

# **Paris Junior College**

**Founded In 1924**

2400 Clarksville Street

Paris, Texas 75460

Main: 903.785.7661 • Admissions: 903.782.0425

[www.parisjc.edu](http://www.parisjc.edu)

A Junior College Owned & Operated by The Paris Junior College District

An Equal Opportunity Institution

## **2025-2026 Catalog & Student Handbook**

Paris Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Paris Junior College also offers credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Paris Junior College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website [www.sacscoc.org](http://www.sacscoc.org).

This handbook and catalog contain policies, regulations and procedures in existence at the time this publication was created. The College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations. Documents concerning the college's accreditation, licensing and approval may be viewed in the Office of the President.

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving federal financial assistance, or be so treated on the basis of sex under most education programs or activities receiving federal assistance.

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Retaliation against anyone involved in a complaint process is a violation for PJC policy and is strictly prohibited.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

## Welcome to Paris Junior College!

Dear Students,

It is my pleasure to welcome you to Paris Junior College, where your success during your educational journey is our top priority. Whether you are here to earn a degree, prepare for a career, or transfer to a four-year university, you are taking an important step toward a bright future.

At PJC, we are committed to providing a supportive learning environment. Our dedicated faculty and staff are here to help you succeed, both inside and outside the classroom. With a wide range of academic programs, student activities, and support services, you have many opportunities to grow, connect, and thrive.

I encourage you to take full advantage of all that PJC has to offer—engage in campus events, build relationships with your peers and instructors, and challenge yourself to achieve new goals. Your success is our mission, and we are here to support you every step of the way.

Welcome to the Dragon family - I look forward to seeing all you accomplish at Paris Junior College!

Best wishes,

A handwritten signature in cursive script that reads "Stephen M. Benson". The signature is written in black ink and is positioned above the typed name and title.

Stephen M. Benson, Ph.D.  
President, Paris Junior College

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# General Information

## About Paris Junior College

Paris Junior College's main campus is located in Paris, Texas. Paris Junior College (PJC) operates centers in Greenville and Sulphur Springs.

For more information and to learn more about PJC's History visit: [www.parisjc.edu/main/pjc-history](http://www.parisjc.edu/main/pjc-history).

## Accreditation and Recognition

In 1924, the Texas Department of Education recognized Paris Junior College as a standard two-year institution. In the same year, the Association of Texas Colleges ranked this college as one of first class.

In December 1934, Paris Junior College was admitted to the Southern Association of Colleges and Schools and has maintained full accreditation since that time.

### Program-Specific Accreditations & Affiliations

#### *Licensed Vocational Nursing Program*

The Licensed Vocation Nursing program is approved by the Texas Board of Nursing (BON), George H.W. Bush State Office Building, 1801 Congress Avenue, Suite 10-200, Austin, Texas 78701, (512) 305-7400; [www.bon.texas.gov](http://www.bon.texas.gov) to visit the website.

#### *LVN-to-RN Program*

The LVN-to-RN Associate Degree Nursing program is located in Paris, Texas, and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404-975-5000.

The ACEN Board of Commissioners for the Associate Degree Nursing Program is Continuing Accreditation. The LVN-to-RN Associate Degree Nursing program is approved by the Texas Board of Nursing (BON), George H.W. Bush State Office Building, 1801 Congress Avenue, Suite 10-200, Austin, Texas 78701, (512) 305-7400; [www.bon.texas.gov](http://www.bon.texas.gov) to visit the website.

#### *Surgical Technology Program*

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education

Programs (CAAHEP), 9355 113th St. N, #7709, Seminole, FL 33775, 727-210-2350, [www.caahep.org](http://www.caahep.org), and by the Accreditation Review Committee in Surgical Technology & Surgical Assisting (ARC-STSA), located at 6 West Dry Creek Circle, Suite #110, Littleton, Colorado 80120, 303-694-9262, [www.arcstsa.org](http://www.arcstsa.org).

### *Radiology Technology Program*

The Radiology Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, 312-704-5300, [www.jrcert.org](http://www.jrcert.org).

### *Emergency Medical Technician-Paramedic Program*

The Emergency Medical Technician-Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions ([www.coaemsp.org](http://www.coaemsp.org)). The Commission may be reached at: Commission on Accreditation of Allied Health Education Programs, 9355 113th St. N, #7709, Seminole, FL 33775, 727-210-2350, [www.caahep.org](http://www.caahep.org).

## **Paris Junior College's Vision**

To be the educational provider of choice for the region.

## **Paris Junior College's Mission**

Paris Junior College is a comprehensive community college serving the region's educational and training needs while strengthening the economic, social and cultural life of our diverse community.

### *Disclaimers*

This catalog was prepared based on the best information available at the time of creation; however, all information is subject to change without notice or obligation. This catalog is for informational purposes and does not constitute a contract.

The College often photographs and videos its students and employees for use in PJC publications, public relations efforts, marketing materials, and online media. Anyone who does not want his or her photograph/image used for these purposes

should file a written request with the PJC Registrar's office in the Administration Building on the Paris campus.

## **Public Disclosure and Consumer Information**

Paris Junior College, in compliance with the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), must provide the following link to all students and employees (current and prospective) to view our Student Consumer Information

(<https://www.parisjc.edu/main/institutional-information/>).

In order to obtain a paper copy of this report, please contact the Marketing & Communications department by email at [marcom@parisjc.edu](mailto:marcom@parisjc.edu).

## **Professional Licensure and Certification Disclosure**

### General Disclosure

The programs listed in Licensure and Certification Disclosure Table may lead to a professional license or certification that is required for employment. Professional licensure/certification requirements vary from state to state, which may affect a student's ability to apply for a professional license or certification upon completion of a program. The U.S. Department of Education regulation, 34 CFR 668.43(a)(5)(v), requires that an institution disclose whether the program will fulfill educational requirements for licensure or certification for each state or whether the college has not made such a determination for each state.

In addition to coursework and exams, some states also have additional requirements for licensure, including other examinations and professional experience. We recommend students contact the appropriate state licensing agency in their state or the state where they intend to work to seek the most up to date information about state licensure/certification requirements before beginning any program.

See <https://www.parisjc.edu/consumer-information/docs/prof-licensurecert-disclosure.pdf> for the Licensure & Certification Disclosure table.

## **Off-Campus Centers**

Paris Junior College has centers located in Greenville and Sulphur Springs where full-service educational opportunities are available to all students.

### **PJC-Greenville Center**

The PJC-Greenville Center is located at 6500 Monty Stratton Parkway in Greenville. The Center offers general academic courses that lead to an associate degree in arts and sciences. It also provides a variety of technical programs where students can earn a certificate of completion in office occupations, computer training, cybersecurity, and allied health. The PJC-Greenville Center contains classrooms, a science lab, a computer lab, a library, large meeting room, and a new workforce training facility.

The new, state-of-the-art workforce training facility offers training and education in airframe maintenance, heating and air conditioning, electrical, and mechatronics. The 23,000 square foot building consists of four large bays that will house these programs that are designed to match current industry needs.

In-person counseling and advising services are available. There is an active chapter of Phi Theta Kappa, the two-year college honor society that is involved in many community service programs.

The Adult Education and Family Literacy program offers a variety of educational opportunities to adults sixteen years and older through the PJC-Greenville Center. Those interested or in need of improving reading, writing, math, computer, English language skills, and completing the GED program may call 903-457-8703 for more information.

### **PJC-Sulphur Springs Center**

The Sulphur Springs Center is located at 1137 Loop 301 East in Sulphur Springs. A wide variety of technical, workforce, and academic courses are offered, both days and evenings, at this Center. The educational programs available at the Center are designed so students can complete an associate degree and/or prepare them for advancement in the workforce.

Many technical/workforce courses are available, including computer information systems, drafting-3D printing, and welding. Learning skills programs are in place for those needing help in advancing their education.

Continuing education programs in health, business occupations, and other topics are available through the Center to residents of the community.

The PJC-Sulphur Springs Center also offers an Adult Education and Family Literacy program with a variety of educational opportunities to adults 16-years old and older. Those interested or in need of improving reading, writing, math, computer, English language skills, and completing the GED program can call 903-782-0445 for more information.

## **Personal Directory**

For a listing of all PJC faculty and staff contact information, go to the PJC Directory at <https://www.parisjc.edu/Directory/>.

## **Admissions & Registration**

Paris Junior College has an “open door” admissions policy that ensures all persons who can profit from post-secondary education have an opportunity to enroll. The college and the State of Texas require certain assessment procedures for use in course placement, but the assessment is not used to determine admission eligibility to PJC. Admission to PJC does not ensure admittance to a particular course or program of study.

Students may need to address specific prerequisites or meet certain criteria before enrolling in particular courses or applying to certain programs of study. Additionally, some programs may have extra requirements. Information about these programs is found under [Special Program Requirements](#).

NOTE: A first-time-in-college (FTIC) student is a new student enrolling for the first time in an institution of higher education after graduating from high school. Students who previously earned dual credit while in high school are still classified as first-time-in-college when they enroll in college after graduation and will be required to reapply to PJC to enroll after high school graduation.

A student may be admitted to the college according to any one of the conditions listed below:

- **Graduated from an Accredited High School:** An official high school transcript showing date of graduation with a signature of a certifying official or official seal must be provided. To be considered official transcripts, they must be sent directly to Paris Junior College from the school or delivered in a sealed envelope prepared by the school.
- **Completion of the Texas High School Equivalency Certification (TxCHSE):** A copy of test certificate or passing scores must be provided from either the General Educational Development (GED) or High School Equivalency Test (HiSET).
- **Graduated from a Non-accredited High School or Non-traditional Education Program such as a Home School:** Graduates must provide an official high school transcript showing date of graduation with a signature of a certifying official. Home school graduates must present a notarized record of high school equivalent work completed and the date of completion. This work should be consistent with the TEA minimum requirements for high school completion.
- **Individual Approval:** A student who did not graduate from high school (but whose high school class has graduated) or has not passed the TxCHSE may be admitted on Individual Approval. A student must show evidence of the ability to benefit from postsecondary education as demonstrated by the completion of a state-required or local assessment test. All students admitted by Individual Approval are strongly encouraged to complete the TxCHSE.
- **Dual Credit/Concurrent Enrollment of High School Students:** Paris Junior College, through cooperative agreements with area high school officials, has established a concurrent enrollment program for high school students. Eligible students are enrolled at PJC for a reduced course load while completing high school graduation requirements. These students may enroll in

academic or workforce areas and have the option to study in the college's day or evening program.

- **Transfer Students:** Students pursuing a degree or certificate at Paris Junior College may be accepted on transfer from other regionally accredited colleges and universities.

A student seeking to transfer to Paris Junior College must:

- Complete all admission documents.
- Submit transcripts that indicate all post-secondary credits previously earned. Required official transcripts and other admission documents must be on file within one semester of initial enrollment or subsequent admission will be denied. To be considered official, transcripts must be sent directly to Paris Junior College from the school or delivered in a sealed envelope prepared by the school.
- If on scholastic suspension from another institution, a student may request admission to PJC on strict probation.
- Complete at least 25 percent of coursework at Paris Junior College towards an award before he/she can graduate from this institution.
- Be able to verify TSI status prior to enrollment.

College transfer work is used to determine an applicant's academic and TSI status for admission to Paris Junior College. To be eligible for admission, a transfer student must meet the academic requirements of Paris Junior College.

If the transfer student's accumulated grade point average over all previous work attempted is 2.0 or better (on a 4.0 basis), academic status upon entering Paris Junior College will be one of good standing. If the accumulated grade point average is lower than 2.0, academic status upon entering Paris Junior College will be one of probation.

- **Transient Admissions:** A transient student at Paris Junior College is defined as one who is primarily enrolled at another institution. A student seeking admission may be admitted as a transient student by furnishing the following:
  - A copy of test scores from a TSI approved test or TSI-exempt status.
  - An official college transcript. To be considered official, transcripts must be sent directly to Paris Junior College from the school or delivered in a sealed envelope prepared by the school.

If transient students desire to remain at Paris Junior College or apply for a degree, financial aid, or benefits of any type, they must furnish all transcripts from institutions where they were previously enrolled or attended.

- **International Student Admissions:** Paris Junior College is authorized under federal law to enroll non-immigrant students. International Students are tracked by SEVIS (Student and Exchange Visitor Information System) and are required to comply with their established guidelines and those of the U.S. Citizenship and Immigration Services.

International students seeking admission to PJC must complete all admission requirements in order to obtain an I-20.

International students seeking admission to the college must submit the following:

- A completed application for admission, along with a completed international application.
- A certified English translation of grades and credits for the final four years of secondary school and any foreign university transcripts. High school transcripts must show the completion date and be equivalent to a U.S. high school diploma. This must be evaluated and translated by an accredited service provider.

- Certified proof of financial support showing source of income and amount available to the student while attending Paris Junior College.
- Adequate proof of competency in the English language by meeting one of these requirements:
- Submit a minimum score of 500 on the paper test, 173 on the computer test, or 61 on the Internet-based test of the Test of English as a Foreign Language (TOEFL), or equivalent proof of English literacy.
- Submit an official transcript from an accredited American high school showing two years of attendance and date of graduation.
- Submit a passing score for the Texas Success Initiative Assessment 2.0 (TSIA2).
- Submit an official transcript from an accredited college or university in the United States listing successful completion of college freshman English. In addition, submit a passing score for all three sections of the Texas Success Initiative Assessment 2.0.
- Submit any other documentation, other than that previously listed, which may show proof of English proficiency. This document will be reviewed for consideration.

International student applications from some English-speaking (official language) countries may be exempt from these requirements.

All degree-seeking students, including international students, must take the Texas Success Initiative Assessment 2.0 (TSIA2) prior to enrollment if not otherwise exempted. Results of this test will determine the particular courses for which a student may register.

All international students are required to be full-time (12 hours or more) and to purchase health and accident

insurance approved by the college during their entire stay at the college.

Services for international students, are provided by the Advising & Counseling Center. International students are required to maintain their status as mandated by the U.S. Citizenship and Immigration Services. Each semester students are required to report to the Advising & Counseling Center within the first week of their semester start date.

For more information, international students may contact the International Student Office, Advising & Counseling Center, Alford Center, Paris Junior College, 2400 Clarksville St., Paris, Texas 75460, or call 903-782-0430.

- **Re-admission:** Students who have attended Paris Junior College previously will need to update their status by:
  - Providing current name, address, telephone number, email, etc. to the Office of Admissions.
  - Students who have not been enrolled or attending classes at PJC for a full calendar year must reapply for admission before they can enroll again.
  - Students who have attended other colleges since leaving PJC must supply transcripts from those colleges.
  - Students who have not been enrolled in the previous five years may be required to resubmit all official transcripts.
  - Students wishing to utilize previously completed PJC courses or transfer in courses that are ten years old or older and were not part of a conferred AA, AS, AT, AAS, or higher degree may be asked to demonstrate current competency of the coursework if the competencies are relevant to the certificate or degree the student is enrolling into.
  - Students on academic suspension, disciplinary suspension, or whose admission records/documents are incomplete must

satisfactorily complete the re-admission process before they may re-enroll in classes.

## **Dual Credit Program at PJC**

The Dual Credit program offers eligible high school students the opportunity to take college-level academic or workforce education courses for both high school and college credit.

Concurrent enrollment offers eligible high school students the opportunity to take college-level academic or workforce courses while still enrolled in their high school and receive college credit but without receiving high school credit for these courses.

Eligible students must:

- Complete all admissions documents.
- Submit an official high school transcript.
- Submit an official letter of permission from their high school principal or counselor.
- Meet TSI requirements, enter as a non-degree seeking student, or seeking a level-one certificate.

NOTE: This program does not take the place of required or elective high school course.

### **Cost for Dual Credit Courses**

Dual Credit courses are offered at a reduced tuition and fee rate of \$25 (effective Fall 2025) for in-district (Lamar County) students or \$30 (effective Fall 2025) for out-of-district students per semester credit hour (or equivalent).

The FAST program allows eligible students to take dual credit courses at no cost to the student.

Students are eligible for the FAST program, if they:

- Are enrolled in an eligible dual credit course through a public school district or charter school (i.e., eligible for Foundation School Program funding); and
- Are taking a course offered through an institutional agreement from an institution of higher education that has opted to participate in FAST; and

- Were qualified for free or reduced-price lunch in any of the four school years prior to the academic year in which they are enrolled in the dual credit course.

## **Special Program Requirements**

The following programs of study have additional requirements:

Nursing, Radiology Technology, Diagnostic Medical

Sonography, Surgical Technology, and Emergency Medical

Services-Paramedic. Refer to the individual program of study for details.

## **Bacterial Meningitis Vaccination and Information**

State Law SB 1107 requires that all entering students are required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution.

An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester. To be considered valid for the academic year, the vaccination must remain within its five-year effective period for the duration of the entire academic year. Vaccination waivers are valid for two years from the date of signature.

### **Exceptions to Bacterial Meningitis Vaccination Requirement**

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria:

- The student is 22 years of age or older by the first day of the start of the semester; or
- The student is enrolled only in online or other distance education courses; or

- The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- The student is on active duty with the armed forces of the United States; or
- The student is incarcerated in a Texas prison.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution:

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student, or
- An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used; or
- Confirmation that the student has [completed the Internet-based Department of State Health Services form](#) to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY).

### *Dual Credit Students on Campus*

- Dual credit students attending classes on a PJC campus or center are required to either provide proof of the bacterial meningitis vaccination or submit a signed waiver. If the student is under 18 years of age, the waiver must be signed by a parent or legal guardian.
- Dual credit students attending classes on a PJC campus or center are required to follow the same regulations and policies as all regularly enrolled college students.

Students residing in campus housing can only use the conscientious exemption form from the Texas Department of State Health Services (DSHS) as an exemption. To access the DSHS secure online exemption form, go to <https://co-request-jc.dshs.texas.gov/>.

For information about requesting a conscientious objection exemption form from DSHS, go to <http://collegevaccinerequirements.com>.

All students should consult a physician about the need for immunization to prevent bacterial meningitis.

This information is being provided to all new college students in the State of Texas.

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood.

This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

*What are the symptoms?*

- High Fever
- Severe Headache
- Rash or purple patches on skin
- Vomiting
- Light Sensitivity
- Stiff Neck
- Confusion and sleepiness
- Nausea
- Lethargy
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear, seek immediate medical attention.

*How can bacterial meningitis be prevented?*

Vaccines are the most effective way to protect against certain types of bacterial meningitis.

There are vaccines for 4 types of bacteria that can cause meningitis. All but the last are widely used in the United States.

- Meningococcal vaccines (*N. meningitidis*)
- Pneumococcal vaccines (*S. pneumoniae*)
- Hib vaccines (*Haemophilus influenzae* serotype b)
- Bacille Calmette-Guérin vaccine (*M. tuberculosis*)

*How is bacterial meningitis diagnosed?*

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

Early diagnosis and treatment can greatly improve the likelihood of recovery.

*How is the disease transmitted?*

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

*What is the relative risk of contracting the disease for students in institutions of higher education?*

Students in institutions of higher education—especially those in dorms—face a 3 to 5 times higher relative risk of contracting meningococcal disease compared to the general population.

This elevated risk is why vaccination is legally mandated in Texas and strongly recommended nationwide.

*What are the possible consequences of the disease?*

- Death (in 8 to 24 hours from perfectly well to dead)

- Limb damage (fingers, toes, arms, legs) that requires amputation
- Kidney failure
- Permanent brain damage
- Gangrene
- Coma
- Convulsions
- Hearing loss, blindness
- Learning disability

#### *Can the disease be treated?*

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur. Vaccinations are available and should be considered for those living in close quarters such as college students 25 years old or younger.

#### *Vaccination against the disease*

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (But does not protect against all types of meningitis).

Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years. Vaccination is very safe. The most common side effects are redness and minor pain at injection site for up to two days.

The cost of vaccine varies, so check with your health care provider or local health department or pharmacy.

#### *What are the risks and possible side effects of the vaccination?*

The bacterial meningitis vaccine, specifically the meningococcal conjugate vaccine (MCV4) such as Menactra, Menveo, or MenQuadfi, is considered safe and effective—but like any medical treatment, it can carry risks and side effects.

The following common side effects (mild) occur in up to 50% of people and usually go away within a few days:

- Pain or redness at injection site
- Fatigue and tiredness
- Headache
- Low-grade fever
- Muscle or joint pain

*How can I find out more information?*

Contact your own health care provider. Contact your local or regional Texas Department of Health office.

Paris-Lamar County Health Department

400 W. Sherman

Paris, Texas 75460

903-785-4561

<https://www.dshs.texas.gov/regional-local-health-operations/texas-public-health-region-4-5-north>

Or visit the [Center for Disease Control and Prevention's website](http://www.cdc.gov/meningitis/bacterial.html)<http://www.cdc.gov/meningitis/bacterial.html>.

## **Academic Advising**

All new students and students who have not met Texas Success Initiative (TSI) requirements are required to meet with a Student Success Coach prior to registration. However, it is always best practice to meet with your assigned Success Coach or advisor in order to confirm that you are TSI-complete or have an exemption.

In addition, all other students are encouraged to consult with their assigned Success Coach or Advisor prior to registration. A Student Success Coach will provide a degree plan for each student.

Student Success Coaches assist students in selecting fields of study by helping them to identify their educational and life goals, so they will be able to make informed decisions. Information is

provided about the application process, financial aid, placement testing requirements, interpretation of testing results, and special programs.

Student Success Coaches are knowledgeable about all academic and workforce programs offered by the college and provide students with appropriate degree plans. Students are assisted with the proper selection of courses for their targeted degree plan and with the interpretation of their Texas Success Initiative (TSI) status.

Student Success Coaches also provide important information about academic standards, college policies and procedures, and transfer concerns. In addition, Workforce Development faculty members assist with advising students in their educational areas.

Programs have been developed to assist all students, including special populations and non-traditional students. Assistance is provided to students in coping with academic concerns and in resolving personal situations that may impede their academic success. Services provided by the Advising and Counseling Center include career planning, academic advising, disability services, transfer services, and international student services.

Students may contact a Student Success Coach at the Alford Center, Paris campus, or call 903-782-0426 (Paris); 903-454-9333 (Greenville Center); or 903-885-1232 (Sulphur Springs Center) to schedule an appointment or email [advising@parisjc.edu](mailto:advising@parisjc.edu).

## **Academic Calendar**

The academic calendar is the official schedule of important dates and deadlines for PJC. It outlines key academic events, including the start and end of semesters, registration periods, holidays, final exam dates, and other significant milestones. The academic calendar helps students, faculty, and staff plan for each academic term.

[Find the Academic Calendar on the PJC website.](#)

## **Concurrent Enrollment:**

A student wishing to be concurrently enrolled at Paris Junior College and another accredited college may be admitted with written agreement between the two colleges.

## **Establishing Residency**

Texas Higher Education Coordinating Board Rule 21.731 requires applicants to answer a core set of residency questions to determine if they are eligible for residency status.

A Student's residence status is determined through the admission records process prior to enrollment and may be asked to provide supporting documentation. Supporting documentation used to establish residency may include the following: Texas high school transcript, Texas college or university transcript, employer statement of date of employment, Texas voter registration, lease agreement which includes student's name and periods covered, property tax payment, cancelled checks, utility bills, or other third-party documentation confirming residency status for the 12-month period preceding the official date of record.

Acceptable documentation to verify residency may include:

- a Texas high school or college transcript
- an employer statement confirming the start date of employment
- a Texas voter registration card
- a lease agreement listing the student's name and rental period, property tax records, canceled checks, utility bills, or other third-party documents confirming residency for the 12 months prior to enrollment.

## **Orientation**

Orientation is mandatory for new students and gives them the opportunity to learn about campus services and resources. This requirement is waived for transient students or students who transfer in 12 hours or more. Find PJC's Orientation in the list of courses on Blackboard at the beginning of the semester.

## **Student Success Course Learning Framework**

All first-time entering students are required to enroll in a student success course, Learning Framework. The course includes study skills, test taking skills, time management, stress management, and other areas that will help students be successful in college.

## **Developmental Education Corequisite Courses**

Degree-seeking students who do not score high enough on the TSIA2 but whose test score is within a threshold and below Non-Course Based Options (NCBO) will be required to take a developmental education corequisite course in addition to the college-level course. Corequisite courses are designed to assist students with a demonstrated need for skills development in reading, writing, and/or mathematics to master basic skills needed for success in the paired college course.

If a student does not receive the minimum required scores on an approved TSIA2 test, the student will be required to enroll and attend a prescribed paired corequisite course and remain in the course until passing test scores are submitted, or the corequisite and college-level course is successfully completed. Therefore, all students are expected to do their utmost to complete the corequisite and paired credit courses within one semester. If a student withdraws from a corequisite course, they must also withdraw from the paired credit course.

## **ESL – English as a Second Language**

The English as a Second Language (ESL) program is offered every semester to non-native English speakers in face-to-face, virtual and distance learning environments through the PJC Adult Education Department. The free classes are designed to improve English language speaking, reading for comprehension, writing and listening skills.

Other opportunities for English Language Learners include studying for the GED in Spanish, employability skills and citizenship/community service skills. The PJC Adult Education department also provides a specialized program designed to enhance English language proficiencies for the ESL professional, which includes targeted language instruction, industry-specific simulations to develop their communication skills, and cultural competencies within professional contexts.

For more information on free ESL or Adult Basic Education classes, contact the Adult Education Department at 903-782-0445. [For more information.](#)

## **Transfer of Credit**

Credit for courses in which a passing grade (D or better) has been earned may be transferred to Paris Junior College from colleges and universities accredited through one of the following associations:

- Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC)
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- Middle States Commission on Secondary Schools (MSA-CESS)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

It is the policy of Paris Junior College not to transfer credits received from any United States institution not accredited. Students seeking credit from institutions outside the United States are required to present a transcript evaluation from an approved evaluation service.

For more information, students may contact the Registrar ([records@parisjc.edu](mailto:records@parisjc.edu)) or Advising & Counseling ([advising@parisjc.edu](mailto:advising@parisjc.edu)).

Students who have gained proficiency through completion of coursework from non-accredited institutions, or through life/work experience, should consult the Office of Records regarding

credit by examination/experience. Paris Junior College will inform transfer students of the amount of credit which will transfer prior to the end of the first academic term in which they are enrolled.

NOTE: Students who transfer to Paris Junior College are required to submit an official transcript from all previously attended institutions to the Office of Admissions prior to the end of their first semester of attendance.

Students are responsible for providing supporting documentation (school catalog, course syllabus/description, etc.) for transcript evaluation when necessary.

The official transcript evaluation will be maintained in the student's permanent file in the Office of Records.

Students wishing to utilize previously completed courses from PJC or transfer in courses that are ten years old or older and were not part of a conferred AA, AS, AT, AAS, or higher degree may be asked to demonstrate current competency of the coursework if the competencies are relevant to the certificate or degree the student is enrolling into.

A student wanting to appeal the transcript evaluation may direct his/her appeal to the Registrar. The Registrar will then confer with the appropriate vice president and notify the student within 30 days of the date of the appeal as to the decision.

Transfer students intending to graduate from Paris Junior College should know that a minimum of twenty-five percent (25%) of their coursework applying to graduation must be completed at PJC.

A transfer student from a Texas public institution or from an accredited Texas private or out-of-state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, C, or D, the institution will report a student TSI-complete in the related area.

Students receiving VA education benefits are required to have all prior credit reviewed by the school, with credit awarded where applicable. This review includes all credits from military service as well as all postsecondary institutions previously

attended. The school is responsible to obtain copies of all post-secondary and military transcripts for all veteran students receiving or requesting to receive VA education benefits. This requirement is applied to all approved programs of study offered by the school. (Title 38 Code of Federal Regulations 21.4253(d)(3) and 21.4254(c)(4)). Contact PJC Veteran's Specialist at 903-782-0371 or via email at [veterans@parisjc.edu](mailto:veterans@parisjc.edu).

When a student transfers credits from a Regionally accredited institution on a quarter system into PJC, quarter hours are converted to semester credit hours (SCH) using a standard 3-to-2 ratio, where 1.5 quarter hours equal 1 semester hour. This is because a quarter hour represents about two-thirds of a semester hour.

- A quarter credit hour is defined as the unit of measurement based on a quarter-system academic year, which consists of three sessions of 10 to 11 weeks.
- A quarter hour represents proportionately less work than a semester hour due to the shorter session.
- It is counted as 2/3 of a semester credit hour for each hour of credit.

## **Academic Fresh Start**

Academic Fresh Start is a program authorized under Texas Education Code §51.931 that allows Texas residents to enroll in college without being penalized for coursework completed 10 or more years ago.

Unless otherwise prohibited by law, a resident of this state is entitled to apply for admission to, and enroll as, an undergraduate student in any public institution of higher education, including a college district, under Education Code §51.931.

If an applicant elects to seek admission under this provision, the institution will not consider academic course credits or grades earned 10 or more years prior to the semester start date in which the applicant seeks to enroll. Applicants who are admitted under Academic Fresh Start may not receive any course credit for courses completed 10 or more years prior to enrollment.

This provision does not exempt applicants from meeting any standard admissions requirements in place for all students. All applicants must meet Paris Junior College's current admission criteria and provide official transcripts from all colleges or universities previously attended.

Important Notes:

- Academic Fresh Start applies only to admissions decisions.
- Courses excluded under this provision will not count toward degree requirements, grade point average calculations, or academic standing.
- Applicants must complete the Academic Fresh Start Agreement with the Admissions Office prior to registration.

For more information or to request an [Academic Fresh Start](#), contact the PJC Admissions Office.

## **Resolution of Transfer Disputes**

Paris Junior College works closely with colleges and universities to make the transfer process as smooth as possible for courses transferred to PJC from the other institutions and follows guidelines to resolve transfer disputes.

The Texas Higher Education Coordinating Board has established procedures (see below) to be followed when transfer credit for lower-division courses listed in the Academic Course Guide Manual (ACGM) is disputed. The individual courses covered by this procedure are defined in the Coordinating Board's guide entitled, "Transfer of Credit Policies and Curricula."

### Resolution of Transfer Disputes for Lower-Division Courses

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

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

is denied. The receiving institution will also give the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Texas Higher Education Coordinating Board rule and/or guidelines.

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

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

NOTE: It is the responsibility of the student to check with the college or university to which they plan to transfer for all requirements. The student should know admissions policies, specific department requirements, deadlines, and courses that will satisfy degree requirements.

## **Photographing Employees, Students, and Related Activities**

Paris Junior College often photographs and videos its students, faculty, and staff for use in PJC publications, public relations, marketing, and the website. Anyone who does not want his or her photograph/image used for these purposes should file a written request with the Marketing and Communications Office.

## **Cost of Attendance**

### Tuition and Fees

For tuition purposes, students who enroll at Paris Junior College will be classified as In-District, Out-of-District, or Non-Resident. Proof of residence is required at the time of enrollment. The classifications are:

- **In-District:** Student's residence must be documented on the Paris Junior College tax rolls (defined as residing

within Lamar County). Student must have lived within the district for one year prior to enrollment at PJC.

- **Out-of-District:** Students who are Texas residents other than residents of Lamar County and all Oklahoma residents. Students must have lived within the state of Texas or Oklahoma for one year prior to enrollment at PJC.
- **Non-Resident:** Students whose legal residence is outside the states of Texas and Oklahoma.
- **Full-Time Student:** A student who is enrolled in 12 or more semester hours of study.
- **Part-Time Student:** A student who is enrolled in less than 12 semester hours of study.

Tuition and Fixed Fee Schedule

Credit Hours	In-District	Out-Of-District	Non-Resident
1	\$90	\$140	\$190
2	\$180	\$280	\$380
3	\$270	\$420	\$570
4	\$360	\$560	\$760
5	\$450	\$700	\$950
6	\$540	\$840	\$1,140
7	\$630	\$980	\$1,330
8	\$720	\$1,120	\$1,520
9	\$810	\$1,260	\$1,710
10	\$900	\$1,400	\$1,900
11	\$990	\$1,540	\$2,090
12	\$1,080	\$1,680	\$2,280
13	\$1,170	\$1,820	\$2,470
14	\$1,260	\$1,960	\$2,660
15	\$1,350	\$2,100	\$2,850
16	\$1,440	\$2,240	\$3,040
17	\$1,530	\$2,380	\$3,230
18	\$1,620	\$2,520	\$3,420
19	\$1,710	\$2,660	\$3,610
20	\$1,800	\$2,800	\$3,800
21	\$1,890	\$2,940	\$3,990

NOTE: Additional costs will include minimal laboratory fees and textbooks. Oklahoma residents are charged out-of-district, not non-resident, tuition at PJC. All costs are subject to change by the PJC Board of Regents. Students may be charged a higher tuition for courses attempted a third time.

### 3-peat Tuition

The 3-peat Rule was passed by the State of Texas to discourage students from repeating courses. PJC students who attempt a course with the same content for a third or more times will be charged a premium tuition rate of \$140 per credit hour.

This provision is described in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter F, §13.106).

Tuition Rebates for Certain Students Receiving Bachelor's Degrees  
Senate Bill 1907 modified the Education Code to create a tuition rebate program for undergraduate students who complete their bachelor's degrees after attempting not more than three hours more than the number required.

The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few extraneous courses as possible. Minimizing the number of courses taken by students results in financial savings to students, parents and the state. To be eligible for rebates under this program, students must meet all the following conditions:

- They must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later.
- They must have received a baccalaureate degree from a Texas public university.
- They must have been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree.
- They must have attempted no more than three hours in excess of the minimum number of semester hours

required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, and for credit developmental courses.

## **Refund Policy**

Students enrolled in semester credit hour courses who officially withdraw or reduce their semester credit hour load at PJC shall have tuition and refundable fees refunded according to the following schedule.

Refunds are issued based on the Refund Choice made by the student after logging into [MyPJC](#).

For the purpose of the refund policy, a class day is defined as a day during which college classes are conducted. The count begins with the first day classes are held during the term and includes each consecutive class day thereafter. The first-class day and other important dates are listed online at [www.parisjc.edu/main/some-important/](http://www.parisjc.edu/main/some-important/).

PJC semester-length courses which semester credit hours are awarded will be refunded as follows:

Fall and Spring Terms – Friday is included when calculating.

### *16-Week Terms*

- 100% 1 – 12 Class Days
- 70% 13 – 15 Class Days
- 25% 16 – 20 Class Days

No refund if course(s) are dropped after the 20th class day.

### *8-Week Terms*

- 100% 1 – 6 Class Days
- 70% 7 – 8 Class Days
- 25% 9 – 10 Class Days

No refund if course(s) are dropped after the 10th class day.

### *3-Week Terms*

- 100% 1 – 2 Class Days

- 70% 3 Class Day
- 25% 4 Class Day

No refund if course(s) are dropped after the 4th class day.

**Summer Terms – Friday is not included when calculating.**

### *13-Week Terms*

- 100% 1st – 12th Class Days
- 70% 13th Class Day
- 25% 14th -16th Class Days

No refund if course(s) are dropped after the 16th class day.

### *11-Week Terms*

- 100% 1st – 12th
- 70% 13th Class Day
- 25% 14th Class Day

No refund if course(s) are dropped after the 14th class day.

### *6-Week Terms*

- 100% 1st – 4th Class Days
- 70% 5th Class Day
- 25% 6th- 7th Class Days

No refund if course(s) are dropped after the 7th class day.

For a complete list of course types and refund dates, go to <https://www.parisjc.edu/main/pjc-refund-policy/>.

For additional information about adding or dropping classes, see “Adding & Dropping” classes online at <https://www.parisjc.edu/main/add-drop/>.

## **Check Writing**

Students may cash personal checks only in the Business Office not to exceed the amount of \$50. Students must present their student identification cards and must have their student identification number on the checks.

If, for any reason, a check is returned, the check will be handled by the Business Office for collection. A \$25 service fee will be charged.

## **Financial Aid**

Paris Junior College subscribes to the philosophy that all students who have the ability to pursue and can benefit from a college education should be given the opportunity. The purpose of federal and state financial aid is to provide grants, loans, and part-time employment to eligible students who need help with paying their college expenses.

Because students are the ones who will benefit the most from their college education, the students and their families are considered to have primary responsibility for paying the costs of attendance as determined by the Department of Education. Federal financial aid is only intended to supplement, not replace, the student's and their family's responsibility for paying college expenses.

For detailed information about the federal financial aid programs and institutional policies and procedures, students are advised to contact the Financial Aid Office in the Alford Center or via email at [finaid@parisjc.edu](mailto:finaid@parisjc.edu).

### **Award Procedures**

All federal and state financial aid is awarded in strict compliance with federal regulations and institutional policies and procedures. Priority is given to students with the greatest documented financial need whose completed applications are received by the priority dates ([www.studentaid.gov/apply-for-aid/fafsa/fafsa-deadlines](http://www.studentaid.gov/apply-for-aid/fafsa/fafsa-deadlines)).

Federal financial aid is awarded on the basis of documented individual need. Need is the difference between the college's estimated cost of attendance for the student and the amount the students and family can reasonably be expected to contribute toward the student's cost of attendance. Need-based aid awards cannot exceed documented financial need.

The major need-based federal financial aid programs are the Federal Pell Grant, Federal Direct Stafford Subsidized Loans,

Federal College Work Study, and Federal Supplemental Education Opportunity Grant programs. A grant does not have to be paid back if the recipient complies with all of the terms under which the money was awarded. Work study gives the student the opportunity to work at the college and earn money to help pay expenses. Loans must be repaid.

The State of Texas has exemption programs that may be available to eligible Texas residents. See the College For Texans website ([www.collegeforalltexas.com](http://www.collegeforalltexas.com)) for available programs of interest.

#### Eligibility Requirements

Financial aid recipients must meet all federal and institutional eligibility requirements including the following:

- Have a financial need.
- Have a high school diploma or a TxCHSE to establish eligibility.
- Be enrolled as a regular student in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Make satisfactory academic progress.

#### Application Procedures

To apply for one or more types of federal financial aid, students must submit the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov) and other required documents.

For maximum consideration, students should apply as early as possible. Students must apply annually on or after January 1 to be considered for financial aid for the next academic year. Contact the Financial Aid Office ([finaid@parisjc.edu](mailto:finaid@parisjc.edu)) for applications, information, and assistance.

Caution should be exercised when completing financial aid applications and forms. Students must read and follow all instructions carefully. Applications that are incomplete or that contain errors or false and misleading information will not be processed.

#### Required Documentation

Students are required to submit written documentation to the Financial Aid Office verifying the information reported on their applications. Types of required documentation include, but are not limited to: Student Aid Reports, institutional verification forms, federal income tax transcripts, academic transcripts, marriage licenses, divorce decrees, proof of separation, child support, and untaxed income.

Students reporting no prior year income or exceptionally low incomes may be required to prove how normal living expenses were met. Eligibility cannot be determined until verification is complete.

#### Loan Policy

Paris Junior College (PJC) participates in the Federal Direct Stafford Loan Program (Direct Loans); a Federal Title IV Program.

It is the primary goal of the Financial Aid Office at Paris Junior College to help students gain understanding of the responsibilities of utilizing Federal Direct Loans. Loans should be taken out as the last alternative for financing a student's education. It is also recognized that in some cases, a student loan may be the only alternative available to assist with their educational expense.

Students interested in a Federal Direct Loan at PJC must complete the Free Application for Federal Student Aid (FAFSA) [www.studentaid.gov](http://www.studentaid.gov) and submit all required documents needed to complete the application process.

Paris Junior College strongly recommends a total borrowing limit of \$15,000. This loan limit includes all student loans, including amounts received from other institutions.

Private loans are not guaranteed by the federal government and do not provide the same benefits to students as federal loans. For this reason, PJC does not endorse, certify, or participate in alternative loan programs.

#### Direct Loan Packaging

A statement will be included on the Financial Aid Award Letter sent to students via mail indicating that the student may pursue a student loan as an option. Students wanting more information

are instructed to contact the PJC Financial Aid Office (finaid@parisjc.edu) to request more information and/or a Federal Student Loan Request Packet.

PJC will only process Federal Direct Loans for the Fall and Spring enrollment periods.

Summer Federal Direct Loan requests will only be considered for Associate in Applied Science or certificates in the following programs of study: Air Conditioning & Refrigeration, Associate Degree Nursing Program (ADN), Diagnostic Medical Sonography, Emergency Medical Services-Paramedic, Horology, Jewelry, Jewelry Technician (Computer Aided Design, Repair Technician), Radiology Technology, Surgical Technology, Vocational Nurse (LVN), and Welding, since these programs often require summer enrollment.

#### Federal Direct Loan Application Requests

A student who is requesting to have a Federal Direct Loan as a part of their award package must complete the Paris Junior College Federal Student Loan Request Packet (FSLRP). The potential student borrower must submit a completed FSLRP with print out, print out of successful completion of the Annual Student Loan Acknowledgement available online at [www.studentaid.gov](http://www.studentaid.gov), and Financial Aid Loan Budget Worksheet.

Deadline for FSLRP submission will be the Friday prior to the first week of class for the fall, spring, and summer terms. Specific deadline dates for each of the terms are listed on the Federal Student Loan Request Packet. Incomplete packets will not be accepted, held for additional documents, or processed. Students submitting a FSLRP should be requesting for the academic year, not just term. A student will only be allowed to submit one Federal Student Loan Request Packet (FSLRP) per academic year.

A potential borrower must accept any aid that has been awarded through the PJC student portal, be enrolled in a minimum of 6 credit hours required for the student's declared academic program, and meet Financial Aid Standards of Academic Progress prior to processing of the FSLRP.

## Award and Disbursement Procedures

Completed FSLRPs will be processed by the Official Reporting Date (ORD). Loan(s) awarded must be accepted by the student through the PJC student portal by ORD to prevent a drop for non-payment. A loan offer in a “pending” status will not prevent a drop for non-payment. A “pending” status is defined as an award offer that is waiting for the student’s action of acceptance through the Net Partner student portal.

Student borrowers are required to complete the Direct Loan Entrance Counseling (DLEC) session and Master Promissory Note (MPN). Students will be required to complete the DLEC and MPN on an annual basis or more frequently on a case-by-case basis.

After completing the counseling and MPN, each student will meet in person with PJC financial aid staff to review and verify references. If references cannot be verified, the loan will be cancelled.

Both the DLEC and MPN will need to be completed before any accepted loan awards can be credited to the student’s billing account at PJC. PJC will provide additional group Direct Loan Entrance Counseling sessions each term for student borrowers to participate in.

Students will have 30 days from ORD to complete the DLEC session and MPN. If the DLEC and MPN are not completed within this time frame, the loan offer/acceptance will be cancelled and assessed on a case-by-case basis.

Loan disbursements occur in two payments each fall and each spring term. First disbursement will occur after ORD, and the second will occur after the last day to drop/withdraw. Students will typically receive one-half of the loan in each payment.

Paris Junior College defines the loan period based on the projected enrollment of the student. If a student receives loans from another school within the same loan period, then we must consider all loans received and certify only the remaining loan eligibility.

Disbursements to the business office and refunds of loan fund(s) to the student, may be delayed due to various start

dates or non-traditional class formats in which the student is registered.

#### Federal Direct Loan Exit Counseling

The U.S. Department of Education requires that a student participate in Federal Direct Loan Exit Counseling for a student who has taken out a Federal Direct student loan, when a student withdraws, graduates, drops below half-time attendance, or plans on transferring to another school. PJC requires the student to complete exit counseling at the end of each academic year, even if the student plans on attending the next academic year.

If a student fails to complete Federal Direct Loan Exit Counseling, they will receive a letter directing them to the Federal Direct Loan Exit Counseling website. After 30 days, if the student still has not completed exit counseling, the PJC Financial Aid Office will send out an Exit Counseling Guide provided by the U.S. Department of Education.

Every attempt will be made to assist the student in completing the exit counseling before he or she leaves campus.

#### Satisfactory Academic Progress (SAP)

According to U.S. Department of Education financial aid guidelines, PJC requires students who receive financial and state aid to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine eligibility for all federal Title IV aid and for other need-based financial assistance, unless the terms of a particular grant or funding source states otherwise. Students must meet all three (3) measurements below to maintain their eligibility for financial aid.

#### Qualitative Progress Measurement:

##### *Minimum Cumulative Grade Point Average*

To continue receiving financial aid payments, students are expected to successfully complete all classes with good grades. Students must have at least a 2.00 cumulative overall GPA (including developmental courses) at the end of the spring semester each year, or they will be suspended from receiving your financial aid unless they file a successful appeal.

Students will receive a warning notice at the end of the Fall semester. See the section on Financial Aid probation below for more information on how Financial Aid suspension may affect a student's ability to receive aid.

If students are awarded summer aid, their GPA will be checked again at the end of the summer. Students must have at least a 2.00 cumulative GPA at the end of the summer or financial aid will be suspended (see suspension guidelines below).

Quantitative Progress Measurement:

### *Number of Credit Hours Required to Complete*

When students enroll in classes and receive financial aid, you are expected to complete those classes. If students do not successfully complete at least 67% of the credit hours that they started during the year (Fall and Spring), they will be suspended from financial aid. Except for a program that takes less than one year to complete, SAP will be calculated at the midpoint of the program. See suspension guidelines below.

Only passing grades (D or above) count as successful completions. Incomplete or other grades that do not result in earned credits will not count as completions.

Students will receive a warning letter at the end of the Fall semester and must see a Student Success Coach ([advising@parisjc.edu](mailto:advising@parisjc.edu)) to establish an academic plan and monitoring system. Summer aid each year will be awarded, and at the end of Summer, student hours attempted and completed will be checked again.

### *How do I calculate 67%?*

- Add all the hours attempted during the year (Fall, Spring). Classes dropped are counted.
- Multiply by .67
- Round any decimal up to the next whole number and that is the number of hours that must be successfully completed (grade of an A, B, C, or D).

Quantitative Progress Measurement:

### *Maximum Time to Complete a Degree/Program*

When students receive financial aid to help pay for a program of study, they are expected to complete that program without wasting a lot of money and time. They must select a program of study before they can receive financial aid.

To make sure a program is completed in a reasonable amount of time, a limit has been placed on the number of hours that a student can attempt in order to complete the program. That limit is 150% of the minimum number of hours required to complete the program. Once a student reaches the 150% limit for their program, they will no longer be eligible to receive additional federal financial aid for that program. The lifetime maximum Pell Grant can only be received for 12 full-time semesters combining all schools attended.

There are a lot of variables that go into calculating that limit, including, but not limited to:

- All attempted credit hours are counted regardless of whether or not a student received aid to pay for them.
- Any transfer hours that are accepted from other colleges toward completion of a student's program are counted.

