



# RIVER PARISHES COMMUNITY COLLEGE

*General  
catalog &  
student  
handbook*

## MEMBERSHIP

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.

River Parishes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 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 River Parishes Community College.

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 or by calling 225-743-8500.

## River Parishes Community College

### Main Campus Location

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

### Technical Education Center Location

9697 Airline Highway  
Sorrento, LA 70778  
225-675-5397

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

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## EQUAL OPPORTUNITY STATEMENT

The River Parishes Community College a member of the Louisiana Community & Technical College System Accredited by the Southern Association of Colleges and Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons located at 925 W. Edenborne Pkwy, Gonzales, LA – 225-743-8500 have been designated to handle inquiries regarding the non-discrimination policies:

### Coordinator for Section 504 and ADA

**Name/Title:** Jennifer Kleinpeter, Director of Counseling Services  
**Office Location:** 925 W. Edenborne Parkway Gonzales, LA 70737  
**Phone/Email:** (225) 743-8500 jkleinpeter@rpcc.edu

### Equity/Compliance Coordinator:

**Name/Title:** Donna Whittington, Director of Human Resources and Payroll  
**Office Location:** 925 W. Edenborne Parkway Gonzales, LA 70737  
**Phone/Email:** (225) 743-8500 dwhittington@rpcc.edu

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## ACADEMIC CALENDAR

# Fall Semester 2016

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### August

Registration/Payment Deadline..... August 3  
Late Registration/ Payment Begins (**\$25 late fee assessed to all students**)..... August 4  
Fall Convocation & Faculty Professional Development Days ..... August 11-12  
First Day of Classes..... August 15  
Last Day to Register or Add Classes ..... August 17  
Last Day for 100% Refund on Tuition ..... August 19  
Last Day for 50% Refund on Tuition ..... August 29  
Last Day for 25% Refund on Tuition ..... August 31  
Last Day to Resign/Withdraw from Classes without W Grade ..... August 31

### September

No Refund on Tuition.....September 1  
Labor Day Holiday/ Official College Holiday .....September 5

## October

Mid-Semester.....	October 10
Fall Break for Faculty and Students .....	October 10-11
Last Day to Resolve Incomplete Grades from Previous Semester .....	October 14
Midterm Statuses Due .....	October 18

## November

Last Day to Resign/Withdraw from Classes with W Grade .....	November 3
Thanksgiving Holidays for Faculty and Students .....	November 23-25
Thanksgiving Holidays/ Official College Holiday .....	November 24-25

## December

Last Day of Fall Classes.....	December 2
Final Examinations .....	December 5-8
Last Day to Report Final Grades.....	December 12
Christmas Holidays/Official College Holidays .....	December 23-January 1

*All dates are subject to change.*

## ACADEMIC CALENDAR

# Spring Semester 2017

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## January

Registration/Payment Deadline.....	January 5
Late Registration/ Payment Begins.....	January 6
Spring Convocation & Faculty Professional Development Days.....	January 5-6
First Day of Classes.....	January 9
Last Day to Register or Add Classes .....	January 11
Last Day for 100% Refund on Tuition .....	January 13
Martin Luther King Birthday Holiday/Official College Holiday .....	January 16
Last Day for 50% Refund on Tuition .....	January 20
Last Day for 25% Refund on Tuition .....	January 25
Last Day to Resign/Withdraw from Classes without W Grade .....	January 25
No Refund on Tuition .....	January 26

## February

Mardi Gras Holiday for Faculty and Students ..... February 27-March 1  
Mardi Gras Holiday/Official College Holiday ..... February 28

## March

Professional Development (**All Classes are Cancelled**) ..... TBA  
Mid-Semester..... March 6  
Last Day to Resolve Incomplete Grades from Previous Semester ..... March 10  
Midterm Statuses Due ..... March 14  
Last Day to Resign/Withdraw from Classes with W Grade ..... March 31

## April

Good Friday Holiday/ Official College Holiday..... April 14  
Spring Break for Faculty and Students..... April 14 -April 22

## May

Last Day of Spring Classes ..... May 5  
Final Examinations ..... May 8-11  
Last Day to Report Final Grades..... May 15  
Spring 2016 Commencement Ceremony..... TBA

***All dates are subject to change.***

## ACADEMIC CALENDAR

# Summer Semester 2017

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## May

Registration/Payment Deadline..... TBA  
Late Registration/ Payment Begins (**\$25 late fee assessed to all students**) ..... TBA  
First Day of Classes..... May 30  
Last Day to Register or Add Classes for the Summer ..... May 30

## June

Last Day for 100% Refund on Tuition ..... June 1  
Last Day for 50% Refund on Tuition ..... June 7  
Last Day to Resign/Withdraw from Classes without W Grade ..... June 8  
No Refund on Tuition..... June 8

## July

Independence Day Holiday/ Official College Holiday .....	July 4
Last Day to Resign/Withdraw from Classes with W Grade .....	July 6
Last Day of Summer Classes.....	July 18
Last Day to Resolve Incomplete Grades from Previous Semester .....	July 18
Final Examinations .....	July 19-20
Last Day to Report Final Grades.....	July 24

***All dates are subject to change.***

# ADMISSION TO THE COLLEGE

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River Parishes Community College has an open admissions policy. A prospective student seeking admission to River Parishes Community College must submit an Application for Admission, a non-refundable \$15 application fee, and required documents. Following receipt of the application and documents, the applicant is classified in the applicable admission classification and must meet the respective admission requirements. Following evaluation of the applicant's credentials, the applicant is placed in the appropriate admission status and will receive an email correspondence.

River Parishes Community College will make reasonable special services and accommodations available to students with learning, psychological, and/or physical disabilities. Students needing these services and accommodations must complete an Application for Accommodations form (available in

the Student Services Office), provide current and comprehensive documentation of the disability, and be determined eligible for services. For additional information, please refer to the Students with Disabilities section of this catalog.

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

### ADMISSION CLASSIFICATION & REQUIREMENTS

#### FRESHMAN

An applicant who has never attended any college or university will be classified as a freshman applicant. To be eligible for admission, a freshman applicant must be a graduate of a state approved high school, or possess a high school diploma received through the High School Equivalency Exam (HiSet) and must submit ACT scores. An applicant who does not possess a high school diploma from a state approved high school or a high school equivalency certificate through HiSet, may be considered for admission upon completion of diagnostic testing. The testing will be used to determine the applicant's ability to benefit from programs offered at River Parishes Community College.

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

#### COMPASS:

Pre-algebra/Numerical ... minimum score 25

Reading .....minimum 62

Writing Test..... minimum 32

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

HiSet diploma (if applicable) and ACT scores (for students with HiSet or HS graduation dates within

the past year) are also required. RPCC will request HiSet scores from the Louisiana Community and Technical College System (LCTCS). ACT scores older than 3 years will not be accepted. Compass Test must be taken. ACT scores reported on the high school transcript (on ACT label) or student copies of the scores are acceptable for admission. However, if the applicant is seeking Advanced Placement Credit, official scores must be received from the testing service. See the Advanced Placement Credit section of this catalog for further information.

### DUAL ENROLLMENT PROGRAM FOR HIGH SCHOOL STUDENTS

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

Students enrolling in the Dual Enrollment Program may enroll for a maximum of seven hours for one semester. According to RPCC's Dual Enrollment policy, those students who earn a grade of "C" or better in each course may continue enrollment the next semester.

Those students who earn a grade less than a "C" in any course must be re-evaluated on a case by case basis. It will then be determined whether or not the student will be allowed to continue in this program. All RPCC coursework will become part of the student's permanent college record. Upon graduation from high school, the student may apply for admission as a regular freshman.

### TRANSFER

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

### RE-ENTRY

An applicant who has previously attended River Parishes Community College, but whose enrollment was interrupted for a minimum of 1 semester will simply complete an *Application for Admission* and indicate Re-Entry for Enrollment Classification. These students will not be assessed an application fee. Students applying to re-enter the College: (1) must submit an official transcript from each college or university attended since leaving RPCC, regardless of whether credit was earned.

(2) may be placed on academic probation or warning upon re-entry. (3) must adhere to all registration deadlines and policies.

### VISITING

Students enrolled at another accredited college who are eligible to continue at that institution in the next regular semester or term and who are not on scholastic warning or probation may register as a Visiting Student for one semester or summer term only. These students must submit for, advising purposes, an unofficial transcript or grade report for those classes that require prerequisites.

Students admitted on a visiting student basis who wish to be considered for regular admission must complete a new application for admission and must supply official transcripts of all college work previously taken.

### NON-MATRICULATING

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

Transient and summer only students will be placed in this classification. Non-matriculating applicants must meet the appropriate admissions requirements. Non-matriculating applicants are admitted one semester. To continue enrollment, non-matriculating students may seek regular admission with an *Application for Admission* or must have the approval of the Vice Chancellor's Admissions Committee to continue as a non-matriculating student.

### AUDITING

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

Auditing applicants must complete an application for admission, submit all required documents, and meet the appropriate admission requirements.

### CROSS ENROLLMENT

River Parishes Community College has entered into Cross Enrollment Agreements with Nicholls State University, Southern University New Orleans, Southeastern Louisiana University, the Louisiana Technical College-Region 9 campuses and the Louisiana Technical College-River Parishes Campus.

These agreements allow students to cross enroll in courses not available at the home institution, and tuition is based upon the home institution's tuition rate. RPCC will continue efforts to sign Cross Enrollment Agreements with other colleges. For further information or an updated list of participating institutions, RPCC students should contact the Office of Student Services and non-RPCC students should contact their home institution.

## ADDITIONAL REQUIREMENTS

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

1. Proof of Immunization

As required by Louisiana law, all first-time students born after 1956 must provide proof of immunization against measles, mumps, rubella, tetanus-diphtheria, and meningitis as a condition of enrollment. Students will not be allowed to complete the registration process unless they have met the immunization requirement. The requirement can be met either by submitting proof of immunity or by signing a waiver claiming exception from the immunization policy. Immunization Compliance forms, which have a section for the student's physician to complete and a section for those who chose the waiver option, are available in the Office of Admissions.

In the event of an outbreak, the college will require students without immunizations to leave campus and will exclude them from class until the outbreak is over or until they submit proof of adequate immunization.

2. Proof of Selective Service Registration

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

1. Males currently in the armed services and on active duty.
2. Veterans of the armed services who submit a copy of their DD214 discharge certificate.
3. Males not yet 18 years of age.
4. Males born before 1960.
5. Non-citizens who first entered the U.S. after they turned 26.

3. Proof of Residency

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

purposes.

Regulations establishing residency are based primarily on the location of the home, place of employment, and military status. A resident is defined generally, though not conclusively, as one who has lived in Louisiana for 12 consecutive months immediately preceding registration. A student may not establish residency while residing in Louisiana for the primary purpose of attending school.

## ADMISSION STATUS

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### FULL ADMISSION

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

### PROVISIONAL ADMISSION

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

### ADMISSION ON PROBATION

The following applicants, if admitted to RPCC, may be admitted on probation:

1. The re-entry applicant who was last enrolled at RPCC on probation or suspension status.  
(see suspension section of this catalog for further information)
2. The transfer applicant who is eligible to re-enter the previous college and was placed on academic probation at that college.

3. The transfer applicant who is eligible to re-enter the previous college and was not placed on probation – if the grades earned at the previous college were such that the student would have been placed on probation if the grades had been earned at RPCC.
4. The transfer applicant who last was enrolled at another institution on suspension status. Credits earned at RPCC while the student is on suspension status at the suspending institution may not be accepted for degree credit at the suspending institution. Other colleges/universities are also not likely to accept such credit.

### PLACEMENT TESTING

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

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

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

### ACADEMIC ADVISING

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

## TRANSFER CREDIT

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

## TRADITIONAL TRANSFER CREDIT

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

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

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

1. Grades of W or IW will be recorded.
2. Plus (+) or minus (-) symbols will be disregarded.
3. Grades of Pass, Credit, Satisfactory, etc., will be treated alike and recorded as hours earned.
4. Failing grades (F) will count as hours attempted.
5. Grades in developmental or remedial courses are treated the same as grades in other courses.
6. Incomplete grades (I) will be treated as if earned at RPCC.
7. Quarter hours will be converted to semester hours by multiplying the quarter hours by 2/3. A grade of C or better may be required to meet pre-requisite or program requirements.

## NON-TRADITIONAL CREDIT

### I. Credit from non-regionally accredited institutions

Transfer credit from non-regionally accredited institutions may be accepted at River Parishes

Community College. Special consideration is given to courses from institutions listed in the Louisiana Board of Regents Student Transfer Guide and General Education Articulation Matrix. Students desiring to transfer from non-regionally accredited institutions may request a review of this credit by the Vice Chancellor of Instruction.

## II. Advanced Placement Credit by Examination

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

RPCC has developed the following guidelines for granting college credit from these sources:

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

### RPCC ADVANCED-PLACEMENT PROGRAM FOR ENTERING FRESHMEN

Examination	Minimum Score	Courses	Hours Credit
Art, History	3	ARTS 2510	3
	3	ARTS 2510, 2520	6
Biology	3	BIOL 1201, 1202	6
	3	BIOL 1201, 1202, 1203, & 1204	8
Chemistry	3	CHEM 1010, 1020	6

Economics: Microeconomics	3	ECON 2020	3
Economics: Macroeconomics	3	ECON 2010	3
English Language & Composition	3	ENGL 1010	3
	3	ENGL 1010, 1020	9
French Language	3	FREN 1010	8
	3	FREN 1010, 1020	11
	3	FREN 1010, 1020, 2010, 2020	14
Government, U.S. Politics	3	POLI 1100	3
History, American	3	HIST 2010	3
	3	HIST 2010, 2020	6
History, European	3	HIST 1020	3
Mathematics: Calculus AB	3	MATH 2010	3
	3	MATH 2100	5
Mathematics: Calculus BC	3	MATH 2100	5
	3	MATH 2100, 2110	9
Physics B	3	PHYS 2010	3
	3	PHYS 2010, 2020	6
Psychology	3	PSYC 2010	3
Spanish	3	SPAN 1101 and 1102	8
	3	SPAN 1101, 1102, 2101	11
	3	SPAN 1101, 1102, 2101, 2102	14

**1. Advanced Placement by ACT Compass**

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

**2. Credit by Departmental Proficiency Examination**

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

**3. Credit by College Level Examination Program (CLEP) Subject Examinations**

The awarding of credit under CLEP is based on the scores earned on subject exams with the scores recommended by the American Council on Education and approved by the faculty. Students must submit official test scores to receive credit. The subjects and credits for which students may receive advanced placement credits are listed on page 21.

**4. Life Experience Assessment Program**

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

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

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

**5. Military Credits**

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

## **ACADEMIC AMNESTY**

Academic Amnesty provides students an opportunity to restart their academic record after a break in enrollment and a demonstration of academic maturation through performance upon reenrollment. Academic Renewal is for students who had an unsuccessful start in a degree or certificate program and stopped out for a period of at least two years, without enrolling in an academic, for credit

program at any college or university. The following standards shall apply:

1. No less than one semester must elapse between the end of the semester in which the student was last registered for credit at any postsecondary institution and the reenrollment under Academic Renewal.
2. The student must be matriculated into a program.
3. Upon re-enrollment, the student must demonstrate academic success as defined by the college.
4. If granted, Academic Renewal will be noted upon the transcript.
5. Courses taken before the minimum one semester enrollment absence will count toward the degree or certificate and be included in the cumulative GPA if the grade earned was "C" or better.
6. Courses taken before the minimum one semester enrollment absence for which the student earned a grade lower than "C" will not count toward a degree or certificate and will not be included in the cumulative GPA.
7. Courses and grades will still be listed on the transcript and included in the student completion rate, but will be excluded from the cumulative GPA.
8. Students will be considered for Academic Renewal subject to an approved application.

