1
Registration for Spring 2023 Semester Begins	November 1	N/A	November 1
Last Day to Resign/Withdraw from Classes with a W Grade	November 4	September 30	November 18
Thanksgiving Holiday for Faculty and Students – No Classes	November 23-25	N/A	November 23-25
Thanksgiving/Official College Holiday – No classes, college closed	November 24-25	N/A	November 24-25
Last Day of Classes	December 2	October 12	December 2
Final Examinations	December 5-9	October 13-14	December 5-9
Final Grades due (12:00PM)	December 12	October 17	December 12
Final Grades published for students	December 15	October 20	December 15
Christmas Holidays/Official College Holiday – no classes, college closed	December 23- January 2		

Spring 2023 – dates are subject to change

	Regular Session	1st Mini-Mester	2nd Mini-Mester
Priority registration for spring 2023 begins	October 25	October 25	N/A
Registration for spring 2023 begins	November 1	November 1	January 24
Spring Convocation and Faculty Professional Development Days	January 9-13	January 9-13	N/A
Payment Deadline (full payment of tuition and fees due by midnight)	January 10	January 10	March 6
Late Registration Begins (\$25 late fee assessed)	January 11	January 11	March 7
Courses published in CANVAS	January 14	January 14	March 10
Dr. Martin Luther King Jr. Holiday/Official College Holiday – no classes, college closed	January 16	January 16	N/A
First Day of Classes	January 17	January 17	March 13
Last Day to Register or Add Classes	January 23	January 18	March 14
Show/No Show reporting deadline (12:00PM)	January 27	January 19	March 15
Last Day for 100% Refund on tuition and fees	January 28	January 19	March 15
Last Day for 25% Refund on Tuition (fees must be paid in full)	February 3	January 25	March 21
Last Day to Resign/Withdraw from Classes without a W Grade	February 3	January 25	March 21
Census Date (14th class day for Regular Session; 7th class day for Min-Mesters)	February 3	January 25	March 21
No Refund on Tuition	February 4	January 26	March 22
Mardi Gras Holiday for Faculty and Students- No Classes	February 20-22	February 20-22	N/A
Mardi Gras Holiday/Official College Holiday – no classes, college closed	February 21	February 21	N/A
Last Day to Resolve Incomplete Grade from Previous Semester	March 10	N/A	N/A
Midterm Grades due (12:00PM)	March 10	N/A	N/A
Graduation Applications due for Spring and Summer Graduation	March 15	N/A	N/A
Priority Registration for Summer 2023 and Fall 2023 Semesters Begin	March 25	N/A	March 25
Registration for Summer 2022 & Fall 2022 Semesters Begins	April 1	N/A	April 1
Good Friday Holiday/Official College Holiday- no classes, college closed	April 7	N/A	April 7
Spring Break for Faculty and Students- No Classes	April 7-14	N/A	April 7-14
Last day to resign/withdraw from classes with a W grade	March 31	February 17	April 14
Last Day of Classes	May 5	March 3	May 5
Final Examinations	May 8-11	March 6-7	May 8-11
Final Grades Due (12:00PM)	May 15	March 10	May 15
Final Grades Published for Students	May 18	March 15	May 18
Commencement	May 23		
Diploma pick-up day for graduates who did not attend Commencement	May 25		

ADMISSION TO THE COLLEGE

General Admission to the College

River Parishes Community College (RPCC) offers equal opportunity for admission without regard to race, color, national origin, sex, disability, or age. The College has an [open admissions policy](#). Prospective students seeking admission to any degree-granting program must submit an online [Application for Admission](#) and the following documents:

- [Proof of Immunization or Waiver](#)
As required by Louisiana law (R.S. 17:170), all students born after 1956 entering any school within the state for the first time must either a) provide proof of immunization (or an immunization program in process) against vaccine-preventable diseases according to a schedule approved by the Louisiana Department of Health; or b) sign a waiver claiming exemption from the immunization record requirement. The [Immunization Compliance Form](#) (which has a section for a physician to complete) and the [Immunization Waiver Form](#) are accessible on the RPCC website.
- [Proof of Selective Service Registration](#) (applicable to males between the ages of 18 and 25 only)
In accordance with Louisiana law (R.S. 17:3151), male applicants between the ages of 18 and 25 will be allowed to schedule and take classes, but must provide evidence that they have registered with Selective Service before they will be considered eligible for financial aid. RPCC routinely cross-references applicant files with the Selective Service database. RPCC will contact applicants via email who need to submit proof of Selective Service registration. If an applicant is contacted, 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 students are exempted from this requirement:
 - Males currently in the armed services and on active duty
 - Veterans of the armed services who submit a copy of their DD214 discharge certificate
 - Males not yet 18 years of age
 - Males born before 1960
 - Non-citizens who first entered the U.S. after they turned 26

Following receipt of an Application for Admission, applicants will be admitted in one of the following categories:

- Full Admission- The applicant has submitted all required documents and is fully accepted to RPCC
- Provisional Admission- The applicant has not submitted all required documents. Students in Provisional Admission status will not be eligible for Financial Aid
- Not eligible for Enrollment- The applicant is currently under suspension at another college, has a hold on their account, or has been previously expelled from RPCC

Exceptions and Limitations to the General Admission Guidelines

Admission without a High School Diploma

While a high school diploma/equivalent, for persons over the age of 16, is not necessary for admission to

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RPCC, applicants that do not possess a high school diploma or equivalent will not be eligible for federal financial aid. For those applicants without a high school diploma/equivalent who wish to qualify for federal financial aid and who are no longer enrolled in high school, RPCC offers preparation for the HiSet (high school equivalency exam) through our Work Ready U program. To learn more about our Work Ready U contact any RPCC campus and ask about Adult Education services. Students can be enrolled (concurrently in Work Ready U and credit courses) and may qualify for the “5 for 6 scholarship” to take up to six credit hours free of charge.

Selective Admission Programs

While RPCC is an open admissions college, certain programs may have additional requirements. The following programs are selective admission:

Practical Nursing

To be considered for admission to the Practical Nursing program, an individual must submit the following:

- Test Scores (must be no more than 3 years old)
 - Accuplacer NG Reading = 255 OR ACT Reading = 20
 - Accuplacer Writing = 250 OR ACT English = 18
 - Accuplacer NG QAS Math = 245 OR ACT Math = 18
- Proof of High school/GED/HiSet completion

International Students

RPCC is not authorized by the United States Government to issue the immigrant form I-20.

Dual Enrollment High School Students

Dual Enrollment is the enrollment of a high school student in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student’s secondary and postsecondary academic record. High school students may apply for Dual Enrollment with written approval from their high school principal/counselor and legal guardian(s). All RPCC coursework will become part of the student’s permanent college record. Upon graduation from high school, the student may apply for admission to RPCC as a regular freshman.

Dual Enrollment students who wish to enroll in courses on the [Louisiana Board of Regents Master Articulation Matrix](#) must meet the following criteria per the Louisiana Board of Regents’ Academic Affairs Policy 2.22:

1. have and maintain a cumulative high school GPA of at least 2.5 (verified by the high school) to initiate or continue dual enrollment at RPCC;

AND

2. demonstrate subject-specific readiness in Mathematics (for mathematics and science course) or English (for English, foreign language, history, social science, humanities, or arts survey courses) through either:
 - a) Subject-specific minimum scores on any assessments listed in the following table

b)

TEST	ENGLISH	MATHEMATICS
Accuplacer	86 Sentence Structure	65 Elementary Algebra 40 Col-Level Math*
Accuplacer Next Generation (NG)	250 Writing	250 QRAS
Aspire	433	431
MAP	245	265
Pre-ACT	18	19
Pre-SAT	25 WL	500
EOC	740 English II	760 Algebra I 750 Geometry
LEAP 2025	Master or above English II	Geometry: Mastery or above (for enrollment in non-algebraic Gen Ed Math) Geometry: Mastery or above and completion of Algebra II with a C or better for enrollment in College Algebra
ACT	18	19
SAT	500 ERW	510 Math
ALEKS PPL	n/a	35*
*For College Algebra: ≥ 70 Accuplacer College-Level Math; ≥ 263 Accuplacer NG (QRAS); ≥250 (AAF) or ≥41 ALEKS PPL are recommended		

OR

- c) High school counselor recommendation based on overall student performance and grade trends in the subject

Early College Option

The Ascension Parish School Board and River Parishes Community College have partnered to create the Early College Option (ECO) at RPCC. ECO students attend high school on the campus of River Parishes Community College, complete the TOPS Core Curriculum, and the Louisiana University Diploma requirements, while also being dually enrolled in college courses. Students earn both a high school diploma and an Associate Degree concurrently. To learn more about the Early College Option at RPCC, visit the [Early College](#) website.

Student Type Classification

Based upon information provided on the Undergraduate Application for Admission and from the National Student Clearinghouse, each applicant will be classified using one of the following student type classifications:

- **First-Time Student-** A student who has never attended any college (or other postsecondary institution). Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).
- **Transfer Student-** A student who enrolls at RPCC for the first time who has previously attended another postsecondary institution. This includes students enrolled in the fall term who transferred into RPCC

the prior summer.

- Readmitted Student- A student who previously enrolled at RPCC but who has sat out for a major term (fall or spring).
- Visiting Student (Cross-Enrollment, High School, Summer-only) - A student who is enrolled in one or more courses at, or being taught by, RPCC, but whose home institution is another college or high school.
- Other- Any student who does not fit into any of the other admission status categories listed above.

Orientation and Advising

Once a student applies and is admitted to RPCC, they will receive an email instructing on next steps and an email inviting students to attend orientation. Orientation provides important information on how to register for classes, how to secure Financial Aid, and how to schedule a session with a Staff Advisor. Students who are new to RPCC may meet with a Staff Advisor within the Office of Student Services to get assistance with registering for classes for their first semester. Once a student is mid-way through their first semester at RPCC, they are assigned to a Faculty Advisor. Faculty Advisors assist students with registering for classes for their second, third, or fourth semester and help to ensure that students are on track to graduate on time.

Placement into College-Level Math and English Courses

In accordance with Louisiana Board of Regent’s Academic Affairs Policy 2.18, students must demonstrate the potential to be successful in college-level English and math courses in order to register for such courses. The following charts outline the requirements for taking college-level math and English courses at RPCC.

For students who are within 3 points of the score needed to demonstrate potential for success (according to the charts below), RPCC offers a “co-requisite” option. The Co-Requisite Option allows students to enroll in a college-level math or English course if they also enroll in a co-requisite support course. The purpose of the support course is to offer students additional support in the college-level math or English class. The Co-Requisite courses (MATH 1101, MATH 1501, MATH 1301, and ENGLISH 1000) are graded on a Pass/Fail basis.

Math Placement Chart

ACT Sub Scores	SAT Sub Scores	Accuplacer Next Generation	Options
≥21 ACT Math	≥530 SAT Math	≥263 QRAS	Math 1100
≥19 ACT Math	≥510 SAT Math	≥250 QRAS	Math 1500 Math 1300
≥18 ACT Math	≥500 SAT Math	≥250 QRAS	Co-Requisite Option: Math 1101 and Math 1100 (student must enroll in Math 1101 to enroll in Math 1100)
ACT Sub Scores	SAT Sub Scores	Accuplacer Next Generation	Options

≥16 ACT Math	≥430 SAT Math	≥247 QRAS	Co-Requisite Option: Math 1501 and Math 1500 (student must enroll in Math 1501 to enroll in Math 1500) Co-Requisite Option: Math 1301 and Math 1300 (student must enroll in Math 1301 to enroll in Math 1300) Math 0099 Students with placement scores in this range AND with a high school or college GPA of ≥ 2.6 are strongly encouraged to enroll in the co-requisite option as opposed to the stand-alone developmental course (Math 0099)
≤ 15 ACT Math	≤400 SAT Math	≤246 QRAS	Math 0099 (students who complete Math 0099 are eligible to take Math 1100, Math 1300, or Math 1500)

Students without test scores may take Math 0099.

English Placement Chart

ACT Sub Scores	SAT Sub Scores	Accuplacer Next Generation	Options
≥ 18 ACT English	≥500 ERW	≥250 Writing	English 1010
≥15 ACT English	≥450 ERW	≥247 Writing	Co-Requisite Option: English 1000 and English 1010 (student must enroll in English 1000 to enroll in English 1010) English 0099 Students with placement scores in this range AND with a high school or college GPA of ≥ 2.6 are strongly encouraged to enroll in the co-requisite option as opposed to the stand-alone developmental course (ENGL 0099)
≤14 ACT English	≤430 ERW	≤246 Writing	English 0099 (students who complete English 0099 are eligible to take English 1010)

Students without test scores may take English 0099.

Transferring Credit to RPCC

RPCC accepts transfer credit from both traditional and nontraditional sources. Students who are pursuing degrees or certificates at RPCC are encouraged to contact their Faculty Advisor prior to enrolling in courses at other institutions to ensure that the courses they plan to take will transfer back to RPCC and are applicable to their degree or certificate program.

Residency Requirement- the 25% Rule

Twenty-five percent (25%) of the coursework for any certificate or degree must be taken and earned at RPCC. In other words, no more than seventy-five (75%) of the credit applied towards an RPCC certificate or degree may be earned via traditional and/or non-traditional transfer credit.

Traditional Transfer Credit

Traditional transfer credit is credit earned at another college or university. Upon receipt of official transcripts

from other colleges or universities, RPCC will evaluate the records to determine transfer 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, degree, or certificate program requirements.

Credit from Regionally Accredited Institutions

Transfer credit from regionally accredited institutions will be accepted if the course(s) is equivalent in content to the course offered at RPCC. Transfer courses that are not equivalent to a RPCC course must be approved by the appropriate Dean/Department Chair to meet degree requirements as a course substitution.

Credit from Non-Regionally Accredited Institutions

Transfer credit from non-regionally accredited institutions may be accepted at RPCC if the course(s) is equivalent to the course offered at RPCC. Transfer courses from non-regionally accredited institutions must be approved by the appropriate Dean/Department Chair to meet degree requirements.

Articulation of Traditional Transfer Credit

Only courses with a grade of "C" or higher will be transferred, articulated, and counted as hours earned.

Grades for transferred courses will be interpreted using the following criteria:

- Grades of W or WI will not be transferred, articulated, or counted as hours attempted.
- Plus (+) or minus (-) symbols will be disregarded.
- Grades of Pass, Credit, Satisfactory, etc., will be transferred, articulated, and counted as hours earned.
- Grades in developmental or remedial courses are treated the same as Pass, Fail, etc.
- Incomplete grades (I) will not be transferred, articulated, or counted as hours attempted.

Quarter hours will be converted to semester hours by multiplying the quarter hours by 2/3.

Non-Traditional Transfer Credit

Non-traditional credit is credit earned through learning outside of a higher education setting. There are many forms of non-traditional credit. To receive non-traditional credit, students must be enrolled at RPCC. All non-traditional credit will be awarded at the end of the students' first semester of enrollment at RPCC.

Credit via Testing

The following tests may be used for advanced placement/credit

- Next Generation Accuplacer
- ACT
- SAT
- Credit by College Level Examination (CLEP) Subject Exams
- College Board Advanced Placement (AP) Examination
- RPCC Departmental Proficiency Exams
- StraighterLine

Bypassed Credit

If a student is placed into an advanced-level course based upon a test score the student must pass with a “C” or better in that course the first time taking it to receive credit for the bypassed (pre-requisite) course. If the student does not earn a “C” or better in the advanced-level course during the first attempt, the student must take and pass the bypassed course with a grade of “C” or higher to enroll in the advanced-level course again.

Example: If a student places out of English 1010, in order for the student to receive the credit for English 1010, the student must take and pass with a “C” or better English 1020. If the student does not earn a grade of “C” or better in English 1020, the student must take English 1010 and earn a “C” or better in order to enroll in English 1020 again.

Credit for bypassed courses will be recorded as a grade of “P” and will be applied toward graduation but will not be considered in computing the overall grade point average.

College Level Examination (CLEP) Subject Exams

The awarding of credit by CLEP Examination is based on the scores earned on subject exams. RPCC honors the [American Council on Education’s Recommended Scores for Credit](#). Students must be enrolled at the time they request credit by CLEP examination. Students must submit official test scores to the Registrar’s Office to receive credit.

College Board Advanced Placement (AP) Examination

Students may be granted credit for College Board Advanced Placement (AP) Examinations, which are taken prior to the student’s high school graduation. Students must have scored at least “3” to receive course credit. The student must request that an original transcript from the College Board be sent to the Registrar’s Office for evaluation.

Departmental Proficiency Exams

Credit is also available to students who have mastered the content of a college course and can demonstrate such competency through successful completion of an examination, if such an exam is available. A student who desires to apply for a Departmental Proficiency Exam should contact the Registrar’s Office for further information. A fee of \$15 per credit hour is assessed for this credit. The deadline for taking such an examination is the “Midterm Status” day as published in the Academic Calendar for the semester in which the student is seeking credit.

Life Experience Assessment Program (LEAP)

The central principle in the Life Experience Assessment Program is that what a student knows is more important than how the student acquired the knowledge. In this program, RPCC (a) gives students the opportunity to report what they know, or can do, in terms that relate to college courses at RPCC and then (b) assesses their knowledge or competence in those areas. If the student can demonstrate knowledge and skills in certain areas comparable to what a college-trained student knows in these same areas, equal credit is awarded.

- The general policies concerning credit from non-traditional sources are applicable.
- LEAP credit is available only if the life experience warrants three (3) or more credit hours.
- A non-refundable fee of \$15 per credit hour is charged for the evaluation process, which includes

review of a portfolio and/or documentation and demonstration of competencies.

- For each applicant, a review committee is established to verify that the student can demonstrate knowledge and skills in the requested area comparable to the knowledge and skills of a college-trained student in the same area.
- The LEAP Review Committee should consist of the Dean of the area from which credit is being requested, at least one faculty member with expertise in the relevant discipline, the Associate Vice Chancellor of Student Services' designee, and any other expert or consultant deemed necessary to ensure fairness and equity to the student.

LEAP Procedures:

- **STEP 1.** A student who seeks LEAP credit should complete the [LEAP Credit Request Form](#) (found on the RPCC Website)
- **STEP 2.** The form will be routed to the appropriate Dean. If the Dean confirms the possibility that LEAP credit would be applicable, the student is instructed to prepare a portfolio and to complete the Application for LEAP Credit and the appropriate sections of the Portfolio Worksheet and Assessment Evaluation Form for LEAP and to pay the \$15 per credit hour assessment and evaluation fee.
- **STEP 3.** The Dean should review the Application for LEAP Credit and the Portfolio Worksheet and Assessment Evaluation Form. If additional information is needed the Dean should request information from the student.
- **STEP 4.** If no additional documentation is needed, or once all needed documentation has been received, the LEAP credit request should be sent to the Committee for review.
- **STEP 5.** The Dean will schedule an appointment for the applicant to meet with the Review Committee to discuss their experiential background, if necessary. If the Committee agrees that the student's experiences warrant further action, the objectives and competencies for appropriate courses are reviewed. For work experience, a demonstration of acquired competencies will be scheduled.
- **STEP 6.** An evaluation is completed by the Committee, and appropriate credit is approved on the application form. Should the evaluation indicate that a student has demonstrated competencies for additional credit hours, upon payment of \$15 per credit hour, credit will be awarded for additional hours. However, if a student pays for nine credit hours and demonstrates competencies for only six credit hours, a refund will not be granted; payment is for the evaluation process, not the awarding of credit.
- **STEP 7.** Copies of the evaluation form and completed application with credit approved are sent to the Registrar's Office. The portfolio is returned to the student; however, any other documentation is retained in the student's academic record.
- **STEP 8.** A grade of "P" will be awarded for LEAP credits.

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 (ACE) are usually accepted. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

RPCC has developed the following guidelines for granting college credit from military training:

- Student must be currently enrolled at RPCC.
- 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.
- Credit cannot be awarded for a course that a student has previously completed at any college/university.
- Students who plan to use these credits to meet the degree requirements at other institutions should contact those institutions for their policies.

Transferring from RPCC to Another College

To successfully transfer students to other institutions, River Parishes Community College has established relationships with Louisiana colleges and universities to which RPCC students transfer most often. Students planning to transfer to another college/university should consult with an RPCC Advisor 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 matrixes are available through the [Board of Regents website](#).

When applying to a transfer institution, students will be required to submit an official RPCC transcript. Students may request that their RPCC transcript be sent to another college through their LoLA Portal.

TUITION & FEE SCHEDULES AND BUSINESS OFFICE POLICIES

Tuition and Fee Schedule for In-Person Classes

Tuition, fees, and additional costs are outlined in the charts below. 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. For a student to be registered for classes, the student must pay the total cost of both tuition and fees. The tables below reflect the approved rates for Academic Year 2022-2023. These rates are subject to change without notice.

Tuition and Fees (Note: Does not apply to online classes)

Credit Hours	Tuition	Mandatory Fees	Total
1	\$138.96	\$31.00	\$169.96
2	\$277.92	\$62.00	\$339.92
3	\$416.88	\$93.00	\$509.88
Credit Hours	Tuition	Mandatory Fees	Total
4	\$555.84	\$124.00	\$679.84
5	\$694.80	\$155.00	\$849.80
6	\$833.76	\$186.00	\$1,019.76
7	\$972.72	\$217.00	\$1,189.72
8	\$1,111.68	\$248.00	\$1,359.68
9	\$1,250.64	\$279.00	\$1,529.64
10	\$1,389.60	\$310.00	\$1,699.60
11	\$1,528.56	\$341.00	\$1,869.56
12 or more	\$1,667.52	\$372.00	\$2,039.52

Note: The fees in the schedules above are mandatory and are assessed on a per credit-hour basis, up to 12 credit-hours.

Breakdown of Mandatory Fee Schedule

Mandatory Fee	Rate per Credit Hour
Academic Excellence Fee	\$7.00 per credit hour
Building Use Fee	\$4.00 per credit hour
ERP Fee	\$5.00 per credit hour
Operational Fee	\$3.00 per credit hour
Student Services Fee	\$7.00 per credit hour
Student Technology Fee	\$5.00 per credit hour

Other Fees Students May Incur in Addition to those Listed Above

Fee	Rate
Accuplacer Testing Fee	\$10.00 per test
Credit Exam	\$15.00 per credit hour
Excess Credit Hour Fee	\$150.96 per credit hour (over 15)
Late Registration	\$25.00 per semester
Laboratory/Course	\$15.00 - \$150.00 per course
SGA Fee	\$15.00 per semester
Insufficient Funds Fee*	\$25.00

**A \$25.00 fee will be assessed for any payment that is returned for insufficient funds, whether the check is received by RPCC or CashNet via payment plan.*

Tuition and Fees for Online Classes

The tuition for all online courses is \$138.96 per credit hour with no cap. The fees for online courses include all the mandatory fees plus any related course lab fees, which cap at 12 credit hours. There is a \$40.00 non-refundable Online Registration Fee per semester for enrollment in an online course.

Additional Costs

The costs of textbooks and class materials are refundable according to supplier's policy. The NSF check fee is non-refundable.

Methods of Payment

RPCC accepts cash, check, money order, online CashNet-Smart Pay Payment Plan, or a one-time credit card payment at [RPCC's website](#) (FEES ARE NON-REFUNDABLE once classes have begun).

- In person – Pay by cash, check, or money order
- Mail - Send check or money order to Business Office, 925 West Edenborne Parkway, Gonzales, LA 70707.
- Online Payment Plan – Payment plans are available via CashNet
- On-line payments- Credit cards or Electronic checks may be subject to a convenience fee

Drop for Non-Payment

Students who do not pay their tuition and fees or make payment arrangements by the payment deadline may be dropped from their courses for non-payment.

Refund Policy

Upon official withdrawal of courses or resignation from the College, refunds will be made as follows:

After the first day of classes, through the first 5 days of the semester, refunds are calculated on tuition and fees. After the 5th day of the semester, refunds are calculated on tuition only. In exception to the Summer Semester, in which refunds will be calculated on tuition and fees through the first 3 days of the semester, calculating on tuition only after the 3rd day.

If a student withdraws or resigns before the first day of class, a 100% refund of **tuition and fees** will be made.

Tuition and Refund Schedule

For 16 Week Terms:

Up to and including first ten days of semester	100%
Eleventh through fourteenth day of semester	25%
After fourteenth day of semester	no refund

For 3 – 8 Week Terms:

Up to and including first three days of term	100%
Fourth through seventh day of term	25%
After seventh day of term	no refund

2 or Less Week Terms:

Up to and including first two days of term	100%
Third and fourth day of term	50%
After fourth day of term	no refund

Post-Registration Audit

After the last day to register or add courses in each semester, the Business Office will perform an audit of all tuition and fees, both assessed and collected, and financial aid awarded. If it is discovered that a student has overpaid, a refund will be issued to the student via Bank Mobile. 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 RPCC owes him/her a refund, the student should inform the Business Office. In the event a refund is warranted, RPCC will issue a refund through the proper channels and in accordance with RPCC policy.

Checks Written with Insufficient Funds and Stopped Payments

Checks returned to RPCC because of insufficient funds will be assessed a \$25 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 RPCC. 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 RPCC will have serious disciplinary consequences. Students who have written a check to RPCC and then stop payment on that check will lose the privilege of writing checks to RPCC and will be subject to immediate dismissal from RPCC. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until RPCC has been paid for the outstanding amount.

Unpaid Balance and Delinquent Accounts

Failure to respond to demands for payment made by RPCC may result in such debts being transferred to the Louisiana Office of Debt Recovery or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of twenty-five percent (25%) of the unpaid debt, and all applicable court costs. In addition, students shall not be admitted to the college, or be issued a transcript, without payment in full of any previous unpaid obligations or without documentation of a payment plan approved by the College's Chief Financial Officer. Payment arrangements shall not exceed

beyond the semester they are admitted. In such circumstances, the financial hold may be temporarily lifted to allow registration, acceptance of payment, or be designated as a third-party payee contract for specific class/course only. All other account activity or access shall remain restricted, as per the original hold process, until such time the outstanding debt to the college(s) has been resolved. Financial holds may be overridden to release a transcript when one of the following conditions is met:

1. The outstanding debt is paid in full to the college; or
2. Once the debt has been turned over to either the Attorney General's Office or Debt Recovery, the college confirms a payment plan with the AG or ODR has been established; and the college obtains a promissory note from the debtor memorializing the debt to support litigation should be debtor default on payment.

Full-Time and Part-Time Classification for Tuition Purposes

A student is classified, for enrollment verification and fee purposes, as either full-time or part-time based upon the number of credit hours attempted. For financial aid purposes, please refer to the Financial Assistance portion of the Catalog as enrollment status hours may differ.