If a student is a transfer student, they must submit transcripts from all previous colleges before the end of their first semester or second semester aid will be canceled.

PJC allows the repeat of courses with the highest grade considered as the official grade. Only the highest grade will be calculated in the cumulative GPA, although all attempts will be recorded on the student's transcript.

If a student withdraws from a course, it is still counted as an attempt.

NOTE: If a student cannot complete their program within the 150% limit, they will be placed on financial aid suspension when that determination is made.

#### Transfer Students

All applicants who have attended other colleges and/or universities during the same academic year are required to add Paris Junior College's school code (003601) to the application

(FAFSA). The amount of aid awarded at the other school must be verified before an award can be processed.

#### Summer Enrollment and SAP

When calculating the SAP status, summer hours attempted will be counted toward the 150 percent maximum, and summer grade points earned will be calculated as part of the cumulative grade point average.

#### Financial Aid Suspension

If a student fails to meet any one of the SAP measurements described above, they will be placed on financial aid suspension for at least one award year, unless they file a successful appeal. (Once a student exceeds the 150% limit, they cannot regain satisfactory progress. However, in extreme circumstances, a student may appeal to extend their eligibility to complete a program.) During the period of suspension, a student will not be eligible to receive financial aid.

To regain financial aid eligibility, the student must pay the expenses related to at least half-time enrollment (six hours) and satisfy all SAP requirements.

#### Unusual Circumstances and Appeals

If unusual circumstances contribute to students' lack of academic progress, those students may regain Title IV eligibility through direct appeals to the Financial Aid Office. Financial aid administrators review appeals and make exceptions to SAP policies on a case-by-case basis using professional judgment. Federal regulations offer sample situations of unusual circumstances. According to federal guidelines, unusual circumstances include, but are not limited to:

- Illness.
- Injury.
- Personal crisis.
- Death in the family.
- Other unusual circumstances that reasonably could contribute to a lack of academic progress.

If a student is placed on financial aid suspension, the student may petition the Financial Aid Office to consider mitigating (special) circumstances that resulted in their inability to meet the SAP requirements. The Appeal Form must be completed and must include supporting documentation (if applicable) regarding the circumstances (i.e., medical statements, divorce documents, letters of unemployment, etc.).

The student will be notified by the Financial Aid Office within five days after a decision has been made regarding the appeal. If the appeal is approved, the student will be put on financial aid probation for a period of no less than one semester. The student will be required to meet with a Student Success Coach to evaluate their educational goals and program of study. They must abide by all probationary requirements as designed by the Student Success Coach and the Financial Aid Office.

If the Financial Aid Office denies the petition, the student may follow the same written procedure to appeal to the college Financial Aid Committee for review.

#### Financial Aid Probation

Students who are awarded aid on financial aid probation will be monitored throughout the semester. When a student successfully raises their Cumulative Overall GPA to a 2.00 and completes enough hours to meet the 67% of attempted hours, they will be released from probation.

#### WARNING: Repayment of Federal Funds

If a student receives federal financial aid and withdraws from all courses, they will be required to repay a portion of the federal aid received.

If a student receives a grade of F in all courses for a semester, they will be required to repay a portion of financial aid received unless an instructor documents that they participated through the term.

Financial aid will not pay for:

- Any credit hours in excess of the 150 percent maximum program limit (see discussion of Quantitative Measurement No. 3 above)

- Credit hours earned by placement tests
- Courses the student registers for after the official certification date of the semester
- Courses taken by transient students
- Federal Direct Student Loan Restrictions

In accordance with federal regulations, a school must verify that a loan recipient is meeting SAP each time funds are released to the student. If a student has been awarded money under the Direct Loans, all or part of their loan will be canceled if they are not meeting SAP at the time loan funds are available for disbursement (distribution).

The student then will not be considered for future loans until the SAP requirements have been met. Other restrictions related to the college's default management plan may limit how much a student may borrow and when they will receive your loan payments.

Programs Disclosure of Social Security Account Number  
Section 7(a) of the Privacy Act of 1974 (5 U.S.C. § 552a) requires that when any federal, state, or local government agency requests an individual to disclose his or her Social Security Account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it.

Accordingly, applicants are advised that disclosure of the applicant's Social Security Account number (SSAN) is required as a condition for participation in student financial assistance programs sponsored by the federal government, state of Texas, or the local government, in view of the practical administrative difficulties that would be encountered in maintaining adequate program records without the continued use of the SSAN.

The SSAN will be used to verify the identity of the applicant and as an account number (identifier) throughout the life of the loan or other type of assistance in order to report necessary data accurately. As an identifier, the SSAN is used in such program activities as determining program eligibility, certifying school

attendance and student status, determining eligibility for deferment or repayment of student loans, and for tracing and collecting in cases of defaulted loans.

Authority for requiring the disclosure of an applicant's SSAN is grounded on Section 7(a)(2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to Jan. 1, 1975, in order to verify the identity of an individual.

The state of Texas has for several years consistently required the disclosure of the SSAN on application forms and other necessary program documents use pursuant to statutes passed by the Texas Legislature and regulations adopted by the Coordinating Board, Texas College and University System. October 12, 2007.

#### Withdrawals & Financial Aid

Withdrawing or dropping all courses during any semester may result in the student being required to return his or her financial aid. Students who withdraw during the first 60 percent of a semester may owe money and hours back to the aid programs. This will be calculated at the time of total withdrawal using Department of Education pro rata refund software. Students will be blocked from enrollment until arrangements to repay the funds have been made.

All students receiving financial aid or veterans' benefits must report to the Financial Aid Office before submitting their drop slips to the Office of Records and Business Office.

#### *How a Withdrawal Affects Financial Aid*

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded.

When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the

premise that students earn their financial aid in proportion to the amount of time in which they are enrolled.

A prorated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- completely withdraws, or
- stops attending before completing the semester, or
- does not complete all modules (courses which are not scheduled for the entire semester or payment period for which he/she has registered at the time those modules began.)

Based on this calculation, Paris Junior College (PJC) students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term.

The following policies will help students understand that a withdrawal potentially affects students academically as well as financially. We encourage students to read all the information below prior to making a final decision.

**IMPORTANT:** Paris Junior College's Tuition/fee refund schedule is separate from the federal regulations to repay unearned aid. Whether or not a student receives a tuition/fee refund has no bearing on the amount he/she must repay to the federal aid programs. Contact the Business Office for further inquiries regarding tuition/fee refunds or visit the Business Office website.

How the Earned Financial Aid is Calculated

Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid programs.

Regulations require schools to perform calculations within 30 days from the date the school determines a student's complete withdrawal. The school must return the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by the Financial Aid Office (FAO).

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percentage earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered.
- The percentage unearned is equal to 100% minus the percentage earned.

Students who provide written confirmation to FAO at the time of ceasing attendance that they plan to attend another course later in the same payment period are not considered to have withdrawn from the term. If the student does not provide written confirmation of plans to return to school later in the same payment period or term, PJC considers the student to have withdrawn and begins the R2T4 process immediately.

However, if the student does return to PJC in the same term, even if they did not provide written confirmation of plans to do so, the student is not considered to have withdrawn after all and is eligible to receive the Title IV funds for which the student was eligible before ceasing attendance. FAO will then reverse the R2T4 process and provide additional funds that the student is eligible to receive at the time of return.

Institutional funds are earned and recalculated based on the prorated policy as described for federal financial aid funds. Tuition/fee refunds also affect the recalculation of institutional financial aid.

#### Determination of the Withdrawal Date

The withdrawal date used in the return calculation of a student's federal financial aid is the actual date indicated on the official drop form. If a student stops attending classes without notifying PJC, the withdrawal date will be the midpoint of the semester or the last date of academic activity determined by PJC.

Additional documentation supporting the last date of academic activity may be provided by the student if they verify a later date of attendance than determined by PJC.

For students enrolled in modules: A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. Paris Junior College (PJC) will track enrollment in each module (a group of courses in a program that do not span the entire length of the payment period combined to form a term, for example, summer sessions) to determine if a student began enrollment in all scheduled courses. If a student officially drops courses in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on a change in enrollment status may still be required.

#### *When a Student Fails to Begin Attendance*

If a student receives financial aid, but never attends classes, the Financial Aid Office (FAO) must return all disbursed funds to the respective federal and institutional aid programs.

#### *When a Student Fails to Earn a Passing Grade in any Class*

If the student has not completely withdrawn but has failed to earn a passing grade in at least one class for the term, federal regulations require the school to determine whether the student established eligibility for financial aid. Eligibility is based on if the student attended at least one class or participated in any PJC academic-related activity.

All disbursed funds must be returned to the respective federal and institutional aid programs if the student cannot prove that he/she began attendance.

### *Students Who Receive all Failing Grades at the End of the Term*

When the student has failed to earn a passing grade in at least one class for the term, federal regulations require the school to determine whether the student established eligibility for funds disbursed by attending at least one class or participating in any PJC academic-related activity. If the school cannot verify that the student attended PJC, all financial aid must be repaid to the federal and institutional programs. The student's business account will be charged and the student will be responsible for any balance due.

If the student can prove to have participated in a PJC class or academic-related activity, the student will not be required to return any disbursed financial aid. The student's business account will be updated and the student will be responsible for any other charges that may have been applied to their account.

Students who are able to verify attendance beyond PJC's records may submit supporting documentation to FAO. The student must submit supporting documentation within 30 days from the last date of the term. Recalculations for aid eligibility will not be performed for documentation received after that date.

### Repayment Calculation Process

Once grades are posted for the student who receives all failing grades, FAO will return all unearned aid back to the federal and institutional programs and the student's business account will be charged. FAO will mail a notification letter with the repayment amount(s) to the student's permanent address. The student's business account will be updated, and the student will be responsible for any balance due. A statement reflecting these charges will be sent to the student by the Business Office.

### Academic Related Activity

Examples of Paris Junior College (PJC) academic-related activities include but are not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students.

Proof of participation:

- Exams or quizzes
- Tutorials
- Computer-assisted instruction
- Completion of an academic assignment, paper, or project
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course PJC required study group where attendance is taken

#### Repayment Calculation of Unearned Aid

As a result of a withdrawal, students who received federal funds will be required to repay “unearned” aid. The repayment calculation is performed utilizing the federal government’s repayment worksheet: “Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program.”

#### Student Notification of Repayment

A notification letter outlining the amount returned to the federal and institutional program(s) along with the federal government’s repayment worksheet will be mailed to the student’s permanent address. PJC will return funds on the student’s behalf to the appropriate federal and institutional aid program(s) and subsequently will bill the student’s business account. A statement reflecting these charges will be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

#### Repayment to Federal and Institutional Aid Programs

Federal regulations and institutional policy require that the following and/or collection agency fees resulting from the referral. The student shall pay all charges and other costs, including attorney’s fees, that are allowed by Federal and State laws and regulations and that are necessary for the collection of these amounts.

#### School and Student Responsibilities

Paris Junior College's responsibilities in regard to the Return of Title IV funds:

- Providing each student with the information given in this policy;
- Identifying students affected by this policy and completing the Return of Title IV Funds (R2T4) calculation;
- Informing the student of the result of the R2T4 calculation and any balance owed to PJC as a result of a required return of funds; and
- Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date.

Student's responsibilities in regard to the Return of Title IV funds:

- Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from all courses effects eligibility for Title IV aid;
- Resolving any outstanding balance owed to PJC resulting from a required return of unearned Title IV aid; and
- Resolving any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds.

Policy for Refund of Title IV Programs:

Title IV programs are funded by the U.S. Department of Education. All refunds due to the Title IV programs will be refunded to the program charged in the following order: SEOG and Pell Grant. No refund to a Title IV program will exceed the award from that program.

The Financial Aid Office will calculate a prorated refund and establish the amount of aid that must be repaid and returned to the Title IV Programs for students that completely withdraw from all classes.

## Changing Schools

Financial aid does not automatically transfer with students when changing schools. Students planning to change schools should contact the Financial Aid Office at the new school for applications and information.

## Status Change and Financial Aid

During any semester or summer term, a student's financial aid status can change. Therefore, information such as address change, course load change, and financial gains or losses must be reported immediately to the Financial Aid Office.

## Defaulted Loans & Grant Repayments

Students that are currently in default or owe a grant overpayment from any previous school will not be eligible for any type of financial aid. To re-establish eligibility, students must provide written proof of eligibility from a lender or the organization currently holding the loan.

## Information and Assistance

Contact the Financial Aid Office for applications, financial aid publications, and detailed information about financial aid programs, federal regulations, and institutional policies and procedures. Financial aid policies and procedures are subject to change without notice in order to comply with federal regulations or institutional policies and procedures. Office Hours are 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to noon on Fridays.

By mail: Financial Aid Office, Paris Junior College, 2400 Clarksville, Paris, TX 75460 Phone: 903-782-0429; Email: [finaid@parisjc.edu](mailto:finaid@parisjc.edu),

## Scholarships

Paris Junior College offers an extensive range of scholarship programs. The criteria for selecting scholarship recipients may include, but is not limited to, academic achievement, major area of study, service to the college, leadership and personal character.

All recipients of Paris Junior College scholarships are required to complete a Free Application for Federal Student Aid (FAFSA).

Students interested in applying for a specific institutional scholarship should contact the Admissions Office or the Financial Aid Office for detailed information.

### Veteran Affairs

Paris Junior College is approved for veterans training under the provisions of various federal and state laws. Veteran affairs are administered through the Office of Student Financial Aid located in the Alford Center. Veterans who are applying for U.S. Department of Veterans Affairs (VA) educational benefits are advised to call the VA to inquire and verify VA eligibility. The telephone number of the VA Regional Office is 1-888-442-4551. Apply for benefits at: [www.va.gov/education](http://www.va.gov/education).

The following will be required for all students using VA benefits:

- A “Certificate of Eligibility” and/or “Statement of Benefits.”
- An official copy of the DD-214 showing an “Honorable” discharge status (Chapter 31 beneficiaries may have other statuses).

Veteran students will also be required to deliver an Official Service Transcript before their first semester is complete, either from the Community College of the Air Force or, for all other branches, the Joint Service Transcript.

[www.airuniversity.af.edu/Registrar/Transcript-Requests/](http://www.airuniversity.af.edu/Registrar/Transcript-Requests/).

All students receiving VA Education benefits must complete the “Request for Veterans Education Benefits” form each semester. <https://jst.doded.mil/jst/>. It is located on the Paris Junior College website, Veterans Services page (<https://www.parisjc.edu/main/veterans/>).

All recipients of financial aid must maintain satisfactory academic progress (SAP) in accordance with Paris Junior College Financial Aid policies.

A covered veteran/dependent is any individual who is entitled to educational assistance through the U.S. Department of Veterans Affairs.

Paris Junior College will permit any covered individual to attend or participate in the approved course of education during the period beginning on the date on which the individual provides to

the educational institution a certificate of eligibility for entitlement to educational assistance (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the VA) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Paris Junior College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Veterans may also be required to set up a payment plan (which has a \$25 fee), or pay for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

#### Hazlewood Act

Certain veterans who have served on active military duty, whose “Place of Entry” or “Home of Record” on their DD-214 is in Texas, who have resided in Texas during the 12-month period before the date of registration, and whose entitlement to educational benefits under federal legislation has been exhausted are eligible for exemption from the payment of tuition and fees (excluding activity fees) at Paris Junior College through the Hazlewood Act.

These exemptions may also apply to children and spouses of members of the Armed Forces who were killed in action, otherwise died while in the service, or are permanently and totally disabled (as determined by the VA) and to children and spouses of members of the Texas National Guard and Texas Air National Guard killed since January 1, 1946, while on active duty.

To determine Hazlewood eligibility the following documents must be submitted to the Financial Aid Office:

- A copy of the veteran's DD-214 Page 4, showing the veteran's characterization of service.
- Documentation that VA Education benefits have expired or been denied (Chapters 30, 31, 33).

The Financial Aid Office will determine eligibility in accordance with the Hazlewood Act and 40 TAC-461. As documentation varies by type of benefit, prospective Hazlewood students should contact the Paris Junior College Veterans Services Desk ([veterans@parisjc.edu](mailto:veterans@parisjc.edu)) for a full list of required documents.

Hazlewood students are required to submit a Hazlewood application every semester, whether it's an initial application or continued application. Additionally, all Hazlewood students must complete the "Request for Veterans Education Benefits" form each semester to use your veteran benefits at PJC. It is located on the Paris Junior College website, Veterans Services page.

Hazlewood waivers are considered financial aid; therefore, beneficiaries must maintain satisfactory academic progress (SAP) in accordance with Paris Junior College Financial Aid policies.

#### Reinstatement of Benefits

A veteran's benefits terminated because of unsatisfactory academic progress will be reinstated when the veteran has met satisfactory academic progress requirements or successfully appealed their suspension.

#### Supplemental Information

The college does not participate in the VA advance payment, VA pre-certification, or Active-Duty Tuition Assistance (TA) policy.

Students receiving VA benefits must promptly notify the Financial Aid Office's Veterans Services Desk ([veterans@parisjc.edu](mailto:veterans@parisjc.edu)) regarding any course(s) dropped.

The VA may require students to repay any benefits received for courses that are dropped.

VA students may not receive benefits for a course for which they have received a passing grade (D or higher).

The Veterans Administration will only pay for courses that are required for graduation and are listed on the VA student's official degree plan.

Eligibility will be lost if the student fails to maintain Satisfactory Academic Progress (SAP).

VA will only pay for developmental course work that is required for graduation.

## **Academic Standards**

All students are encouraged to work toward achieving their goals and maintaining scholastic progress throughout their enrollment at the college. Students who maintain a 2.0 or better cumulative grade point average (GPA) are considered in good standing.

### **Adding and Dropping Classes**

Schedule changes will be allowed for the first five days during the regular semester and for the first two days during the summer semester.

During the first five days of the semester, students can see a Student Success Coach to make schedule changes. After the first five class days, the students must contact the instructor of the course to be dropped by completing and submitting the withdrawal form available through MyPJC.

A student may withdraw (drop) from a course, other than developmental courses, at any time up until the withdrawal deadline with no grade penalty.

It is the responsibility of the student to initiate his/her withdrawal from a course. However, prior to the withdrawal deadline, an instructor retains the right to drop a student for classroom disruption in accordance with the institution's policy.

A student may withdraw from a course after the Official Reporting Day (ORD) and until the withdrawal deadline. This will result in the student receiving a grade of "W." It is the student's responsibility to initiate his/her drop through MyPJC.

Students receiving financial aid and/or Veterans' benefits should consult the Financial Aid Office before dropping. Students on

scholarship should obtain approval from their advisor prior to dropping a course.

Students who properly withdraw from courses will receive grades of “W” for such course work (see the college calendar for the proper date of withdrawal). After that date, students will not be allowed to withdraw from any courses.

Requests for withdrawal become official and effective the date they are received in the Office of Records. Requests received after published withdrawal deadlines will not be honored.

Some courses at Paris Junior College are offered on a less than a semester length basis and end prior to the end of the semester. For such courses, a student may withdraw as scheduled in the course syllabus.

After the period of schedule changing as described above, in order to drop a course, a student must apply for permission from the instructor. If a student drops a course with approval, he will receive a grade of “W” in the course. Students will not be allowed to drop a course after 75 percent of the semester has passed.

Occasionally a student’s attitude is detrimental to the progress of the rest of the class as well as his/her own. When it becomes apparent to the instructor that counseling will not resolve the problem, the student may be dropped from the course. Under this circumstance, on the recommendation of the instructor and with the approval of the appropriate vice president, the student dropped will receive a grade of “F” in the course.

Students adding courses will be charged the appropriate tuition and fees according to the tuition and fee schedule. Students who add courses and fail to pay the full cost by the last day to add a class will be dropped and no credit given for the course.

#### Limits on the Number of Dropped Courses

Section 51.907 of the Texas Education Code, enacted by the Texas Legislature, spring 2007, applies to students who enroll in a public institution of higher education as a first-time freshman in Fall 2007 or later.

The College may not permit a student to drop more than six courses, including those taken at another Texas public

institution of higher education. All courses dropped after the Official Day of Record are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception.

Drop Exceptions can be approved if the student documents that the drop was required for one of the following reasons and for that reason the student could not satisfactorily complete the course:

- The student, a member of the student's family, or a person of equally important relationship to the student experiences a serious illness or other debilitating condition.
- The student becomes responsible for the care of a sick, injured, or needy person.
- There is a death in the student's family or of a non-family member of equally important relationship.
- The student or a member of the student's family, or a person of equally important relationship to the student, is called to active-duty service as a member of the Texas National Guard or the armed forces of the United States.
- There is a change of the student's work schedule that is beyond the student's control.
- The College determines that there is other good cause for the student to drop the course.

Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception will incur registration and drop restrictions during all subsequent semesters, and may incur other enrollment limitations or requirements.

PJC students liable under this legislation who plan to attend another Texas public college or university should determine that institution's policies and penalties for dropping courses and for approving Drop Exceptions.



### Withdrawal from Developmental Courses

Students who have not attended developmental classes before the official report date must be dropped by the instructor of record. Students dropped from all developmental courses due to non-attendance before the official reporting day will be out of compliance with Paris Junior College developmental education guidelines. All developmental student schedule changes prior to the official report date must stay in compliance with policy. Students dropped from a developmental course will also be dropped from the co-requisite college-level course.

Students will be advised to remain in all of their developmental courses in order to complete their developmental sequences as quickly as possible. Students will also be advised of the consequences of withdrawing from developmental courses and the repercussions of receiving a grade of F in developmental courses. Students must be advised, if applicable, to consult with Financial Aid before making a decision about withdrawing from a course.

### Complete Withdrawal from College

Withdrawal from all remaining courses not previously dropped during a term constitutes withdrawal from college and should not be confused with simply withdrawing from one of several courses in which a student may be enrolled. Withdrawal from college requires payment of all outstanding debts for tuition fees and/or fines.

### Change of Grade

Students should review their end-of-semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate instructor immediately. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached, and the student wishes to pursue the challenge, a written appeal must be presented to the division chair or vice president.

Further appeals will be directed through the appropriate division chair and/or vice president. In filing a formal appeal, the student must follow the Student Rights and Responsibilities, Student Complaints (FLD local) in PJC official policy manual at

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=783&code=FLD#localTabContent>.

The student has one year from the date of final grade assignment to challenge a grade.

#### Definition of Semester Hour

The common unit of measurement of college credit is the semester hour. It represents the amount of credit due for work completed in a class for the period of one semester. If a class meets only one hour per week for one semester, the credit earned in that class is one semester hour. If it meets three hours per week, the credit earned usually is three semester hours.

Sometimes, additional credit is given for a laboratory required in addition to the class periods. For Continuing Education courses, the continuing education unit (CEU) is used. Ten contact hours equal one continuing education unit (CEU).

### **Discipline**

College discipline exists for the protection of the students enrolled at Paris Junior College. Students who have learned to exercise self-discipline and accept responsibility rarely need to be concerned about having disciplinary sanctions imposed upon them. The college expects all students to observe standards of conduct appropriate for a community of scholars. Lewd, indecent, or obscene conduct or expression is not condoned.

The Director of Student Life is charged with the responsibility of serving as the disciplinary officer of the college. The Director is assisted in this capacity by other administrative officers and by the faculty.

The student's enrollment in Paris Junior College acknowledges the authority of the college in setting standards for student behavior on campus. Policies, procedures, and regulations governing the conduct of students at Paris Junior College are outlined (FLB

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=783&code=FLB#legalTabContent>).

## **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA applies to both on-campus and online students.

These rights include:

- The right to inspect and review the student's education records within 45 days of the day the institution receives the request for access.

Students should submit to the Office of Admissions & Records, vice president, head of the academic department, or other appropriate official, written requests that identify the records they wish to inspect. The institution 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 institutional official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate.

The student should write the institutional official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the institution decides not to amend the record as requested by the student, the institution 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.

Send to:  
Registrar  
2400 Clarksville Street  
Paris, TX 75460

- 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 institution as an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Paris Junior College to comply with the requirements of FERPA.
- The name and address of the office that administers FERPA is:

U.S. Department of Education  
Attn: Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **Record Retention and Maintenance**

Admission materials submitted to Paris Junior College should be original documents. Documents received by the Office of Admissions become the property of the college and, with the exception of foreign transcripts, will not be returned to the student.

Admissions applications and supporting documents from individuals who apply but do not enroll will be retained and disposed of in accordance with the Retention Schedule on file with the Texas State Library and Archives Commission.

## **Directory Information**

In compliance with section 438, the General Education Privacy Act (Title IV, a public law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students Act of 1974, Paris Junior College gives notice that the following Directory information may be released to the general public without written consent of the student.

A student may request that all or part of the Directory information on file in his or her name be withheld from the public by making written request to the Office of Records during the first 12 days of a fall or spring semester or the first four days of a summer term.

This request will apply only to the current enrollment period which will include the following Directory information:

- Name and address
- Email address
- Whether or not currently enrolled
- Number of hours enrolled current semester
- Classification
- Major and minor
- Degrees and honors/awards received
- Dates of attendance (semester and year, not daily attendance)
- All previous educational institutions or agencies attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Date and place of birth
- If no request is filed by the student to withhold Directory information, such information is released upon inquiry.

## **Public Information Requests**

For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental

body, you may review the governmental body's notice required under section 552.205 of the Government Code. You can find additional Public Information Act resources on the Office of the Attorney General's website at <http://www.texasattorneygeneral.gov/open-government>.

Requests must be submitted in writing. Only written requests trigger a governmental body's obligation under the Public Information Act. Find out how to submit a public information request at <https://www.parisjc.edu/main/public-information-request/>. Or email [pir@parisjc.edu](mailto:pir@parisjc.edu).

Directory information is also defined as public information and as such will be available for inspection or duplication upon request during normal business hours. If the requested information is in active use or in storage, the applicant will be so notified and a date and hour set within a reasonable time when the record will be available.

Charges will be levied for the cost of reproducing the requested materials at fees set by the institution. Cost for a computer run of the student Directory is \$50.00. If additional programming is required, the programming fee will be \$50.00 per hour — one hour minimum.

## **Academic Policies**

### Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

- Copying from another student's test or class work;
- Using test materials not authorized by the person administering the test;
- Collaborating with or seeking aid from another student during a test without permission from the test administrator;
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test, paper, or another assignment;

- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test;
- Substituting for another student, or permitting another student to substitute for one's self, to take a test;
- Bribing another person to obtain an un-administered test or information about an un-administered test; or
- Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

## **Grading System/Grading Policies**

Paris Junior College is on a four-point grading system. Grades and grade points for each semester hour of credit are as follows:

A - Excellent: 4 grade points per credit hour

B - Above Average: 3 grade points per credit hour

C - Average: 2 grade points per credit hour

D - Below Average: 1 grade point per credit hour

F - Failure: 0 grade points per credit hour/CEU

P - Pass: 0 grade points per CEU

W - Withdrawal: 0 grade points per credit hour/CEU

X - Incomplete: 0 grade points per credit hour

Grades of “W” and “X” are not included in the computation of cumulative grade point averages. A grade of “W” indicates that the student withdrew from class. A grade of “X” indicates that course work was incomplete at the end of the semester.

### **Incomplete Grades**

Only students who have successfully completed three-fourths of the coursework are eligible to receive an “X” and complete the

remaining coursework in the next semester without registering for the course a second time.

The instructor must submit a Request for Change of Grade to the Office of Records when all course work has been completed. Incomplete course work must be completed by the end of the next long semester, or the grade of “X” shall be changed to a grade of “F”.

Students should review their end-of-semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate instructor immediately.

A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the division chair or vice president. Further appeals will be directed through the appropriate division chair and/or vice president.

In filing a formal appeal, the student must follow the Students Rights and Responsibilities, Student Complaints (FLD local) as found in the PJC Policy Manual. The student has one year from the date of final grade assignment to challenge a grade. (<https://pol.tasb.org/PolicyOnline?key=783>).

#### Cumulative Grade Point Average Policy

For academic and transcript purposes, Paris Junior College calculates the cumulative grade point average based exclusively on coursework completed at Paris Junior College. Only grades earned in courses taken through Paris Junior College are included in the cumulative grade point average. Grades from transferred coursework may be recorded on the transcript for credit evaluation but are not factored into the cumulative grade point average calculation. Grades earned in developmental (non-college-level) courses are also excluded from the cumulative grade point average.

This cumulative grade point average is used to determine academic standing, graduation eligibility, and the grade point average shown on the official transcript.

## **Academic Probation and Suspension**

Students must maintain a cumulative grade point average of at least 2.0 for all course work attempted during the fall and/or spring semesters. Special program students and scholarship students may require higher grade point average status to continue. The student should be familiar with the regulations dealing with scholastic probation and enforced withdrawal.

These standards are published in the PJC policy manual (policy EGA - LOCAL).

Students shall maintain a cumulative grade point average of at least 2.0 on all course work attempted during the fall and/or spring semesters.

### **Probation**

Students who have a cumulative grade point average of less than 2.0 for all course work attempted during the fall or spring semesters shall be placed on academic probation. Students may remove all probation status by raising their cumulative grade point average to a 2.0 or higher during the fall, spring, or summer semesters.

**Strict Probation for Current PJC students:** Students who remain on academic probation for two consecutive semesters shall be placed on strict probation for the subsequent semester. Students on strict probation must achieve a cumulative grade point average of at least 2.0 by the end of the semester. Failure to achieve the required cumulative grade point average shall result in suspension from the institution for one long term (fall or spring).

**Suspension:** Students who fail to remove academic deficiencies while on strict probation shall be suspended from the institution. Under certain circumstances, students on suspension may be readmitted by the institution on strict probation. Students who have been suspended from the institution twice shall normally be denied future admission to the institution.

**Strict Probation Admission for students on Suspension from Another College:** A student who is on suspension from the College District or another accredited institution may request

admission to the College District on strict probation. The request must be made in person to the vice president for student access and success. If in the opinion of the vice president for student access and success the student has the ability to continue pursuing college work, the student may be readmitted on strict probation.

Students readmitted on strict probation shall meet all of the following requirements:

- Enroll in a Learning Framework course, if not already completed and the course is on the student's Degree Plan.
- Achieve a cumulative GPA of at least 2.0 by the end of the semester.
- Obtain approval for his or her schedule of courses from the assigned Student Success Coach. Online registration is prohibited.
- Contact each instructor on a regular basis for special instructions and assistance, as needed.
- Forfeit eligibility for class or club offices.

Paris Junior College wants to make every effort to help students succeed and has established special procedures to help accomplish that goal. Students will be asked to follow these procedures and to seek services available to them. Our goal is to help students raise their cumulative grade point average to 2.0 or higher which will remove the probation status.

Students may be administratively withdrawn from all classes by the appropriate vice president for failure to abide by these terms of probation.

**Appeal:** Decisions concerning academic probation and suspension may be appealed as outlined in FLD (LOCAL).

## **Raising a Grade**

A grade in a course may be raised only by the student's repeating the course and making a higher grade. Only the grade and credits earned in the course with the highest grade will be used in computing the grade point average and applied toward

degree or program requirements. Courses must be taken at PJC to raise a grade.

## **Grade Reports**

Grades will be posted online on MyPJC at the end of each semester. Grade reports are not mailed.

## **Honor Lists**

The President's and Deans' Honor lists are announced at the end of each semester. Both are limited to students who complete at least 15 semester hours (exclusive of developmental courses).

Students on the Deans' Honor List must also have no grade lower than a "C" and must have a grade point average of 3.5 or better. Students on the President's Honor List must have a grade point average of 4.0.

## **Religious Holy Days**

In accordance with Section 51.911, Texas Education Code, Paris Junior College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Reasonable time will be determined by the instructor and will be no later than one week after the student returns from the religious holy day. Students are required to file a written request with each instructor to qualify for an excused absence. This request must be made within the first 15 days of the semester in which the absence will occur.

A student who is excused will not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. If a student disagrees with any decision concerning absence, the student may use the regular channels for appeal.

## **Excused Absence for Active Military Service**

Upon receipt of military orders from a student, an institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to

which the student is called, including travel associated with the service. A student whose absence is excused may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Education Code 51.9111(c); 19 TAC 4.9(a)–(b)

## **Repeating Courses**

PJC allows the repeat of courses with the highest grade considered as the official grade. Only the highest grade will be calculated in the Cumulative GPA, although all attempts will be recorded on the student's transcript.

Enacted in the 78th Legislative Session, HB 1 mandates that students repeating a course for a third or more times will be subject to an additional fee for the repeated course.

Veterans should consult the Veterans Affairs office before repeating any course. [veterans@parisjc.edu](mailto:veterans@parisjc.edu).

Students planning to transfer to another college or university should check with the receiving institutions for their repeat policies.

## **Transcripts**

Paris Junior College partners with the National Student Clearinghouse (NSC) to provide a convenient and secure process for ordering, processing, and delivering official transcripts. Official transcripts may be requested for personal use, submission to another college or university, or for delivery to a third party. Requests must be submitted through the online transcript request form available on the PJC website or directly through the NSC website.

Current/active PJC students may access unofficial transcripts through the MyPJC portal. Former/inactive students must request an official transcript through the NSC.

## **Security/Parking**

The Campus Police Department, under the direction of the Chief of Campus Police, provides protection for the college.

All vehicles using campus parking facilities must display a current parking permit. Permits are issued at registration in the Alford Center.

Students and faculty will be permitted to park in all parking lots and areas that are not otherwise reserved. All parking violations must be cleared through the Campus Police within five days from the date of violation.

Any student disagreeing with the fine and violation levied should consult the Director of Student Life.

The Parking Rules and Regulations may be found online:  
[https://www.parisjc.edu/downloads/dps\\_downloads/traffic.pdf](https://www.parisjc.edu/downloads/dps_downloads/traffic.pdf).

## **Dragon Now Program**

PJC's Dragon Now program helps students save money on course materials and gives them instant access to those materials by the first day of class.

The cost of Dragon Now program materials is included as a fee in the cost of the course. So, students can pay for their classes and course materials by going to MyPJC and receive the correct course materials by the first day of class.

Within 24 hours of enrolling in a Dragon Now Program, the student will receive an email at their student email address with details on how to access digital materials or their course materials will be included in the course in Blackboard.

Verify the format of the course materials through MyPJC by looking for a Textbooks and Supplies fee.

For more information:

<https://www.parisjc.edu/support/materials.php>

## **Student Insurance**

Paris Junior College does not provide insurance for students.

## **Semester Examinations**

Semester examinations are required of students in all courses except those that are activity courses.

## **Freedom from Discrimination, Harassment, and Retaliation (FFDB)**

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### False Claims

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

### Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

## **Reporting Procedures**

### Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

### Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

### Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person, shall not be required to disclose a report of prohibited conduct without the student’s consent. A person who is a non-professional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act [see GCC].

## Responsible Employee

For purposes of this policy, a “responsible employee” is an employee:

- Who has the authority to remedy prohibited conduct.
- Who has been given the duty of reporting incidents of prohibited conduct
- Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct
- The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

### *Definition of College District Officials*

For the purposes of this policy, College officials are the ADA/Section 504 coordinator and the College President.

### ADA/Section 504

Ansley Hoskins

Student Success Coach, ADA Coordinator

2400 Clarksville Street, Paris, TX 75460

903-782-0281

[ahoskins@parisjc.edu](mailto:ahoskins@parisjc.edu)

### Other Anti-Discrimination Laws

The College President or designee shall serve as coordinator for purposes of College District compliance with all other anti-discrimination laws.

### Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator or the Title IX coordinator may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

#### Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form. Initial assessment upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

#### Interim Action

If appropriate, and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

#### College District Investigation

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

### Criminal Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

### Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

### Notification of Outcome

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

### Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with College District policy and procedures [see FM and FMA].

### Corrective Action

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any

instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

#### Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

#### Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

#### Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

## Discrimination, Harassment & Retaliation: Sex or Sexual Violence (Policy FFDA)

This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting students.

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household; destroying the student's property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student's spouse or partner; or encouraging others to engage in these behaviors.

For additional legally referenced material relating to discrimination, harassment, and retaliation, see FA (LEGAL).

For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees, see DIAA.

Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX

of the Education Amendments of 1972, as amended, and related to state and federal laws.

For Title IX concerns, contact:

Title IX Coordinator/Human Resources Director

Melanie Hatcher

2400 Clarksville Street Paris, TX

Telephone: 903-782-0483

Email: [mhatcher@parisjc.edu](mailto:mhatcher@parisjc.edu)

## **Pregnant & Parenting Students**

PJC's Pregnant and Parenting Student Liaison serves as the designated campus resource to support students who are pregnant or parenting. This role is required by Texas Education Code § 51.982 and ensures that the institution complies with state and federal protections for pregnant and parenting students.

The liaison's primary responsibilities include:

- Informing students of their rights under Title IX and state law, including accommodations related to pregnancy, childbirth, and parenting responsibilities.
- Assisting students in accessing academic support, schedule adjustments, childcare referrals, and other campus and community resources.
- Helping faculty and staff understand their responsibilities in supporting these students' continued access to education.
- Serving as a point of contact for pregnant and parenting students to resolve concerns or navigate college processes.

Ultimately, the liaison advocates for educational continuity and equal access, working to remove barriers so students can remain enrolled and progress toward their educational goals.

For more information or assistance, contact PJC's Pregnant and Parenting Liaison:

## **Ansley Hoskins**

Student Success Coach, ADA Coordinator  
2400 Clarksville Street, Paris, TX 75460  
903-782-0281

[ahoskins@parisjc.edu](mailto:ahoskins@parisjc.edu)

For additional legally referenced materials relating to equal educational opportunity for pregnant and parenting students, see FAA (LEGAL).

## **Foster Care Students**

Every public college in Texas, including PJC, is required by state law to appoint a Foster Care Liaison to assist students currently or formerly under DFPS (Texas Department of Family and Protective Services) conservatorship.

The liaison helps with admissions, financial aid, support services, and connecting to statewide programs like the tuition waiver and the education and training voucher (ETV). The liaison's role including guiding eligible students through state programs and serving as a consistent point of contact on campus.

Student may qualify if they were in the DFPS conservatorship as a ward of the state as long as they were in care:

- The day before their 18<sup>th</sup> birthday,
- The day they graduated high school (or equivalent),
- The day they were adopted (on or after September 1, 2009)
- Or if they were in permanent managing conservatorship to a non-parent after September 1, 2009.
- Eligible students may receive a tuition and fees waiver, an education and training voucher, and other additional supports.

For more information or assistance, contact PJC's Foster Care Liaison:

## **Kim Scarcelli**

Student Success Coach  
2400 Clarksville Street, Paris, TX 75460

903-782-0434

[kscarcelli@parisjc.edu](mailto:kscarcelli@parisjc.edu)

## **Support Services Liaison**

Every public college or university, including PJC, must designate at least one employee to act as Support Services Liaison for current and incoming students at the institution. This liaison will provide comprehensive information regarding support services and other resources available to students, including:

- Resources to access medical and behavioral health coverage and services and public benefit programs, including programs related to food security and affordable housing;
- Public benefit program case management assistance and counseling;
- Parenting and child-care resources;
- Employment assistance;
- Financial counseling and tax preparation assistance;
- Transportation assistance;
- Student academic success strategies; and
- Any other resources developed by the institution to assist students.

For more information or assistance, contact PJC's Support Services Liaison:

Tasha Whitaker

Director of Advising & Counseling

2400 Clarksville Street, Paris, TX 75460

903-782-1430

[twhitaker@parisjc.edu](mailto:twhitaker@parisjc.edu)

## **Discrimination, Harassment & Retaliation**

Other Protected Characteristics

This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students.

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

For legally referenced material relating to this subject matter, see FA (LEGAL).

For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see DIAB.

More extensive details and definitions of prohibited behavior may be found in the PJC Policy manual FFDA.

The College District prohibits bullying, which occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is so sufficiently severe, persistent, and pervasive that the action
- Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

## **Complaint Procedure**

### Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee, or the appropriate College District official listed in this policy (See FLD in the PJC Policy Manual:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=783&code=FLD#legalTabContent>).

A party will be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the College District when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will receive information, and will be shared as

necessary with investigators, witnesses, and the accused individual.

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures. The initial review will be conducted by the Vice President of Student Services or a designee whom will explain the College District conduct procedures:

- The difference between the administrative procedure and criminal report;
- No contact orders and remedial action; and
- Confidentiality and privacy.

Reports made to the Vice President of Student Services will be shared confidentially with the Campus Title IX Coordinator and with the College District Campus Police Department per federal reporting requirements (Clery Act).

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with College District policy and procedures (see FM and FMA: <https://pol.tasb.org/PolicyOnline?key=783>).

A student who is dissatisfied with the outcome of the investigation may appeal through FLD (LOCAL), beginning at the appropriate level. (<https://pol.tasb.org/PolicyOnline?key=783>).

A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

## **Student Rights and Responsibilities**

### Student Complaints (Policy FLD)

### *Guiding Principles*

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.

### *Informal Process*

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

### *Formal Process*

A student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this catalog/student handbook shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

### *Other Complaint Processes*

Student complaints will be filed in accordance with the College’s policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD policy after the relevant complaint process:

- Complaints alleging discrimination or harassment based on sex or gender, race, color, national origin, disability, religion, age, or any other basis
- Complaints concerning retaliation relating to discrimination and harassment. [See FFD policy.]
- Complaints concerning disciplinary decisions. [See FMA policy.]
- Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA policy.]

## General Provisions

### *Filing*

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail.

Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline.

Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

### *Scheduling Conferences*

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

### *Response*

At Levels One, Two, and Three, "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's e-mail address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

"Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

"Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

### *Consolidating Complaints*

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

### *Untimely Filings*

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

### *Costs Incurred*

Each party shall pay its own costs incurred in the course of the complaint.

### *Complaint and Appeal Forms*

Complaints and appeals under policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

## Level One

Complaint forms must be filed:

- Within 15 days of the date the student knew first, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
- With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students shall file Level One complaints with the appropriate Dean or student services counselor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

## Level Two

If the student did not receive the relief requested at Level One, or if the time for a response has expired, the student may request a conference with the Vice President of Academic

Instruction or the Vice President of Workforce Development or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

- The original complaint form and any attachments
- All other documents submitted by the student at Level One
- The written response issued at Level One and any attachments
- All other documents relied upon by the Level One administrator in reaching the Level One decision

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One.

At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the Vice President of Student Services or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

- The Level One record
- The written response issued at Level Two and any attachments
- All other documents relied upon by the Level Two administrator in reaching the Level Two decision

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

For the conference, the Vice President of Student Services shall convene an ad hoc appeals committee and shall act as chairperson. Two deans or program Directors not directly involved in the conflict situation shall sit on the committee along with all instructors of the student and a student chosen from a panel of at least ten students selected by student government council. The committee shall hear all parties involved in the conflict, and following the deliberations of the committee, the chairperson shall forward the findings and decisions of the appeals committee in writing to the College President.

After review of the findings, the Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall identify the administrative position of the College District and shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

#### Level Four

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

- The Level One record
- The Level Two record
- The written response issued at Level Three and any attachments
- All other documents relied upon by the administration in reaching the Level Three decision

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four

hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD policy.]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

#### *Closed Meeting*

If the complaint involves complaints or charges about an employee, it will be heard by the Board in closed meeting unless the employee complained about requests it to be public.

#### *Discipline and Penalties (FM)*

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student

commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=783&code=FM#localTabContent>

### *Penalties for Student Misconduct*

Note: For procedures related to student discipline, see FMA.

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

- **Reprimand:** A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
- **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
- **Scholastic penalties:** The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
- **Conditional Probation:** The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
- **Suspension:** Forced withdrawal from the College District for either a definite period of time or until stated

conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

- **Expulsion:** Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

### *Suspended or Expelled Students*

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

### *Disciplinary Record*

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District's record retention schedule.

### *Discipline and Penalties: Discipline Procedure (FMA)*

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=783&code=FMA#localTabContent>

### *Reports of Alleged Misconduct*

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the Director of Student Life within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The Director of Student Life or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the Director of Student Life or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

### *Exception*

Reports of sex discrimination or sexual harassment shall be submitted in accordance with DIAA or FFDA, as appropriate.

### *Conference*

If, however, the Director of Student Life or designee determines that the allegation warrants further consideration, the Director of Student Life or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the Director of Student Life or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

### *Unfounded Allegations*

After conferring with the student, if the Director of Student Life or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

### *Misconduct Warranting a Penalty*

If the Director of Student Life or designee determines that the student committed misconduct that warrants a penalty other

than suspension or expulsion, the Director of Student Life or designee shall provide the student written notice of the penalty and the student's right to appeal to the disciplinary appeals committee.

### *Suspension*

If the Director of Student Life or designee determines that the student committed misconduct that warrants a suspension, the Director of Student Life or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.

### *Expulsion*

If the Director of Student Life or designee determines that the student committed misconduct that warrants expulsion, the official shall inform the student in writing of the determination. The Director of Student Life or designee shall forward the determination and all evidence collected during the investigation and conference to the College President in order to schedule an expulsion hearing before the Board.

### *Interim Disciplinary Action*

The Director of Student Life or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

### *Disciplinary Appeals Committee*

The Disciplinary Appeals Committee shall be convened:

On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.

Automatically, if the Director of Student Life or designee determines that a student committed misconduct warranting suspension.

### *Composition*

The Disciplinary Appeals Committee shall be composed of at least three College District employees and a minimum of one current College District student. The members of the Disciplinary Appeals Committee and the committee chairperson shall be designated according to procedures developed by the College President. All members of the Disciplinary Appeals Committee shall be eligible to vote during the hearing.

### *Hearing Notice*

The Director of Student Life or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the Director of Student Life or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the Director of Student Life or designee's determination that the student should be suspended.

### *Contents of Notice*

The notice shall:

- Direct the student to appear on the date and at the time and place specified
- Advise the student of his or her rights:
- To have a private hearing
- To be assisted by an advisor or legal counsel at the hearing
- To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement in his or her own behalf
- To make an audio recording of the proceedings, after first notifying the Director of Student Life or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing
- To ask questions of each witness who testifies against the student

- Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student
- Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges
- State the proposed punishment or range of punishments that may be imposed

### *Failure to Appear for Hearing*

The Disciplinary Appeals Committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

### *Hearing Procedure*

The hearing shall proceed as follows:

- The chairperson shall read the description of the misconduct.
- The chairperson shall inform the student of his or her rights.
- The designated official or representative shall present the College District's case.
- The student or representative shall present the student's defense.
- The designated College District official or representative shall present rebuttal evidence.
- The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
- The designated official or representative shall summarize and argue the College District's case.
- The student or representative shall summarize and argue his or her case.
- The designated official or representative shall have an opportunity for rebuttal argument.