Upon being granted academic amnesty, the student has the status of an entering freshman and will begin a new record showing no credits attempted, no quality points earned, and no prior suspensions.

A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering freshman. Credit examinations may be taken for courses in which grades of C or higher were earned.

River Parishes Community College will accept, in transfer, academic amnesty granted at another institution. However, academic amnesty may be granted to a person only once, regardless of which institutions were attended.

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

If granted, the student will sign a form certifying that they understand the ramifications of academic amnesty.

### AUDITING

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

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

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

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

## Student Services

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

### GENERAL CATALOG

Published annually by the Office of Student Services, the RPCC General Catalog serves as a written guide to the College's academic programs and to relevant policies and procedures. The catalog is

available through the College's web site, <http://www.rpcc.edu>. Students are responsible for familiarizing themselves with and adhering to the rules and regulations cited within this publication.

### COUNSELING SERVICES

The primary function of the Office of Counseling Services is to support students' educational development and personal well-being. To this end, the Office of Counseling Services offers students academic, career, and personal counseling in an accepting environment that encourages learning, self-exploration, and academic success. Staff members also provide help with and/or information about the following:

- Course selection and scheduling
- Placement tests
- College policies and procedures
- Personal issues that may be interfering with academic success
- Career concerns
- Transfer issues/resources
- Study skills information
- Time management
- Decision-making skills

### PLACEMENT TESTING

Upon admission to the College, students may be required to take the Computer Adaptive Placement Assessment and Support System (COMPASS). This test is administered to students whose placement in English, reading, and mathematics cannot be determined by ACT scores or transfer credits.

Students who need to take the placement test will be notified by the Office of Student Services.

These students may then schedule an appointment for testing, which should take place prior to scheduling classes.

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

### FRESHMAN ORIENTATION AND ADVISING PROGRAM

Please refer to page 67 in the Student Handbook section.

## ACADEMIC ADVISING

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

## COURSE SCHEDULING AND REGISTRATION

Each semester, continuing students may schedule course through one of the following two methods: online registration through LoLA and group advising. Online registration is designed for students who do not need assistance with course selection. Students who need help with this process must attend a group advising session. These advising meetings are coordinated by the Office of Counseling Services, and counselors and/or advisors are present to guide students through the course selection process. Not all of these course scheduling methods are available throughout the registration periods for continuing students. It is therefore important that students take note of the scheduling calendar available each semester in the Registration Bulletin.

Fee bills reflect all activity on students' accounts as well as the total amount due and the payment deadline. Students must follow the registration instructions and submit full payment in a timely manner in order to be considered registered. For other payment options (including an online deferment plan) refer to "Payment Options" in the Tuition, Fees, Schedules, and Policies section of this catalog. Students who schedule classes after the early registration payment deadline and prior to the last day to add classes will receive a Schedule Confirmation and Fee bill at the time that they schedule and are expected to pay at that time. These students must still comply with all other registration procedures and deadlines.

## STUDENTS WITH DISABILITIES

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

Students with disabilities that affect academic functioning may apply for accommodations by submitting to the Director of Counseling Services current and comprehensive documentation of the disability with a completed documentation cover sheet. Documentation guidelines and the cover sheet are available in the Handbook for Students with Disabilities, which is on the College's web site,

[www.rpcc.edu](http://www.rpcc.edu). Students who submit complete documentation that demonstrates the need for reasonable accommodations will then be directed to schedule a meeting with the Director of Counseling Services in order to register for services. Students should apply early so that accommodations can be arranged in a timely manner. Individuals with questions about this process should contact the Director of Counseling Services.

### TRANSFER SERVICES

In an effort to successfully transfer students to other institutions, River Parishes Community College has established relationships with the area colleges and universities to which RPCC students transfer most often. Students planning to transfer to another college/university should consult with an RPCC 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 matrices are available through the Board of Regents web site:

<http://www.regents.state.la.us>. When applying to a transfer institution, students will be required to submit an official RPCC transcript. To request that this be sent, students should complete a Request for Transcript form, which is available in the Student Services Office, or on the college's website.

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## Tuition/Fees/Schedules & Policies

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### Schedule of Tuition

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

## Tuition for Online Courses

RPCC online courses may be hosted by RPCC or LCTCS Online. The tuition and fees for all online courses is \$137.68 per credit hour. Additional fees will vary depending on the course host.

TUITION IS REFUNDABLE ACCORDING TO COLLEGE POLICY

## STUDENT CLASSIFICATION FOR TUITION PURPOSES

### Resident & Non-Resident Classification

The governing board of River Parishes Community College has established policies for determining

LA Resident Tuition and Fees (does not apply to online classes)				NON-LA Resident Tuition and Fees (does not apply to online classes)			
Credit Hours	Tuition	Fees	Total	Credit Hours	Tuition	Fees	Total
1	\$138.96	\$31.00	\$169.96	1	\$138.96	\$31.00	\$169.96
2	\$277.92	\$62.00	\$339.92	2	\$277.92	\$62.00	\$339.92
3	\$416.88	\$93.00	\$509.88	3	\$416.88	\$93.00	\$509.88
4	\$555.84	\$124.00	\$679.84	4	\$555.84	\$124.00	\$679.84
5	\$694.80	\$155.00	\$849.80	5	\$694.80	\$155.00	\$849.80
6	\$833.76	\$186.00	\$1,019.76	6	\$833.76	\$186.00	\$1,019.76
7	\$972.72	\$217.00	\$1,189.72	7	\$2,152.23	\$217.00	\$2,369.23
8	\$1,111.68	\$248.00	\$1,359.68	8	\$2,459.69	\$248.00	\$2,707.69
9	\$1,250.64	\$280.00	\$1,530.64	9	\$2,767.15	\$280.00	\$3,047.15
10	\$1,389.60	\$310.00	\$1,699.60	10	\$3,074.61	\$310.00	\$3,384.61
11	\$1,528.56	\$341.00	\$1,869.56	11	\$3,382.07	\$341.00	\$3,723.07
12 or more	\$1,667.52	\$372.00	\$2,039.52	12 or more	\$3,689.53	\$372.00	\$4,061.53

#### Other fees:

Student may incur the following fees, which are in addition to the above.

Compass Retake	\$10 per test
Late Registration	\$25.00 per semester
Laboratory/Course	\$15.00-\$79.00 per course
Excess Credit Hour Fee	\$150.96 per credit hour over 15
Credit Exam	\$15.00 per credit hour

#### Break down of Uniform Fee Schedule:

The fees noted in the schedules above are mandatory and are assessed on a per credit hours basis for a maximum of 12 hours.

Building use	\$4.00 per credit hour
Operational	\$3.00 per credit hour
Student Services	\$7.00 per credit hour
Academic Excellence	\$7.00 per credit hour
ERP	\$5.00 per credit hour
Technology	\$5.00 per credit hour

residency for tuition purposes. Eligibility for classification as a Louisiana resident is determined by the Office of Admissions from information provided on the Application for Admission and other related documents. A resident for tuition purposes is defined as one who has abandoned all prior domiciles,

and has been domiciled in the state of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of class for the term for which resident classification is sought. After enrollment as a non-resident, a student may request a review of their residence status by the Office of Admissions. For further information about the resident classification policy and the conditions which may be used to determine residence status, contact the Office of Admissions.

### **METHODS OF PAYMENT:**

Cash, Check, Money Order, or the CashNet-Smart Pay Payment Plan—available online only at [www.rpcc.edu](http://www.rpcc.edu) FEES ARE NON-REFUNDABLE once classes have begun.

### **Additional Costs**

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

### **Definition of an Academic Year**

For the purpose of awarding Federal Student Aid, the definition of an Academic Year at River Parishes Community College is 24 credits and 30 weeks. The college academic year consist of a fall and spring semester. Summer is considered an "optional" semester. Students should refer to the Official Academic Calendar for the specified dates each semester. Academic Calendars are available on the college's website and in the Office of Student Services.

### **FULL-TIME/PART-TIME CLASSIFICATION**

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 and as defined as follows. 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

## SCHEDULE CHANGES

Students will be permitted to add and drop courses and make schedule changes according to dates published in the academic calendar and availability of seats in a class. Students should report to the Office of Student Services to begin these transactions.

## WITHDRAWAL FROM COURSES & RESIGNATION FROM THE COLLEGE

Withdrawal from a course occurs when a student desires to withdraw from one or more courses, but is still enrolled in at least one course. Students are allowed to officially withdraw from a course by logging into their online LoLA account and officially dropping the course(s) from their schedule by the deadlines published in the academic calendar.

Resignation from the College is the withdrawal from all courses in which a student is enrolled for the semester. Students are allowed to officially resign by logging into their online LoLA account and officially dropping ALL the course(s) from their schedule by the deadlines published in the academic calendar. Students will not receive a "W" grade if the transaction takes place by the last day to withdraw without a grade of "W". Students will receive a grade of "W" if the transaction takes place prior to the last day to withdraw or resign. Students who discontinue class or leave the College without following the official procedures are subject to receiving a grade of "F" posted on their RPCC academic record for each course in question.

All withdrawals/ resignations are final upon submission.

### REFUND POLICY

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

- Refunds are calculated on the tuition amount only.
- If a student withdraws or resigns before the first day of class, a 100% refund of tuition and fees will be made.

### TUITION REFUND SCHEDULE

#### Fall and Spring Semesters

Up to and including first five days of semester .....	100%
Sixth through tenth day of semester.....	50%
Eleventh through thirteenth day of semester.....	25%
After thirteenth day of semester.....	none

#### Summer Semesters

Up to and including first three days of semester.....	100%
Fourth through sixth day of semester .....	50%
After sixth day of semester.....	none

### POST-REGISTRATION AUDIT

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

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

### **CHECKS WRITTEN WITH INSUFFICIENT FUNDS & STOPPED PAYMENTS**

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

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

### **PAYMENT OPTIONS:**

- In person – Pay by cash, check or money order
- Mail - Send check or money order to Business Office, P. O. BOX 2367, Gonzales, LA 70707
- Online Payment Plan – Payment Option plans are available via CashNet.
- Log onto LoLA for full online payments and monthly plans.
- Credit Card – Payments submitted via a credit card are subject to a convenience fee

### **UNPAID BALANCE & DELINQUENT ACCOUNTS**

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

Failure to respond to demands for payment made by RPCC may result in such debts being

transferred to the State of Louisiana Attorney General's Office or other outside collection agency, for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one third per cent (33 1/3%) for the unpaid debt, and all court costs.

### FINANCIAL ASSISTANCE

River Parishes Community College provides a comprehensive financial aid program funded by federal, state and private agencies. Aid awards fall into three categories: grants, scholarships, and loans.

It is not within the scope of this catalog to explain all of the financial aid programs available. More information explaining the programs is available at: <http://www.rpcc.edu/financialAid.cfm>

Students are encouraged to apply for aid as early as possible (at least by April 15 for the fall semester) because some funds may be depleted. Students who wish to know more about their financial aid eligibility should contact the Financial Aid office. In general, students must demonstrate need by completing the [Free Application for Federal Student AID \(FAFSA\)](#).

Students receiving certain types of financial aid are required to submit official high school transcripts, placement test scores and official college transcripts to the Admissions/Registration office. They also are required to declare a program of study and enroll in courses appropriate to that program.

Academic progress is evaluated at the end of each semester or before aid is initially awarded. Evaluations are done based on three measures: qualitative, quantitative, and maximum time frame. See "[Satisfactory Academic Progress \(SAP\) Policy](#)". Students will be notified by email regarding failure to meet SAP requirements. Failure to meet the criteria will result in the loss of Title IV (Federal) aid eligibility. Students may appeal the loss of financial aid eligibility by writing a letter of appeal and submitting to the Office of Financial Aid. Students must document any extenuating circumstances that prevented them from maintaining the required standards.

All initial financial aid awards are based on full-time enrollment level. Financial aid will be recalculated based on any changes in course enrollment. If enrollment is less than half time, grant amounts maybe reduced or cancelled. Students who are less than half-time are not eligible for loans.

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

\*\* These enrollment levels apply for financial aid eligibility in all semesters (fall, spring, and summer).

# ACADEMIC SERVICES & POLICIES

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## Academic Services

The Office of Academic Services under the direction of the Executive Vice Chancellor, seeks to develop services, resources, courses, academic programs, and policies that assist students in achieving their educational goals. Students who have concerns or questions about Academic Policies or Academic Services procedures are encouraged to contact the Executive Vice Chancellor for Academic Services.

## ATTENDANCE

All students are expected to regularly and punctually attend (or interact online, if applicable) regularly and punctually for 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. Each instructor must keep a permanent record for each class. It is the instructor's prerogative to define "excused" and "unexcused" absences.

## 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 classes during the first week of the semester for which s/he recently registered. Only students who are receiving financial aid for that semester will be withdrawn from those classes that the instructor reported the student as a No Show. These students are withdrawn from their class or classes by the Registrar's office.

## GRADING SYSTEM

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

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

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

## 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 defining 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:

## DEFINITIONS

*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.

## GRADING SYSTEM

The grading scale below 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 just noted 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 in that same semester/current term.

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

**Transfer GPA:** The Transfer GPA is figured by dividing the quality points earned from all transferring institutions by the total GPA hours completed at all transferring institutions.

**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 or marks that follow may also be awarded; however, they are not used in GPA calculations:

**P (Pass) Grades:** Grades of P or "pass" are awarded on a very limited basis. Students who through advanced placement in English and/or math are allowed to bypass an introductory course in one of these areas will be awarded a grade of P in the bypassed course only if they successfully complete the more advanced course with a grade of C or better.

**S/U (Satisfactory/Unsatisfactory) Grades:** S and U grades are not awarded at RPCC; however, if a student was awarded an S or U grade for a course taken at another institution, the S or U grade will be posted as the grade for that course on the student's RPCC transcript.

**W (Withdrawal) Grades:** A withdrawal from a course is indicated on a student's record with a W grade. In order to receive this grade, a student must withdraw from a course during the withdrawal period specified in the Academic Calendar.

**I (Incomplete) Grades:** When a student cannot complete a course by the end of the semester, the student may temporarily receive an incomplete or I grade if the following conditions are met:

1. The student must have completed 75 percent of the all work for the class.
2. The work completed must be of passing (C or better) quality.
3. The instructor must sign and submit an Incomplete Grade contract form, which is available in the Office of the Registrar.

Completed contracts must be submitted to the Office of the Registrar at the time final grades are submitted and must include the reason(s) the "I" grade is being request and the deadline by which the work must be submitted. If an "I" grade is issued during a fall or summer semester, the work must be completed and the "I" grade removed (converted to a regular letter grade) no later than the last day of midterms in the next semester, even if the student does not intend to enroll. When I grades are awarded for a spring semester course, the grade must be resolved by the last day of classes during the following summer term, even if the student does not intend to enroll. If the I grade 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 Instruction. Academic status is determined at the time the "I" grade is removed or converted to an F.