Fall & Spring Semesters

Credit Hours	Enrollment Status
12+	Full-time
9-11	Part time $\frac{3}{4}$ time
6-8	Part time $\frac{1}{2}$ time
1-5	Part time less than $\frac{1}{2}$ time

Summer Semester

Credit Hours	Enrollment Status
6+	Full-time
5	Part time $\frac{3}{4}$ time
3-4	Part time $\frac{1}{2}$ time
1-2	Part time less than $\frac{1}{2}$ time

FINANCIAL AID

River Parishes Community College provides a comprehensive financial aid program funded by federal, state, and private agencies. Aid awards fall into several categories: grants, scholarships, and loans. For more information explaining the financial aid programs offered by RPCC, please visit the [RPCC Financial Aid webpage](#).

Students are strongly encouraged to begin the initial process of applying for financial aid by completing the Free Application for Federal Student Aid (FAFSA) as early as possible. RPCC's FAFSA school code is 037894. Students who wish to know more about their financial aid eligibility should contact the Financial Aid Office once their FAFSA has been completed and successfully submitted. To be considered for priority processing, a student must complete FAFSA by June 1 for the fall semester, November 1 for the spring semester, and April 1 for the summer semester. Students receiving financial aid may be required to submit documentation to the Financial Aid Office if selected for verification. They also are required to declare a program of study and enroll in courses appropriate to that program.

All initial financial aid awards are based on full-time enrollment. Financial aid will be reduced or recalculated based on any changes in course enrollment. If enrollment is less than half time, grant amounts are prorated. Students who are less than half-time are not eligible for loans. The table below displays the enrollment levels considered for financial aid eligibility, and apply to all semesters (fall, spring, and summer).

- Full-time 12+ credit hours
- Three-quarter time 9-11 credit hours
- Half-time 6-8 credit hours
- Less than half-time 1-5 credit hours

Once receiving federal financial aid, students must maintain satisfactory academic progress (SAP) toward completion of their degrees within a reasonable period of time to remain eligible for Title IV financial aid programs, including Pell and Federal Direct Student Loans. In order to maintain eligibility, students must:

1. Maintain a grade point average of 2.00
2. Pass at least 67% of all credit hours attempted
3. Not exceed 150% of the published length of their degree program

Satisfactory academic progress (SAP) is reviewed at the end of each semester by the Financial Aid Office for all students. Students who received aid the previous semester will be notified of their SAP Status. Failure to meet all three SAP requirements will result in the loss of all Title IV aid eligibility (this includes all federally funded aid). If extenuating circumstances prevent a student from meeting the requirements, a Financial Aid Appeal may be filed. The Financial Aid Appeal Form must be submitted with supporting documentation by the deadline given each term.

An Academic Plan is designed for a student who does not meet at least one of the SAP standards at the end of the previous semester and who's Financial Aid Appeal has been granted. The requirements within the Academic Plan must be met to retain eligibility for federal financial aid. Students must meet the standards of the Academic Plan each semester until all SAP standards are met. Not enrolling in college and then re-enrolling will not bring the student into compliance with the SAP standards and may require the student's

Academic Plan to be re-adjusted. At minimum, the Academic Plan will require that the student do the following:

1. Earn a GPA of 2.25 each payment period (semester)
2. Pass 75 percent of all hours attempted each payment period (semester)

Students may be required to meet additional requirements, such as taking specific courses and/or meeting with academic advisors.

To access the entire Satisfactory Academic Progress Policy please visit the [RPCC Satisfactory Academic Progress webpage](#).

LIBRARY SERVICES

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. Students may also email Library staff, use the [Contact Us form](#) on the [Library website](#), talk personally with a librarian face-to-face or via telephone, or participate in surveys conducted periodically in order to leave feedback for library personnel.

Library Hours & Contact Information

Gonzales Campus

During Semesters:

Monday – Thursday
7:45 a.m. – 7:30 p.m.

Friday 7:30 a.m. – 5:00 p.m.

Between Semesters:

Monday – Friday
8:00 a.m. – 5:00 p.m.

Email: Library@rpcc.edu

Phone: (225) 743-8550

[Visit the Library Website](#)

Note: *Library Hours are subject to change*

Library Circulation Policies and Loan Periods

Students must be currently enrolled or a current student worker in order to borrow items from the Library. To borrow items, students must present a valid photo ID (RPCC Student IDs are available from Student Services). Reference materials and periodicals are limited to use in the Library. The loan periods for various resources are as follows:

- Books 28 days
- Audio/Visuals 7 days
- Reserve Items Varies, depending on the item
- Laptops & Accessories 1 day after the last day of finals (according to the Academic Calendar) for the semester in which the laptop was borrowed

Library Fines for overdue materials are:

- 35¢ per day (books, CDs, DVDs, etc.)
- 10¢ per minute for reserve items,
- \$50 per day, up to the replacement cost of the item for laptops and laptop accessories

Borrowing Laptops

Laptops are available for loan from the RPCC Library. Students must go to the RPCC Gonzales Campus to receive a laptop on loan.

Eligible Students

Laptops are available for loan to currently enrolled RPCC for-credit students only (i.e., students who are enrolled in a degree or certificate program and who have a Banner ID number) who have no

overdue materials or outstanding library fines.

Laptop Loan Period

There are no reservations for laptops. Laptops are loaned on a first-come, first-served basis. Students may only receive one (1) laptop on loan at a time. Eligible students may receive a laptop on loan and any related accessories at any time during a semester. The laptop must be returned to the RPCC Gonzales Campus Library no later than one day after the last day of finals for the semester in which the laptop was received by the borrower. Laptops must be returned to a Library Staff member. You may not use the “outdoor book drop” to return laptops.

Borrowers who withdraw from the college

Borrowers who withdraw from the college must return the laptop within 7 days of dropping all classes.

Laptop Overdue Fines

\$50 per day, up to the replacement cost of the laptop.

Once the laptop or any related accessories is more than one day overdue, the student’s record will be flagged and the full replacement cost for the laptop and/or the accessories will be charged to the student’s account.

Borrower Responsibility for Equipment and Fines for Replacement Costs

Students are financially responsible for all equipment on loan, including the full replacement cost of the equipment and any of its accessories that are lost, stolen, or damaged. If any of the equipment is not returned or is returned damaged, the borrower may be charged the replacement costs, as follows:

- Individual Carrying Case: \$30.00
- Individual Power Adapter Cord: \$60.00
- Laptop (to include damage to the internal battery, internal drive, external drive, screen, keyboard, case): from \$25.00 up to \$1,092.65

If damage is discovered by RPCC IT after the laptop is returned, students may incur costs up to the total cost of replacement as outlined above. This includes tampering with or removing any barcodes or other RPCC or state labels or markings.

Process to Borrow a Laptop

Student visits the RPCC Library on the Gonzales Campus and expresses a desire to receive a laptop on loan.

If a laptop is available, Library Staff will scan the student’s ID card, or, after verifying identity from a government issued ID, locate the student in the Library System, to ensure the student is an eligible student per the definition above.

A copy of this Laptop Loan Policy will be given to each student that receives a laptop on loan. The student will sign the Policy acknowledging receipt.

Library Locations

Gonzales Campus:

The Library is located in room 141 of the main building at the Gonzales campus. It is in the center of the back hallway, opposite the main entrance. The Library offers seating areas with tables and two study rooms (reservations required; ask at the Library Service Desk). Each study room is equipped with a dry erase board; markers and erasers are available for checkout at the Service Desk.

Equipment available in the Library includes computers with Internet access, a TV with DVD player, and a printer/copier. The Library also offers calculators (scientific and graphing), headphones, and laptops for students to borrow; these items are located at the Service Desk and must be checked out at the Library Service Desk.

Reserve Campus:

The Reserve campus offers a computer lab with online Library access located in Building A, room A803. It includes twelve computers to provide students with access to our online resources and for other computing needs, and various brochures and guides.

Westside Campus:

The Westside campus in Plaquemine offers two computer kiosks located in the lobby for students to use to search online Library resources or for other computing needs. There is also a literature rack that includes various Library Services brochures and guides.

St. Charles Campus:

The St. Charles campus in Boutte offers three computer workstations in Room 131 (Student Lounge) for access to our online resources and other computing needs, as well as literature racks with various brochures and guides.

Library Resources & Services

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 website 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. Off-campus access to our online resources requires login. [Visit the Library website for more information.](#)

Print and eBooks

The RPCC Library has more than 16,000 locally owned volumes to support the curriculum. The RPCC Library also owns or provides access to more than 200,000 e-books available online via the Library website. E-books are available to authorized RPCC users twenty-four hours a day while currently enrolled or employed at RPCC.

Print and Online 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 website](#). Instructions regarding usernames and passwords are available on the Library website and as handouts in the Library.

Multimedia

The Library has numerous DVD resources ranging from documentaries to popular movies. The Library also subscribes to an extensive streaming video collection from Films On Demand, accessible via the Library website ([login required for off-campus access](#)).

Student Printing

A multi-function printer/copier is located in the Library at Gonzales. Printing is also available in the Library space on the Reserve campus. Copying and printing costs are 10 cents per page for black and white and 25 cents for color. Students are also able to scan and e-mail documents. Visit the RPCC Library website or ask at the Library Service Desk for more information. Printing for students is not currently available at the Westside campus.

Library Instruction & Information Literacy

LISR 1000: Information Literacy: Research Strategies and Resources

This course is a one-credit hour elective that may transfer to 4-year institutions (LSU and SLU will accept this course). It is offered every semester.

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 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.

Student Success Workshops

Each semester, RPCC librarians and instructional faculty offer workshops for students. Topics vary, and may include how to use online resources, Canvas help, how to reduce stress, etc. Check the Workshop and Events Calendar on the Library website and look for announcements in Canvas to see what may be offered.

Library Tutorials and Handouts

A variety of tutorials and printed handouts are available on the Library website and in the Library. Information

on how to access Library resources, how to use Canvas, how to conduct research and cite research sources, and much more is available.

Additional Library Services for Students

In addition to Circulation, Reference, Library Instruction, and Course Reserves, the Library offers students, faculty, and staff opportunities to borrow items from other libraries via Interlibrary Loan (ILL). Books and periodical articles may be obtained from other libraries at the patron's request. Please allow at least two weeks for delivery of ILL items.

LOUIS Reciprocal Borrowing Services are also available to students. A LOUIS Reciprocal Borrowing card may be issued to students upon request with a valid photo ID. This allows students to borrow materials from other participating academic libraries without the need to wait for ILL delivery. Visit the Library website, [User Services](#) or stop by the Library on the Gonzales campus during operating hours for more information.

ACADEMIC POLICIES

Auditing Courses

A student who desires to enroll in a college credit course and who does not want to earn college credit may apply to audit the course. Students who wish to audit a course must meet all pre-requisite or co-requisite requirements for the course. The tuition and fees assessed for a course being audited are the same as those for courses 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. A student auditing a course will not be eligible to obtain credit for the audited course through a credit examination or any other non-traditional source. 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.

Attendance

All students are expected to attend regularly and punctually (or interact online, if applicable) all classes in which they are enrolled. All course 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. It is the instructor’s prerogative to define “excused” and “unexcused” absences.

Show/No Show Policy

RPCC defines a “No Show” student as one who has completed all the necessary requirements for registration in the College but has not attended a face-to-face class or completed at least one academically related activity in a hybrid, virtual, or online class during the time specified by the Registrar each semester. All students reported by an instructor as a “No show” will be dropped from the course and all charges for the course will be removed.

Dropping Courses

Students are allowed to drop a course by logging into their online LoLA account and officially dropping the course(s) from their schedule by the deadlines published in the Academic Calendar.

Students will not receive a “W” or letter grade, nor credit for a course that is dropped on or before the “Last Day to Resign/Withdraw from Classes without a W Grade,” as published in the Academic Calendar. Students will receive a “W” if the course(s) is dropped after the “Last Day to Resign/Withdraw from Classes without a W Grade.” Students who stop attending class without dropping the course in LoLA by the stated deadlines are subject to receiving a grade of “F” posted on their RPCC academic record. All drops are final upon submission.

A retroactive withdrawal is a withdrawal from a course that occurs after the “Last Day to Resign/Withdraw

from Classes with a W Grade” as published in the Academic Calendar. Students must appeal for a retroactive withdrawal. Appeals will be granted only when a student can demonstrate that they were unable to withdraw from the course by the “Last Day to Resign/Withdraw from Classes with a W Grade” or continue the course after the deadline due to circumstances that were beyond their reasonable control. Examples of appropriate conditions for appeals include:

- Death of an immediate family member (spouse/domestic partner, child, sibling, parent, grandparent)
- Onset of a mental health or medical condition, including pregnancy with physician-documented complications, that prohibited continued attendance
- Accident or injury that prohibited continued attendance
- Call to active military duty or training or voluntary armed services enlistment
- Relocation or required to leave the country to take care of the health of an immediate family member (spouse/domestic partner, child, sibling, parent, grandparent).

Supporting documentation must be included with the appeal. Appeals submitted without documentation will be denied. Appeals must be submitted to the Office of Student Services, by completing the [General Appeal Request Form](#) (on the RPCC website). Appeals will be reviewed by a committee of RPCC staff members.

Students are responsible for the repayment of any unearned financial aid award funds (such as scholarships, Title IV Pell grants, and loans) that were awarded to them, resulting from a retroactive withdrawal. Likewise, a retroactive withdrawal may not eliminate any tuition and/or fees that are owed to the college. Students who owe money to the college will not be able to register for future semesters until the balance is paid in full. The retroactive withdrawal will be back-dated as appropriate based upon the documentation provided in the appeal, and that date will be used in consultation with the published refund dates on the Academic Calendar to determine if the student owes money to the college or is due a refund.

Resignation from the College

Resignation from RPCC is the dropping of all courses in which a student is enrolled for the semester. Students can officially resign by logging into their online LoLA account and dropping all course(s) from their schedule by the deadlines published in the Academic Calendar. All resignations are final upon submission.

Definition of a Credit Hour

River Parishes Community College (RPCC) uses a measure of academic credit (i.e., credit hour). This unit is the primary academic measure by which progress toward a certificate, diploma, or degree is determined. The purpose of this policy is to define academic credit to provide the basis for measuring the amount of time students are expected to engage in learning while enrolled in traditional classroom settings, laboratories, studios, internships, and distance and correspondence courses. RPCC defines credit hours as provided in 34 CFR section 600.2, as follows:

Credit hour: a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably

approximates not less than—

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Student Classification for Academic Purposes

A credit 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 credit hours.

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours 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 (i.e., a "C" average).

Grading System & Computation of GPA

The following grading scale is used to reflect a student's level of academic achievement in a course: A = superior work, B = excellent work, C = average work, D = poor work, F = unsatisfactory work.

In order to compute grade-point averages (GPAs), these letter grades are assigned number values, which are referred to as quality points. The values or quality points per credit hours are as follows: A = 4 quality points, B = 3 quality points, C = 2 quality points, D = 1 quality point and F = 0 quality points. Thus, an A in a one-credit hour course is worth four quality points, and an A in a three-credit hour course is worth 12 quality points. A student's GPA is calculated by dividing the total number of quality points earned in all classes by the total number of credit hours attempted.

The following GPAs are determined using the method noted above and are recorded on students' transcripts:

Semester/Current Term GPA: The Semester/Current Term GPA is calculated by dividing the total quality points earned in a given semester by the total GPA hours earned in that same semester/current term

Institutional GPA: The Institutional GPA is calculated by dividing the quality points earned at RPCC by the total GPA hours completed at RPCC

Transfer GPA: The Transfer GPA is calculated by dividing the quality points earned from all courses transferred to RPCC by the total GPA hours transferred to RPCC

Cumulative/Overall GPA: The Cumulative/Overall GPA is equal to the total number of quality points earned divided by the total hours attempted for all RPCC and transfer work

Other Grades

The grades that follow may also be awarded; however, they are not used in GPA calculations:

A, B*, C*, D*, F* Grades:* Awarded for developmental courses.

P (Pass) Grades: Grades of P or “pass” are awarded on a very limited basis.

S/U (Satisfactory/Unsatisfactory) Grades: Grades of “S” and “U” are awarded on a very limited basis.

W (Withdrawal): A withdrawal from a course is indicated on a student’s record with a “W”. This mark is an indicator that a student has withdrawn from a course during the withdrawal period specified in the Academic Calendar.

I (Incomplete): When a student cannot complete a course by the end of the semester, the student may receive an incomplete (“I”) if the following conditions are met:

1. The student must have completed 75 percent of all work for the class.
2. The work completed must be of passing quality (C or better).
3. The instructor must sign and submit an “I Contract Form.”

Completed “I” contracts must be submitted to the Registrar’s Office during the final grading period and must include the reason(s) the “I” is being requested and the deadline by which the work must be submitted. The work must be completed and the “I” removed (converted to a letter grade) no later than the “Last Day to Resolve I Grades from the Previous Semester” as indicated on the next semester’s Academic Calendar, even if the student does not intend to enroll. If the “I” is not removed by the published deadline, it will automatically convert to an “F” grade and will be calculated as such in the GPA. Exceptions to this deadline must be approved by the Vice Chancellor of Academic Affairs. Academic status is determined at the time the “I” is removed or converted to an “F”.

AU (Audit): Audited courses are not included in calculating a student’s grade-point average or enrollment status (full-time, part-time) for insurance, financial aid, or other purposes.

Grade Appeals

All grade appeals must be initiated within seven (7) business days of grades being posted (i.e., within seven business days from the “last day to report final grades” as stated in the Academic Calendar). Failure to appeal within the seven (7) business days will result in the waiver of the student’s right to appeal the grade.

Only final grades in a course may be appealed. Final grades may only be appealed if at least one (1) of the following conditions exist:

- The instructor departed substantially from his/her previously articulated written standards, without notifying students, in determining the grade
- The instructor imposed criteria different from those used to evaluate the academic work of other students in the class as outlined in the course syllabus
- The instructor made a calculation error and the student has tangible evidence to support the claim that an error was made

The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned. The student is responsible for providing with their

appeal relevant supporting evidence in his or her possession. For example, if on the appeal form, the student references an email exchange between themselves and the instructor, then the student should provide with their appeal a copy of the email.

The procedures for appealing a final grade are as follows:

1. The grade appeal begins with the student submitting, in writing, an appeal to the instructor of the class. If the instructor agrees that a course grade change is warranted, the instructor will complete a “Grade Change Form” and forward the form to the Registrar. If the instructor does not agree to the grade change, the instructor’s written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence.
2. If the instructor denies the appeal or does not respond to the appeal within five (5) business days, the student may appeal to the Dean. Appeals to the Dean must be made using the [“Grade Appeal to the Dean Form”](#) (found on the RPCC website) and must be submitted within (fifteen (15) business days from the “last day to report final grades” on the Academic Calendar). The Dean will review the appeal form and any supporting documentation provided and may contact the instructor, if additional information is needed, to decide on the appeal. Deans must respond, in writing, to student grade appeals within ten (10) business days of receipt. If the Dean grants the appeal, the Dean must complete a “Grade Change Form,” forward the form to the Registrar, and provide a copy to the instructor. If the Dean denies the appeal, their written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence.
3. If the instructor and/or the Dean deny the appeal, the student may appeal to the Vice Chancellor of Academic Affairs. Appeals to the Vice Chancellor of Academic Affairs must be made using the [“Grade Appeal to the Vice Chancellor of Academic Affairs Form”](#) (found on the RPCC website) and must be submitted within five (5) business days of notification from the Dean that a grade appeal has been denied. The Vice Chancellor of Academic Affairs will review the appeal form, any supporting documentation provided, the instructor and/or Dean’s response(s) to the appeal and make a final decision on the appeal. The Vice Chancellor of Academic Affairs must respond, in writing, to student grade appeals within ten (10) business days of receipt, notifying the student, instructor, and Dean on the correspondence. If the Vice Chancellor grants the appeal, a “Grade Change Form” must be completed, forwarded to the Registrar, and a copy provided to both the Dean and the instructor. If the Vice Chancellor of Academic Affairs denies the appeal, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence. The Vice Chancellor’s decision will be the final decision on the grade appeal.

Unofficial and Official Transcripts

Unofficial transcripts reflect a student’s academic history and can be viewed on the student’s LoLA account. Official transcripts are prepared by the Registrar’s Office upon request. To request an official transcript, please visit [RPCC’s Transcript Request page](#).

Academic Renewal

Academic Renewal is for students who have had an unsuccessful start in a degree or certificate program and stopped out for a period of at least one semester, without enrolling in an academic, for-credit program at any college or university. To apply for Academic Renewal, a student must not have been enrolled in college-level course work for at least one semester, demonstrate that the conditions that led to the academic deficiencies have changed, and complete the necessary steps to be considered for Academic Renewal. Academic Renewal can only be awarded once in an academic lifetime at any LCTCS college. Academic Renewal cannot be granted for any coursework that was previously used to earn a credential.

The following standards apply:

1. The student must apply for admission, be degree seeking, and be admitted to the college.
2. The student must apply for Academic Renewal (found on the RPCC website) along with supporting documents to the Registrar's Office.
3. Only those courses taken prior to the semester in which the student submits the Application for Academic Renewal will be considered.
4. Submission of an Application for Academic Renewal does not ensure approval.
5. The Registrar's Office will review the Application and approve or deny the request.
6. Denials may be appealed to the Vice Chancellor for Academic Affairs for a final decision.
7. A non-LCTCS institution may choose to accept or deny the transfer of Academic Renewal granted by RPCC. Students are encouraged to investigate the Academic Renewal policy of any college they may plan to transfer to.
8. Implementation of Academic Renewal (i.e., the actual implementation of renewal on the student's transcript) will be contingent upon successful completion of courses during the semester in which the Application for Academic Renewal is submitted. It is the student's responsibility to return to the Registrar's Office for review at the conclusion of the semester.
9. Successful completion is defined as the completion of at least six (6) credit hours with a "C" or better in every course attempted. Academic Renewal will be null and void if the student does not successfully complete courses during the semester in which the Application for Academic Renewal is submitted.
10. Academic Renewal will be implemented on the academic transcript if the student successfully completes courses (as defined in number 9) during the semester in which the Application for Academic Renewal is submitted. Academic Renewal implementation means:
 - a) Only credits with grades of A, B, C, S, and P will be used to satisfy requirements for awards and used in the cumulative GPA.
 - b) All other grades (considered unsuccessful passes) will be flagged for Academic Renewal, excluded from credit earned and will not be used in the GPA. These credits, however, will remain on the transcript as attempted hours and will be used to determine eligibility for financial aid. A student

who receives Academic Renewal may or may not be eligible for financial aid at RPCC. It is the student's responsibility to contact Financial Aid for more information.

Students are cautioned that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission.

Academic Status

Students' academic status reflects their level of academic achievement. Academic Status may affect a student's eligibility for scholarships, special insurance rates, loans, grants, 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. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period. RPCC categories and policies regarding academic status are as follows:

- **IN GOOD STANDING**

Students must earn and maintain at least a 2.0 Adjusted Cumulative Grade Point Average (GPA) in order to be considered in good standing.

- **NOT IN GOOD STANDING**

Any student who falls below a 2.0 Adjusted Cumulative Grade Point Average (GPA) will be considered not in good standing and is encouraged to meet with their faculty adviser to come up with an intervention plan.

Any student whose academic status is not in good standing, who receives financial aid or wants to receive financial aid, should contact the Financial Aid Office to determine their continued eligibility for Financial Aid.

Academic Honesty and Integrity

As a student at River Parishes Community College, you should know that this school is committed to academic excellence. As a result, the College has a strong policy against plagiarism. When students plagiarize, they threaten the integrity of the entire institution, and they devalue the legitimate intellectual accomplishments of all students.

Plagiarism is a form of academic dishonesty that is considered a serious offense and carries severe penalties ranging from failing an assignment to removal from the course. You are guilty of plagiarism any time you attempt to obtain academic credit by using, passing off, or presenting another's ideas, data, images, or writings from an existing source as your own idea or product. Plagiarism is a copyright violation. **Self-plagiarism** is any attempt to take any of your own previously used text, papers, or research results and make it appear brand new (e.g. assignment recycling). **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 refers to the pre-planned and deliberate use of materials prepared and/or identified in advance.

If a faculty member suspects academic dishonesty has occurred, and finds probable cause that the student did violate Academic Honesty & Integrity standards, the faculty member, at their discretion, may impose one (1) or a combination of the following penalties:

1. Warning without further penalty
2. Retaking a test/examination; redoing a written assignment or laboratory assignment
3. Lowering a grade on a project, written assignment, laboratory assignment, or test/examination
4. Issuing a failing grade ("F") on a project, written assignment, laboratory assignment, or test/examination
5. Lowering a final course grade
6. Issuing a failing grade ("F") for the course
7. Removal from a course (Academic Withdrawal), or program with the approval of the Department Dean

Prior to imposing a penalty, the faculty member shall notify the student as soon as possible regarding the alleged violation and proposed penalty in writing. If the student wishes to dispute either the allegation or the penalty, they shall immediately contact the faculty member to discuss the matter. If, after the imposed penalty, the student wishes to further dispute either the violation or the sanction, the student may request a review by the Grievance Committee within ten (10) days from the date the faculty member informed the student of the violation and penalty, by completing the form found at www.rpcc.edu.

The faculty member is expected to inform the student of the right to review by the Grievance Committee if the sanction is unacceptable or if the student insists, they are not responsible. The decision of the Grievance committee shall be final.

Credit Hour Maximums per Semester

Students will be allowed to enroll in a maximum of 19 credit hours in the fall and spring semester and 10 credit hours in the summer semester (including any cross-enrolled hours at other institutions). Only an exceptional student may, upon the approval of the Vice Chancellor of Academic Affairs, enroll in more than the credit hour maximums.

Course Pre-Requisites and Co-Requisites

To register for some courses, students must first satisfy a prerequisite. A prerequisite is a requirement that must be met before a course is taken.

Some courses have a co-requisite, which is a requirement that must be satisfied concurrently. In other words, the two courses must be taken at the same time

If a course has a prerequisite or co-requisite, it will be noted in the course description in this Catalog.

Repeating Courses

When a course is repeated, the highest grade earned will be used to determine acceptability of the course for prerequisite and degree requirements at RPCC. Both grades will be flagged as repeated and maintained on the academic record, but only the highest grade will be used in the computation of the student's semester GPA,

RPCC/Institutional GPA, and Cumulative/Overall GPA. Students should also be cautioned that the colleges and universities to which they wish to transfer might not honor the repeat policy applied at RPCC.