The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.

If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the Director of Student Life or designee is appropriate and, if necessary, shall assess a different or additional penalty.

The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

All hearings shall be recorded by the College District. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the digest. The student or the student's representative may listen to the tape recording and compare it with the digest.

#### *Evidence*

Evidence shall be handled in accordance with the following:

Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.

At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.

A student may not be compelled to testify.

The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

#### *Appeal to the College District Administration*

A student may, within ten College District business days of receiving notice of the disciplinary appeal committee's decision, petition in writing the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect.

After receiving notice of the appeal, the Disciplinary Appeals Committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference within ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. The College President may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee.

#### *Appeal to Board*

If the College President affirmed or modified the decision of the Disciplinary Appeals Committee or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written response from the College President, or, if no response was received, within ten College District business days of the response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the evidence presented to the College President, as well as the audio recording of the College President's conference with the student and the written response provided by the College President to the student.

The College District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/ audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the Director of Student Life's decision.

### *Expulsion Hearing*

If the Director of Student Life or designee determines that the student's misconduct warrants expulsion [see Conference, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at Disciplinary Appeals Committee—Contents of Notice, above.

The College President or designee shall provide the Board the documentation presented by the Director of Student Life.

The Board shall proceed according to the procedures set out at Disciplinary Appeals Committee—Failure to Appeal for Hearing,

Hearing Procedure, and Evidence, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson.

### Employee Responsibility to Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

### *Exceptions*

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a non-professional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC].

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=783&code=GCC#legalTabContent>

### *Responsible Employee*

For purposes of this policy, a "responsible employee" is an employee:

- Who has the authority to remedy prohibited conduct
- Who has been given the duty of reporting incidents of prohibited conduct
- Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct

### *Alternative Reporting Procedures*

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator or the Title IX coordinator may be directed to the College President.

#### *Conflict of Interest Prohibited*

No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

#### *Training*

A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

“Days” shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

#### *Extension of Timelines*

Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.

For Title IX concerns, contact:

Title IX Coordinator/Human Resources Director  
Melanie Hatcher  
2400 Clarksville Street Paris, TX  
Telephone: 903-782-0483  
Email: [mhatcher@parisjc.edu](mailto:mhatcher@parisjc.edu)

For ADA/Section 504 concerns, contact:

Student Success Coach/ADA (Section 504) Coordinator  
Ansley Hoskins  
2400 Clarksville Street Paris, TX  
Telephone: 903-782-0281  
Email: [ahoskins@parisjc.edu](mailto:ahoskins@parisjc.edu)

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### *Timely Reporting*

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

### *Investigation of the Report*

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

### *Initial Assessment*

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below:

### *Interim Action*

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

### *College District Investigation*

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

### *Criminal Investigation*

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

### *Concluding the Investigation*

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

### *Notification of Outcome*

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

### *College District Action*

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with College District policy and procedures [see FM and FMA].

### *Corrective Action*

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any

instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

### *Improper Conduct*

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

### *Suspension*

If the Vice President of Student Services or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within ten days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.

### *Expulsion*

If the Vice President of Student Services or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.

### *Confidentiality*

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

### *Appeal*

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning

at the appropriate level. [See DGBA(Local) for employees, FLD (Local) for students, and GB (Local) for community members]. A party shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

#### Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See policy CIA]

## **Sexual Harassment**

### By an Employee

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

### *Dating Violence*

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

### *Domestic Violence*

"Domestic violence" means violence committed by:

- A current or former spouse or intimate partner of the victim;

- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Any other member of the victim’s family as defined by state law;
- Any other current or former member of the victim’s household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

**If you or someone you know is experiencing domestic violence, support is available.**

Contact the **National Domestic Violence Hotline** at **1-800-799-7233 (SAFE)** or visit [www.thehotline.org](http://www.thehotline.org) for confidential help 24/7.

### *Stalking*

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

- “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations

of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household; destroying the student's property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student's spouse or partner; or encouraging others to engage in these behaviors.

### *Gender-Based Harassment*

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

## **Student Class Attendance**

Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities. Student's mastery of course content is measured by the individual instructor's criteria. Students may be

dropped from classes upon the recommendation of the instructors who believe the students have been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course objectives. Students dropped from classes will receive a grade of “W”.

Each instructor must have on file in the respective Vice President’s office attendance policies, course objectives, and other relevant materials which comprehensively describe the course procedures applicable to each class section. Instructors are responsible for making all students enrolled in their classes aware of these procedures.

When it becomes necessary to drop a student from a class, the instructor will submit a properly completed withdrawal notice to the Vice President. Instructor withdrawals of students may be appealed by the student pursuant to the college’s Academic Appeals procedures.

#### Attendance in Developmental Courses

Students are required to participate in continuous remediation every semester until all parts of the Texas Success Initiative have been satisfied.

Developmental faculty must carefully monitor attendance. The instructor should attempt student contact through the retention link in MyPJC or by any other means of direct contact particularly during the first three weeks of classes, as well as throughout the semester. If the student is involved in extracurricular activities, an attempt may be made to contact him/her through activity sponsors.

### **Student Classification**

**Freshman:** A student who has successfully completed fewer than 30 semester credit hours.

**Sophomore:** A student who has successfully completed 30 or more semester credit hours, but has not earned a degree.

**Full-time:** a student enrolled for 12 credit hours or more in a regular (16week) semester or 6 credit hours or more in a five-week summer session.

**Part-time:** a student enrolled for 11 credit hours or less in a regular (16-week) semester or five credit hours or less in a five-week summer session.

#### Student Loads

The normal course load for the fall or spring semester shall be 15 semester hours. Course loads in excess of 16 semester hours shall require approval by the Vice President/Dean of Academic Studies. The maximum course load shall be no more than 21 semester hours.

The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of six semester hours per term or 12 semester hours per summer semester shall require approval by the Vice President/Dean of Academic Studies. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester. (see policy ECC-Local).

### **Student Services**

Paris Junior College provides a wide range of services to support students and enhance their college experience. Our dedicated faculty and staff are committed to student success and work closely with students to help them achieve their goals.

Students are encouraged to take full advantage of the specialized programs and services designed to support both academic and personal growth. These resources are available to meet student needs both inside and outside the classroom, fostering a rewarding and successful college journey.

#### Assessment

State law requires that each degree-seeking undergraduate student, unless otherwise exempt, who enters a public institution of higher education must be tested for reading, writing, and mathematics skills prior to enrolling in any collegiate-level coursework. The test that has been approved for testing purposes is the TSIA2. Students who have not taken a test prescribed by the state will only be allowed to enroll in developmental courses or technical courses leading to a one-year certificate program.

Degree-seeking students who score below a certain score on any portion of the approved test will be required to take developmental courses in the appropriate area(s) in order to be enrolled in college. PJC bars students from enrollment in certain courses until the student has successfully completed the prescribed developmental courses.

Degree-seeking students who do not attend and participate in TSI mandated courses will be withdrawn from that class.

Students who are not enrolled in the required developmental courses on the official report date will be dropped from all classes.

The Texas Success Initiative Assessment 2.0 must be satisfied, if required, before a degree may be awarded. Students who need remediation should expect to take longer than two years to complete a degree.

#### Career Planning

Students and alumni are encouraged to utilize the career planning services provided by the Advising & Counseling Center to assist them in making appropriate career choices. The goal of career services is to promote career development by providing students with the knowledge and skills needed to select a career plan and help them develop decision making skills to accomplish those career goals.

For more information about career services, go to <https://www.parisjc.edu/main/career-planning/>. Also, explore careers, wages, resume building, and available jobs on the Career Planning webpage with Career Coach. Students are also invited to visit the Alford Center on the Paris campus, or call 903-782-0426 (Paris campus), 903-454-9333 (Greenville Center) or 903-885-1232 (Sulphur Springs Center) to schedule an appointment.

#### Counseling

Licensed Professional Counselors assist currently enrolled students with short-term, personal counseling services. Services include resolving personal problems, managing stress, depression, and other mental health-related issues that may impede academic success.

Licensed Professional Counselors are based at the Paris location; however, appointments may be scheduled at off-site locations and they are available via phone, email and Zoom on a daily basis. To supplement services provided by the Licensed Professional Counselors, students are made aware of third-party mental health services available in their geographic area.

To talk to a counselor or make an appointment, please email [counseling@parisjc.edu](mailto:counseling@parisjc.edu) or call 903-782-0426.

<https://www.parisjc.edu/main/counseling/>

### Suicide Prevention and Mental Health Support

Paris Junior College cares deeply about the health, safety, and well-being of every student. If you or someone you know is struggling with thoughts of suicide, feeling hopeless, or experiencing emotional distress, help is available—immediately and confidentially.

- Recognizing the Warning Signs
- Be alert to changes in behavior or mood. Some possible warning signs include:
  - Talking about wanting to die or expressing hopelessness
  - Withdrawal from friends, family, and activities
  - Sudden mood changes—either depressed or unusually calm after a period of distress
  - Giving away possessions or saying goodbye in an unusual way
  - Engaging in risky or self-destructive behaviors

If you observe these signs in yourself or others, take them seriously and seek help immediately.

### Immediate Help

- Call or Text 988 – Suicide and Crisis Lifeline (24/7, free, confidential)
- PJC Campus Police: Paris Campus – (903) 782-0111 | Other Campuses – Contact your local police or 911 in an emergency

- National Crisis Text Line: Text HOME to 741741 (24/7, free, confidential)

## On-Campus Support

PJC Counseling Services: Free and confidential support for currently enrolled students. Contact the Advising and Counseling Center during business hours at (903) 782-0426.

### Emergency/Medical Services

In the event of a medical emergency involving a student, visitor, or employee of Paris Junior College, the City of Paris EMS and the PJC officer on duty should be notified immediately by calling 903-872-0399 or 9-911 (on campus) or 911 (off campus or via cellphone).

Non-life-threatening accidents (i.e., minor cuts, illness, etc.) should be reported to the PJC Campus Police at 903-872-0399 (or extension 1399) and the injured or ill person should be directed to seek medical attention from his or her family doctor, a local hospital emergency room, or minor emergency clinic. A written report should be sent to the PJC Campus Police.

For residence hall students, please contact the Director of Student Life at 903-517-0112 for assistance after hours.

Life threatening accidents or illnesses should receive immediate medical attention by calling 911. If at all possible, an employee should remain with the person with the accident or illness until medical assistance arrives.

\*\*\* The PJC Health Occupations Department is not equipped to handle medical emergencies. Employees should not risk additional injury or waste valuable time transporting injured or ill individuals to that facility.

### *Greenville and Sulphur Springs Centers*

In the event of a medical emergency involving a student, visitor, or employee of Paris Junior College, the local emergency service should be contacted immediately by dialing 911.

### Tutoring

Tutoring services at Paris Junior College are available at no cost to all PJC students. Both professional and peer tutors meet

regularly with students in one-on-one and small-group options in a variety of subject areas.

Online tutoring is made available to all PJC students through Tutor.com. This virtual service is available 24 hours/seven days per week. Find a link to Tutor.com in the PJC Blackboard portal or email [tutor@parisjc.edu](mailto:tutor@parisjc.edu) for more information.

Paris Junior College is committed to exceptional tutoring services. Students are highly encouraged to meet with a tutor to create best practices for individual learning. For more information email [tutor@parisjc.edu](mailto:tutor@parisjc.edu). Paris Junior College also offers a Math Lab & Writing Center in MS 110 on the Paris Campus. Writing Center support is available to all students through email at [writingcenter@parisjc.edu](mailto:writingcenter@parisjc.edu). After hours, writing and math tutoring is housed in the Mike Rheudasil Learning Resource Center.

Students may request tutoring services by calling 903-782-0215 (Paris campus), 903-454-9333 (Greenville Center) or 903-885-1232 (Sulphur Springs Center).

For more information about all PJC Tutoring Services, go to <https://www.parisjc.edu/main/tutoring-at-pjc/>.

#### Student Accommodations

The college will make reasonable accommodations for qualified students with documented disabilities who have been admitted to the college and have requested accommodations. Students may request services by providing appropriate documentation of a disability and completing a Request for Accommodations form located in MyPJC on the Student tab under Reports and Forms.

To provide appropriate planning and scheduling, students should submit requests for most accommodations at least two weeks before accommodations are needed. However, for scheduling of interpreters, available modified equipment, or scribes, students must make the request six weeks in advance of the need.

#### Assistance/Support Animals

PJC is committed to compliance with state and federal laws regarding individuals with disabilities. All questions regarding service animals should be directed to the ADA Coordinator in

the Advising & Counseling Center (see below). No documentation will be required to bring certified service animals into the appropriate buildings on campus.

However, in the case of assistance/support animals residing in College housing, the College will require that documentation be provided by the treating physician or mental health provider, which permits the College to determine:

- That the individual has a disability for which the animal is needed;
- How the animal assists the individual, including whether the animal has undergone any training; and
- The relationship between the disability and the assistance that the animal provides.

Requests for assistance/support animals in campus housing should be made to Advising/Counseling Office at least sixty (60) days prior to the desired move-in date by submitting documentation provided by the treating physician or mental health provider.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). 28 C.F.R. 35.136(d)

#### *Difference Between a Service Animal and an Assistance Animal*

A service animal is defined in Title II: Section 35.104 under the Americans with Disabilities Act ("ADA") as a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals are allowed in public places because of the owner's need for the animal at all times.

The revised 2010 ADA regulations specify that “the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks,” so these animals are not considered service animals. However, an assistance or support animal ameliorates identified symptoms of an individual’s emotional or psychological disability. The function of an assistance animal may be entirely passive with the sole role being its presence.

Assistance animals are also called:

- Emotional Support Animals (“ESAs”)
- Comfort Animals
- Companion Animals
- Therapy Animals

Paris Junior College has designated the ADA Coordinator whose duties are included with the designation to handle inquiries regarding adaptive technology and Section 504 / ADA non-discrimination policies.

Students with disabilities are encouraged to contact a Student Success Coach from the Advising & Counseling Center by calling 903-782-0426 (Paris campus), 903-454-9333 (Greenville Center), or 903-885-1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

For ADA/Section 504 concerns, contact:

Student Success Coach/ADA (Section 504) Coordinator  
Ansley Hoskins  
2400 Clarksville Street Paris, TX  
Telephone: 903-782-0281  
Email: [ahoskins@parisjc.edu](mailto:ahoskins@parisjc.edu)

### Testing Services

The Testing Center on the Paris campus as well as Greenville and Sulphur Springs’ Centers offers several testing services to meet the needs of students.

The following tests are administered according to a published schedule: HESI-A2, HESI-Mobility, CLEP, TSIA2, THEA, WorkKeys, ACT, SAT, and TCFP Fire Exams, Texas High

School Equivalency Certification (GED). Students should contact the Paris campus Testing Center at 903-782-0446 to schedule a TSIA2, CLEP, WorkKeys, TCFP Fire Exam, HESI-A2, or HESI-Mobility test.

The TSIA2 is also administered at the Greenville (903-454-9333) and Sulphur Springs (903-885-1232) centers at regularly scheduled times during each semester. Please call ahead to schedule an appointment.

Students must complete a Pre-Assessment activity prior to testing.

The fee for retesting on the TSIA2 is \$15, whether a student needs to retest in one, two, or all three areas. Also, the initial cost of taking the TSIA2 test is \$25.

Students may also contact the Testing Centers to schedule instructor approved and arranged make-up tests, Internet tests, correspondence tests, and special accommodation tests. For more information, please call the Paris Testing Center at 903.782.0446.

### *College Entrance Examination Board (CEEB) Advanced Placement Examination*

The CEEB Advanced Placement Examinations are generally offered during the month of May at designated high school test centers. Information on this program may be obtained from high school counselors.

Paris Junior College does not award college credit based on ACT or SAT score.

### *College-Level Examination Program (CLEP)*

The College-Level Examination Program® (CLEP®) provides students with the opportunity to receive college credit through a program of exams in undergraduate college courses. If a student receives a satisfactory score, he/she may earn from 3 to 12 semester credit hours toward a college degree.

Most public-supported colleges and universities have agreed to accept as transfer credits all CLEP credit granted by regionally accredited institutions using the criteria below.

PJC uses the following criteria for CLEP Subject Examination evaluation:

- CLEP credit shall be recorded on transcripts with a “CR” in order to be clearly recognized as credit earned by examination.
- CLEP credits shall not be granted if they duplicate credits for courses already enrolled in or completed.
- Credit is awarded for CLEP Subject Examination scores at or above the 70th percentile. Official score reports should be sent to the PJC Registrar.
- Students must have earned a minimum of three (3) semester credit hours at Paris Junior College (PJC), and be TSIA2 complete before CLEP credit will be posted to the student’s transcript.
- Students planning to use CLEP credit to meet degree requirements at other institutions should check the requirements of the receiving institution.
- Most CLEP tests are designated to correspond to one-semester courses (i.e. ENGL 1301 or HIST 1301), although some correspond to full-year or two-semester courses (i.e. SPAN 1311 & 1312).

The American Council on Education recommends a credit-granting score of 50 for all exams. All exams are scored on a scale of 20 to 80. The CLEP test is administered on a computer and available year-round. To register, contact the PJC Testing Center at 903-782-0446 to schedule your testing appointment. The CLEP test is only administered on the Paris campus, and the Testing Center is located in the Alford Center, Room 107.

Test Fees:

- \$95 CLEP fee must be paid when registering online before scheduling your test (Register for exam at <http://clep.collegeboard.org>)
- \$30 administration fee per test payable to PJC on test day (Bring credit or debit card, check with driver’s license or exact cash)

All test fees are non-refundable.

Instructions to register online for CLEP exams are located at <https://clep.collegeboard.org/>.

- Students must create an account. Students must also keep a record of their username and password.
- Register to take the CLEP exam.
- Select the correct testing center and score recipient.
- Pay \$95 CLEP fee with credit or debit card.
- Print their “registration ticket” and bring to PJC Testing Center.

As of July 1, 2014, the student must bring one form of valid identification (ID) to the PJC Testing Center.

- ID must be a valid, unexpired, government-issued photo ID.
- Current passport with name, photograph, and signature
- Valid driver’s license with name, photograph, and signature
- State or Providence ID issued by the motor vehicle agency with name, photograph, and signature
- Military ID
- National ID with name, photograph, and signature
- A tribal ID card
- A naturalization card or certificate of citizenship
- College Board ID Form, if student is a minor and unable to provide a primary government-issued ID

NOTE: If you have questions about the ID policy, contact CLEP Services at (800) 257-9558, (609) 771-7865, or [clep@info.collegeboard.org](mailto:clep@info.collegeboard.org).

Normally, students will receive their unofficial score report instantly (with the exception of the College Composition, which will take three to four weeks to deliver). CLEP sends official

score reports to the student's chosen institution in about one week.

Examinees may be awarded credit in the following courses:

*CLEP Subject Exams*

Examination Subjects	PJC Course	Semester Hours	CLEP Score
Accounting I, Introduction to	ACNT 1303	3	50
Business Computer Applications	BCIS 1305	3	50
Biology, General	BIOL 1306/1106	4	50
	+ BIOL 1307/1107	8	70
Management, Principles of	BMGT 1327	3	50
Chemistry, General	CHEM 1311/1111	4	50
	+ CHEM 1312/1112	8	70
Macroeconomics, Principles	ECON 2301	3	50
Microeconomics, Principles	ECON 2302	3	50
College Composition	ENGL 1301	3	50
American Literature	ENGL 2327	3	50
	ENGL 2327, 2328	6	70
English Literature	ENGL 2322	3	50

	ENGL 2322, 2323	6	70
College French	FREN 1411 & 1412	8	50
College German	GERM 1411	4	50
American Government	GOVT 2305	3	50
History of the U.S. I	HIST 1301	3	50
History of the U.S. II	HIST 1302	3	50
Western Civilization I	HIST 2311	3	50
Western Civilization II	HIST 2312	3	50
College Algebra	MATH 1314	3	50
Calculus with Elementary Functions	MATH 2413	4	50
Marketing, Principles	MRKG 1311	3	50
Psychology, Introductory	PSYC 2301	3	50
Human Growth & Development	PSYC 2314	3	50
Sociology, Introductions	SOCI 1301	3	50
College Spanish	SPAN 1411 & 1412	8	50

Candidates with disabilities who require accommodations must make arrangements well in advance of the test date. Documentation supporting the disability must be presented and approved before being able to test with accommodations.

### *Texas Success Initiative Assessment 2.0 (TSIA2)*

Degree-seeking students enrolling for classes at PJC, with the exception of some Level 1 and 2 certificates and OSAs, must present TSI approved test scores, proof of exemption, or have completed a TSI approved test before enrolling. Scores for high school students should be adequate for college level placement, as we are not required to remediate high school students. The following guide designates appropriate scores for placement.

#### *TSIA2: Math Placement Guidance*

CRC SCORE	DIAGNOSTIC	COURSE RECOMMENDATION
910-949	1-3	MATH 0300
910-949	4	MATH 0400 and MATH 1332 or MATH 1342
		MATH 0401 and MATH 1314 or MATH 1324
910-950	5	NCBM 0016 and MATH 1314 or MATH 1324
		NCBM 0016 and MATH 1332 or MATH 1342
910-950	6	College Level Math
950-990		College Level Math

#### *TSIA2: ELAR Placement Guidance English Language Arts & Reading*

CRC SCORE	DIAGNOSTIC	ESSAY	COURSE RECOMMENDATION
910-944	-	1-2	IRWS 0301
910-944	-	3	IRWS 0302 with ENGL 1301
945-990	-	2-3	IRWS 0302 with ENGL 1301
910-944	-	4	NCBI 0016 with ENGL 1301

945-990	-	4	NCBI 0004 with ENGL 1301
910-944	5-6	5-8	College Level
945-990	-	5-8	College Level

\* Mandatory co-requisite placement rules currently do not consider essay score.

### *Exemptions*

(valid up to five years from date of testing)

- ACT (taken before February 15, 2023)
  - 23 Composite with 19 on Math and / or English
- ACT (taken on or after February 15, 2023)
  - Combined 40 English and Reading (E+R) and/or 22 on Mathematics SAT 1070 Composite with 500 on Math and/or verbal
- SAT (taken after March 5, 2016)
  - 480 EBRW (evidence-based reading & writing) and/or 530 Math
- TAKS
  - 2200 math and/or 2200 ELA and Essay of 3
- STAAR
  - EOC English III Level 2 (4000+) and/or Algebra II Level 2 (4000+)
- GED (as of May 12, 2021)
  - 165 on the Mathematical Reasoning and/or 165 on the Reasoning Through Language Arts (RLA)
- HiSET (May 12 August 31, 2021)
  - 15 on the Mathematics and/or 15 on the Reading and Writing subtest, including an Essay of 4
- Passing Scores
  - TSIA R-351, M-350, W-340 and Essay of 4

- THEA R-230, M-230, W-220

You may also be exempt or waived from taking the TSI Assessment if you:

- Have successfully completed certain college-level English, reading and math courses;
- Are enrolling in a Level-One certificate program (42 or fewer semester credit hours);
- Are not seeking a degree; or
- Have been, or currently are, in the military;
- Are a certified emergency medical technician employed by a political subdivision;
- Are a Fire Protection personnel as defined by state law; or
- Are an elected, appointed, or employed peace officers.

Contact an advisor at PJC to find out for sure. Most students will need to take the TSIA2 Test before being allowed to sign up for classes.

### *Credit by Examination*

Students at Paris Junior College may earn college course credit by demonstrating superior achievement on tests offered by several examination programs. Credit earned through CLCBE (College Level Credit by Examination) procedures will apply toward graduation requirements at Paris Junior College.

Credit by examination for academic courses may be granted for the following tests:

- CLEP General Examinations
- CLEP Subject Examinations
- College Entrance Examination Board (CEEB)
- Advanced Placement Program (AP) see below

Students interested in earning credit for life experience for workforce/technical courses should contact the appropriate Dean for information concerning the availability of specific departmental tests.

Credit earned by examination may not be earned in any course for which the student has previously received a grade either at Paris Junior College or elsewhere. Credit by examination/experience will not be transcribed until the student has completed one semester at Paris Junior College, and will be recorded on the student's official transcript without grade equivalent or inclusion in the grade point average.

Credit awarded or accepted by Paris Junior College applies to its programs of study; such credit may transfer to other institutions according to the policies of the receiving institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

The fee for credit by examination/experience is the equivalent of in-district tuition for an internal evaluation.

#### *Advanced Placement Program (AP)*

Advanced Placement (AP) standardized examinations are designed to measure how well a student has mastered the content and skills of AP courses. To get credit, the student will need to request that the College Board send the official score report to Paris Junior College.

A student must achieve the score(s) as listed in the chart below on the AP exams to earn college credit:

Exam Title	Minimum Score Required	Number of Credits	Equivalent Course
Art History	3	3	ARTS 1303 Art History I
Calculus AB or BC	3	4	MATH 2413 Calculus I
Calculus BC	4	8	MATH 2413 Calculus I and MATH 2414 Calculus II

Chemistry	3	4	CHEM 1405 Intro. Chemistry I OR CHEM 1407 Intro. Chemistry II
Computer Science A or A/B	3	3	COSC 1301 Intro. to Computing
English Language and Composition <b>OR</b>	3	3	ENGL 1301 Composition I
English Literature and Composition	4	6	ENGL 1301 Composition I and ENGL 1302 Composition II
Macroeconomics	3	3	ECON 2301 Principles of Macroeconomics
Microeconomics	3	3	ECON 2302 Principles of Microeconomics
Physics B	3	4	PHYS 1401 College Physics I
Physics C: Mechanics	3	4	PHYS 1402 College Physics II
Psychology	3	3	PSYC 2301 General Psychology
Spanish Language and Culture	3	8	SPAN 1411 Beginning Spanish I and SPAN 1412 Beginning Spanish II

Spanish Language and Culture	4	14	SPAN 1411 Beginning Spanish I & SPAN 1412 Beginning Spanish II SPAN 2311 Intermediate Spanish I & SPAN 2312 Intermediate Spanish II
U.S. Government and Politics	3	3	GOVT 2305 U.S. Government
United States History	3	3	HIST 1301 US History I OR HIST 1302 US History II

### *Credit for an International Baccalaureate (IB) Examination*

The International Baccalaureate Diploma Program is an accelerated high school curriculum of courses and examinations taught by selected, certified teachers and patterned after the European and other international secondary programs. Students may earn advanced placement credit for scores made on the Standard Level and Higher-Level examinations. In keeping with Senate Bill 111 passed in 2005, Paris Junior College (PJC) will grant credit (CR) for IB examinations with specified required scores.

Students must send an IB examination transcript to the PJC Office of Records to receive credit. All IB students must show proof of meeting the Texas Success Initiative Assessment 2.0 (TSIA2) requirements prior to their initial enrollment at Paris Junior College. Credit earned by IB examination will not be transcribed until the student has accumulated twelve semester hours at PJC.

Paris Junior College and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies

require students to take 25% of credit hours through PJC instruction for graduation purposes.

*Policy for Awarding International Baccalaureate Diploma Credit*  
 Paris Junior College will grant a maximum of 24 semester credit hours (SCH) to any new student who earns the International Baccalaureate Diploma and has scores of at least 4 on all subjects. PJC may grant fewer than 24 SCH if the student earned the IB Diploma and scored less than 4 on any IB examination. Applicants with the IB diploma must provide a completed IB transcript and evidence of college readiness (TSIA scores) to the Office of the Registrar prior to enrolling in order to receive credit.

Below is a standard listing of PJC courses; however, we will grant elective credit to other subjects with appropriate scores.

<b>IB Subject</b>	<b>Score</b>	<b>PJC Course</b>	<b>SCH</b>
English A Literature (SL)	4, 5, 6, 7	ENGL 1301 or ENGL 1302	3
English A Literature (HL)	4, 5, 6, 7	ENGL 1301 & ENGL 1302	6
Business & Management (SL, HL)	4, 5, 6, 7	BUSI 1301	3
Economics (SL, HL)	4, 5, 6, 7	ECON 2301 & ECON 2302	6
History (SL)	4, 5, 6, 7	HIST 1301 or HIST 1302	3
History (HL)	4, 5, 6, 7	HIST 1301 & HIST 1302	6
Psychology (SL)	4, 5, 6, 7	PSYC 2301	3
Psychology (HL)	4, 5, 6, 7	PSYC 2301 & PSYC 2314	6
Biology (SL)	4, 5, 6, 7	BIOL 1408	4
Biology (HL)	4, 5, 6, 7	BIOL 1406	4
Chemistry (SL)	4, 5, 6, 7	CHEM 1405	4
Chemistry (HL)	4, 5, 6, 7	CHEM 1411	4
Physics (SL, HL)	4, 5, 6, 7	PHYS 1401 & PHYS 1402	8
Mathematics Analysis (SL)	4, 5, 6, 7	MATH 1314	3

Mathematics Analysis (HL)	4, 5, 6, 7	MATH 1314 & 1316	6
Mathematics Application (SL)	4, 5, 6, 7	MATH 1314 & 1316	6
Mathematics Application (HL)	4, 5, 6, 7	MATH 1314, 1316, & 2413	10
Spanish A/B (SL)	4, 5, 6, 7	SPAN 1411 & 1412	8
Spanish A/B (HL)	4, 5, 6, 7	SPAN 1411, 1412, 2311, & 2312	14
Computer Science (SL, HL)	4, 5, 6, 7	BCIS 1305	3
Visual Arts (SL, HL)	4, 5, 6, 7	ART 1301	3
Music (SL, HL)	4, 5, 6, 7	MUSI 1306	3
Theatre Arts (SL, HL)	4, 5, 6, 7	DRAM 1310	3

### *Non-Course Based Options*

Students who do not score high enough on the TSIA2 but who test within a threshold score may take a Non-Course Based Option (NCBO) in addition to the college-level course. NCBOs offer internet-based instruction that students may take at their own pace as they complete a college-level course. Course content is limited and specific to meet students' needs and help to accomplish their goals. The placement testing determines content and course length.

This intervention is designed for students with an essay score of 3 or 4 for English Language Arts & Reading and students with a diagnostic test equal to 5 in math placement. NCBO options include NCBI 0004 and NCBI 0016 for ELAR and NCBM 0004 and NCBM 0016 for math.

### Transfer Services

The Advising & Counseling Center offers students assistance in the transition to a four-year institution. Students are encouraged to take advantage of the resources available to assist them in making informed decisions regarding selecting majors, choosing a transfer institution, and in successfully completing the transfer process. Students are highly encouraged to start making plans for transfer early on in their academic career.

Students may also utilize the computerized guidance system to help them in identifying career and occupational interests. <https://parisjc.emsicc.com/>

PJC provides several opportunities for students to obtain information about other institutions including College Day, transfer workshops, and career seminars.

PJC has also partnered with several local four-year institutions to establish articulation agreements to allow the smooth transition of transfer credits between institutions.

### Student Housing/Food Service

Paris Junior College offers residence hall rooms for both men and women. A student must be 17 years of age, enrolled in at least 12 semester credit hours, and remain enrolled in at least nine semester hours, in order to live in residence halls. All residence hall students are required to purchase a meal plan with their residence payment. Therefore, residence hall costs include meals in the college cafeteria.

Thompson Hall houses 70 female students, and Hatcher Hall houses 70 male students. Two people share each room. A lounge and recreational area, located on the first floor of Thompson Hall, provides residents with facilities for informal meetings, television viewing, and group study.

The South Campus Residence Hall houses 60 women and 64 men. Two students share a room and a suite bathroom with two students in the adjacent room. A large commons area provides a lounge area. Study areas are available on each floor.

Paris Junior College has developed its policies concerning student housing in order to provide the best campus living situation for all resident students, to optimize the benefits of the college experience, and to provide for campus security and maintenance. Students should make themselves aware of and be prepared to abide by these policies. Falsification of housing records will result in disciplinary action. Students should familiarize themselves with the “Resident Policies and Procedures Handbook.”

An application for student housing is available on the PJC website at [www.parisjc.edu](http://www.parisjc.edu) under the Student Services tab Housing for Students. Submit the online Application for Housing along with \$135 to cover deposit and background check fee by the priority deadline, which is online at <https://www.parisjc.edu/main/student-housing/>.

Each student is required to submit proof of having received the bacterial meningitis vaccine within the past five years prior to moving in the residence hall.

If you do not have the ability to pay online, please submit a completed Application for Housing (<https://mypjc.parisjc.edu/ICS/Housing/>) with a \$135 deposit to:

PJC Business Office  
2400 Clarksville Street  
Paris, Texas 75460

Mail boxes are located downstairs in the Student Center on the PJC campus, and each student is issued a key for their box upon check-in to the residence halls.

No pets are allowed in Paris Junior College residence halls.

### *Residence Hall Costs*

Each student is required to make a payment of \$135 (a \$100 deposit and \$35 background check fee) in order to have a space reserved in a residence hall or to be added to a waiting list for a room.

NOTE: Residence Halls are usually full each semester, so it is important for students who want to live on campus to apply and pay the \$135 deposit and fee as soon as possible.

Upon receipt of the application for housing and the required deposit and fee, the Business Office will issue a receipt, and the student's name will be placed on the approved list according to the receipt number. The deposit may not be applied to school costs but will remain as a credit until the end of a semester or term.

At the close of a semester that a student has completed, and if they are not returning, the room deposit will be refunded as long

as the student does not have charges on their account (like fees for damages to the room, unpaid tickets, or other charges).

The \$35 is a non-refundable fee for the background check.

The resident must pay damages assessed upon receipt of billing unless financial arrangements are made with the Director of Student Life.

If a request for cancellation is received 30 days before the beginning of the semester for which the reservation was made, the deposit will be refunded. Room deposits may not be applied to a following semester.

Students must follow the required check-out procedure when vacating the residence hall. This procedure is given in detail in the Resident Hall Handbook regulations.

Students should contact the Director of Student Life ([studentlife@parisjc.edu](mailto:studentlife@parisjc.edu)) for current residence hall costs.

*Current Residence Hall Cost (Room and Board Rates)*

### **Fall and Spring Terms**

Hatcher Hall	\$2,950
Thompson Hall	\$2,950
South Campus	\$3,150

Summer sessions are prorated based on cost.

Students may view the current housing rates at <https://www.parisjc.edu/main/student-housing/>.

No food service will be provided during the Thanksgiving, Christmas and spring holidays; all residence halls will be closed during these holidays, and students are expected to make arrangements accordingly. Allowance for holidays has been made in setting the charge for residence hall costs.

### *Meal Plans/Meal Tickets*

All students living on campus are provided meals in the college cafeteria.

19 meals – three meals per day, Monday – Friday

Plus two meals per day, Saturday and Sunday (lunch and dinner)

Students living off-campus may purchase commuter meal plans from food service in the Dragon's Den cafeteria or the Business Office.

Residence hall costs may be paid in four installments, with a \$25 installment fee. In a fall semester, one-fourth is due upon occupancy, one-fourth on October 1, one-fourth on November 1, and one-fourth on December 1. In a spring semester, one-fourth is due upon occupancy, one-fourth on March 1, one-fourth on April 1, and one-fourth on May 1.

All residence hall students must pay upon occupancy.

\*All rates are subject to change.

Housing and meals are not available on the campus of the Greenville Center or the Sulphur Springs Center; however, there are many eating establishments and apartment complexes throughout the community.

Any further questions regarding housing should be directed to the Director of Student Life at [studentlife@parisjc.edu](mailto:studentlife@parisjc.edu) or call 903-782-0433. <https://www.parisjc.edu/main/student-housing/>

### *Residence Hall Refunds*

When a resident withdraws from the institution or residence hall either by choice or requirement, the meal cost is prorated through the week of withdrawal; however, the resident is billed for the cost of the room for the semester.

No room deposit refund will be made to the student who withdraws or is required to withdraw during a semester.

Students enter into a contract to remain in the residence hall for the semester unless withdrawal from the college is the end result.

### *Recreation Room Paris Campus*

Located on the first floor of the J.R. McLemore Student Center, the recreation room is open from 10:00 a.m. to 10:30 p.m. Monday through Thursday and 5:00 p.m. to 10:30 p.m. Friday through Sunday. Free games such as ping pong and pool are available to current PJC students with I.D. as well as cash games such as foosball and air hockey. Board games and other recreation equipment are also available to check out. Wireless

internet and a large screen television are accessible in the recreation room.

## Course Types

### Distance Education

Paris Junior College offers a variety of classes through several distance learning options. Distance learning classes are open to all students. They may include online courses (internet), hybrid, or Interactive Video Distance Learning (IVDL).

### Online Courses

An online (or Internet-based) course allows a student to take classes from any computer that has Internet access (home, work, school, library, etc.). Students access course information through links to Blackboard, Paris Junior College's online learning management system (LMS), on the College's website: <https://parisjc.blackboard.com/webapps/login/>

Students are responsible for a reliable internet connection with sufficient bandwidth to access the course and content. Some smartphones, tablets, and iPads may not be able to access all course materials or meet all course requirements. Students are responsible for a personal computing device (desktop or laptop) to complete online courses.

When taking an online class, students should be proficient in basic computer operations, including but not limited to:

- Accessing the internet
- Sending emails with attachments
- Uploading files, and
- Composing word documents in a word processing program like Microsoft Word through PJC's Microsoft Student Advantage Program (<https://www.parisjc.edu/main/microsoft-student-advantage-program/>)

Many online classes require some proctored examinations either through the Paris Junior College Testing Center or by making arrangements with the Testing Center for a proctor at a local testing center or by applying for a remote online proctor.

For more information, talk to your instructor or call Testing at 903-782-0446.

### Hybrid Courses

A hybrid course has both online (Internet) and in-class (face-to-face) components. These courses have reduced time for meeting face-to-face, and the remainder of the classwork is completed online.

This type of class allows students the flexibility of coming to campus less often than they usually would. Just as with online courses, students are responsible for a reliable internet connection with sufficient bandwidth to access the curriculum and content and a personal computer. Basic computer proficiency is also required.

### Interactive Video Courses

Interactive video is essentially a face-to-face internet classroom setting. Interactive video connects two or more classrooms with audio and video equipment that enables participants to see and speak with each other, almost as if they were in the same room.

Students can see and interact with the instructor as broadcast over the internet. Interactive video is offered in limited courses and used to connect locations at the Paris, PJC Sulphur Springs Center, PJC Greenville Center, or area high schools. Students may also participate in the course from home or a remote location.

## **Internet Use Policy**

Violation of these procedures may result in suspension of privileges, initiation of formal PJC disciplinary procedures or, in extreme cases, criminal prosecution under federal or state law.

Under normal circumstances, college officials will not examine personal information transmitted over the network or stored on college-owned computers. However, the college reserves the right to monitor the system when it has good cause to believe that laws are being violated.

All users of the college's internet services (whether on the internal college network or on the Internet) must abide by the terms and conditions of these procedures.

All passwords are to be treated as confidential college information. You are responsible for the security of your passwords and accountable for any misuse if they are guessed, disclosed, or compromised. Do not share your passwords with anyone.

Users are not allowed to use the Internet for illegal or offensive activities.

Information used, or presented, on the Internet should not violate the terms and conditions of the Data Protection Act, or those of copyright law.

The Internet services should not be used to obtain unauthorized information, or information that is personal or private to another individual or organization. If such material is accidentally received, or obtained, its content should not be discussed or disseminated to any other person or organization, other than the intended recipient.

If information is downloaded from the Internet, any associated terms and conditions specified by the supplier of that information must be adhered to.

If views or opinions are openly expressed on the Internet, it should be clearly stated that these do not necessarily represent the views and opinions of the college.

Our email and Internet services are not secure (private) from, for instance, hackers. Secure packages and encryption systems do exist on the Internet, but they are not currently used by the college. Therefore, users are advised not to submit personal details or other information that could potentially be misused.

Care should always be taken on the Internet: the Internet is an international service, so national and international laws may be applicable.

Information destined for a particular individual or organization should not be deliberately prevented from reaching its intended destination, nor should its content be modified by an unauthorized individual or organization.

Use of the internet to transmit threatening, obscene, or harassing materials is prohibited.

Use of the internet to interfere with or disrupt network users, services, or equipment is prohibited.

The following activities are specifically prohibited:

- Tampering with the physical network (wires, hubs, etc.).
- Defining and/or changing IP addresses on any machine.
- Intercepting or attempting to intercept e-mail and file transfers.
- Originating or attempting to originate mail from someone else and attempting to log on to machines without an account.
- Use of the net for profit-making activities and or the resale of network access is prohibited.
- Do not identify, imply, or infer gang affiliation.
- Do clearly and correctly identify yourself in all electronic communications.
- Do not use pseudonyms or anonymous sign-ons (unless that is the protocol, “ftp” for example).
- Respect and adhere to the laws concerning copyright and other intellectual property rights.
- When asked to do so by a faculty or staff member, you must immediately “sign off” from the system.
- Seek assistance from authorized and trained personnel. If there is a problem, never try to “fix,” alter, or reconfigure either hardware or software without trained, authorized assistance.

“Open” labs are for the use of all students in support of their curriculum course content. “Restricted” labs are for use by students with curricular needs specific to the discipline. Users may refer to the Academic Computing Lab Guidelines or check with lab assistants for listings of Open and Restricted labs.

Be courteous. Noise is often distracting to others working around you.

All use of the system must be in support of education and research and consistent with the mission of the college. The college reserves the right to prioritize use and access to the system.

Use of the internet is a privilege, and all users are expected to act responsibly and to follow the college's guidelines, policies, and procedures in utilizing information technology and electronic networks accessed by such technology. The college's information technology acceptable use procedures require that each user (anyone using these resources):

- Accept responsibility for learning how to use information technology.
- Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits, or number of resources consumed, when so instructed by the college. Each e-mail user is responsible for managing his/her message storage. Such restrictions are designed to ensure fair access for all users.
- Respect proprietary information of others. A user may, subject to college policies and authorization, upload software files or otherwise distribute to on-line networks only information, software, photographs, videos, graphics, music, sound, and other material.
- Individual departments/divisions may have additional rules. Please check with each department concerning proper use of equipment.

## **Learning Resource Center (Library)**

The Mike Rheudasil Learning Resource Center provides an open learning environment with access to information resources and guidance in finding the needed resources. It also assists students, faculty, staff, and community patrons in realizing their information-seeking goals.

The Learning Center is a multi-purpose facility that houses the J.H. Newton Library Collection, the A.M. and Welma Aikin Regional Archives, study rooms for students, computer labs, PJC library, Office of Advancement, Dual Credit Coordinator Offices, Marketing and Public Relations Offices, Office of

Institutional Research, Adult Education, TRIO's federally-funded Educational Opportunity Center (EOC), Student Support Services (SSS), and tutoring services

To help students successfully achieve their learning goals, the library is responsive to the faculty and administration in collecting and evaluating those resources that promote student success. Resources are provided in both print and electronic format and are available to students on the main campus and the two campus centers. A wide variety of electronic databases are provided, which gives access to databases that include periodicals, newspapers, e-books, scholarly articles, and other databases.

The Paris Junior College library provides user privileges and access to students and faculty through e-mail, Web chat, and phone reference services. The library's embedded librarian program is also a significant component in providing the college community with learning resources.

Print resources can be identified through the library's public access card catalog located on the library's homepage. Students and faculty access library resources from off-campus by signing in through the library's proxy server. A Paris Junior College identification number must authenticate students and staff.

Community members are welcome to use the library's or Learning Resource Center's services; however, only currently enrolled students may check out materials.

For more information about library services, go to [www.parisjc.edu/main/learning-center/](http://www.parisjc.edu/main/learning-center/).

## **A.M. and Welma Aikin Regional Archives**

The A.M. and Welma Aikin Regional Archives houses papers and memorabilia of the long-time Dean of the Texas Senate, including a museum and replica of his Austin office, as well as regional and local history collections of other prominent Northeast Texas families, a large historic photograph collection, and the historic institutional records of Paris Junior College.

The facility is a State Repository for official local government records of Red River, Delta, Fannin, and Lamar Counties and is

operated jointly by PJC and the Texas Library and Historical Commission.

## **Fine Arts**

All students are eligible to participate in performing arts activities at Paris Junior College. These activities consist of acting, working behind the scenes, singing in the College Chorale, or playing in an instrumental ensemble.

To participate in music activities students must enroll in appropriate one or two-semester hour classes. Enrollment in an appropriate drama class is invited, but not required for participation in play productions.

The Foyer Gallery in the Visual Art Building provides guest artist and student exhibitions, and lectures of special interest during the fall and spring semesters. All students, faculty and staff, and the general public, are invited to attend the exhibits and lectures free of charge.

### *Foyer Gallery*

The Foyer Gallery, located in the Art Building (Annex 2) on the Paris campus, serves as a center for aesthetic exploration through creative processes of fine arts faculty and students, professional artists, and arts organizations.

By presenting quality, interdisciplinary art exhibitions and events, the Foyer Gallery enhances an understanding of the arts within the college and the community and enriches individual lives.

For further information on the Gallery or its current exhibitions, please contact Fine Arts at 903-782-0438.

### *Shaw Recital Hall*

This general-purpose musical recital hall, located in the Henry P. Mayer Music Building, accommodates performances hosted on the Paris campus. Student recitals, as well as major traveling performance opportunities, are typical items of interest associated with the facility.

Seating approximately 125, the facility lends itself to small, intimate audiences sharing an appreciation of the variety of scheduled performances. The recital hall is used as a teaching

resource as well as a performance venue, and Paris Junior College music instructors have the opportunity to showcase individual or group talent with the live performance setting.

For more information on the Shaw Recital Hall, please contact [mholderer@parisjc.edu](mailto:mholderer@parisjc.edu).

### *Deshong Chapel*

Deshong Chapel was constructed in 1956 and donated to the college by Jess and Hattie Deshong in memory of their daughter, Dorothy.

The chapel frequently hosts vocal performances by the PJC Chorale, as well as recitals and performances by instrumental ensembles. Deshong Chapel can accommodate between 80-100 people. For more information regarding the facility, please contact [jcollar@parisjc.edu](mailto:jcollar@parisjc.edu).

### *Ray E. Karrer Theater*

This multi-purpose facility for the performing arts is located in the Louis B. Williams Administration Building on the Paris campus. A capacity of 350 seats provides an intimate setting and a good visual experience for all attendees.

Originally built as part of the “Old Main Building,” the theater has been renovated to provide a comfortable, climate controlled, and technologically up-to-date teaching and performance facility enhancing the drama and speech classes taught at PJC.

The state-of-the-art lighting and sound systems contribute to the technical skills acquired by students in the drama program.