**AU (Audit):** Students who wish to enroll for personal enrichment purposes only in a course for which college credit is normally awarded may register to audit the course. A student who is currently enrolled at RPCC may audit a course with the approval of an academic advisor or counselor. Those who have not been admitted to the College should refer to the Admission to College section of this catalog for information about being admitted to the College as an auditor.

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 last day to add classes or register as published in the Academic Calendar. Students will be allowed to audit only the number of classes approved by the academic advisor or counselor. Additionally, the tuition and fees for an audited course are the same as those for a course taken for credit.

Auditors will not receive college credit for an audited course. Further, auditors are not permitted to obtain credit for the audited course through a credit examination or any other form of non-traditional credit. A student can, however, retake for credit a previously audited course. Tuition and fees will be charged when the student re-enrolls in the course. Finally, 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 REPORTS & OFFICIAL TRANSCRIPTS

Grade Reports reflecting the result of a student's semester course can be viewed on the student's LoLA account. Official transcripts will be prepared by the Registrar's Office and will be produced upon written request from the student. Students can access a Transcript Request Form by visiting the college's website. [www.rpcc.edu](http://www.rpcc.edu)

### REPEATING COURSES

Students are allowed to repeat courses in which grades of C or lower were earned. When a course is repeated, the most recent grade earned (even if it is lower) 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 last grade will be used in the computation of the student's semester, RPCC/Institutional GPA, and Cumulative/Overall GPAs. Students should also be cautioned that the colleges and universities to which they wish to transfer may not honor the repeat policy applied at RPCC.

Students trying to determine if they should repeat courses are encouraged to meet with an academic advisor or counselor. 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.

A small number of courses can be repeated for a specified number of total hours regardless of the initial grade earned in the course. These repeatable courses are noted as such in their descriptions in the back of this catalog.

### ACADEMIC STATUS

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

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

#### **Chancellor's List**

At the end of each semester, a Chancellor's List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.80.

#### **Dean's List**

At the end of each semester, a Dean's List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.50 or higher.

#### **In Good Standing**

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

### **Academic Warning**

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

### **Academic Probation**

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

### **Academic Suspension**

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

The terms of academic suspension are as follows:

1. Students suspended for the first time may not enroll at River Parishes Community College for a period of one semester. If a student is suspended at the conclusion of a spring or summer semester, the student is suspended for the following fall semester (with the exception of summer enrollment following a spring suspension). If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester.

When the suspension occurs at the end of the spring semester, some students may have the opportunity to change their academic status by enrolling in the immediately following summer semester. Those who enroll and raise their Cumulative/ Overall grade-point average to a 2.00 will be removed from suspension and allowed to continue in the fall. Students

whose Cumulative/ Overall grade-point average remain below a 2.00 will continue on suspension. While it may not be mathematically possible for some students to raise their Cumulative/ Overall grade-point average to a 2.00, these students may still enroll in the summer term and attempt to improve their GPAs; however, these students will still remain on suspension during the fall semester.

This opportunity to improve one's academic status is available only to students suspended at the conclusion of the spring semester. Students suspended at the end of the summer or fall semesters may not enroll the following semester.

2. Students suspended for a second or subsequent time may not enroll at RPCC for one full year. Enrollment in a summer semester is not allowed.
3. Students suspended from RPCC are advised that enrollment at another college or university during the period of suspension may not be allowed, and if allowed, credits earned will not be accepted for transfer by RPCC, and may not be accepted by other colleges or universities.

These same rules may also apply to students suspended from other institutions. Students should contact the college or university from which they were suspended for their rules and regulations.

### RE-ADMISSION AFTER SUSPENSION

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

### DISMISSAL FOR NON-ACADEMIC REASONS

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

### STUDENT CLASSIFICATION FOR ACADEMIC PURPOSES

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

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

### COURSE LOAD

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

### COURSE PREREQUISITES AND COREQUISITES

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. The prerequisite reflects the knowledge base needed in order to attempt the desired course. Some courses have a co-requisite, which is a requirement that must be satisfied concurrently with the desired course. If a course has a prerequisite or co-requisite, it will be noted in the course description in the back of this catalog.

### COMPUTING FACILITIES POLICIES & USER AGREEMENT

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

#### *Computing Facilities Policies and User Agreement:*

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

#### **A USER OF RPCC COMPUTING FACILITIES WILL:**

1. Recognize that RPCC computing facilities are intended to support the academic mission and administrative functions of the College and assume full responsibility for using these facilities in an effective, efficient, ethical, lawful and courteous manner.
2. Recognize that authorized RPCC systems personnel may, while performing routine operations or investigating system problems or complaints, have access to data and software stored in RPCC computing facilities, including electronic mail.
3. Recognize that RPCC disclaims responsibility for the loss of data, time delay, system performance, software performance or any other damages arising from the use of RPCC computing facilities.
4. Understand that some systems at RPCC are operated under license agreements with IBM, Microsoft, and others. Under these agreements, the system may be used for instructional and research-related purposes only.
5. Take all necessary steps to protect the integrity of RPCC computing facilities. Specifically, users shall not share with others the access codes, account numbers, passwords or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these accesses/authorizations.
6. Respect the copyrights of all software and data available through RPCC computing facilities. Take reasonable steps to protect the integrity and privacy of the software and data available.
7. Use RPCC computing resources in a manner consistent with all RPCC general policies, rules and procedures regarding codes of conduct, academic integrity and the College environment.
8. Respect the policies established by the administrators of external networks such as those accessible through the Internet. The user shall also respect the policies established by the administrators of computing facilities at RPCC.
9. Respect the privacy of electronic mail and other user files transmitted and stored in RPCC computing facilities or at any other location accessible through a network.
10. Accept that a User ID or program may be terminated or its priority may be altered if it is consuming excessive system resources, degrading system response or threatening system integrity.
11. Use only those facilities which are in the public domain or for which they have obtained explicit authorization, at RPCC or any other location accessible through RPCC computing facilities.
12. Not use the RPCC computing facilities for conducting private business or for personal financial gain that is not related to designated College programs or functions.
13. Not use RPCC computing facilities for any unauthorized or illegal purpose such as creation or deliberate introduction of a computer virus, destruction or alteration of data owned by others,

destruction or alteration of computing facilities, interference with legitimate access to computing facilities or harassment of users of such facilities at RPCC or elsewhere, unauthorized disruption of RPCC computing facilities, attempts to discover or alter passwords or to bypass security systems in RPCC computing facilities or any other computing facility.

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

## DISTANCE EDUCATION

### Online Courses

RPCC recognizes the advantages of providing learning opportunities to students that are not restricted by time, place or method of delivery. Instructor-led online courses provide students flexibility to study at their own pace. Students are able to access the classroom from anywhere with an Internet connection. Students taking online classes must possess proficient computer skills and have access to a computer, an Internet connection, and an email account. In some instances, additional software packages may be required. Some online classes may require visits to campus for testing and other course requirements. RPCC has gained approval to offer the Associate of General Studies and the Associate of Liberal Arts degrees online. The college will continue to train faculty and add online courses to its offerings.

## Library Services

### **Purpose Statement and Overview**

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

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

Students are welcome to leave comments and suggestions for improvement of Library Services. A Comments/Suggestion Box is located on the Library Service Desk in the Library, or students can email Library staff, talk personally with a librarian face-to-face or via telephone, and/or participate in

surveys periodically in order to leave feedback for library personnel. A student may also contact any member of the Library Services Advisory Committee to provide input or feedback.

## Library Hours and Contact Information

### Fall and Spring Semesters

#### Monday – Thursday

7:30 a.m. – 6:30 p.m.

#### Friday

7:30 a.m. – 5:00 p.m.

Note: Library Hours are subject to change

### Between Semesters:

#### Monday – Friday

8:00 a.m. – 5:00 p.m.

### Summer Semester:

*\*check website for details*

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Email: [Library@rpcc.edu](mailto:Library@rpcc.edu)  
Phone: (225) 743-8550  
(225) 743-8551  
Fax: (225) 644-8212  
Web: <http://library.rpcc.edu>

### Circulation Policies and Loan Periods

Students must be currently enrolled or working on campus in order to borrow items from the Library. To borrow items, students must present a valid photo ID (RPCC Student ID's are available from Student Services). The loan periods for various resources are as follows.

**Books** .....28 days

**Audio/Visuals** .....2 days

**Reserve Items** .....varies, depending on the item

Fines for overdue materials are 35¢ per day (books, CDs, DVDs, etc.) and 10¢ per minute for Reserve items.

## Location, Equipment, and Facilities

The Library is located in room 141, in the center of the back hallway, opposite the main entrance. Computers with Internet access, as well as WiFi access and several data ports are available for

students to connect personal devices. Media equipment including a TV/DVD/VCR is available for use.

A multi-function printer/copier is located in the Library for student use. Copies and printing costs are 10¢ per page for black & white, and 25¢ for color. Students will also be able to scan and e-mail documents; there is no charge for this service, but students must have funds in their accounts in order to login at the printer. Students will have an account with Pcounter that uses their LoLA username and password to pay for printing/copying. They may also choose to create a separate account. Visit <https://rpcc.pcounterwebpay.com/index.cfm>. Funds may be deposited into their accounts using a credit or debit card online (min dep, \$10), or with cash or check at the Business Office teller windows during operating hours (min dep, \$5), room 181. With each deposit, a \$1 fee is assessed. Comments or complaints regarding printing issues should be directed to the Business Office, room 180 or to [khagan@rpcc.edu](mailto:khagan@rpcc.edu).

### Collections / Information Resources

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

#### ***Print and Electronic Books***

The RPCC Library has more than 18,000 locally owned volumes to support the curriculum and additional volumes are acquired and cataloged on an ongoing basis in order to ensure up-to-date support for new and changed courses. RPCC Library also owns or provides access to more than 90,000 e-books available online and accessible via the Library web page. E-books are available to authorized RPCC users twenty-four hours a day while currently enrolled and/or employed at RPCC.

#### ***Print and Electronic Periodicals***

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

Instructions regarding usernames and passwords are available on the Library webpage and as handouts in the Library.

### ***Videos, CDs, and DVDs***

The Library has numerous audio/visual resources ranging from video tutorials to popular DVD movies. Math tutorials are located in our Audio-Visual collections.

## **Instructional Opportunities**

***LISR 1000: Information Literacy: Research Strategies and Resources*** is a one-credit hour elective course that may transfer to 4-year institutions (LSU and SLU do accept this course). It is offered every semester and may be available online, face-to-face, and/or hybrid.

### ***Course-Integrated Library Instruction***

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

### ***Point-of-Use Instruction***

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

### ***Student Success Workshops***

Each semester, RPCC librarians and instructional faculty present workshops of interest and help to students. Topics vary and range from how to use online resources, including Blackboard, to how to reduce stress. Workshop brochures are available every fall and spring semester, and the workshop schedule is available on Library web page.

### ***Tutorials and Handouts***

A variety of tutorials and printed handouts are available on the Library web page 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 Services for Students**

In addition to Circulation, Reference, Library Instructions, and Course Reserves, the Library offers students opportunities to borrow items from other libraries via InterLibrary Loan (ILL). Books and

some periodical articles may be obtained from other libraries at the student's request. Please allow at least two weeks for delivery of ILL items.

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

### ***Proctored Testing Services***

Librarians will proctor tests for students in online courses, for make-up exams, or other exams approved by and provided by their instructors. The schedule of testing times is available on the Library web page, along with a list of rules and procedures. Appointments must be scheduled via the Proctored Testing site in Canvas. Students are responsible for making arrangements with their instructors to get permission to take a proctored test and to insure that their tests are available in time for their scheduled appointment.

In order to take a test proctored by Library staff, students must:

1. Make an appointment at least one day prior to taking the proctored test.
  - a. See Proctored Testing on the Library website or in Canvas for more information.
2. Show up at your appointed time – No tests will be started early or more than 10 minutes late.
3. Provide a valid picture ID to a Library Services employee.
4. Identify the instructor and course.
5. Sign the Proctored Testing Form provided by Library Services.

NO cell phones, laptops, PDAs, caps, hats or other unauthorized items allowed

Talking during proctored testing is not allowed.

Students are responsible for knowing and following all the rules associated with taking an exam proctored by Library Services staff. All requirements are posted on the Library's web page.

## Academic Programs

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A list of all programs with degree requirements can be found on the RPCC website @ <http://www.rpcc.edu/programs.cfm>

## Programs of Study

### ***Certificate of Applied Science***

Medical Coding Specialist

Process Technology

### ***Certificate of Technical Studies***

Drafting & Design Technology

Engineering Aide II

Instrument Helper

Medical Assistant

Office Assistant Specialist

Welding – Entry Welder SMAW

Welding – GMAW, GTAW, FCAW Processes

### ***Technical Diploma***

Business Office Technology

Drafting & Design Technology

Industrial Instrumentation Technology

Practical Nursing

Welding

### ***Associate of Applied Science***

Business Office Administration

Drafting & Design Technology

Industrial Instrumentation Technology

Process Technology

### ***Associate of Arts***

Louisiana Transfer General Business Concentration

Louisiana Transfer Criminal Justice Concentration

Louisiana Transfer Humanities Concentration

Louisiana Transfer Social Sciences Concentration

***Associate of Science***

Louisiana Transfer Biological Sciences Concentration

Louisiana Transfer Physical Science Concentration

Teaching (Grades 1 – 5)

## Workforce Programs

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### Skills Craft Training

***ASNT - American Society for Nondestructive Testing***

Radiographic Testing

Radiographic Film Interpretation and Profile Radiography

Visual Testing

Magnetic Particle

Liquid Penetrant

Ultrasonic Testing

Positive Material Identification

***ISC - Industrial Scaffolding Committee***

Basic Access, Industrial Scaffolding

***LADEQ - Louisiana Department of Environmental Quality***

Industrial Radiation Safety

***Louisiana Department of Motor Vehicles***

Tractor Trailer Training

***NCCCO - National Commission for the Certification of Crane Operators***

Mobile Crane Operator

Rigger and Signal Person

***NCCER - National Center for Construction Education and Research***

Carpentry

Electrical

Instrumentation

Millwright

Pipefitting

Welding

Pipeline Corrosion Control

## ***Workforce Training***

Mobile Crane Operator

Non-Destructive Testing

Scaffolding

## **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 for two consecutive regular semesters (i.e., fall and spring). A student whose enrollment is interrupted for two or more consecutive regular semesters 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.

The College 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, the College shall make the final determination as to whether or not degree requirements are met.

## **GENERAL EDUCATION REQUIREMENTS**

The 39-hour general education requirement is a fundamental component of each degree program at River Parishes Community College. Upon completion of the curricula leading to an associate degree, students should be able to demonstrate proficiency in the following areas:

1. Communicate Effectively in Written English;
2. Critical Thinking (Mathematical/Analytical/ Critical);
3. Natural Sciences;
4. Humanities (Historic/ Speech/ Philosophy/ Religious Studies);
5. Fine Arts (Art/ Music/ Theatre);

6. Social/ Behavioral Sciences (Economics/ Geography/ Political Science/ Sociology/ Psychology);  
Information Literacy;

To ensure that these goals are met, students will complete coursework in the following six areas: English composition, mathematics, arts, humanities, natural sciences, and social sciences, and information literacy.