Students trying to determine if they should repeat courses are encouraged to meet with their Advisor. They may also wish to consider the following: students are required to pay for all repeated courses. Repeating a course in which a grade of C was earned is seldom recommended. If a “D” is earned, the student is required to repeat the course only if the student’s degree program specifies that the course must be completed with a “C” or higher. Even if a “C” is not required, the student may wish to repeat the course if it is a prerequisite for another course that the student plans to take. If a student earns an “F” grade, the course must be repeated when it is required for the student’s degree program.

Changing Program of Study

Students may change their program of study by completing a Change of Major (found on the RPCC website). Upon receipt, the Registrar’s Office will change the students’ Program of Study. Requests received before mid-terms will be effective for the current term. Requests received after mid-terms will be effective the immediate, following term.

Catalog Year

Catalog year determines the set of academic requirements that must be fulfilled for graduation. A student will graduate under the Catalog in effect at the time of initial enrollment as a degree-seeking student at RPCC. This Catalog may continue to be used by the student, provided enrollment is not interrupted and the student remains enrolled in the same program/major. Enrollment is considered non-continuous (or “interrupted”) if the student does not enroll for a fall or spring semester. A student whose enrollment is interrupted for one or more consecutive regular semesters (fall or spring) may choose no Catalog earlier than the one in force at the time of re-entry. Students may also choose to move into a newer catalog year if desired.

RPCC will make a reasonable effort to honor the curricular requirements in the chosen issue of the Catalog. However, because courses and programs are sometimes discontinued, RPCC shall make the final determination as to whether degree requirements are met.

Graduation Requirements

1. By the degree conferral date, students must have successfully completed all requirements for the degree(s) being pursued.
2. To satisfy RPCC’s residency requirement for graduation, at least twenty-five percent (25%) of the credit hours for each certificate/degree must be completed at RPCC.

Please note that some degree programs may have graduation requirements in addition to those noted above.

Students should note that meeting GPA requirements for graduation does not guarantee that they will meet GPA requirements for admission into another college or university or into a specific program at another

college or university. Students are responsible for obtaining and understanding information about admission into other institutions and their programs.

Any money owed to the College must be paid before students can receive their diplomas and transcripts.

Graduation Costs and Applying for Graduation

All students pay a \$7 Student Services Fee (per credit hour) each semester, as a part of the students' tuition and fee bill. This fee covers the costs of diplomas and diploma covers. Students attending the commencement ceremony will need to purchase a cap and gown at their own expense. The cap and gown price is set each year by the vendor selected by RPCC.

Applying for Graduation

To begin the application process, students should log into their LoLA account. Students should then click on "Academic Profile" located in the "Academic Links" block. Then, select "Apply for Graduation" from the menu on the left-hand side. Here, students will complete a graduation application. Once the application is submitted, the student will receive an email at the preferred email address confirming that the Registrar's Office has received their application. Staff in the Registrar's Office will review the application and the student's academic record to ensure all graduation requirements have been met.

Anticipated Graduation	Application Deadline
Fall (December)	October 15
Spring (May)	April 15
Summer (July)	July 15

Students who miss the deadlines above must contact the Registrar's Office. Late applicants may not have their application reviewed and processed by the commencement date; may miss having their names appear in the commencement ceremony program or any media outlets; and may not have their diploma printed by the commencement date.

Earning Dual Degrees

Students may elect to earn two associate degrees at RPCC at the same time provided that the degrees do not duplicate each other. To earn dual degrees, students must receive approval from the College. Additionally, students must meet all degree requirements for both degrees, and they must earn 15 additional credit hours beyond those required for the degree with the fewest credit hours. Some degree programs offer multiple concentrations. For these programs, the degree may be earned only once with one concentration.

Completing a Second Degree

Students who have already earned one associate degree from RPCC may choose to earn an additional degree when the second degree being earned is not largely a duplication of the first. To earn a second degree, students must receive approval from the College. Additionally, students must complete all requirements for the second degree. This includes earning a minimum of 15 additional credit hours beyond those required for the first degree. Some degree programs offer multiple concentrations. For these programs, the degree may be earned only once with one concentration.

Certificate of General Studies

The Certificate of General Studies will automatically be indicated on the official transcript for those students who are identified as having successfully completed the certificate requirements. The Certificate of General Studies cannot be awarded to students who have already earned another certificate or a more advanced degree that duplicates the Certificate of General Studies.

To earn the Certificate of General Studies, students must:

Be fully admitted to RPCC as a regularly enrolled student.

1. Successfully complete all certificate requirements by the certificate conferral date.
2. Have grades of “C” or better in all non-elective courses required for the certificate.
3. Have a GPA of 2.00 for all classes within the Certificate of General Studies at the time of certificate completion.
4. Complete at least 25% of the credits required to earn the Certificate in residence at RPCC

Commencement

The following students may participate in commencement:

- Students who have met all degree requirements and have applied for graduation
- Students who have no more than 3 credit hours remaining to meet all degree requirements as of the end of the semester, provided they are enrolled in the remaining 3 credit hours needed to graduate in the most immediate next semester and have applied for graduation.

PROGRAMS OF STUDY BY CAMPUS

Program of Study	Campuses
Associate of Science in Teaching	Gonzales
Associate of Science/Louisiana Transfer	Gonzales, St. Charles
Associate of Arts/Louisiana Transfer	Gonzales, St. Charles
Associate of General Studies	Gonzales, St. Charles
Process Technology	Gonzales, Reserve, Westside, St. Charles (first two semesters only)
Business Office Administration	Gonzales
System Administration	Gonzales
Drafting & Design	Gonzales, Reserve, St. Charles
Instrumentation & Electrical Technology	Gonzales, Reserve, Westside, St. Charles (first two semesters only)
Industrial Maintenance Technology	Reserve, Westside
AC & Refrigeration	Reserve
Practical Nursing	Gonzales, Reserve
Welding	Gonzales, Reserve
Medical Coding	Gonzales, St. Charles
Medical Assistant	Gonzales, St. Charles, Reserve, Westside

Program Guides

ASSOCIATE OF SCIENCE IN TEACHING (AST)

The Associate of Science in Teaching is a 60-credit hour program for students who wish to teach elementary-grade students, grades 1-5. The AST degree is fully transferable to four-year colleges of education in Louisiana, and successful completion of the degree enables recipients to enter a four-year college of education program with half of their certification requirements complete and all general education requirements met. In addition to general education courses, students will complete two professional education courses that include associated fieldwork experience.

All courses applied to the degree must be passed with a 'C' or better. Developmental courses will not be applied to the degree. To benefit from the transfer guarantees at four-year universities, students must earn the AST degree prior to transferring and have a least a 2.50 unadjusted cumulative grade point average.

- **The course curriculum guide for the AST program for all students beginning the program in 2022-2023 is as follows:**

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
British Literature II	ENGL	2520	3

American Literature II	ENGL	2620	3
TOTAL CREDIT HOURS IN ENGLISH			12

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
College Algebra	MATH	1100	3
Elementary Number Structure (offered in the fall only)	MATH	1167	3
Geometry: Elementary & Middle School Teaching (offered in the spring only)	MATH	1168	3
Introduction to Statistics	MATH	2140	3
TOTAL CREDIT HOURS IN MATHEMATICS			12

NATURAL AND PHYSICAL SCIENCES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
General Biology I	BIOL	1010	3
General Biology Lab I	BIOL	1010L	1
General Biology II	BIOL	1020	3
Physical Science I	PHSC	1010	3
Physical Science Lab I	PHSC	1010L	1
Physical Science II	PHSC	1020	3
Physical Science Lab II	PHSC	1020L	1
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			15

Note: Students intending to transfer to Louisiana State University or Southeastern Louisiana University should also take BIOL 1020L

SOCIAL STUDIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
History of Western Civilization II	HIST	1020	3
American History I	HIST	2010	3
Cultural Geography	GEOG	2030	3
American Government	POLI	1100	3
TOTAL CREDIT HOURS IN SOCIAL STUDIES			12

ART COURSES

COURSE NAME	COURSE PREFIX & COURSE NUMBER	CREDIT HOURS
Art Elective (Choose from: Intro to Visual Arts, Music Appreciation, Intro to Theater)	ARTS 1010, MUSC 1010, OR THTR 1020	3
TOTAL CREDIT HOURS IN ART		3

TEACHER EDUCATION COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Teaching & Learning in Diverse Settings I (offered fall only)	TEAC	2010	3
Teaching & Learning in Diverse Settings II (offered spring only)	TEAC	2030	3
TOTAL CREDIT HOURS IN TEACHER EDUCATION			6

ASSOCIATE OF SCIENCE/LOUISIANA TRANSFER (ASLT)

The Associate of Science/Louisiana Transfer degree is a 60-credit hour program designed for students who are planning to transfer to a four- year college/university and major in a physical or biological science degree program. It is also for students who may not be planning to transfer to a four-year institution but wish to find employment in one of the various fields related to the physical or biological sciences. All courses applied to the degree must be passed with a 'C' or better. Developmental courses will not be applied to the degree.

Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor at the university they plan to transfer to, to assure transferability of credit. Completion of the ASLT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an ASLT degree.

There are two concentrations- Physical Sciences and Biological Sciences.

- **The course curriculum guide for the ASLT Physical Sciences Concentration for all students beginning the program in 2022-2023 is as follows:**

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			9

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Calculus I	MATH	2100	5
Calculus II	MATH	2110	5
TOTAL CREDIT HOURS IN MATHEMATICS			10

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Chemistry I	CHEM	1010	3
Chemistry Lab I	CHEM	1010L	1
Chemistry II	CHEM	1020	3
Chemistry Lab II	CHEM	1020L	1
Principles of Biology I	BIOL	1201	3
Choose 6 hours	BIOL, CHEM, PHYS, PHSC, MATH	****	6
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			17

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from various social/behavioral science courses. 3 hours must be at the 2000-level	PSYC, SOCL, POLI, ECON, ANTH, GEOG, CRJU	****	6
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			6

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			3

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours of Humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			6

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 9 hours from any general education courses	ENGL, BIOL, CHEM, PHSC, PHYS, PSYC, SPCH, HIST, SPAN, PHIL, RELS, WGNS, POLI	****	9
TOTAL ELECTIVE CREDIT HOURS			9

- The course curriculum guide for the ASLT Biological Sciences Concentration for all students beginning the program in 2022-2023 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			9

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
College Algebra	MATH	1100	3
Plane Trigonometry, Introduction to Statistics, or Calculus I	MATH	1110, 2140, 2100	3-5
TOTAL CREDIT HOURS IN MATHEMATICS			6-8

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Principles of Biology I	BIOL	1201	2
Principles of Biology Lab I	BIOL	1203	1
Principles of Biology II	BIOL	1202	3
Principles of Biology Lab II	BIOL	1204	1
Chemistry I	CHEM	1010	3
Chemistry Lab I	CHEM	1010L	1
Choose 6 additional hours of Natural Sciences	BIOL, CHEM, PHSC, PHYS	****	6
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			18

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from various social/behavioral science courses. 3 hours must be at the 2000-level	PSYC, SOCL, POLI, ECON, ANTH, GEOG, CRJU	****	6
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			6

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			3

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours of Humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			6

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 7-12 hours from any general education courses	ENGL, BIOL, CHEM, CRJU, PHSC, PHYS, PSYC, SPCH, HIST, SPAN, PHIL, RELS, WGNS, POLI	****	7-12
TOTAL ELECTIVE CREDIT HOURS			7-12

ASSOCIATE OF ARTS/LOUISIANA TRANSFER (AALT)

The Associate of Arts Degree is a 60-credit hour program designed for students who are planning to transfer to a four-year college/university and major in one of the social sciences, humanities, criminal justice, or business degrees. It is also for students who may not be planning to transfer to a four-year institution but who wish to find employment in a social, behavioral, business, or humanities-related field, or gain a broad analytical and cultural understanding of the human experience. All courses applied to the degree must be passed with a 'C' or better. Developmental courses will not be applied to the degree.

Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor from the college/university they plan to transfer to, to assure transferability of credit. Completion of the AALT degree guarantees that the student has met, in full, all lower division general education requirements at four-year Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AALT degree.

There are four concentrations- Social Sciences, Humanities, Criminal Justice, and Business.

- **The course curriculum guide for the AALT Social Sciences Concentration for all students beginning the program in 2022-2023 is as follows:**

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			9

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from Mathematics Courses or Introduction to Logic	MATH or PHIL	****, PHIL 2030 (except for MATH 1000, 1167, or 1168)	6
TOTAL CREDIT HOURS IN MATHEMATICS			6

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, PHSC, ENVS	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, PHSC, ENVS	****	3
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			9

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from various humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			6

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			3

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 21 hours of social/behavioral science courses	PSYC, SOCL, ECON, ANTH, GEOG, POLI, CRJU	****	21
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCES			21

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from any general education courses	ENGL, MATH, BIOL, CHEM, PHSC, PHYS, PSYC, POLI, SOCL, ECON, ANTH, GEOG, ARTS, MUSC, THTR, SPCH, HIST, SPAN, PHIL, RELS, WGNS, ACCT 2010, ACCT 2020, CRJU, BUSN 1100, BUSN 1330	****	6
TOTAL ELECTIVE CREDIT HOURS			6

- The course curriculum guide for the AALT Humanities Concentration for all students beginning the program in 2022-2023 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			9

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from Mathematics Courses or Introduction to Logic	MATH or PHIL	****, PHIL 2030 (except for MATH 1100, 1167, or 1168)	6
TOTAL CREDIT HOURS IN MATHEMATICS			6

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, PHSC, ENVS	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, PHSC, ENVS	****	3
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			9

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from various social/behavioral science courses	PSYC, SOCL, ECON, ANTH, GEOG, POLI, CRJU	****	6
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			6

FINE ARTS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			3

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 21 hours of Humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	21
TOTAL CREDIT HOURS IN HUMANITIES			21

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from any general education courses	ENGL, MATH, BIOL, CHEM, PHSC, PHYS, PSYC, SOCL, ECON, ANTH, GEOG, ART, MUSC, THTR, SPCH, HIST, SPAN, PHIL, RELS, WGNS, ACCT 2010, ACCT 2020, CRJU, POLI, BUSN 1100, BUSN 1330	****	6
TOTAL ELECTIVE CREDIT HOURS			6

- The course curriculum guide for the AALT Criminal Justice Concentration for all students beginning the program in 2022-2023 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course*	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			9

*Students who plan to transfer to Southeastern Louisiana University (SLU) and major in Criminal Justice should take ENGL 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, or 2630

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Mathematics courses or Introduction to Logic	MATH or PHIL	****, PHIL 2030 (except MATH 1100, 1167, or 1168)	3
Introduction to Statistics	MATH	2140	3
TOTAL CREDIT HOURS IN MATHEMATICS			6

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, PHSC, ENVS	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, PHSC, ENVS	****	3
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			9

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
American Government	POLI	1100	3
Introduction to Psychology	PSYC	2010	3
Introduction to Sociology	SOCL	2000	3
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			9

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			3

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose one Speech Course	SPCH	1010 or 1200	3
Choose 3 hours of History	HIST	****	3
Choose 3 hours from various humanities courses*	HIST, SPAN, PHIL, RELS, WGNS, any 2000-level ENGL	****	3
TOTAL CREDIT HOURS IN HUMANITIES			9

*Students planning to transfer to Southeastern Louisiana University (SLU) and major in Criminal Justice should take Spanish 1101

CRIMINAL JUSTICE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Introduction to Criminal Justice	CRJU	1010	3
Criminal Law	CRJU	2310	3
The American Judicial Process	CRJU	2020	3
Contemporary Law Enforcement	CRJU	2040	3
The Corrections Process	CRJU	2050	3
TOTAL CREDIT HOURS IN CRIMINAL JUSTICE			15

➤ The course curriculum guide for the AALT Business Concentration for all students beginning the program in 2022-2023 is as follows:

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			9

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 9 credit-hours	MATH	1100, 2140, 1500, 2010, or 2100	9
TOTAL CREDIT HOURS IN MATHEMATICS			9

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, PHSC, ENVS	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, PHSC, ENVS	****	3
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			9

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 9 hours from various social/behavioral science courses	PSYC, SOCL, ECON, ANTH, GEOG, CRJU, POLI	****	9
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCE			9

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			3

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose one Speech Course	SPCH	1010 or 1200	3
Choose 6 hours from various humanities courses	HIST, SPAN, PHIL, RELS, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			9

BUSINESS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Financial Accounting	ACCT	2010	3
Managerial Accounting	ACCT	2020	3
Intro to Computer Technology or Software Applications	CSCI	1010 or 2010	3
TOTAL CREDIT HOURS IN BUSINESS			9

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from any general education courses	ENGL, MATH, BIOL, CHEM, PHSC, PHYS, PSYC, SOCL, ECON, ANTH, GEOG, ART, MUSC, THTR, SPCH, HIST, SPAN, PHIL, RELS, WGNS, POLI, BUSN 1100, BUSN 1330	****	3
TOTAL ELECTIVE CREDIT HOURS			3

ASSOCIATE OF GENERAL STUDIES (AGS)

The Associate of General Studies degree is a 60-credit hour 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 completing the Associate of General Studies degree must earn grades of “C” or better in their area of concentration and all general education English Composition courses and Math courses. Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor from the other college/university, to assure transferability of credit.

There are five concentrations- Arts & Humanities, General Business, Natural Sciences/Mathematics, Social/Behavioral Sciences, Computer Science, and Emergency Management.

- **The course curriculum guide for the Associate of General Studies for all students beginning the program in 2022-2023 is as follows:**

ENGLISH COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
English Composition II	ENGL	1020	3
Choose one Literature Course	ENGL	2100, 2110, 2150, 2410, 2420, 2430, 2510, 2520, 2530, 2610, 2620, 2630, 2700, 2800, 2900	3
TOTAL CREDIT HOURS IN ENGLISH			9

MATHEMATICS COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Mathematics Courses or Introduction to Logic	MATH or PHIL	****, PHIL 2030 (except for MATH 1100, 1167, or 1168)	3
TOTAL CREDIT HOURS IN MATHEMATICS			6

NATURAL AND PHYSICAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose from a 6-hour sequence in Biological or Physical Science	BIOL, CHEM, PHSC, PHYS	****	6
Choose a 3-credit hour course in an opposite area from the 6-hour sequence chosen above	BIOL, CHEM, PHSC, PHYS, ENVS	****	3
TOTAL CREDIT HOURS IN NATURAL AND PHYSICAL SCIENCES			9

HUMANITIES COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours from various humanities courses	HIST, SPAN, PHIL, RELS, SPCH, WGNS, any 2000-level ENGL	****	6
TOTAL CREDIT HOURS IN HUMANITIES			6

FINE ART COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from Art, Music, or Theater	ART, MUSC, THTR	****	3
TOTAL CREDIT HOURS IN FINE ART			3

SOCIAL/BEHAVIORAL SCIENCE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 6 hours of social/behavioral science courses, with 3 hours at the 2000-level	PSYC, SOCL, ECON, ANTH, GEOG, CRJU	****	6
TOTAL CREDIT HOURS IN SOCIAL/BEHAVIORAL SCIENCES			6

ELECTIVE COURSES

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Choose 3 hours from any course	****	****	3
TOTAL ELECTIVE CREDIT HOURS			3

➤ CHOOSE FROM ONE OF THE FOLLOWING CONCENTRATIONS

Note: all courses taken for the concentration must be completed with a “C” or higher

CONCENTRATION OPTIONS	COURSE PREFIX	COURSE NUMBER
Arts & Humanities Concentration: Choose 18 hours of Arts & Humanities Courses	ARTS, HIST, MUSC, PHIL, RELS, SPAN, SPCH, THTR, WGNS, any 2000-level ENGL	****
General Business: Choose 18 hours of Business courses	ACCT, BUSN, ECON, MGMT	****
Natural Sciences/Mathematics: Choose 18 hours of Natural Sciences and/or Mathematics courses	BIOL, CHEM, MATH, PHSC, PHYSC, HESC	****
Social/Behavioral Sciences: Choose 18 hours of Social/Behavioral Science Courses	ANTH, ECON, GEOG, POLI, PSYC, SOCL, CRJU	****
Computer Science: Choose 18 hours of Computer Science courses	CSCI, ARTS 2000, ARTS 2010	****
Emergency Management: Choose 18 hours of Emergency Management Courses	EMGT	****
TOTAL CONCENTRATION CREDIT HOURS = 18		

ASSOCIATE OF APPLIED SCIENCE (AAS) PROCESS TECHNOLOGY

The Process Technology (PTEC) program at RPCC is a 60-credit hour program that prepares individuals to become refinery, chemical, and other industry related operators. The curriculum leading to the Process Technology Associate of Applied Science (AAS) degree was developed in collaboration with local industry. It is a rigorous study of the common operating processes found in industrial plants that will prepare students for high skill, high wage jobs needed in the manufacturing industry.

Upon graduation from the program, students are prepared to enter the employment market as entry-level process operators. Certificates and Diplomas are also available as the student progresses through the program. All courses applied to the degree must be passed with a “C” or better. Developmental courses will not be applied to the degree.

- **The course curriculum guide for the AAS in Process Technology for all students beginning the program in 2022-2023 is as follows:**

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Intro to Computer Technology (CTS, TD & AAS)	CSCI	1010	3	
College Algebra (TD & AAS)	MATH	1100	3	
Intro to Process Technology (CTS, TD & AAS)	PTEC	1010	3	
Plant Safety, Health and Environment (CTS, TD & AAS)	PTEC	2030	3	
English Composition I (AAS Only)	ENGL	1010	3	
SEMESTER CREDIT HOURS			TD 12	AAS 15

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Process Instrumentation (CTS, TD & AAS)	PTEC	1330	2	
Process Instrumentation Lab (CTS, TD & AAS)	PTEC	1331	2	
Plant Equipment (CTS, TD & AAS)	PTEC	1630	2	
Plant Equipment Lab (CTS, TD & AAS)	PTEC	1631	2	
Business & Professional Communication (AAS Only)	ENGL or BUSN	2300	3	
Physical Science or Physics (TD & AAS)	PHSC or PHYS	1010 or 2010	3	
Physical Science or Physics (TD & AAS)	PHSC or PHYS	1010L or 2010L	1	
SEMESTER CREDIT HOURS			TD 12	AAS 15

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Statistical Quality Control (CTS & TD)	PTEC	2070	3	
Process Systems (TD & AAS)	PTEC	2420	3	
Process Systems Lab (TD & AAS)	PTEC	2421	1	
Fluid Mechanics (TD & AAS)	PTEC	2630	3	
Chemistry (TD & AAS)	CHEM	1010	3	
Chemistry Lab (TD & AAS)	CHEM	1010L	1	
Techniques of Speech (AAS Only)	SPCH	1200	3	
SEMESTER CREDIT HOURS			TD 14	AAS 17

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Economics (Micro or Macro) (AAS Only)	ECON	2010 or 2020	3	
Troubleshooting (TD & AAS)	PTEC	2440	3	
Unit Operations (TD & AAS)	PTEC	2430	2	
Unit Operations Lab (TD & AAS)	PTEC	2431	2	
Internship (Campus/Independent) (TD & AAS)	PTEC	2911/2912	3	
SEMESTER CREDIT HOURS			TD 10	AAS 13

ASSOCIATE OF APPLIED SCIENCE (AAS) BUSINESS OFFICE ADMINISTRATION

The Associate of Applied Science in Business Office Administration is 60-credit hour degree program designed to help students reach their educational and 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. The program also offers a curriculum relevant to employment in a modern office. Certificates and Diplomas are also available as the student progresses through the program. All courses applied to the degree must be passed with a 'C' or better.

Developmental courses will not be applied to the degree. Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor from the other college/university, to assure transferability of credit.

- **The course curriculum guide for the AAS in Business Office Administration for all students beginning the program in 2023-2023 is as follows:**

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Introduction to Business	BUSN	1100	3
English Composition I	ENGL	1010	3
Techniques of Speech	SPCH	1200	3
Introduction to Computer Technology	CSCI	1010	3
Choose a Mathematics Course	MATH	1100*, 1300 or 1500	3
SEMESTER CREDIT HOURS			15

*Math 1100, College Algebra, is required for the Technical Diploma and for the Associate of Applied Science in Business Office Administration.

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Financial Accounting	ACCT	2010	3
Business Elective	ACCT, BUSN, ECON, CSRV	****	3
Completion of all courses above with a "C" or better qualifies the student for the Certificate of Technical Studies (CTS) Office Assistant Specialist (21 credit hours)			
Personal Finance	BUSN	1330	3
English Composition II	ENGL	1020	3
Computer Applications	CSCI	2010	3
SEMESTER CREDIT HOURS			15

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Managerial Accounting	ACCT	2020	3
Legal Environment of Business	BUSN	2200	3
Macroeconomics or Microeconomics	ECON	2010 or 2020	3
Intermediate Accounting or Tax Accounting	ACCT	2210 or 2613	3
Professional Communication	ENGL	2300	3
SEMESTER CREDIT HOURS			15
Completion of all courses above with a “C” or better qualifies the student for the Technical Diploma Business Office Administration (45 credit hours)			

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Business Elective	ACCT, BUSN, ECON, CSRV	****	3
Macroeconomics or Microeconomics	ECON	2010 or 2020	3
Natural or Physical Science Elective (Choose any Biology, Chemistry, Geology, Physical Science, or Physics course)	BIOL, CHEM, GEOL, PHSC, PHYS	****	3
Introduction to Statistics	MATH	2140	3
Art Elective (Choose from: Intro to Visual Arts, Music Appreciation, Intro to Theater)	ARTS 1010, MUSC 1010, OR THTR 1020		3
SEMESTER CREDIT HOURS			15

ASSOCIATE OF APPLIED SCIENCE (AAS) SYSTEM ADMINISTRATION (CONCENTRATION IN CLOUD COMPUTING)

The System Administration degree program, with a concentration in Cloud Computing, is a 60-credit hour program that provides students with the skills needed to manage an organization's computer systems. The program provides students with the fundamental knowledge and skills required for learning industry-specific methodologies and recognized standards associated with computer system administration and to develop strong critical thinking skills. Emphasis is placed on Cloud Computing to analyzing system logs, applying system updates, updating user accounts, troubleshooting problems, and ensuring uptime.