Major dramatic and musical productions are staged each year, as well as seasonal children’s theater productions catering to a specialized audience.

For more information on all of PJC’s Fine Art programs, visit: [www.parisjc.edu/main/fine-arts/](http://www.parisjc.edu/main/fine-arts/).

## **Adult Education and Family Literacy**

The Paris Junior College Adult Education and Family Literacy program offers free educational opportunities to adults 16 years and older. Through face-to-face, virtual, and distance learning classes the following subjects are addressed to aid the adult student in passing the GED: test-taking/study skills, computer

literacy, reading/language arts, science, social studies, and math. Workshops in employability skills, college and career readiness, and citizenship are offered annually.

The PJC Adult Education and Family Literacy program collaborates with current Continuing Education and Workforce Development Classes to provide support services for college success. All participants must register and complete a free new student orientation and pre-test before being placed in a class. Registration/orientation is offered monthly at the Paris, Sulphur Springs and Greenville sites as well as virtually. Call the Adult Education Office at 903-782-0445 or email [adulthood@parisjc.edu](mailto:adulthood@parisjc.edu) for more information.

## **Workforce & Continuing Education**

The Department of Workforce and Continuing Education at Paris Junior College offers a large selection of non-credit courses and learning opportunities. The courses are designed to meet specific learning needs, and their format and duration vary accordingly. Courses may be offered on or off campus.

PJC also works with area businesses, industries, individuals, and groups to plan continuing education courses, workshops, institutes, and forums through the college's Continuing Education Department.

### *WorkKeys® Assessments*

WorkKeys® assessments measure “real world” skills employers believe are critical to job success. These skills are valuable for any occupation – skilled or professional – and at any level of education. WorkKeys® scores determine what level of certificate is earned. The service is available through the Paris Junior College Testing Center.

### *National Career Readiness Certificate*

The National Career Readiness Certificate (NCRC) program is composed of three WorkKeys® assessments: 1) Applied Mathematics, 2) Graphic Literacy, and 3) Workplace Documents. The NCRC is an evidence-based credential that measures essential workplace skills and is a reliable predictor of workplace success.

The cost is \$50 for the initial WorkKeys® Assessment test which includes all three sections, and \$15 per section to retest.

#### Customized Training Needs

Paris Junior College offers a wide range of customized training solutions for companies in the service delivery area. The Workforce and Continuing Education Department strives to provide training which is specific to company needs both in content and scheduling. The department provides training at all three PJC locations as well as on-site at company facilities. In an effort to ensure the appropriate content is delivered, the department's trainers will meet with the business partners to develop a training plan upon which to build the training curriculum.

#### Seminar Coordination

Each year the Workforce and Continuing Education department coordinates several day-long seminars on various topics. These seminars allow interested individuals to participate in a training session led by outside industry experts while networking with others who are in similar industries or have similar training needs.

For more about PJC's Continuing Education Programs, visit [www.parisjc.edu/conted/](http://www.parisjc.edu/conted/).

#### Allied Health-Related CE courses

Workforce and Continuing Education offers several allied health related courses. These courses primarily train individuals in specialized areas of the allied health industry. The current course offerings include:

- Certified Nurse Aide
- Phlebotomy
- Medication Aide Initial
- Med Aide Update
- EKG Technician
- Dental Assisting
- Pharmacy Technician

- CPR
- Advanced Cardio Life Support (ACLS)
- Continuing Education Units (CEUs)

Paris Junior College awards Continuing Education Units (CEUs) in recognition of satisfactory completion of Continuing Education and Workforce Development courses. The College meets the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as well as the Texas Higher Education Coordinating Board, in awarding CEUs. The CEU is a uniform, nationally accepted unit that provides permanent documentation of an individual's completion of a given course.

One CEU is defined as 10 hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. A certificate indicating satisfactory completion and the number of CEUs awarded is issued at the end of the course. Permanent records are maintained by Continuing Education Office for 5 years.

## **DragonMail**

### Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

## **Dragon Emergency Alert System**

In the event of an emergency or severe weather, Paris Junior College will send out an emergency alert by text message or email. This is a free service provided by PJC though normal message fees may apply. A student's cell phone must have text messaging capabilities to receive a text alert.

Notifications are dependent upon external providers, and PJC cannot guarantee notifications will be received by the intended recipient.

To add your email address or a different cell phone number, go to <https://www.getrave.com/login/parisjc>.

The following warning system consists of the following "code" dangers:

- Severe weather watch or warning probable chance for severe conditions.
- Code green: Threatening weather conditions are present and/or such severity as to suggest tornado activity.
- Code red: An actual tornado has been sighted and is either inside the city limits or is moving in the general direction of the city of Paris.
- All clear: Code green and/or code red conditions no longer exist. The immediate threat of severe weather and/or tornadic conditions have passed.

#### *Procedure for Code Green Alert*

When code green conditions come into existence, campus police will notify the appropriate department heads on all campuses. At the issuance of a code green alert, all available radios should be tuned to a local radio station for additional weather information.

#### *Procedure for Code Red Alert*

In the event that a code red is issued, the officer on duty will proceed around the campus sounding the siren and using the public address system to warn those on campus to take shelter. At the issuance of a code red alert, all persons on campus should proceed to their designated area, if time permits.

In the case of a weather event like high winds or a tornado, individuals should find the nearest tornado shelter spot in the building or move to an interior hallway on the lower floor of the building away from glass.

## **Carl D. Perkins Connect Program**

The Connect Program is designed for special populations and provides toolkit vouchers and certification exam vouchers to qualified students. To be considered for this program, a student must have a declared workforce education major. Special population categories include the following:

- Students with disabilities
- Students training for a non-traditional major for their gender
- Students with limited English proficiency
- Students who are:
  - Economically disadvantaged;
  - Single parents;
  - Homeless;
  - Pregnant or parenting;
  - Aged out of foster care; or
  - Out of workforce

To obtain an application for the Connect Program, students may go to the Advising Office in the Alford Center on the Paris campus or call 903-782-0426. Greenville students may go to the Main Office or call 903-454-9333, and Sulphur Springs students may go to the Main Office or call 903-885-1232.

## **TRIO Programs**

The TRIO Programs at Paris Junior College are comprised of the Educational Opportunity Center (EOC), Educational Talent Search (ETS), Student Support Services (SSS), and Upward Bound (UB). The TRIO programs are funded through grants by the U.S. Department of Education.

The Educational Opportunity Center and Student Support Services are located in the Mike Rheudasil Learning Center on the Paris campus as well as in the main offices at the PJC Greenville Center and PJC Sulphur Springs Center, and Educational Talent Search and Upward Bound are located on the southeast side of the campus on Collegiate Street.

#### Educational Opportunity Center (EOC)

EOC is a community outreach program that is designed to assist adults in accessing and navigating postsecondary education. EOC provides free, personalized support to help individuals overcome barriers to higher education and career advancement.

Services include access to a computer lab with free printing, assistance with college admissions applications, FAFSA completion, and financial aid applications, as well as guidance on scholarships, financial literacy, career exploration, and academic advising. The program also supports individuals enrolling in TxCHSE (Texas Certificate of High School Equivalency) programs and other adult education courses by offering fee payment assistance for college entrance exams and TxCHSE testing.

EOC is open to individuals interested in enrolling in any college, university, or vocational training program of their choice. Returning students, first-time college applicants, or adults looking for new educational opportunities are welcome to visit EOC for help in achieving their academic and career goals.

For more information, visit [www.parisjc.edu/main/eoc/](http://www.parisjc.edu/main/eoc/), call 903-782-0353 or email [trioeoc@parisjc.edu](mailto:trioeoc@parisjc.edu).

#### Student Support Services (SSS)

The SSS program is dedicated to increasing retention and graduation rates for low-income students, first-generation students, and/or students with documented disabilities who are attending Paris Junior College.

Participating in Student Support Services gives students access to extra support and assistance during their educational journey. SSS offers a variety of free services to ensure that students at Paris Junior College are successful in their academic careers.

SSS offers a wide range of services, including access to a computer lab with free printing, academic coaching and advising, tutoring, FAFSA and scholarship application assistance, and financial literacy education. Students also benefit from transfer support to four-year universities, college tours, cultural enrichment activities, and workshops focused on academic and career success.

Additionally, when funds are available, SSS students have access to Grant Aid. Grant Aid is a financial award designed to assist eligible SSS students in reducing financial barriers to their education. This grant is specifically for SSS students who demonstrate financial need and are actively engaged in the SSS program.

For more information, visit [www.parisjc.edu/main/trio-sss/](http://www.parisjc.edu/main/trio-sss/), call 903-782-0353 or email [trioss@parisjc.edu](mailto:trioss@parisjc.edu).

#### Educational Talent Search

Educational Talent Search is an educational outreach program designed to provide junior high and high school students pursuing their TxCHSE with the information and assistance necessary to have a realistic opportunity to select, enter, and complete a degree at a college of their choice.

ETS identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

ETS provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to complete their postsecondary education. ETS also provides tutoring, career exploration, aptitude assessments, counseling, mentoring programs, workshops, and information on postsecondary institutions.

For more information, visit [www.parisjc.edu/main/talent-search/](http://www.parisjc.edu/main/talent-search/), call 903-782-0350, or email [ets@parisjc.edu](mailto:ets@parisjc.edu).

#### Upward Bound

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits.

Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

During the academic year, Upward Bound students receive academic instruction, tutoring, and individualized college preparation advising. UB staff closely follow students' progress in high school and the students learn about the college application process and receive assistance applying for financial aid and scholarships.

During the summer, Upward Bound students live on the PJC campus for six weeks and are involved in an intensive academic study program with an emphasis on math, laboratory science, composition, literature, and foreign language.

For more information, visit [www.parisjc.edu/main/upward-bound-at-pjc/](http://www.parisjc.edu/main/upward-bound-at-pjc/), call 903-872-0355 or email [ub@parisjc.edu](mailto:ub@parisjc.edu).

## **Competitive Scholarships**

### Athletics

Paris Junior College sponsors men's and women's basketball, men's and women's soccer, fast pitch softball, and baseball. The college is a member of the National Junior College Athletic Association and the Region XIV Athletic Conference. College athletic scholarships are available in all sports.

For more information, visit [www.parisjc.edu/main/athletics/](http://www.parisjc.edu/main/athletics/).

### Cheerleading

Paris Junior College offers co-ed cheerleading. Scholarships are available. Tryouts are held each spring for the following year.

For more information, visit [www.parisjc.edu/main/pjc-cheer/](http://www.parisjc.edu/main/pjc-cheer/).

## **Student Life Activities**

Various clubs and societies have been organized to meet the extra-curricular needs of Paris Junior College students. These organizations give students the opportunity to become involved in planning activities, developing leadership qualities, developing individual interests, and receiving recognition for accomplishments.

Student activity organizations are open to all students. However, certain curriculum-oriented clubs may limit their membership to students enrolled in that curriculum, and other clubs may require a member to maintain a certain scholastic average.

Students are encouraged to initiate and develop organizations consistent with the purposes and philosophy of Paris Junior College. The procedures for organizing a new club may be obtained from the Student Life Office in the J.R. McLemore Student Center.

Student Activities sponsors events for the entire college community to enjoy including a variety of sporting events, dances, lectures, intramural sports, recreational programs, community service projects, and leadership opportunities.

Your student ID card is your “admission ticket” to most campus events. You may obtain your student ID card in the Advising & Counseling Center in the Alford Center on the Paris campus or at the main office in the Greenville and Sulphur Springs Centers.

### **Student Organizations**

The “heart” of the campus student activity and student government program are the many clubs and organizations which exist and function for the students. These organizations are open to all students.

Curriculum-oriented clubs may limit their membership to students enrolled in a given curriculum or to those maintaining a certain scholastic average.

All student organizations must have goals consistent with the mission and purpose of Paris Junior College.

Membership is open to all students in good standing without regard to race, beliefs, or color. Students with similar/common interests are encouraged to create an organization/club.

Here are the requirements to start a PJC student organization:

- Seven or more students to become members of the organization.
- Find a full-time faculty or staff member of PJC who agrees to sponsor the organization and is approved by the Director of Student Life.
- Create a constitution for the organization which states the terms and specific purposes for the organization.
- Complete a New Student Organization/Club packet and submit to the Coordinator of Student Activities for approval with your organization's constitution, by-laws, and roster of current members and officers (that includes their full names and student ID number).
- The request is then submitted to the Director of Student Life for administrative approval.

### *African-American Student Union*

This organization is open to all students who wish to promote awareness and mutual respect for the contributions and concerns of persons of African-American heritage.

The club participates in campus activities, attends cultural functions, and develops special ethnic-related programs.

### *The Blend Club*

This organization is open to all students interested in awareness of world cultures by appreciating different people, traditions, and world issues for a better understanding of and connection to the world around us. The club participates in campus activities, sponsors an international film festival, and develops programs that lead to cultural awareness and student success.

### *Delta Psi Omega*

Students interested in drama activities are encouraged to join Delta Psi Omega, the National Theatre Honor Society for two-year colleges. The club engages in a variety of educational and

social activities each semester, including hosting UIL One-Act-Play contests. Students should check with the Theatre faculty for further information.

### *Eco Club*

This organization is open to all students interested in promoting ecological and environmental awareness, and at the same time who wish to learn how to grow healthy vegetables in a backyard-type environment. The student volunteer group seeks to learn about sustainable living in a modern world. Other topics and learning activities will involve preserving food, preventing and controlling plant insects and diseases, water conservation, recycling, composting, and generally preserving the ecosystem.

### *H.A.R.T.S Club*

Open to all who are interested in the Heating, Air Conditioning, and Refrigeration field. The purpose of this club is to develop industry awareness and student success. For more information, contact Air Conditioning faculty.

### *Informal Sports*

The informal sports program involves a process of self-directed participation. It is an individualized approach to sport activities that allows students to participate for fun and fitness. A current PJC ID card is required for admission to the Old Gymnasium and Weight and Fitness Center, during informal recreational hours, Sunday through Thursday, 5 p.m. to 8 p.m.

### *Intramurals*

The intramural sports program provides structured, competitive, and non-competitive sport opportunities for men, women, and co-intramural participants. The program offers a variety of tournaments for students, faculty, and staff. The program does not require the intensified training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as his/her desire to enter into the true spirit of competition and good sportsmanship.

A few of the sports organized for Paris Junior College students, faculty, and staff are basketball, volleyball, flag football, tennis, and softball. Information concerning these and other sports may be obtained from the Student Activities Coordinator in the Student Center. Or email [studentlife@parisjc.edu](mailto:studentlife@parisjc.edu).

### *Jewelry Technology Student Association*

PJC's Texas Institute of Jewelry Technology Student Association maintains and improves the quality of jewelers, horologists, and gemologists in the jewelry industry, keeps students actively involved with activities on the Paris campus, and keeps TIJT alumni abreast of current jewelry, horology, and gemology department activities on and off campus.

### *Nursing Students Association*

The Nursing Students Association of Paris Junior College is affiliated with the Texas Nursing Students' Association and the National Student Nurses' Association. The purpose of this organization is to foster pre-professional growth as a nurse. Bi-monthly meetings are held and efforts are made to ensure that nursing students are aware of development at all levels: local, state, and national. Contact the nursing department (Paris campus) for more information.

### *Phi Theta Kappa*

Phi Theta Kappa is the only national scholastic honor society for junior colleges recognized by the American Association of Community Colleges. It was founded in 1918, and a local chapter has been at PJC since 1932. Its purpose is the promotion of scholarship, development of leadership and service, and cultivation of fellowship among students.

To be eligible for membership, a student must have completed one long-term semester at Paris Junior College, must have accumulated 12 semester hours (exclusive of developmental courses), have a grade point average of 3.5, and be within the upper scholastic 10 percent of the regularly enrolled student body.

To maintain active membership, a student must be regularly enrolled each semester with a minimum of 3 semester credit hours, and at the end of any given semester must have a grade point ratio of 3.0, which is a "B."

### *Student Art League*

The Student Art League is dedicated to the promotion of visual fine art at Paris Junior College and Lamar County. The intent is for members to stimulate visibility of the arts in the community as well as the college through group projects, fundraisers, and

public community art events, and support visual art exhibits in the Foyer Gallery on the PJC campus. Students interested in art activities are encouraged to join the organization.

### *Student Government Association*

A student council was formed in 1937. The organization and constitution were reorganized in 1970, and renamed the Student Government Association with the executive officers elected by the student body. Vice Presidents of all student organizations automatically are members of the student governing body. The chief duties of the Student Government Association, working with the faculty and administration, are: conducting student elections, arranging the social calendar for the year, providing equitable representation within the student association of each student organization, discussion of campus affairs as they pertain to student life, and planning the course of action for implementation of these activities and programs.

This governmental agency provides policy-making decisions over all student organizations and serves to promote better relations between the administration and the students and to protect the best interests of the students. The Student Government Association holds membership in the Texas Junior College Student Government Association.

### *Teacher Education Student Organization (TESO)*

TESO is an organization open to all students enrolled at PJC who are interested in education as a major and who have a minimum 2.0 GPA. The club's purpose is promotion of the teaching profession and increasing the number of education majors at PJC. Activities include meeting local educators to discuss issues in education, promoting literacy and mathematics in local schools through community service projects, and raising awareness of transfer opportunities at four-year universities after completing their associate's degree.

### Social Media for Student Organizations

Leaders or members of a recognized student organization at Paris Junior College represent the voices of peers and are charged with the accurate dissemination of news and information related to that group.

A faculty advisor of a student club or organization must be included as an administrator on their social media page; if it is a single administrator outlet such as Instagram, the faculty advisor must keep a copy of the login information.

When club leaders change or graduate, the club advisor can still grant access to new club officers and members. A copy of the login information and administrator privileges must also be provided to the Director of Student Life and Executive Director of Advancement & Marketing.

Post contact information for the student club when possible, so students interested in membership may get in touch with the group. In keeping with the public nature of the College, social media accounts must not be closed or private. They must be open to the public.

All uses of social media must follow the same guidelines as Paris Junior College student policies and procedures as well as any code of ethics associated with the student organization.

PJC retains the right to modify or delete social media content, or to shut an account down in the case of behavior counter to the College's mission and values or in the case of prolonged inactivity. In such a case, the faculty advisor will be informed.

### *Campus Organizations/Fundraisers*

Any student organization on campus has the right to raise money. To do so, the organization has guidelines under which fundraising must operate. Also, the organization must have received written approval from the Director of Student Life prior to beginning any fundraising activities.

Organizations may have only one (1) fundraiser per semester. Fundraising may not run any longer than three (3) consecutive weeks in length. Any fundraiser must be on the calendar of the Director of Student Life whose office is located in the Student Center on the Paris campus. (Email: [studentlife@parisjc.edu](mailto:studentlife@parisjc.edu))

If the fundraising activity is held at the Greenville and/or Sulphur Springs Centers, the fundraiser must also be noted with the Directors of those campuses. Each organization must have their vice president in attendance at all student government meetings.

If any guidelines are broken, the appropriate disciplinary action will be enforced. The disciplinary action taken for violators is that the organization will be suspended from all activities for three consecutive months (including field trips, out of town meetings, etc., except for having on-campus meetings.)

All fundraising activities must be legal, ethical, and have no connotation of gambling. Notices to publicize fundraising activities must be approved through the Student Life Office, and should have proper wording as well as be in good taste. Dances are considered to be a fundraising activity.

If any organization wishes to have a fundraising activity, the appropriate form must be submitted to the Director of Student Life (Paris campus) outlining the type of fund raiser, how it is going to be carried out, its purpose, and which campus it will be held on.

### Non-College Affiliated Religious Organizations

#### Baptist Student Ministry

The Baptist Student Ministry (BSM) is comprised of Baptist students as well as other students who are interested in participating in the club's activities. The organization meets each Monday, Tuesday, and Thursday in the Religious Activities Center. Consult your calendar for times.

#### The Wesley Center

The Wesley Center is a non-profit organization committed to supporting students financially, socially, emotionally, and spiritually. Created to build friendships. For more information and details on all the Wesley Center's services, go to <https://www.pariswesleycenter.org/>.

### **Posting of Signs and Literature**

All posted signs and literature should be identified with the PJC department or campus organization distributing it. Please include the name of the department and/or organization with contact information for viewers (either a phone number, email address, or location).

For the purpose of this policy, "sign" shall be defined as billboard, decal, notice, placard, poster, banner, or any kind of

hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

Before publicly posting a sign, any PJC department or organization should:

- Submit the piece either digitally or a hard copy of the literature to be posted to the Director of Student Life (in the Student Center or email [studentlife@parisjc.edu](mailto:studentlife@parisjc.edu)).
- Provide the Director of Student Life the following information:
  - The name of the student or organization; and, if an organization, the name of its advisor.
  - The proposed general location for posting the sign, if applicable.
  - The proposed length of time the sign will be posted.
  - The signature of the student, or, if an organization, the signature of its authorized representative and the signature of the advisor.
  - Place the date of posting on each sign posted.
- Signs may not be attached to:
  - a shrub, plant or tree (except by string to its trunk);
  - a permanent sign installed for another purpose;
  - a fence or chain or its supporting structure; a brick, concrete or masonry structure;
  - a statue, monument, or similar structure.
  - on or adjacent to a fire hydrant;
  - on or between a curb or sidewalk;
  - in a college building except on a bulletin board.

A student organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or

organization shall clean the area around which the sign was posted.

No person may remove a sign posted or attached in accordance with this section without permission from the Director of Student Life (Paris campus), the student, or the registered organization.

#### Non-permissible Signs

No student or registered student organization may post or carry a sign that:

- Involves non-permissible solicitation.
- Contains material that is obscene or libelous.
- Is larger than 22 inches by 28 inches, unless authorized by the Director of Student Life (Paris campus).

#### *Greenville/Sulphur Springs Centers*

The Director of each center should be contacted and the same guidelines will apply as per the Paris campus.

For more information, see PJC's GD policy on Community Expression and Use of College Facilities.

## **Freedom of Expression & Use of College Facilities**

### Guidance Regarding Expressive Activities on Campus

- Student Rights & Responsibilities: Student Expression and Use of College Facilities – [See Institutional policy FLA.](#)
- Employee Rights & Privileges: Employee Expression and Use of College Facilities – [See Institutional policy DGC.](#)
- Community Expression & Use of College Facilities – [See Institutional Policy GD.](#)

In accordance with the U.S. First Amendment, PJC allows private, non-disruptive prayer, provides equal access to facilities for religious groups, and accommodates absences for religious holy days without penalty.

In response to Executive Order GA-44 issued by Governor Greg Abbott, Paris Junior College reaffirms its commitment to fostering a safe and accessible campus environment for students, faculty, and staff. PJC condemns all forms of

antisemitism, which is defined by the State of Texas in Section 448.001 of the Texas Government code.

“Antisemitism” means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance’s “Working Definition of Antisemitism” adopted on May 26, 2016.

PJC upholds the values of respect, tolerance, and academic freedom. As directed by the Executive Order, our institution has established these guidelines to address the rise in antisemitic speech and actions on university campuses. PJC enforces this policy diligently to ensure that all students feel secure in expressing their views while upholding the standards of respectful discourse. Acts of antisemitism can and will lead to appropriate disciplinary action, up to and including expulsion.

"Expressive activities" means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

The term does not include:

- (A) commercial speech;
- (B) defamation;
- (C) unlawful harassment;
- (D) incitement to imminent unlawful activity;
- (E) obscenity; or
- (F) threats to engage in unlawful activity.

Guidance Regarding Use of College Facilities & Freedom of Expression  
The facilities and grounds of the College District shall be made available to students or registered student organizations [[see Institutional Policy FKC](#)] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The

requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the Director of Student Life in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Members of the college community (including students, student organizations, employees, employee organizations, or members of the community ) may invite speakers to speak on campus with the following reasonable restrictions, adopted under Texas SB 2972:

The college district prohibits:

1. use of a device to amplify sound while engaging in expressive activities on campus during class hours that:
  - a. intimidate others;
  - b. interfere with campus operations; or
  - c. interfere with an institution's employee's or peace officer's lawful performance of a duty;
2. engaging in expressive activities during the last two weeks of a semester or term:
  - a. in the common outdoor areas of the institution's campus in a manner that materially and substantially disrupts the functioning of the institution;
  - b. by inviting speakers to speak on campus:
  - c. by using a device to amplify sound; or
  - d. by using drums or other percussive instruments;
3. camping or erecting tents or other living accommodations on campus;

4. wearing a disguise or other means of concealing a person's identity while engaging in expressive activities on campus with the intent to:
  - a. obstruct the enforcement of the institution's rules or the law by avoiding identification;
  - b. intimidate others; or
  - c. interfere with the institution's employee's or peace officer's lawful performance of a duty;
5. lowering the institution's United States or Texas flag with the intent to raise the flag of another nation or a flag representing an organization or group of people; and
6. engaging in expressive activities on campus between the hours of 10 p.m. and 8 a.m.;

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:

- The person's conduct is unlawful;
- The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
- The use would materially or substantially disrupt or disturb the regular academic program; or
- The use would result in damage to or defacement of property.

All persons and organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative. Failure to comply with this policy and associated procedures will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College facilities and the confiscation of non-conforming materials.

# Paris Junior College Student Code of Conduct

As a member of our academic community, every student is expected to uphold the highest standards of personal integrity and respect. This Code of Conduct is designed to foster a safe, civil, and academically rigorous environment where all individuals can thrive.

## Academic Integrity

### *Honesty and Fairness:*

- Complete all academic work honestly and submit only your own work.
- Avoid plagiarism, cheating, or any form of academic dishonesty.

### *Proper Attribution:*

- Give proper credit to sources and collaborators in all academic assignments.

### *Responsibility:*

- Report any suspected violations of academic integrity to the appropriate authorities.
- Respectful Behavior

### *Interpersonal Respect:*

- Treat all peers, faculty, and staff with dignity, courtesy, and respect.
- Avoid any form of harassment, bullying, or discriminatory behavior.

### *Conflict Resolution:*

- Address disagreements constructively and seek mediation when necessary.

## Personal Responsibility and Accountability

### *Attendance and Participation:*

- Attend classes regularly, arrive on time, and engage actively in your educational experience.

### *Behavior on Campus:*

- Adhere to all campus policies regarding conduct, use of facilities, and participation in campus life.

*Accountability:*

- Accept responsibility for your actions and their impact on the community.
- Be open to feedback and willing to make changes when necessary.

Professional Conduct

*Appropriate Communication:*

- Use respectful and professional language in all forms of communication, including emails, social media, and in-person interactions.

*Ethical Use of Technology:*

- Use campus technology and online platforms responsibly and in accordance with college policies.

*Representation:*

- Represent yourself and the college with integrity in all public and professional settings.

Community Engagement and Safety

*Safe Environment:*

- Contribute to a campus atmosphere that is safe, welcoming, and free from any form of violence or intimidation.

*Substance Use and Health:*

- Abide by campus regulations regarding alcohol, drugs, and other substances.
- Prioritize your physical and mental health and seek help when needed.

*Reporting Concerns:*

- If you witness or experience behavior that undermines the community's values, report it to the appropriate authorities.

Compliance with Institutional Policies

*Adherence to Rules:*

- Follow all institutional policies, including those not explicitly covered in this code (e.g., safety protocols, housing regulations, etc.).

*Consequences:*

- Understand that violations of this code may lead to disciplinary actions, including warnings, probation, suspension, or expulsion.

*Due Process:*

Expect that all reported incidents will be investigated fairly and confidentially, and that you will have the opportunity to present your side of the story.

Commitment to Continuous Improvement

*Self-Development:*

- Strive for continuous personal and academic growth.
- Seek opportunities for leadership, community service, and self-improvement.

*Feedback and Participation:*

Participate in evaluations and discussions aimed at enhancing campus policies and the overall student experience.

Conclusion

By adhering to this Code of Conduct, students help maintain a vibrant, respectful, and dynamic learning environment. PJC's collective commitment to these principles ensures that everyone can benefit from a supportive and high-achieving academic community. If students have any questions or need clarification about any aspect of this code, they may contact PJC's Student Services at 903-872-0211 or visit with the Vice President of Student Services in the Alford Center.

**Student's Rights & Responsibilities Policy (FLB)**

A "student" shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

The "premises" of the College District is defined as all real property over which the College District has possession and control.

"Scholastic dishonesty" shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

- Copying from another student’s test or class work;
- Using test materials not authorized by the person administering the test;
- Collaborating with or seeking aid from another student during a test without permission from the test administrator;
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
- Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
- Bribing another person to obtain an unadministered test or information about an unadministered test; or
- Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

- Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
- Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.

- Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
- Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
- Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
- Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

#### Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

- Demonstrate courtesy, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes, regularly and on time;

- Prepare for each class and take appropriate materials and assignments to class;
- Obey all classroom rules;
- Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
- Respect the property of others, including College District property and facilities; and
- Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

### *Prohibited Conduct*

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

### *Prohibited Weapons*

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, or other prohibited weapons, as described in CHF, without prior approval shall be prohibited.

### *Debts*

Owing a monetary debt to the College District that is considered delinquent or writing an “insufficient funds” check to the College District shall be prohibited.

### *Disruptions*

“Disorderly conduct,” as defined above, or disruptive behavior shall be prohibited.

### *Behavior Targeting Others*

- Threatening another person, including a student or employee;
- Intentionally, knowingly, or negligently causing physical harm to any person;
- Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed

toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate;

- Hazing with or without the consent of a student; [See FLBC]
- Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
- Endangering the health or safety of members of the College District community or visitors to the premises.

### *Property*

The following behavior regarding property shall be prohibited:

- Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
- Stealing from the College District or others; and
- Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

### *Directives*

Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.

### *Misuse of Technology*

The following behavior regarding misuse of technology shall be prohibited:

- Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
- Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;

- Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
- Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
- Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
- Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

### *Dishonesty*

The following behavior regarding dishonesty shall be prohibited:

- Scholastic dishonesty, as defined above;
- Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
- Intentionally or knowingly providing false information to the College District;
- Intentionally or knowingly falsifying records, passes, or other College District-related documents.

### *Gambling and Other Conduct*

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

### *Discipline*

- A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:
- While on College District premises;
- While attending a College District activity; or
- While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

#### Hazing (FLBC)

Find PJC's complete [Hazing policy online](#). All hazing reports will be promptly investigated in accordance with college conduct procedures.

A person commits an offense if the person:

- Engages in hazing.
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- Has first-hand knowledge of the planning of a specific hazing Incident involving a student in an educational institution, including a college district, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

#### *Education Code 37.152(a), 51.936(a)*

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

#### *Education Code 37.153(a)*

"Hazing" means any intentional, knowing or reckless act occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

- Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Involves consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
- Involves coercing.

*Education Code 37.151(6); 51.936(a)*

“Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or similar group, whose members are primarily students.

*Education Code 37.151(5); 51.936(a)*

“Student” means any person who:

- Is registered in or in attendance at an educational institution;
- Has been accepted for admission at the educational institution where the hazing incident occurs; or
- Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

*Education Code 37.151(4); 51.936(a)*

Individual(s) and/or organizations found responsible for hazing may face:

- Disciplinary probation or suspension
- Removal from athletic teams or student leadership roles
- Expulsion from PJC
- Revocation of organizational recognition
- Criminal prosecution under Texas law

### Information Regarding Organizations

No organizations have been found guilty of hazing and disciplined for hazing or convicted of hazing on campus in the past three years.

### Gang-Free Zones Notice

All property owned, leased, or rented by Paris Junior College (PJC), as well as areas within 1,000 feet of these locations, are designated as gang-free zones. Under Texas law, certain criminal offenses — particularly those involving gang-related activity — are subject to enhanced penalties if committed within a gang-free zone by individuals 17 years of age or older. See PJC's Policy CHG for more information or refer to [Texas Penal Code Section 71.028.](#)

### Alcohol and Drug Use (FLBE)

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages in classroom buildings, student housing, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas.

With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall

be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

### *Tobacco Products*

The use of tobacco and tobacco-related products, including smokeless tobacco and electronic cigarettes, shall be prohibited in all indoor public areas of the campus. Smoking shall not be allowed within 25 feet of public building doors. Smoking areas shall be designated on campus.

Possession or use of tobacco products, vapes, or e-cigarettes in College District facilities without authorization shall be prohibited. [See FLBD]

### *Controlled Substances*

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

As defined by Penal Code 1.07, the student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Penal Code 49.01.

No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, look-alike drugs such as synthetic marijuana (K2) and bath salts, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any performance-enhancing substance, including steroids.
- Any designer drug.

- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

### *Exceptions*

It shall not be considered a violation of this policy if the student:

- Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
- Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian; or
- Cultivates, possesses, transports, or sells hemp as authorized by law.

### *Paraphernalia*

The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

### *Violation*

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA]

Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

### *Notice of Drug and Alcohol Regulations*

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

### *Student Sanctions Alcohol*

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages. Depending on the circumstances and severity of the alcohol offense, Paris Junior College may impose one or more of the following sanctions:

- The first possession/use of alcohol in any form by a student on the campus of Paris Junior College will result, after a due process hearing, in the student being placed on disciplinary probation;
- The second possession of alcohol on the campus of Paris Junior College or at a college-sanctioned event may, after a due process hearing, result in suspension for one calendar year with referral to a professional counselor;
- The first offense for sale and/or distribution of alcohol may, after a due process hearing, result in suspension for one calendar year.

Violation of Alcohol/Intoxicating Substances:

- First Offense \$50 fine & placed on disciplinary probation
- Second Offense \$100 fine

A student may be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct.

Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

### *Student Sanctions Drugs*

Depending on the circumstances and severity of the drug offense, Paris Junior College may impose one or more sanctions. The penalty for the use, sale and/or possession of illicit drugs for students is as follows:

The possession/use of any controlled illegal drug as defined by Texas Statutory Law on the campus of Paris Junior College or

at any college-sanctioned activity or event may result in disciplinary probation for at least one calendar year;

The student's disciplinary file will reflect the probation, and he/she will be referred to a professional counselor as a condition for remaining at the institution on disciplinary probation.

The second possession/use of any controlled illegal drug on the campus of Paris Junior College or college-sanctioned activity may result in suspension for one calendar year.

The first offense for selling and/or distributing any illegal drug as defined by Texas Statutory Law on the campus of Paris Junior College or at a college-sanctioned activity or event may result in expulsion; Criminal charges may be filed by the institution, and expulsion bars readmission to the college.

#### Drug/Drug Paraphernalia Violations:

- First Offense \$50 fine & possible removal from campus housing
- Second Offense \$100 fine & dismissal from school

A student may be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct.

Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

#### *Texas Legal Sanctions*

Students and employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol and other drugs (as defined by the Texas Health and Safety Code, Subtitle C, Substance Abuse Regulation and Crimes) are eligible to receive the full legal penalty in addition to any appropriate College disciplinary action.

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
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Manufacture or delivery of controlled substances (drugs)	Confinement in the jail for a term of not less than 180 days and a fine not to exceed \$10,000.	Confinement in TDC for life or for a term of not more than 99 years, or less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days.	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000.
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days or less than 72 hours, and a fine of not more than \$2,000.	Confinement in jail for a term of not more than 20 years or less than 2 years, and a fine not to exceed \$10,000.
Public Intoxication	A fine not to exceed \$500.	

Purchase, Consumption, or Possession of alcohol by a minor	A fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000.
Sale of alcohol to a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than one year or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000 or confinement in jail for not more than one year, or both.

### *Illicit Drugs*

The controlled substances listed below are grouped into felonies and misdemeanors. This list is not a complete accounting of illegal drugs, but represents the most common controlled substances found on college campuses.

In some instances, the number of controlled substances determines the degree of penalty. A felony is an offense for which the offender could be sentenced to a prison term and a possible fine.

A misdemeanor is an offense in which the person could be sentenced to serve time in a county jail facility and/or fine.

Felony (delivery/sale) and Misdemeanor (possession).

- Cocaine
- LSD (Lysergic Acid Diethylamide)
- “Ecstasy”/MDMA (4-Methylenedioxy Methamphetamine)
- Methamphetamine
- Amphetamine
- Diazepam
- Heroin
- Phenobarbital

- Rohypnol (less than 28 grams-felony if more than 28 grams)
- Marijuana (more than 1/4 ounce)
- Methadone
- Rohypnol (distribution of any amount possessions of more than 28 grams.

The above information can be found in the Penal Laws of the State of Texas, Subtitle C, Texas Health and Safety Code (Controlled Substances Act, Dangerous Drugs Act, Simulated Controlled Substances, Volatile Chemicals and Abusable Glue and Aerosol Paint).

### *Intoxication and Alcoholic Beverage Offenses*

Public Intoxication: Beginning September 1, 1991, a blood alcohol level of .08 or higher will be proof enough that a driver is intoxicated.

A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger themselves or another.

It is a defense to prosecution under this section that the alcohol or other substance abuse was administered for therapeutic purposes and as a part of the person's professional medical treatment by a licensed physician.

An offense under this section is a Class C Misdemeanor.

An offense under this section is not a lesser offense included under Section 49.04 of the Texas Penal Code.

### *Consumption/Possession of Alcoholic Beverage in a Motor Vehicle*

A person commits an offense if the person consumes an alcoholic beverage while operating a motor vehicle in a public place and is observed doing so by a peace officer.

An offense under these sections is a Class C misdemeanor.

### *Driving While Intoxicated (DWI)*

A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place.

Except as provided by Subsection and Section 49.09 of the Texas Penal Code, an offense under this section is a Class B Misdemeanor, with a minimum term of confinement of 72 hours.

It is shown at the trial of an offense under this section, that at the time of the offense the person operating the motor vehicle had an open container of alcohol in the vehicle, the offense is a Class B Misdemeanor, with a minimum term of confinement of six days. Intoxication Assault.

A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft, or motor vehicle in a public place while intoxicated, by reason of that intoxication causes serious bodily injury to another.

In the section, "serious bodily injury" means an injury that creates a substantial risk of death or that causes serious permanent disfigurement of protracted loss or impairment of the function of any bodily organ.

An offense under this section (second bullet) is a felony of the third degree.

*Intoxication Manslaughter (second degree felony)*

A person commits an offense if the person:

- Operates a motor vehicle in a public place, an aircraft or a watercraft; and
- Is intoxicated and by reason of that intoxication causes the death of another by accident or mistake.

*Federal Sanctions*

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to five years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if

		other than an individual)
Possession of drugs (including marijuana)	Imprisonment for up to one year, and a fine of \$1,000	Imprisonment for not more than 20 years or not less than five years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine

### *Health Risks*

Health risks associated with drug and alcohol abuse encompass physical and psychological effects, including but not limited to malnutrition, brain damage, paranoia, hepatitis, convulsions, coma, depression, heart disease, death, pancreatitis, cirrhosis of the liver, damage to the central nervous system, elevated blood pressure, respiratory failure, low birth weight babies, babies with drug/alcohol addictions, and an increased probability of intravenous drug users contracting AIDS.

Additional health risks generally associated with alcohol and drug abuse can result in limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.

The use of alcohol and other drugs represents a serious threat to health and the quality of life. With most drugs, it is possible that users will develop psychological and physical dependence. It is recommended that anyone having specific questions relating to their health and drugs/alcohol should consult a physician.

### *Health Risks Associated with Alcohol and Other Drug Abuse*

Alcohol abuse can lead to alcoholism, premature death, and complications of the brain, heart, liver and other body organs. It is a prime contributor to suicide, homicide, motor vehicle deaths and other so-called “accidental causes” of death. Alcohol interferes with psychological functions and disrupts occupational and educational effectiveness.

### *Associated Health Risks with Illicit Drug Use and Tobacco*

Health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys, liver, and lungs; high blood pressure, heart attacks, and strokes; ulcers; birth defects; diminished immune systems; and death. Illicit drug use can result in a wide range of health problems including drug addiction, death by overdose or withdrawal seizures, heart problems, infections, liver disease and chronic brain dysfunction (i.e. memory loss, hallucinations, paranoia and psychosis).

The use of tobacco products has been linked to coronary heart disease. Lung, oral, larynx, esophagus, bladder, pancreas, and kidney cancers strike tobacco users at increased rates.

NOTE: Further information concerning health risks may be found in the Advising & Counseling office located in the Alford Center or consult with a personal physician.

The general categories of drugs and their effects are as follows:

- Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart, and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with other drugs can have serious side effects.
- Methamphetamines/Stimulants (speed, uppers, crank, Adderall, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches,

blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions, and death due to a stroke or heart failure.

- Anabolic Steroids seriously affect the liver, cardiovascular, and reproductive systems. They can cause sterility in males and females as well as impotency in males.
- Benzodiazepines/Barbiturates/Depressants (Xanax, downers, Bars, Valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.
- Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, and elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.
- Hallucinogens and Synthetic Chemical Drugs (PCP, synthetic cannabis (Spice, etc.), synthetic cathinone (Bath Salts, etc.), MDMA (ecstasy), LSD, etc. interrupt the functions of the part of the brain that controls the intellect and instincts. They may result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.
- Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination, and motivation. It may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked, deeply inhaled, and held in the lungs for a long period, enhances the risk of getting cancer.

- Opioids/Narcotics (heroin, oxycodone, hydrocodone, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.
- Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas, and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

## **Concealed Carry of Handguns on Campus (CHF)**

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=783&code=CHF#localTabContent>

The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or related activity in violation of law and College District regulations.

This Policy is intended to establish guidelines and procedures for the implementation of the state statute authorizing the concealed carry of handguns on the premises of the College District.

These rules and regulations were established by the College President in consultation with faculty, staff, and students and reviewed by the Board.

This Policy will become effective August 1, 2017 and is intended to be in conformity with the requirement of Texas Government Code Section 411.2031.

This Policy will be reviewed in August of even numbered years by the Vice Presidents and the College President's office.

Policies/Procedures

*Definitions*

Campus – all land and buildings owned or leased by Paris Junior College as lessee.

Premises – a building or portion of a building.

Governmental Meeting – an “Open Meeting” with deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action; or that is conducted by the governmental body for which the governmental body is responsible as defined under chapter 551 of the Texas Government code and the governmental entity provided notice as required by the chapter (Example: Board of Regents Meetings).

Open Carry – visible possession of a handgun in public.

Handgun – any firearm that is designed, made, or adapted to be fired with one hand.

Handgun license holder – an individual licensed to carry a concealed handgun under Subchapter H, Chapter 411 of the Texas Government code (“Chapter 411”). Generally, such an eligible individual must be at least 21 years of age, not have a criminal record as defined by the code, and meet certain education and proficiency requirements. Chapter 411 contains some exceptions to the age requirement (e.g., ex-military personnel).

Concealed handgun – a handgun, the presence of which is not openly discernible to the ordinary observation of a reasonable person.

Reveal – to intentionally or knowingly display a handgun, in whole or part, in plain view of another person in a public place.

On or about – actual care, custody control or management of a firearm under Texas Penal Code 1.07 (A) (39).

Competitive sporting events – includes organized high school, collegiate, intramural, or professional sporting events.

Exclusionary zone – any premise in which the carry of a concealed handgun is prohibited by virtue of Texas statute or these rules.

Gun Free Zone – an area of the Campus which may be all or part of a building or a room in which the possession of handguns is prohibited as provided in Campus Carry Appendix 1. Each restricted area requires that notice be given to license holders as specified under Texas Penal Code 30.06.

### *General Provisions*

Subject to applicable Texas or federal laws and rules adopted by the College District, individuals holding a valid Texas Concealed handgun License (CHL) or the new state designation for the same, License to Carry (LTC), shall be allowed to carry their handgun, concealed on their person, on the College District campus.

Pursuant to Texas Penal Code Sections 46.035 and 30.07, the open display of a handgun in plain view of another person on Paris Junior College District property is never allowed except by an authorized individual such as a peace officer while in the actual discharge of his/her duty.

While the College District will employ all reasonable means to delineate exclusionary zones by signage in accord with Texas statutory law, it is the responsibility of the permit holder to know, understand, and follow these rules and applicable laws while on the campus of the College District. Holders of such permits are bound by state and federal law and may face criminal or civil penalties for violation of those statutes.

Authorized permit holders are not required to disclose their concealed carry license status to anyone other than a law enforcement officer. The College District will not maintain a list of concealed carry license holders. This information is not a matter of public record. College District employees (other than law enforcement officers) may not, under any circumstances, require students or employees to disclose their concealed carry license status. A current permit/license holder will not be subject to prejudice or other retaliation for lawfully expressing his or her right to carry.

### *Specific Exclusions to Concealed Carry of a Handgun*

Exclusionary zone – the College President is the only person with the authority to declare a specific premise or venue as an exclusionary zone. Therefore, except as provided herein, without the express written consent of the College President, no faculty member, staff member, student, or student group may exclude a specific premise or venue as “off limits”.

Exclusion by law – Texas statutes outside of Texas Government Code Section 411.2031 separately provide exclusions of certain premises or events, which provisions are hereby incorporated. Under such laws, concealed carry is prohibited from the following premises or locations:

- Where a high school, collegiate, intramural, or professional sporting event or interscholastic event is taking place, including College District athletic events;
- Where any Board of Regents meeting is being held;
- Where any UIL sanctioned competition is being held;
- Where any formal disciplinary hearing is being held;
- Where any other official governmental meeting or judicial proceeding is being conducted; and
- Where polling is being conducted for local, state, or federal elections.

Additional exclusions are as follows:

- Any College District event where alcohol is being served by an organization under Texas Alcoholic Beverage Commission rules and regulations;
- DeShong Chapel
- Performance venues and locations during ticketed events on a case-by-case basis if a temporary designation is obtained from the College President [see By Request below]; and
- The location of a disciplinary or grievance hearing conducted by College District employees.
- By Request

- Other specific premises or venues may be declared “off limits” by the College President. Adoption of exclusion for a premise or venue must be reasonably justified. The requestor must provide evidence that a concealed handgun on that particular premise or venue creates some special danger. Requests for exclusion must be provided in writing to the Office of the President at least 90 days prior to the date of the event.

To assist in the process of approving exclusions, a standing committee titled the Campus Carry Committee will be established. The committee will be charged with investigating requests for exclusions and making a recommendation to the College President’s office concerning the request.

The chair and members of this committee will be appointed by the College President and will include the Vice President of Workforce Development, Vice President of Academic Instruction, Vice President of Student Services, Director of Human Resources and Chief of Police.

### *Gun Free Zones*

This portion of the Policy clarifies the areas on the College District campus or properties owned, leased or rented by the College District, which are deemed gun-free zones. Therefore, the carrying of a concealed handgun inside the defined locations is prohibited by this policy. Any further mention of properties owned, leased or rented by the College District in this policy shall be referred to as “campus” unless otherwise stated.