In an effort to facilitate the transfer of RPCC's courses to other public state institutions, RPCC has included among its list of general education courses (see the section that follows) classes that are found on the Louisiana Board of Regents Master Articulation Matrix. The matrix is available for review on the Louisiana Board of Regents web site, [www.regents.la.gov](http://www.regents.la.gov).

## DEGREE PROGRAMS AND GRADUATION REQUIREMENTS

### LOUISIANA TRANSFER DEGREES

Established by the Louisiana Legislature in 2009, ACT 356 mandated the development of a statewide transfer associate degree. That law set into motion unprecedented cooperation among faculties and institutions to eliminate barriers that would prevent students from successfully transferring between and among postsecondary institutions. The Associate of Arts/Louisiana Transfer and Associate of Science/Louisiana Transfer degrees are the result these efforts.

The Associate of Arts/Louisiana Transfer degree and Associate of Science/Louisiana Transfer degree are offered by community colleges as an interim step to the bachelor's degree. With careful planning, they allow students attending community colleges the opportunity to complete the first 60 hours of college work toward some 4-year degrees.

Both the Associate of Arts/Louisiana Transfer and the Associate of Science/Louisiana Transfer degrees have different tracks from which students can choose. These tracks provide flexibility in course selection and enable students to take classes that are suitable for their intended university majors. At RPCC, three tracks, humanities, business, social sciences, and criminal justice are currently available with the Associate of Arts/Louisiana Transfer degree, and two tracks, biological science and physical science, are available with the Associate of Science/Louisiana Transfer degree.

Advising and planning are key to a student's success in maximizing the transfer experience. All students who might eventually transfer from one institution to another should develop, with an

advisor's assistance, a written degree plan of courses to take for the transfer associate degree. Whenever possible, students should use the transfer degree requirements to satisfy the admission requirements of the university to which they wish to transfer; the university's senior college, departmental, and/or program requirements; and course requirements for the baccalaureate degree. Additionally, a student with coursework from multiple institutions may need to contact the Campus Transfer Ombudsman\* at the transfer university for information regarding the applicability of non-RPCC coursework toward the intended university major.

Completion of a Louisiana Transfer degree does not guarantee that a student will have the grade-point average necessary for admission to the university, senior college, department program, etc., to which a student wishes to transfer. It is therefore essential that students find out these requirements\* as early as possible.

\*To identify the Campus Transfer Ombudsman (or designated contact person) or GPA requirements for the university for which you wish to transfer, visit the statewide articulation web site (under development). Links to each participating institution's web site can be found here, along with other helpful academic resources.

Successful completion of the Transfer Associate Degrees guarantees the following:

1. Admission to a 4-year public university (when students meet that university's standards.
2. Junior-level standing.
3. Completion of the general education requirement.
4. Transfer of all 60 non-developmental, degree hours (grades of "C" or better must be earned in each course).
5. Equal opportunity to compete with "native" university students for admission to limited-access programs.

The Transfer Associate Degrees do NOT guarantee:

1. Admission to every university or degree program: you must meet university-specific and degree-specific admission requirements (e.g., GPA, completion of specific courses, etc.).
2. That the courses taken for the transfer degree will meet specified course requirements of the major. Final authority for determining the applicability of a course to a degree program rest with the receiving institution (i.e., university to which the student plans to transfer).

### **GENERAL EDUCATION REQUIREMENTS**

### **39 CREDIT HOURS**

English Composition	6
Math/Analytical Reasoning	6
Fine Arts	3
Humanities	9
Natural Sciences	9
Social/Behavioral Sciences	6
<b>OTHER HOURS</b>	<b>21 CREDIT HOURS</b>

## GRADUATION

### GRADUATION CEREMONY

Once a year in May, RPCC holds a commencement ceremony to recognize students who have completed or expect to complete degrees during that academic year (fall through summer). Graduates and degree candidates are expected to attend the ceremony.

### APPLYING FOR GRADUATION

Students should apply for graduation according to the schedule below, preferably during the recommended application period. By applying during this recommended period, students can have their remaining degree requirements verified by the Director of Counseling Services before or during regular registration for the anticipated final semester.

<b>Anticipated Graduation Semester</b>	<b>Recommended Application Period</b>	<b>Application Deadline*</b>
December	February 1 through March 31	October 15
May	September 1 through October 15	March 15
July	September 1 through October 15	March 15

\*Students who apply after this deadline may miss having their names appear in the commencement ceremony program.

To begin the application process, students should log into their LoLA account. Students should then

click on "Applying for Graduation" found under "Student Records". Here, students will complete a graduation application. Upon receipt of the application, the Director of Counseling Services will review students' degree audits to verify eligibility for graduation. Students who are eligible to graduate will then be required to meet with the Director of Counseling Services for a review of remaining degree requirements.

**Note:** Students must be fully admitted to the College in order for the Director of Counseling Services to determine if a student is eligible to graduate from RPCC. In other words, students must submit official transcripts from all institutions attended to the Office of Admissions so that these documents can be reviewed and credits may be posted to the student's record. Once this has occurred, then the student's eligibility as a degree candidate may be determined.

### CATALOG YEAR THAT DETERMINES DEGREE REQUIREMENTS

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 for two consecutive regular semesters (i.e., fall and spring). A student whose enrollment is interrupted for two or more consecutive regular semesters may choose no catalog early than the one in force at the time of re-entry. Students may also choose to move into a newer catalog year if desired. The College 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, the College shall make the final determination as to whether or not degree requirements are met.

**Note:** Admission to River Parishes Community College does not guarantee admission to a student's program of choice. While most associate degree programs are open to all students, admission to the Associate of Science in Teaching degree program is not guaranteed. Students must apply and be accepted to this program. They may, however, begin taken courses for this curriculum prior to applying and being admitted.

### GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREES

1. In order to earn an associate's degree at RPCC, students must complete the general degree requirements listed below.
2. Students must be fully admitted to RPCC as a regularly enrolled student.
3. By the degree conferral date, students must have successfully completed all requirements for the degree(s) being pursued.
4. Students must earn the credit hours for their degree programs by completing all required

courses. Grades of "C" or better must be earned in all courses required for the Associate of Arts/Louisiana Transfer, the Associate of Science/Louisiana Transfer, and the Associate of Science in Teaching degrees. Students completing the Associate of General Studies degree must earn grades of "C" or better in all general education English and math courses and all concentration courses.

5. Students completing the Associate of Arts/Louisiana Transfer, the Associate of Science/Louisiana Transfer, or the Associate of General Studies degree must have a 2.00 RPCC and a 2.00 adjusted cumulative grade-point average at the time of graduation. Students completing the Associate of Science in Teaching must have a 2.00 RPCC and a 2.50 adjusted cumulative grade-point average. 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 or major. Students are responsible for obtaining and understanding information about admission into other institutions and their programs.
6. To satisfy RPCC's residency requirement, students must complete 25 percent of the coursework for each degree at RPCC. Additionally, the last 12 hours of the coursework must be completed in residence at RPCC.

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

### GRADUATION COSTS

All degree candidates will pay a \$20 graduation fee (price subject to change) that covers the cost of the student's diploma and diploma cover. Students earning two degrees or a second degree will be billed \$20 for each degree. Additionally, students attending the commencement ceremony will need to purchase a cap and gown, the cost of which is separate from the \$20 graduation fee. The cap and gown price is set each year by the vendor selected by the College.

**Note:** Any money owed to the College must be paid before students can receive their diplomas and transcripts verifying graduation. Also, students who have holds on their accounts must have these cleared in order to receive diplomas and transcripts.

### GRADUATING WITH HONORS

Students who have a final Cumulative/ Overall GPA of 3.50 to 3.79 will graduate with Dean's Honor. Those who have a final Cumulative/ Overall GPA of 3.80 and higher will graduate with Chancellor's

Honor. These recognitions are noted on student's diplomas and transcripts.

### COMPLETING A SECOND DEGREE

Students who have already earned one associate's 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 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. For more information, contact the Office of Counseling Services (225-743-8500).

### EARNING DUAL DEGREES

Students may elect to earn two associate's 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 hours beyond those required for the degree with the fewest hours.

Some degree programs offer multiple concentrations. For these programs, the degree may be earned only once with one concentration. For more information, contact the Office of Counseling Services (225-743-8500).

### DEGREE ONLY STATUS

Students registered as "degree only" have completed all degree requirements and will graduate at the conclusion of the current semester. They are not, however, enrolled in any classes at RPCC during that final semester because all coursework has already been completed. To register "degree only," students must seek approval from the Director of Counseling Services. Once registered this way, students will receive a fee bill for graduation costs and any unpaid balances (if there are any).

### CERTIFICATE OF GENERAL STUDIES

The Certificate of General Studies will automatically be awarded to those students who are identified as having successfully completed the certificate requirements. Students who transfer to RPCC and wish to earn the certificate should contact the Director of Counseling Services.

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:

1. Be fully admitted to RPCC as a regularly enrolled student.
2. Successfully complete all certificate requirements by the certificate conferral date.
3. Have grades of "C" or better in all non-elective courses required for the certificate.
4. Have a 2.00 unadjusted cumulative grade-point average at the time of certificate completion.
5. Complete the final 9 hours of the certificate in residence at RPCC.

# RPCC STUDENT HANDBOOK

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

## HONOR CODE

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

## RELEASE OF STUDENT INFORMATION

River Parishes Community College is in compliance with the Family Rights and Privacy Act of 1974 (P.L. 93-380) as amended by the P.L. 95-568. Only persons who have a legal right in accordance with the law to access this information will be allowed to review such records. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with regulations governing students' records. Parents of students may NOT have access to personally identifiable student records without the uncoerced written consent of the student.

## ACCESS TO AND REVIEW OF STUDENT RECORDS

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

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

believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or security or law enforcement personnel); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The College may also disclose records to officials of licensure/ certification agencies. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by River Parishes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605
5. The College may release directory type information: name, home address, telephone number, email address, date and place of birth, dates of attendance, enrollment status, grade level, participation in officially recognized activities, awards & honors received, degrees awarded, the most recent previous educational agency or institution attended, and photograph (for

public relations purposes only). Under the provisions of FERPA students have the right to withhold disclosure of such directory information. Students who wish that their directory information not be released must submit a "Request for Non-Disclosure of Directory Information" form to the Office of the Registrar. This form is available in the Office of Student Services. The authorization is valid until a written request to rescind is received by the Office of the Registrar.

### STUDENT RIGHT TO PRIVACY

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

### STUDENT RIGHTS AND RESPONSIBILITIES

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

#### *Specific Rights of Students*

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

1. The right to participate in academic, co-curricular, and extracurricular activities and benefits of the College, free from all legal discrimination on the grounds of race, color, religion, sex, national origin, age, handicap, marital status, or veteran status.
2. The right to the opportunity for a quality education.
3. The right to know the College's regulations, rules, and policies by which students are governed.
4. The right to a formal appeals procedure by which reconsideration of an action by the College through one of its employees, which adversely affected a student, may be requested.
5. The right to utilize the appeal procedure without fear of coercion, harassment, intimidation, or reprisal for the act of making the appeal.
6. The right of substantive and procedural due process in all student disciplinary procedures.
7. The right to advocate, through reasonable and lawful means, changes in College regulations, rules, and policies.
8. The right to reasonable participation in the formation of College policies.

9. The rights to organize, join, and participate in recognized campus organizations.
10. The right to publish and distribute on campus written materials protected by the First Amendment without prior approval of the contents of the material.
11. The right to use College facilities, subject to reasonable rules and regulations governing the time, place, and manner of such use.
12. The right to invite and hear any speaker chosen by students, subject to reasonable rules and procedures established for the orderly scheduling of facilities and for making adequate preparation for the event.
13. The right of confidentiality of all official student educational, medical, and psychiatric records.

### *Responsibilities of Students*

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

1. To conduct themselves in a manner consistent with generally accepted standards of conduct as embodied in federal, state, and local laws.
2. To conduct themselves in a manner that contributes to the creation and maintenance of an environment conducive to the broad educational mission of the College.
3. To know and comply with regulations, rules, policies, and requirements established by the College.
4. To respect the rights and freedoms of others and to conduct themselves in such a way as not to violate the rights and freedoms of other members of the College community and its guests.
5. To respect the opportunity of membership in campus organizations and to observe all College rules and regulations governing membership in the operation of such organizations.
6. To use College property and facilities in accordance with College regulations and policies and to make every effort to use these facilities in such a way as to not damage or impair their usefulness to other current and future students.

## STUDENT COMPLAINT AND DUE PROCESS PROCEDURES

### Student Complaints and/or Concerns Policy Statement

River Parishes Community College is committed to providing an environment that is supportive of student achievement. Administrative, Academic, and Student Services share responsibility in the provision of all programs and services. Any student who has a concern or complaint about institutional policies, procedures, or practice is encouraged to follow the appropriate Student Complaint Procedures described below.

In order to maintain confidentiality, documents pertaining to complaints or concerns will not be placed in a student's academic file. Such documents will be retained in a separate file accessible only to authorized personnel of the College. There will be no discrimination or retaliation as a result of a student's exercise of his/her rights under this procedure.

### Student Complaints Regarding Accreditation

Complaints regarding accreditation may be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone: 404.679.4500 ([www.sacscoc.org](http://www.sacscoc.org)).

### Informal Procedure for Grievances

A sincere attempt shall be made to resolve any grievance by scheduling a meeting between the grievant and the appropriate College personnel. Students who have an informal concern/complaint should submit an Informal Student Concern/Complaint Form located in the Office of Student Services. If the grievance involves discrimination on the basis of sex, race, or handicap, then the grievant shall go to the coordinator for Title IX, Title VI, and Section 504 for an oral discussion of the grievance. If the grievance involves a student and instructor, an oral discussion shall be arranged between the student and instructor. If this informal procedure offers no solution, then the student shall request and receive an appointment with the appropriate departmental personnel. If the matter is still not resolved, then the student shall follow the procedures for formal non-academic or formal academic complaints outlined below.

### Formal Non-academic Student Complaint Procedure

River Parishes Community College encourages all members of the college community to resolve disputes informally through discussion among those individuals concerned with the issue. In the

unusual case where this process fails to bring about a satisfactory resolution, the student should submit the Formal Student Concern/Complaint Form and submit to the Vice Chancellor of Students and Enrollment Management. Formal Student Concern/Complaint Forms may be obtained through the Office of Student Services.

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

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

The Vice Chancellor of Students and Enrollment Management will give consideration to all written submissions of complaint or concern and will review and respond to the complaint within ten business days of receipt. The written statement of complaint and all documents submitted will be utilized in the review process to reach a determination. In cases where insufficient documentation is provided, the student will be contacted to provide additional supporting documentation and/or schedule a face-to-face meeting to gather additional information to aid in the decision process. The student will receive written notification of the decision within ten business days from the initial receipt of the formal complaint. Students who wish to appeal this decision must do so within 30 days of receipt of the administrative decision and may submit the appeal to the General Appeal Committee for hearing and final decision.

### ***Formal Academic Complaint Procedure***

The student who feels that he or she has an academic complaint should first discuss the problem with the faculty member involved. If, following discussion with the faculty member does not resolve the concern, the student should submit a Formal Student Concern/Complaint form located in the Office of Student Services.