- **The course curriculum guide for the AAS in System Administration for all students beginning the program in 2022-2023 is as follows:**

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Problem Solving and Programming Techniques	CSCI	1100	3
IT Hardware Support	CSCI	1210	3
IT Software Support	CSCI	1300	3
College Algebra	MATH	1100	3
English Composition I	ENGL	1010	3
SEMESTER CREDIT HOURS			15

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Network Essentials	CSCI	1400	3
Introduction to Scripting	CSCI	1510	3
Introduction to Virtualization	CSCI	1600	3
Microsoft Windows Servers	CSCI	1700	3
Choose 3 hours from various social/behavioral science courses	PSYC, SOCL, ECON, ANTH, GEOG, CRJU, POLI	****	3
SEMESTER CREDIT HOURS			15

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Relational Database Coding	CSCI	2100	3
Introduction to Cloud Computing	CSCI	2200	3
Linux Server	CSCI	2300	3
Network Security Design	CSCI	2400	3
Choose 3 hours from various natural science courses	BIOL, CHEM, PHSC, PHYS	****	3
SEMESTER CREDIT HOURS			15

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
CSCI Internship or Capstone	CSCI	2999 or 2998	3
Advanced Topics in Linux	CSCI	2600	3
3 credit hours from any 2000 level CSCI Course	CSCI	****	3
Techniques of Speech	SPCH	1200	3
Choose 3 hours from various humanities courses	ENGL, HIST, SPAN, PHIL, RELS, WGNS, SPCH	****	3
SEMESTER CREDIT HOURS			15

ASSOCIATE OF APPLIED SCIENCE (AAS) DRAFTING & DESIGN

The Drafting & Design degree program is a 60-credit hour program that prepares students for a successful career as a professional drafter who will be equipped with the advanced skills necessary to quickly advance to the level of senior technical designer. In addition to basic and advanced CADD skills, students are trained in 3D CADD applications and professional-level advanced programs such as Revit, Inventor, and the highly sought-after Plant 3D. Students also learn valuable general industry skills such as industrial safety and statistical quality control.

Certificates and Diplomas are also available as the student progresses through the program. All courses applied to the degree must be passed with a “C” or better. Developmental courses will not be applied to the degree.

- **The course curriculum guide for the AAS in Drafting & Design for all students beginning the program in 2022-2023 is as follows:**

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Fundamentals of Drafting & Design	DRFT	1000	4	
Introduction to CADD	CADD	1100	5	
Introduction to Computer Technology	CSCI	1010	3	
English Composition I (required only for those students pursuing the AAS)	ENGL	1010	3	
SEMESTER CREDIT HOURS			TD 12	AAS 15

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Advanced CADD	CADD	1200	5	
Students who complete all courses above qualify to earn the Certificate of Technical Studies (CTS)				
Draft/Design Tech: Engineering Aid (17 credit hours)				
Print Reading for Industry	PRNT	1000	3	
Introduction to Speech (required only for those students pursuing the AAS)	SPCH	1200	3	
College Algebra or Finite Math (required only for those students pursuing the AAS)	MATH	1100 or 1500	3	
SEMESTER CREDIT HOURS			TD 8	AAS 14

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Introduction to Drafting Disciplines	DRFT	1300	4	
3-D CADD Concepts	CADD	1300	5	
Plant Equipment	PTEC	1630	2	
Plant Equipment Lab	PTEC	1631	2	
Physical Science (required only for those	PHSC	1010	3	

students pursuing the AAS)				
SEMESTER CREDIT HOURS			TD 13	AAS 16

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Advanced Drafting Disciplines	DRFT	1500	4
Plant 3D and BIM	CADD	1700	5
TEC Electives (PTEC 2030, PTEC 2070, DRFT 2999)	****	****	3
Social Science Elective- Choose from ECON 2010, ECON 2020, SOCL 2000, PSCY 2010, or GEOG 2010 (required only for those students pursuing the AAS)	****	****	3
SEMESTER CREDIT HOURS			TD 12 AAS 15

ASSOCIATE OF APPLIED SCIENCE (AAS) INSTRUMENTATION & ELECTRICAL TECHNOLOGY

The Instrumentation & Electrical Technology (I&E) program is a 60-credit hour program that prepares students for a successful career as an Instrumentation Technician.

Certificates and Diplomas are also available as the student progresses through the program. All courses applied to the degree must be passed with a “C” or better. Developmental courses will not be applied to the degree.

- **The course curriculum guide for the AAS in Instrumentation & Electrical Technology for all students beginning the program in 2022-2023 is as follows**

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
College Algebra or Finite Math (TD & AAS only)	MATH	1100 or 1500	3	
Intro to Computer Technology	CSCI	1010	3	
Core Industry Safety	CORE	1003	3	
Electrical Systems & Equipment	INST	1011	2	
Fund of Electricity & Electronics	ETRN	1112	4	
SEMESTER CREDIT HOURS			TD 15	AAS 15

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE UMBER	CREDIT HOURS	
Fund of Semiconductors Circuits & Transistors	ETRN	1212	4	
Students who complete all courses above are eligible to receive the CTS Instrumentation Helper (16 credit hours)				
English Composition (AAS Only)	ENGL	1010	3	
Introduction to Speech (AAS Only)	SPCH	1010 or 1200	3	
Digital Circuits	ETRN	1420	3	
Principles of Process Controls/IIoT	INST	1435	3	
SEMESTER CREDIT HOURS			TD 10	AAS 16

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Physical Science (AAS Only)	PHSC	1010	3	
Physical Science Lab (AAS Only)	PHSC	1010L	1	
Pressure & Level Measurement	INST	1330	3	
Flow & Final Control Elements	INST	1425	3	
Temperature & Analytical Measurement	INST	2732	3	
Motor Controls, VFD & Vibration Analysis	INST	2745	3	
SEMESTER CREDIT HOURS			TD 12	AAS 16

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Choose 3 hours from any Social Science course (AAS Only)	ECON, POLI, PSYC, SOCL	****	3	
Programmable Logic Controllers	INST	2741	4	
Industrial Electrical Control Systems	INST	2755	4	
Industry Troubleshooting Capstone (TD & AAS Only)	INST	2000	3	
SEMESTER CREDIT HOURS			TD 11	AAS 14

ASSOCIATE OF APPLIED SCIENCE (AAS) INDUSTRIAL MAINTENANCE TECHNOLOGY

The Industrial Maintenance Technology program is a 60-credit hour degree program that provides specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field. The Industrial Maintenance Technology program prepares individuals to install, repair, and maintain industrial machinery and equipment such as pumps, motors, pneumatic and hydraulic systems, and production machinery. It includes instruction in testing, adjusting, and repairing pneumatic and hydraulic systems, attaching supplemental equipment such as hoses, valves, gates, mechanical, electrical, and electronic control devices.

The program also includes instruction in handling equipment, pipefitting, welding, metal fabrication, and millwright. Certificates and Diplomas are available as the student progresses through the program. All courses applied to the degree must be passed with a “C” or better. Developmental courses will not be applied to the degree.

- **The course curriculum guide for the AAS in Industrial Maintenance Technology for all students beginning the program in 2022-2023 is as follows:**

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Core Industry Safety	CORE	1003	3	
Blueprint Reading I	IMMT	1120	3	
Material Handling/Rigging	IMMT	1143	2	
Millwright I	MWRT	1310	3	
College Algebra or Finite Math (AAS Only)	MATH	1100 or 1500	3	
SEMESTER CREDIT HOURS			TD 11	AAS 14

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
English Composition I (AAS Only)	ENGL	1010	3	
Plant Equipment	PTEC	1630	2	
Plant Equipment Lab	PTEC	1631	2	
Intro to Welding	IMMT	1123	3	
Applied Math	WELD	1000	2	
Basic Electricity	IMMT	1142	2	
Techniques of Speech (AAS Only)	SPCH	1200	3	
SEMESTER CREDIT HOURS			TD 11	AAS 17

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Blueprint Reading II	IMMT	1122	2	
Rigging, Application, Equipment, and Devices-Millwrights	MWRT	1315	3	
Intro to Computer Technology	CSCI	1010	3	
Problem Solving and Teamwork	IMMT	1163	3	
Physical Science or Physics (AAS Only)	PHSC or PHYS	1010 or 2010	3	
Physical Science Lab or Physics Lab (AAS Only)	PHSC or PHYS	1010L or 2010L	1	
Introduction to Psychology (AAS Only)	PYSC	2010	3	
SEMESTER CREDIT HOURS			TD 11	AAS 18
Students who complete all courses above qualify to earn the Certificate of Technical Studies (CTS)				
Maintenance Tech: General (33 credit hours)				

FOURTH SEMESTER

(Students Choose a Concentration- General Tech or Pipefitting)

GENERAL TECHNICIAN CONCENTRATION

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Introductory Machining	IMMT	2103	3	
Hydraulic/Pneumatic Systems	IMMT	2113	2	
Pumps, Pipefitting, & Piping Systems	IMMT	2102	3	
Machine Maintenance & Installation	IMMT	2133	3	
SEMESTER CREDIT HOURS			TD 11	AAS 11

PIPEFITTING APPRENTICE CONCENTRATION

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	
Field Measuring, Sketching and Layout	PIPE	1013	3	
Pipe Fabrication I	PIPE	1223	2	
Pipe Fabrication II	PIPE	1233	3	
Installation	PIPE	1303	3	
SEMESTER CREDIT HOURS			TD 11	AAS 11

TECHNICAL DIPLOMA (TD) AIR CONDITIONING & REFRIGERATION

The Technical Diploma (TD) in Air Conditioning and Refrigeration is a 46-credit hour program designed to prepare students for employment in a variety of jobs in the field of air conditioning and refrigeration by teaching students how to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating, air conditioning, and refrigeration systems.

A Certificate is also available as the student progresses through the program.

- The course curriculum guide for the TD in Air Conditioning and Refrigeration for all students beginning the program in 2022-2023 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Electrical Fundamentals	HACR	1210	3
Electrical Components	HACR	1220	3
Electric Motors	HACR	1230	3
Applied Electricity and Troubleshooting	HACR	1240	3
Core Industry Safety	CORE	1003	3
SEMESTER CREDIT HOURS			15

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
HVAC Introduction	HACR	1150	3
Principles of Refrigeration I	HACR	1160	3
Principles of Refrigeration II	HACR	1170	3
Principles of Refrigeration III	HACR	1180	3
Domestic Refrigeration	HACR	1410	2
SEMESTER CREDIT HOURS			14

Students who complete all courses above qualify to earn the Certificate of Technical Studies (CTS) A/C & Refrigeration: Domestic (29 credit hours)

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Residential Central Air Conditioning I	HACR	2510	3
Residential Central Air Conditioning II	HACR	2520	2
Residential System Design	HACR	2530	2
Residential Heating I	HACR	2540	3
Residential Heating II	HACR	2550	3
Residential Heat Pumps	HACR	2560	2
Room Air Conditioners	HACR	1420	2
SEMESTER CREDIT HOURS			17

TECHNICAL DIPLOMA (TD) PRACTICAL NURSING

The Technical Diploma (TD) in Practical Nursing is a selective-admission, 60-credit hour program created for students who are interested in working in various settings of the healthcare field. The program curricula is approved by and aligned with the Louisiana State Board of Practical Nurse Examiners (LSBPNE) requirements. Upon completion of the program, students will be eligible to take the NCLEX-PN (National Council Licensure Examination for Practical Nursing).

Interested students should note that they must apply and be admitted to this program. Submission of an application does not guarantee admission to the Practical Nursing program. All courses applied to the diploma must be passed with a “C” or better. Developmental courses will not be applied to the degree. Courses are taken as a cohort. Students who do not satisfy the course requirements will not be eligible to progress and will require readmission into the program. Also, this program requires an externship in various healthcare areas.

- **The course curriculum guide for the TD in Practical Nursing for all students beginning the program in 2022-2023 is as follows:**

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Nursing Fundamentals I	HNUR	1211	4
Geriatric Clinical	HNUR	1212	1
PN Perspectives	HNUR	1270	3
A&P for Healthcare Providers	HNUR	1300	5
Nutritional Aspects	HNUR	1320	2
Basic Pharmacology	HNUR	1361	3
Nursing Fundamentals II	HNUR	1411	5
Advanced Pharmacology	HNUR	1460	2
Medical- Surgical I	HNUR	2113	8
Mental Illness/Psychiatric Nursing	HNUR	2523	2.5
Obstetrics	HNUR	2713	2.5
Medical- Surgical II	HNUR	2123	8
IV Therapy	HNUR	2611	1
Medical- Surgical III	HNUR	2133	8
Pediatrics	HNUR	2723	2.5
PN Leadership and Management	HNUR	2813	2.5

CERTIFICATE OF TECHNICAL STUDIES (CTS) WELDING

RPCC offers two Certificate of Technical Studies (CTS) in Welding programs- the CTS in Entry Welder (24 credit hours) and the CTS in GMAW, FCAW, & GTAW Welding Process (33 credit hours). Both programs prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints.

After completion of either program, the student will have covered the skills designated by the AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test.

- **The course curriculum guide for the CTS in Entry Welder for all students beginning the program in 2022-2023 is as follows:**

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Occupational Orientation & Welding Safety (includes NCCER Core)	WELD	1005	3
Introduction to Welding Fundamentals	WELD	1125	3
SMAW Beads & Fillet Welds	WELD	1415	3
SMAW Open V Groove Welds	WELD	1425	3
SEMESTER CREDIT HOURS			12

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Physical Characteristics of Metals, Pre-Heating & Post Heating of Metals	WELD	1161	1
Welding Inspection and Weld Quality	WELD	1130	2
SMAW Pipe 2G	WELD	1430	3
SMAW Pipe 5G	WELD	1440	3
SMAW Pipe 6G	WELD	1450	3
SEMESTER CREDIT HOURS			12

- **The course curriculum guide for the CTS in GMAW, FCAW, & GTAW Welding Process for all students beginning the program in 2022-2023 is as follows:**

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Occupational Orientation & Welding Safety (includes NCCER Core)	WELD	1005	3
Introduction to Welding Fundamentals	WELD	1125	3
GMAW and FCAW Plate	WELD	2155	3
GMAW and FCAW Pipe 2G	WELD	2160	3
GMAW and FCAW Pipe 5G	WELD	2170	3

GMAW and FCAW Pipe 6G	WELD	2180	3
SEMESTER CREDIT HOURS			18

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
GTAW Basic Multi-Join	WELD	2210	3
GTAW Carbon Steel Pipe 2G	WELD	2250	3
GTAW Carbon Steel Pipe 5G	WELD	2260	3
GTAW Carbon Steel Pipe 6G	WELD	2270	3
GTAW Low Alloy & Stainless Steel Pipe	WELD	2280	3
SEMESTER CREDIT HOURS			15

CERTIFICATE OF APPLIED SCIENCE (CAS) MEDICAL CODING SPECIALIST

The Certificate of Applied Science in Medical Coding Specialist is a 44-credit hour program designed for students who are interested in becoming a member of the Health Information Management (HIM) team in a healthcare facility. Medical coders review clinical documentation and assign universal alphanumeric codes as necessary for the medical billing process. Upon completion of the program, students are eligible to take coding certification exams. All courses applied to the certificate must be passed with a “C” or better. Developmental courses will not be applied to the degree.

Students may wish to continue their studies towards a higher degree in HIM. Students who plan to transfer should consult with an RPCC Advisor, as well as an advisor from the other college/university, to assure transferability of credit.

- **The course curriculum guide for the CAS in Medical Coding for all students beginning the program in 2022-2023 is as follows:**

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
English Composition I	ENGL	1010	3
College Algebra, Introduction to Contemporary Math, or Finite Math	MATH	11001300 1500	3
Principles of Biology I	BIOL	1201	3
Medical Terminology	HESC	1000	3
SEMESTER CREDIT HOURS			12

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Human Anatomy & Physiology I	BIOL	2500	3
Human Anatomy & Physiology Lab	BIOL	2500L	1
Healthcare Law, Ethics, and Compliance	HEIT	1020	3
Health Data Content and Structure	HEIT	2050	3
SEMESTER CREDIT HOURS			10

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Human Anatomy & Physiology II	BIOL	2510	3
Human Anatomy & Physiology II Lab	BIOL	2510L	1
SEMESTER CREDIT HOURS			4

FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
ICD-10-Coding I	HEIT	1030	3
Pathophysiology & Pharmacology	HEIT	2030	3
CPT Coding	HEIT	1230	3
SEMESTER CREDIT HOURS			9

FIFTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
ICD-10-Coding II	HEIT	1100	3
Advanced Coding	HEIT	1240	3
Medical Coding Externship	HEIT	2999	3
SEMESTER CREDIT HOURS			9

CERTIFICATE OF TECHNICAL STUDIES (CTS) MEDICAL ASSISTANT

The Certificate of Technical Studies (CTS) in Medical Assisting is a 26-credit hour program created for students who are interested in working in a clinical setting of the healthcare field. Upon completion of the program, students will be eligible to take the NHA-CCMA Exam (National Health Career Association-Certified Clinical Medical Assistant). All courses applied to the certification must be passed with a “C” or better. Developmental courses will not be applied to the degree. Courses are taken as a cohort.

Students who do not satisfy the course requirements will not be eligible to progress. Also, this program requires 180 hours of externship.

- The course curriculum guide for the CTS in Medical Assisting for all students beginning the program in 2022-2023 is as follows:

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Introduction to Health Professions	HLTH	1000	2
Clinical Procedures I	MAST	1222	4
Administrative Procedures I	MAST	1214	4
Medical Terminology for Health Careers	HLTH	1002	3
SEMESTER CREDIT HOURS			13

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Phlebotomy	MAST	2100	4
Pharmacology for Medical Assistants	MAST	2143	3
Clinical Procedures II	MAST	2132	4
Medical Assistant Externship	MAST	2222	2
SEMESTER CREDIT HOURS			13

COURSE DESCRIPTIONS

ACCT 1100 Principles of Accounting Part I Credit Hours: 3

This course covers fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash basis for a service enterprise. **This course may not be transferable to a University for use towards a 4-year degree program.**

ACCT 1200 Principles of Accounting Part II Credit Hours: 3

This course covers fundamental accounting principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and end-of-period closing procedures. **This course may not be transferable to a University for use towards a 4-year degree program.**

ACCT 2010 Financial Accounting Credit Hours: 3

Principles and methods of accounting concerned with financial data gathering and presentation in the form of external financial statements, and legal and ethical obligations of the accounting professions.

ACCT 2020 Managerial Accounting Credit Hours: 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 (OFFERED SPRING ONLY) Credit Hours: 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.

ACCT 2413 Computerized Accounting Credit Hours: 3

This course covers basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. PREREQUISITES: CSCI 1010 and either ACCT 1200 or ACCT 2010.

ACCT 2613 Tax Accounting Credit Hours: 3

This is an introductory course in the principles and fundamentals of individual federal income taxation. Some emphasis is placed on small business taxation and individual tax planning. PREREQUISITE ACCT 2020 WITH A GRADE OF "C" OR BETTER.

ANTH 1003 Intro to Cultural & Social Anthropology Credit Hours: 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.

ANTH 2010 Physical Anthropology Credit Hours: 3

Physical anthropology includes the concepts of human diversity in the areas of physical adaptation, emergence of Homo sapiens, origins of language and culture, impact of food production and sedentary culture on the human physical landscape, man on the land, medical evolution of disease in culture, and the human reflection in the archaeological record.

ARTS 1010	Introduction to Visual Arts	Credit Hours: 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 Hours: 3
This is a fine art appreciation course designed for non-art majors. The 3-hour lecture course introduces each of the four primary arts (music, visual art, theatre, and dance) as they relate to the human experience. Course will emphasize critical thinking and the artistic process through exploration of achievements, content, and function in the arts, in order to foster enjoyment, understanding, and appreciation.		
ARTS 1113	2-D Design	Credit Hours: 3
Studio course that introduces the visual elements and principles of design and teaches students to organize visual media according to established principles of art. Emphasis on creative exploration and problem-solving. Use of various black and white media with an introduction to color.		
ARTS 2100	Basic Drawing	Credit Hours: 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. This course may not be transferable to a University for use towards a 4-year degree program.		
ARTS 2150	Basic Design	Credit Hours: 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. This course may not be transferable to a University for use towards a 4-year degree program.		
ARTS 2510	Art History Survey I	Credit Hours: 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. PREREQUISITE: Eligibility for ENGL 1010.		
ARTS 2520	Art History Survey II	Credit Hours: 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. PREREQUISITE: Eligibility for ENGL 1010.		
BIOL 1010	General Biology I	Credit Hours: 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. PREREQUISITE: Eligibility for ENGL 1010.		
BIOL 1010L	General Biology Lab I	Credit Hours: 1
This course provides a laboratory component that coincides with the BIOL 1010 lecture course. The topics covered in this course follow the sequence of material in the BIOL 1010 course. PREREQUISITE: Concurrent enrollment in or completion of BIOL 1010 with "C" or higher.		

BIOL 1020	General Biology II	Credit Hours: 3
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This course covers the concepts of biological diversity, physiology, and behavior of living organisms.

PREREQUISITE: BIOL 1010.

BIOL 1020L	General Biology Lab II	Credit Hours: 1
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This course provides a laboratory component that 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 with a “C” or higher.

BIOL 1201	Principles of Biology I	Credit Hours: 3
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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.

PREREQUISITE: Eligibility for ENGL 1010 and College-level Mathematics.

BIOL 1202	Principles of Biology II	Credit Hours: 3
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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, protists, fungi, plants, and animals.

PREREQUISITE: BIOL 1201 with a “C” or higher. COREQUISITE: BIOL 1204 recommended but not required.

BIOL 1203	Principles of Biology Lab I	Credit Hours: 1
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This course provides a laboratory component that enhances and follows the sequence of material in BIOL 1201. Includes hands-on and virtual lab experience. COREQUISITE OR PREREQUISITE: BIOL 1201.

BIOL 1204	Principles of Biology Lab II	Credit Hours: 1
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This course provides a laboratory component that enhances and follows the sequence of material in BIOL 1202. Students perform an array of dissections from the earthworm to the fetal pig. Includes hands-on and virtual lab experience. COREQUISITE OR PREREQUISITE: BIOL 1202. PREREQUISITES: BIOL 1201 with a “C” or higher.

BIOL 2110	General Microbiology	Credit Hours: 3
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A basic study of microorganisms with emphasis on those of medical significance and their role in public health and infectious disease. PREREQUISITES: BIOL 1201 with a “C” or higher.

BIOL 2110L	General Microbiology Lab	Credit Hours: 1
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A survey of laboratory techniques in microbiology applicable to general microbiology, public health microbiology, medical technology, and medicine. PREREQUISITES: CONCURRENT ENROLLMENT IN OR COMPLETION OF BIOL 2110 with a “C” or higher.

BIOL 2500	Human Anatomy & Physiology I	Credit Hours: 3
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A descriptive presentation of the structure and function of the organ systems of the human body covering cells, tissues, bones, muscles, nervous system. PREREQUISITES: BIOL 1201 with a “C” or higher.

BIOL 2500L	Human Anatomy & Physiology Lab	Credit Hours: 1
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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 in or completion of BIOL 2500 with a “C” or higher.

BIOL 2510	Human Anatomy & Physiology II	Credit Hours: 3
A descriptive presentation of the structure and function of the organ systems of the human body covering the endocrine, cardiovascular, immune, respiratory, digestive, excretory, and reproductive systems. PREREQUISITES: BIOL 2500 with a “C” or higher.		
BIOL 2510L	Human Anatomy & Physiology Lab II	Credit Hours: 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 with a “C” or higher.		
BIOL 2600	Fundamentals of Human Nutrition	Credit Hours: 3
This course examines the chemistry of the basic nutrients, metabolic pathways, and factors affecting utilization, food sources, dietary allowances, food habits and special needs. It includes dietary calculations, evaluation, and current issues in nutrition. PREREQUISITES: BIOL 1010 OR BIOL 1201 with a “C” or higher.		
BIOL 2830	Intro to Marine Biology	Credit Hours: 3
The diversity of marine organisms, their interactions, and their environments. PREREQUISITES: BIOL 1201 with a “C” or higher.		
BUSN 1100	Introduction to Business	Credit Hours: 3
A study of American business firms, organizational structures, practices, and principles. Organizational systems and terminology will be included.		
BUSN 1310	Human Resources Management	Credit Hours: 3
A study of personnel issues to include job classification, compensation, benefits, discipline, and training.		
BUSN 1330	Personal Finance	Credit Hours: 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 (OFFERED FALL ONLY)	Credit Hours: 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 Hours: 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 (OFFERED SPRING ONLY)	Credit Hours: 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.		

BUSN 2300	Business and Professional Communication	Credit Hours: 3
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This course focuses upon the development and practice of communication skills necessary in business and professional settings. Oral, written, and various electronic means of communication will be included and explored. PREREQUISITES: pass English 1010 with a “C” or higher.

BUSN 2999	Business Internship	Credit Hours: 3
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This course provides a learning experience that integrates a student’s academic background with practical experience in a supervised job situation. Included in the course are reflections on the internship experience, application of relevant course concepts, and feedback with the internship organization. PREREQUISITE: Permission from the Program Director or Dean. **This course may not be transferable to a University for use towards a 4-year degree program.**

CADD 1100	Intro Comp Aided Draft/Design	Credit Hours: 5
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Introduction to basic concepts and principles of CAD, covering basic CAD commands. **This course may not be transferable to a University for use towards a 4-year degree program.**

CADD 1200	Advanced Comp Aided Draft & Design	Credit Hours: 5
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This course examines the dimensioning, blocks and attributes, section views, isometric drawings, multi-view layouts, annotative objects, external references, and sheet sets. Students will learn how to use AutoCAD to dimension drawings, create section lines and graphic patterns, design symbols and attributes for multiple uses, and create sheet sets. Student drawings will be plotted or printed. This course also covers recommended drafting standards and practices for students to use for properly preparing CAD drawings. PREREQUISITE OR COREQUISITE: CADD 1100 and DRFT 1000. **This course may not be transferable to a University for use towards a 4-year degree program.**

CADD 1300	3-D CADD Concepts	Credit Hours: 5
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This course explores the three-dimensional construction and viewing capabilities of AutoCAD. Topics covered a review of point coordinate entry and the user coordinate system (UCS). Spherical and cylindrical coordinate entry, 3D viewing and display techniques, and construction of 3D solid primitive’s 2D regions, 3D mesh models, solid modeling composites, and surface models are also introduced. Uses of multiple viewports for 3D constructions and creating 2D layouts are covered. Visual styles and rendering are also discussed. PREREQUISITE OR COREQUISITE: CADD 1200 AND PRNT 1000. **This course may not be transferable to a University for use towards a 4-year degree program.**

CADD 1700	Plant 3D and BIM	Credit Hours: 5
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This course is intended to cover the introductory knowledge of AutoCAD 2015 Plant 3D software as well as Autodesk Revit. Upon finishing this course, the student will have been exposed to the fundamental concepts which are the basis for pipe drafting, as well as structural and architectural building information modeling. PREREQUISITE OR COREQUISITE: CADD 1300, PTEC 1630, PTEC 1631, DRFT 1300. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSSK 1000	College Success Skills	Credit Hours: 0
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This course covers the basic study skills and personal development tools necessary for college student success. **This course may not be transferable to a University for use towards a 4-year degree program.**

CHEM 1010	Chemistry I	Credit Hours: 3
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This course introduces fundamental laws, modern theories, and principles of general chemistry. The emphasis will be concentrated on matter and measurement, atomic structure, and the electronic structure of atoms. PREREQUISITE: MATH 1100. COREQUISITES: CHEM 1010L RECOMMENDED BUT NOT REQUIRED.