There are two types of gun-free zones under this policy. One is of a permanent nature and the second is temporary. A permanent gun-free zone is one that meets the requirements of a gun-free zone on a constant, daily basis. A temporary gun-free zone is a building, room, or area used for a short period of time, which meets the requirements of a gun-free zone only periodically when a specific event occurs so as to make it a gun-free zone for that period of time.

### *College Housing*

Handgun license holders residing in the College District residence halls will be allowed to possess handguns on the premise provided that:

- Such possession is in compliance at all times with Texas statutory law and these rules; and
- The license holder stores his/her handgun(s) in a college-approved gun safe installed in the license holder's room.

Students who are assigned to dorm rooms where a firearm is stored and who are concerned about their well-being may request a transfer to another room. The College District housing contract shall be referred to for specific provisions concerning possession of firearms in College District housing.

### *Information to the College District Community*

The College District will widely distribute these rules and regulations and offer educational information regarding these rules and safety procedures to the students, staff, and faculty through the College District's website, student and employee handbooks, and other publications.

### *Other Weapons Prohibited*

The College District prohibits the use, possession, or display of any location-restricted knife, club, or prohibited weapon, as defined by law, on college District property or at a College District-sponsored or –related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District-sponsored or –related activity:

- Fireworks of any kind;
- Incendiary devices;
- Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
- Razors;
- Chains; or
- Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

*Violations*

Employees and student found to be in violation of this policy shall be subject to disciplinary action. [see DH, FM, and FMA policies]

Appendix 1 (Permanent Gun Free Zones)

Building Name/Activity	Room(s)	Reason for Exclusion
Sulphur Springs Welding Classrooms & Labs	Sulphur Springs Welding Shop	The discharge of a firearm in areas such as laboratories with flammable and combustible chemicals, biologic agents, or explosive agents could cause great harm.
Paris Applied Science	Welding Classrooms & Labs (Room 121-123)	
Paris Workforce Training Center HVAC Lab	WTC 154	
Paris Applied Science	Jewelry Classrooms & Labs (AS 111, 117, 126, 133)	
Paris Applied Science	Horology Classroom/Lab (AS 130 & 148)	
Paris Workforce Training Center	EMT Classroom & Lab (WTC 1022)	
Hub Hollis Baseball Field		
Hunt Center		

Noyes Stadium		
Greenville Science Labs	GC 214	The discharge of a firearm in areas such as laboratories with flammable and combustible chemicals, biologic agents, or explosive agents could cause great harm.
Paris Math & Science	MS 203, 207, 209, 213	
Paris Administration Building	AD 146 – Founder’s Room	Room used by a government entity for open meetings and formal hearings involving adjudicatory processes that can include individual and/or group meetings, hearings, mediations, quasi-judicial proceedings and appellate proceedings.
Paris Testing Center	AC 106	All exams administered in these venues require by contract that students store belongings
Greenville Library	GC 120	
Sulphur Springs	SSC 113	
DeShong Chapel		Texas Penal Code 46.035 (a), (a-1), (f)(3) on the

		premises of a place of religious worship
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## Appendix 2 (Temporary Gun Free Zones)

Building Name/Activity	Room(s)	Reason for Exclusion
Interscholastic Events	Varies	Texas Penal Code prohibits guns on the premises where a high school interscholastic event is taking place
Theater & Music Hall		Performance venues and locations during ticketed events
Workforce Training Center/Court Required Mediation	Varies	Varies judicial proceedings

### *Paris Junior College Request for Exclusion of Campus Carry*

The College President has the sole authority to declare a specific premises or venue as an exclusionary zone. Therefore, except as provided herein, without the express written consent of the College President, no faculty member, staff member, student, or student group may represent a specific premises or venue as “off limits” for concealed carry of handguns.

In order to justify a request to the College President that concealed carry of handguns be excluded from a premise or venue, the requestor must provide evidence that a concealed handgun at that premises or venue creates some special danger by virtue of the nature of the premises or venue or the activities or events thereon. Written requests for exclusion must

be provided to the College President's office at least 90 days prior to the date of the event.

First Name:

Last Name:

Phone Number:

Email Address:

Title:

Name of activity/event or premises/venue:

Date and time of activity/event if applicable:

Reasons for requesting exclusion from campus carry:

Date request submitted:

- To assist in the process of approving exclusion, the Campus Carry Committee will investigate requests for exclusions and make a recommendation to the College President concerning the request. Please send the completed form to the College President's office.

## **Students' Rights & Responsibilities, Interrogations, and Searches**

Searches of students and their property shall be conducted in accordance with administrative procedures established by the College President or designee.

If no search warrant obtained:

- Any prohibited item within "plain view" is subject to seizure.
- Residence halls may be searched if probable cause exists and only if exigent circumstances justify not obtaining a search warrant.
- Areas such as lockers and desks, which are owned and controlled by the College, may be searched by school officials when they have reasonable cause to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched.

- Indiscriminate searching in the nature of “fishing expeditions” shall be prohibited.
- Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in internal school disciplinary proceedings against the student.

In the event that college law enforcement authorities are involved in a search, Student Life personnel must be in attendance. School searches are conducted with the assistance from law enforcement authorities and are governed by the Fourth Amendment standards that are applicable in the criminal law context.

### *Dress and Grooming*

Students’ dress and grooming may not materially and substantially interfere with normal school operations.

### *Cellular Phones and Other Electronic Devices*

All cellphones and other electronic devices must be turned off or in silent mode while in class. If a cell phone or other electronic device does sound during class, the student may be asked to leave for the remainder of the period.

The only exception to this rule includes peace officers, EMT, EMS, or other emergency personnel, or otherwise approved by the instructor.

### *Disrespect for Authority*

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties or any student who fails to heed a summons to report to an administrative official or instructor’s office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

### *Minor Children on Campus*

For safety reasons, minor children are not allowed on campus while student parents are attending classes. Minor children who are visiting on campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

## *Skateboarding*

Skateboarding, scooters, skating, roller blading, hoverboarding are prohibited on PJC property.

## **Guided Pathways**

Paris Junior College is at the forefront of a national initiative seeking to help students finish certificates or degrees with fewer excess hours and better preparation for employment or transfer to a four-year institution of higher education.

The Guided Pathways model is based on coherent and easy-to-follow college-level programs of study that are aligned with requirements for success in employment and at the next stage of education. - American Association of Community Colleges (AACC).

In 2017, PJC was one of 30 colleges chosen nationwide by AACC to lead this initiative, which focuses on helping students clarify their goals, so that they can enter an educational pathway designed to help them achieve those goals.

Students first choose one of seven pathways that represents their interests: Arts and Humanities, Business, Industry, Health Careers, Public Services, STEM, or Social and Behavioral Sciences. Then, the student chooses a program within that pathway aligning with their goals, interest, and aptitudes.

Each program is represented on a Degree Plan, specifying which courses the student should take and in what order, the marketable skills and outcomes and career opportunities associated with that program, and information regarding transfer to a four-year institution, where appropriate.

PJC's Degree Plans are designed to help students stay on track with regard to their coursework and to master knowledge and skills that will equip them to enter the labor market successfully or to pursue further education with seamless transfer of credits.

## **Academic Studies**

Academic Studies includes communications, fine arts, social sciences, natural sciences, mathematics, kinesiology (physical education), as well as learning skills and teacher education along with library support services for all areas of the College.

Objectives of Academic Studies include: fostering an appreciation of the creative process; the ability to think critically and to communicate effectively; a desire for lifelong learning; and a strong identification with truth and reason.

Courses offered in Academic Studies are designed primarily for transfer. Many courses such as art, music, language, humanities, theatre, and a variety of studio classes serve a dual purpose. They are available for students planning to transfer to a university, and are also available to community members wishing to broaden their educational experience and enrich their lives.

Students selecting majors within Academic Studies should consult with a Student Success Coach. During the visit with their Student Success Coach, students will develop a degree plan for their major that sets forth the classes required in the core curriculum as well as suggested specialization courses in their major field of interest. By visiting with their Student Success Coach on a regular basis, students may make sure they are taking courses that apply not only toward a Paris Junior College awarded Associate of Arts (AA) or Associate of Science (AS) degree, but also transfer and apply to their intended baccalaureate degree.

Because most students taking Academic Studies courses plan to transfer to a university, a goal of the College is to assure the transferability of its courses; however, because of the diversity of the population served by the College, students planning to transfer courses to a university or four-year college should take the responsibility of discussing their plans with a counselor from their university-of-choice as well as a Student Success Coach on campus.

Academic Studies also provides general education courses for students pursuing technical or workforce training and degrees.

Students planning to continue their education toward a baccalaureate or advanced degree may complete core curriculum courses providing a sound background in the arts and sciences. The 42 hours of core curriculum courses are guaranteed to transfer and replace the first two-year core requirements at all state-supported colleges and universities in Texas.

## Associate's Degree Core Curriculum (42 credit hours)

Paris Junior College adheres to various policies that are designed to make transfer easy, such as a state-honored block core curriculum, a statewide Guarantee for Transfer program, and participation in the Texas Common Course Numbering System.

The Texas Education Code, as a result of Senate Bill 148, requires all public colleges and universities to have a core curriculum. Core curriculum is defined as “the curriculum in the liberal arts, humanities, sciences, and political, social, and cultural history that all undergraduate students of a particular Texas institution of higher education are required to complete before receiving an associate or bachelor’s degree.”

Every public institution in Texas has a Core, which is designed to provide a solid foundation for your college education and to make transfers between and among Texas institutions of higher education as smooth and seamless as possible.

The purpose of the Texas Core Curriculum states: “Through the Texas Core Curriculum, students will gain a foundation of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.”

Core objectives include the following:

- Critical Thinking Skills
- Communication Skills
- Empirical and Quantitative Skills
- Teamwork
- Personal Responsibility
- Social Responsibility

The core curriculum is predicated on a series of basic intellectual competencies – reading, writing, speaking, listening, critical thinking, and computer literacy – that are essential to the learning process in any discipline. Foundation competencies include teamwork, communications, quantitative reasoning, critical thinking, and social and personal responsibility. Although

students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession.

PJC will designate core curriculum courses completed by a student on the official PJC transcript. If a student satisfies all component areas, the message “Core Curriculum Completed” will appear on the transcript.

Students should visit with a Student Success Coach and follow the appropriate Degree Plan to ensure that they take the correct courses for their Associate of Arts or Associate of Science degree program at PJC in addition to the major for their chosen transfer college or university.

Students must complete a minimum of 60 credit hours in a program of study with a cumulative (overall) grade point average of 2.0 or better in order to graduate with an associate degree in the state of Texas.

PJC’s common core curriculum courses of 42 credit hours are detailed below, along with additional graduation requirements and elective hours as follows. However, the entire core curriculum is embedded within each Degree Plan associated with an academic transfer degree, so students should consult their chosen Degree Plan to determine which courses to take.

(10) COMMUNICATION (2 courses)      6 Credit Hours

ENGL 1301    Composition I

ENGL 1302    Composition II

(20) MATHEMATICS (1 course)    3 Credit Hours

Recommended for STEM majors:

MATH 1314    College Algebra

MATH 2312    Pre-Calculus Math

MATH 2413    Calculus I

Recommended for Non-STEM majors:

MATH 1324    Mathematics for Business & Social Sciences

MATH 1332 Contemporary Mathematics I

MATH 1342 Elementary Statistical Methods

(30) LIFE AND PHYSICAL SCIENCES (2 courses) 6 Credit Hours\*

\* Lab hours will count toward hours required in "Additional Core Curriculum Requirements, Part I."

Recommended for STEM majors:

BIOL 1406 Biology for Science Majors I

BIOL 1407 Biology for Science Majors II

BIOL 2401 Anatomy & Physiology I

BIOL 2402 Anatomy & Physiology II

CHEM 1411 General Chemistry I

CHEM 1412 General Chemistry II

GEOL 1403 Physical Geology

GEOL 1404 Historical Geology

PHYS 1401 College Physics I

PHYS 1402 College Physics II

PHYS 2425 University Physics I

PHYS 2426 University Physics II

Recommended for Non-STEM majors:

BIOL 1408 Biology for Non-Science Majors I

BIOL 1409 Biology for Non-Science Majors II

BIOL 1322 Nutrition & Diet Therapy

BIOL 2306 Environmental Biology

GEOL 1401 Earth Sciences for Non-Science Majors I

GEOL 1402 Earth Sciences for Non-Science Majors II

PHYS 1303 Stars and Galaxies

PHYS 1304 Solar System

Recommended for Allied Health Majors:

BIOL 1322 Nutrition & Diet Therapy

BIOL 2401 Anatomy & Physiology I

BIOL 2402 Anatomy & Physiology II

(40) LANGUAGE, PHILOSOPHY and CULTURE (1 course) 3  
Credit Hours

COMM 1307 Introduction to Mass Communications

ENGL 2322 British Literature I

ENGL 2323 British Literature II

ENGL 2327 American Literature I

ENGL 2328 American Literature II

ENGL 2331 World Literature

HIST 2311 Western Civilization I

HIST 2312 Western Civilization II

HIST 2321 World Civilizations I

HIST 2322 World Civilizations II

SPAN 2311 Intermediate Spanish I

SPAN 2312 Intermediate Spanish II

(50) CREATIVE ARTS (1 course) 3 Credit Hours

ARTS 1301 Art Appreciation

DRAM 1310 Introduction to Theater

MUSI 1306 Music Appreciation

(60) AMERICAN HISTORY (2 courses) 6 Credit Hours

HIST 1301 United States History I

HIST 1302 United States History II

HIST 2301 Texas History

(70) GOVERNMENT / POLITICAL SCIENCE (2 courses) 6  
Credit Hours

GOVT 2305 Federal Government

GOVT 2306 Texas Government

(80) SOCIAL & BEHAVIORAL SCIENCES (1 course) 3 Credit Hours

AGRI 2317 Introduction to Agricultural Economics

CRIJ 1301 Introduction to Criminal Justice

ECON 2301 Principles of Macroeconomics

ECON 2302 Principles of Microeconomics

PSYC 2301 General Psychology

PSYC 2314 Lifespan Growth and Development

PSYC 2315 Psychology of Adjustment

SOCI 1301 Introductory Sociology

SOCI 1306 Social Problems

(90A) ADDITIONAL CORE CURRICULUM REQUIREMENTS,  
Part 1: Take 3-6 Credit Hours from Part 1.

Note: Lab hours associated with courses taken to fulfill the Life and Physical Sciences core curriculum component (see previous list) will be counted toward the additional 3-6 credit hours required here under Part I.

Communication:

SPCH 1315 Public Speaking

SPCH 1321 Business and Professional Communications

Mathematics:

MATH 1314 College Algebra

MATH 1324 Mathematics for Business & Social Sciences

MATH 1332 Contemporary Mathematics I

MATH 1342 Elementary Statistical Mathematics

MATH 1350 Mathematics for Teachers (Fundamentals of Mathematics I)

MATH 2312 Pre-Calculus Math

MATH 2413 Calculus I

MATH 2414 Calculus II

Life and Physical Sciences:

- BIOL 1322 Nutrition & Diet Therapy
- BIOL 1408 Biology for Non-Science Majors
- BIOL 1409 Biology for Non-Science Majors II
- BIOL 2306 Environmental Biology
- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- GEOL 1401 Earth Sciences for Non-Science Majors I
- GEOL 1402 Earth Sciences for Non-Science Majors II
- PHYS 1303 Stars and Galaxies
- PHYS 1304 Solar System
- PHYS 2425 University Physics I
- PHYS 2426 University Physics II

(90B) ADDITIONAL CORE CURRICULUM REQUIREMENTS,  
Part 2: 0-3 Credit

Hours from Part 2.

Language, Philosophy, and Culture:

- COMM 1307 Introduction to Mass Communications
- ENGL 2322 British Literature I
- ENGL 2323 British Literature II
- ENGL 2327 American Literature I
- ENGL 2328 American Literature II
- ENGL 2331 World Literature
- HIST 2311 Western Civilization I
- HIST 2312 Western Civilization II
- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- SPAN 2311 Intermediate Spanish I

SPAN 2312 Intermediate Spanish II

Social and Behavioral Sciences:

AGRI 2317 Introduction to Agricultural Economics

CRIJ 1301 Introduction to Criminal Justice

ECON 2301 Principles of Macroeconomics

ECON 2302 Principles of Microeconomics

PSYC 2301 General Psychology

PSYC 2314 Lifespan Growth and Development

PSYC 2315 Psychology of Adjustment

SOCI 1301 Introductory Sociology

SOCI 1306 Social Problems

Learning Framework:

EDUC 1100 Learning Framework

EDUC 1200 Learning Framework

EDUC 1300 Learning Framework

PSYC 1100 Learning Framework

PSYC 1200 Learning Framework

PSYC 1300 Learning Framework

Computer Literacy

BCIS 1305 Business Computer Applications

COSC 1301 Introduction to Computing

42 Total Credit Hours

## ADDITIONAL REQUIREMENTS FOR ASSOCIATE OF SCIENCE OR ASSOCIATE OF ARTS

Minimum Semester Credit Hours required for graduation for an AA or AS is 60 credit hours. Please see your Degree Plan for additional requirements for graduation.

### Fields of Study

Mandated in Senate Bill 148, the Fields of Study curricula are intended to facilitate the transferability of lower-division courses among

Texas public colleges and universities. Field of Study courses are defined by SB 148 as, “a set of courses that will satisfy the lower-division requirements for a bachelor’s degree in a specific academic major at a general academic teaching institution.” Receiving institutions may not require incoming transfer students to repeat courses with the same content as Field of Study courses. PJC offers Fields of Study curricula for Business, Communication, Computer Science, Criminal Justice, Early Childhood Education, Music, and Nursing. Refer to the appropriate Degree Plan for guidance in course selection.

#### Multiple Associate Degrees

As student who has earned an associate degree from Paris Junior College or another accredited institution may pursue an additional associate degree in a different program of study.

Prior to beginning a second degree, students are strongly encouraged to consult with academic and financial aid advisors to ensure appropriate planning and eligibility.

To be awarded an additional associate degree, the student must complete a minimum of 15 credit hours beyond the requirements of the first degree. These credits must be applicable to the subsequent degree program and must not duplicate coursework already applied to a previously awarded degree. The student must also meet all of the requirements for the subsequent degree.

#### Guarantee for Transfer Credit

PJC guarantees to its students who have met the requirements for its Associate of Arts/Associate of Science degree and students who have met the 60 credit-hour transfer plan transferability of those course credits to the Texas colleges and/or universities that participate in the Guarantee for Transfer Credit program.

#### Common Course Numbering

To help meet the transfer needs of its students, PJC is a member of the Texas Common Course Numbering System Consortium. All Texas community/junior colleges and many Texas universities also use this numbering system. The Texas Common Course Numbering System provides a shared, uniform set of course designations for students and their advisors to use in

determining both course equivalency and degree applicability of transfer credit on a statewide basis. Students should not assume that only courses with common course numbers will transfer and should see a PJC academic advisor for assistance.

## **Workforce Education Programs**

The Associate of Applied Science degree (AAS) is awarded upon completion of a prescribed program of study designed to prepare students to enter and compete in the job market. AAS curricula are designed to enable the graduate to enter an occupation with marketable skills, an acceptable level of technical competency, and the ability to communicate effectively.

The AAS degree is awarded to students who meet the specific degree requirements along with the graduation requirements listed under the Academic Policies section. The total number of hours required to graduate with an AAS degree is 60 hours. A minimum of 25 percent must be completed at PJC.

Each workforce education program uses advisory committees for program development, evaluation, long-range planning, development of employment opportunities for graduates, and other program issues. These committees provide an essential link between the education institution and the business community to ensure that graduates are adequately prepared for employment. Members of the advisory committees are selected from related industry, prospective employers, and other knowledgeable community representatives.

Within each AAS program are suggested time lines for completion of degrees and certificates.

Associate of Applied Science Degree Core Curriculum 15-16 credit hours

COMMUNICATION / HUMANITIES / FINE ARTS (2 Courses)

Communication (1 Course)

ENGL 1301 Composition I

SPCH 1315 Public Speaking

SPCH 1321 Business and Professional Communication

Humanities / Fine Arts (1 Course)

ARTS 1301 Art Appreciation  
COMM 1307 Introduction to Mass Communications  
DRAM 1310 Introduction to Theater  
HIST 2311 Western Civilization I  
MUSI 1306 Music Appreciation  
SOCIAL / BEHAVIORAL SCIENCE (1 Course)  
ECON 2301 Principles of Macroeconomics  
ECON 2302 Principles of Microeconomics  
GOVT 2305 Federal Government  
GOVT 2306 Texas Government  
HIST 1301 United States History I  
HIST 1302 United States History II  
HIST 2301 Texas History  
PSYC 2301 General Psychology  
PSYC 2314 Lifespan Growth and Development  
PSYC 2315 Psychology of Adjustment  
SOCI 1301 Introductory Sociology  
NATURAL SCIENCE & MATH (1 Course)  
BIOL 1322 Nutrition & Diet Therapy  
BIOL 2401 Anatomy and Physiology I  
BIOL 2402 Anatomy and Physiology II  
BIOL 2420 Microbiology for Non-Science Majors  
MATH 1314 College Algebra  
MATH 1316 Plane Trigonometry  
MATH 1324 Mathematics for Business & Social Sciences  
MATH 1325 Calculus for Business & Social Sciences  
MATH 1332 Contemporary Mathematics I  
MATH 1342 Elementary Statistical Methods

MATH 2312 Pre-Calculus Math

ELECTIVE (1 Course)

One additional course needs to be selected from any of the above categories or COSC 1301, Introduction to Computing.

INSTITUTIONALLY DESIGNATED OPTION (3 Credit Hours)

PSYC (Psychology) 1300 Learning Framework

(Fulfills Social/Behavioral Science option)

NOTE: The second digit in a course number indicates the number of credit hours for that course.

Students should see individual program areas for specific degree requirements.

Each degree program must contain at least 15 SCH of academic transfer course work. A minimum of 3 SCH is required in each of the following areas; Humanities / Fine Arts, Social / Behavior Sciences, and Natural Sciences / Mathematics. Each degree program must have math, communication, and computer skills built into every program to the extent that they are applicable and relevant.

#### Certificate Programs

PJC offers certificate programs designed to meet specific employment needs of the community. Students who enroll in certificate programs are generally interested in entry-level skills, changing careers, or upgrading job-related skills in order to enhance employment specialization.

Although certifications are normally one year in length, the specific number of credit hours varies by program area.

#### Occupational Skills Awards

PJC offers occupational skills awards (OSA) designed to meet specific employment needs of the community. Students who enroll in OSA's are generally interested in upgrading job-related skills in order to enhance employment specialization. These awards are often, but not always, aligned to specific industry outcomes or certifications. OSA's are normally one semester in length; the specific number of credit hours varies by program area. OSA's are designed with specific courses that cannot be substituted or tested out of.

#### Graduation

To graduate from Paris Junior College with an Associate Degree, students must:

- Complete a Request for Graduation form available online. It is the responsibility of the student to know the application deadline.
- Meet the specific requirements for one of the degrees as described.
- Have a grade point average of “C” or 2.00 in all work completed, excluding developmental courses.
- Complete 25% of coursework towards the degree at Paris Junior College.
- Complete all financial obligations to Paris Junior College.
- Submit course substitutions to the appropriate Vice President’s office.

Note: Academic rules and requirements are subject to change at the end of any semester and/or summer session. Individual academic divisions may prescribe additional standards of performance.

Within five years of initial enrollment a student may graduate according to the catalog requirements in effect at the time of first enrollment or any subsequent catalog provided the requisite courses are still being offered and mandates of regulating agencies are satisfied.

If a student fails within five years to complete all requirements of the catalog in effect at the time of initial enrollment, then the student will be required to graduate under the current catalog.

### *Graduation with Honors*

Students pursuing an associate degree at Paris Junior College may be eligible to graduate with honors based on their academic performance. To qualify, a student must have completed a minimum of 30 semester credit hours in residence at PJC. Only grades earned in PJC courses will be used to determine eligibility for honors recognition. Honors distinctions are awarded as follows:

- Honors: Cumulative grade point average of 3.50 to 3.99
- Highest Honors: Cumulative grade point average of 4.00

The Accounting/Business Administration program is designed to prepare students for transfer to a four-year university as a business major. The program will provide students with a background in basic academic areas such as mathematics and the sciences, as well as introductory work in the business areas of accounting, economics, and business computer applications. Graduates from the program will have earned an Associate of Science degree and will be ready for junior and senior level work in such business areas as accounting, finance, management, and marketing.

Associate of Science in Accounting / Business Administration (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 520301, ACT 1)

First Semester - 15 SCH	Second Semester - 15 SCH
BCIS 1305	**3 SCH Arts Elective
ENGL 1301	HIST 1302
HIST 1301	MATH 1325
MATH 1324	ENGL 1302
BUSI 1301	SPCH 1321

Third Semester - 15 SCH	Fourth Semester - 15 SCH
ACCT 2301	ECON 2302
ECON 2301	GOVT 2306
BUSI 2301	PHYS 1303
BIOL 1322	ACCT 2302
GOVT 2305	*3 SCH LPC Elective

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

Note: Student's transcript will indicate the Field of Study has been completed upon successful completion of the following courses: ACCT 2301 and ACCT 2302; BUSI 1301; ECON 2301

and ECON 2302; Math 1324, \*Math 1325; \*BCIS 1305. \*Plus two additional courses designated as directed elective based on specific University transfer.

### Agriculture Transfer

This course of study provides courses necessary for all agriculture majors at Texas four-year institutions. All courses will transfer to any Texas State four-year institution's agriculture degrees. It is important to take the course progression as provided, as some courses build upon others.

Associate of Science (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN 1)

First Semester - 16 SCH	Second Semester - 16 SCH
AGRI 1131	AGRI 1419
AGRI 1329	ENGL 1302
ENGL 1301	HIST 1302
HIST 1301	MATH 1314
COSC 1301	SPCH 1321
**3 SCH Arts Elective	
Third Semester - 13 SCH	Fourth Semester - 15 SCH
AGRI 2317	AGRI 1407
*3 SCH LPC Elective	BIOL 1409
CHEM 1411	CHEM 1412
GOVT 2305	GOVT 2306

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

## Air Conditioning & Refrigeration

Associate of Applied Science (60 Semester Credit Hours) (CIP Code 470201, HAR2)

First Semester - 15 SCH	Second Semester - 15 SCH
HART 1301	HART 1341
HART 1307	HART 1345
HART 1310	HART 2338
HART 1303	HART 2349
PSYC 1300	ENGL 1301

  

Third Semester - 15 SCH	Fourth Semester - 15 SCH
HART 2331	HART 2334
HART 2336	HART 2341
HART 2345	HART 1356
COSC 1301	DRAM 1310
MATH 1332	SPCH 1321

### CERTIFICATE IN AIR CONDITIONING INSTALLER

(21 Semester Credit Hours) (CIP Code 470201, HAR3)

#### First Semester (12 SCH)

- HART 1301 Basic Electricity for HVAC
- HART 1303 Air Conditioning Control Principles
- HART 1307 Refrigeration Principles
- HART 1310 HVAC Shop Practices and Tools

#### Second Semester (9 SCH)

- HART 1341 Residential Air Conditioning
- HART 1345 Gas and Electric Heating
- HART 2338 Air Conditioning Installation & Service

### CERTIFICATE IN AIR CONDITIONING & REFRIGERATION

(42 Semester Credit Hours) (CIP Code 470201, HAR4)

First Semester (12 SCH)

- HART 1301 Basic Electricity for HVAC
- HART 1303 Air Conditioning Control Principles
- HART 1307 Refrigeration Principles
- HART 1310 HVAC Shop Practices and Tools

Second Semester (12 SCH)

- HART 1341 Residential Air Conditioning
- HART 1345 Gas and Electric Heating
- HART 2338 Air Conditioning Installation & Service
- HART 2349 Heat Pumps

Third Semester (9 SCH)

- HART 2331 Advanced Electricity for HVAC
- HART 2336 Air Conditioning Troubleshooting
- HART 2345 Residential Air Conditioning Systems Design

Fourth Semester (9 SCH)

- HART 1356 EPA Recovery Certification Preparation
- HART 2341 Commercial Air Conditioning
- HART 2334 Advanced Air Conditioning Controls

CERTIFICATE IN DISTRIBUTED DIGITAL CONTROL IN  
AIR CONDITIONING (51 Semester Credit Hours) (CIP Code  
470201, DDC3)

First Semester (12 SCH)

- HART 1301 Basic Electricity for HVAC
- HART 1303 Air Conditioning Control Principles
- HART 1307 Refrigeration Principles
- HART 1310 HVAC Shop Practices and Tools

## Second Semester (12 SCH)

HART 1341 Residential Air Conditioning

HART 1345 Gas and Electric Heating

HART 2349 Heat Pumps

HART 2338 Air Conditioning Installation & Service

## Third Semester (12 SCH)

HART 2331 Advanced Electricity for HVAC

HART 2336 Air Conditioning Troubleshooting

HART 2345 Residential Air Conditioning Systems Design

HART 1351 Energy Management

## Fourth Semester (15 SCH)

HART 1356 EPA Recovery Certification Preparation

HART 2341 Commercial Air Conditioning

HART 2334 Advanced Air Conditioning Controls

HART 2343 Industrial Air Conditioning

HART 2350 HVAC Zone Controls

## Allied Health

Associate of Science in Allied Health (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 510000, ALH1)

First Semester - 16 SCH	Second Semester - 16 SCH
EDUC/PSYC 1300	BIOL 2402
BIOL 2401	MATH 1342
ENGL 1301	ENGL 1302
COSC 1301	HIST 1301
PSYC 2314	PSYC 2301

Third Semester - 15 SCH	Fourth Semester - 13 SCH
HIST 1302	**3 SCH Arts Elective
BIOL 1322	BIOL 2420
GOVT 2305	GOVT 2306
*3 SCH LPC Elective	SPCH 1315
SOCI 1301	

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

### Art Transfer

Associate of Arts (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN2)

First Semester - 15 SCH	Second Semester - 15 SCH
ARTS 1311	ARTS 1312
ARTS 1316	ARTS 2323
HIST 1301	MATH 1332
EDUC/PSYC 1300	HIST 1302
ENGL 1301	ENGL 1302
Third Semester - 15 SCH	Fourth Semester - 15 SCH
**3 SCH Arts Elective	ARTS 2348
GOVT 2305	GOVT 2306
SOCI 1301	SPCH 1321
*3 SCH LPC Elective	PHYS 1304
PHYS 1303	ARTS 2346

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

## Biology

(Biology, Pre-Dental, Pre-Medical or Pre-Veterinary Medicine)  
Associate of Science in Biology (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 260101, BIO1)

First Semester - 17 SCH	Second Semester - 14 SCH
ENGL 1301	ENGL 1302
BIOL 1406	BIOL 1407
CHEM 1411	CHEM 1412
EDUC/PSYC 1300	MATH 2312
MATH 1314	
Third Semester - 16 SCH	Fourth Semester - 13 SCH
HIST 1301	HIST 1302
CHEM 2423	CHEM 2425
**3 SCH Arts Elective	GOVT 2306
GOVT 2305	*3 SCH LPC Elective
PSYC 2314	

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

## Business Management

This program prepares students with the knowledge and skills applicable to a career in management. It is designed for entry-level and mid-level management positions in business and industry. Possible occupations for graduates are: office accounting clerk, assistant manager, management trainee, small business manager or entrepreneur, supervisor, and sales representative.

Associate of Applied Science in Business Management (60 Semester Credit Hours) (CIP Code 520201, BMG2)

First Semester - 15 SCH	Second Semester - 15 SCH
BCIS 1305	ACNT 1311
ACNT 1303	BMGT 1327
BUSG 1301	MUSI 1306
MRKG 1311	HRPO 2301
ITSW 1304	MATH 1332

Third Semester - 15 SCH	Fourth Semester - 15 SCH
ACCT 2301	ACCT 2302
POFT 2312	BUSI 2301
ITSW 2334	BUSG 2309
ECON 2301	ECON 2302
ENGL 1301	POFT 1313*

\*BMGT 2388 Internship - Business Administration and Management, General may be substituted with approval.

CERTIFICATE IN BUSINESS MANAGEMENT (45 Semester Credit Hours) (CIP Code 520201, BMG3)

First Semester (15 SCH)

BCIS 1305 Business Computer Applications

BUSG 1301 Introduction to Business

ACNT 1303 Introduction to Accounting I

MRKG 1311 Principles of Marketing

ITSW 1304 Introduction to Spreadsheets

Second Semester (15 SCH)

ACNT 1311 Introduction to Computerized Accounting

BMGT 1327 Principles of Management

BUSG 2309 Small Business Management/Entrepreneurship

HRPO 2301 Human Resources Management

ACCT 2301 Principles of Financial Accounting

Third Semester (15 SCH)

BUSI 2301 Business Law

ECON 2301 Principles of Macroeconomics

POFT 2312 Business Correspondence & Communication

ACCT 2302 Principles of Managerial Accounting

POFT 1313 Professional Workforce Preparation

CERTIFICATE IN ENTREPRENEURSHIP (18 Semester Credit Hours)

(CIP Code 520201, ENT3)

First Semester (9 SCH)

ACNT 1303 Introduction to Accounting I

MRKG 1311 Principles of Marketing

BUSG 1301 Introduction to Business

Second Semester (9 SCH)

BUSI 2301 Business Law

BUSG 2309 Small Business Management/Entrepreneurship

HRPO 2301 Human Resources Management

CERTIFICATE IN BUSINESS OFFICE ACCOUNTING

(24 Semester Credit Hours) (CIP Code 520201, BOA3)

First Semester (12 SCH)

BUSG 1301 Introduction to Business

ACNT 1303 Introduction to Accounting I

ITSW 1304 Introduction to Spreadsheets

POFT 2312 Business Correspondence & Communication

## Second Semester (12 SCH)

BCIS 1305	Business Computer Applications
ACNT 1311	Introduction to Computerized Accounting
ACCT 2301	Principles of Financial Accounting
POFT 1313	Professional Workforce Preparation

## Chemistry

### Associate of Science in Chemistry (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 400501, CHM1)

First Semester - 15 SCH	Second Semester - 17 SCH
ENGL 1301	ENGL 1302
MATH 2413	MATH 2414
HIST 1301	HIST 1302
EDUC/PSYC 1100	**3 SCH Arts Elective
CHEM 1411	CHEM 1412

Third Semester - 14 SCH	Fourth Semester - 14 SCH
CHEM 2423	CHEM 2425
ECON 2301	*3 SCH LPC Elective
GOVT 2305	GOVT 2306
PHYS 2425	PHYS 2426

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

## Computer Aided Design

The Department of Computer Aided Design presents a series of courses designed to familiarize students with the concepts of Drafting and Design. Using the latest in Computer Assisted Design (CAD) capabilities, these courses will prepare the student for the job market. The 3D Printing Lab provides a level of expertise making graduates attractive to employers as well.

Associate of Applied Science in Computer Aided Design (60 Semester Credit Hours) (CIP Code 151301, CAD2)

First Semester - 15 SCH	Second Semester - 15 SCH
DFTG 1325	DFTG 1345
DFTG 1309	DFTG 2312
DFTG 1305	DFTG 1333
DFTG 2319	DFTG 2340
PSYC 1300	SPCH 1321

Third Semester - 15 SCH	Fourth Semester - 15 SCH
DFTG 1317	DFTG 2332
DFTG 1330	DFTG 2323
DFTG 2331	DFTG 2338
DFTG 2328	MATH 1314
ENGL 1301	DRAM 1310

CERTIFICATE IN CAD TECHNICIAN (36 Semester Credit Hours)

(CIP Code 151301, CAD3)

First Semester (12 SCH)

- DFTG 1305    Technical Drafting
- DFTG 1309    Basic Computer-Aided Drafting
- DFTG 1325    Blueprint Reading and Sketching
- DFTG 2319    Intermediate Computer-Aided Drafting II

## Second Semester (12 SCH)

DFTG 1345 Parametric Modeling and Design

DFTG 1333 Mechanical Drafting

DFTG 2312 Technical Illustration and Presentation

DFTG 2340 Solid Modeling/Design

## Third Semester (12 SCH)

DFTG 1317 Architectural Drafting - Residential

DFTG 1330 Civil Drafting I

DFTG 2328 Architectural Drafting - Commercial

DFTG 2331 Advanced Technologies in Architectural Design and Drafting

## CERTIFICATE IN CAD SPECIALIST - LEVEL 2 (45 Semester Credit Hours)

(CIP Code 151301, CAS3)

### First Semester (12 SCH)

DFTG 1305 Technical Drafting

DFTG 1309 Basic Computer-Aided Drafting

DFTG 1325 Blueprint Reading and Sketching

DFTG 2319 Intermediate Computer-Aided Drafting II

### Second Semester (12 SCH)

DFTG 1345 Parametric Modeling and Design

DFTG 1333 Mechanical Drafting

DFTG 2312 Technical Illustration and Presentation

DFTG 2340 Solid Modeling/Design

### Third Semester (12 SCH)

DFTG 1317 Architectural Drafting - Residential

DFTG 1330 Civil Drafting I

DFTG 2328 Architectural Drafting - Commercial

DFTG 2331 Advanced Technologies in Architectural Design and Drafting

Fourth Semester (9 SCH)

DFTG 2332 Advanced Computer-Aided Drafting

DFTG 2323 Pipe Drafting

DFTG 2338 Final Project - Advanced Drafting

CERTIFICATE IN 3D PROTOTYPING (27 Semester Credit Hours)

(CIP Code 151301, 3DP3)

First Semester (12 SCH)

DFTG 1309 Basic Computer-Aided Drafting

DFTG 1305 Technical Drafting

DFTG 2319 Intermediate Computer-Aided Drafting II

DFTG 1325 Blueprint Reading and Sketching

Second Semester (15 SCH)

DFTG 1345 Parametric Modeling and Design

DFTG 2312 Technical Illustration and Presentation

DFTG 1333 Mechanical Drafting

DFTG 2340 Solid Modeling/Design

DFTG 2332 Advanced Computer-Aided Drafting

OSA IN AUTOCAD ASSOCIATE (12 Semester Credit Hours)

(CIP Code 151301, XCAD)

First Semester (12 SCH)

DFTG 1305 Technical Drafting

DFTG 1309 Basic Computer-Aided Drafting

DFTG 1325 Blueprint Reading and Sketching

DFTG 2319 Intermediate Computer-Aided Drafting II

## OSA IN MECHANICAL DRAFTING (12 Semester Credit Hours)

(CIP Code 151301, XMDF)

First Semester (12 SCH)

DFTG 1345 Parametric Modeling and Design

DFTG 1333 Mechanical Drafting

DFTG 2312 Technical Illustration and Presentation

DFTG 2340 Solid Modeling/Design

### Computer Information Systems

With the continual development and use of computers in business and industry, growing need continues for personnel proficient in business programming, networking, equipment repair, software applications, and cybersecurity, as well as computer operations. To address these skills, the Computer Science Department offers an Associate of Applied Science (AAS) Networking Degree, an Associate of Science transfer degree (AS), an Associate of Applied Science Degree in Cybersecurity, and six workforce certificate programs.

The Associate of Science (AS) degree is designed to prepare students for transfer to a four-year university as a Computer Science or Computer Information Systems major. The program will provide students with a background in basic academic areas such as mathematics and the sciences, as well as introductory work in the computer areas of logic design, programming concepts, and programming languages.

Additionally, an Associate of Applied Science Networking degree is designed to prepare students to perform tasks in network technology relating to network management, technical support, hardware/software installation, security servers, and equipment repair. Network and A+ certification training is available.

The program graduate will be able to assemble computers based on customer requirements, install network wiring and interfaces at customer sites, install and debug network software, and maintain network hardware and software.

The Cybersecurity program offers both a certificate and an Associate of Applied Science in Cybersecurity. Graduates will have the ability to

conduct risk and vulnerability assessments of existing and proposed networked systems, understand cyber defense and attack methods, demonstrate techniques to design a secure network, and troubleshoot an information security system.

## Associate of Science in Computer Science (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 110101, CIS1)

First Semester - 16 SCH	Second Semester - 16 SCH
COSC 1301	**3 SCH Arts Elective
EDUC/PSYC 1300	ENGL 1302
ENGL 1301	HIST 1302
HIST 1301	MATH 2414
MATH 2413	SPCH 1321

Third Semester - 14 SCH	Fourth Semester - 14 SCH
COSC 1436	COSC 1437
ECON 2302	*3 SCH LPC Elective
GOVT 2305	GOVT 2306
PHYS 2425	PHYS 2426

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

## CERTIFICATE IN BUSINESS COMPUTER APPLICATIONS (43 Semester Credit Hours) (CIP Code 110101, BCM3)

First Semester (15 SCH)

ACNT 1303 Introduction to Accounting I

ITSC 1305 Introduction to PC Operating Systems

ITSC 1309 Integrated Software Applications I

ITSW 1304 Introduction to Spreadsheets

POFT 1321 Business Math

Second Semester (15 SCH)

ACNT 1311 Introduction to Computerized Accounting

IMED 1316 Web Design I

ITSC 1321 Intermediate PC Operating Systems

ITSW 1307 Introduction to Database

ITSW 1310 Introduction to Presentation Graphics Software

Third Semester (13 SCH)

ITSW 2334 Advanced Spreadsheets

POFT 2312 Business Correspondence & Communication

ITSW 1401 Introduction to Word Processing

POFT 1313 Professional Workforce Preparation\*

\*ITSC 2386: Internship - Computer and Information Sciences, General may be substituted with approval.

**Not Federal Financial Aid Eligible:** This short-term certificate currently does not meet the eligibility requirements for Federal Financial Aid. There are other potential options students may qualify for. To qualify for other forms of financial aid or scholarships, students must apply for financial aid through [www.studentaid.gov](http://www.studentaid.gov). The financial aid office at PJC determines eligibility. If students qualify for aid, then students can apply for Texas Public Education Grant (TPEG), scholarships, or other aid options.

CERTIFICATE IN MICROSOFT OFFICE SPECIALIST  
(16 Semester Credit Hours) (CIP Code 110101, MOS3)

First Semester (10 SCH)

ITSW 1304 Introduction to Spreadsheets

ITSW 1401 Introduction to Word Processing

ITSW 2334 Advanced Spreadsheets

## Second Semester (6 SCH)

ITSW 1307 Introduction to Database

ITSW 1310 Introduction to Presentation Graphics Software

**Not Federal Financial Aid Eligible:** This short-term certificate currently does not meet the eligibility requirements for Federal Financial Aid. There are other potential options students may qualify for. To qualify for other forms of financial aid or scholarships, students must apply for financial aid through [www.studentaid.gov](http://www.studentaid.gov). The financial aid office at PJC determines eligibility. If students qualify for aid, then students can apply for Texas Public Education Grant (TPEG), scholarships, or other aid options.

Associate of Applied Science in Networking (60 Semester Credit Hours)

(CIP Code 111002, NET2)

First Semester - 15 SCH	Second Semester - 15 SCH
PSYC 1300	COSC 1301
ITNW 1325	IMED 1316
ITSC 1305	ITNW 1351
ITSC 1325	ITSC 1321
ARTS 1301	MATH 1332

Third Semester - 15 SCH	Fourth Semester - 15 SCH
ENGL 1301	ITSW 1307
ITNW 1354	ITNW 2305
ITSC 2339	ITSW 2334
ITNW 2313	POFT 1313*
ITSW 1304	ITSY 1342

\*ITSC 2386: Internship - Computer and Information Sciences, General may be substituted with approval.

**Not Federal Financial Aid Eligible:** This short-term certificate currently does not meet the eligibility requirements for Federal Financial Aid. There are other potential options students may qualify for. To qualify for other forms of financial aid or scholarships, students must apply for financial aid through [www.studentaid.gov](http://www.studentaid.gov). The financial aid office at PJC determines eligibility. If students qualify for aid, then students can apply for Texas Public Education Grant (TPEG), scholarships, or other aid options.

## CERTIFICATE IN COMPUTER SUPPORT TECH - A+ (30 Semester Credit Hours)

(CIP Code 111002, CST3)

First Semester (15 SCH)

ITNW 1325 Fundamentals of Networking Technologies

ITSC 1305 Introduction to PC Operating Systems

ITSC 1325 Personal Computer Hardware

ITNW 2313 Networking Hardware

ITSC 2339 Personal Computer Help Desk Support

Second Semester (15 SCH)

ITNW 1354 Implementing and Supporting Servers

ITNW 1351 Fundamentals of Wireless LANs

ITNW 2305 Network Administration

POFT 1313 Professional Workforce Preparation\*

ITSY 1342 Information Technology Security

\*ITSC 2386: Internship - Computer and Information Sciences, General may be substituted with approval.

## CERTIFICATE IN COMPUTER NETWORK TECH - A+ (42 Semester Credit Hours)

(CIP Code 111002, CNT3)

First Semester (12 SCH)

ITNW 1325 Fundamentals of Networking Technologies

ITSC 1305 Introduction to PC Operating Systems

ITSC 1325 Personal Computer Hardware

ITSW 1304 Introduction to Spreadsheets

Second Semester (18 SCH)

IMED 1316 Web Design I

ITNW 1351 Fundamentals of Wireless LANs

ITNW 2305 Network Administration

ITSC 1321 Intermediate PC Operating Systems

ITSY 1342 Information Technology Security

ITSW 2334 Advanced Spreadsheets

Third Semester (12 SCH)

ITNW 1354 Implementing and Supporting Servers

ITNW 2313 Networking Hardware

POFT 1313 Professional Workforce Preparation\*

ITSC 2339 Personal Computer Help Desk Support

\*ITSC 2386: Internship - Computer and Information Sciences,  
General may be substituted with approval.