In preparing a written complaint, the student should:

1. Identify the exact nature of the complaint
2. Identify the name of the witnesses or persons who have knowledge of the complaint
3. Submit any available written documentation or evidence that is relative to the complaint

The Vice Chancellor of Instruction will provide the student notification of a decision within 10 days of receipt of the formal complaint and render a decision. Students who wish to appeal this decision must do so within 30 days of receipt of the administrative decision and may submit the appeal to the General Appeal Committee for hearing and final decision.

### **Final Grade Appeal Procedures**

*(Only final grades may be appealed)*

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

The procedure for a final grade appeal is outlined below:

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

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

2. The Vice Chancellor of Instruction will appoint a Hearing Committee, and serve as the non-voting chairperson of that committee. The rest of the committee will be comprised of three faculty members, one student, and one Student Services representative. The committee members are not to be approached by the student or faculty member before, during or after the proceedings concerning the appeal.
3. The Hearing Committee will meet and render a decision within ten working days following the submission of a written appeal.
4. The Vice Chancellor of Instruction will provide the chairperson of the Hearing Committee, committee members and the course faculty member with copies of the appeal.
5. The chairperson of the Hearing committee will request from the faculty member any materials deemed necessary to arrive at a resolution of the appeal.
6. The chairperson will supply the committee members with copies of pertinent information (i.e., student's appeal letter and pertinent documentation relating to the appeal.)
7. The chairperson will call a meeting of the Hearing Committee and notify the student and course faculty of the date and time of the meeting.
8. The Hearing Committee may call the student and/or faculty member to answer questions. The

student and/or faculty member have the right to appear individually before the committee if they so desire.

9. The student submitting the appeal may bring an observer for his/her meeting with the Hearing Committee. However, the observer will not be allowed to participate in the proceedings.
10. The committee will meet in executive session to review the grade appeal, supporting documentation and input from student and faculty. This information will be utilized to arrive at the decision.
11. The Vice Chancellor of Instruction will communicate the decision to the student and faculty member in writing. If the action of the committee results in a change of grade, the faculty member will complete the appropriate form and submit to the Registrar.
12. The decision may be appealed to the Chancellor of the College for a review of the appeals process.

### *Due Process Rights, Misconduct*

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

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

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

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

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

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

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

1. Notice: A student charged with violating this policy shall be notified in writing.
2. Procedures: The student shall be informed orally or in writing of the hearing process.
3. Hearing: The student shall have the opportunity to be heard in person before a decision is made.
4. Evidence: The student will be provided with the documentation of the event. The student will be allowed to present evidence in his/her own behalf.
5. Witnesses: The student may have up to three character witnesses to speak on his/her behalf. Attorneys or any other spokesperson are not allowed to represent individuals at the proceedings.

6. Advisor: The student may request a River Parishes Community College faculty member or student to attend the hearing in an advisory role.
7. Written Decision: The student is given a written description of the proceedings and may appeal the decision.

### PROCEDURE FOR APPOINTMENT OF A FACULTY-STUDENT HEARING COMMITTEE

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

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

### *The Hearing Process*

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

1. The Chairperson shall read the written information pertaining to the alleged violation and any other documentation that may have been submitted.
2. The Chairperson shall inform the student of his/her rights.
3. Only those individuals who have knowledge relevant to the alleged violation shall be called to serve as witnesses and testify at the hearing.
4. The members of the committee shall conduct the hearing and shall ask all questions.
5. The members of the committee may inquire of the student and any other party present such additional information pertinent to the alleged violation.
6. The members of the committee reserve the right to call or question any person.
7. The committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing.
8. The hearing and all information obtained by the Hearing Committee shall be strictly confidential.
9. The committee shall deliberate to consider the evidence and its decision in private. The Chairperson will notify the student of the committee's decision in writing within three (3) school days (excluding weekends and holidays) of the completion of the hearing.
10. Each voting member of the committee is entitled to one vote. All decisions shall be by simple majority vote.

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

## TESTING POLICY

### Administration of Entrance Placement Examinations

In the administration of all examinations, the test-takers and the College have rights, responsibilities and duties.

Test-takers have a responsibility to:

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

Test-takers have a right to:

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

The College has a duty to:

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

## EMERGENCY CLOSURE PLAN

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

1. Making the Decision

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

### 2. Communicating the Decision

RPCC has initiated an emergency notification system with **FirstCall** to ensure that the campus community receives alerts within minutes of an accident or urgent announcement. In the event of an emergency, **FirstCall** will notify students and staff in the following ways, giving specific instructions on the current event: cell or home phone, text message, and email. Students should register at <https://alertregistration.com/rpcc>.

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.*

## FRESHMAN ORIENTATION AND ADVISING PROGRAM

The purpose of the Freshman Orientation and Advising Program is to provide first-semester freshmen with the tools and resources needed to have a successful collegiate experience.

Upon being admitted to the College, students will then call the Office of Student Services to register for a Freshman Advising Session. During this advising session, students will schedule courses for the upcoming semester.

## SECURITY

### *Campus Security*

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

- Walk with friends in lighted areas.
- Know building evacuation procedures in case of emergency.

- Know how to contact security department or local authorities.
- Take reasonable actions to protect self and property.

## RPCC Campus Crime Statistics

Crime	2007	2008	2009	2010	2011	2012	2013	2014	2015
Murder	0	0	0	0	0	0	0	0	0
Forcible Rape/ Sexual Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	1
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary- Breaking/Entering	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Larceny - Theft	0	0	2	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

## REGULATIONS GOVERNING STUDENT BEHAVIOR

### *Academic Honesty and Integrity*

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

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

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

### ***Campus and Classroom Behavior***

1. Students are expected to demonstrate respect for the rights and property of other individuals on campus and in the classroom.
2. Disruptive behavior will not be tolerated.
3. Drinking and eating in the classroom is not allowed.
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-free institution. The use of any tobacco products, including electronic cigarettes and smokeless tobacco products, is prohibited anywhere on campus at all times. 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 College property. Confirmed abuse of property shall result in civil and/or disciplinary action.

### ***Facilities Use***

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

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

### ***Parking***

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

## DRUG AND ALCOHOL POLICY

This policy will apply to all College students.

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

## Legal Sanctions

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

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

## CONVICTION OF A FELONY

Students convicted of committing a felony while enrolled at RPCC College are subject to

disciplinary action up to and including dismissal.

### **WEAPONS 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 the College administration office. On campus: Recognized college organizations must obtain clearance for on campus sales from the Vice Chancellor of Students office when scheduling their events at the office. In general, no off-campus merchants or organizations may set up displays or sell merchandise on campus. However, the Chancellor or Deans may make exceptions.

### **IDENTIFICATION CARDS**

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

### **CHILDREN OF STUDENTS**

For safety, children brought to the College must have adult supervision at all times. Children are not

allowed in the classroom. College personnel are not responsible for the supervision of children.

## SANCTIONS

### GENERAL MISCONDUCT

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

#### MISCONDUCT

1. A student may be formally charged with misconduct for violation of any of the "Regulations Governing Student Behavior." In cases of violations of academic integrity (academic honesty/dishonesty) or a student's failure to adhere to minimum professional standards, the faculty have the authority to assign a course grade of "F" to the student and/or may refer the case to the Faculty-Student Hearing Committee for action.
2. A student charged with misconduct will retain all college rights until due process is completed, unless there is evidence that the student:
  - a. has been convicted of a felony;
  - b. has been formally charged with the commission of a felony of such nature that the student's presence on campus is potentially dangerous to the health and safety of the college;
  - c. has engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the college, whether or not civil charges have been made or penalties imposed.

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

#### *Sanctions for Violation of Regulations*

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

#### *Reprimand*

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

#### *Loss of Privilege*

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

## **Restitution**

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

## **Probation**

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

## **Suspension**

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

## **Dismissal**

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

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

## **STUDENT ORGANIZATIONS**

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

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

### **PHI THETA KAPPA HONOR SOCIETY (PTK)**

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

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

### **THE GAMMA BETA PHI SOCIETY, INC.**

The Gamma Beta Phi Society, Inc. is an honor service organization for students in colleges and universities in the United States. Students invited into membership in The Gamma Beta Phi Society must be committed to excellence in education, to good character, and to service. The student must be enrolled in a program leading to an associate degree, must have completed at least twelve credit hours of college work and have a 3.0 cumulative grade point average.

Recognition and publicity are primary benefits of membership in an honor society. The Gamma Beta Phi Society is not just an honor society, and hence members enjoy the satisfaction of active participation in meaningful service projects and camaraderie with other honor students. Membership is completely transferable to any other college or university where a chapter exists.

### **THE RED WHEELBARROW**

The Red Wheelbarrow, RPCC's literary and humanities club, actively recruits students and faculty participants in humanities-centered activities. Such activities include literary readings; movie viewings and discussions; book discussions; and presentations and discussions on philosophical, theological, historical, cultural, political, and/or artistic issues. The organization also collaborates with appropriate personnel in library services to host events related to literary celebrations, such as banned Books Week and National Poetry Month.

### **ROTARACT CLUB**

Rotaract is a Rotary-sponsored service club for young men and women ages 18 to 30. Rotaract clubs are either community or university based, and they're sponsored by a local Rotary club. This makes them true "partners in service" and key members of the family of Rotary.

### **GLOBAL CITIZENSHIP CLUB AWARENESS STUDENT CLUB**

The general purpose of this organization shall be to provide students with the opportunity to understand what Global Citizenship is.

- Prepare students to be informed citizens locally and globally about issues facing the world.

- Enhance students' ability to work in a multicultural environment.
- Prepare Globally Competent Students
- Demonstrate knowledge of other cultures
- Communicate with people using different languages in a variety of modalities including speech, philosophy, and material resources.
- Seek out opportunities for intercultural/international activities

The organization further shall seek to collaborate with appropriate agencies to host events related to cultural diversity and invite guest speakers to campus. Students, thus, will so as to create a greater sense of involvement and connection within our campus community and create a discussion forum for Global issues.

### SCIENCE CLUB

The general purpose of this organization is to:

- Promote STEM disciplines.
- Conduct student workshops and bring guest speakers to RPCC Campus to talk about STEM disciplines.
- Faculty Teaching STEM will contribute their expertise to display projects in STEM areas.
- Hold career fairs in STEM discipline.

### TOBACCO - FREE LEARNING CLUB (TFLC)

Tobacco - Free Learning Club (TFLC) is a club formed for students to engage in community organizing, community planning, health education and promotion, coalition building policies and tobacco prevention activities at RPCC and in the surrounding communities.

### 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.

### AMERICAN WELDING SOCIETY (AWS)

This is a nationally recognized organization through the AWS. We receive membership in the Welding Department each Semester. This organization is in conjunction with the AWS Baton Rouge Section. We hold monthly meetings here on campus, attend monthly meetings with the Baton Rouge Section, receive discounted Membership fees, attend regional section meeting. (All of which are presentation & discussions on a variety of welding topics), and have guest speakers to do a presentation to the class here on campus once a month. These aid & provide professional development for students as well as students meeting potential employers each month. Also, it supports and encourage completion of our welding Program, offers Student scholarships, introduces students to future opportunities the in the Welding field such as Welding Inspection.

## Course Descriptions

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### **ACCT 2010 - Financial Accounting**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Online, LCTCS Online

Business Division

Business Department

### **ACCT 2020 - Managerial Accounting**

Principles and methods of accounting primarily concerned with data gathering and presentation for purposes of internal management evaluation and decision making.

**PREREQUISITES:** ACCT 2010

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Online, Web, LCTCS Online

Business Division  
Business Department

### **ACCT 2210 - Intermediate Accounting**

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

3.000 Credit hours  
3.000 Lecture hours  
0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Business Division  
Business Department

### **ACCT 2413 – Computerized Accounting**

This course covers the application of a computerized accounting package (QuickBooks®). It includes setting up the accounting system, recording transactions, monthly closing activities, and preparing financial statements.

PREREQUISITES: ACCT 2010 and CSCI 1010

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Business Division  
Business Department

### **ANTH 1003 - Intro to Cult & Social Anthropol**

CREDIT: 3 Diversity of human cultures; nature of culture, social organization, subsistence patterns, economics, law, politics, religion, language, and other institutions of culture viewed in cross-cultural perspective.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Anthropology Division

Anthropology Department

### **ARTS 1010 - Introduction to Visual Arts**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Independent Study, Lecture, Combined Lecture/Lab, Web, LCTCS Online

Arts Division

Art Department

### **ARTS 1100 - Art Appreciation**

This is an art appreciation course designed for non-art majors. It introduces students to the visual arts within the context of history with an emphasis on critical thinking about images from art and photography in order to experience heightened enjoyment and understanding and appreciation of our cultural heritage. Three hours of lectures illustrated with slides, video, and class discussion per week.

Course may be taken more than once as topics may vary.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Independent Study, Lecture, Combined Lecture/Lab, Web

Arts Division

Art Department

### **ARTS 2000 - Intro to Computer Images**

This course is an introduction to the computer as a tool for the visual arts. The course selects from a variety of imaging software including Photoshop and requires no computer experience. \$25 lab fee applied.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Independent Study, Lecture, Combined Lecture/Lab, Web

Arts Division

Art Department

### **ARTS 2010 - Introduction to Digital Media**

CREDIT: 3 This course is designed for individuals who would like to learn about graphics for the Web and Internet development. The course will include digital media design, graphic design software, and animation tools. The emphasis is on both design and development of graphical and interactive/navigational elements, along with interactivity for Web development. \$25 lab fee applied.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Online

Arts Division  
Art Department

### **ARTS 2100 - Basic Drawing**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Online

Arts Division  
Art Department

### **ARTS 2510 - Art History Survey I**

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: ARTS 1010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Arts Division  
Art Department

### **ARTS 2520 - Art History Survey II**

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 ARTS

1010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Arts Division

Art Department

### **ARTS 2610 - Modern Art**

CREDIT: 3 An examination and survey of European-American visual art from its beginnings in the late 19th century through the 20th century and into the present. Three hours of lectures illustrated with slides, video, and class discussion per week. PREREQUISITE: ARTS 1010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Arts Division

Art Department

### **BIOL 1010 - General Biology I**

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

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

All Sections for this Course

Science and Mathematics Division  
Biology Department

### **BIOL 1010L - General Biology Lab I**

**CREDIT:** 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.

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web, LCTCS Online

Science and Mathematics Division  
Biology Department

### **BIOL 1020 - General Biology II**

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

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division  
Biology Department

### **BIOL 1020L - General Biology Lab II**

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

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, [Laboratory](#), Web

Science and Mathematics Division

Biology Department

### **BIOL 1201 - Principles of Biology I**

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.

COREQUISITE: BIOL 1203 RECOMMENDED BUT NOT REQUIRED

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division

Biology Department

### **BIOL 1202 - Principles of Biology II**

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

COREQUISITE: BIOL 1204 RECOMMENDED BUT NOT REQUIRED

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division  
Biology Department

### **BIOL 1203 - Principles of Biology Lab I**

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

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division  
Biology Department

### **BIOL 1204 - Principles of Biology Lab II**

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

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division  
Biology Department

### **BIOL 2110 - General Microbiology**

A basic study of microorganisms with emphasis on those of medical significance and their role in public health and infectious disease. PREREQUISITES: BIOL 1201

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division  
Biology Department

### **BIOL 2110L - General Microbiology Lab**

CREDIT: 1 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

1.000 Credit hours

1.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division  
Biology Department

### **BIOL 2300 - General Ecology**

This course is an introduction to ecology, principles of ecology with applications to environmental issues and discussion of major terrestrial/aquatic ecosystems.