CHEM 1010L	Chemistry Laboratory I	Credit Hours: 1
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Safety; basic laboratory techniques (to include data collection and interpretation; introduction to laboratory reporting/record keeping) related to the topics in Chemistry I. COREQUISITES: CHEM 1010.

CHEM 1020	Chemistry II	Credit Hours: 3
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Intermolecular forces; thermodynamics; general and heterogeneous equilibrium; kinetics; solutions; acid/base equilibrium and properties; and electrochemistry. PREREQUISITES: CHEM 1010 COREQUISITES: CHEM 1020L RECOMMENDED BUT NOT REQUIRED.

CHEM 1020L	Chemistry Laboratory II	Credit Hours: 1
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Safety; basic; laboratory techniques related to topics in Chemistry II. COREQUISITES: CHEM 1020.

CHEM 2210	Organic Chemistry I	Credit Hours: 3
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Nomenclature, chemical reactions, synthesis, functional groups, structure/property relationships, stereochemistry, spectroscopy, and mechanistic theory. PREREQUISITE: CHEM 1020 and MATH 1100. COREQUISITE: CHEM 2210L RECOMMENDED BUT NOT REQUIRED.

CHEM 2210L	Organic Chemistry Lab I	Credit Hours: 1
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Safety; basic laboratory techniques related to the topics in Organic Chemistry I. PREREQUISITE: CHEM 1020 COREQUISITE OR PREREQUISITE: CHEM 2210.

CHEM 2220	Organic Chemistry II	Credit Hours: 3
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Continuation of topics in synthesis, mechanisms, and properties of organic compounds. PREREQUISITE: CHEM 2210 WITH A "C" OR HIGHER COREQUISITE: CHEM 2220L RECOMMENDED BUT NOT REQUIRED.

CHEM 2220L	Organic Chemistry Lab II	Credit Hours: 1
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Safety; basic laboratory techniques related to the topics in Organic Chemistry II. PREREQUISITE: CHEM 2210, CHEM 2210L COREQUISITE OR PREREQUISITE: CHEM 2220.

CORE 1003	Core Industry Safety	Credit Hours: 3
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An introduction to the occupation of Instrumentation including policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling, and safety planning. Students are also introduced to safe practices. Students successfully completing all parts of this course will receive NCCER credit for modules 00101 - 00109. **This course may not be transferable to a University for use towards a 4-year degree program.**

CPTR 1310	Intro to Database Management	Credit Hours: 3
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This course covers basic methods for creating a database, adding, changing, and deleting information in a database, printing data in the form of reports, and the printing of address labels. **This course may not be transferable to a University for use towards a 4-year degree program.**

CPTR 1320	Spreadsheets	Credit Hours: 3
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This course focuses on the basic fundamentals of producing spreadsheets and graphs. **This course may not be transferable to a University for use towards a 4-year degree program.**

CRJU 1010	Intro to Criminal Justice	Credit Hours: 3
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This course studies the criminal justice system and the historical developments. It contains an overview of the functions and responsibilities of law enforcement, the judiciary, and corrections.

CRJU2010	Intro to Police, Courts, and Corrections	Credit Hours: 3
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This course will examine the primary components of the criminal justice system and how they are inter-related. Students will also learn how these entities work toward common goals and how they are challenged by competing goals or organizational demands.

CRJU 2020	The American Judicial Process	Credit Hours: 3
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This course is an overview analysis of the legal transactions involved in the accusation, arrest, adjudication, and disposition of criminal offenders. PREREQUISITE: CRJU 1010 OR CRJU 2010.

CRJU 2040	Contemporary Law Enforcement	Credit Hours: 3
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This course involves an examination and discussion of selected topics dealing with contemporary problems affecting law enforcement. PREREQUISITE: CRJU 1010 OR CRJU 2010.

CRJU 2050	The Corrections Process	Credit Hours: 3
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This course involves a systematic study of all the official ways in which society reacts to persons who have been convicted of committing criminal acts, including persons handled by the juvenile courts. PREREQUISITE: CRJU 1010 or CRJU 2010.

CRJU 2310	Criminal Law	Credit Hours: 3
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This course is general approach to laws relating to crimes and offenses and the punishment of their violation. PREREQUISITE: CRJU 1010.

CSCI 1010	Intro to Computer Technology	Credit Hours: 3
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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. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSCI 1100	Problem Solving and Programming Techniques	Credit Hours: 3
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This course is an introduction to program development using various problem-solving techniques. Emphasis is placed on using algorithms and pseudocode to design programs. Various control structures used in computer programming are also discussed. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSCI 1210	IT Hardware Support	Credit Hours: 3
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This course covers fundamentals of computer technology, installation and configuration of PCs, laptops, and related hardware and networking basics. Skills will be covered in installation, configuration, and troubleshooting of computer hardware, printers, and mobile devices. The class is conducted in a laboratory setting where hands-on learning is emphasized. This class, along with IT Software Support, will help students gain the skills required for the nationally recognized CompTIA A+ certification exam. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSCI 1300 IT	Software Support	Credit Hours: 3
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This course covers the fundamentals of supporting Information Technology software. Skills will be covered in the installation and configuration of PC operating systems as well as configuring common features for mobile OS Android, Apple OS, and Windows mobile. The class is conducted in a laboratory setting where hands-on learning is emphasized. This course, along with IT Hardware Support, will help students gain the skills required for the nationally recognized CompTIA A+ certification exam. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSCI 1400	Network Essentials	Credit Hours: 3
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Develop fundamental networking skills including an understanding of network hardware, installation, security, and troubleshooting in a corporate environment. Through classroom and hands-on activities, students learn how computers exchange information and how the Internet functions. In addition, this class will help students gain the skills required for the nationally recognized CompTIA Network+ certification exam. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSCI 1510	Introduction to Scripting	Credit Hours: 3
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This course introduces students to scripting using PowerShell. Students will learn about concepts including execution permissions, commands, pipelining, variables, arrays, split and join operators, program control blocks, scripts, functions, debugging, and breakpoints. On a basic level, students will also become familiar with Visual Basic script, BASH, Korn Shell, C shell, PERL, and PHP. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSCI 1600	Introduction to Virtualization	Credit Hours: 3
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This course introduces students to the benefits and drawbacks of virtualization related to performance, maintenance, security, and efficiency. Students will also learn about the different types of virtualization and how it relates to networks, storage, servers, data, desktops, and applications. Students will be introduced to VMware vSphere and Microsoft Hyper-V and learn to create and configure virtual machines. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSCI 1700	Microsoft Windows Servers	Credit Hours: 3
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An introduction to the fundamentals of Windows Server. Students will work on multiple topics to include, but not limited to: Implementing, Managing and Monitoring DHCP, Implementing Name Resolution, Managing and Monitoring DNS, Network Security, Securing Network traffic with IPSec, Implementing and Managing updates, Configuring Routing and Remote Access, and Maintaining Network Infrastructure. This course is required toward the CNSS 4011-4016 certifications. PREREQUISITES: CSCI 1300- IT Software Support. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSCI 2010	Software Applications I	Credit Hours: 3
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This course is an in-depth study of current software applications such as MS Word, Excel, Access, and PowerPoint.

CSCI 2100	Relational Database Coding	Credit Hours: 3
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This course covers the fundamentals of database management systems, in particular, relational database systems. The course also teaches students how to use SQL to create, maintain, store, retrieve, and manipulate data. PREREQUISITE: CSCI 1100- Problem Solving and Programming Techniques. **This course may not be transferable to a University for use towards a 4-year degree program.**

CSCI 2200	Introduction to Cloud Computing	Credit Hours: 3
This course introduces students to an overview of cloud computing. The course addresses cloud computing from a business perspective and from a technical perspective. Exam tips and practice questions will be provided to prepare for the CompTIA Cloud Essentials certification. This course may not be transferable to a University for use towards a 4-year degree program.		
CSCI 2300	Linux Server	Credit Hours: 3
This course equips students with Linux [®] administration “survival skills” by focusing on foundational Linux concepts and core tasks. Students will learn how to apply command-line concepts and enterprise-level tools, starting them on your journey toward becoming a full-time Linux system administrator. PREREQUISITES: CSCI 1400- Network Essentials OR CSCI 1210- IT Hardware Support. This course may not be transferable to a University for use towards a 4-year degree program.		
CSCI 2400	Network Security Design	Credit Hours: 3
An introduction to fundamentals on designing, planning, and executing vulnerability analysis of networks. Students will work on multiple topics to include, but not limited to: System Security, Network Infrastructure, Access Control, Assessments & Audits, Cryptography, and organizational Security. This course is mapped to the CompTIA Security+ Exam. This course is a required course for earning CNSS 4011-4016 certifications. PREREQUISITES: CSCI 1400- Network Essentials. This course may not be transferable to a University for use towards a 4-year degree program.		
CSCI 2600	Advanced Topics in Linux	Credit Hours: 3
This course includes the Linux file system, directories, utilities, the shell and command line operations, the kernel, server software, and applications of Linux to network security. PREREQUISITES: CSCI 2300- Linux Server. This course may not be transferable to a University for use towards a 4-year degree program.		
CSCI 2998	System Administration Capstone	Credit Hours: 3
This course allows students to apply topics learnt throughout the program. This capstone course also requires students to achieve a minimum of two instructor approved industry-based certifications. Note: In order to enroll in the Capstone course, students must have completed with a “C” or better at least 30 credit hours within the program. This course may not be transferable to a University for use towards a 4-year degree program.		
CSCI 2999	System Administration Internship	Credit Hours: 3
Students are placed with pre-qualified businesses that offer a broad range of cyber information technology experiences to augment didactic preparation. This capstone course also requires students to achieve a minimum of two instructor approved industry-based certifications. This course is required toward the CNSS 4011-4016 certifications. Note: In order to enroll in the Internship course, students must have completed with a “C” or better at least 30 credit hours within the program. This course may not be transferable to a University for use towards a 4-year degree program.		
CSRV 1000	Customer Service	Credit Hours: 3
This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace. This course may not be transferable to a University for use towards a 4-year degree program.		

DRFT 1000	Fundamentals Drafting/Design	Credit Hours: 4
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This course provides a comprehensive approach to classroom instruction in the field of drafting. It is designed to provide in-depth coverage of the principles of manual (traditional) drafting and computer- aided drafting (CAD). COREQUISITE: CADD 1100. **This course may not be transferable to a University for use towards a 4-year degree program.**

DRFT 1300	Introduction To Drafting Disciplines I	Credit Hours: 4
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This is a survey course designed to expose the student to the various major drafting disciplines of architectural, electrical & instrumentation, civil, structural, mechanical, and piping. PREREQUISITE OR COREQUISITE: CADD 1200 and PRNT 1000. **This course may not be transferable to a University for use towards a 4-year degree program.**

DRFT 1500	Advanced Drafting & Discipline	Credit Hours: 4
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This "Capstone" course allows the student to choose a focus drafting discipline from which a project will be designed, documented, and drafted. PREREQUISITE OR COREQUISITE: DRFT 1300, PTEC 1630, PTEC 1631, CADD 1300. **This course may not be transferable to a University for use towards a 4-year degree program.**

DRFT 2999	Cooperative Education	Credit Hours: 3
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Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work. PREREQUISITE OR COREQUISITE: CADD 1300 and DRFT 1300. **This course may not be transferable to a University for use towards a 4-year degree program.**

ECON 2010	Macroeconomics	Credit Hours: 3
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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, and growth and development.

ECON 2020	Microeconomics	Credit Hours: 3
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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 Hours: 3
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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.

EMGT 1500	Introduction to Emergency Management	Credit Hours: 3
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The course provides an overview of the characteristics, functions, and resources of an integrated system, and how various emergency management services work together in an integration of resources and capabilities. Emphasis will be placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. **This course may not be transferable to a University for use towards a 4-year degree program.**

EMGT 1840	Emergency Response to Terrorism	Credit Hours: 3
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Provides the knowledge and skills needed by public safety forces that respond to terrorist acts. The course provides those public safety and related support personnel the information to understand terrorism, its root causes, and motivations. The course also provides methods to enable students to recognize circumstances

indicating a potential terrorist attack, and to protect themselves from a variety of potential dangers. **This course may not be transferable to a University for use towards a 4-year degree program.**

EMGT 2100	Emergency Management Principles	Credit Hours: 3
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Introduces emergency management functions and processes in federal, state, and local governments; roles of nonprofit and private organizations in disaster planning, response, and recovery; critical management issues in effective response and recovery to natural and man-made hazards. PRE-REQUISITES: EMGT 1500. **This course may not be transferable to a University for use towards a 4-year degree program.**

EMGT 2044	Digital Mapping for Disasters	Credit Hours: 3
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This course provides an overview of geographic information systems (GIS), key hazard modeling tools, and their applications in emergency management. The course examines applications in planning, data analysis, operations, logistics and situational awareness, and provides an introduction to SLOSH, HAZUS, and other hazard models used in prevention, mitigation, preparedness, and response. **This course may not be transferable to a University for use towards a 4-year degree program.**

EMGT 2050	Social Media & Emergency Management	Credit Hours: 3
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This course explores social media and other forms of communication; their value and limitations in today's environment; and cross-functional employment in support of emergency management, homeland security, and public health emergency operations. In addition, this course evaluates the contributions of the internet and social media within a larger media/public relations context, as a stand-alone mass notification/information-sharing platform, and as part of a communications strategy for disaster response. **This course may not be transferable to a University for use towards a 4-year degree program.**

EMGT 2200	Hazards, Disasters, and the Environment	Credit Hours: 3
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Explores the interaction processes between natural/technical hazards and society that causes disasters; introduction to natural and technological hazards and disasters including hurricanes, floods, tornadoes, earthquakes, ice storms, chemical spills, landslides, biological warfare, etc. hazards and disaster management and environmental considerations and impacts. **This course may not be transferable to a University for use towards a 4-year degree program.**

EMGT 2400	Hazard Risk Reduction	Credit Hours: 3
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Exploration of advanced concepts and practices in the geography of hazard risk reduction. Focus on mitigation strategies, methodologies, and industry standards. **This course may not be transferable to a University for use towards a 4-year degree program.**

EMGT 2900	Emergency Management Internship	Credit Hours: 3
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This course is a faculty supervised field study with an agency or organization whose mission is considered relevant to the emergency management community. This includes agencies that directly manage or support disaster recovery, response, mitigation, or planning efforts. **This course may not be transferable to a University for use towards a 4-year degree program.**

ENGL 0099	Developmental English II	Credit Hours: 3
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This course is designed as a foundation of basic writing skills that concentrates on well-constructed paragraphs and essays. This course includes application in the fundamentals of grammar and mechanics in the context of writing.

ENGL 1000	Co-Requisite for ENGL 1010	Credit Hours: 3
As a co-requisite, this course works in tandem with ENGL 1010, enabling students to complete both ENGL 1000 and ENGL 1010 in the same semester. This course is designed as a foundation of basic writing skills that concentrates on well-constructed paragraphs and essays, along with the fundamentals of grammar and mechanics in the context of writing. PRE-REQUISITES: score of 15 or greater on ACT OR score of 247 or greater on Accuplacer NG Writing.		
ENGL 1010	English Composition I	Credit Hours: 3
Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/ university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays. PRE-REQUISITES: ACT English score of 18, OR Accuplacer NG Writing score of 250, OR earned "C*" in ENGL 0099, OR SAT Writing score of 500.		
ENGL 1020	English Composition II	Credit Hours: 3
Continuation and further development of material and strategies introduced in English Composition I. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis. PREREQUISITE: ENGL 1010 WITH A "C" OR HIGHER OR ACT English Score of 29.		
ENGL 2100	Introduction to Literature	Credit Hours: 3
Introduction to various literary genres; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.		
ENGL 2110	Introduction to Fiction	Credit Hours: 3
Introduction to fiction; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.		
ENGL 2150	Intro to Poetry and/ or Drama	Credit Hours: 3
Introduction to poetry and/ or drama; includes critical analysis and writing about poetry/drama. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.		
ENGL 2300	Business and Professional Communication	Credit Hours: 3
This course focuses upon the development and practice of communication skills necessary in business and professional settings. Oral, written, and various electronic means of communication will be included and explored. PREREQUISITE: ENGLISH 1010 WITH A "C" OR HIGHER.		
ENGL 2410	World Literature I	Credit Hours: 3
A survey of world writers from the beginnings through the 1600s; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.		
ENGL 2420	World Literature II	Credit Hours: 3
A survey of world writers from circa 1700 through the present day; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.		
ENGL 2430	Major World Writers	Credit Hours: 3
A survey of significant world writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.		

ENGL 2510	British Literature I	Credit Hours: 3
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A survey of British writers from the beginning to the Romanic Era; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.

ENGL 2520	British Literature II	Credit Hours: 3
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A survey of British writers from the Romantic Era through the present day; includes literary analysis and writing about literature PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.

ENGL 2530	Major British Writers	Credit Hours: 3
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A survey of significant British writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.

ENGL 2610	American Literature I	Credit Hours: 3
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A survey of American writers from the beginning to the Civil War; includes literary analysis and writing about literature PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.

ENGL 2620	American Literature II	Credit Hours: 3
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A survey of American writers from the Civil War through the present day; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.

ENGL 2630	Major American Writers	Credit Hours: 3
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A survey of significant American writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.

ENGL 2700	Intro. to African American Lit	Credit Hours: 3
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Introduction to African American literature; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.

ENGL 2800	Intro. to Women's Literature	Credit Hours: 3
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Introduction to literature by or about women; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.

ENGL 2900	Mythology or Folklore	Credit Hours: 3
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Introduction to mythology and/or folklore and its role in literature and culture. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER.

ENVS 1103	Environmental Science	Credit Hours: 3
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This course is an introduction to ecology, principles of ecology with applications to environmental issues and discussion of major terrestrial/aquatic ecosystems. **This course may not be transferable to a University for use towards a 4-year degree program.**

ETRN 1112	Fundamentals of Electricity/Electronics	Credit Hours: 4
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An introduction to the concepts of DC electricity including Ohm's Law: series, parallel, series-parallel circuits, Kirchoff's voltage and current laws, voltage and current dividers, bridge circuits and magnetism. Also includes construction and troubleshooting electronic circuits, concepts of inductance, inductive reactance, capacitance, capacitive reactance, and reactive circuits; time constants; alternating current terms and principles of motors and generators. Construction and troubleshooting are also included. **This course may not be transferable to a University for use towards a 4-year degree program.**

ETRN 1212	Fundamentals of Semiconductors Circuits/Transistors	Credit Hours: 4
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An introduction to solid-state devices, diodes, transistors, special purpose diode thyristors, FET devices, VDRs, and optical devices. Includes testing, analyzing, troubleshooting, and repairing using technical manuals. This course also covers half-wave, full-wave and bridge rectifier circuits. Also covers regulated and switched power supplies, amplifier fundamentals, and the theory of oscillation. Includes component testing and analyzing.

PREREQUISITE OR COREQUISITE: CORE 1003, INST 1011, ETRN 1112. **This course may not be transferable to a University for use towards a 4-year degree program.**

ETRN 1420	Digital Circuits	Credit Hours: 3
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An introduction to numbering systems, logic gates, digital integrated circuits, Boolean logic operations. flip-f, counters, registers; combinational/sequential logic including clock and timing, encoders and decoders, display circuits and devices, multiplexers and demultiplexers. DAC, ADC, and Binary Ladder Circuits. Troubleshooting and repair of digital circuits. PREREQUISITE OR COREQUISITE: CORE 1003, INST 1011, ETRN 1112. **This course may not be transferable to a University for use towards a 4-year degree program.**

GEOG 2010	Introduction to Geography	Credit Hours: 3
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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 2023	Introduction to Geographical Information Systems	Credit Hours: 3
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Introduces the study and design of maps, primarily through the use of Geographic Information Systems (GIS). Covers the history, structure, applications, hardware and software requirements, and basic operations of GIS. Focuses primarily on GIS-based cartographic techniques, including georeferencing, map analysis, and map design.

GEOG 2030	Cultural Geography	Credit Hours: 3
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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 Hours: 3
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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.

GEOL 1001	General Geology: Physical	Credit Hours: 3
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Earth materials and landforms; processes at work on and within the earth.

HACR 1150	HVAC Introduction	Credit Hours: 3
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Produces information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Includes basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices. PREREQUISITE OR COREQUISITE: HACR 1210, HACR 1220, HACR 1230, HACR 1240, CORE 1003. **This course may not be transferable to a University for use towards a 4-year degree program.**

HACR 1160	Principles of Refrigeration 1	Credit Hours: 3
Presents the proper and safe use of hand tools including power tools and materials in the HVAC Industry. This course also provides for a review of HVAC and refrigeration processes and applications. PREREQUISITE OR COREQUISITE: HACR 1210, HACR 1220, HACR 1230, HACR 1240, CORE 1003. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 1170	Principles of Refrigeration 2	Credit Hours: 3
Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: compressors; evaporators; condensers; metering devices; service procedures; refrigeration systems; and safety. PREREQUISITE OR COREQUISITE: HACR 1210, HACR 1220, HACR 1230, HACR 1240, CORE 1003. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 1180	Principles of Refrigeration 3	Credit Hours: 3
Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: EPA Section 608 Certification, Refrigerant recovery, recycle & reclamation, System charging using superheat, subcool, weigh-in and/or manufacturer's procedures, Evacuation & dehydration procedures. PREREQUISITE OR COREQUISITE: HACR 1210, HACR 1220, HACR 1230, HACR 1240, CORE 1003. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 1210	Electrical Fundamentals	Credit Hours: 3
Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory; ohms law; electric meters; electric diagrams; distribution systems; electrical panels; voltage circuits; code requirements; and safety. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 1220	Electrical Components	Credit Hours: 3
Provides instruction in identifying, installing, and testing commonly used components in an air conditioning system. Topics include: pressure switches; overload devices; transformers; magnetic starters; other commonly used controls; diagnostic techniques; installation procedures; and safety. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 1230	Electric Motors	Credit Hours: 3
Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques; capacitors; installation procedures; types of electric motors; electric motor service; and safety. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 1240	Applied Electricity & Troubleshooting	Credit Hours: 3
Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures; troubleshooting procedures; solid state controls; system wiring; control circuits; and safety. This course may not be transferable to a University for use towards a 4-year degree program.		

HACR 1410	Domestic Refrigeration	Credit Hours: 2
Presents the proper procedures to diagnose and repair domestic refrigerators and freezers. PREREQUISITE OR COREQUISITE: HACR 1210, HACR 1220, HACR 1230, HACR 1240, CORE 1003. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 1420	Room Air Conditioners	Credit Hours: 2
The operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair. PREREQUISITE OR COREQUISITE: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1410. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 2510	Residential Central Air Cond I	Credit Hours: 3
The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety. PREREQUISITE OR COREQUISITE: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1410. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 2520	Residential Central Air Cond 2	Credit Hours: 2
The operation, diagnosis and service of central air conditioning systems and the care of associated instruments. Topics include the various types of A/C systems, and safety principles. PREREQUISITE OR COREQUISITE: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1410. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 2530	Residential System Design	Credit Hours: 2
Theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices. PREREQUISITE OR COREQUISITE: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1410. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 2540	Residential Heating 1	Credit Hours: 3
The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety. PREREQUISITE OR COREQUISITE: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1410. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 2550	Residential Heating II	Credit Hours: 3
The application of service procedures, controls (electrical & gas), gas valves, piping, ventilation, code requirements and safety for gas and electrical heating systems for residential and small commercial uses. PREREQUISITE OR COREQUISITE: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1410. This course may not be transferable to a University for use towards a 4-year degree program.		
HACR 2560	Residential Heat Pumps	Credit Hours: 2
Theory and study of heat pumps and related systems. Provides for the fundamentals of heat pump operation and diagnosis. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included. PREREQUISITE OR COREQUISITE: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1410. This course may not be transferable to a University for use towards a 4-year degree program.		

HEIT 1020	Healthcare Law, Ethics, and Compliance	Credit Hours: 3
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A study of U.S. legal structure and legal theories as they apply to healthcare and health information management. **This course may not be transferable to a University for use towards a 4-year degree program.**

HEIT 1030	ICD-10 Coding I	Credit Hours: 3
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Introduces the theory, structure, and organization of the International Classification of Diseases-10- Clinical Modification (ICD-10-CM) coding system. Emphasis will be on the application of the coding principles to accurately assign ICD-10-CM codes to health records. The role of ICD-10-CM codes in billing and reimbursement will be included. PREREQUISITES: BIOL 2500 and HESC 1000. **This course may not be transferable to a University for use towards a 4-year degree program.**

HEIT 1100	ICD-10 Coding II	Credit Hours: 3
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This course explores the more complex areas of ICD and CPT coding introduced in the previous coding courses. Students will apply coding principles and guidelines related to complex diagnoses and procedures. PREREQUISITES: HEIT 2030, HEIT 1030, BIOL 2510. **This course may not be transferable to a University for use towards a 4-year degree program.**

HEIT 1230	CPT Coding	Credit Hours: 3
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This course introduces students to the theory, structure, and organization of the Current Procedural Terminology (CPT) coding system. Emphasis will be on the application of the coding principles to accurately assign CPT codes to health records. The role of CPT codes in billing and reimbursement will be included. PREREQUISITES: BIOL 2500, HESC 1000. PREREQUISITES OR COREQUISITES: BIOL 2510, HEIT 1030, HEIT 2030. **This course may not be transferable to a University for use towards a 4-year degree program.**

HEIT 1240	Advanced Coding	Credit Hours: 3
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A continuation of CPT coding with emphasis on impact to healthcare, data collection, and reimbursement. **This course may not be transferable to a University for use towards a 4-year degree program.**

HEIT 2030	Pathophysiology Pharmacology	Credit Hours: 3
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Study of the disease processes affecting the human body. Includes the study of causes, diagnosis, and treatment of disease as well as an understanding of the basic principles of pharmacology. PREREQUISITES: BIOL 2500, HESC 1000. **This course may not be transferable to a University for use towards a 4-year degree program.**

HEIT 2050	Health Data Content & Structure	Credit Hours: 3
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Introduction to the health information management profession and the health record. This course will provide an overview of the functions, content, and structure of the health record, data access and retrieval systems, quantitative and qualitative analysis; numbering and filing systems; and healthcare data sets. PREREQUISITES OR COREQUISITES: HESC 1000. **This course may not be transferable to a University for use towards a 4-year degree program.**

HEIT 2999	Medical Coding Externship	Credit Hours: 3
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This course is designed to promote career awareness through a curriculum-related work experience in an administrative healthcare environment. Medical Coding Specialist (CAS) students will integrate classroom theory with a monitored and supervised work experience apply coding/billing principles in a health care setting 40 hours. Completion of externship with “C” or higher REQUIRED. PREREQUISITES OR COREQUISITES:

HEIT 1100, HEIT 1240. **This course may not be transferable to a University for use towards a 4-year degree program.**

HESC 1000	Medical Terminology	Credit Hours: 3
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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. **This course may not be transferable to a University for use towards a 4-year degree program.**

HIST 1003	World History I	Credit Hours: 3
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A survey of World History from ancient civilizations to approximately 1700 C.E. This course includes the cultures and achievements of the peoples of Africa, the Americas, Asia, and Europe.