CERTIFICATE IN CISCO/C-TECH (45 Semester Credit Hours)

(CIP Code 111001, CCT3)

First Semester (12 SCH)

COSC 1301 Introduction to Computing

ITCC 1314 CCNA 1: Introduction to Networks

ITSC 1305 Introduction to PC Operating Systems

ITSC 1325 Personal Computer Hardware

Second Semester (12 SCH)

ITCC 1344 CCNA 2: Switching, Routing, and Wireless Essentials

IMED 1316 Web Design I

ITSC 1321 Intermediate PC Operating Systems

ITNW 1351 Fundamentals of Wireless LANs

Third Semester (12 SCH)

ITNW 2313 Networking Hardware

ITSC 2339 Personal Computer Help Desk Support

ITSW 1304 Introduction to Spreadsheets

ITCC 2320 CCNA 3: Enterprise Networking, Security, and Automation

Fourth Semester (9 SCH)

ITNW 2305 Network Administration

ITSY 1342 Information Technology Security

ITSW 2334 Advanced Spreadsheets

OSA IN HELPDESK SUPPORT PROFESSIONAL (9 Semester Credit Hours)

(CIP Code 111001, XHSP)

First Semester (9 SCH)

ITSC 1305 Introduction to PC Operating Systems

ITSC 1325 Personal Computer Hardware

ITSC 2339 Personal Computer Help Desk Support

OSA IN NETWORK SUPPORT PROFESSIONAL (12 Semester Credit Hours)

(CIP Code 111001, XNSP)

First Semester (12 SCH)

ITSC 1305 Introduction to PC Operating Systems

ITSC 1325 Personal Computer Hardware

ITNW 1325 Fundamentals of Networking Technologies

ITNW 2305... Network Administration

## OSA IN CISCO CERTIFIED NETWORK ASSOCIATE (12 Semester Credit Hours)

(CIP Code 111001, XCCN)

First Semester (12 SCH)

ITSC 1305 Introduction to PC Operating Systems

ITCC 1314 CCNA 1: Introduction to Networks

ITCC 1344 CCNA 2: Switching, Routing, and Wireless Essentials

ITCC 2320 CCNA 3: Enterprise Networking, Security, and Automation

## Associate of Applied Science in Cybersecurity\* (60 Semester Credit Hours)

(CIP Code 111003, CYB2)

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301	ITCC 1344
ITCC 1314	ITSY 1342
ITSC 1305	ITNW 1354
ITSY 1300	ITNW 2305
ENGL 1301	MATH 1332

Third Semester - 15 SCH	Fourth Semester - 15 SCH
ITSY 2320	ITSY 2343
ITSY 2300	ITSY 2342
ITSY 2301	ITSY 2345
ITSC 1325	GAME 1301
ARTS 1301	ECON 2302

## CERTIFICATE IN CYBERSECURITY\* (48 Semester Credit Hours)

(CIP Code 111003, CYB3)

### First Semester (12 SCH)

COSC 1301 Introduction to Computing

ITCC 1314 CCNA 1: Introduction to Networks

ITSC 1305 Introduction to PC Operating Systems

ITSY 1300 Fundamentals of Information Security

### Second Semester (12 SCH)

ITCC 1344 CCNA 2: Switching, Routing, and Wireless Essentials

ITSY 1342 Information Technology Security

ITNW 1354 Implementing and Supporting Servers

ITNW 2305 Network Administration

### Third Semester (12 SCH)

ITCC 2320 CCNA 3: Enterprise Networking, Security, and Automation

ITSY 2300 Operating System Security

ITSY 2301 Firewalls and Network Security

ITSC 1325 Personal Computer Hardware

### Fourth Semester (12 SCH)

ITSY 2343 Computer System Forensics

ITSY 2342 Incident Response & Handling

ITSY 2345 Network Defense and Countermeasures

GAME 1301 Computer Ethics

## Criminal Justice

The Criminal Justice Department offers an Associate of Science degree to prepare students for transfer to a four-year university as a criminal justice major and adheres to the Texas Higher Education Coordinating Board's Field of Study Curriculum for Criminal Justice.

Associate of Science in Criminal Justice (60 Semester Credit Hours)

(CIP Code 450401, CRJ1)

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301	CRIJ 1306
CRIJ 1301	ENGL 1302
SOCI 1301	HIST 1301
ENGL 1301	CRIJ 1310
SPCH 1321	MATH 1342

Third Semester - 15 SCH	Fourth Semester - 15 SCH
PHYS 1303	PHYS 1304
CRIJ 2313	*3 SCH LPC Elective
PSYC 2301	**3 SCH Arts Elective
GOVT 2305	CRIJ 2328
HIST 1302	GOVT 2306

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

Student's transcript will indicate the Field of Study has been completed upon successful completion of the following courses: CRIJ 1301; CRIJ 1306; CRIJ 1310; CRIJ 2313; CRIJ 2328; plus two additional courses designated as directed elective based on specific University transfer.

### Diagnostic Medical Sonography

#### **Program Goal:**

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the **Abdominal Sonography-Extended** concentration.

The Diagnostic Medical Sonography Program is designed to prepare individuals to perform diagnostic examinations using high

frequency sound waves to visualize soft tissue structures including the liver, gallbladder, kidneys, pregnant uterus, and other organs as requested by the physician. The Diagnostic Medical Sonography Program is a two-year program leading to an Associate of Applied Science (AAS) degree. The DMS Program is five semesters in length, with graduates earning an Associate of Applied Science (AAS) degree. This program requires a full-time commitment, with classes held at the Paris campus and practicum hours completed at various hospitals and imaging centers in the surrounding areas.

The Paris Junior College Diagnostic Medical Sonography program is not currently accredited. Graduates of the program can earn their Sonography credential through the American Registry of Radiologic Technologists (ARRT) or American Registry for Diagnostic Medical Sonography (ARDMS). Without programmatic accreditation, graduates must first pass the ARRT Sonography credentialing exam before becoming eligible to attempt an ARDMS specialty exam.

*Admissions Procedures for Diagnostic Medical Sonography Program*  
Students will be accepted into the Diagnostic Medical Sonography program requires the following steps:

- Application and current admission to Paris Junior College
- Submission of complete application materials to the Health Occupations Office during the designated filing period.
- Completion of the 18 credit hours of Diagnostic Medical Sonography Prerequisite Courses with a minimum cumulative grade point average of 3.00.

Admission Points are broken down as follows:

- Pre-req courses (maximum of 20 points can be obtained)
- Prerequisite GPA (maximum of 4 points can be obtained)
- Highest degree earned (maximum of 6 points can be obtained)
- Work experience (maximum of 5 points can be obtained)

- Average of HESI-A2 scores (maximum of 5 points can be obtained)
- Job shadow forms (maximum of 5 points can be obtained)
- Personal interview Score (maximum of 50 points can be obtained)

See current admissions package for more details with scoring. The application window is August 1<sup>st</sup> – September 30<sup>th</sup> each year. If a student is currently enrolled in a prerequisite course but the final grade is not posted by the application deadline, the student has until the interview selection to provide the grades to the department. Once interview selection has started no additional information will be accepted.

For more information about the application process, contact the Health Occupations staff at 903-782-0734.

Associate of Applied Science in Diagnostic Medical Sonography (60 Semester Credit Hours) (CIP Code 510910, DMS2)

Prerequisites - 18 SCH	First Semester - 12 SCH
MATH 1314	DMSO 1110
BIOL 2401	DMSO 1260
BIOL 2402	DMSO 1302
PHYS 1405	DMSO 1341
ENGL 1301	PSYC 2314

Second Semester - 11 SCH	Third Semester - 12 SCH
DMSO 2305	DMSO 2362
DMSO 1261	DMSO 1342
DMSO 2351	DMSO 2342
DMSO 2353	DMSO 2341

Fourth Semester - 7 SCH
DMSO 2366

DMSO 2130

MUSI 1306

### Drama Transfer

Associate of Arts (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN2)

First Semester - 15 SCH	Second Semester - 16 SCH
DRAM 1351	DRAM 1120
SPCH 1321	DRAM 1342
EDUC 1300	**3 SCH Arts Elective
ENGL 1301	MATH 1332
HIST 1301	HIST 1302
	ENGL 1302
Third Semester - 16 SCH	Fourth Semester - 13 SCH
DRAM 1121	DRAM 1352
DRAM 1330	DRAM 2120
DRAM 2366	*3 SCH LPC Elective
GOVT 2305	GOVT 2306
SOCI 1301	PHYS 1304
PHYS 1303	

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

### Education

Associate of Arts in Teaching (EC-6 or 4-8) (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 131210, EEC1)

First Semester - 16 SCH	Second Semester - 12 SCH
ENGL 1301	ENGL 1302
HIST 1301	HIST 1302
EDUC 1301	MATH 1314
EDUC/PSYC 1300	SPCH 1315
GEOL 1401	
Third Semester - 16 SCH	Fourth Semester - 16 SCH
PSYC 2301	EDUC 2301
GOVT 2305	GOVT 2306
MATH 1350	MATH 1351
**3 SCH Arts Elective	*3 SCH LPC Elective
BIOL 1408	BIOL 1409

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

### Associate of Arts in Teaching (Multiple Levels) (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 131206, EDU1)

First Semester - 16 SCH	Second Semester - 12 SCH
ENGL 1301	ENGL 1302
HIST 1301	HIST 1302
EDUC 1301	MATH 1314
EDUC/PSYC 1300	SPCH 1315
GEOL 1401	
Third Semester - 16 SCH	Fourth Semester - 16 SCH

PSYC 2301	EDUC 2301
GOVT 2305	GOVT 2306
**3 SCH Arts Elective	*3 SCH LPC Elective
BIOL 1408 *	CHEM 1411
Content Area/Academic Discipline Course	Content Area/Academic Discipline Course
- 3 credits *	- 3 credits *

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

Teaching at the high school level requires a bachelor’s degree in a specific academic discipline. For example, history teachers need a bachelor’s degree in history, science teachers need a degree in a science discipline, etc.

\* Students should identify the four-year institution they wish to transfer to and then work closely with their academic advisor to select science and other discipline-specific courses to fulfill all graduation requirements.

### Electrician

Paris Junior College offers a Certificate in Electrician. The program provides a solid foundation in basic electrical principles, motors and controls, schematics, and troubleshooting of complex electrical systems. The program also covers commercial and industrial facilities maintenance such as lighting, security systems, and elevators. The Electrician program is offered as a Clock-Hour program for Federal Financial Aid funding. Attendance will be taken for each class and minimum attendance requirements must be met for the students to maintain their aid eligibility.

**CERTIFICATE IN ELECTRICIAN (736 Clock-Hours / 30 Semester Credit Hours)**

(CIP Code 460302, ELE3)

First Semester (368 CH) (15 SCH)

CNBT 2310 (48 CH) Commercial/Industrial Blueprint Reading  
ELPT 1411 (96 CH) Basic Electrical Theory  
ELPT 1221 (64 CH) Introduction to Electrical Safety and Tools  
ELPT 1225 (32 CH) National Electrical Code I  
ELPT 1429 (128 CH) Residential Wiring  
Second Semester (368 CH) (15 SCH)  
ELPT 1357 (96 CH) Industrial Wiring  
ELPT 2225 (32 CH) National Electrical Code II  
ELPT 1341 (64 CH) Motor Control  
ELPT 1445 (96 CH) Commercial Wiring  
ELPT 2323 (80 CH) Transformers

### Emergency Medical Services

PJC's Emergency Medical Services Program offers an Associate's Degree of Applied Sciences in Emergency Medical Services, a Certificate in Emergency Medical Technician - Basic, a Certificate in Emergency Medical Technician - Advanced, and a Certificate in Emergency Medical Technician - Paramedic. Careers in this field may be found with fire departments, public and private emergency medical services, hospitals, industrial safety, and flight services. Graduates are eligible to apply for the National Registry of EMT certification examination. Students seeking admission should contact the EMS faculty, Health Occupations Department or Advising & Counseling Department at PJC.

The Emergency Medical Technician-Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (727-210-2350 or <https://www.caahep.org>), upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (<https://www.coaemsp.org>). The Commission may be reached at: Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709, Seminole, FL 33775, 727-210-2350 or [www.caahep.org](http://www.caahep.org).

Paramedic program goal: To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. There are exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Associate of Applied Science in Emergency Medical Services  
(60 Semester Credit Hours) (CIP Code 510904, EMS2)

Prerequisites - 13 SCH	First Semester - 13 SCH
EMSP 1501	EMSP 1355
EMSP 1160	EMSP 1161
PSYC 1300	EMSP 1356
EMSP 1271	EMSP 1338
EMSP 1208	EMSP 2306
Second Semester - 12 SCH	Third Semester - 6 SCH
EMSP 1162	EMSP 2160
EMSP 2434	EMSP 2143
EMSP 2444	EMSP 2266
EMSP 2330	EMSP 2205
Fourth Semester - 16 SCH	
PSYC 2314	
ENGL 1301	
COSC 1301*	* Replace with SOCI 1301 for Nursing RN.
BIOL 2401	
MUSI 1306	

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN - BASIC  
(16 Semester Credit Hours) (CIP Code 510904, EMS3)

First Semester (16 SCH)

- PSYC 1300 Learning Framework
- EMSP 1501 Emergency Medical Technician
- EMSP 1160 Clinical - Emergency Medical Technology/Technician (EMT Paramedic)
- EMSP 2306 Emergency Pharmacology
- EMSP 1271 EMS Documentation
- EMSP 1208 Emergency Vehicle Operations

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN - ADVANCED  
(26 Semester Credit Hours) (CIP Code 510904, EMTA3 )

First Semester (13 SCH)

- PSYC 1300 Learning Framework
- EMSP 1501 Emergency Medical Technician
- EMSP 1160 Clinical - Emergency Medical Technology/Technician (EMT Paramedic)
- EMSP 1271 EMS Documentation
- EMSP 1208 Emergency Vehicle Operations

Second Semester (13 SCH)

- EMSP 2306 Emergency Pharmacology
- EMSP 1161 Clinical - Emergency Medical Technology/Technician (EMT Paramedic)
- EMSP 1356 Patient Assessment and Airway Management
- EMSP 1338 Introduction to Advanced Practice
- EMSP 1355 Trauma Management

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC  
(44 Semester Credit Hours) (CIP Code 510904)

Prerequisites (13 SCH)

- EMSP 1501 Emergency Medical Technician

EMSP 1160 Clinical - Emergency Medical Technology/Technician (EMT Paramedic)

EMSP 1271 EMS Documentation

EMSP 1208 Emergency Vehicle Operations

PSYC 1300 Learning Framework

First Semester (13 SCH)

EMSP 1161 Clinical - Emergency Medical Technology/Technician (EMT Paramedic)

EMSP 1356 Patient Assessment and Airway Management

EMSP 1338 Introduction to Advanced Practice

EMSP 2306 Emergency Pharmacology

EMSP 1355 Trauma Management

Second Semester (12 SCH)

EMSP 1162 Clinical - Emergency Medical Technology/Technician (EMT Paramedic)

EMSP 2434 Medical Emergencies

EMSP 2444 Cardiology

EMSP 2330 Special Populations

Third Semester (6 SCH)

EMSP 2160 Clinical - Emergency Medical Technology/Technician (EMT Paramedic)

EMSP 2143 Assessment Based Management

EMSP 2266 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)

EMSP 2205 EMS Operations

OSA IN EMT BASIC (9 Semester Credit Hours) First Semester (9 SCH) (CIP Code 510904, XEMT)

PSYC 1300 Learning Framework

EMSP 1501 Emergency Medical Technician

English

Associate of Arts in English (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 230101, ENG1)

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301	**3 SCH Arts Elective
HIST 1301	HIST 1302
MATH 1332	PSYC 2301
EDUC/PSYC 1300	SPCH 1315
ENGL 1301	ENGL 1302
Third Semester - 15 SCH	Fourth Semester - 15 SCH
ENGL 2322	*3 SCH LPC Elective
GOVT 2305	GOVT 2306
SPAN 2311	SPAN 2312
ENGL 2331	HIST 2321
PHYS 1303	PHYS 1304

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

Enhanced Nurse Aide

Economics are driving changes in the health care industry and PJC is responding with the Enhanced Nurse Aide program to provide graduates with more diverse skills. The program is designed to provide trained healthcare professionals to assist licensed nurses in caring for patients.

The graduate will have obtained skills to work in facilities for long-term care, assisted living, acute care, physician offices, home care and other types of health care agencies. A graduate of the Enhanced Nurse Aide program may go to work as a nurse aide, phlebotomist, or medication aide.

There are three levels of certificates available: a 16-credit hour ENA Certificate I that is one semester, a 25-credit hour ENA Certificate II that is two semesters long, and a two-semester ENA Certificate III that is 30 credit hours. At the end of the first semester, the student may obtain a Certified Nurse Aide (CNA) credential by exam through the Texas Department of Health and Human Services. Upon completion of the second semester, students have the potential to add two additional certifications; phlebotomy through the American Society for Clinical Pathology (ASCP) or the National Health Career Association (NHA) and Certified Medication Aide (CMA) through the Texas Department of Health and Human Services.

## ENHANCED NURSE AIDE CERTIFICATE I (16 Semester Credit Hours)

(CIP Code 513902, ENA31)

First Semester (16 SCH)

HITT 1305 Medical Terminology I

MDCA 1309 Anatomy & Physiology for Medical Assistants

NURA 1301 Nurse Aide for Health Care

NURA 1260 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide

GERS 1301 Introduction to Gerontology

HPRS 1202 Wellness and Health Promotion

**Not Federal Financial Aid Eligible:** This short-term certificate currently does not meet the eligibility requirements for Federal Financial Aid. There are other potential options students may qualify for. To qualify for other forms of financial aid or scholarships, students must apply for financial aid through [www.studentaid.gov](http://www.studentaid.gov). The financial aid office at PJC determines eligibility. If students qualify for aid, then

students can apply for Texas Public Education Grant (TPEG), scholarships, or other aid options.

## ENHANCED NURSE AIDE CERTIFICATE II (25 Semester Credit Hours)

(CIP Code 513902, ENA32)

First Semester (16 SCH)

HITT 1305 Medical Terminology I

MDCA 1309 Anatomy & Physiology for Medical Assistants

NURA 1301 Nurse Aide for Health Care

NURA 1260 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide

GERS 1301 Introduction to Gerontology

HPRS 1202 Wellness and Health Promotion

Second Semester (9 SCH)

PLAB 1223 Phlebotomy

PLAB 1260 Clinical - Phlebotomy/Phlebotomist

HPRS 2300 Pharmacology for Health Professions

MDCA 1210 Medical Assistant Interpersonal and Communication Skills

**Not Federal Financial Aid Eligible:** This short-term certificate currently does not meet the eligibility requirements for Federal Financial Aid. There are other potential options students may qualify for. To qualify for other forms of financial aid or scholarships, students must apply for financial aid through [www.studentaid.gov](http://www.studentaid.gov). The financial aid office at PJC determines eligibility. If students qualify for aid, then students can apply for Texas Public Education Grant (TPEG), scholarships, or other aid options.

## ENHANCED NURSE AIDE CERTIFICATE III (30 Semester Credit Hours)

(CIP Code 513902, ENA33)

First Semester (16 SCH)

HITT 1305 Medical Terminology I

- MDCA 1309 Anatomy & Physiology for Medical Assistants
- NURA 1301 Nurse Aide for Health Care
- NURA 1260 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide
- GERS 1301 Introduction to Gerontology
- HPRS 1202 Wellness and Health Promotion
- Second Semester (14 SCH)
- PLAB 1223 Phlebotomy
- PLAB 1260 Clinical - Phlebotomy/Phlebotomist
- HPRS 2300 Pharmacology for Health Professions
- MDCA 1210 Medical Assistant Interpersonal and Communication Skills
- NURA 1391 Special Topics in Nursing Assistant/Aide
- NURA 1261 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide

**Not Federal Financial Aid Eligible:** This short-term certificate currently does not meet the eligibility requirements for Federal Financial Aid. There are other potential options students may qualify for. To qualify for other forms of financial aid or scholarships, students must apply for financial aid through [www.studentaid.gov](http://www.studentaid.gov). The financial aid office at PJC determines eligibility. If students qualify for aid, then students can apply for Texas Public Education Grant (TPEG), scholarships, or other aid options.

### OSA IN CERTIFIED NURSE ASSISTANT (11 Semester Credit Hours)

(CIP Code 513902, XCNA)

#### First Semester (11 SCH)

- HITT 1305 Medical Terminology I
- MDCA 1309 Anatomy & Physiology for Medical Assistants
- NURA 1301 Nurse Aide for Health Care
- NURA 1260 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide

## OSA IN PHLEBOTOMY TECHNICIAN (12 Semester Credit Hours)

(CIP Code 513902, XPBT)

First Semester (12 SCH)

GERS 1301 Introduction to Gerontology

HPRS 1202 Wellness and Health Promotion

PLAB 1223 Phlebotomy

PLAB 1260 Clinical - Phlebotomy/Phlebotomist

HPRS 2300 Pharmacology for Health Professions

## OSA IN CERTIFIED MEDICATION AIDE (13 Semester Credit Hours)

(CIP Code 513902, XCMA)

First Semester (13 SCH)

NURA 1301 Nurse Aide for Health Care

NURA 1260 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide

NURA 1391 Special Topics in Nursing Assistant/Aide

NURA 1261 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide

HPRS 2300 Pharmacology for Health Professions

### Government

Associate of Arts in Government (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 451001, GOV1)

First Semester - 15 SCH	Second Semester - 15 SCH
GOVT 2305	GOVT 2306
ENGL 1301	ENGL 1302

HIST 1301	HIST 1302
MATH 1342	PHYS 1303
EDUC/PSYC 1300	SOCI 1301
<b>Third Semester - 15 SCH</b>	<b>Fourth Semester - 15 SCH</b>
HIST 2321	BUSI 2301
SPCH 1321	HIST 2322
*3 SCH LPC Elective	ECON 2301
SPAN 2311	SPAN 2312
BIOL 1322	**3 SCH Arts Elective

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

### Health Information Technology

The Health Information Technology program is designed to prepare students for work within the medical office billing and coding field. There are two stackable certificates along with the AAS degree.

The Medical Office Management and Billing Program is designed to prepare individuals to function effectively within a medical office in the health care industry. As part of the office team, the graduate will have effective clerical skills, ability to understand medical terminology to assist with medical billing, and maintain proper patient records.

The Medical Records Coding Program is designed to prepare individuals to function effectively in the information management of the health care industry under the supervision of a medical records supervisor. As part of the information management team, the medical records coding associate will provide evidence for appropriate coding of the patient record to assist in reimbursement via private or governmental means.

Graduates are eligible to work in the information management areas in acute care and/or healthcare provider offices, and will be eligible to take the Certificate

Examination for Coding Associate to qualify as a Certified Coding Associate (CCA).

Associate of Applied Science in Health Information Technology (60 Semester Credit Hours) (CIP Code 510707)

First Semester - 15 SCH	Second Semester - 15 SCH
PSYC/EDUC 1300	COSC 1301
HITT 1305	HITT 1301
HPRS 2300	MDCA 1343
HPRS 2301	MATH 1332
MDCA 1309	POFM 1302
Third Semester - 15 SCH	Fourth Semester - 15 SCH
POFT 1227	ITSW 1304
POFT 2312	HITT 2335
HITT 1342	POFT 1313
HITT 1345	ENGL 1301
HITT 1441	*3 SCH Fine Art Elective

\*Fine Art Elective: MUSI 1306, ARTS 1301, DRAM 1310

CERTIFICATE IN MEDICAL OFFICE MANAGEMENT AND BILLING  
(23 Credit Hours) (CIP Code 510713, MTB3)

First Semester (11 SCH)

HITT 1305 Medical Terminology I

MDCA 1309 Anatomy and Physiology for Medical Assistants

POFT 1227 Introduction to Keyboarding

COSC 1301 Introduction to Computing

Second Semester (12 SCH)

MDCA 1343 Medical Insurance

POFM 1302 Medical Software Applications

ITSW 1304 Introduction to Spreadsheets  
POFT 1313 Professional Workforce Preparation

## CERTIFICATE IN MEDICAL RECORDS CODING (42 Semester Credit Hours)

(CIP Code 510707, MRC3)

First Semester (12 SCH)

HITT 1305 Medical Terminology

HPRS 2300 Pharmacology for Health Professions

MDCA 1309 Anatomy & Physiology for Medical Assistants

HPRS 2301 Pathophysiology

Second Semester (12 SCH)

MDCA 1343 Medical Insurance

COSC 1301 Introduction to Computing

POFM 1302 Medical Software Applications

HITT 1301 Health Data Content and Structure

Third Semester (12 SCH)

HITT 1342 Ambulatory Coding

HITT 1345 Health Care Delivery Systems

HITT 1441 Coding and Classification Systems

POFT 1227 Introduction to Keyboarding

Fourth Semester (6 SCH)

ITSW 1304 Introduction to Spreadsheets

HITT 2335 Coding and Reimbursement Methodologies

## History

Associate of Arts in History (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 540101, HIS1)

First Semester - 14 SCH	Second Semester - 16 SCH
ENGL 1301	ENGL 1302
HIST 1301	HIST 1302
**3 SCH Arts Elective	MATH 1332
EDUC/PSYC 1100	HIST 2301
GEOL 1401	GEOL 1402

Third Semester - 15 SCH	Fourth Semester - 15 SCH
SPCH 1321	SPAN 2312
GOVT 2305	GOVT 2306
SPAN 2311	SOCI 1301
*3 SCH LPC Elective	ENGL 2322
HIST 2321	HIST 2322

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

### Horology

The Texas Institute of Jewelry Technology at Paris Junior College is known for excellence in watchmaker training. The need for qualified watchmakers has never been greater. In the last few decades, sales of fine mechanical timepieces and precious metal watches have increased. With the right education, countless options are available for the watchmaker in after-sales-service, antique restoration, and in related micro-technical fields. Horology Technology is a four-semester program starting each fall and spring. This program has limited seats available, see program coordinator for additional information.

Students can earn certificates or an AAS degree in Horology Technology. Program content covers watch repair, material systems, automatics, calendars, timers, chronographs, electric watches, Accutron's, digital, step motor quartz, and lathe work.

History and business applications are included in the curriculum. Prospective students are encouraged to tour the PJC campus and the TIJT division and/or request complete information and cost packet. You may schedule a tour or request an information packet by calling 903-782-0361.

**Associate of Applied Science in Horology Technology (60 Semester Credit Hours) (CIP Code 470408, HRL2)**

First Semester - 15 SCH	Second Semester - 15 SCH
PSYC 1300	COSC 1301
HRGY 1319	HRGY 2301
HRGY 1320	HRGY 2302
HRGY 1321	HRGY 2303
HRGY 1322	HRGY 2304

Third Semester - 15 SCH	Fourth Semester - 15 SCH
ENGL 1301	MATH 1332
HRGY 2305	ARTS 1301
HRGY 2306	HRGY 2341
HRGY 2307	HRGY 2342
HRGY 2308	HRGY 2343

**CERTIFICATE IN BASIC WATCH REPAIR (24 Semester Credit Hours)**

(CIP Code 470408, HRB3)

**First Semester (12 SCH)**

HRGY 1319 Basic Horology I

HRGY 1320 Basic Horology II

HRGY 1321 Basic Horology III

HRGY 1322 Basic Horology IV  
Second Semester (12 SCH)  
HRGY 2301 Intermediate Horology I  
HRGY 2302 Intermediate Horology II  
HRGY 2303 Intermediate Horology III  
HRGY 2304 Intermediate Horology IV

CERTIFICATE IN FINE MECHANICAL WATCH REPAIR (36 Semester Credit Hours)

(CIP Code 470408, FMW3)

First Semester (12 SCH)

HRGY 1319 Basic Horology I  
HRGY 1320 Basic Horology II  
HRGY 1321 Basic Horology III  
HRGY 1322 Basic Horology IV

Second Semester (12 SCH)

HRGY 2301 Intermediate Horology I  
HRGY 2302 Intermediate Horology II  
HRGY 2303 Intermediate Horology III  
HRGY 2304 Intermediate Horology IV

Third Semester (12 SCH)

HRGY 2305 Intermediate Horology V  
HRGY 2306 Intermediate Horology VI  
HRGY 2307 Intermediate Horology VII  
HRGY 2308 Intermediate Horology VIII

CERTIFICATE IN HOROLOGY TECHNOLOGY (45 Semester Credit Hours)

(CIP Code 470408, HRL3)

First Semester (12 SCH)

HRGY 1319 Basic Horology I

HRGY 1320 Basic Horology II

HRGY 1321 Basic Horology III

HRGY 1322 Basic Horology IV

Second Semester (12 SCH)

HRGY 2301 Intermediate Horology I

HRGY 2302 Intermediate Horology II

HRGY 2303 Intermediate Horology III

HRGY 2304 Intermediate Horology IV

Third Semester (12 SCH)

HRGY 2305 Intermediate Horology V

HRGY 2306 Intermediate Horology VI

HRGY 2307 Intermediate Horology VII

HRGY 2308 Intermediate Horology VIII

Fourth Semester (9 SCH)

HRGY 2341 Advanced Horology Systems I

HRGY 2342 Advanced Horology Systems II

HRGY 2343 Advanced Horology Systems III

OSA IN ENCASMENT TECHNICIAN (12 Semester Credit Hours)

(CIP Code 470408, XENC)

First Semester (12 SCH)

HRGY 1319 Basic Horology I

HRGY 1320 Basic Horology II

HRGY 1321 Basic Horology III

HRGY 1322 Basic Horology IV

## Jewelry

The Texas Institute of Jewelry Technology at Paris Junior College has enjoyed a reputation for teaching excellence since it opened in 1942. This highly acclaimed division of PJC is well known for a diverse student body that includes students from around the world. Graduates from TIJT receive a certificate or diploma from Paris Junior College.

While TIJT prides itself on the state-of-the-art instruction, the Jewelry program is also well known for teaching time-honored techniques such as bead-set/bright cut and pave. TIJT can help the student gain the competitive edge in the dynamic field of Jewelry Technology, as well as prepare them for an exciting career by working at personalized work stations supervised by instructors who are professional jewelers.

Jewelry Technology is a four-semester program starting each fall and spring. Students can earn certificates or an AAS degree in Jewelry Technology. Program content includes the optimal use of tools and equipment, hand finishing and machine polishing, forming and fabrication, jewelry repair, wax carving, casting, stone setting round and fancy-cut stones, and working with gold and platinum.

At the end of the program, students may take the “Jewelers of America” certification exam for bench jewelers.

The Texas Institute of Jewelry Technology at Paris Junior College offers a one-semester certificate in Gemology, requiring 16 credit hours of Gemology courses. The curriculum includes the development of skills in the identification of gemstones, detection of imitation and synthetic materials, and the proper use and care of laboratory instruments. Students study the formation, recovery, merchandising, advertising, display, promotion, buying and selling of precious stones. The course is designed to prepare the graduate for employment as a gemologist, with an emphasis on retail jewelry operations.

Prospective students are encouraged to tour the PJC campus and the TIJT division and/or request complete information and cost packet. You may schedule a tour or request an information packet by calling 903-782-0380.

Associate of Applied Science in Jewelry Technology (60 Semester Credit Hours) (CIP Code 470408, JWL2)

First Semester - 15 SCH	Second Semester - 15 SCH
PSYC 1300	COSC 1301
JLRY 1301	ARTS 1301
JLRY 1302	JLRY 1309
JLRY 1303	JLRY 1348
JLRY 1304	JLRY 1349

Third Semester - 15 SCH	Fourth Semester - 15 SCH
ENGL 1301	MATH 1332
JLRY 1341	JLRY 2335
JLRY 1342	JLRY 2336
JLRY 1343	JLRY 2337
JLRY 1344	JLRY 2338

**CERTIFICATE IN JEWELRY TECHNOLOGY (48 Semester Credit Hours)**

(CIP Code 470408, JWL3)

**First Semester (12 SCH)**

- JLRY 1301 Jewelry Techniques I
- JLRY 1302 Jewelry Techniques II
- JLRY 1303 Jewelry Techniques III
- JLRY 1304 Jewelry Techniques IV

**Second Semester (12 SCH)**

- JLRY 1309 Casting I
- JLRY 2333 Casting II
- JLRY 1348 Jewelry Repair/Fabrication I
- JLRY 1349 Jewelry Repair/Fabrication II

**Third Semester (12 SCH)**

- JLRY 1341 Stone Setting I
- JLRY 1342 Stone Setting II
- JLRY 1343 Stone Setting III
- JLRY 1344 Stone Setting IV
- Fourth Semester (12 SCH)
- JLRY 2335 Precious Metals I
- JLRY 2336 Precious Metals II
- JLRY 2337 Precious Metals III
- JLRY 2338 Precious Metals IV

CERTIFICATE IN JEWELRY COMPUTER AIDED DESIGN  
(18 Semester Credit Hours) (CIP Code 470408, CPM2)

First Semester (6 SCH)

JLRY 1309 Casting I

JLRY 2333 Casting II

Second Semester (Summer - 12 SCH)

HRGY 1371 Introduction to Computer Aided Jewelry Design

HRGY 1372 Technical Illustration for Jewelry Design

HRGY 1373 Basic Computer Aided Drafting for Jewelry Design

HRGY 1374 Solid Modeling Design for Jewelry

**Not Federal Financial Aid Eligible:** This short-term certificate currently does not meet the eligibility requirements for Federal Financial Aid. There are other potential options students may qualify for. To qualify for other forms of financial aid or scholarships, students must apply for financial aid through [www.studentaid.gov](http://www.studentaid.gov). The financial aid office at PJC determines eligibility. If students qualify for aid, then students can apply for Texas Public Education Grant (TPEG), scholarships, or other aid options.

CERTIFICATE IN JEWELRY FABRICATION AND REPAIR TECHNICIAN  
(18 Semester Credit Hours) (CIP Code 470408, JRT3)

First Semester (12 SCH)

JLRY 1301 Jewelry Techniques I

JLRY 1302 Jewelry Techniques II

JLRY 1303 Jewelry Techniques III

JLRY 1304 Jewelry Techniques IV

Second Semester (6 SCH)

JLRY 1348 Jewelry Repair/Fabrication I

JLRY 1349 Jewelry Repair/Fabrication II

CERTIFICATE IN GEMOLOGY (16 Credit Hours) (CIP Code 470408, JWL4)

First Semester (16 SCH)

JLRY 1413 Fundamentals of Gemology I (Diamonds)

JLRY 1414 Fundamentals of Gemology II (Colored Stones)

JLRY 1450 Intermediate Gemology

JLRY 2431 Advanced Gemological Practice

**Not Federal Financial Aid Eligible:** This short-term certificate currently does not meet the eligibility requirements for Federal Financial Aid. There are other potential options students may qualify for. To qualify for other forms of financial aid or scholarships, students must apply for financial aid through [www.studentaid.gov](http://www.studentaid.gov). The financial aid office at PJC determines eligibility. If students qualify for aid, then students can apply for Texas Public Education Grant (TPEG), scholarships, or other aid options.

OSA IN STONE SETTING (12 Semester Credit Hours) (CIP Code 470408, XJSS)

First Semester (12 SCH)

JLRY 1341 Stone Setting I

JLRY 1342 Stone Setting II

JLRY 1343 Stone Setting III

JLRY 1344 Stone Setting IV

Kinesiology / Public Health option\* Transfer  
Associate of Science in (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN1)

First Semester - 16 SCH	Second Semester - 15 SCH
EDUC/PSYC 1100	*3 SCH LPC Elective
ENGL 1301	ENGL 1302
HIST 1301	HIST 1302
MATH 1342	PHED 1304
**3 SCH Arts Elective	PHED 1338
PHED 1301	
Third Semester - 16 SCH	Fourth Semester - 13 SCH
BIOL 2401	BIOL 2402
ECON 2302	GOVT 2306
GOVT 2305	KINE 2356 or PHED 1346***
PHED 1306	PSYC 2314
SPCH 1315	

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306

\*\*\* Kinesiology requires KINE 2356 in the fourth semester;  
Public Health requires PHED 1346 in the fourth semester.

### Mechatronics

PJC offers an Associate of Applied Science degree in Mechatronics, which is designed to prepare students to work in industrial maintenance or other related areas. The student will study electricity, electronics, hydraulics, pneumatics, mechanical, drives, computer based automated systems, industrial operations, and current industry practices. Instructional emphasis is placed on understanding of and troubleshooting of electromechanical systems.

Associate of Applied Science in Mechatronics (60 Semester Credit Hours)

(CIP Code 150403, ELM2)

First Semester - 15 SCH	Second Semester - 15 SCH
CETT 1409	ENTC 1349
ELMT 2333	HYDR 1345
ELPT 1221	INTC 1341
MATH 1332	RBTC 1301
PSYC 1300	RBTC 1351

Third Semester - 15 SCH	Fourth Semester - 15 SCH
COSC 1301	ELPT 2355
ELMT 2337	ENGL 1301
ELPT 1351	CETT 1349
ELPT 2319	INMT 2345
RBTC 1305	DRAM 1310

CERTIFICATE IN INDUSTRIAL MAINTENANCE TECHNICIAN

(45 Semester Credit Hours) (CIP Code 150403, IMT3)

First Semester (9 SCH)

CETT 1409 DC-AC Circuits

ELMT 2333 Industrial Electronics

ELPT 1221 Introduction to Electrical Safety and Tools

Second Semester (15 SCH)

ENTC 1349 Reliability and Maintainability

INTC 1341 Principles of Automatic Control

RBTC 1351 Robotic Mechanisms

RBTC 1301 Programmable Logic Controllers

HYDR 1345 Hydraulics and Pneumatics

Third Semester (12 SCH)

ELMT 2337 Electronic Troubleshooting, Service and Repair

ELPT 2319 Programmable Logic Controllers I

ELPT 1351 Electrical Machines

RBTC 1305 Robotic Fundamentals

Fourth Semester (9 SCH)

ELPT 2355 Programmable Logic Controllers

CETT 1349 Digital Systems

INMT 2345 Industrial Troubleshooting

CERTIFICATE IN MECHATRONICS (30 Semester Credit Hours) (CIP Code 150403, ELM3)

First Semester (9 SCH)

CETT 1409 DC-AC Circuits

ELMT 2333 Industrial Electronics

ELPT 1221 Introduction to Electrical Safety and Tools

Second Semester (12 SCH)

ENTC 1349 Reliability and Maintainability

RBTC 1351 Robotic Mechanisms

RBTC 1301 Programmable Logic Controllers

HYDR 1345 Hydraulics and Pneumatics

Third Semester (9 SCH)

ELMT 2337 Electronic Troubleshooting, Service and Repair

ELPT 2319 Programmable Logic Controllers I

ELPT 1351 Electrical Machines

## CERTIFICATE IN INDUSTRIAL PRODUCTION OPERATOR

(18 Semester Credit Hours) (CIP Code 150403, IPO3)

First Semester (9 SCH)

CETT 1409 DC-AC Circuits

ELMT 2333 Industrial Electronics

ELPT 1221 Introduction to Electrical Safety and Tools

Second Semester (9 SCH)

ENTC 1349 Reliability and Maintainability

RBTC 1351 Robotic Mechanisms

HYDR 1345 Hydraulics and Pneumatics

### Multidisciplinary Studies

Suggested Course of Study for University Transfer Students  
(CIP Code 240102, GEN2)

Associate of ARTS (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
Six SCH Electives	3 SCH Arts Elective
ENGL 1301	ENGL 1302
3 SCH Core History Elective	3 SCH Core History Elective
3 SCH Core Math Elective	3 SCH Core S/B Sci. Elective
	3 SCH Core LPC Elective

Third Semester – 15 SCH

Fourth Semester - 15 SCH

3 SCH Core Science

GOVT 2306

Elective

3 SCH Core Science

GOVT 2305

Elective

3 SCH Core 90 Elective (A)

3 SCH Core 90 Elective (B)

Six hours of electives

Six hours of electives

20 Math Electives: MATH 1314, 2312, 2413, 1324, 1332, 1342.

30 Science Electives: BIOL 1406, 1407, 2401, 2402, 1408, 1409, 1322, 2306, CHEM 1411, 1412, GEOL 1403, 1404, PHYS 1401, 1402, 2425, 2426, 1303, 1304.

40 LPC Electives: COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

50 Visual/Performing Arts Electives: ARTS 1301, DRAM 1310, MUSI 1306.

60 History Electives: HIST 1301, 1302, 2301.

80 Social/Behavioral Science Electives: AGRI 2317, CRIJ 1301, ECON 2301, 2302, PSYC 2301, 2314, 2315, SOCI 1301, 1306.

90A Electives: SPCH 1315, 1321, MATH 1314, 1324, 1332, 1342, 2312, 2413, 2414, BIOL 1322, 1408, 1409, 2306, 2401, 2402, GEOL 1401, 1402, PHYS 1303, 1304, 2425, 2426.

90B Electives: COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

### Associate of Science (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN1)

First Semester - 15 SCH	Second Semester - 15 SCH
Six SCH Electives	3 SCH Arts Elective
ENGL 1301	ENGL 1302
3 SCH Core History Elective	3 SCH Core History Elective
3 SCH Core Math Elective	3 SCH Core S/B Sci. Elective

	3 SCH Core LPC Elective
Third Semester - 15 SCH	Fourth Semester - 15 SCH
2 SCH Core Science Elective GOVT 2305	GOVT 2306 3 SCH Core Science Elective
3 SCH Core 90 Elective (A) Six hours of electives	3 SCH Core 90 Elective (B) Six hours of electives

20 Math Electives: MATH 1314, 2312, 2413, 1324, 1332, 1342.

30 Science Electives: BIOL 1406, 1407, 2401, 2402, 1408, 1409, 1322, 2306, CHEM 1411, 1412, GEOL 1403, 1404, PHYS 1401, 1402, 2425, 2426, 1303,1304.

40 LPC Electives: COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

50 Visual/Performing Arts Electives: ARTS 1301, DRAM 1310, MUSI 1306.

60 History Electives: HIST 1301, 1302, 2301.

80 Social/Behavioral Science Electives: AGRI 2317, CRIJ 1301, ECON 2301, 2302, PSYC 2301, 2314, 2315, SOCI 1301, 1306.

90A Electives: SPCH 1315, 1321, MATH 1314, 1324, 1332, 1342, 2312, 2413, 2414, BIOL 1322, 1408, 1409, 2306, 2401, 2402, GEOL 1401, 1402, PHYS 1303, 1304, 2425, 2426.

90B Electives: AGRI 2317, CRIJ 1301, ECON 2301, 2302, PSYC 2301, 2314, 2315, 1100, 1200, 1300, EDUC 1100, 1200, 1300, SOCI 1301, 1306, BCIS 1305, COSC 1301

### Music Transfer

Associate of Arts (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN2)

First Semester - 15 SCH	Second Semester - 15 SCH
MATH 1332	SOCI 1301
EDUC/PSYC 1300	**3 SCH Arts Elective
HIST 1301	ENGL 1301
MUEN 1141	HIST 1302
MUAP 12**	MUEN 1141
MUSI 1311	MUAP 12**

Third Semester - 15 SCH	Fourth Semester - 15 SCH
GOVT 2305	GOVT 2306
PHYS 1303	PHYS 1304
SPCH 1315	*3 SCH LPC Elective
ENGL 1302	MUSI 1312
MUAP 12**	MUEN 1141
MUEN 1141	MUAP 12**

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

### Nursing

The Paris Junior College Nursing Program is classified as a one-plus-one ladder program that offers Vocational Nursing (LVN) and LVN-to-RN programs. The first year of study is the Vocational Nursing (LVN) program that prepares the student for entry into the healthcare industry. Upon successful completion of this first year, students satisfying all admission requirements may continue their education by entering into the LVN-to-RN Associate Degree Nursing Program.

### Vocational Nursing Program

The Licensed Vocational Nursing program prepares nurses to provide direct care to patients in acute and long-term care

facilities, physician's offices, clinics, and other types of health agencies. LVNs practice under the supervision of a registered nurse or physician.

The LVN Program at PJC may be completed in 12 months (Summer, Fall, and Spring semesters). Upon successful completion, the graduate receives a Certificate for Vocational Nursing and is eligible to take the National Council Licensure Examination to become a licensed vocational nurse (NCLEX-PN).

The Vocational Nursing program is approved by the Texas Board of Nursing (BON), George

H.W. Bush State Office Building, 1801 Congress Avenue, Suite 10-200, Austin, Texas, 78701, 512-305-7400,  
[www.bon.texas.gov](http://www.bon.texas.gov).

#### *Admission to the LVN Program*

Prospective PJC nursing students need to contact the Health Occupations Secretary at 903.782.0734 as soon as possible to provide information to beginning the Board of Nursing background check.

The Vocational Nursing Program's admission application may be obtained November 1 through March 31. Completed and signed nursing applications are accepted in the Health Occupations Office until the date listed on the application. Incomplete or late submissions will not be considered for admission.

#### *Vocational Nursing Admission Selection Criteria*

Admission to the Vocational Nursing program is selective. Prospective students cannot register for nursing courses without permission. Admission to the program is dependent on:

- Available space
- Documentation of approved Criminal Background from the Texas Board of Nursing. Students must show proof of eligibility to test from the Texas Board of Nursing.
- Completion of pre-requisites:

BIOL 2401 Anatomy and Physiology I

BIOL 2402 Anatomy and Physiology II

BIOL 1322 Nutrition and Diet Therapy

- Admission criteria:

The following areas are used to calculate the 21 available admission points:

- HESI A2 Admission Exam Score (2-6 Points)
- Cumulative score of 75 or greater with a minimum category score of 75 in A&P and 80 in Reading). Categories include Math, Reading, Vocabulary, Grammar, and Anatomy & Physiology. Testing is available at the PJC Testing Center; information and additional sites are provided in the admission application forms. GPA in prerequisite courses (3-8 points)
- Minimum GPA of 2.5 in prerequisite courses. Nursing Support Courses (1-5 points)
- Students are encouraged to complete some or all of the LVN-to-RN program prerequisite and support courses: ENGL 1301, PSYC 2301, SOCI 1301, BIOL 2420, and MUSI 1306; a minimum grade of "C" is required.
- Current health care related experience or certifications (optional) (1-2 points).

CERTIFICATE IN VOCATIONAL NURSING - LVN (50 Semester Credit Hours)

(CIP Code 513901, LVN3)

Academic Prerequisites (14 SCH)

BIOL 2401 Anatomy & Physiology I

BIOL 2402 Anatomy & Physiology II

PSYC 2314 Lifespan Growth and Development

BIOL 1322 Nutrition & Diet Therapy

First Semester - Summer (12 SCH)

- VNSG 1222 Vocational Nursing Concepts
- VNSG 1160 Clinical - Licensed Practical/Vocational Nurse Training
- VNSG 1423 Basic Nursing Skills
- VNSG 1500 Nursing in Health and Illness I
- Second Semester - Fall (12 SCH)
- VNSG 1330 Maternal-Neonatal Nursing
- VNSG 1509 Nursing in Health and Illness II
- VNSG 1460 Clinical - Licensed Practical/Vocational Nurse Training
- Third Semester - Spring (12 SCH)
- VNSG 1219 Leadership and Professional Development
- VNSG 1236 Mental Health
- VNSG 2410 Nursing in Health and Illness III
- VNSG 2460 Clinical - Licensed Practical/Vocational Nurse Training

#### LVN-to-RN Associate Degree Nursing Program

The LVN-to-RN Associate Degree Nursing program is a one-plus-one program transitioning the licensed vocational nurse into professional practice. A student must maintain a current, unencumbered Licensed Vocational Nurse (LVN) licensure in Texas or a Compact Nursing State in order to be considered for admission and remain in the program.