PREREQUISITES:BIOL 1201

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division  
Biology Department

### **BIOL 2500 - Human Anatomy & Physiology I**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web  
All Sections for this Course

Science and Mathematics Division  
Biology Department

### **BIOL 2500L - Human Anatomy & Physiology Lab**

CREDIT: 1 A laboratory course to accompany BIOL 2500 using specimens, models and instruments to investigate the structure and function of the human body.

PREREQUISITES: CONCURRENT ENROLLMENT IN OR COMPLETION OF BIOL 2500

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division  
Biology Department

### **BIOL 2510 - Human Anatomy & Physiology II**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division  
Biology Department

### **BIOL 2510L - Human Anatomy & Phys Lab II**

CREDIT: 1 A laboratory course to accompany BIOL 2510 using specimens, models and instruments to investigate the structure and function of the human body.

PREREQUISITES: CONCURRENT ENROLLMENT OR PRIOR COMPLETION OF BIOL 2510

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division

Biology Department

### **BIOL 2600 - Fundamentals of Human Nutritio**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division

Biology Department

### **BIOL 2830 - Intro to Marine Biology**

The diversity of marine organisms, their interactions and their environments.

PREREQUISITES: BIOL 1200 AND BIOL 1210

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division

Biology Department

### **BUSN 1100 - Introduction to Business**

A study of American business firms, organizational structures, practices and principles. Organizational systems and terminology will be included.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, [Web](#), LCTCS Online

Business Division

Business Department

### **BUSN 1310 - Human Resource Management**

A study of personnel issues to include job classification, compensation, benefits, discipline and training.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Business Division

Business Department

### **BUSN 1330 - Personal Finance**

A study of personal and family finances as well as personal money management. Topics will include budgets, savings, borrowing, taxes, insurance and estate planning.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Business Division

Business Department

### **BUSN 2000 - Principles of Marketing**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Business Division

Business Department

### **BUSN 2200 - Legal Environment of Business**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Business Division

Business Department

### **BUSN 2220 - Small Business Management**

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.

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Business Division  
Business Department

### **CHEM 1010 - Chemistry I**

Nomenclature. Atomic and molecular structure. Chemical equations and stoichiometry; gas laws; bonding. Quantitative problem solving. Introduction to periodicity, energy relationships, and solutions. PREREQUISITE: ELIGIBILITY FOR MATH 1100. COREQUISITES: CHEM 1010L RECOMMENDED BUT NOT REQUIRED.  
3.000 Credit hours  
3.000 Lecture hours  
0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Online, Web

Science and Mathematics Division  
Chemistry Department

### **CHEM 1010L - Chemistry Laboratory I**

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  
1.000 Credit hours  
1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division  
Chemistry Department

### **CHEM 1020 - Chemistry II**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division  
Chemistry Department

### **CHEM 1020L - Chemistry Laboratory II**

Safety; basic; laboratory techniques related to topics in Chemistry II.

COREQUISITES: CHEM 1020

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division  
Chemistry Department

### **CHEM 2210 - Organic Chemistry I**

Nomenclature, chemical reactions, synthesis, functional groups, structure/ property relationships, stereochemistry, spectroscopy, and mechanistic theory.

PREREQUISITE: CHEM 1020 COREQUISITE: CHEM 2210L RECOMMENDED BUT NOT REQUIRED

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Lecture, Web

Science and Mathematics Division  
Chemistry Department

### **CHEM 2210L - Organic Chemistry Lab I**

Safety; basic laboratory techniques related to the topics in Organic Chemistry I.

PREREQUISITE: CHEM 1020 COREQUISITE OR PREREQUISITE: CHEM 2210

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division  
Chemistry Department

### **CHEM 2220 - Organic Chemistry II**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division  
Chemistry Department

### **CHEM 2220L - Organic Chemistry Lab II**

Safety; basic laboratory techniques related to the topics in Organic Chemistry II.

PREREQUISITE: CHEM 2210, CHEM 2210L COREQUISITE OR PREREQUISITE: CHEM 2220

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division

Chemistry Department

### **CCSS 1100 - College/Career Success Skills**

This course provides an introduction to the college experience and academic resources and support services available at RPCC. Course topics may include goal-setting, note-taking, time management, career exploration, study skills, and problem solving.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

### **CADD 1100 - Intro Comp Aided Draft/Design**

Introduction to basic concepts and principles of CAD, covering basic CAD commands. CO-REQUISITES: DRFT 1000 and CSCI 1010

5.000 Credit hours

3.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Laboratory, Lecture, Combined Lecture/Lab

Technical Division

Drafting & Design Department

### **CADD 1200 - Adv Comp Aided Drft & Design**

This course examines the dimensioning, blocks and attributes, section views, isometric drawings, multiview 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. PREREQUISITES: CADD 1100

5.000 Credit hours

3.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Laboratory, Lecture, Combined Lecture/Lab

Technical Division

Drafting & Design Department

### **CADD 1300 - 3-D CADD Concepts**

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 primitives 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. Pre-requisite: CADD 1200

4.000 Credit hours

2.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Laboratory, Lecture, Combined Lecture/Lab, Web

Drafting & Design Technology Division

Drafting & Design Department

### **CADD 1700 - Plant 3D and BIM**

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. Pre-

requisites: CADD 1300

5.000 Credit hours

3.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Laboratory, Lecture, Combined Lecture/Lab

Drafting & Design Technology Division

Drafting & Design Department

### **CSCI 1010 - Intro to Computer Technology**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Business Division

Computer Information Systems Department

### **CSCI 2010 - Software Applications I**

This course is an in-depth study of current software applications such as MS Word, Excel, Access and PowerPoint.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Business Division  
Computer Information Systems Department

### **CORE 1003 - Core Industry Safety**

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. CO-Requisite: INST 1010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Industrial Instrumentation Department

### **CRJU 1010 - Intro to Criminal Justice**

CREDIT: 3 This course studies criminal justice system the historical development of criminal justice. It contains an overview of the functions and responsibilities of law enforcement, the judiciary and corrections.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Social and Behavioral Science Division  
Criminal Justice Department

### **CRJU 2010 - Intro to Police, Crts, and Cor**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division

Criminal Justice Department

### **CRJU 2020 - The American Judicial Process**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division

Criminal Justice Department

### **CRJU 2040 - Contemporary Law Enforcement**

This course involves an examination and discussion of selected topics dealing with contemporary problems affecting law enforcement. **PREREQUISITE:** CRJU 1010 OR CRJU 2010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Social and Behavioral Science Division  
Criminal Justice Department

### **CRJU 2050 - The Corrections Process**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division  
Criminal Justice Department

### **CRJU 2310 - Criminal Law**

This course is general approach to laws relating to crimes and offenses and the punishment of their violation. PREREQUISITE: CRJU 1010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division  
Criminal Justice Department

### **CSRV 1000 - Customer Service**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division  
Business & Office Technology Department

### **DRFT 1000 - Fundamentals Drafting/Design**

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).

**PREREQUISITES:** None

4.000 Credit hours

2.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Combined Lecture/Lab

Technical Division  
Drafting & Design Department

### **DRFT 1300 - Introduction To Disciplines I**

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. **PREREQUISITES:** DRFT 1000, PRNT 1000 and CADD 1200

4.000 Credit hours

3.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Combined Lecture/Lab

Technical Division  
Drafting & Design Department

### **DRFT 1500 - Advanced Drafting & Discipline**

This "Capstone" course allows the student to choose a focus drafting discipline from which a project will be designed, documented and drafted. PREREQUISITES:

DRFT 1300

4.000 Credit hours

1.000 Lecture hours

3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Combined Lecture/Lab

Technical Division

Drafting & Design Department

### **DRFT 2999 - Cooperative Education**

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. PRE-REQUISITES: CADD 1300 with a C or better and DRFT 1300 with a C or better.

3.000 Credit hours

3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Lecture, Web

Drafting & Design Technology Division

Drafting & Design Department

### **ECON 2010 - Macroeconomics**

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

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Business Division

Economics Department

### **ECON 2020 - Microeconomics**

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.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Business Division

Economics Department

### **ECON 2030 - Economic Principles**

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.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Business Division

Economics Department

### **ETRN 1112 - Fund of Electricity/Electronic**

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. Students who successfully complete this course will also earn credit for NCCER Modules 12201 - 12305. CO-REQUISITES: CORE 1003, INST 1010, INST 1011 PRE-REQUISITES: Must meet program entrance requirements.

4.000 Credit hours

1.000 Lecture hours

3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Industrial Instrumentation Department

### **ETRN 1212 - Fund of Semicond Circ/Transist**

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. Students who successfully complete this course will also earn credit for NCCER Module 12209. PRE-REQUISITES: CORE 1003, INST 1010, INST 1011, ETRN 1112.

4.000 Credit hours

1.000 Lecture hours

3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined

Lecture/Lab, Web

Technical Division

Industrial Instrumentation Department

### **ETRN 1420 - Digital Circuits**

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. PREREQUISITES: CORE 1003, INST 1010, 1011, ETRN 1112, 1212

3.000 Credit hours

1.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Industrial Instrumentation Department

### **ENGL 0098 - Developmental English I**

This course is designed as a foundation of basic writing skills that concentrates on well-constructed sentences and paragraphs. This course includes intensive practice in the fundamentals of grammar and mechanics. A grade of "C" or better must be earned for the student to have satisfactorily completed ENGL 0098 to meet the pre-requisite for ENGL 0099.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division  
English Department

### **ENGL 0099 - Developmental English II**

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. A grade of "C" or better must be earned for the student to have satisfactorily completed ENGL 0099 to meet the pre-requisite for an entry level college English course.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division  
English Department

### **ENGL 1010 - English Composition I**

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. PREREQUISITE: ENGL 0091WITH A "C" OR HIGHER

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Communication Division  
English Department

### **ENGL 1020 - English Composition II**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Communication Division

English Department

### **ENGL 1060 - Technical Writing**

The ability to communicate technical information - whether oral, visual, or written - is a skill that is essential for all successful professionals. This course is designed to prepare students to make effective presentations and documents by building an understanding of the context in which communication occurs, the ethical issues involved, the identities and needs of audiences, and the methods and strategies for organizing and presenting information.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture, Web, LCTCS Online

Communication Division

English Department

### **ENGL 2002 - Professional Writing**

This course prepares students to develop and write a wide variety of texts related to specialized fields, such as business, science, technology, education, and medicine. Texts will include summaries, paraphrases, reports, memos, letters, abstracts, proposals, and articles. PREREQUISITE: ENGL 1010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division  
English Department

### **ENGL 2100 - Introduction to Literature**

Introduction to various literary genres; includes critical analysis and writing about literature.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCS Online

Communication Division  
English Department

### **ENGL 2110 - Introduction to Fiction**

Introduction to fiction; includes critical analysis and writing about literature.

PREREQUISITES: ENGL 1020

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division  
English Department

### **ENGL 2150 - Intro to Poetry and/ or Drama**

Introduction to poetry and/ or drama; includes critical analysis and writing about poetry/drama PREREQUISITES: ENGL 1020

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division  
English Department

### **ENGL 2410 - World Literature**

A survey of world writers from the beginnings through the 1600s; includes literary analysis and writing about literature.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCS Online

Communication Division  
English Department

### **ENGL 2420 - World Literature II**

A survey of world writers from circa 1700 through the present day; includes literary analysis and writing about literature.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCS Online

Communication Division  
English Department

### **ENGL 2430 - Major World Writers**

A survey of significant world writers; includes literary analysis and writing about literature.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCS Online

Communication Division  
English Department

### **ENGL 2510 - British Literature I**

A survey of British writers from the beginning to the Romanic Era; includes literary analysis and writing about literature. PREREQUISITES: ENGL 1020

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Communication Division  
English Department

### **ENGL 2520 - British Literature II**

A survey of British writers from the Romantic Era through the present day; includes literary analysis and writing about literature PREREQUISITES: ENGL 1020

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Communication Division  
English Department

### **ENGL 2530 - Major British Writers**

A survey of significant British writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Communication Division

English Department

### **ENGL 2610 - American Literature I**

A survey of American writers from the beginning to the Civil War; includes literary analysis and writing about literature PREREQUISITES: ENGL 1020

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Communication Division

English Department

### **ENGL 2620 - American Literature II**

A survey of American writers from the Civil War through the present day; includes literary analysis and writing about literature. PREREQUISITES: ENGL 1020

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division

English Department

### **ENGL 2630 - Major American Writers**

A survey of significant American writers; includes literary analysis and writing about literature.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCS Online

Communication Division

English Department

### **ENGL 2700 - Intro. to African American Lit**

Introduction to African American literature; includes critical analysis and writing about literature.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCS Online

Communication Division

English Department

### **ENGL 2800 - Intro. to Women's Literature**

Introduction to literature by or about women; includes critical analysis and writing about literature.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCS Online

Communication Division

English Department

### **ENGL 2900 - Mythology or Folklore**

Introduction to mythology and/or folklore and its role in literature and culture.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web, LCTCS Online

Communication Division

English Department

### **GEOG 2010 - Introduction to Geography**

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.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division

Geography Department

### **GEOG 2030 - Cultural Geography**

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

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social and Behavioral Science Division

Geography Department

### **GEOG 2050 - Physical Geography**

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.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Social and Behavioral Science Division

Geography Department

### **GEOL 1001 - General Geology: Physical**

Earth materials and land forms; processes at work on and within the earth.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division

Physical Science Department

### **HNUR 1211 - Nursing Fundamentals**

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.

**PREREQUISITES:** A minimum score of 62 in Reading on Compass Test. Must meet program requirements. **CONCURRENCY:** HCOR 1212

4.000 Credit hours

3.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Practical Nursing Program Department

### **HNUR 1212 - Geriatric Clinical**

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:** Concurrent or successful completion of HNUR 1211.

1.000 Credit hours

0.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Lecture, Web

Technical Division

Nursing Department

### **HNUR 1270 - PN Perspectives**

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. PREREQUISITES: Acceptance into applicable program

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division

Practical Nursing Program Department

### **HNUR 1300 - Anatomy&Physiology Hlth Prov.**

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. PREREQUISITES: Acceptance into applicable program.

5.000 Credit hours

5.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division

Practical Nursing Program Department

### **HNUR 1320 - Nutritional Aspects**

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. PREREQUISITES:

Acceptance into applicable program

2.000 Credit hours

2.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division

Practical Nursing Program Department

### **HNUR 1361 - Basic Pharmacology**

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. PREREQUISITES: Acceptance into applicable program

3.000 Credit hours

2.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Practical Nursing Program Department

### **HNUR 1411 - Nursing Fundamentals II**

This course includes 30 hrs 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. Concurrent enrollment or successful completion of HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320 is also required.

3.000 Credit hours

2.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Practical Nursing Program Department

### **HNUR 1460 - Advanced Pharmacology**

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 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411 is also required.

2.000 Credit hours

2.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, [Lecture](#), Web

Technical Division

Practical Nursing Program Department

### **HNUR 2113 - Medical/Surgical I**

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. Concurrent enrollment or successful completion of HNUR 1411 is also required

8.000 Credit hours

5.000 Lecture hours

3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Nursing Department

### **HNUR 2123 - Medical Surgical II**

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. Concurrent enrollment or successful completion of HNUR 1460 is also required.