HIST 1005	World History II	Credit Hours: 3
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A survey of World History from approximately 1700 C.E. to the present. This course includes the cultures and achievements of the peoples of Africa, the Americas, Asia, Australia, and Europe.

HIST 1010	History of Western Civilization I	Credit Hours: 3
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A survey of the history of western civilization up to A.D. 1500.

HIST 1020	History of Western Civilization II	Credit Hours: 3
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A survey of the history of western civilization from 1500 to the present.

HIST 2010	American History I	Credit Hours: 3
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A survey of United States history from the period of colonial origins to 1865.

HIST 2020	American History II	Credit Hours: 3
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A survey of United States history from 1865 to the present.

HIST 2100	Louisiana History (OFFERED SPRING ONLY)	Credit Hours: 3
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A survey of Louisiana history from the original European settlement to the present.

HIST 2061	African American History (OFFERED FALL ONLY)	Credit Hours: 3
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Social, cultural, and economic role of African Americans in the U.S. from 1619 to the present.

HLTH 1000	Introduction to Health Professions	Credit Hours: 2
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A survey of the health professions and requirements for educational, job and market demands in selected health careers, including health promotion philosophy, goals, history and development. Students will participate in classroom presentations and career exploration. Recent trends in the organization of health care systems, reimbursement, patient/client demographics, and professionalism will also be addressed. **This course may not be transferable to a University for use towards a 4-year degree program.**

HLTH 1002	Medical Terminology for Health Careers	Credit Hours: 3
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This course provides students with in-depth instruction in recognizing and forming medical terms. Students will learn medical root words, prefixes, and suffixes and apply them to body systems. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 1211	Nursing Fundamentals	Credit Hours: 4
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Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care

environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. COREQUISITES: HNUR 1212. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 1212	Geriatric Clinical	Credit Hours: 1
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The student will perform, demonstrate, and practice a minimum of 40 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the Tec nursing faculty.

PREREQUISITES OR COREQUISITES: HNUR 1211. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 1270	PN Perspectives	Credit Hours: 3
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This course includes information regarding vocational adjustments and personal, family, and community health issues. It expounds on the role of the practical nurse, practical nursing education and the Law Relating to the Practice of Practical Nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE), including the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, subpart 1- Practical Nurses. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 1300	Anatomy & Physiology for Healthcare Providers	Credit Hours: 5
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This course is a study of structure and function of the human body systems to include cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory, and integumentary systems. Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 1320	Nutritional Aspects	Credit Hours: 2
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Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals, and water in the maintenance of good health and wellness for all ages. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 1361	Basic Pharmacology	Credit Hours: 3
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Medical math is an integral component of this course. The terminology and principles of medication administration are presented in this course. It includes medication assessment, procedures for administration of oral, parenteral, topical, irrigation, and instillation routes/methods, along with basic dosage calculations of medications/intravenous fluid rates. Safety precautions, guidelines and documentation are emphasized. A supervised skills lab (30hrs) is a basic component of this course. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 1411	Nursing Fundamentals II	Credit Hours: 5
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This course includes 30 hours of theory and 60hrs of supervised skills lab experiences that focus on providing practical nursing skills to meet the physiological, psychosocial, socio- cultural, and spiritual needs of clients in various healthcare environments. Advanced skills are presented through the application of the nursing process

to assist in the management of all aged clients with health alterations. PREREQUISITES: HNUR 1211.

PREREQUISITES OR COREQUISITES: HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 1460	Advanced Pharmacology	Credit Hours: 2
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Drug classifications and their effect on the various body systems are presented. Specific drugs in each classification are emphasized according to expected effects, side effects, and adverse effects. Routes of drug administration and variables that influence drug action are covered including dangerous drug interactions and nursing implications related to each drug. Safety precautions which will help to decrease the incidence of errors in medication administration are stressed. Advanced medication calculations will be required to demonstrate knowledge of safe dosing parameters. The nursing process is utilized to assess the client's learning needs and effects of all pharmacological interventions. PREREQUISITES: HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361. PREREQUISITES OR COREQUISITES: HNUR 1411. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 2113	Medical/Surgical I	Credit Hours: 8
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This course is a study of the nursing process as a method of individualizing patient care with special emphasis directed towards essential concepts related to body fluid/water, electrolytes, and acid-base balance, care of the perioperative adult client and the adult client experiencing alterations in cardiovascular/lymphatic/immune functioning. Included is a review of anatomy & physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Students will begin to utilize a nursing process approach and will perform applicable practical nursing clinical skills to assigned client(s) in approved health care facilities under the supervision and discretion of practical nursing faculty. This course includes a 180-hour clinical component. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361. PREREQUISITES OR COREQUISITES: HNUR 1411. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 2123	Medical Surgical II	Credit Hours: 8
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This course includes theory related to nursing care provided to adult clients experiencing alterations in the respiratory, gastrointestinal, endocrine, and integumentary function. Care of the adult client with a neoplastic disorder is also included. Included is a review of anatomy and physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are encouraged while the student learns to make interdependent practical nursing decisions. This course includes a 180-hour clinical component. PREREQUISITES: HNUR 2113. PREREQUISITES OR COREQUISITES: 1460. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 2133	Medical Surgical III	Credit Hours: 8
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This course includes the study of genitourinary, reproductive, sensory, neurological, and musculoskeletal disorders with emphasis on pathophysiology and pharmacology for the adult client. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to

multiple clients experiencing serious illnesses in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are utilized while the student begins to make interdependent practical nursing decisions. Students will be expected to perform clinical skills with in-direct supervision of the clinical instructor. This course includes a 180-hour clinical component. PREREQUISITES: HNUR 1460, HNUR 2123. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 2523	Mental Illness/Psychiatric Nursing	Credit Hours: 2.5
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This is the study of the client experiencing emotional, mental, and social alterations utilizing the nursing process approach with integrated pharmacology and application of life span principles. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in mental health facilities under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361. PREREQUISITES OR COREQUISITES: HNUR 1411, HNUR 2113. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 2611	IV Therapy	Credit Hours: 1
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The role of the practical nurse, legal implications of intravenous (IV) therapy, and equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy is discussed. Supervised lab performance (15hrs) is an integral part of this course. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361. PREREQUISITES OR COREQUISITES: HNUR 1411, HNUR 2113. (Or) Current PN license (or eligibility) in state of Louisiana. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 2713	Obstetrics	Credit Hours: 2.5
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Current issues, growth and development of the childbearing family, fetal development and gestation are studied. Care of the client during the antepartal, intrapartal, and postpartal periods is included, as well as care of the neonate. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and condition are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to maternal & neonatal clients during the antepartal, intrapartal, and postpartal periods, in appropriate clinical sites, under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361. PREREQUISITES OR COREQUISITES: HNUR 1411, HNUR 2113. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 2723	Pediatrics	Credit Hours: 2.5
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This course presents essential information related to growth and development of infants, toddlers, preschool through school age, and adolescents, and those diseases common but not exclusive to the particular age groups. Pharmacological interventions/commonly used medications for each body system and age group are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to pediatric clients in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component. HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361. PREREQUISITES OR COREQUISITES: HNUR 1411, HNUR 2113. **This course may not be transferable to a University for use towards a 4-year degree program.**

HNUR 2813	PN Leadership & Management	Credit Hours: 2.5
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This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Louisiana, including a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46: XLVII. It is designed to prepare the future LPN for compliance with the laws, to explain the procedures which facilitate necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and to outline the obligations which accompany the privilege of service in health care. Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for and terminating a job in the healthcare industry. A study of common health problems and etiologies seen in nursing home residents, including safe administration of medications, selected acute illnesses, and typical health emergencies. Appropriate teaching of related diagnostic results in the elderly are summarized. The leadership/management role in the nursing home setting is outlined including the delegation of tasks to support staff. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in geriatric care facilities under the supervision and at the discretion of practical nursing faculty. Critical thinking skills are encouraged while the student makes interdependent practical nursing decisions. Students will perform in management and leadership roles in the facility and will administer medications to groups of residents comparable to industry's entry-level expectations of a beginning practitioner. This course includes a 30-hr clinical component. **PREREQUISITES:** HNUR 1411, HNUR 2123. **PREREQUISITES OR COREQUISITES:** HNUR 1460, HNUR 2133. **This course may not be transferable to a University for use towards a 4-year degree program.**

HURM 1000	Employment law & Regulations	Credit Hours: 3
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This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. **This course may not be transferable to a University for use towards a 4-year degree program.**

HURM 1100	Training & Development	Credit Hours: 3
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This course covers developing, conducting, and evaluation employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. **This course may not be transferable to a University for use towards a 4-year degree program.**

HURM 1200	Recruiting, Selecting & Personnel	Credit Hours: 3
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This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing, and screening techniques, maintaining employee records, and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. **This course may not be transferable to a University for use towards a 4-year degree program.**

HURM 1300	Compensation & Benefits	Credit Hours: 3
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This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for- performance programs. Upon completion, students should be able to develop and manage a basic compensation system to

attract, motivate, and retain employees. **This course may not be transferable to a University for use towards a 4-year degree program.**

IMMT 1120	Blueprint Reading	Credit Hours: 3
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A general study of blueprint reading and interpretation of data contained in the drawing. **This course may not be transferable to a University for use towards a 4-year degree program.**

IMMT 1122	Blueprint Reading II	Credit Hours: 2
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This course is a continuation of Blueprint Reading I course and is designed to enhance students' skills to read and interpret engineering drawings encountered in industry. PREREQUISITES OR COREQUISITES: IMMT 1123, PTEC 1630, PTEC 1631, IMMT 1142. **This course may not be transferable to a University for use towards a 4-year degree program.**

IMMT 1123	Intro to Welding	Credit Hours: 3
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Provides basic skills and fundamental knowledge in oxy-fuel welding, cutting, and brazing, Shield Metal Arc welding, Gas Metal Arc welding, and Gas Tungsten Arc welding. This course is designed for beginning welders and emphasizes safe practices in oxy-fuel and Arc welding processes. PREREQUISITE OR COREQUISITE: IMMT 1120, IMMT 1143, MWRT 1310. **This course may not be transferable to a University for use towards a 4-year degree program.**

IMMT 1142	Basic Electricity	Credit Hours: 2
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The study of mechanical laws and principles pertaining to DC and AC circuits is the focus of the course. This includes current, voltage, resistance, power, inductance, capacitance, and transformers. Stresses the use of standard mechanical tests, mechanical equipment, and troubleshooting procedures. Safety procedures and practices are emphasized. **This course may not be transferable to a University for use towards a 4-year degree program.**

IMMT 1143	Material Handling & Rigging	Credit Hours: 2
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The study and theory of the proper methods of storing, movement and securing both solid and liquid material in an industrial setting. **This course may not be transferable to a University for use towards a 4-year degree program.**

IMMT 1163	Problem Solving and Teamwork	Credit Hours: 3
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Covers critical thinking skills, collecting and analyzing data, and quality control overview, teamwork, problem solving and decision-making techniques as they apply to a technological environment. As a capstone course for the Manufacturing and Industrial Technology program, this course is designed to reinforce and apply the knowledge and skills learned in previous courses and foster team and individual skills through experiments, case studies, problem solving projects, and a writing project related to a work team report. PREREQUISITE OR COREQUISITE: IMMT 1123, PTEC 1630, PTEC 1631, IMMT 1142. **This course may not be transferable to a University for use towards a 4-year degree program.**

IMMT 2102	Pumps, Pipefitting, & Piping Systems	Credit Hours: 3
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Covers the construction and operation of centrifugal, reciprocating, metering, special and rotary pumps and their components. Include procedures for troubleshooting installation repair and maintenance. PREREQUISITE OR COREQUISITE: IMMT 1122, IMMT 1163, MWRT 1315. **This course may not be transferable to a University for use towards a 4-year degree program.**

IMMT 2103	Introductory Machining	Credit Hours: 3
<p>Instructs the student in shop safety, industrial terminology, tools and machine tooling, measurement, and layout. Includes laboratory exercises to begin project completion of turning, milling, and grinding applications. PREREQUISITE OR COREQUISITE: IMMT 1122, IMMT 1163, MWRT 1315. This course may not be transferable to a University for use towards a 4-year degree program.</p>		
IMMT 2113	Hydraulic & Pneumatic Systems	Credit Hours: 2
<p>Introduces students to fluid power principles and components. Teaches basic circuit design through the use of symbols and schematic diagrams to build a foundation in fluid power technology. Introduces the student to more complex fluid power circuits. Requires students to design, analyze and troubleshoot industrial fluid power components. Teaches students to assemble and evaluate fluid power components in the lab. PREREQUISITE OR COREQUISITE: IMMT 1122, IMMT 1163, MWRT 1315. This course may not be transferable to a University for use towards a 4-year degree program.</p>		
IMMT 2133	Machine Maintenance & Installation	Credit Hours: 3
<p>Examines the procedures for the removal, repair, and installation of machine components. The methods of installation, lubrication processes, and maintenance procedures for industrial machinery are analyzed. Also presented are the techniques involved in the calibration and repair of mechanical devices and the practice in computations pertaining to industrial machinery. Examines the operation and design of mechanical systems including belt drives, chain drives, gearboxes, and bearings. Includes the study of materials. Introduces the concepts of correct alignment of industrial process machinery. Introduces the major purpose of preventive maintenance: to save time and to cut costs. The course will study goals such as, reducing losses, improving product quality, boosting production efficiency, and increasing profits. Includes an introduction to sound planning, effective scheduling, competent inspection, control and actions at the worksite, and follow-up reporting. Lab projects will be designed to organize materials, tool control, transportation of equipment, sizing up labor requirements. PREREQUISITE OR COREQUISITE: IMMT 1122, IMMT 1163, MWRT 1315. This course may not be transferable to a University for use towards a 4-year degree program.</p>		
INST 1011	Electrical Systems & Equipment	Credit Hours: 2
<p>This course covers Instrument drawings and documents. Gaskets and packing, lubricant, sealants, and cleaners, tubing, pipes, and hoses are also covered. Students are also introduced to Flow, Level, Temperature and Pressure. This course may not be transferable to a University for use towards a 4-year degree program.</p>		
INST 1330	Pressure and Level Measurement	Credit Hours: 3
<p>An introduction to the concepts of pressure/level calculations, sensing devices, and perform pressure/level measurements; troubleshoot and repair/replace pressure/level indicators, recorders, transmitters, and transducers. Also included are air systems, gauges, and troubleshooting techniques. PREREQUISITES OR COREQUISITES: ETRN 1212, ETRN 1420, INST 1435. This course may not be transferable to a University for use towards a 4-year degree program.</p>		
INST 1425	Flow & Final Control Elements	Credit Hours: 3
<p>This course includes instruction in performing flow measurement calculations and conversions; procedure for using flow sensing devices; perform flow measurement; troubleshoot and repair/replace flow indicators, recorders, transmitters, transducers, and relays. It also includes the principles of operation, calibration, servicing, troubleshooting, and repairing/replacing actuators, positioners, and control valves. PREREQUISITES</p>		

OR COREQUISITES: ETRN 1212, ETRN 1420, INST 1435 OR INST 2820. **This course may not be transferable to a University for use towards a 4-year degree program.**

INST 1435	Principles of Process Controls/IIoT	Credit Hours: 3
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This course covers the Introductory concepts of automatic process control. Process control applications will be presented, along with the concepts of proportional, integral, and derivative control modules, loop tuning, and documentation. These systems will include digital control nodes (DCNs), Open Internet Protocol Transmission/Addressing, and Industrial Internet of Things (IIoT) technologies. PREREQUISITES OR COREQUISITES: CORE 1003, INST 1011, ETRN 1112. **This course may not be transferable to a University for use towards a 4-year degree program.**

INST 2000	Industry Troubleshooting Capstone	Credit Hours: 3
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This course covers the advanced concepts of automatic process control, and process control troubleshooting will be presented, along with the concepts of proportional, integral, and derivative control modules, loop tuning, and documentation. These systems will include digital control nodes (DCNs), Open Internet Protocol Transmission/Addressing, and Industrial Internet of Things (IIoT) technologies. Utilization of human machine interface (HMI) devices with IT/OT communications. PREREQUISITES OR COREQUISITES: INST 1330, INST 1425, INST 2732, INST 2745. **This course may not be transferable to a University for use towards a 4-year degree program.**

INST 2732	Temperature & Analytical Measurement	Credit Hours: 3
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An introduction to the concepts of temperature measurement calculations and conversions, operating principles of temperature sensing devices, and performing temperature measurements. Also, includes troubleshooting and repair/replacement of temperature indicators, temperature recorders, temperature transmitters, and temperature transducers. In this course the student will be introduced to the principles of liquid and gas analysis. Also covered is terminology, techniques, and equipment used in the analysis of liquids and gases. PREREQUISITES OR COREQUISITES: ETRN 1212, ETRN 1420, INST 1435. **This course may not be transferable to a University for use towards a 4-year degree program.**

INST 2741	Programmable Logic Controllers	Credit Hours: 4
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An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation of Programmable Logic Controllers (PLC's). Also covers types of programming, testing, and troubleshooting specific PLC systems. Operational safety in use of PLC's in industry. PREREQUISITES OR COREQUISITES: INST 1330, INST 1425, INST 2732, INST 2745. **This course may not be transferable to a University for use towards a 4-year degree program.**

INST 2745	Motor Controls, VFD, & Vibration Analysis	Credit Hours: 3
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This course covers concepts of motor controls, motor control circuitry, and troubleshooting and repairing/replacing motor control circuitry. Students are also introduced to the concepts of variable speed drives, frequency speed circuitry, and troubleshooting, as well as replacing circuitry and vibration waveform data and possible causes of any abnormalities. PREREQUISITES ETRN 1212, ETRN 1420, INST 1435. **This course may not be transferable to a University for use towards a 4-year degree program.**

INST 2755	Industrial Electrical Control Systems	Credit Hours: 4
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Course instruction includes the principles of operation, maintenance, troubleshooting, and repair of electronic, and digital controllers along with instruments that are found in a typical control loop. Also, process measurement and control using computers and microprocessor-based distributed control systems (DCS) will be covered. PREREQUISITES OR COREQUISITES: INST 1330, INST 1425, INST 2732, INST 2745. **This course may not be transferable to a University for use towards a 4-year degree program.**

LISR 1000	Information Literacy: Research, Strategies, Resources	Credit Hours: 1
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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.

MAST 1214	Administrative Procedures I	Credit Hours: 4
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Discussion of the components of effective client/ staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling, insurance, billing and patient/ client education methods are covered. Practical application activities are integrated throughout this course. **This course may not be transferable to a University for use towards a 4-year degree program.**

MAST 1222	Clinical Procedures I	Credit Hours: 4
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This course introduces federal regulations and guidelines from the Centers for Disease Control and Prevention (CDC), Clinical Laboratory Improvement Amendment of 1988 (CLIA88), Occupational Safety and Health Administration (OSHA) Standards, as well as universal precautions. Students will perform emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control procedures, rehabilitation medical procedures, general safety measures/precautions used in the office/facility environment for employee/patient/client safety. Also introduces clinical facilities. **This course may not be transferable to a University for use towards a 4-year degree program.**

MAST 2100	Phlebotomy	Credit Hours: 4
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Course provides instruction on phlebotomy theory and fundamental phlebotomy skills, including relevant anatomy and physiology as it relates to phlebotomy, venipuncture, capillary sticks, infection control procedures and lab tests that Phlebotomist may perform. Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included. Students perform introductory, fundamental, and advanced phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship. **This course may not be transferable to a University for use towards a 4-year degree program.**

MAST 2132	Clinical Procedures II	Credit Hours: 4
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This course reinforces skills obtained in Clinical Procedures I. The course focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and phlebotomy skills. PREREQUISITES OR COREQUISITES: HLTH 1000, HLTH 1002, MAST 1222, MAST 1214. **This course may not be transferable to a University for use towards a 4-year degree program.**

MAST 2143 Pharmacology for Medical Assistant Credit Hours: 3

This course covers basic knowledge of drug classification, mathematical computation, and medication administration. Students will demonstrate an understanding of basic drug classification, apply mathematical formulae appropriate to medication administration, and administer medication in compliance with accepted guidelines. PREREQUISITES: HLTH 1000 OR MAST 2132 AND MAST 1222, MAST 2114 OR HLTH 1002. **This course may not be transferable to a University for use towards a 4-year degree program.**

MAST 2222 Medical Assistant Externship Credit Hours: 2

Students will experience 180 hours of preceptor clinical experience in a variety of health care agencies allowing practical application of medical assistant principles, theories, and skills. PREREQUISITES: HLTH 1000 OR MAST 2132 AND MAST 1222, MAST 1214, HLTH 1002. **This course may not be transferable to a University for use towards a 4-year degree program.**

MATH 0099 Algebra Foundations II Credit Hours: 3

This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra while taking an entry level college math course. The major topics include polynomials and factoring, rational expressions and equations, radical expressions, and equations, and solving and graphing with quadratics.

MATH 1100 College Algebra Credit Hours: 3

In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential, and logarithmic functions with applications; systems of equations. PRE-REQUISITES: ACT score of 21, OR Accuplacer NG QRAS score of 263, OR SAT Math score of 530, OR earned “C*” in MATH 0099, OR “C” in MATH 1300, or “C” in MATH 1500.

MATH 1101 Co-Requisite for MATH 1100 Credit Hours: 3

As a co-requisite, this course works in tandem with MATH 1100, enabling students to complete both MATH 1101 and MATH 1100 in the same semester. This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra while taking an entry level college math course. PRE-REQUISITES: score of 18 or greater on ACT Math OR 250 or greater on Accuplacer NG QRAS, OR SAT Math of 500 or greater. CO-REQUISITES: MATH 1100.

MATH 1110 Plane Trigonometry Credit Hours: 3

Trigonometric functions and identities, inverse trigonometric functions; fundamental identities and angle formulas; solving equations; triangles with applications; polar coordinate system. PREREQUISITE: Undergraduate level MATH 1100 Minimum Grade of “C” or Undergraduate level MATH 1100 Minimum Grade of “C,” OR ACT Math score 26 or greater, Accuplacer NG QRAS score of 276 or greater, OR SAT math score of 610 or greater.

MATH 1167 Elementary Number Structure (OFFERED FALL ONLY) Credit Hours: 3

Basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving. PREREQUISITE: Eligibility for college-level Math (grade of “C*” in Math 0099, ACT Math score of 19 or greater, SAT Math score of 510 or greater, or ACCUPLACER NG QRAS score of 250 or greater).

MATH 1168	Geometry: Elem & Middle School Teach (OFFERED SPRING ONLY)	Credit Hours: 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. PREREQUISITE: Eligibility for college-level Math (grade of "C*" in Math 0099, ACT Math score of 19 or greater, SAT Math score of 510 or greater, or ACCUPLACER NG QRAS score of 250 or greater).		
MATH 1300	Intro to Contemporary Math	Credit Hours: 3
An introduction to topics in contemporary mathematics. Topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) PRE-REQUISITES: ACT score of 19, OR Accuplacer NG QRAS score of 250, OR earned "C*" in MATH 0099.		
MATH 1301	Co-Requisite for MATH 1300	Credit Hours: 1
As a co-requisite, this course works in tandem with MATH 1300, enabling students to complete both MATH 1301 and MATH 1300 in the same semester. This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra while taking an entry level college math course. PRE-REQUISITES: score of 16 or greater on ACT OR 247 or greater on Accuplacer NG QRAS. CO-REQUISITES: MATH 1300.		
MATH 1500	Finite Mathematics	Credit Hours: 3
Systems of linear equations, matrices, and matrix algebra; linear inequalities; counting techniques: permutations and combinations; probability; basic concepts in financial mathematics (annuities included); and an introduction to statistics. PRE-REQUISITES: ACT score of 19, OR Accuplacer NG QRAS score of 250, OR earned "C*" in MATH 0099.		
MATH 1501	Co-Requisite for MATH 1500	Credit Hours: 1
As a co-requisite, this course works in tandem with MATH 1500, enabling students to complete both MATH 1501 and MATH 1500 in the same semester. This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra while taking an entry level college math course. PRE-REQUISITES: score of 16 or greater on ACT OR 247 or greater on Accuplacer NG QRAS. CO-REQUISITES: MATH 1500.		
MATH 2010	Calculus for Non-Science Major	Credit Hours: 3
An introduction to differential and integral calculus, with an emphasis on applications, designed primarily for business, economic and social sciences. Topics include limits, the first and second derivative, the first and second derivative test for relative extrema; exponential and logarithmic functions; the definite and indefinite integral, and the Fundamental Theorem of Calculus. Calculus will be used to solve real world applications. (This course is not equivalent to Calculus I and does not serve as a prerequisite for Calculus II). PREREQUISITES: MATH 1100 with "C" or higher, OR ACT Math score of 26, Accuplacer NG QRAS score of 276, OR SAT Math score of 610.		
MATH 2100	Calculus I	Credit Hours: 5
Limits and continuity of functions, introduction of the derivative; techniques of differentiation; Chain rule; implicit differentiation; differentiation of transcendental and inverse functions; applications of differentiation:		

concavity; relative extrema; maximum and minimum values of a function; optimization; anti-differentiation; definite integrals; Fundamental Theorem of Calculus; areas; applications of definitive integrals; work and volume. Courses with fewer than 5 credit hours may cover less than the listed total. PREREQUISITES: MATH 1100 with “C” or higher.