The LVN-to-RN program prepares nurses for entry-level positions integrating knowledge and skills to provide care to patients in a variety of health care settings. The LVN-to-RN program may be completed in 12 months (Fall, Spring, and Summer semesters). Upon successful completion, the graduate receives an Associates of Applied Science Nursing Degree and is eligible to take the National Council Licensure Examination to become a registered nurse (NCLEX-RN).

The LVN-to-RN Associate Degree Nursing program is approved by the Texas Board of Nursing (BON), George H.W. Bush State Office

Building, 1801 Congress Avenue, Suite 10-200, Austin, Texas, 78701, 512-305-7400, <https://www.bon.texas.gov>.

The Paris Junior College Associate Degree Nursing Program located in Paris, Texas is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, 404-975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at

[www.acenursing/us/accreditedprograms/programSearch.htm](http://www.acenursing/us/accreditedprograms/programSearch.htm).

*Admission to the LVN-to-RN Associate Degree Nursing Program*  
Prospective PJC nursing students need to contact the Health Occupations Secretary at 903-782-0734 as soon as possible to provide information to begin the Board of Nursing background check.

An admission application LVN-to-RN Associate Degree Nursing Program may be obtained online March 1 through May 31. Students must apply and be accepted at PJC before applying for the Nursing program. Completed applications are accepted online until the date listed on the application. Incomplete or late submissions will not be considered for admission.

*LVN-to RN Nursing Program Admission Selection Criteria*

Admission to the LVN-to-RN Associate Degree Nursing program is selective. Prospective students cannot register for nursing courses without permission.

Admission to the program is dependent upon:

- Available space.
- Documentation of approved Criminal Background from the Texas Board of Nursing. Students must show proof of LVN licensure and eligibility to test from the Texas Board of Nursing.
- Completion of the following pre-requisite courses:

PSYC 2314 Lifespan Growth and Development

PSYC 2301 General Psychology

BIOL 2401 Anatomy and Physiology I  
 BIOL 2402 Anatomy and Physiology II  
 BIOL 1322 Nutrition and Diet Therapy  
 ENGL 1301 Composition I

*Admission criteria point score*

The following are used to calculate the 17 available admission points:

- Preadmission HESI RN Mobility Exam or HESI Exit PN (2-5 Points)
- Testing is available at the PJC Testing Center. Information and additional sites are provided in the admission application forms.
- A minimum cumulative score of 850 is required. GPA in pre-requisite courses (3-8 points)
- Minimum GPA of 2.5 in pre-requisite courses. Nursing Support Courses (1-3 points)

Students are encouraged to complete some or all of the LVN-to-RN program support courses (SOCL 1301, BIOL 2420, and MUSI 1306) prior to admission.

A minimum grade of “C” is required.

Completion of the Vocational Nursing Program at Paris Junior College (1 point).

Associate of Applied Science in LVN To RN (60 Semester Credit Hours)

(CIP Code 513801, RNS2)

Prerequisites - 24 SCH	First Semester - 12* SCH (Fall)
VNSG 2410*	RNSG 1324
BIOL 1322	RNSG 1218
BIOL 2401	RNSG 1226
BIOL 2402	RNSG 2160

PSYC 2301	BIOL 2420
PSYC 2314	*Upon successful completion of the first semester RNSG courses, four semester credit hours
ENGL 1301	will be awarded for previous LVN experience.
*Requirement met with valid LVN license.	
<b>Second Semester - 13 SCH (Spring)</b>	<b>Third Semester - 11 SCH (Summer Long)</b>
RNSG 1538	MUSI 1306
RNSG 1237	RNSG 2539
RNSG 2363	RNSG 2138
SOCI 1301	RNSG 2260

### Psychology Transfer

Associate of Science (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN1)

<b>First Semester - 14 SCH</b>	<b>Second Semester - 16 SCH</b>
ENGL 1301	ENGL 1302
HIST 1301	HIST 1302
PSYC 2301	MATH 1342
PSYC 1100	PSYC 2315
BIOL 1408	BIOL 1409
<b>Third Semester - 15 SCH</b>	<b>Fourth Semester - 15 SCH</b>
SPCH 1321	**3 SCH Arts Elective
GOVT 2305	GOVT 2306

PSYC 2314

SPAN 2311

ENGL 2331

PSYC 2319

\*3 SCH LPC Elective

SPAN 2312

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

### Radiology Technology

The Radiology Technology Program is designed to prepare individuals to function effectively in the field of the diagnostic medical radiography. Radiography is the application of knowledge using a variety of imaging methods in the examination of the body for structural defects and disease processes.

The Radiology Program is a two-year program leading to an Associate of Applied Science (AAS) degree. Students will gain experience and knowledge through a combination of classroom, laboratory and clinical hands-on experience. Clinical sites include surrounding community hospitals and clinics (some sites are more than 60 miles away from the Paris campus).

The Paris Junior College Radiology Technology program is accredited by an organization known as the Joint Review Committee on Education in Radiology Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, 312-704-5300. Graduates are eligible to apply for the American Registry of Radiologic Technologists (ARRT) Certification Examination. The website for the Joint Review Committee on Education in Radiologic Technology is [www.jrcert.org](http://www.jrcert.org).

#### *Admissions Procedures for Radiology Technology Program*

The program begins in the Spring Semester and is concluded at the end of the second Fall Semester. The program is six semesters in length. The Radiology Technology Program's admission application is available at the beginning of August for those who wish to apply. Completed and signed Radiology Technology Program applications are accepted from August 1 through September 30.

Along with the completed and signed Radiology Technology Program application, the following must also be submitted:

- Texas Success Initiative (TSI) exemption status or proof that TSI criteria has been met.
- Proof of Paris Junior College acceptance.
- Official college transcripts from all colleges attended.
- Completed, required references at the time of application.
- Immunization Records.
- Documentation of CPR (American Heart Association Basic Heart Code BLS) status.

Admission to the Radiology Technology Program is based on an application score of 100 points and is broken down as:

- General academic courses (up to 24 points).
- GPA - required courses (up to 25 points).
- References (up to 1 point).
- Applicant Interview (up to 50 points).
- Available space.

Students are encouraged to complete the academic support courses before applying to the program to earn the most points and having the greatest chance of program admittance. Students should have BIOL 2401 completed before starting the program to have a greater chance of success in the first term of the program.

See points chart in the application packet for more details. To receive a Radiology Technology application by mail or to pick one up in person, contact the Health Occupations staff at 903-782-0734. Students who have not been enrolled in the previous five years may be requested to resubmit all transcripts.

Associate of Applied Science in Radiology Technology (60 Semester Credit Hours) (CIP Code 510911, RAD2)

First Semester - Spring (13 SCH)	Second Semester - Summer (11 SCH)
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BIOL 2401	BIOL 2402
RADR 1201	RADR 1213
RADR 1266	RADR 1267
RADR 1203	RADR 2301
RADR 1311	
<b>Third Semester - Fall (13 SCH)</b>	<b>Fourth Semester - Spring (13 SCH)</b>
MUSI 1306	ENGL 1301
PSYC 2314	MATH 1314
RADR 2209	RADR 2233
RADR 2266	RADR 2213
RADR 2331	RADR 2366
<b>Fifth Semester - Summer (4 SCH)</b>	<b>Sixth Semester - Fall (6 SCH)</b>
RADR 2205	RADR 2335
RADR 2267	RADR 2367

### Sociology

Associate of Arts in Sociology (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 451101, SOC1)

<b>First Semester - 14 SCH</b>	<b>Second Semester - 16 SCH</b>
ENGL 1301	ENGL 1302
HIST 1301	HIST 1302
SOCI 1301	MATH 1342
PSYC 1100	COSC 1301
BIOL 1408	BIOL 1409
<b>Third Semester - 15 SCH</b>	<b>Fourth Semester - 15 SCH</b>

**\*\*3 SCH Arts Elective**

GOVT 2305

SOCI 1306

SPAN 2311

SPCH 1321

**\*3 SCH LPC Elective**

GOVT 2306

SPAN 2312

ENGL 2331

PSYC 2301

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

### Spanish

Associate of Arts in Spanish (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 160101, SPN1)

#### First Semester - 14 SCH

EDUC/PSYC 1100

ENGL 1301

HIST 1301

MATH 1332

SPAN 1411

#### Second Semester - 16 SCH

COSC 1301

ENGL 1302

HIST 1302

SOCI 1301

SPAN 1412

#### Third Semester - 15 SCH

PHYS 1303

**\*3 SCH LPC Elective**

GOVT 2305

SPAN 2311

SPCH 1315

#### Fourth Semester - 15 SCH

PHYS 1304

**\*\*3 SCH Arts Elective**

GOVT 2306

SPAN 2312

PHED 1301

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

Sport and Recreation Management Transfer

Associate of Science (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN1)

First Semester - 16 SCH	Second Semester - 16 SCH
EDUC/PSYC 1100	*3 SCH LPC Elective
ENGL 1301	ENGL 1302
HIST 1301	HIST 1302
MATH 1342	BIOL 2401
PHED 1301	PHED 1338
**3 SCH Arts Elective	

Third Semester - 16 SCH	Fourth Semester - 12 SCH
BIOL 2402	PHED 1304
ECON 2301	ECON 2302
GOVT 2305	GOVT 2306
PHED 1306	KINE 2356
SPCH 1315	

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

Stem: Engineering, Math, & Physics

Associate of Science in STEM (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students (CIP Code 270101, STEM1)

First Semester - 16 SCH	Second Semester - 16 SCH
MATH 2413	MATH 2414
ENGL 1301	ENGL 1302
HIST 1301	HIST 1302

EDUC/PSYC 1200	**3 SCH Arts Elective
CHEM 1411	COSC 1436
Third Semester - 14 SCH	Fourth Semester - 14 SCH
MATH 2415	MATH 2320
GOVT 2305	GOVT 2306
PHYS 2425	PHYS 2426
ECON 2301	*3 SCH LPC/Humanities Elective

\*LPC Electives (40): COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

\*\* Performing ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306.

### Surgical Technology

The Surgical Technology Program is designed to prepare individuals for entry-level employment as Surgical Technologists in the acute-care operating room environment under the direct supervision of licensed health-care providers. As an essential member of the surgical team, the Surgical Technologist assists in providing quality patient care in the surgical suite.

Principles of safety and sterility are emphasized and specialized skills are developed. The Surgical Technologist will prepare the surgical field, pass instruments to Surgeons, cut sutures, and assist with tissue retraction and surgical site visualization. Through preparation, skills-application and critical-thinking, the Surgical Technologist helps the surgical team achieve safe and efficient surgical intervention for a variety of surgical specialties.

Completion of the Program earns an Associate of Applied Science (AAS) degree of Surgical Technology from Paris Junior College, and graduates are eligible to sit for the National Certifying Examination for Surgical Technologist (Capstone) in order to achieve the Certified Surgical Technologist (CST) credential. The Certification Examination is administered by the National Board of Surgical Technologists and Surgical Assisting. The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs

(CAAHEP), by recommendation of the Accreditation Review Committee in Surgical Technology & Surgical Assisting (ARC/STSA). The CAAHEP offices are located at: 9355 - 113th St. N, #7709, Seminole, FL 33775; [www.caahep.org](http://www.caahep.org). The ARC/STSA offices are located at: #6 West Dry Creek Circle, Suite #210, Littleton, CO 80120; 303-694-9262; [www.arcstsa.org](http://www.arcstsa.org).

The Associate of Applied Science degree is 60 credit hours and includes two semesters of hospital-based clinical training.

### *Admissions Procedures for the Surgical Technology Program*

New students are admitted in the spring and summer. The Surgical Technology Program admission application is available through the Health Occupations Office in the Bobby R. Walters Workforce Training Center and depending on admission interests, is due either April 1 or November 1 prior to the spring or summer semester. If the cohort is not full by the due date, admissions applications will be accepted for consideration until the cohort is full. Please submit the following by the due date for admission consideration:

- Complete and signed program application.
- Required references (may be mailed or faxed separately but should meet the deadline).
- Texas Success Initiative (TSI) exemption status, or proof that TSI criteria have been met (college transcript).
- Official college transcripts from all colleges attended.
- HESI A2 Test Scores (five-part, minimum combined-score of 75-points or above for application-point consideration).
- Authorization and Release Form for Investigative Consumer Report of Criminal Background Check, to include: FACIS Level-I, Sex Offender Registry Search, SSN Trace and Address Locator Database, Statewide Criminal Record Search-Healthcare.
- Immunization Records: Tdap, MMR, Varicella, Hep B, annual influenza.

*Admission to Surgical Technology Program is dependent upon:*

- Foundation Course completions: HITT1305, HPRS2300, BIOL2401, BIOL2402, BIOL2420 (minimum of three

complete, including one A&P, prior to program application).

- Competitive over-all application score (completed course points, GPA points, references, HESI A2, interview; maximum score - 150 points).
- Satisfactory criminal background check and required drug-screening.
- Available space.

Associate of Applied Science in Surgical Technology (60 Semester Credit Hours) (CIP Code 510909, SRG2)

First Semester (17 SCH)	Second Semester - (14 SCH)
BIOL 2401	BIOL 2420
BIOL 2402	SRGT 1405
HITT 1305	SRGT 1409
HPRS 2300	SRGT 1244
ENGL 1301	

Third Semester (15 SCH)	Fourth Semester (14 SCH)
SRGT 1441	SRGT 1442
SRGT 2130	SRGT 2462
SRGT 2461	PSYC 2314
MATH 1314	MUSI 1306
SOCI 1301	

### Welding

Graduates will receive a certificate of completion from Paris Junior College. Also, students must test for the AWS Structural Steel Welding Certificate. This is administered by a representative of the American Welding Society on the PJC campus. The test is used for program evaluation purposes only. Students are not

required to pass the test to complete the certificate. The PJC Structural Steel Welding certificate is a stand-alone certificate.

For the Pipe Welding Certificate, students must test for the ASME Pipe Welding Certificate. This certification test will be administered by a representative of the American Society of Mechanical Engineers on the PJC campus. The test is used for program evaluation purposes only. Students are not required to pass the test to complete the certificate.

Additionally, students could earn an Associate of Applied Science degree with the completion of selected academic courses.

Associate of Applied Science in Welding Technology (60 Semester Credit Hours) (CIP Code 480508, WLD2)

First Semester - 16 SCH	Second Semester - 15 SCH
PSYC 1300	COSC 1301
WLDG 1323	WLDG 1427
WLDG 1425	WLDG 1457
WLDG 1307	WLDG 1434
WLDG 1313	

Third Semester - 14 SCH	Fourth Semester - 15 SCH
MATH 1332	DRAM 1310
WLDG 1435	ENGL 1301
WLDG 2413	WLDG 2451
WLDG 1317	WLDG 2553

CERTIFICATE IN STRUCTURAL STEEL WELDING (17 Credit Hours)

(CIP Code 480508, SSW3)

First Semester

WLDG 1323 Welding Safety, Tools, and Equipment

- WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting
- WLDG 1307 Introduction to Welding Using Multiple Processes
- WLDG 1313 Introduction to Blueprint Reading for Welders
- WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)

CERTIFICATE IN PIPE WELDING (42 Credit Hours) (CIP Code 480508, PWG3)

First semester (17 SCH)

- WLDG 1323 Welding Safety, Tools, and Equipment
- WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting
- WLDG 1307 Introduction to Welding Using Multiple Processes
- WLDG 1313 Introduction to Blueprint Reading for Welders
- WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)

Second semester (16 SCH)

- WLDG 1427 Welding Codes and Standards
- WLDG 1434 Introduction to Gas Tungsten Arc (GTAW)Welding
- WLDG 1435 Introduction to Pipe Welding
- WLDG 2413 Intermediate Multi Processes

Third semester (9 SCH)

- WLDG 2451 Advanced Gas Tungsten Arc (GTAW)Welding
- WLDG 2553 Advanced Pipe Welding

CERTIFICATE IN PRODUCTION WELDING (18 Credit Hours)  
(CIP Code 480508, PRW3)

First Semester (18 SCH)

- WLDG 1323 Welding Safety, Tools, and Equipment
- WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting
- WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)

WLDG 1317 Introduction to Layout and Fabrication

WLDG 2447 Advanced Gas Metal Arc Welding (GMAW)

OSA IN SHIELDED METAL ARC WELDING\* (11 Credit Hours)

(CIP Code 480508, XWSM)

First Semester (11 SCH)

WLDG 1307 Introduction to Welding Using Multiple Processes

WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)

WLDG 2413 Intermediate Multi Processes

\*Requires pre-requisite work and not meant to be a stand-alone credential.

OSA IN PIPE WELDER\* (13 Credit Hours) (CIP Code 480508, XWPW)

First Semester (13 SCH)

WLDG 1434 Introduction to Gas Tungsten Arc (GTAW)Welding

WLDG 2451 Advanced Gas Tungsten Arc (GTAW)Welding

WLDG 2553 Advanced Pipe Welding

\*Requires pre-requisite work and not meant to be a stand-alone credential.

OSA IN GAS METAL ARC WELDER (11 Credit Hours) (CIP Code 480508, XWMA)

First Semester (11 SCH)

WLDG 1323 Welding Safety, Tools, and Equipment

WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)

WLDG 2447 Advanced Gas Metal Arc Welding (GMAW)

## CLASS LISTINGS A-Z

ACCT 2301 Principles of Financial Accounting (52.0301.51 04) 3.3.1

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Recommended corequisite: MATH 1324 Mathematics for Business & Social Sciences.

ACCT 2302 Principles of Managerial Accounting (52.0301.51 04) 3.3.1

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301.

ACNT 1303 Introduction to Accounting I 3.2.2

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Fee Charged.

ACNT 1311 Introduction to Computerized Accounting 3.2.4

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. The student will utilize an application software to perform accounting tasks; maintain records; prepare reports; analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software. Fee charged.

AGRI 1131 The Agricultural Industry (01.0103.52 01) 1.1.0

Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

AGRI 1309 Computers in Agriculture (01.0101.51 01) 3.2.2

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets and agricultural software. Fee charged.

AGRI 1311 Dairy Science (01.0905.51 01) 3.2.3

Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Food value for milk, tests for composition and quality, and use and processing of market milk and dairy products. Fee charged.

- AGRI 1325 Marketing of Agricultural Products (01.0102.51 01) 3.3.0  
Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.
- AGRI 1329 Principles of Food Science (01.1001.51 01) 3.3.1  
Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control.
- AGRI 1407 Agronomy (01.1102.51 01) 4.3.3  
Principles and practices in development, production and management of field crops; plant breeding; plant diseases; soils; and insect and weed control. Laboratory activities will reinforce the fundamental principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Fee charged.
- AGRI 1415 Horticulture (01.0601.51 01) 4.3.3  
Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. Laboratory activities will reinforce the structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. Fee charged.
- AGRI 1419 Introductory Animal Science (01.0901.51 01) 4.3.3  
Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Laboratory activities will reinforce scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Fee charged.
- AGRI 2317 Introduction to Agricultural Economics (01.0103.51 01) 3.3.0  
Fundamental economic principles and their application in the agricultural industry.
- AGRI 2321 Livestock Evaluation (01.0901.52 01) 3.2.4  
Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits. Fee charged.
- AGRI 2330 Wildlife Conservation & Management (03.0601.51 01) 3.2.2  
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands. Fee charged.
- ARTS 1301 Art Appreciation (50.0703.51 26) 3.3.0  
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

- ARTS 1303 Art History I (50.0703.52 26) 3.3.0  
 A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.
- ARTS 1304 Art History II (50.0703.52 26) 3.3.0  
 A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.
- ARTS 1311 Design I (50.0401.53 26) 3.2.4  
 An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Fee charged.
- ARTS 1312 Design II (50.0401.53 26) 3.2.4  
 An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. Fee charged.
- ARTS 1316 Drawing I (50.0705.52 26) 3.2.4  
 A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and being to develop their understanding of drawing as a discipline. Fee charged.
- ARTS 1317 Drawing II (50.0705.52 26) 3.2.4  
 A studio course exploring drawing with continued emphasis on descriptive, expressive, and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Fee charged. Prerequisite: ARTS 1316 or consent of instructor.
- ARTS 2311 Design III (Color Theory) (50.0401.53 26) 3.2.4  
 Studio art course that is a theoretical and practical study of color and composition in art and design. The course consists of studio-based projects using the formal and conceptual aspects of color. The course also examines the functions of color in art from different historical and cultural perspectives. Fee charged.
- ARTS 2316 Painting I (50.0708.52 26) 3.2.4  
 Studio art course that introduces the fundamental principles, materials, and techniques of painting. Fee charged. Prerequisites: ARTS 1317, 2317 or consent of instructor.
- ARTS 2317 Painting II (50.0708.52 26) 3.2.4  
 Studio art course that furthers the study of the principles, materials, and techniques of painting. Fee charged. Prerequisite: ARTS 2316 or consent of instructor.

- ARTS 2323 Life Drawing (50.0705.53 26) 3.2.4  
 Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing. Fee charged. Prerequisite: ARTS 1316.
- ARTS 2326 Sculpture (50.0709.51 26) 3.2.4  
 A studio art course that introduces the materials, processes, and issues pertaining to the making of three-dimensional objects and environments. The course explores the use of varied materials and techniques along with the formal and conceptual principles that form the basis of contemporary sculpture. Fee charged. Prerequisite: ARTS 1312 or consent of instructor.
- ARTS 2341 Metals (50.0713.51 26) 3.2.4  
 A studio art course that introduces metalsmithing using basic techniques in jewelry design and metal construction. The course provides instruction and practical fabrication experience as it relates to the design and production of small-scale functional and/or non-functional objects. Fee charged. Prerequisite: ARTS 1311 or consent of instructor.
- ARTS 2346 Ceramics I (50.0711.51 26) 3.2.4  
 A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery. Fee charged.
- ARTS 2347 Ceramics II (50.0711.51 26) 3.2.4  
 A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery. Fee charged. Prerequisite: ARTS 2346 or consent of instructor.
- ARTS 2348 Digital Media (50.0402.52 26) 3.2.4  
 Studio art course that introduces the potential of basic digital media manipulation and graphic creation. The course emphasizes still and time-based media. Fee charged.
- ARTS 2356 Photography I (fine arts emphasis) (50.0605.51 26) 3.2.4  
 Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Fee charged.
- ARTS 2357 Photography II (fine arts emphasis) (50.0605.52 26) 3.2.4  
 Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications. Fee charged. Prerequisite: ARTS 2356 or its equivalent.
- BCIS 1305 Business Computer Applications (11.0202.54 04) 3.2.2  
 Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.). Fee charged.

BIOL 1322 Nutrition & Diet Therapy (19.0501.51 09) 3.3.0

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. Fee charged.

BIOL 1406 Biology for Science Majors I (26.0101.51 03) 4.3.3

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce these fundamental principles of living organisms. Fee charged.

BIOL 1407 Biology for Science Majors II (26.0101.51 03) 4.3.3

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: BIOL 1406. Fee charged.

BIOL 1408 Biology for Non-Science Majors I (26.0101.51 03) 4.3.3

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Fee charged.

BIOL 1409 Biology for Non-Science Majors II (26.0101.51 03) 4.3.3

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Fee charged.

BIOL 2306 Environmental Biology (26.1305.51. 03) 3.3.1

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Fee charged. Prerequisite: two semesters of Biology or consent of instructor.

BIOL 2401 Anatomy & Physiology I (26.0707.51 03) 4.3.3

Anatomy & Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Fee charged.

BIOL 2402 Anatomy & Physiology II (26.0704.51 03) 4.3.3

Anatomy & Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Fee charged.

BIOL 2420 Microbiology for Non-Science Majors (26.0503.51 03) 4.3.4

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Lab activities cover basics of culture and identification of bacteria and microbial ecology. Fee charged.

BIOL 2421 Microbiology for Science Majors (26.0502.51 03) 4.3.4

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Fee Charged

BMGT 1327 Principles of Management 3.3.1

Concepts, terminology, principles, theories, and issues in the field of management. The course will have students to explain and apply the various theories, processes, and functions of management; identify roles of leadership in organizations; and recognize elements of the communication process.

BMGT 2388 Internship - Business Administration and Management, General 3.0.9

The internship is a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The learning plan developed by the college and the employer allows the student to apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Fee charged.

BUSG 1301 Introduction to Business 3.3.0

Fundamental business principles including structure, functions, resources, and operational processes. The student will identify business functions of accounting, management, marketing, and economics; and describe the relationships of social responsibility, ethics, and law; and describe the scope of global business enterprise.

BUSG 1304 Financial Literacy 3.3.0

A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings, and investment planning. The student will identify the concepts associated with the time value of money; identify the differences among various savings and investment programs and classes of securities; identify the options for insurance; describe retirement and estate planning techniques; explain owning versus renting real property; and describe consumer protection legislation.

BUSG 2309 Small Business Management/Entrepreneurship 3.2.2

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. The student will identify management skills for a small business; outline issues related to choosing a business, obtaining a return on investment; and create a business plan.

BUSI 1301 Business Principles (52.0101.51 24) 3.3.0

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

BUSI 2301 Business Law (52.0101.51 24) 3.3.0

The course provides the student with foundational information about the U.S. legal system, dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Prerequisite: High school coursework in U.S. history and government, or equivalent.

CETT 1349 Digital Systems 3.2.4

A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems. Prerequisite: Instructor approval. Fee charged.

CETT 1409 DC-AC Circuits 4.3.4

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Prerequisite: Instructor approval. Fee charged.

CHEM 1405 Introductory Chemistry I (40.0501.51 03) 4.3.3

Survey course introducing chemistry. Topics may include: inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Fee charged.

CHEM 1406 Introductory Chemistry I (allied health emphasis) (40.0501.51 03) 4.3.3

Survey course introducing chemistry. Topics may include: inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Fee charged.

CHEM 1407 Introductory Chemistry II (40.0501.51 03) 4.3.3

Survey course introducing chemistry. Topics may include: inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Fee charged.

CHEM 1411 General Chemistry I (40.0501.54 03) 4.3.3

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in the course; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Fee charged. Prerequisite: MATH 1314 or equivalent academic preparation.

CHEM 1412 General Chemistry II (40.0501.57 03) 4.3.3

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in the course, including introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Fee charged. Prerequisite: CHEM 1411.

CHEM 2423 Organic Chemistry I (40.0504.52 03) 4.3.4

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules as well as properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles of organic chemistry, as previously listed. Methods for the purification and identification of organic compounds will be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Fee charged. Prerequisite: CHEM 1412 or 1407 with consent of instructor.

CHEM 2425 Organic Chemistry II (40.0504.52 03) 4.3.4

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules as well as properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules.

Laboratory activities reinforce advanced principles of organic chemistry, as previously listed. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-

PROFESSIONAL PROGRAMS. Fee charged. Prerequisite: CHEM 2423.

CJSA 1393 Special Topics in Criminal Justice Studies 3.2.4

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

CJSA 2364 Practicum - Criminal Justice/Safety Studies 3.0.21

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Consent of Instructor.

CNBT 2310 Commercial/Industrial Blueprint Reading 3.2.4

Blueprint reading for commercial/industrial construction. Fee charged.

COMM 1307 Introduction to Mass Communications (09.0102.51 06) 3.3.0

Survey of basic content and structural elements of mass media and their functions and influences on society. For journalism majors and non-majors.

COMM 2305 Editing and Layout (09.0401.51 06) 3.2.4

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMM 2311 Media Writing (09.0401.57 06) 3.2.4

Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.

COMM 2315 News Reporting (09.0401.58 06) 3.2.4

This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats. Prerequisite: COMM 2311.

COMM 2327 Introduction to Advertising (09.0903.51 06) 3.3.0

Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media.

COMM 2332 Radio/Television News (09.0402.52 06) 3.2.4

Preparation and analysis of news styles for the electronic media.

COSC 1301 Introduction to Computing (11.0101.51 07) 3.2.2

Overview of computer systems hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This

course is not intended to count toward a student's major field of study in business or computer science. Fee charged.

COSC 1336 Programming Fundamentals I (11.0201.55 07) 3.2.4

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course is not intended for computer science majors. Fee charged.

COSC 1337 Programming Fundamentals II (11.0201.56 07) 3.2.4

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. Prerequisite: COSC 1336. This course is not intended for computer science majors. Fee charged.

COSC 1436 Programming Fundamentals I (11.0201.55 07) 4.3.3

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. THIS COURSE IS INCLUDED IN THE FIELD OF STUDY CURRICULUM FOR COMPUTER SCIENCE and STEM ONLY. ALL OTHER STUDENTS SHOULD TAKE COSC 1336. Fee charged.

COSC 1437 Programming Fundamentals II (11.0201.56 07) 4.3.3

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. THIS COURSE IS INCLUDED IN THE FIELD OF STUDY CURRICULUM FOR COMPUTER SCIENCE and STEM ONLY. ALL OTHER STUDENTS SHOULD TAKE COSC 1337.

Prerequisite: COSC 1436. Fee charged.

CRIJ 1301 Introduction to Criminal Justice (43.0104.51 24) 3.3.0

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. (This course is included in the Field of Study Curriculum for Criminal Justice.)

CRIJ 1306 Court Systems & Practices (43.0104.54 24) 3.3.0

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. (This course is included in the Field of Study Curriculum for Criminal Justice.)

- CRIJ 1307 Crime in America (45.0401.52 25) 3.3.0  
 American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.
- CRIJ 1310 Fundamentals of Criminal Law (43.0104.54 24) 3.3.0  
 This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. (This course is included in the Field of Study Curriculum for Criminal Justice.)
- CRIJ 1313 Juvenile Justice System (43.0104.52 24) 3.3.0  
 A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.
- CRIJ 2301 Community Resources in Corrections (43.0104.53 24) 3.3.0  
 An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.
- CRIJ 2313 Correctional Systems & Practices (43.0104.54 24) 3.3.0  
 This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. (This course is included in the Field of Study Curriculum for Criminal Justice.)
- CRIJ 2314 Criminal Investigation (43.0104.55 24) 3.2.3  
 Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.
- CRIJ 2323 Legal Aspects of Law Enforcement (43.0104.56 24) 3.3.0  
 Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.
- CRIJ 2328 Police Systems & Practices (43.0104.57 24) 3.3.0  
 This course examines the establishment, role, and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. (This course is included in the Field of Study Curriculum for Criminal Justice.)
- DFTG 1305 Technical Drafting 3.2.2  
 Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Fee Charged.

DFTG 1309 Basic Computer-Aided Drafting	3.2.2
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Fee Charged.	
DFTG 1317 Architectural Drafting - Residential	3.2.2
Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. Fee Charged.	
DFTG 1325 Blueprint Reading and Sketching	3.2.2
An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings. Fee Charged. Prerequisite: Instructor approval.	
DFTG 1330 Civil Drafting	3.2.2
Preparation of civil drawings including drafting methods and principles used in civil engineering. Fee Charged.	
DFTG 1333 Mechanical Drafting	3.2.2
Preparation of mechanical drawings including dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Fee Charged.	
DFTG 1345 Parametric Modeling and Design	3.2.2
Parametric-based design software for 3D design and drafting. Fee Charged. Prerequisite: Instructor approval.	
DFTG 1358 Electrical/Electronics/Drawing	3.2.4
Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Fee charged.	
DFTG 1381 Cooperative Education - Drafting & Design Technology/ Technician, General	3.1.20
Career-related activities encountered in the student's area of specialization offered through an individual agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Prerequisite: Instructor approval. Fee Charged.	
DFTG 1391 Special Topics In Drafting and Design Technology/ Technician, General	3.2.4
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the	

student. This course was designed to be repeated multiple times to improve student proficiency. Fee Charged.

DFTG 2302 Machine Drafting 3.2.4

Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes. Fee Charged.

DFTG 2312 Technical Illustration and Presentation 3.2.2

Study of pictorial drawings including isometrics, obliques, perspectives, charts, and graphs. Emphasis on rendering and using different media. Fee Charged.

DFTG 2317 Descriptive Geometry 3.2.4

Graphical solutions to problems involving points, lines, and planes in space. Fee Charged.

DFTG 2319 Intermediate Computer-Aided Drafting 3.2.2

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Fee Charged.

DFTG 2321 Topographical Drafting 3.2.4

Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. Fee Charged.

DFTG 2323 Pipe Drafting 3.2.4

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Fee Charged.

DFTG 2328 Architectural Drafting - Commercial 3.2.2

Architectural drafting procedures, practices, governing codes, terms and symbols, including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Fee Charged. Prerequisite: Instructor approval.

DFTG 2331 Advanced Technologies in Architectural Design and Drafting 3.2.2

Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture. Fee Charged.

DFTG 2332 Advanced Computer-Aided Drafting 3.2.2

Application of advanced CAD techniques. Use a customized CAD system to create documents and/or solid models and use OLE with external software. Fee Charged. Prerequisite: Instructor approval.

DFTG 2338 Final Project - Advanced Drafting 3.2.2

A drafting course in which students participate in a comprehensive project from conception to conclusion. Fee Charged. Prerequisite: Instructor approval.

DFTG 2340 Solid Modeling/Design	3.2.2
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Fee Charged. Prerequisite: Instructor approval.	
DMSO 1110 Introduction to Sonography	1.1.1
An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. Fee charged.	
DMSO 1260 Clinical - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	2.0.12
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fee charged.	
DMSO 1261 Clinical - Diagnostic Medical Sonography	2.0.12
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fee charged.	
DMSO 1302 Basic Ultrasound Physics	3.2.2
Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. Fee charged.	
DMSO 1341 Abdominopelvic Sonography	3.2.4
Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols. Fee charged.	
DMSO 1342 Intermediate Ultrasound Physics	3.2.2
Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis. Fee charged.	
DMSO 2130 Advanced Ultrasound and Review	1.0.3
Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development. Fee charged.	
DMSO 2305 Sonography of Obstetrics/Gynecology	3.2.2
Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Fee charged.	

DMSO 2341 Sonography of Abdominopelvic Pathology	3.2.4
Pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasizes endo cavitory sonographic anatomy and procedures including pregnancy. Fee charged.	
DMSO 2342 Sonography of High-Risk Obstetrics	3.2.2
Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Fee charged.	
DMSO 2351 Doppler Physics	3.2.2
Doppler and hemodynamic principles relating to arterial and venous imaging and testing. Fee charged.	
DMSO 2353 Sonography of Superficial Structures	3.2.2
Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Fee charged.	
DMSO 2362 Clinical - Diagnostic Medical Sonography	3.0.16
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fee charged.	
DMSO 2366 Practicum - Diagnostic Medical Sonography	3.0.24
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fee charged.	
DRAM 1120 Theater Practicum I (50.0506.53 26)	1.0.4
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. First semester of four- semester sequence.	
DRAM 1121 Theater Practicum II (50.0506.53 26)	1.0.4
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Second of a four-semester sequence.	
DRAM 1310 Theater Appreciation (50.0501.51 26)	3.0.0
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.	
DRAM 1322 Stage Movement (50.0506.54 26)	3.2.4
Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's physical instrument.	
DRAM 1330 Stagecraft I (50.0502.51 26)	3.2.4
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Fee charged.	

DRAM 1341 Stage Makeup (50.0502.52 26)	3.2.4
Design and execution of makeup for the stage performer. Includes discussion of basic makeup principles and practical experience of makeup application. Fee charged.	
DRAM 1342 Costume Technology (50.0502.53 26)	3.2.4
Introduction to the process and application of the fundamental skills of costume production, modification, and maintenance. Fee charged.	
DRAM 1351 Acting I (50.0506.51 26)	3.2.4
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination.	
DRAM 1352 Acting II (50.0506.51 26)	3.2.4
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.	
DRAM 2120 Theater Practicum III (50.0506.53 26)	1.0.4
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Third semester of a four-semester sequence.	
DRAM 2121 Theater Practicum IV (50.0506.53 26)	1.0.4
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Fourth semester of a four-semester sequence.	
DRAM 2331 Stagecraft II (50.0502.51 26)	3.2.4
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Fee charged. Prerequisite: DRAM 1330.	
DRAM 2336 Voice for the Actor (50.0506.52 26)	3.3.0
Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.	
DRAM 2366 Film Appreciation (50.0602.51 26)	3.2.2
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. Fee charged.	
ECON 2301 Principles of Macroeconomics (45.0601.51 25)	3.3.0
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.	

ECON 2302 Principles of Microeconomics (45.0601.51 25) 3.3.0

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

EDUC 1100 Learning Framework (42.2701.51 25) 1.1.0

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1100)

EDUC 1200 Learning Framework (42.2701.51 25) 2.2.0

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1200)

EDUC 1300 Learning Framework (42.2701.51 25) 3.3.0

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

EDUC 1301 Introduction to the Teaching Profession (13.0101.51 09) 3.3.1

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator

Certification Pedagogy and Professional Responsibilities standards. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms. Fee charged.

EDUC 2301 Introduction to Special Populations (13.1001.51 09) 3.3.1

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301. Fee charged.

ELMT 1380 Cooperative Education - Electromechanical Technology/ 3.1.19

Electromechanical Engineering Technology

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Note: Qualified employment is not provided by Paris Junior College and is the responsibility of the student. Fee charged.

ELMT 1391 Special Topics in Electromechanical Technology/Technician 3.2.4

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Fee charged.

ELMT 2333 Industrial Electronics 3.2.4

Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes. Fee charged.

ELMT 2337 Electronic Troubleshooting, Service, and Repair 3.2.4

In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, preventive maintenance. Emphasis on safety and use of test equipment. May be offered as a capstone course. Fee charged.

ELPT 1221 Introduction to Electrical Safety and Tools 2.1.3

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians. Prerequisite: Instructor approval. Fee charged.

ELPT 1225 National Electrical Code I 2.2.0

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations. Fee charged.

ELPT 1341	Motor Control	3.2.2
<p>Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations. Fee charged.</p>		
ELPT 1351	Electrical Machines	3.2.4
<p>Direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction, characteristics, efficiencies, starting, and speed control. Fee charged.</p>		
ELPT 1357	Industrial Wiring	3.2.4
<p>Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures. Fee charged.</p>		
ELPT 1411	Basic Electrical Theory	4.3.3
<p>Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. Fee charged.</p>		
ELPT 1429	Residential Wiring	4.2.6
<p>Wiring methods for single-family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Fee charged.</p>		
ELPT 1445	Commercial Wiring	4.3.3
<p>Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures. Fee charged.</p>		
ELPT 2225	National Electrical Code II	2.2.0
<p>In-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods, special conditions, and advanced calculations. Fee charged.</p>		
ELPT 2323	Transformers	3.2.3
<p>Transformer types, construction, connections, protection, grounding, and associated safety procedures. Fee charged.</p>		
ELPT 2319	Programmable Logic Controllers I	3.2.4
<p>Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electronic controls. Fee charged.</p>		
ELPT 2355	Programmable Logic Controllers II	3.2.4
<p>Advanced concepts in programmable logic controllers and their applications and interfacing to industrial controls. Fee charged.</p>		

EMSP 1160 Clinical - Emergency Medical Technology/Technician	1.0.6
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fee charged.	
EMSP 1161 Clinical - Emergency Medical Technician (EMT Paramedic)	1.0.5
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fee charged.	
EMSP 1162 Clinical - Emergency Medical Technician (EMT Paramedic)	1.0.6
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fee charged.	
EMSP 1208 Emergency Vehicle Operations	2.1.3
Discussion, demonstration, and driving range practice. Addresses operation of vehicles in emergency and non-emergency modes. Fee charged.	
EMSP 1271 EMS Documentation	2.1.2
This course is designed to describe and demonstrate what minimum content should be included in all types of emergency medical service patient care reports, including patient care reports, patient refusal reports, and no contact reports; the legal and financial requirements of documentation as well as information needed for quality improvement processes. Fee charged.	
EMSP 1338 Introduction to Advanced Practice	3.1.4
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Fee charged.	
EMSP 1355 Trauma Management	3.2.3
Knowledge and skills in the assessment and management of patients with traumatic injuries. Fee charged.	
EMSP 1356 Patient Assessment and Airway Management	3.2.2
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Fee charged.	
EMSP 1501 Emergency Medical Technician	5.4.4
Preparation for certification as an Emergency Medical Technician (EMT). Fee charged.	
EMSP 2143 Assessment Based Management	1.0.3
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Fee charged.	

EMSP 2160 Clinical - Emergency Medical Technician (EMT Paramedic)	1.0.6
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fee charged.	
EMSP 2205 EMS Operations	2.1.2
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Fee charged.	
EMSP 2266 Practicum - Emergency Medical Technician (EMT Paramedic)	2.0.14
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fee charged.	
EMSP 2306 Emergency Pharmacology	3.2.3
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Fee charged.	
EMSP 2330 Special Populations	3.3.1
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Fee charged.	
EMSP 2434 Medical Emergencies	4.3.4
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Fee charged.	
EMSP 2444 Cardiology	4.3.4
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Fee charged.	
ENGL 1301 Composition I (23.1301.51 12)	3.3.1
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.	
ENGL 1302 Composition II (23.1301.51 12)	3.3.1
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301.	

ENGL 2311 Technical and Business Writing (23.1303.51 12) 3.3.0

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

ENGL 2322 British Literature I (23.1404.51 12) 3.3.0

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301.

ENGL 2323 British Literature II (23.1404.51 12) 3.3.0

A survey of the development of British literature from the Romantic period to the present. Students will study work of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301.

ENGL 2327 American Literature I (23.1402.51 12) 3.3.0

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301.

ENGL 2328 American Literature II (23.1402.51 12) 3.3.0

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301.

ENGL 2331 World Literature (16.0104.52 13) 3.3.0

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301.

ENGR 2301 Engineering Mechanics - Statics (14.1101.52 10) 3.3.0

Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Prerequisite: PHYS 2425.

ENGR 2302 Engineering Mechanics - Dynamics (14.1101.53 10) 3.3.0

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Prerequisite: ENGR 2301. Co-requisite: MATH 2415.

- ENTC 1349 Reliability and Maintainability 3.2.4  
Equipment reliability and maintainability. Includes development and assessment of maintenance programs.
- GAME 1301 Computer Ethics 3.3.1  
A study of ethical issues that apply to computer-related professions, intellectual property and privacy issues, professional responsibility, and the effects of globalization. Emphasizes the practical application of computer ethics through case studies and current events in the game and simulation industry.
- GEOL 1401 Earth Sciences for Non-Science Majors I (40.0601.51 03) 4.3.3  
Survey of geology, meteorology, oceanography, and astronomy. Laboratory activities will cover methods used to collect and analyze data in geology, meteorology, oceanography, and astronomy. Fee charged.
- GEOL 1402 Earth Sciences for Non-Science Majors II (40.0601.51 03) 4.3.3  
Extension of the study of geology, astronomy, meteorology and oceanography, focusing on natural resources, hazards and climate variability. Laboratory activities will focus on methods used to collect and analyze data related to natural resources, hazards and climate variability. Prerequisite: GEOL 1401 or GEOL 1403. Fee charged.
- GEOL 1403 Physical Geology (40.0601.54 03) 4.3.3  
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data. Fee charged.
- GEOL 1404 Historical Geology (40.0601.54 03) 4.3.3  
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Fee charged. Prerequisite: GEOL 1403.
- GERS 1301 Introduction to Gerontology 3.3.0  
Overview of the social, psychological, and biological changes that accompany aging. Focuses on the implications of these changes for the individual, as well as for the larger society.
- GOVT 2305 Federal Government (Federal constitution & topics) (45.1002.51 25) 3.3.0  
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Note: It is recommended that students take both semesters of government at the same institution.
- GOVT 2306 Texas Government (Texas constitution & topics) (45.1002.51 25) 3.3.0  
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election

process, public policy, and the political culture of Texas. Note: It is recommended that students take both semesters of government at the same institution.

HART 1301 Basic Electricity for HVAC 3.2.2

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Fee charged. Prerequisite: instructor approval.

HART 1303 Air Conditioning Control Principles 3.2.2

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Fee charged.

HART 1307 Refrigeration Principles 3.2.2

An introduction to the refrigeration cycle, heat transfer theory, temperature/ pressure relationship, refrigerant handling, refrigeration components, and safety. Fee charged.

HART 1310 HVAC Shop Practices and Tools 3.2.2

Tools and instruments used in the HVAC industry. Includes proper application, use, and care of these tools, and tubing and piping practices. Fee charged.

HART 1341 Residential Air Conditioning & Refrigeration 3.2.2

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair and charging of air conditioning systems. Fee charged.

HART 1345 Gas and Electric Heating 3.2.2

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Fee charged.

HART 1351 Energy Management 3.2.2

Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conduct energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy-saving devices, and measuring energy consumption. Fee charged.

HART 1356 EPA Recovery Certification Preparation 3.2.2

Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. Fee charged.

HART 1391 Special Topics in Heating, Air Conditioning & Refrigeration 3.2.2

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Fee charged.

HART 2331 Advanced Electricity for HVAC	3.2.2
Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution motors, motor controls, and application of solid-state devices. Fee charged.	
HART 2334 Advanced Air Conditioning Controls	3.2.2
Theory and application of electrical control devices, electromechanical controls and/or pneumatic controls. Fee charged.	
HART 2336 Air Conditioning Troubleshooting	3.2.2
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Fee charged.	
HART 2338 Air Conditioning Installation & Startup	3.2.2
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Fee charged.	
HART 2341 Commercial Air Conditioning	3.2.2
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Fee charged.	
HART 2342 Commercial Refrigeration	3.2.2
Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. Fee charged.	
HART 2343 Industrial Air Conditioning	3.2.2
A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity. Fee charged.	
HART 2345 Residential Air Conditioning Systems Design	3.2.2
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Fee charged.	
HART 2349 Heat Pumps	3.2.2
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow and other topics related to heat pump systems. Fee charged.	
HART 2350 HVAC Zone Controls	3.2.2
Theory and application of HVAC residential Zone control devices, electromechanical controls, and/or pneumatic controls. Fee charged.	
HART 2380 Cooperative Education - Heating, Air Conditioning and Refrigeration Technology/Technician	3.1.19
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the	

college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Fee charged.

HIST 1301 United States History I (54.0102.51 25) 3.3.0

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

HIST 1302 United States History II (54.0102.51 25) 3.3.0

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

HIST 2301 Texas History (54.0102.52 25) 3.3.0

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

HIST 2311 Western Civilization I (54.0101.54 25) 3.3.0

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

HIST 2312 Western Civilization II (54.0101.54 25) 3.3.0

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

HIST 2321 World Civilizations I (54.0101.53 25) 3.3.0

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and

trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

HIST 2322 World Civilizations II (54.0101.53 25) 3.3.0

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction, and impact of global exchange.