8.000 Credit hours  
5.000 Lecture hours  
3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Nursing Department

### **HNUR 2133 - Medical Surgical III**

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.

8.000 Credit hours  
5.000 Lecture hours  
3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Nursing Department

### **HNUR 2523 - Mental Illness/Psychiatric Nur**

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, and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

2.500 Credit hours

2.000 Lecture hours

0.500 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Practical Nursing Program Department

### **HNUR 2611 - IV Therapy**

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, and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411 and HNUR 2113 is also required. (Or) Current PN license (or eligibility) in state of Louisiana.

1.000 Credit hours

1.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Practical Nursing Program Department

### **HNUR 2713 - Obstetrics**

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, and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

2.500 Credit hours

2.000 Lecture hours

0.500 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Nursing Department

### **HNUR 2723 - Pediatrics**

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. **PREREQUISITES:** HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320 & HNUR 1361. Concurrent enrollment

or successful completion of HNUR 1411, and HNUR 2113 is also required.

2.500 Credit hours

2.000 Lecture hours

0.500 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Practical Nursing Program Department

### **HNUR 2813 - PN Leadership & Management**

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. Concurrent enrollment or successful completion of HNUR 1460 and HNUR 2133 is also required.

2.500 Credit hours

2.000 Lecture hours

0.500 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Practical Nursing Program Department

### **HEIT 1010 - Intro. to Health Info. Tech.**

Concepts of computer technology related to healthcare and tools and techniques for collecting, storing, and retrieving healthcare data.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture

Science and Mathematics Division

Health Science Department

### **HEIT 1030 - ICD-10 Coding I**

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. PRE-REQUISITE: BIOL 2500

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture, Online, Web

Science and Mathematics Division

Health Science Department

### **HEIT 1100 - ICD-10 Coding II**

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. PRE-REQUISITES: HEIT 1030 AND BIOL 2510

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division

Health Science Department

### **HEIT 1230 - CPT Coding**

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. PRE-REQUISITE: BIOL 2500 AND BIOL 2510

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Independent Study, Lecture, Web

Science and Mathematics Division

Health Science Department

### **HEIT 1250 - Healthcare Reimbursement**

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignments and comply with reimbursement and reporting requirements.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture

Science and Mathematics Division

Health Science Department

### **HEIT 2030 - Pathophysiology Pharmacology**

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. PRE-REQUISITES: BIOL 2500 AND HESC 1000

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture, Web

Science and Mathematics Division

Health Science Department

### **HEIT 2050 - Health Data Content/ Struc.**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Lecture, Web

Science and Mathematics Division

Health Science Department

### **HESC 1000 - Medical Terminology**

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.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division  
Health Science Department

### **HIST 1010 - History of Western Civ. I**

CREDIT: 3 A survey of the major civilizations of the world to 1500, with particular emphasis on the interactions among them and their influences on each other.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Social Science Division  
History Department

### **HIST 1020 - History of Western Civ. II**

CREDIT: 3 A survey of the major civilizations of the world from 1500 to the present, with particular emphasis on the interactions among them and their influences on each other.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS

Online

Social Science Division  
History Department

### **HIST 2010 - American History I**

CREDIT: 3 A survey of United States history from the period of colonial origins to 1865.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS  
Online

Social Science Division  
History Department

### **HIST 2020 - American History II**

CREDIT: 3 A survey of United States history from 1865 to the present.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS  
Online

Social Science Division  
History Department

### **ISYS 1440 - Word Processing**

This course provides hands-on experience of word processing techniques and functions with emphasis on features and commands using a current version of word processing software. PREREQUISITES: CPTR 1002

3.000 Credit hours  
2.000 Lecture hours  
1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Business & Office Technology Department

### **ISYS 1650 - Desktop Publishing**

This course includes basic concepts in creating documents containing graphics and text. Current versions of popular word processing/graphics software is incorporated. PREREQUISITES: ISYS 1440

3.000 Credit hours  
2.000 Lecture hours  
1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Business & Office Technology Department

### **INST 1010 - Intro to Instrumentation**

An introduction to hand and power tools used in instrumentation, electrical safety and systems for instrumentation and metallurgy for instrumentation. Students successfully completing all parts of this course will receive NCCER credit for modules 12115, 12114, 12119, 12107, 12304, 12116. CO-REQUISITE: CORE 1003

2.000 Credit hours  
1.000 Lecture hours  
1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Industrial Instrumentation Department

### **INST 1011 - Electrical Sys & Equip**

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. Students successfully completing all parts of this course will receive NCCER credit for modules 12106, 12108, 12109, 12111, 12113, 12117. CO-REQUISTE: CORE 1003  
PRE-REQUISITE: INST 1010

2.000 Credit hours

1.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Industrial Instrumentation Department

### **INST 1330 - Pressure and Level Measurement**

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. Students who successfully complete this course will also earn credit for NCCER Modules 12203, 12210, 12212, 12404-12405. PREREQUISITES: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635.

3.000 Credit hours

1.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Combined Lecture/Lab, Web

Industrial Instrument Tech Division  
Industrial Instrumentation Department

### **INST 1425 - Flow & Final Control Elements**

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. Students who successfully complete this course will also earn credit for NCCER Modules 12207 and 12213. Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330.

3.000 Credit hours

1.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Industrial Instrument Tech Division  
Industrial Instrumentation Department

### **INST 2420 - Industrial Control Systems**

Course instruction includes the principles of operation, maintenance, troubleshooting, and repair of pneumatic, 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 control systems will be covered. Students will be introduced to various distributed control systems including the use of field bus and tuning methods in control systems. Students who successfully complete this course will also earn credit for NCCER Modules 12301-12308, 12407. Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425, 2732, 2741

4.000 Credit hours

3.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Industrial Instrument Tech Division

Industrial Instrumentation Department

### **INST 2635 - Motor Cntrls & Var Speed Drive**

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. Students who successfully complete this course will also earn credit for NCCER Modules 12202 and 12208.

Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820

3.000 Credit hours

1.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Industrial Instrument Tech Division

Industrial Instrumentation Department

### **INST 2732 - Temp & Analytical Measurement**

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. Students who successfully complete this course will also earn credit for NCCER Modules 12211, 12307-12308,

12408. Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425.

3.000 Credit hours

1.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Industrial Instrument Tech Division

Industrial Instrumentation Department

### **INST 2735 - Vibrational Analysis**

The student will evaluate, troubleshoot and repair instrumentation designed to protect plant operation machinery through vibration analysis. An understanding of vibration waveform data and possible causes of any abnormalities will be covered. Lab work will reinforce concepts taught within the classroom setting. Prerequisites:

CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425, 2732, 2741, 2420

3.000 Credit hours

1.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Industrial Instrument Tech Division

Industrial Instrumentation Department

### **INST 2741 - Programmable Logic Controllers**

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. Students who successfully complete this course will also earn credit for NCCER Module 12406. Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425,

2732

4.000 Credit hours

2.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Industrial Instrumentation Department

### **INST 2820 - Principles of Process Controls**

This course covers the concepts of automatic process control. Process characteristics and control applications will be presented, along with annunciator/shutdown systems and the concepts of Proportional, Integral, and Derivative control modules, loop tuning, and documentation. **PREREQUISITES:** Must be admitted into Industrial Instrumentation Technology Program.

3.000 Credit hours

2.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division

Industrial Instrumentation Department

### **INST 2999 - Internship**

This internship is a cooperative venture between the Industrial Instrumentation Industry and River Parishes Community College which involves on-the-job experiences with a minimum of 135 hours. If the student is selected for plant internship, he/she will be evaluated on all required performance measures as set forth by the plant internship objectives, and will be evaluated by plant personnel where the internship takes place. Students will have an exit interview with the Instrumentation instructor before the plant internship class is considered complete.

**PREREQUISITES:** : Completion of all General Education courses and first year Instrumentation courses which include, ETRN 1120, 1130, 1210, 1220 and 1420, INST 2620 and INST 2820. Student must maintain a 2.5 GPA and must be recommended by the instructor for internship placement. Students seeking an AAS degree are eligible for an internship. If no outside internship is available, students will complete an internal internship program.

3.000 Credit hours

3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Laboratory

Technical Division

Industrial Instrumentation Department

### **JOBS 2450 - Job Seeking Skills**

This course is required of all Technical Diploma and Associate Degree students and should be taken during their last semester of enrollment prior to completion of diploma/degree requirements. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling resume's, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

2.000 Credit hours

2.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Hybrid 50% or more, Independent Study, Lecture, Web

Technical Studies Division

Technical Education Department

### **LISR 1000 - Info Lit: Research, Strat, Res**

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.

1.000 Credit hours

1.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Arts and Humanities Division

Humanities Department

### **MGMT 2010 - Principles of Management**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Business Division

Business Department

### **MCOM 2000 - Introduction to Mass Media**

This course introduces students to the mass communication process within American society. Topics include development, structure, function, and the cultural impact of mass media.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division

Mass Communication Department

### **MATH 0098 - Algebra Foundations I**

This course is designed as a foundation of algebraic concepts for students with limited algebraic background, but who possess a foundation in arithmetic. The major topics include algebraic expressions, solving equations, solving inequalities, exponents, polynomials, graphs and equations of lines, functions and systems of linear equations. PREREQUISITES - NONE

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Lecture

Science and Mathematics Division

Mathematics Department

### **MATH 0099 - Algebra Foundations II**

This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra before 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. PREREQUISITES- MATH 0098 WITH A "C" OR HIGHER

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Lecture

All Sections for this Course

Science and Mathematics Division  
Mathematics Department

### **MATH 1100 - College Algebra**

Quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations. Credit will not be given for both MATH 1100 and MATH 1200. PREREQUISITES: MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER; or appropriate score on a placement test  
3.000 Credit hours  
3.000 Lecture hours  
0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division  
Mathematics Department

### **MATH 1110 - Plane Trigonometry**

Trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles, and equations, complex numbers, and polar coordinates. Credit will not be given for both MATH 1110 and MATH 1200. PREREQUISITES: MATH 1100 WITH "C" OR HIGHER  
3.000 Credit hours  
3.000 Lecture hours  
3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division  
Mathematics Department

### **MATH 1167 - Elementary Number Structure**

Basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving. PREREQUISITE: MATH 1100 WITH "C" OR HIGHER

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division

Mathematics Department

### **MATH 1168 - Geometry: Elem&Mdle Schl Teach**

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: MATH 1100 WITH "C" OR HIGHER

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division

Mathematics Department

### **MATH 1300 - Intro to Contemporary Math**

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.) PREREQUISITE: MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER; or appropriate score on a placement test

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division  
Mathematics Department

### **MATH 1410 - Technical Math**

The purpose of this course is to give a background in the fundamentals of mathematics in addition to providing mathematical concepts and applications that are practical to the individual pursuing a career in process technology. This course covers basic mathematical concepts including rounding, exponentiation, percentages, geometry, and trigonometry. Emphasis is placed on the scientific notation, unit conversions, graphing, problem solving equations, and area and volume. PREREQUISITES: MATH 0092 WITH "C" OR HIGHER

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division  
Mathematics Department

### **MATH 1500 - Finite Mathematics**

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. PREREQUISITE: MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER; or appropriate score on a placement test

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS

Online

Science and Mathematics Division  
Mathematics Department

### **MATH 2010 - Calculus for Non-Science Major**

This course will focus on limits, continuity and differential and integral calculus for algebraic, logarithmic, and exponential functions together with applications in business and economics, such as optimization, marginal analysis and exponential growth models. PREREQUISITE: MATH 1100

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division  
Mathematics Department

### **MATH 2100 - Calculus I**

This course will focus on: limits, continuity and differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions from analytical and graphical points of view. PREREQUISITES: MATH 1100 AND MATH 1110, OR MATH 1200

5.000 Credit hours

5.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division  
Mathematics Department

### **MATH 2110 - Calculus II**

This course continues the focus on applications of the derivative and integral. Parametric equations, polar coordinates, infinite sequences and series, three dimensional geometry, vectors and partial derivatives. PREREQUISITE: MATH 2100

5.000 Credit hours

5.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division

Mathematics Department

### **MATH 2140 - Introduction to Statistics**

This course is designed to introduce students to the fundamentals of descriptive and inferential statistics with a pronounced emphasis on inference. The major topics include methods for analyzing sets of data, probability, probability distributions, estimation, confidence intervals, hypotheses testing, simple linear regression, correlation and non-parametric statistics. PREREQUISITES: MATH 1100 WITH "C" OR HIGHER

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division

Mathematics Department

### **MAST 1002 - Basic Body Structure and Funct**

Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.

PREREQUISITES: NONE

2.000 Credit hours

2.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture

Allied Health Division

Allied Health Department

### **MAST 1111 - Intro. to Medical Assistant**

Analysis of the job market, salaries, working conditions, and job responsibilities and desirable attributes required of the Medical Assistant. Historical issues and current health care trends are also discussed. PREREQUISITES: NONE

1.000 Credit hours

1.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture

Nursing Division

Nursing Department

### **MAST 1122 - Law & Ethics for Medical Asst**

Discussion of AMA principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of the Medical Assistant. PREREQUISITES: NONE

2.000 Credit hours

2.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture

Allied Health Division

Allied Health Department

### **MAST 1132 - Medical Assistant Applications**

Keyboarding principles, which integrate language arts, medical terminology, and medical document processing with emphasis on utilizing correct techniques, accuracy and speed. PREREQUISITES: NONE

2.000 Credit hours

1.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Combined Lecture/Lab

Allied Health Division

Allied Health Department

### **MAST 1214 - Administrative Procedures I**

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. PREREQUISITES: NONE

4.000 Credit hours

4.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture

Allied Health Division

Health Services Department

### **MAST 1221 - Clinical Procedures I**

This course discusses federal regulations and guidelines including CDC, CLIA88, OSHA Standards, and universal precaution. Emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control issues, rehabilitation medical practices, general safety measures/ precautions used in the office/ facility environment for employee/ patient/ client safety issues are also included. Orientation to clinical facilities introduced. PREREQUISITES: NONE

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Laboratory

Allied Health Division  
Allied Health Department

### **MAST 2113 - Medical Transcription**

Principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available.