MATH 2110	Calculus II	Credit Hours: 5
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Techniques of integration application of the integral; parametric equation, polar coordinates, sequences, and infinite series. PREREQUISITE: MATH 2100 with 'C' or higher.

MATH 2140	Introduction to Statistics	Credit Hours: 3
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Descriptive statistics; probability; discrete and continuous (including the binomial, normal and T) distributions; sampling distributions; interval estimation; hypothesis testing; linear regression and correlation.

PREREQUISITES: Undergraduate level MATH 1100 Minimum Grade of “C” or Undergraduate level MATH 1100 Minimum Grade of “P” or Undergraduate level MATH 1500 Minimum Grade of “C”, or ACT Math score of 26, Accuplacer NG QRAS score of 276, or SAT Math score of 610.

MCOM 2000	Introduction to Mass Media	Credit Hours: 3
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This course introduces student to the mass communication process within American society. Topics includes development, structure, function, and the cultural impact of mass media.

MGMT 2010	Principles of Management	Credit Hours: 3
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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.

MUSC 1010	Music Appreciation	Credit Hours: 3
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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.

MWRT 1310	Millwright I	Credit Hours: 3
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Description of the millwright trade, tools, and tool safety. Explains application and installation of fasteners, anchors, and gaskets. Provides instructions for laying out baselines, laying out, cutting, and installing gaskets.

This course may not be transferable to a University for use towards a 4-year degree program.

MWRT 1315	Rigging, Application, Equipment, and Devices for Millwrights	Credit Hours: 3
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An explanation of selection, inspection and use of rigging equipment. Explains machine baseplates and soleplates procedures, selection and use of lubricants, and types and applications of bearing designation system. PREREQUISITES OR COREQUISITES: IMMT 1123, IMMT 1142, PTEC 1630, PTEC 1631. **This course may not be transferable to a University for use towards a 4-year degree program.**

PHIL 2010	Intro to Philosophy	Credit Hours: 3
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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 2030	Intro to Logic	Credit Hours: 3
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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	Intro to Ethics	Credit Hours: 3
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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.

PHSC 1010	Physical Science I	Credit Hours: 3
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Survey of concepts in physics and physical sciences.

PHSC 1010L	Physical Science Lab I	Credit Hours: 1
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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. PREREQUISITE and/or COREQUISITE: PHSC 1010.

PHSC 1020	Physical Science II	Credit Hours: 3
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Additional concepts in physical science, which may include physics, chemistry, geology, astronomy, oceanography, etc.

PHSC 1020L	Physical Science Lab II	Credit Hours: 1
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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. PREREQUISITE and/or COREQUISITES: PHSC 1020.

PHYS 2010	General Physics I	Credit Hours: 3
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Algebra/Trig-based physics: vectors, kinematics, Newton's Laws, momentum, work & energy, rotations, oscillations & waves, elasticity & equilibrium; thermodynamics. (Not intended for engineering majors)
PREREQUISITE: MATH 1100 with at least a C.

PHYS 2010L	General Physics Lab I	Credit Hours: 1
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Experiments in mechanics to accompany Algebra/ Trig-based physics. (Not intended for engineering majors).
COREQUISITE OR PREREQUISITE: PHYS 2010.

PHYS 2020	General Physics II	Credit Hours: 3
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Electrostatics, circuits, magnetism, induction, optics, and modern physics. (Not intended for engineering majors) COREQUISITES: PHYS 2020L STRONGLY RECOMMENDED; PREREQUISITE: PHYS 2010.

PHYS 2020L	General Physics Lab II	Credit Hours: 1
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Experiments in electricity, magnetism, and light to accompany Algebra/ Trig-based physics. (Not intended for engineering majors). COREQUISITE OR PREREQUISITE: PHYS 2020.

PIPE 1013	Field Measuring, Sketching and Layout	Credit Hours: 3
Explains the use of ratios, algebra, and equivalent conversion tables. Describes use of trigonometry in pipefitting. PREREQUISITE OR COREQUISITE: IMMT 1122, MWRT 1315, IMMT 1163. This course may not be transferable to a University for use towards a 4-year degree program.		
PIPE 1223	Pipe Fabrication I	Credit Hours: 2
Identification and description of materials used in threaded pipe and socket weld piping systems. Explains preparations of pipes and assembly and fabrication of pipes and fittings. PREREQUISITE OR COREQUISITE: IMMT 1122, MWRT 1315, IMMT 1163. This course may not be transferable to a University for use towards a 4-year degree program.		
PIPE 1233	Pipe Fabrication II	Credit Hours: 3
An introduction to the principles of butt welding pipe systems. Covers preparations of pipe and fittings for butt welding, selection, and installation of backing rings, jig fabrication, and use of welding clamps. PREREQUISITE OR COREQUISITE: IMMT 1122, MWRT 1315, IMMT 1163. This course may not be transferable to a University for use towards a 4-year degree program.		
PIPE 1303	Pipe Installation	Credit Hours: 3
An introduction to pipe installation procedures and guidelines, including the use of cast iron, concrete, and carbon steel. Covers use of shoring materials and system per OSHA standards. Identifies types of pipe and gaskets and procedures of installing pipe sleeves and floor penetrations. PREREQUISITE OR COREQUISITE: IMMT 1122, MWRT 1315, IMMT 1163. This course may not be transferable to a University for use towards a 4-year degree program.		
POLI 1100	American Government	Credit Hours: 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 Hours: 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.		
PRNT 1000	Print Reading for Industry	Credit Hours: 3
This course provides classroom instruction in reading industrial prints. It is designed to provide technical students with the fundamentals of industrial print contents, including drawing types, title blocks, tables, schedules, and symbols. This course may not be transferable to a University for use towards a 4-year degree program.		
PSYC 1520	Human Sexual Behavior	Credit Hours: 3
Aspects of human sexuality including behavior, anatomy, physiology, cross-cultural comparisons, and historical and current perspectives.		
PSYC 2000	Psychology of Adjustment	Credit Hours: 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 Hours: 3
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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 Hours: 3
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This course stresses cultural forces affecting attitudes, social learning, perception, and communication of individuals and groups.

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

PREREQUISITES: PSYC 2010.

PSYC 2250	Child Psychology	Credit Hours: 3
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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.

PSYC 2260	Developmental Psychology	Credit Hours: 3
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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.

PSYC 2300	Educational Psychology	Credit Hours: 3
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Principles of learning, motivation, development, and evaluation as related to the classroom teacher.

PTEC 1010	Intro to Process Technology	Credit Hours: 3
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This course introduces the student to the field of process operations within the process industry. It reviews the roles and responsibilities of the Process Technician. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 1330	Process Instrumentation	Credit Hours: 2
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This course is designed to introduce the student to the equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications, and operating limits. PREREQUISITE OR COREQUISITE: PTEC 1010, PTEC 2030. COREQUISITE: PTEC 1331. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 1331	Process Instrumentation Lab	Credit Hours: 2
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This course is designed to introduce the student to laboratory exercises and activities involving equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications, and operating limits. PREREQUISITE OR COREQUISITE: PTEC 1010, PTEC 2030. COREQUISITE: PTEC 1330. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 1630	Plant Equipment	Credit Hours: 2
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This course is a study of process plant equipment including their construction, principles of operations, maintenance, and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, steam and gas turbines. PREREQUISITE OR COREQUISITE: PTEC 1010, PTEC 2030, PTEC 1631; OR CADD 1200 AND PTEC 1631; OR PRNT 1000 AND PTEC 1631; OR IMMT 1120 AND PTEC 1631; OR IMMT 1143 AND PTEC 1631; OR MWRT 1310 AND PTEC 1631. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 1631	Plant Equipment Lab	Credit Hours: 2
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This course is a study of process plant equipment and is designed to introduce the student to laboratory exercises and activities involving equipment materials of construction, principles of operations, maintenance, and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, steam and gas turbines. PREREQUISITE OR COREQUISITE: PTEC 1010, PTEC 2030, PTEC 1630; OR IMMT 1123, WELD 1000, PTEC 1630, AND IMMT 1142. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2030	Plant Safety, Health and Environment	Credit Hours: 3
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This course provides a general overview of various types of plant hazards, safety and environmental systems and equipment, and the regulations under which plants are governed and operated. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2070	Statistical Quality Control	Credit Hours: 3
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This course focuses on continuous quality improvement within business and industry. Critical thinking, decision-making, quality improvement tools, workflow, production, and scheduling will be points of study. It introduces various quality improvement concepts including operating consistency, total quality management, plant economics, team skills, and statistical process control (SPC). PREREQUISITES OR COREQUISITES: PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2420	Process Systems	Credit Hours: 3
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This course is the study of the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions. In addition, students are also introduced to concepts of systems and plant economics. PREREQUISITES OR COREQUISITES: PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631. COREQUISITE: PTEC 2421. **This This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2421	Process System Lab	Credit Hours: 1
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This course is designed to introduce students to laboratory exercises, process systems and other activities that occur within the process industry using existing knowledge of equipment, and instrumentation. Concepts covered will be related to design, line-tracing, and identification of control loops. PREREQUISITES OR COREQUISITES: PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631. COREQUISITE: PTEC 2420. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2430	Unit Operations	Credit Hours: 2
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This applied course is designed to present the student with the overall concept of unit (plant) operations. The student will demonstrate a thorough working knowledge of process control terminology and the application of

these processes as learned in previous courses. This is a hand- on class where the student will bring together all previous PTEC learning and demonstrate proper operation of processes used in industry. Research and oral projects are included in this course. PREREQUISITES OR COREQUISITES: PTEC 2070, PTE 2420, PTEC 2421, PTEC 2630 COREQUISTE: PTEC 2431. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2431	Unit Operations Lab	Credit Hours: 2
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This course is designed to introduce students to laboratory exercises, process simulations and other activities that occur within the process industry using existing knowledge of equipment, systems, and instrumentation. Concepts covered will be related to commissioning, normal startup, operations, normal shutdown, turnarounds, safety, environmental, and abnormal situations, as well as the process technician's daily roles and responsibilities in performing tasks associated with concepts utilized within an industrial processing unit. PREREQUISITES OR COREQUISITES: PTEC 2070, PTE 2420, PTEC 2421, PTEC 2630 COREQUISTE: PTEC 2430. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2440	Troubleshooting	Credit Hours: 3
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The Process Troubleshooting Course applies a six-step troubleshooting method for solving and correcting operating problems. The focus is on malfunctions as opposed to process design or configuration improvements. Data from the instrumentation is used to determine the cause for the abnormal conditions in an organized and regimented way. Troubleshooting and analysis of processes and equipment learned in prerequisite courses will be done. Group and individual assignments and reports are included in this course. PREREQUISITES OR COREQUISITES: PTEC 2070, PTEC 2420, PTEC 2421, PTEC 2630. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2630	Fluid Mechanics	Credit Hours: 3
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Addresses fluids, fluid types, chemical and physical natures and factors affecting fluids while in motion. Review of basic calculations relative to flow and volume. Discussion on other topics such as laminar/turbulent flow, viscosity, and Reynolds number. PREREQUISITES OR COREQUISITES: PTEC 1330, PTEC 1331, PTEC 1630, PTEC 1631. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2911	Campus Internship	Credit Hours: 3
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The internship is a cooperative venture between the Process Industry and the education institution which involves actual on-the-job experiences with a minimum of 135 hrs. If the student is selected for a plant internship, he/she will be evaluated on all required performances as set forth by the plant internship objectives, and will be evaluated by plant personnel where the Internship takes place. Student will have an exit interview with the PTEC instructor before the plant internship class is considered complete. For those not awarded a plant internship, they will complete the requirements for a school internship as required by the PTEC educational committee. PREREQUISITES OR COREQUISITES: PTEC 2070, PTEC 2420, PTEC 2421, PTEC 2630. **This course may not be transferable to a University for use towards a 4-year degree program.**

PTEC 2912	Independent Internship	Credit Hours: 3
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Independent Internship designed for students that obtain an external internship with a company approved by the Director of Technical programs. PREREQUISITES OR COREQUISITES: PTEC 2070, PTEC 2420, PTEC 2421, PTEC 2630. **This course may not be transferable to a University for use towards a 4-year degree program.**

RELS 1000	Religions of the World	Credit Hours: 3
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Survey of the religions of the world such as Hinduism, Buddhism, Judaism, Christianity, Islam, and indigenous religious traditions.

RELS 1003	Intro to Religion	Credit Hours: 3
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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 Hours: 3
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This course will examine the Hebrew Bible (Old Testament) against the background of the history of religious of ancient Israel.

RELS 1005	New Testament	Credit Hours: 3
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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 & Islam	Credit Hours: 3
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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.

SOCL 2000	Introduction to Sociology	Credit Hours: 3
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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 Hours: 3
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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 2500	Marriage & Family	Credit Hours: 3
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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.

SPAN 1000	Spanish for Workplace Professionals	Credit Hours: 3
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This course is designed to prepare professionals to communicate effectively when providing care and attention to Spanish speakers in workplace settings. This course provides transcultural training that emphasizes the basics for interpersonal communication, both oral and written. The goal of the course is to enhance the quality of interaction between Spanish speakers and workplace professionals. **This course may not be transferable to a University for use towards a 4-year degree program.**

SPAN 1101	Elementary Spanish I	Credit Hours: 4
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For students with no previous study of Spanish. Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use. **Native speakers of Spanish will not receive credit.**

SPAN 1102	Elementary Spanish II	Credit Hours: 4
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Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use. PREREQUISITE: SPAN 1101. **Native speakers of Spanish will not receive credit.**

SPAN 2101	Intermediate Spanish 1	Credit Hours: 3
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Continuation of elementary Spanish. Additional emphasis on reading and writing. PREREQUISITE: SPAN 1102. **Native speakers of Spanish will not receive credit.**

SPCH 1010	Fundamentals of Speech	Credit Hours: 3
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Develops an awareness of the history and traditions of speech communication as a field of academic study. Students learn fundamental codes, functions, and processes of oral communication. Public speaking assignments are included. PREREQUISITE: Eligibility for ENGL 1010.

SPCH 1200	Techniques of Speech	Credit Hours: 3
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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. PREREQUISITE: Eligibility for ENGL 1010.

SPCH 2100	Interpersonal Communication	Credit Hours: 3
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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. PREREQUISITE: Eligibility for ENGL 1010.

TEAC 2010	Teac. & Learn. in Diver. Set.1 (OFFERED FALL ONLY)	Credit Hours: 3
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Teaching and Learning in Diverse Settings I introduces candidates to the field of teaching and focuses on the developmental needs of students. Three primary topics will be addressed within the course: An Introduction to Education, Child Development/Psychology, and Technology for Teaching and Learning. The course will involve a combination of lecture and site-based experiences within schools. PREREQUISITES: SUCCESSFUL COMPLETION OF ENGL 1010 AND MATH 1100.

TEAC 2030	Teac. & Learn. in Div. Set. 2 (OFFERED SPRING ONLY)	Credit Hours: 3
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The second of a two-course sequence, Teaching and Learning in Diverse Settings II introduces candidates to the field of teaching and focuses on the diverse needs of students. Two primary topics will be addressed within the course: An Introduction to Education and Child Development/Psychology. The course will involve a combination of lecture and site-based experiences within schools. PREREQUISITES: ENGL 1010 & ENGL 1020, MATH 1100, TEAC 2010.

THTR 1020	Intro to Theater	Credit Hours: 3
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Students will examine the arts of the theatre and its artists. Course topics include acting, directing, costume and scenic design, playwriting, and architecture.

THTR 2025	Fundamentals of Acting	Credit Hours: 3
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Principles involved in a workable theory of acting and their application through development of technical skills.

WELD 1000	Applied Math	Credit Hours: 2
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This class is designed for students who lack the basic skills necessary for success in the welding class. It provides instruction and practice in computation involving whole numbers, decimals, conversions, and some geometry. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1005	Occupational Orientation & Welding Safety	Credit Hours: 3
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An introduction to the occupation of welding including facility layout, policies, safety and health procedures, information and practice concerning basic safety operation of hand and power tools, materials handling and safety planning. Students are also introduced to safe welding practices. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1125	Introduction to Welding Fundamentals	Credit Hours: 3
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Course introduces the basic science and practical application of the most commonly utilized welding processes along with other essential topics, including welding terminology, weld design, welding safety, electrical theory, the weldability of metals, and welding quality control. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1130	Welding Inspection and Weld Quality	Credit Hours: 2
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An Introduction to codes, standards, and agencies regulating the welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 1415, WELD 1425. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1161	Physical Characteristics of Metals/Pre/Post Heating	Credit Hours: 1
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An introduction to standard metal forms and shapes; preheating, temperature control, and post heating procedures; and codes that govern welding. Explains the characteristics, properties, composition, and classification of ferrous and nonferrous metals, weld imperfections and causes, and non-destructive testing. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 1415, WELD 1425. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1403	SMAW Beads Welds	Credit Hours: 3
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An introduction to the principles of Shielded Metal Arc Welding (SMAW) including the setup of arc welding equipment and striking an arc and practice of welding stinger beads, weave beads, and overlapping beads in various positions using various electrodes. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 1415, WELD 1425. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1415	SMAW Beads and Fillet Welds	Credit Hours: 3
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An introduction to the principles of Shielded Metal Arc Welding (SMAW) including the setup of arc welding equipment and striking an arc and practice of welding fillet welds in various positions using various electrodes. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1425	SMAW Open V Groove Welds	Credit Hours: 3
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Introduction and explanation of setup and operation of welding equipment for V-groove welds with practice of V-groove welds in the flat, horizontal, vertical, and overhead positions. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1430	SMAW Pipe 2G	Credit Hours: 3
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An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position, joint preparation, proper weld quality, qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 1415, WELD 1425. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1440	SMAW Pipe 5G	Credit Hours: 3
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Safely setup equipment and apply principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 1415, WELD 1425. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 1450	SMAW Pipe 6G	Credit Hours: 3
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Safely setup equipment and apply principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 1415, WELD 1425. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 2155	GMAW & FCAW Plate	Credit Hours: 3
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This course explains GMAW and FCAW equipment setup and uses as well as selection and use of filler metals and shielding gases. Description of how to make multiple pass fillet and V-groove welds on carbon steel plates in various positions. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 2160	GMAW and FCAW Pipe 2G	Credit Hours: 3
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An introduction to the principals of Gas Metal Arc Welding of Pipe (GMAWPipe) in the 2G vertical fixed position, proper assembly of a 2G pipe joint, proper weld quality, safe setup of equipment, and practice welding a 2G vertical fixed position pipe joint. Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 2G – vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G pipe joint. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 2170	GMAW and FCAW Pipe 5G	Credit Hours: 3
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Safely setup and operate Gas Metal Arc Welding pipe (GMAW-Pipe) equipment, proper assembly of a 5G horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint. Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 5G - horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G pipe joint. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 2180	GMAW and FCAW Pipe 6G	Credit Hours: 3
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Safely setup and operate Gas Metal Arc Welding Pipe (GMAW-Pipe) equipment, proper assembly of a 6G - 45° fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 6G - 45° fixed position pipe joint. Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper

assembly of a 6G(R) - 45° fixed position pipe joint with/without a restriction ring, proper weld quality, safe setup of equipment and practice welding a 6G(R) pipe joint. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 2250	GTAW Carbon Steel Pipe 2G	Credit Hours: 3
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Safely setup and operate Gas Tungsten Arc Welding Pipe (GTAW-Pipe) equipment, proper assembly of a 2G vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G vertical fixed position pipe joint. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 2155, WELD 2160, WELD 2170, WELD 2180. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 2260	GTAW Carbon Steel Pipe 5G	Credit Hours: 3
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An introduction to the principals of Gas Tungsten Arc Welding of Pipe (GTAW-Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 2155, WELD 2160, WELD 2170, WELD 2180. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 2270	GTAW Carbon Steel Pipe 6G	Credit Hours: 3
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Safely setup and operate Gas Tungsten Arc Welding Pipe (GTAW-Pipe) equipment, proper assembly of a 6G - 45° fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 6G - 45° fixed position pipe joint. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 2155, WELD 2160, WELD 2170, WELD 2180. **This course may not be transferable to a University for use towards a 4-year degree program.**

WELD 2280	GTAW Low Alloy & Stainless-Steel Pipe	Credit Hours: 3
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An introduction to the principals of Gas Tungsten Arc Welding of Stainless Steel Pipe (GTAW- Stainless Steel Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint. PREREQUISITES OR COREQUISITES: WELD 1005, WELD 1125, WELD 2155, WELD 2160, WELD 2170, WELD 2180. **This course may not be transferable to a University for use towards a 4-year degree program.**

WGNS 2500	Women's & Gender Studies	Credit Hours: 3
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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.

RIVER PARISHES COMMUNITY COLLEGE



2022-2023

STUDENT HANDBOOK

HOME OF THE ROUGAROU KREWE!

RPCC STUDENT HANDBOOK 2022-2023

This handbook outlines the policies, procedures, and services which apply to all RPCC students.

Student Services

The Office of Student Services offers a variety of programs and resources to assist students in achieving their educational and career goals. This Student Handbook will serve as a guide to help you navigate the policies and regulations at RPCC. It provides you with procedures for various processes and highlights resources that will be beneficial to you during your time with us. The Office of Student Services is here to meet the needs of our Rougarou Community. Please do not hesitate to contact the student services team on your campus if you have any questions about the policies and procedures outlined in this Handbook.

New Student Orientation

New Student Orientation initiates the integration of newly admitted first year and transfer undergraduate students into the academic, cultural, and social climate of the college. Its purpose is to provide new undergraduate students with a campus wide introduction to college services that are available to support their educational and personal goals. It also allows students to understand the purpose of advising and course selection. This resource is offered in various formats, including face-to-face, live virtual, and an online Canvas course.

Diversity Statement

Each of us is responsible for creating a safer, more inclusive environment. We must treat every individual with respect. We are diverse in many ways, and this diversity is fundamental to building and maintaining an equitable and inclusive campus community. Diversity can refer to multiple ways that we identify ourselves, including but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Each of these diverse identities, along with many others not mentioned here, shape our perspectives. We recognize that the diversity students, staff, and faculty bring to this campus must be viewed as a resource, strength, and benefit to enriching our organizational culture. At RPCC, we expect everyone to work to promote diversity, equity, and inclusion not only because diversity fuels excellence and innovation, but because we want to pursue justice. Acknowledging our imperfections while also fully committing to work, inside and outside of our classrooms, to build and sustain a campus community that increasingly embraces these core values is everyone's responsibility.

TRIO Student Support Services

The TRIO SSS Program is designed to increase academic performance, retention, and graduation rates among eligible college students. The Program is funded by the United States Department of Education, Office of Federal TRIO Programs. Students are selected based on guidelines set by the Department of Education relative to income, parents' educational background, and a student's need for academic support.

Some services provided by SSS include academic, personal, and career counseling and advising; tutoring, and financial aid and financial literacy counseling/advising. The program also provides transfer advising to four-year institutions. The program is funded to serve 140 students. For more information, please contact us at (225)743-8514, apply online through RPCC website or in person at the Gonzales campus, Room 244.

RELEASE OF STUDENT INFORMATION

River Parishes Community College is in compliance with the Family Rights and Privacy Act (a.k.a. FERPA) 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. Parents of students may NOT have access to personally identifiable student records without the un-coerced written consent of the student.

RPCC may release directory type information. FERPA defines "Directory Information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. River Parishes Community College defines directory information as the following: student's name, date of birth, telephone number, e-mail address, and dates of attendance. Under the provisions of FERPA students have the right to withhold disclosure of such directory information. Students who wish their directory information not to be released must submit a "Request to Prevent Disclosure of Directory Information" form to the Registrar's Office. This form is available in the Office of Student Services. The authorization is valid until a written request from the student to rescind is received by the Registrar's Office.

To release information to a third party over the phone, an office must ask the third party to verify the following information:

- Student's full name
- Student's hometown and state
- Emergency contact information
- High school attended
- High school graduation year
- Campus attending
- Third party name & relationship to student

STUDENT PRIVACY POLICY

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. The Family Educational Rights and Privacy Act of 1974 (FERPA, also referred to as the Buckley Amendment) is a federal law regarding the privacy of student records and the obligations of the institution related to the release of and access to such records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds which are administered by the Secretary of Education withheld.

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 RPCC receives a request for access. Students should submit to the Associate Vice Chancellor of Student Services a written request that identifies the record(s) they wish to inspect. The RPCC 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 RPCC 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 RPCC to amend a record that they believe is inaccurate or misleading. The student should write the RPCC official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If RPCC decides not to amend the record as requested by the student, RPCC will notify the student of the decision by phone or email and advise the student of his or her right to an appeal.
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 RPCC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom RPCC 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. RPCC may also disclose records to officials of licensure/certification agencies. Upon request, RPCC 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- 5920

NONDISCRIMINATION AND ADA POLICIES

RPCC is a member of the Louisiana Community and Technical College System (LCTCS). RPCC is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants, as well as for its students and employed staff, without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth and related medical conditions, family medical history or genetic information, and the sickle cell trait, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504); the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans Readjustment Act of 1974; the Americans with Disabilities Act of 1990, as amended; the Civil Rights Act of 1991; the Genetic Information Nondiscrimination ACT of 2008; and any other applicable Federal and Louisiana State laws against discrimination. RPCC does not discriminate on the basis of gender in admission to or employment in its educational programs or activities. The College's Title IX Coordinator, Ms. Shalither Cushenberry, can be reached at scushenberry@rpcc.edu or (225) 743-8500. The mailing address is P.O. Box 2367, Gonzales LA 70707.

Americans with Disabilities Act (ADA)

The Office of Accessibility Services coordinates accommodations and services for students with such needs. In compliance with the Americans with Disabilities Act (ADA) and other related federal and state laws, the Office of Student Services ensures that eligible students receive appropriate classroom modifications and serves as a liaison between faculty and students. Additionally, RPCC strives to prevent discrimination against individuals with accessibility service needs and provide enforceable standards that address discrimination. The Coordinator of Accessibility Services & Student Engagement, Ms. Shalither S. Cushenberry, has been designated as RPCC's 504/ADA Compliance Officer. Any person needing assistance should contact the Coordinator at (225) 743-8500 or report to the Office of Student Services. RPCC is an Equal Opportunity/Equal Access Employer.

Applicants for admission and current students with accessibility services needs that affect academic functioning may apply for accommodations by submitting current and comprehensive documentation of the need with a completed application to the Accessibility Services Coordinator. Documentation guidelines and the accessibility services application are available in the Handbook for Students with Disabilities, which is on [the College's website](#). Students who submit complete documentation that demonstrates the need for reasonable accommodations will then be directed to schedule a meeting with the Accessibility Services Coordinator in order to register for services. Students should apply early so that accommodations can be arranged in a timely manner. For more detailed information about Accessibility Services at RPCC, please review [RPCC's Disabilities Guide](#).

Discrimination Complaints

If the complaint appears to involve discrimination on the basis of sex, race, or handicap, the completed form should be routed to the Coordinator for Title IX or Section 504. Upon review of the complaint, the Coordinator will contact the student so that the student's complaint can be discussed. The written statement of complaint, all supporting documents, and discussions will be utilized to reach a determination. The outcome of the discussions and any resolutions or recommendations should be documented in accordance with federal policy.

Service Animals

River Parishes Community College is committed to complying with federal, state, and local laws in regard to equal access and opportunities for persons with disabilities. This includes allowing service animals on the College's campuses and property, in accordance with these regulations and laws. For more information, please go to [RPCC's webpage on Service and Emotional Support Animals](#).

Coordinator for Section 504 and ADA

Name/Title: Shalither Cushenberry, Coordinator of Accessibility Services & Student Engagement

Office Location: 925 W. Edenborne Parkway, Gonzales, LA 70737, Office of Student Services, Office 101

Phone/Email: (225) 743-8526; disabilityservices@rpcc.edu

TITLE IX COORDINATOR

Name/Title: Shalither Cushenberry, Coordinator of Accessibility Services & Student Engagement

Office Location: 925 W. Edenborne Parkway Gonzales, LA 70737, Office of Student Services, Office 104

Phone/Email: (225) 743-8526; scushenberry@rpcc.edu

Hazing

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and River Parishes Community College (RPCC) are committed to providing a supportive educational environment free from hazing; one that promotes its students' mental and physical well-being, safety, and respect for oneself and others. In an effort to maintain safety and in accordance with Louisiana Revised Statute 17:1801.1, 14:40.8, 14:502, mandatory Acts 635, 637 and 640, as well as the Board of Regents' Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at RPCC for all students who participate in the institutions' activities and organizations. Please go to the [Anti-Hazing Policy](#) webpage for more information about our policy and reporting procedures.

Sexual Misconduct

River Parishes Community College (referred to as RPCC hereafter) is committed to providing a learning and working environment free of sexual discrimination and sexual misconduct. RPCC prohibits sexual discrimination and sexual misconduct, as provided in Title IX and other applicable laws, for all individuals who participate in institutional activities and programs, including online instruction.

Sexual discrimination and sexual misconduct violate an individual's fundamental rights and personal dignity and RPCC considers sexual discrimination and sexual misconduct in any form to be a serious offense. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes the mechanism for determining when rights have been violated in employment, student life, campus support services, and/or an academic environment. Please go to the [Sexual Misconduct Reporting](#) webpage for more information about our policy and reporting procedures.

Confidential Advisors

Confidential Advisors are designated individuals who have been trained to aid a student involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term "confidential advisor," confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state and federal laws.

The confidential advisor is not obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual unless otherwise required to do so by law. The

following persons are designated, Confidential Advisors: ***Please note that confidential advisers are not academic advisers.**

Name	Campus	Contact Number	Email
Diva Jones	Gonzales	(225) 743-8765	djones@rpcc.edu
Connie Chemay	Gonzales	(225) 743-8550	cchemay@rpcc.edu
Jeremy Whittemore	Gonzales	(225) 743-8563	jwhittemore@rpcc.edu
Sarina Lirette	St. Charles	(985) 785-5080	slirette@rpcc.edu
Jessica Abernathy	Westside	(225) 687.5500	jabernathy@rpcc.edu

STUDENT CODE OF CONDUCT

Students, as members of the River Parishes Community College (RPCC) community, are expected to conduct themselves at all times in a manner that reflects respect for themselves, the rights of others, and an appreciation of a diverse population.

Behavior that interferes with the learning process, is discriminatory, or is derogatory in nature will not be tolerated. Students should understand and exercise their rights, meet their responsibilities, and allow other students to enjoy the same privileges. The College maintains an academic environment for all without denying opportunities to any and being unfamiliar with RPCC policies and procedures does not excuse a student from acting irresponsibly. In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to temporarily dismiss from class a student who disrupts that climate or interferes with the rights of other members to learn. The instructor does have an obligation to make students aware of rules for the class and to inform students if they are violating any class rules. A disruptive student may be required to attend a session mediated by the Campus Director, Associate Vice Chancellor of Student Services, other designee, or be cleared by a medical professional before returning to the class. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

The Chancellor or his designated representative may suspend or expel a student for violation of school rules or for conduct that is disruptive of the educational process. The disciplinary action shall be taken in accordance with the procedure provided for in this section.

Off-Campus Conduct

When a student is alleged to have violated River Parishes Community College's Code of Student Conduct by an offense committed off the college premises, the College reserves the right to investigate and adjudicate. All students enrolled in RPCC should clearly understand that the college is expressly concerned with student conduct both on and off campus. RPCC expects the behavior of its students, at all times and in all settings, to be guided by the same standards that define acceptable forms of student conduct. To this end, any student enrolled at RPCC who is found in violation of the Code of Student Conduct or state or federal laws, even in an off-campus setting, is subject to administrative disciplinary procedures that could result in one or a combination of several disciplinary sanctions as listed in this section. Based on the reasonable belief that a student has been involved in conduct off campus incompatible with the college's function as an educational institution or with the mission of River Parishes Community College, the Associate Vice Chancellor of Student Affairs, in his/her discretion, may invoke the disciplinary process.

Standards of Student Conduct

By accepting admission to River Parishes Community College, the student accepts the responsibility to conform to all regulations that the College has established. Any student who fails to meet this responsibility, whether on or off campus, shall be subject to disciplinary sanction, including, but not limited to, expulsion, suspension, probation, warning, or the imposition of reasonable fines.

Students are responsible for knowing and obeying the college rules, as well as local, state and federal laws.

Consistent with U.S. Department of Education Title IX standards, and the Violence Against Women Reauthorization Act of 2013 and the Campus SaVE Act, River Parishes Community College uses a wide array of evidence standards to determine whether a code violation is more likely than not to have occurred.

The Office of Student Services will make reasonable efforts to make regulations available, but students are responsible for becoming familiar with such regulations and are held accountable for misconduct even in the absence of such familiarity.

Specific examples of misconduct/unacceptable behavior in which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing a criminal act under federal, state, or municipal law, or supporting or assisting with the violation of any of those laws on or off campus
2. Violating any college policy, procedure, rule or regulation.
3. Failure to identify oneself to a college official or provide appropriate ID upon request or falsifying one's identity to an officer of the law or college official.
4. Failing to obey, or lying to, a college official or officer of the law who is performing his/her duties.
5. Engaging in plagiarism/academic dishonesty as defined in the RPCC Catalog/Student Handbook.
6. Participating in repetitious offenses and/or failing to fulfill all probationary requirements.
7. Misusing any fire equipment or other life-safety equipment on or off college property.
8. Use or possession of ammunition, firearms or other weapons, including, but not limited to, guns, BB guns, bows, arrows, knives, brass knuckles, or other device used as a weapon or ammunition on college property.
9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on or off campus. This includes but is not limited to hazing or voluntarily submitting to hazing, or any participation or support thereof.
10. Stealing, destroying, defacing, damaging or misusing college property or property belonging to others and/or participating as an accessory in such activity.
11. Infliction, threat or inciting bodily harm while on or off college property: a. infliction of bodily harm upon any person; b. any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof.
12. Using, possessing, or distributing intoxicating beverages or substances, in any college building or facility, or other public area or supporting or assisting with such possession, including paraphernalia thereof (e.g., empty alcohol containers, empty pill or DXM/liquid containers).
13. Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, or college owned buildings.
14. Gambling in any form including but not limited to on looking or conspiracy on college property.
15. Illegal possession, use, sale, manufacture or distribution of any quantity, whether usable or not, of any drug, narcotic or controlled substance. Drug paraphernalia of any type, including bongs, clips, pipes, residue, seeds, a smoke-filled room or any other items used in the preparation or consumption of illegal drugs is prohibited. Knowingly remaining within the presence of narcotics, controlled substances, or drug paraphernalia is strictly prohibited; supporting or assisting with such possession is also prohibited.

16. Bribery, forgery, alteration, misuse of college documents, records or identification cards as well as misuse and/or abuse of services such as financial assistance, arranged accommodations/modifications and academic assistance provided by the college.
17. Possession of or setting off any explosive devices, fireworks or flammable liquid or object on college property.
18. Failing to respond to an official summons from an administrative officer of the college within the time indicated.
19. Harassing, bullying, intimidation, or stalking made either in person, or by telephone, writing or computer.
20. Hate crime – Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
21. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off campus. This includes intimate partner or domestic/dating violence or harassment.
22. Involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone or through other electronic means that contributes to or suggests endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of River Parishes Community College.
23. Obstructing or disrupting any college activity, including teaching, research, social activities and public service functions.
24. Engaging in any obscene, profane, slanderous, reckless, destructive or unlawful course of conduct.
25. Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, radio or through other means in a way that is sufficiently loud enough to disturb other members of the college community.
26. Theft, copyright infringement or other abuse of computer time. This includes but is not limited to:
 1. unauthorized entry into a file, to use, read or change the contents, or for any other purpose
 2. unauthorized transfer of a file, or use of another individual's identification and password
 3. use of computing facilities or equipment to send, receive or transport obscene, abusive or pornographic messages or images.
27. Creating a disturbance or distraction through appearance, physical gestures or by wearing or possessing inappropriate clothing, jewelry, bandannas, body decorations or other items in possession deemed extreme or gang-related, and inappropriate for the educational environment.
28. Obstructing an investigation (e.g., falsifying a report of an incident).
29. Participating in illegal or unsanctioned solicitation on or off the premises of River Parishes Community College.
30. Loitering or participating in any unapproved, unsanctioned physical presence within a facility or property boundaries of which are owned, maintained, operated, or utilized by River Parishes Community College.

Student Rights and Responsibilities

Rights

4. The right to expect a quality education.
5. The right to develop their potential to the best of their ability.
6. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. This right is best exercised using appropriate channels provided by the SGA and campus officials.
7. The right to a fair hearing and appeal when a disciplinary action is applied to them as an individual or as a group member.

Responsibilities

1. The responsibility to be fully acquainted with regulations published in the College Catalog/Student Handbook, and other publications and to comply with them in the interests of an orderly and productive academic community.
2. The responsibility to know that student conduct reflects not only upon the student involved, but also upon the institution and the faculty, staff, and other students.
3. The responsibility to follow the principles of common decency and behavior expected of any responsible, mature individual.
4. The responsibility to accept fully the consequences of any action which might be detrimental to the student involved, to the institution, faculty, staff, and other students, and to society in general.

Violation of the Student Code of Conduct

A sincere attempt shall be made to resolve all student complaints. RPCC encourages all members of the college community to resolve disputes through discussion among those individuals concerned with the issue whenever possible and appropriate. In the case where this process fails, any faculty member, staff member, or student may file a complaint against another student. A complaint form can be obtained from and must be submitted to Student Services.

A student charged with a violation of the Code of Conduct will retain all college rights until due process is completed, unless there is evidence that the student:

- has been convicted of a felony;
- 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;
- has engaged in any activity of such nature that their 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.

The Associate Vice Chancellor of Student Services, or their designee, will review the complaint, investigate, and gather evidence. If a violation is determined, any of the following sanctions may be applied:

- **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 RPCC policies and the student's standing as a student is in jeopardy.
- **Suspension** - Termination of student status at RPCC for not less than the remainder of the semester.
- **Dismissal** - Termination of student status at RPCC 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.

If the student disagrees with the final decision, and/or sanctions imposed by the Associate Vice Chancellor of Student Services, the student has the right to appeal to the Chancellor. The appeal must be submitted to the Chancellor's Office within 3 business days of being informed of the decision.

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 local authorities.
- Take reasonable actions to protect self and property.

In accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, as well as the Higher Education Opportunity Act (2010), RPCC annually publishes a Security and Fire Safety Report. This report can be viewed [Policies & Public Information](#) page on the [RPCC website](#).

STUDENT GRIEVANCE POLICY & PROCEDURE

The purpose of this grievance process is to provide an orderly and efficient method by which students may air and resolve their non-academic complaints about the conditions and policies at RPCC. The College defines a legitimate grievance as a circumstance that can be substantiated and is regarded by the student as a just cause for complaint. A grievance can be relevant to any incident involving another student, classroom instructor, faculty advisor, internship supervisor, administrator, or faculty member in the College. A grievance may deal with academic issues or other circumstances involving alleged unfair or irresponsible behavior including violations of department or college policies.

THE GRIEVANCE PROCESS

Step 1: Informal Processes – Within Five (5) Working Days of Occurrence - The College encourages students to make every effort to resolve their problems and concerns directly and informally with the faculty or other parties involved. Discussions among the parties involved (including the Division Dean when appropriate) constitute the first step in the informal process. In some cases, the students may wish to discuss the problem initially with the Director of Student Services.

Step 2: Formal Procedures – Appeal to Grievance Committee - If, after utilizing the procedures outlined in Step 1, the students' problems are not resolved, they have a right to appeal in writing within 10 working days following the decision rendered by the Division Dean. The Grievance Committee will consist of five members, two students, one staff member, one faculty, and the Director of Admissions, Advising, & Orientation as chair. The chair of the Grievance Committee will be appointed by the Associate Vice Chancellor of Student Services (AVC) and will conduct the hearing according to the Guidelines for the Conduct of Student Grievance Hearings. After hearing the student testimony, the Committee will meet in closed session to determine its recommendations. The recommendations of the Grievance Committee will be forwarded to the Associate Vice Chancellor of Student Services. The committee chair or designee will inform the student of the decision by email on file.

GUIDELINES FOR CONDUCTING FORMAL STUDENT GRIEVANCE HEARINGS AT THE COLLEGE LEVEL:

- A digital copy of the Student Grievance Form filed by the student will be forwarded to the department(s) and parties involved.
- Within five (5) days of receipt of the student's grievance form, the department(s)/relevant parties will submit any prior responses to the student's complaint, a list of any witnesses it anticipates involving in the hearing, and copies of any documents to be used at the hearing. Similarly, within ten (10) class days of filing the grievance form, the student will submit a list of any witnesses and copies of any documents the student anticipates involving in the hearing to the Director of Admissions, Advising, & Orientation. Each party will receive a copy of the materials and list of witnesses submitted by the other party.
- The department(s)/relevant parties and the student will be notified of the Grievance Committee membership by the Director of Admissions, Advising, & Orientation within five (5) working days of receipt of the student's grievance form. Either party has five (5) class days to request that panel member(s) be disqualified for bias. The Director of Admissions, Advising, & Orientation will consider such requests and make

a final decision regarding membership of the panel.

- The Director of Admissions, Advising, & Orientation will forward all materials to the hearing panel and will schedule an evidentiary hearing within ten (10) working days of receipt of all written information. All parties involved will be notified as to date, time, and location of the hearing by email.

- The Grievance Committee Chair will serve as hearing officer and conduct the hearing utilizing the following format:

1. The petitioner and the respondent will each provide a brief opening statement.

2. Each party will make a presentation of position and evidence, beginning with the petitioner.

Witnesses may be called at this time. Questioning will be restricted to members of the hearing panel and the hearing officer. Questions by the involved parties to the witnesses will be addressed through the hearing officer.

3. Each party will have the opportunity for rebuttal during which additional evidence may be introduced to refute points made by the other party.

4. Each party will make a brief summary statement.

- Attendance at evidentiary hearings is limited to the hearing officer, panel members, the petitioner, the respondent, and their respective witnesses. Witnesses may be present only during their own testimony.

- After the hearing the panel will meet in closed session to determine its recommendations that will be forwarded to the Associate Vice Chancellor of Student Services. The written recommendations will include a finding of facts regarding the incident. The Director of Admissions, Advising, & Orientation will inform all parties of a decision within five (5) class days after the hearing.

Step 3: Student Appeal to the Associate Vice Chancellor of Student Services – If the grievant or the party or parties against whom the grievance is addressed desire to appeal a decision of a Student Grievance Committee, he or she must deliver a written request for such appeal to the Associate Vice Chancellor within three (3) working days of receipt of the Committee's decision. A request should describe in detail all reasons or bases upon which the grievant or the party contends the decision of the Student Grievance Committee. The Associate Vice Chancellor shall have the authority to affirm, remand, modify, or reverse the decision or the findings of the Committee. Within approximately ten (10) working days of receiving the written request, the Associate Vice Chancellor shall review submitted information and send the grievant and the party/parties against whom the grievance has been filed his/her decision by email.

Step 4: Student Appeal to the Chancellor – If the grievant or the party or parties against whom the grievance is addressed desire to appeal a decision of the Associate Vice Chancellor, he or she must deliver a written request for such appeal to the Chancellor within three (3) working days of receipt of the Associate Vice Chancellor decision. A request should describe in detail all reasons or bases upon which the grievant or the party contends the decision of the Associate Vice Chancellor. The Chancellor shall have the authority to affirm, remand, modify, or reverse the decision or the findings of the Committee. Within approximately ten (14) working days of receiving the written request, the Chancellor shall send the grievant and the party or parties against whom the grievance has been filed his/her decision by certified mail, return receipt requested. The decision of the Chancellor is final as to all student appeals, except those in which the grievant is alleging

discrimination on the basis of age, sex, race, national origin, religion, or disability. In the event the grievant is alleging discrimination on the basis of age, sex, race, national origin, religion, or disability, the full Board of Supervisors will serve as the College's final appellate authority.

Step 5: Student – Appeal to the Louisiana Community and Technical College System (LCTCS) Board of Supervisors- To initiate this final step of the grievance process, a grievant or the party or parties against whom the grievance has been filed who is not satisfied with the determination made by the Chancellor may appeal the ruling to the full Board of Supervisors. In order to be considered, the appeal must be made in writing within fifteen (15) working days after the date the Chancellor's determination is mailed to the grievant or the party or parties against whom the grievance has been filed and be addressed to:

Executive Assistant to the President Board of Supervisors
265 South Foster Drive,
Baton Rouge, LA 70806-4104 (Via certified mail).

The Board of Supervisors shall render a written disposition of the grievance appeal within twenty (20) school days from the date of the appeal hearing unless all parties agree to an extension.

REGULATIONS GOVERNING STUDENT BEHAVIOR

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.
4. Copyright infringement, including illegal file sharing and/or plagiarism will not be tolerated.

Littering

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

Smoking and Tobacco Use

River Parishes Community College is a tobacco and vape-free institution. The use of any tobacco products, including electronic cigarettes and smokeless tobacco products, is always prohibited anywhere on campus. There are no designated smoking areas on campus in compliance with State Law. Violation of this policy may result in fines and/or disciplinary action.

Property Abuse

All students are expected to observe all rules that govern the use of RPCC 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 Associate Vice Chancellor of Student Services. 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 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. Students violating parking regulations will be subject to fines.

DRUG AND ALCOHOL POLICY

This policy will apply to all RPCC students.

1. All students are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on RPCC property or as part of any RPCC activity, whether on or off the campus. This policy will extend to any other sites which RPCC 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 RPCC property, or at any of its activities (whether on or off-campus), except as expressly permitted by RPCC regulations and the law.
 - d. The use, consumption, possession, and/or purchase of alcoholic beverages by persons under twenty- one (21) years of age.
 - e. Operating or attempting to operate a motor vehicle while intoxicated.
 - f. Public intoxication on RPCC 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 are subject to disciplinary action up to and including dismissal.

WEAPONS POLICY

With the exception of law enforcement officers, no student or non-student, while on campus property, or attending campus sponsored functions, shall store or carry a weapon. A weapon is defined as a manufactured device designed to injure or kill another being, or a device designed to look like a weapon. Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, hunting or fishing knives, brass knuckles, replica or imitation firearms, or any instrument that can be used to inflict or threaten bodily injury. 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 RPCC administration. On campus: Recognized college organizations must obtain clearance for on campus sales from the Associate Vice Chancellor of Student Services when scheduling their events. In general, no off-campus merchants or organizations may set up displays or sell merchandise on campus. However, the Chancellor or Vice Chancellors 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 Student Services during pre-registration or orientation activities. The card will permit students to use college facilities. Cards must be provided when requested by RPCC staff and faculty and should be prominently worn while on all RPCC campuses, doing so helps better ensure your safety and the safety of others. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action. A fee may be assessed for replacement of lost/stolen cards.

CHILDREN OF STUDENTS

For safety, children brought to RPCC must have adult supervision at all times. Children are not allowed in the classroom. RPCC personnel are not responsible for the supervision of children.

GRIEVANCES

If a student has a grievance towards a faculty or staff member, the student can complete the [General Grievance Form](#), which can be obtained online or in Student Services and submitted to csao@rpcc.edu. The Associate Vice Chancellor of Student Services will submit the form to the faculty or staff member's supervisor for review, and the supervisor will reach out to the student with a decision/resolution in order to resolve the complaint of the student. In certain circumstances, the Grievance Committee may be convened if an appeal process is necessary.

LOLA ACCESS

LoLA: Log on Louisiana, is a powerful and online tool that will allow you to completely manage your college activities. LoLA will be your 24/7, one stop resource allowing you to do the following:

- Monitor your financial aid application
- Pay student fees/balances
- Register for classes
- Review your class schedule
- Check on important upcoming dates
- Catch up on campus news and announcements
- Check grades and GPA

Logging into LoLA?

Already know your Login Information? If you already have your user ID and password, you can log into LoLA now! Need your User ID and Password?

[LOLA Login Page](#) -or- <https://my.lctcs.edu/>

User Name: first name (+) last name (all in lowercase; no spaces)

Example: “janedoe” (may be different if multiple students have the same name).

Initial Password: first initial (+) last initial (+) date of birth MMDDYY (+) P@ss

Example: Jane Doe, DOB 12-01-92 = jd120192P@ss

CANVAS ACCESS

All classes and grades are posted in the [CANVAS Learning Management Platform](#). Use your LoLA Username and Password to log into Canvas. All password changes must be made in LOLA.

Your preferred email address in Canvas is linked to your preferred email address in LoLA. You can update it by following these steps. It may take 15 to 30 minutes to sync the change from LoLA to Canvas.

- Log in to LoLA.
- Click on the hyperlink for “River Parishes Community College”.
- Click on “Personal Information”.
- Click on “Update E-mail Addresses”

EMERGENCY CLOSURE PLAN

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

1. 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. RPCC has initiated an emergency notification system with [Smart Notice](#) to ensure that the campus community receives alerts within minutes of an accident or urgent announcement. In the event of an emergency, [Smart Notice](#) will notify students and staff in the following ways, giving specific instructions on the current event: cell or home phone, text message, and/or email. Students should register upon admission to the College.
3. Every effort will be made to broadcast decisions pertaining to college closure via television, radio announcements, and the RPCC website. The Chancellor will delegate responsibility to notify the radio and television broadcast systems of the status of college operations. *Students, faculty, and staff are not expected to endanger their safety in order to attend class or work.*

Signal Vine Text Messaging

As a courtesy, all students with cell phone numbers on file are automatically added to our Signal Vine text messaging platform. This resource is used to notify you of important campus updates, RPCC events, and announce giveaways, games, or other student activities. You may also receive important information from the Business Office, advisors, or faculty.

STUDENT ORGANIZATIONS

Student Government Association (SGA)

The Student Government Association represents the students' voices while supporting the academic mission of the College. The goal of this organization is to build school pride, increase awareness and student body involvement by advocating for student rights and providing programs that enrich their college experience. Membership in SGA is automatic for all currently enrolled students at RPCC. To ensure the needs of the student body are successfully met, students are strongly encouraged and expected to attend meetings, offer relevant feedback, and participate in the activities of the SGA.

Intervarsity

The purpose of the club is to introduce students to Christianity and to increase student activity on campus. Through this organization, the members hope to build fellowship with Christians who attend RPCC. Membership is available to all currently enrolled students at RPCC. The goal is to bring students together on campus and create an environment where students feel free to talk and intermingle with those of like faith.

LGBTQIA+

The purpose of this club is to provide a supportive environment for LGBTQIA+ students, faculty, and staff, as well as for those questioning these aspects of their identity, have LGBTQIA+ family or friends, or are straight allies who care about LGBTQIA+ issues.

Marine and Environmental Biology Club

The general purpose of this organization is to inspire Louisiana students by providing them access to a supportive environment that encourages their intellectual development in the marine sciences, explore STEM careers related to marine science, network and collaborate with other students and professionals in the field, and involve students in environmental concerns and solutions here in Louisiana.

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 and career resources. Membership in PTK is by invitation only. Qualifications for membership are as follows: 3.5 RPCC grade point average; and 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.

SIGMA KAPPA DELTA

Sigma Kappa Delta is the English honor society for community colleges. The purpose of the society is to confer distinction upon those students who have an interest in English literature and language. Membership in RPCC's Kappa Epsilon Chapter is based on an applicant having a "B" average in English and a satisfactory recommendation from a faculty member. Students are invited to apply for membership in the spring.

SkillsUSA

SkillsUSA is a partnership of students, teachers, and industry working together to ensure a skilled and highly trained workforce. The focus is on students, both developing their job-ready skills, while at the same time, helping them excel in life.

Establishing New Student Organizations

River Parishes Community College (RPCC) encourages students to form groups and organizations for the benefit of the student body, the College, and the community and to foster awareness and belonging. There are no limitations on the size of a group or organization; however:

- There must be at least ten (5) prospective members to form a club/organization.
- There must be a full-time Faculty or Staff Advisor.
- All registered groups and organizations must abide by the rules and regulations outlined in the policy for establishing new student organizations.

All groups and organizations' purposes must align with the College's mission and goals and Louisiana Community and Technical College System Policy#2.005. Student organizations, activities of student organizations which are incompatible with this purpose are prohibited. According to Louisiana Community and Technical College System Policy #2.005, Student Organizations are classified as follows: Honor, Leadership and Recognition Societies; Political Organizations; Governmental Organizations; Divisional Organizations; and Specialty Organizations.

*Please note all recognized and affiliated student organizations are unable to use the RPCC name in the title of the organization (example: RPCC Chess Club); rather, organizations wishing to acknowledge recognition from the university may do so by referencing where the organization is chartered (example: Chess Club at RPCC)

Any students who wish to organize a group or organization may do so provided they follow the necessary steps. Students are encouraged to meet with the Associate Vice Chancellor of Student Services prior to submitting any registration paperwork to discuss their ideas and plans regarding the potential group or organization. Groups and organizations are strictly prohibited from discriminating or refusing membership on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs or marital status. Visit the Office of Student Services for more information.