3.000 Credit hours

2.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Combined Lecture/Lab

Allied Health Division  
Allied Health Department

### **MUSC 1010 - Music Appreciation**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Arts and Humanities Division  
Music Department

### **PHIL 2010 - Intro to Philosophy**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Humanities Division

Philosophy Department

### **PHIL 2030 - Intro to Logic**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division

Philosophy Department

### **PHIL 2050 - Intro to Ethics**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division  
Philosophy Department

### **PHSC 1010 - Physical Science I**

Survey of concepts in physics and physical sciences.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division  
Physical Science Department

### **PHSC 1010L - Physical Science Lab I**

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

**COREQUISITE:** PHSC 1010

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web

Science and Mathematics Division  
Physical Science Department

### **PHSC 1020 - Physical Science II**

Additional concepts in physical science, which may include physics, chemistry, geology, astronomy, oceanography, etc.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Science and Mathematics Division  
Physical Science Department

### **PHSC 1020L - Physical Science Lab II**

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

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Web, LCTCS Online

Science and Mathematics Division  
Physical Science Department

### **PHYS 2010 - General Physics I**

Algebra/Trig-based physics: vectors, kinematics, Newton's Laws, momentum, work & energy, rotations, oscillations & waves, elasticity & equilibrium; thermodynamics. (Not intended for engineering majors) COREQUISITES: PHYS 2010L

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division  
Physics Department

### **PHYS 2020 - General Physics II**

Electrostatics, circuits, magnetism, induction, optics, and modern physics. (Not intended for engineering majors) COREQUISITES: PHYS 2020L STRONGLY RECOMMENDED PREREQUISITE: PHYS 2010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Science and Mathematics Division

Physics Department

### **POLI 1100 - American Government**

CREDIT: 3 The principles, institutions, processes, and functions of government. Emphasis is on the national government, the development of our constitutional system, and the role of the citizen in the democratic process.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Social Science Division

Political Science Department

### **POLI 2000 - State and Local Politics**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division  
Political Science Department

### **PTEC 1000 - Mech Aptitude and Spatial Rela**

This course is designed to introduce the student to Mechanical and Spatial Relations exercises. The course prepares students for taking pre-employment exams for the oil and gas, petrochemical and other processing industries by strengthening mechanical and analytical knowledge—specifically in the areas of spatial relationship, reasoning with symbols, numbers and mechanical aptitude.

**PREREQUISITES:** All developmentals must be completed **CONCURRENT:** PTEC 1010 and PTEC 2030

1.000 Credit hours

0.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division  
Process Technology Department

### **PTEC 1010 - Intro to Process Technology**

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.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division  
Process Technology Department

### **PTEC 1310 - Process Instrumentation I**

This course involves the study of the instruments and instrument systems used in the chemical processing industry including terminology, primary variables, symbology, control loops, and basic troubleshooting. Students use the PTEC simulation software during this course. **PREREQUISITES:** All developmentals must be completed **CONCURRENCY:** PTEC 1010 & PTEC 2030

3.000 Credit hours  
2.000 Lecture hours  
1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Lecture, Combined Lecture/Lab, Web

Technical Division  
Process Technology Department

### **PTEC 1320 - Process Instrumentation II**

This course is designed to enhance the student's ability to use instruments and instrument systems used in the Process Industry including DCS and Troubleshooting. **PREREQUISITES:** PTEC 1310

3.000 Credit hours  
2.000 Lecture hours  
1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division  
Process Technology Department

### **PTEC 1610 - Plant Equipment**

The purpose of this course is to provide an introduction to equipment used in the Process Industry. The student will be introduced to equipment concepts including purpose, components, and operations with an emphasis on the technician's role in troubleshooting. **PREREQUISITES:** All developmentals must be completed

**CONCURRENT ENROLLMENT:** PTEC 1010 & PTEC 2030

3.000 Credit hours

2.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, Combined Lecture/Lab

Technical Division

Process Technology Department

### **PTEC 2030 - Plant Safety**

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.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division

Process Technology Department

### **PTEC 2070 - Statistical Quality Control**

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:** PTEC 1010 & PTEC 2030

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division

Process Technology Department

### **PTEC 2420 - Unit Operations I Systems**

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: PTEC 1000, PTEC 1010, PTEC 1310, PTEC 1320, PTEC 1610 & PTEC 2030 CONCURRENT: PTEC 1320

4.000 Credit hours

3.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Process Technology Department

### **PTEC 2430 - Unit Operations II - Capstone**

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: Completion of all PTEC courses except PTEC 2911. CONCURRENT ENROLLMENT: PTEC 2911.

4.000 Credit hours

3.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web

Technical Division

Process Technology Department

### **PTEC 2440 - Process Troubleshooting**

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: PTEC 1000, PTEC 1010, PTEC 1310, PTEC 1320, PTEC 1610, PTEC 2030 CONCURRENT: PTEC 2420

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division

Process Technology Department

### **PTEC 2630 - Fluid Mechanics**

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. PREREQUISITE: MATH 1100, Physical Science or Physics and labs, PTEC 1000, PTEC 1010, PTEC 1320, PTEC 1610 & PTEC 2030

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Technical Division

Process Technology Department

### **PTEC 2911 - Internship**

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:** Completion all PTEC courses, except PTEC 2430. **CONCURRENT:** PTEC 2430

3.000 Credit hours

1.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Laboratory, Combined Lecture/Lab, Web

Technical Division

Process Technology Department

### **PSYC 1520 - Human Sexual Behavior**

Aspects of human sexuality including behavior, anatomy, physiology, cross-cultural comparisons, and historical and current perspectives.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division  
Psychology Department

### **PSYC 2000 - Psychology of Adjustment**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division  
Psychology Department

### **PSYC 2010 - Introduction to Psychology**

CREDIT: 3 A broad overview of the field of psychology, designed to expose students to major theories, research methods, and applied areas of psychology.

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Social Science Division  
Psychology Department

### **PSYC 2040 - Social Psychology**

This course stresses cultural forces affecting attitudes, social learning, perception, and communication of individuals and groups. PREREQUISITES: THREE HOURS OF PSYCHOLOGY OR SOCIOLOGY

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division

Psychology Department

### **PSYC 2045 - Adolescent Psychology**

This course examines adolescent behavior in terms of psychological, social and physical development. PREREQUISITES: PSYC 2010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division

Psychology Department

### **PSYC 2250 - Child Psychology**

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. PREREQUISITES: PSYC 2010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, [Lecture](#), Web

Social Science Division  
Psychology Department

### **PSYC 2260 - Developmental Psychology**

The purpose of this class is to increase knowledge and understanding of life-span development from the physical, cognitive, and socioemotional perspectives. Age-related changes in behavior and mental processes will be covered for the following developmental periods: prenatal, infancy, early, middle and late childhood, adolescence, and early, middle, and late adulthood. Knowledge of the scientific method and the evaluation of research and theory which pertains to developmental psychology is emphasized in this course. PREREQUISITES: PSYC 2010

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division  
Psychology Department

### **RELS 1000 - Religions of the World**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division  
Religion Department

### **RELS 1003 - Intro to Religion**

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.

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division  
Religion Department

### **RELS 1004 - Old Testament**

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

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division  
Religion Department

### **RELS 1005 - New Testament**

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.

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division  
Religion Department

### **RELS 2029 - Judaism, Christianity & Islam**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Humanities Division

Religion Department

### **SOCL 2000 - Introduction to Sociology**

CREDIT: 3 As an introduction to the discipline of sociology, this course surveys and provides students with an understanding of human society and social life. It introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality; and social change.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Social Science Division

Sociology Department

### **SOCL 2050 - Contemporary Social Problems**

CREDIT: 3 A description and sociological analysis of major contemporary social problems in American society. The focus is on both the individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division  
Sociology Department

### **SOCL 2500 - Marriage & Family**

CREDIT: 3 This course includes a sociological study of the family and its forms as well as issues in mate selection, dating, marriage, child rearing, divorce and remarriage. Special attention is given to the contemporary American family.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division  
Sociology Department

### **SPAN 1101 - Elementary Spanish 1**

Native speakers of Spanish will not receive credit for courses marked with an asterisk (\*) CREDIT: 4 For students with no previous study of Spanish. Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use.

4.000 Credit hours

4.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web, LCTCS Online

Communication Division  
Spanish Department

### **SPAN 1102 - Elementary Spanish II**

Native speakers of Spanish will not receive credit for courses marked with an asterisk (\*) CREDIT: 4 Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use.

PREREQUISITE: SPAN 1101.

4.000 Credit hours  
4.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Combined Lecture/Lab, Web, LCTCS Online

Communication Division  
Spanish Department

### **SPAN 2101 - Intermediate Spanish 1**

Native speakers of Spanish will not receive credit for courses marked with an asterisk (\*) CREDIT: 3 Continuation of elementary Spanish. Additional emphasis on reading and writing. PREREQUISITE: SPAN 1102.

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Communication Division  
Spanish Department

### **SPAN 2102 - Intermediate Spanish II**

Native speakers of Spanish will not receive credit for courses marked with an asterisk (\*) CREDIT: 3 Continuation of SPAN 2101. PREREQUISITE: SPAN 2101.

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Communication Division  
Spanish Department

### **SPCH 1010 - Fundamentals of Speech**

CREDIT: 3 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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division

Speech Department

### **SPCH 1200 - Techniques of Speech**

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

3.000 Credit hours

3.000 Lecture hours

0.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web, LCTCS Online

Communication Division

Speech Department

### **SPCH 2100 - Interpersonal Communication**

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

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Communication Division

Speech Department

### **TEAC 2010 - Teac. & Learn. in Diver. Set.1**

CREDIT: 3 (2 LECTURE, 2 LAB) This course 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

3.000 Credit hours

2.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Combined Lecture/Lab, Web

Arts & Humanities Division

Teaching and Learning Department

### **TEAC 2030 - Teac. & Learn. in Div. Set. 2**

CREDIT: 3 (2 LECTURE, 2 LAB) The second of a two course sequence, this course 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

3.000 Credit hours

2.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Combined Lecture/Lab, Web

Arts & Humanities Division  
Teaching and Learning Department

### **THTR 1020 - Intro to Theater**

Students will examine the arts of the theatre and its artists. Course topics include acting, directing, costume and scenic design, playwriting, and architecture.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Arts & Humanities Division  
Theatre Department

### **WELD 1000 - Applied Math**

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. **PREREQUISITES:**

None

2.000 Credit hours

2.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture

Technical Division  
Mathematics Department

### **WELD 1005 - Occupational Orientation & Welding Safety**

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. Students successfully completing this class will also earn credit for NCCER Core Modules 00101-00109 and NCCER Module ID 29101

5.000 Credit hours

4.000 Lecture hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division

Welding Department

### **WELD 1121 - Welding Symbols, Detailed Drawings, and SMAW Equipment and Setup**

Course provides an overview of welding symbols, including identification of different fillet weld, groove weld, and non-destructive examination symbols. Explains how to read welding symbols on drawings, specifications and Welding Procedure Specifications (WPS) detail drawings. Also describes detailed drawings and teaches how to sketch and draw basic welding drawings. Provides an introduction to SMAW welding and welding safety. Explains setup of arc welding equipment and welding current connections. PREREQUISITES: WELD 1005

1.000 Credit hours

1.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Lecture

Technical Division

Welding Department

### **WELD 1134 - Welding Inspection and Welding Processes**

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. Emphasis on the American Welding Society (AWS) requirements and certifications.

Students successfully completing this class will successfully complete AWS Partial Certification – Level I part A PREREQUISITES: Completion of full CTS, Entry Welder SMAW sequence (26 Credit Hours) Fee: \$35- AWS partial Certification: Level I (part A)

4.000 Credit hours

2.000 Lecture hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division

Welding Department

### **WELD 1161 - Physical Characteristics of Metals & Pre-Heating and Post Heating of Metals Weld Quality**

An introduction to standard metal forms and shapes; preheating, temperature control, and postheating 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: Completion of all other 27 Credit Hours of the CTS, GMAW, GTAW and FCAW Welding Processes FEE: \$35 AWS Certification: Level I (part B)

Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Laboratory

Technical Division

Welding Department

### **WELD 1171 - GMAW, FCAW, GTAW Equipment and Filler Materials**

Identification and description of GMAW, FCAW, and GTAW equipment and equipment setup. Provides explanation of filler metals and shielding gases used to

perform GMAW, FCAW, and GTAW procedures. PREREQUISITES: WELD 1005

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Laboratory

Technical Division

Welding Department

### **WELD 1211 - Oxyfuel Cutting**

An introduction to the principals of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and setup requirements. Practice of cutting techniques including: straight line, piercing, bevels, washing, and gouging. PREREQUISITES: WELD 1005

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Laboratory

Technical Division

Welding Department

### **WELD 1321 - Plasma Arc Cutting and Air Carbon Arc Cutting and Gouging**

An introduction to plasma arc and air carbon arc cutting processes, equipment and safe work area preparations. Covers plasma-arc cutting methods and air carbon arc washing and gouging activities. PREREQUISITES: WELD 1005

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Laboratory

Technical Division

Welding Department

### **WELD 1401 - Shielded Metal Arc Electrodes, Base Metal Preparation and Joint Fit Up & Alignment**

Description of how to clean and prepare base metals for cutting and welding, electrode characteristics, filler metals, and job code specifications. Explanation of joint design, use of gauges and measuring devices, and how to check joints for poor fit and misalignment. PREREQUISITES: WELD 1005 Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

1.000 Credit hours

1.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Laboratory

Technical Division

Welding Department

### **WELD 1403 - SMAW Beads Welds**

An introduction to the principals 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: WELD 1005

3.000 Credit hours

3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Laboratory

Technical Division

Welding Department

### **WELD 1415 - SMAW Fillet Welds**

An introduction to the principals 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. PREREQUISITES: WELD

1005

5.000 Credit hours

1.000 Lecture hours

4.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division

Welding Department

### **WELD 1425 - Open V Groove Welds**

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. PREREQUISITES: WELD 1005

5.000 Credit hours

1.000 Lecture hours

4.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division

Welding Department

### **WELD 1432 - SMAW Groove Welds w/Backing**

Introduction and explanation of setup and operation of welding equipment with practice of groove welds with a backing in the flat, horizontal, vertical, and overhead positions using various electrodes. PREREQUISITES: WELD 1005

2.000 Credit hours

2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Laboratory

Technical Division  
Welding Department

### **WELD 2104 - GTAW Plate**

Describes building pads on carbon steel plates and filler material. Explanation of multiple-pass GTAW fillet welds in various positions and GTAW V-Groove welds in various positions. PREREQUISITES: WELD 1005

4.000 Credit hours  
1.000 Lecture hours  
3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division  
Welding Department

### **WELD 2154 - FCAW Pipe**

This course describes and explains FCAW equipment setup and preparation for open-root V-groove welds. Provides procedures for making open-root V-groove welds on pipe in various positions. PREREQUISITES: WELD 1005

4.000 Credit hours  
1.000 Lecture hours  
3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division  
Welding Department

### **WELD 2155 - GMAW & FCAW Plate**

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. PREREQUISITES: WELD 1005

4.000 Credit hours  
1.000 Lecture hours  
3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division  
Welding Department

### **WELD 2255 - GTAW Carbon Steel Pipe**

This course describes and explains GTAW equipment setup and preparation for open-root V-groove welds. Provides procedures for making open-root V-groove welds on pipe in various positions. PREREQUISITES: WELD 1005

5.000 Credit hours  
1.000 Lecture hours  
4.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division  
Welding Department

### **WELD 2264 - GTAW Low Alloy Stainless Steel Pipe**

This course describes and explains GTAW equipment setup and preparation for open-root V-groove welds on low-alloy and stainless steel pipe. Provides procedures for making open-root V-groove welds on pipe in various positions. PREREQUISITES: WELD 1005

4.000 Credit hours  
1.000 Lecture hours  
3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division  
Welding Department

### **WELD 2374 - GMAW Pipe**

This course describes and explains GMAW equipment setup and preparation for open-root V-groove welds. Provides procedures for making open-root V-groove welds on pipe in various positions. PREREQUISITES: WELD 1005

4.000 Credit hours

1.000 Lecture hours

3.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Combined Lecture/Lab

Technical Division  
Welding Department

### **WGNS 2500 - Women's & Gender Studies**

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.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Hybrid less than 50%, Independent Study, Lecture, Web

Social Science Division  
Social Sciences Department