HITT 1301 Health Data Content and Structure 3.3.1

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. This course requires completion of HITT 1305, ITSC 1309, MDCA 1309, HPRS 2301, HPRS 2300. Prerequisite: Acceptance into the Medical Records Coding Program. Fee charged.

HITT 1305 Medical Terminology I 3.3.0

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Fee charged.

HITT 1342 Ambulatory Coding 3.2.2

Fundamentals of ambulatory coding rules, conventions, and guidelines. This course requires concurrent enrollment in HITT 1441. Fee charged.

HITT 1345 Health Care Delivery Systems 3.3.0

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

HITT 1441 Coding and Classification Systems 4.3.2

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. This course requires concurrent enrollment in HITT 1342. Fee charged.

HITT 2335 Coding and Reimbursement Methodologies 3.3.0

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

HITT 2340 Advanced Medical Billing and Reimbursement 3.2.3

Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors. The student will perform coding of health records using various classification systems; execute reimbursement forms; and apply revenue cycle management procedures. Fee charged.

HPRS 1201 Introduction to Health Professions 2.2.0

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care. Fee charged.

HPRS 1202 Wellness and Health Promotion	2.2.0
An overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness. Fee charged.	
HPRS 2300 Pharmacology for Health Professions	3.3.0
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Fee charged.	
HPRS 2301 Pathophysiology	3.3.0
Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Fee charged.	
HRGY 1319 Basic Horology I	3.1.8
Introduction to disassembly, cleaning, and reassembly of the basic watch using time proven methods. Emphasis on nomenclature.	
Prerequisite: None. Fee charged.	
HRGY 1320 Basic Horology II	3.1.8
Continuations of Basic Horology I with emphasis on identification and functions of parts common to all mechanical watches. Fee charged.	
HRGY 1321 Basic Horology III	3.1.8
Continuation of Basic Horology II. Emphasis on replacement of case parts as well as hairspring manipulation. Fee charged.	
HRGY 1322 Basic Horology IV	3.1.8
A continuation of Basic Horology III. Emphasis on replacement and repair of damaged parts in mechanical watches. Fee charged.	
HRGY 1371 Introduction to Computer Aided Jewelry Design	3.2.4
Study of the programs, operations, characteristics, modeling, and machining techniques of Computer Aided Design (CAD), Computer Aided Manufacturing (CAM) are explored in this course. Applications in visualization, rendering, animation, 2D design, 2 ½ D design and solid modeling, 3D design and solid modeling. Prerequisite: Basic computer skills and applications or consent of instructor. Fee charged	
HRGY 1372 Technical Illustration for Jewelry Design	3.2.4
Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading and transfer lettering; and use of different media. Fee charged.	
HRGY 1373 Basic Computer Aided Drafting for Jewelry Design	3.2.4
An introduction to computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Fee charged.	

HRGY 1374 Solid Modeling Design for Jewelry	3.2.4
A computer-aided modeling course, contents covers the development of three-dimensional drawings and models from sketches and orthographic drawings and utilization of three-dimensional models in design work. Fee charged.	
HRGY 1381 Cooperative Education - Watchmaking and Jewelry Making	3.1.19
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Fee charged.	
HRGY 1381 Cooperative Education - Watchmaking and Jewelry Making	3.1.19
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Fee charged.	
HRGY 1391 Special Topics in Watchmaking and Jewelry	3.2.4
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student efficiency. Fee charged.	
HRGY 2301 Intermediate Horology I	3.1.8
Introduction to the theory and repair of watch escapements. End-of-Course Outcomes: Demonstrate repair and replacement of roller jewels, guard fingers, pallet jewels, pallet arbors; and perform escapement adjustment on basic mechanical watches. Fee charged.	
HRGY 2302 Intermediate Horology II	3.1.8
Continuation of Intermediate Horology I with emphasis on advanced hairspring manipulation and friction jewelling. Fee charged.	
HRGY 2303 Intermediate Horology III	3.1.8
Continuation of Intermediate Horology II with emphasis on complicated watch movements. Fee charged.	
HRGY 2304 Intermediate Horology IV	3.1.8
A continuation of Intermediate Horology III with emphasis on complicated watch movements including disassembly, cleaning, and repair. Fee charged.	
HRGY 2305 Intermediate Horology V	3.1.8
A continuation of Intermediate Horology IV with emphasis on speed. Focus on adjustment of escapements and hairsprings, precision timing, regulation of mechanical movements, and disassembly, cleaning, and repair of both calendar and self-winding watches. Fee charged.	

HRGY 2306 Intermediate Horology VI	3.1.8
Continuation of Intermediate Horology V with further emphasis on speed to meet industry standards. Focus on adjustment of escapements and hairsprings, precision timing, regulation of mechanical movements, and disassembly, cleaning, and repair of both calendar and self-winding watches. Fee charged.	
HRGY 2307 Intermediate Horology VII	3.1.8
Continuation of Intermediate Horology VI with emphasis on speed. Focus on disassembly, cleaning, and repair of automatic winding watches; and on precision timing including nomenclature, parts interchangeability, proper lubrication, and casing. Fee charged.	
HRGY 2308 Intermediate Horology VIII	3.1.8
A continuation of Intermediate Horology VII with emphasis on speed. Focus on disassembly, cleaning, and repair of calendar watches; and on precision timing including nomenclature, parts interchangeability, proper lubrication, and casing. Fee charged.	
HRGY 2341 Advanced Horology Systems I	3.1.8
A practical, hands-on training of disassembly, cleaning, repair and adjustment of timers and simple chronographs. Fee charged.	
HRGY 2342 Advanced Horology Systems II	3.1.8
A continuation of Advanced Horology I with emphasis on speed. Includes the study of disassembly, cleaning, repair, and adjustment of timers, alarms, and other more complicated mechanical movements. Fee charged.	
HRGY 2343 Advanced Horology Systems III	3.1.8
A continuation of Advanced Horology Systems II with emphasis on electronic theory related to quartz analog watches. Fee charged.	
HRGY 2344 Advanced Horology Systems IV	3.1.8
Continuation of Advanced Horology Systems III including the repair of quartz analog and quartz digital timepieces. Fee charged.	
HRPO 2301 Human Resources Management	3.2.2
Behavioral and legal approaches to the management of human resources in organizations. The student will explain the development of human resources management; explain current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation; describe management's ethical, social, and legal responsibilities; explain methods of compensation and benefits planning; and describe the role of strategic human resources planning.	
HYDR 1345 Hydraulics and Pneumatics	3.2.4
Discussion of the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system. Fee charged.	

IMED 1316 Web Design I 3.2.2

Instruction in web design and related graphic design including mark-up languages and browser issues. The student will identify how the Internet functions with specific attention to the file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; design, create, test, and maintain a web site. Fee charged.

INMT 2345 Industrial Troubleshooting 3.2.4

An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures. Fee charged.

INTC 1341 Principles of Automatic Control 3.2.4

Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations. Prerequisite: Instructor approval. Fee charged.

IRWS 0301 Integrated Reading and Writing I (32.0108.59 12) 3.3.1

This is a basic developmental course providing integrated reading and writing instruction to prepare students for college writing and reading. Students are placed in to the course by test scores. The course may not be used to fulfill degree requirements.

IRWS 0302 Integrated Reading and Writing (IRWS) (32.0108.59 12) 3.3.1

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSIA2 requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements.

ITCC 1314 CCNA 1: Introduction to Networks 3.2.2

This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. The student will build simple LANs; perform basic configuration on routers and switches; and implement IP addressing schemes. Fee charged.

ITCC 1344 CCNA 2: Switching, Routing, and Wireless Essentials 3.2.2

Describes the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts; provides an in-depth understanding of how routers and switches operate and are implemented in the LAN environment. The student will configure, secure, and maintain routers and switches; resolve common issues with routing protocols, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks; configure WLANs. Fee charged.

ITCC 2320 CCNA 3: Enterprise Networking, Security, and Automation 3.2.2

Describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasizes network security concepts and introduces network virtualization and automation. The student will configure advanced routing and switching protocols; resolve common issues with routing and switching

protocols; identify threats and enhance network security; implement IPv4 Access Control Lists (ACLs); configure Network Address Translation (NAT) services; explain virtualization, software defined networking, and automation. Fee charged.

ITNW 1325 Fundamentals of Networking Technologies 3.2.2

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. End-of-Course Outcomes: identify and use network transmission media; explain the OSI model; Identify the characteristics of network topologies and protocols; identify the functions of a network operating system and distinguish between centralized, client/server, and peer-to-peer systems; and distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN. Fee charged.

ITNW 1351 Fundamentals of Wireless LANs 3.2.2

Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. The student will explain wireless technologies, topographies, and standards; design, install, configure, monitor, maintain, and troubleshoot wireless networks; and implement wireless security using encryption, MAC filtering, Authentication, Authorization, and 802.1x technologies. Fee charged.

ITNW 1354 Implementing and Supporting Servers 3.2.2

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. The student will configure peripherals and devices; set up servers; configure directory replication; manage licensing; create and manage system policies and profiles; administer remote servers and disk resources; create and share resources; implement fault-tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems. Fee charged.

ITNW 2305 Network Administration 3.2.2

Topics include network components, user accounts and groups, network file systems, file system security, and network printing. The student will describe the components of a local area network and their relationship; create and administer user accounts and groups; plan and set up network file systems; create effective file system security; and implement and administer network printing. Fee charged.

ITNW 2313 Networking Hardware 3.2.2

Exploration of hardware devices including cables, servers, and workstations, network connectivity devices, and uninterruptible power supplies. The student will build network cables; identify and implement connectivity devices; select appropriate network power management devices; and determine the necessary computer hardware requirements for workstations and servers. Fee charged.

ITSC 1305 Introduction to PC Operating Systems 3.2.2

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of

utilities. The student will install, configure, and maintain the operating system; perform basic file management operations; organize and allocate primary and secondary storage; access and control peripheral devices; and run utilities. Fee charged.

ITSC 1309 Integrated Software Applications I 3.2.2

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. The student will use word processing, spreadsheet, database, and/or presentation software; and integrate applications to produce documents. Prerequisite: Keyboarding proficiency. Fee charged.

ITSC 1321 Intermediate PC Operating Systems 3.2.2

Custom operating system installation, configuration and troubleshooting, management of file systems, memory, storage, and peripheral devices. Fee charged.

ITSC 1325 Personal Computer Hardware 3.2.2

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. End-of-Course Outcomes: assemble/ setup and upgrade personal computer systems; diagnose and isolate faulty components; optimize system performance; and install/connect peripherals. Fee charged.

ITSC 2321 Integrated Software Applications II 3.2.2

Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. The student will use intermediate word processing, spreadsheet, database, and/or presentation software techniques and apply integration techniques to produce documents. Prerequisite: ITSC 1309 or COSC 1301. Fee charged.

ITSC 2335 Application Software Problem Solving 3.2.2

Utilization of appropriate application software to solve advanced problems and generate customized solutions. Fee charged.

ITSC 2339 Personal Computer Help Desk Support 3.2.2

Diagnosis and solution of user hardware and software-related problems with on-the-job and/or simulated projects. The student will demonstrate rapport with users in problem-solving situations; analyze user problems and lead them through solutions; maintain problem logs; and formulate problem-solving methodologies. Fee charged.

ITSC 2386 Internship - Computer and Information Sciences, General 3.0.9

A work-based learning experience enables the student to apply specialized occupational theory, skills, and concepts. A learning plan developed by the college and the employer will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Fee charged.

ITSW 1304 Introduction to Spreadsheets	3.2.2
Instruction in the concepts, procedures, and application of electronic spreadsheets. The student will define spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. Fee charged.	
ITSW 1307 Introduction to Database	3.2.2
Introduction to database theory and the practical applications of a database. The student will identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries. Fee charged.	
ITSW 1310 Introduction to Presentation Graphics Software	3.2.2
Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. The student will identify presentation media terminology and concepts; create presentations using text, visual and/or sound elements; use effective compositions and style; prepare presentations for distribution on computers or other media; and modify sequence and slide master. Fee charged.	
ITSW 1401 Introduction to Word Processing	4.3.2
An overview of the production of documents, tables, and graphics. Fee charged.	
ITSW 2334 Advanced Spreadsheets	3.2.2
Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions. Fee charged.	
ITSY 1300 Fundamentals of Information Security	3.2.2
An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies, and controls is also discussed.	
ITSY 1342 Information Technology Security	3.2.2
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.	
ITSY 2300 Operating System Security	3.2.2
Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Prerequisite: ITSY 1342.	
ITSY 2301 Firewalls and Network Security	3.2.2
Identify elements of firewall design, types of security threats, and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisite: ITSY 1342.	

ITSY 2330 Intrusion Detection	3.2.2
Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team. Corequisite: ITSY 2300 and ITSY 2301.	
ITSY 2342 Incident Response & Handling	3.2.2
In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. Prerequisite: ITSY 2300 and ITSY 2301.	
ITSY 2343 Computer System Forensics	3.2.2
In-depth study of system forensics including methodologies used for analysis of computer security breaches. Collect document and evaluate evidence to perform postmortem analysis of a security breach. Corequisite: ITSY 2342	
ITSY 2345 Network Defense and Countermeasures	3.2.2
This is a practical application and comprehensive course that includes the planning, design, and construction of defenses for complex network that will sustain an attack, document events, and mitigate the effects of the attack. Prerequisite: ITSY 2300 and ITSY 2330; Corequisite: ITSY 2342.	
JLRY 1301 Jewelry Techniques I	3.1.8
Introduction to the basic techniques of jewelry repair including layout, sawing, filing, and emery. Emphasis on industry standards. Fee charged.	
JLRY 1302 Jewelry Techniques II	3.1.8
Continuation of Jewelry Techniques I with emphasis on polishing. Fee charged.	
JLRY 1303 Jewelry Techniques III	3.1.8
Continuation of Jewelry Techniques II including advanced skills in layout, sawing, filing, emery, polishing, and soldering with limited fabrication. Fee charged.	
JLRY 1304 Jewelry Techniques IV	3.1.8
Continuation of Jewelry Techniques III including advanced skills in layout, sawing, filing, emery, polishing, and soldering with limited fabrication. Fee charged.	
JLRY 1309 Casting I	3.2.4
Emphasis on lost wax casting, both centrifugal and vacuum processes. Includes introduction to wax carving. Fee charged	
JLRY 1341 Stone Setting I	3.1.8
Focus on bead setting and bright cutting techniques. Fee charged.	

JLRY 1342	Stone Setting II	3.1.8
Continuation of Stone Setting I. Focus on prong setting, repringing, retipping, and reheading. Fee charged.		
JLRY 1343	Stone Setting III	3.1.8
A continuation of Stone Setting II including fancy bright cuts, bezel sets, and gypsy sets. Fee charged.		
JLRY 1344	Stone Setting IV	3.1.8
A continuation of Stone Setting III including fancy bright cuts, bezel sets, and gypsy sets, and the setting of multiple stones such as channel-setting, cluster- setting, and fishtail-setting. Fee charged.		
JLRY 1348	Jewelry Repair/Fabrication I	3.1.8
Emphasis on techniques, fabrication, and repair of jewelry. Introduction to equipment and techniques of jewelry manufacturing including assembly of findings. Fee charged.		
JLRY 1349	Jewelry Repair/Fabrication II	3.1.8
Continuation of Jewelry Repair/Fabrication I with emphasis on techniques, fabrication, and repair of jewelry. Introduction to equipment and techniques of jewelry manufacturing including chain repair and electroplating. Fee charged.		
JLRY 1380	Cooperative Education - Metal and Jewelry Arts	3.1.19
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Fee charged.		
JLRY 1413	Fundamentals of Gemology I (Diamonds)	4.2.4
Development of skills in gem stone identification. Emphasis on diamonds including diamond simulants, diamond grading, and the proper use and care of laboratory instruments. Fee charged.		
JLRY 1414	Fundamentals of Gemology II (Colored Stones)	4.2.4
Development of skills in gem stone identification. Emphasis on colored stones including synthetics, enhancement and treatments, and the proper use and care of laboratory instruments. Fee charged.		
JLRY 1450	Intermediate Gemology	4.2.4
Study of the formation, recovery, lore/superstition, merchandising, advertising, display, and buying and selling of precious gems. Fee charged.		
JLRY 2333	Casting II	3.2.4
Continuation of Casting I. Includes instruction in mold making and vibratory finishing. Fee charged.		

- JLRY 2335 Precious Metals I 3.1.8  
 Emphasis on layout, bright cuts, baguettes, marquise, pear, cushion, and emerald cut stones. Focus on utilization of commercial shop guidelines. Fee charged.
- JLRY 2336 Precious Metals II 3.1.8  
 A continuation of Precious Metals I. Focus on layout, bright cuts, baguettes, marquise, pear, cushion, and emerald cut stones as well as pave in precious metals. Includes utilization of commercial shop guidelines. Emphasis on speed. Fee charged.
- JLRY 2337 Precious Metals III 3.1.8  
 Continuation of Precious Metals II with emphasis on techniques and refinement of commercial shop practices including lost wax process of casting in precious metals and assembly of die-struck and cast findings. General review of bench techniques. Fee charged.
- JLRY 2338 Precious Metals IV 3.1.8  
 Continuation of Precious Metals III with emphasis on techniques and refinement of commercial shop practices including lost wax process of casting in precious metals and assembly of die-struck and cast findings. General review of bench techniques from fabrication of a platinum pendant to soldering die struck heads on mountings. Emphasis on speed. Fee charged.
- JLRY 2431 Advanced Gemological Practice 4.2.4  
 Study of the use and care of lab equipment and selection of and familiarity with vendors. Fee charged.
- KINE 2356 Care and Prevention of Athletic Injuries (51.0913.52 23) 3.3.0  
 Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.
- LTCA 1312 Resident Care in the Long-Term Facility 3.3.0  
 A study of the delivery of services to residents of long-term care facilities including ethical considerations and quality of life issues.
- MATH 0300 Elementary Algebra (32.0104.51 19) 3.3.0  
 Topics covered normally include real numbers, linear equations and inequalities, application of linear equations, ratio and proportion, multiplication and division of polynomials, and factoring. This course is not for college-level credit and may not be used to satisfy degree requirements.
- MATH 0400 Foundations of Mathematical Reasoning (32.0104.51 19) 4.3.2  
 This course surveys a variety of mathematical topics needed to prepare students for college level statistics or quantitative reasoning. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions;

exponential models. This course is not for college-level credit and may not be used to satisfy degree requirements.

MATH 0401 Foundations of Algebraic Reasoning (32.0104.51 19) 4.3.2

Topics in mathematics including study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Recommended for STEM-majors who are not college ready in mathematics. Prerequisite: Satisfactory placement test score. This course is not for college-level credit and may not be used to satisfy degree requirements.

MATH 1314 College Algebra (27.0101.54 19) 3.3.0

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

MATH 1316 Plane Trigonometry (27.0101.53 19) 3.3.0

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: MATH 1314 or concurrent enrollment in MATH 1314.

MATH 1324 Mathematics for Business & Social Sciences (27.0301.52 19) 3.3.0

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: meet TSI college-readiness standard for Mathematics; or equivalent.

MATH 1325 Calculus for Business & Social Sciences (27.0301.53 19) 3.3.0

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I. Prerequisite: MATH 1314 or 1324.

MATH 1332 Contemporary Mathematics (Quantitative Reasoning) (27.0101.51 19) 3.3.0

Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

MATH 1342 Elementary Statistical Methods (27.0501.51 19) 3.3.0

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

MATH 1350 Mathematics for Teachers I (Fundamentals of Mathematics I) (27.0101.56 19) 3.3.0

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or the equivalent.

MATH 1351 Mathematics for Teachers II (Fundamentals of Mathematics II) (27.0101.57 19) 3.3.0

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or the equivalent.

MATH 2305 Discrete Mathematics (27.0101.66 19) 3.3.0

A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.

MATH 2312 Pre-Calculus Math (27.0101.58 19) 3.3.0

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: MATH 1314 or the equivalent preparation.

MATH 2320 Differential Equations (27.0101.64 19) 3.3.0

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414.

MATH 2413 Calculus I (27.0101.59 19) 4.3.3

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 1314 and 1316 or 2312 or by placement test scores.

MATH 2414 Calculus II (27.0101.60 19) 4.3.3

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413.

MATH 2415 Calculus III (27.0101.61 19) 4.3.3

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including

Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414.

MDCA 1210 Medical Assistant Interpersonal and Communications Skills 2.2.1

Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting.

MDCA 1309 Anatomy and Physiology for Medical Assistants 3.3.0

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. The student will identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and differentiate all body systems, their organs, and relevant pathophysiology.

MDCA 1343 Medical Insurance 3.3.0

Emphasizes medical office coding for payment and reimbursement by patient or third-party payers for ambulatory care settings. Prerequisite: HITT 1305.

MRKG 1311 Principles of Marketing 3.3.0

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. The student will identify the marketing mix components in relation to market segmentation; explain the environmental factors which influence consumer and organizational decision-making processes; and outline a marketing plan.

MUAP 1161 Guitar (50.0903.54 26) 1.0.2

Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.

MUAP 1169 Keyboard (50.0903.54 26) 1.0.2

Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.

MUAP 1202 Strings (50.0903.54 26) 2.0.2

Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.

MUAP 1217 Woodwind (50.0903.54 26) 2.0.2

Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.

MUAP 1237 Brass (50.0903.54 26) 2.0.2

Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.

MUAP 1257 Percussion (50.0903.54 26) 2.0.2

Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.	
MUAP 1261 Guitar (50.0903.54 26)	2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.	
MUAP 1269 Keyboard (50.0903.54 26)	2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.	
MUAP 1281 Voice (50.0903.54 26)	2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.	
MUEN 1141 Chorale (50.0903.57 26)	1.1.5
Rehearsal of choral literature with one major performance each semester. Additional performances upon consent of director. Open to all students. May be repeated for credit.	
MUSI 1157 Opera Workshop I (50.0908.52 26)	1.0.3
Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.	
MUSI 1160 Italian Diction (50.0908.53 26)	1.1.1
A study of the International Phonetic Alphabet (IPA) and its application to singing in Italian.	
MUSI 1161 International Phonetic Alphabet (IPA) for Singers (50.0908.53 26)	1.1.1
A study of the International Phonetic Alphabet (IPA) and its application to singing in English, Italian, German, and French.	
MUSI 1181 Piano Class I (50.0907.51 26)	1.1.2
Class instruction in the fundamentals of keyboard technique for beginning piano students. Fee charged.	
MUSI 1182 Piano Class II (50.0907.51 26)	1.1.2
Advanced beginning class instruction in the fundamentals of keyboard technique. Fee charged.	
MUSI 1183 Voice Class (50.0908.51 26)	1.1.2
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Does not apply to a music major degree. Fee charged.	
MUSI 1303 Fundamentals of Music (50.0904.55 26)	3.3.2
Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm.	
MUSI 1306 Music Appreciation (50.0902.51 26)	3.3.0

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances.

MUSI 1311 Music Theory I (50.0904.51 26) 3.3.0

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Fee charged.

MUSI 1312 Music Theory II (50.0904.51 26) 3.3.0

The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard. Fee charged.

Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard. Fee charged.

NCBI 0004 Integrated Reading/Writing I (32.0108.60 12) 0.0.5

Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level, fulfills TSI requirements for reading and/or writing and is for students who are near the successful TSIA2 scores for reading and/or writing. Graded Pass/Fail. May not be used to fulfill degree requirements. (4 contact hour intervention)

NCBI 0116 Integrated Reading/Writing II (32.0108.60 12) 0.0.1

Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level, fulfills TSI requirements for reading and/or writing and is for students who are near the successful TSIA2 scores for reading and/or writing - Grade Pass/Fail. May not be used to fulfill degree requirements. (16 contact hour intervention)

NCBM 0004 Developmental Mathematics I (32.0104.54 19) 0.0.5

Topics in mathematics may include arithmetic operations, basic algebraic concepts and notation, geometry, real and complex number systems, study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. May be taken by students who are near the successful TSIA2 scores for math. Graded Pass/Fail. May not be used to fulfill degree requirements. (4 contact hour intervention)

NCBM 0116 Developmental Mathematics II (32.0104.54 19) 0.0.1

Topics in mathematics may include arithmetic operations, basic algebraic concepts and notation, geometry, real and complex number systems, study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. May be taken by students who are near the successful TSIA2 scores for math. Graded Pass/Fail. May not be used to fulfill degree requirements. (16 contact hour intervention)

NURA 1260 Clinical - Nursing Assistant/Aide 2.0.8

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fee charged.

NURA 1261 Clinical - Nursing Assistant/Aide 2.0.8

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

NURA 1301 Nurse Aide for Health Care 3.3.0

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social service's needs.

NURA 1391 Special Topics in Nursing Assistant/Aide 3.3.0

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

OSHT 1305 OSHA Regulations – Construction Industry 3.3.1

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

PHED 1121 Varsity Cheerleading I (36.0108.51 23) Activity class. 1.0.3

PHED 1134 Introduction to Wellness (36.0108.51 23) Activity class. 1.0.3

PHED 1138 Maintenance of Wellness (36.0108.51 23) Activity class. 1.0.3

PHED 1142 Varsity Baseball I (36.0108.51 23) Activity class. 1.0.3

PHED 1143 Varsity Men's Basketball I (36.0108.51 23) Activity Class. 1.0.3

PHED 1144 Varsity Softball I (36.0108.51 23) Activity class. 1.0.3

PHED 1145 Varsity Women's Basketball I (36.0108.51 23) Activity class. 1.0.3

PHED 1147 Varsity Men's Soccer I (36.0108.51 23) Activity class. 1.0.3

PHED 1148 Varsity Women's Soccer I (36.0108.51 23) Activity class. 1.0.3

PHED 1301 Foundations of Kinesiology (31.0501.52 23) 3.3.0

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as information on expanding career opportunities.

PHED 1304 Personal/Community Health (51.1504.51 16) 3.3.0

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/ or community health

issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

PHED 1306 First Aid (51.1504.53 16) 3.3.0

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

PHED 1338 Concepts of Physical Fitness (31.0501.51 23) 3.3.0

This course is designed to familiarize students with knowledge, understanding, and values of health-related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

PHED 1346 Drug Use and Abuse (51.1504.52 16) 3.3.0

Study of the use, misuse, and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological, and psychological factors will be emphasized.

PHED 2121 Varsity Cheerleading II (36.0108.51 23) Activity class. 1.0.3

PHED 2142 Varsity Baseball II (36.0108.51 23) Activity Class. 1.0.3

PHED 2143 Varsity Men's Basketball II (36.0108.51 23) Activity class. 1.0.3

PHED 2144 Varsity Softball II (36.0108.51 23). Activity class. 1.0.3

PHED 2145 Varsity Women's Basketball II (36.0108.51 23) Activity class. 1.0.3

PHED 2147 Varsity Men's Soccer II (36.0108.51 23) Activity class. 1.0.3

PHED 2148 Varsity Women's Soccer II (36.0108.51 23) Activity class. 1.0.3

PHYS 1303 Stars and Galaxies (40.0201.51 03) 3.3.1

Study of stars, galaxies, and the universe outside our solar system. Fee charged. No Prerequisite.

PHYS 1304 Solar System (40.0201.52 03) 3.3.1

Study of the sun and its solar system, including its origin. Fee charged. No Prerequisite; may be taken prior to PHYS 1303.

PHYS 1401 College Physics I (40.0801.53 03) 4.3.3

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, as listed previously. Prerequisite: MATH 1314 and 1316 or MATH 2312. Fee charged.

PHYS 1402 College Physics II (40.0801.53 03) 4.3.3

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, as listed previously. Prerequisite: PHYS 1401. Fee charged.

PHYS 1405 Elementary Physics I (lecture + lab) (40.0801.53 03) 4.3.3

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. May or may not include a laboratory. Fee charged.

PHYS 2425 University Physics I (lecture + lab) (40.0801.54 03) 4.3.4

Fundamental principles of physics using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems, and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Fee charged. Prerequisite: MATH 2413.

PHYS 2426 University Physics II (40.0801.57 03) 4.3.4

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports. Fee charged. Prerequisite: MATH 2414, PHYS 2425.

PLAB 1223 Phlebotomy 2.2.1

Skill development in the performance of a variety of blood collection methods using proper techniques and standards precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Must be taken with PLAB 1260. Fee charged.

PLAB 1260 Clinical - Phlebotomy/Phlebotomist 2.0.8

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Must be taken with PLAB 1223. Fee charged.

POFM 1300 Basic Medical Coding 3.3.0

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305.

POFM 1302 Medical Software Applications 3.2.2

Medical software applications for the management and operation of health care information systems. The student will utilize medical software applications; manage patient database; process billing; maintain schedules; and generate reports. Fee charged.

POFT 1227 Introduction to Keyboarding	2.1.2
Skill development in keyboarding techniques. Emphasis on the development of speed and accuracy.	
POFT 1313 Professional Workforce Preparation	3.2.2
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.	
POFT 1319 Records and Information Management I	3.2.3
Introduction to basic records information management systems including manual and electronic filing.	
POFT 1321 Business Math	3.3.1
Fundamentals of business mathematics including analytical and critical thinking skills.	
POFT 1329 Beginning Keyboarding	3.2.2
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Fee charged.	
POFT 2301 Intermediate Keyboarding	3.2.2
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Fee charged. Prerequisite: POFT 1329 or equivalent.	
POFT 2312 Business Correspondence & Communication	3.2.2
Development of writing and presentation skills to produce effective business documents.	
POFT 2386 Internship - Administrative Assistant and Secretarial Science	3.0.9
Development of writing and presentation skills to produce effective business documents.	
PSYC 1100 Learning Framework (42.2701.51 25)	1.1.0
A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1100.)	
PSYC 1200 Learning Framework (42.2701.51 25)	2.2.0
A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills	

discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1200.)

PSYC 1300 Learning Framework (42.2701.51 25) 3.3.0

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1300.)

PSYC 2301 General Psychology (42.0101.51 25) 3.3.0

General Psychology is a survey of the major psychological topics, theories, and approaches to the scientific study of behavior and mental processes.

PSYC 2314 Lifespan Growth and Development (42.2703.51 25) 3.3.0

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

PSYC 2315 Psychology of Adjustment (42.0101.56 25) 3.3.0

Study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC 2319 Social Psychology (42.2707.51 25) 3.3.0

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

RADR 1201 Introduction to Radiography 2.2.0

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and the health care system.

RADR 1203 Patient Care 2.1.2

An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology. Fee charged.

RADR 1213 Principles of Radiographic Imaging I 2.1.4

Radiographic image quality and the effects of exposure variables.

RADR 1266 Practicum - Radiologic Technology/Science 2.0.16

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fee charged.

RADR 1267 Practicum - Radiologic Technology/Science	2.0.16
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fee charged.	
RADR 1203 Patient Care	2.1.4
An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.	
RADR 1311 Basic Radiographic Procedures	3.2.2
An introduction to radiographic positioning terminology, manipulation of equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of basic anatomy. Fee charged.	
RADR 2205 Principles of Radiographic Imaging II	2.1.2
Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production. Prerequisite: RADR 1213.	
RADR 2209 Radiographic Imaging Equipment	2.1.4
Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.	
RADR 2213 Radiation Biology and Protection	2.1.2
Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.	
RADR 2233 Advanced Medical Imaging	2.2.0
An exploration of specialized imaging modalities. Fee charged.	
RADR 2266 Practicum - Radiologic Technology/Science	2.0.16
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fee charged.	
RADR 2267 Practicum - Radiologic Technology/Science	2.0.16
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fee charged.	
RADR 2301 Intermediate Radiographic Procedures	3.2.4
A continuation of the study of the manipulation of radiographic equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of anatomy. Prerequisite: RADR 1311.	
RADR 2331 Advanced Radiographic Procedures	3.2.4
Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology. Prerequisite: RADR 2301. Fee charged.	
RADR 2335 Radiologic Technology Seminar (Capstone)	3.3.0

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. Fee charged.

RADR 2366 Practicum - Radiologic Technology/Science 3.0.24

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fee charged.

RADR 2367 Practicum - Radiologic Technology/Science - Radiographer 3.0.24

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fee charged.

RBTC 1301 Programmable Logic Controllers 3.2.4

A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming. Fee charged.

RBTC 1305 Robotic Fundamentals 3.2.4

An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems. Fee charged.

RBTC 1351 Robotic Mechanisms 3.2.4

The application of principles and the calculation of practical problems involving four bar linkages, cams, gears, and gear trains. Topics include vector quantities, angular displacement, motion concepts, velocities, and motions. Fee charged.

RNSG 1218 Transition to Professional Nursing Competencies 2.1.3

Transition to professional nursing competencies in the care of patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. Prerequisites: Acceptance into the associate degree nursing program and completion of all courses listed on the LVN-to-RN degree plan. This course requires concurrent enrollment in RNSG 1226, RNSG 1324, and RNSG 2160. All nursing courses must be passed with a "C" or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

RNSG 1226 Professional Nursing Concepts II 2.2.0

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration to the exemplars presented in the Health Care Concepts II course. Introduces concepts of leadership and management. Emphasizes role development of the professional nurse. Prerequisites: Acceptance into the associate degree nursing program and completion of all courses listed on the LVN-to-RN degree plan. This course requires concurrent enrollment in RNSG 1218, RNSG 1324, and RNSG 2160. All nursing courses must be passed with a "C" or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

### RNSG 1237 Professional Nursing Concepts III

2.2.0

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, team- work and collaboration. Introduces the concepts of quality improvement, health information technology, and health care organizations. Incorporates concepts into role development of the professional nurse. Prerequisites: Acceptance into the associate degree nursing program and completion of all courses listed on the LVN-to- RN degree plan. This course requires concurrent enrollment in RNSG 1538, and RNSG 2363. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

### RNSG 1324 Concept-Based Transition to Professional Nursing Practice

3.2.4

Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Fee charged. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management. Acceptance into the associate degree nursing pro- gram and completion of all courses listed on the LVN-to-RN degree plan. This course requires concurrent enrollment in RNSG 1226, RNSG 1218, and RNSG 2160. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

### RNSG 1538 Health Care Concepts III

5.0.0

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgement skills. Prerequisites: Acceptance into the associate degree nursing program and completion of all courses listed on the LVN-to-RN degree plan. This course requires concurrent enrollment in RNSG 1237, and RNSG 2363. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

### RNSG 2138 Professional Nursing Concepts IV

1.1.1

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, teamwork, and collaboration through

exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. Prerequisites: Acceptance into the associate degree nursing program and completion of all courses listed on the LVN-to-RN degree plan. This course requires concurrent enrollment in RNSG 2539 and RNSG 2260. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

RNSG 2160 Clinical - Registered Nursing/Registered Nurse 1.0.6

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Acceptance into the associate degree nursing program and completion of all courses listed on the LVN-to-RN degree plan. This course requires concurrent enrollment in RNSG 1226, RNSG 1324, and RNSG 1218. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

RNSG 2260 Clinical - Registered Nursing/Registered Nurse 2.0.10

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Acceptance into the associate degree nursing program and completion of all courses listed on the LVN-to-RN degree plan. This course requires concurrent enrollment in RNSG 2539, and RNSG 2138. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

RNSG 2363 Clinical - Registered Nursing/Registered Nurse 3.0.16

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Acceptance into the associate degree nursing program and completion of all courses listed on the LVN-to-RN degree plan. This course requires concurrent enrollment in RNSG 1538, and RNSG 1237. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

RNSG 2539 Health Care Concepts IV 5.0.0

In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. Prerequisites: Acceptance into the associate degree nursing program and completion of all courses listed on the LVN-to-RN degree plan. This course requires concurrent enrollment in RNSG 2138 and RNSG 2260. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

SOCI 1301 Introduction to Sociology (45.1101.51 25) 3.3.0

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

SOCI 1306 Social Problems (45.1101.52 25) 3.3.0

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2301 Marriage & the Family (45.1101.54 25) 3.3.0

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SOCI 2336 Criminology (45.0401.51 25) 3.3.0

The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime.

SOCW 2361, Introduction to Social Work (44.0701.51 24) 3.3.0

An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession, including social work values, ethics, and areas of practice utilized under a Generalist Intervention Model. (SOCW 2361 is included in the Social Work Field of Study.)

SPAN 1411 Beginning Spanish I (16.0905.51 13) 4.3.4

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Fee charged.

SPAN 1412 Beginning Spanish II (16.0905.51 13) 4.3.4

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Fee charged.

SPAN 2311 Intermediate Spanish I (16.0905.52 13) 3.2.4

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Fee charged.

SPAN 2312 Intermediate Spanish II (16.0905.52 13) 3.2.4

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Fee charged.

SPCH 1315 Public Speaking (09.0101.53 06) 3.3.0

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

SPCH 1321 Business & Professional Communication (09.0101.52 06) 3.3.0

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

- SPNL 1201 Health Care Spanish 2.2.1  
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.
- SRGT 1244 Technological Sciences for the Surgical Technologist 2.2.0  
Specialized surgical modalities covered include endoscopy, microsurgery, therapeutic surgical energies, and other integrated science technologies. Prerequisite: Acceptance in the Surgical Technology Program. This course must be passed with a "C" or better. Fee charged.
- SRGT 1405 Introduction to Surgical Technology 4.3.2  
Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts. Pre-requisite: Acceptance in the Surgical Technology Program. This course requires concurrent enrollment in SRGT 1409, and both courses must be passed with a "C" or better within the same semester. Fee charged.
- SRGT 1409 Fundamentals of Perioperative Concepts and Techniques 4.2.6  
In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Prerequisite: Acceptance in the Surgical Technology Program. This course requires concurrent enrollment in SRGT 1405, and both courses must be passed with a "C" or better within the same semester. Fee charged.
- SRGT 1441 Surgical Procedures I 4.3.2  
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Prerequisite: Acceptance in the Surgical Technology Program. This course requires concurrent enrollment in SRGT 2461, and both courses must be passed with a "C" or better within the same semester. Fee charged.
- SRGT 1442 Surgical Procedures II 4.3.2  
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Prerequisite: Acceptance in the Surgical Technology Program. This course requires concurrent enrollment in SRGT 2462, and both courses must be passed with a "C" or better within the same semester. Fee charged.
- SRGT 2130 Professional Readiness 1.1.0  
Overview of professional readiness for employment, attaining certification, and maintaining certification status. Prerequisite: Acceptance in the Surgical Technology Program. This course must be passed with a "C" or better. Fee charged.
- SRGT 2461 Clinical - Surgical Technology/Technologist 4.0.19  
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical

professional. Clinical education is an unpaid learning experience. Prerequisite: Acceptance in the Surgical Technology Program. This course requires concurrent enrollment in SRGT 1441, and both courses must be passed with a “C” or better within the same semester. Fee charged.

SRGT 2462 Clinical - Surgical Technology/Technologist 4.0.19

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: Acceptance in the Surgical Technology Program. This course requires concurrent enrollment in SRGT 1442, and both courses must be passed with a “C” or better within the same semester. Fee charged.

TECA 1318, Wellness of the Young Child (13.0101.53 09) 3.3.0

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

TECA 1354 Child Growth & Development (13.1202 52 09) 3.3.0

A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

VNSG 1160 Clinical - Licensed Practical/Vocational Nurse Training 1.0.4

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1500, VNSG 1222 and VNSG 1423 All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 1219 Leadership and Professional Development 2.2.1

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1236, VNSG 2410 and VNSG 2460. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 1222 Vocational Nursing Concepts 2.2.0

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1500, VNSG 1160 and VNSG 1423 All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 1236 Mental Health 2.2.0

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 2410, VNSG 1219 and VNSG 2460. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 1330 Maternal – Neonatal Nursing 3.2.2

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the child-bearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1509 and VNSG 1460. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 1423 Basic Nursing Skills 4.2.6

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1500, VNSG 1222 and VNSG 1160. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 1500 Nursing in Health and Illness I 5.4.4

Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1160, VNSG 1222 and VNSG 1423 All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 1509 Nursing in Health and Illness II 5.4.3

Introduction to health problems requiring medical and surgical interventions. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1330 and VNSG 1460. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 1460 Clinical - Licensed Practical/Vocational Nurse Training 4.0.12

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1330 and VNSG 1509. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 2410 Nursing in Health and Illness III 4.4.1

Continuation of Nursing in Health and Illness II. Further study of medical- surgical health problems of the patient including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1236, VNSG 1219 and VNSG 2460. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

VNSG 2460 Medical Surgical Clinical – Practical Nurse 4.0.14

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Acceptance into the vocational nursing program and completion of all previous courses listed on the vocational nursing degree plan. This course requires concurrent enrollment in VNSG 1236, VNSG 1219 and VNSG 2410. All nursing courses must be passed with a “C” or better within the same semester. Failure to meet this requirement necessitates enrollment in all nursing courses in the repeated semester. Fee charged.

WLDG 1307 Introduction to Welding Using Multiple Processes 3.2.4

Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW). Fee charged.

WLDG 1313 Introduction to Blueprint Reading for Welders 3.2.4

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Fee charged.

WLDG 1317 Introduction to Layout and Fabrication 3.2.2

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Fee Charged.

WLDG 1323 Welding Safety, Tools, and Equipment 3.3.0

An introduction to welding equipment and safety practices, including OSHA standards for industry. Fee charged.

WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting 4.3.2

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. Fee charged.

WLDG 1427 Welding Codes and Standards 4.4.0

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. Fee charged.

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) 4.2.4

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Fee Charged.

WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW) 4.2.4

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. Fee Charged.

WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW) 4.2.6

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. Fee Charged.

WLDG 1435 Introduction to Pipe Welding 4.2.4

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on various welding positions and electrodes. Fee Charged.

WLDG 1453 Intermediate Layout and Fabrication 4.2.4

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. Fee Charged.

WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) 4.2.5

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Fee Charged.

WLDG 1491 Special Topics in Welder/Welding Technologist 4.2.4

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Fee Charged.

- WLDG 2406 Intermediate Pipe Welding 4.2.4  
 A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. Fee Charged.
- WLDG 2413 Intermediate Welding Using Multiple Processes 4.2.7  
 Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW). Fee Charged.
- WLDG 2435 Advanced Layout and Fabrication 4.2.4  
 An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills. Fee Charged.
- WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) 4.2.4  
 Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in various positions.
- WLDG 2447 Advanced Gas Metal Arc Welding (GMAW) 4.2.4  
 Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions. Fee Charged.
- WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW) 4.2.7  
 Advanced topics in GTAW welding, including welding in various positions and directions. Fee charged.
- WLDG 2553 Advanced Pipe Welding 5.3.7  
 Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Fee Charged.

## Addendum to the 2025-2026 Catalog

Changes in the 2025-26 Catalog/Student Handbook:

Page of Catalog	Change	Date changed	By who?
276	Page break on Radiology Tech	6/2/2025	L. Elliott
277	Add Program Goal to Radiology Tech	6/2/2025	L. Elliott
233	CERTIFICATE IN BUSINESS COMPUTER APPLICATIONS (list as not Federal Aid eligible)	6/10/2025	L. Elliott
235	CERTIFICATE IN MICROSOFT OFFICE SPECIALIST (list as not Federal Aid eligible)	6/10/2025	L. Elliott
252	ENHANCED NURSE AIDE CERTIFICATE I (list as not Federal Aid eligible)	6/10/2025	L. Elliott
253	ENHANCED NURSE AIDE CERTIFICATE II (list as not Federal Aid eligible)	6/10/2025	L. Elliott
254	ENHANCED NURSE AIDE CERTIFICATE III (list as not Federal Aid eligible)	6/10/2025	L. Elliott
265	CERTIFICATE IN JEWELRY COMPUTER AIDED DESIGN (list as not Federal Aid eligible)	6/10/2025	L. Elliott
266	CERTIFICATE IN GEMOLOGY (list as not Federal Aid eligible)	6/10/2025	L. Elliott
246	CERTIFICATE IN ELECTRICIAN (offer as Clock-Hour)	6/10/2025	L. Elliott
154	Perkins Connect Program – deleted “textbook loans, childcare funding assistance”	6/20/2025	L. Elliott
136 & 137	Add IB crosswalk	6/20/2025	L. Elliott
135	Corrected English 1031 to 1301 under Advanced Placement in English	6/20/2025	L. Elliott
75-76	Updated transcript information	6/20/2025	L. Elliott
218-219	Updated Graduation with Honors information	6/20/2025	L. Elliott
284	STEM Coursework changes	6/25/2025	L. Elliott

181	Added Gang-Free Zone information	6/26/2025	L. Elliott
178	Added link to PJC Hazing policy	6/26/2025	L. Elliott
21-22	Added content regarding regulations for Dual Credit students and the Bacterial Meningitis vaccination	7/3/2025	L. Elliott
178-180	Added information from PJC Hazing policy for disclosure purposes	7/7/2025	L. Elliott
65-66	Updated FERPA statement	7/24/2025	L. Elliott
86	Updated Pregnant and Parenting student liaison information	7/25/2025	L. Elliott
87-88	Added Foster Care liaison information	7/28/2025	L. Elliott
181	Added Gang-Free Zone policy number	7/28/2025	L. Elliott
21-26	Updated information on Bacterial Meningitis and the vaccination	7/31/2025	L. Elliott
153	Updated Dragonmail with Official Email Policy	8/6/2025	L. Elliott
57	Changed hours of operation to 8 a.m. to 5 p.m., Monday-Thursday, and 8 a.m. to noon, Fridays	8/6/2025	L. Elliott
121	Changed location of the Writing Center to MS building	8/6/2025	L. Elliott
138	Changed 15 hrs. to 12 hrs. for students courses required for dorm residence	8/6/2025	L. Elliott
334	Added POFT 1227 Introduction to Keyboarding	8/6/2025	L. Elliott
218	Add ACT 1 to "Suggest Course of Study for University Transfer Students (CIP Code 520301)	8/6/2025	L. Elliott
219	Deleted "in Agriculture" after Associate of Science	8/6/2025	L. Elliott
219	Deleted CIP Code 10000 and added CIP Code 240102, GEN1)	8/6/2025	L. Elliott
220	Added HAR 2 next to CIP Code 470201 at Associate of Applied Science & added HAR3 next to CIP Code 470201 on Certificate in Air Conditioning Installer	8/6/2025	L. Elliott

221	Added HAR4 beside CIP Code 470201 for Certificate in Air Conditioning & Refrigeration	8/6/2025	L. Elliott
221	Added DDC3 beside Certificate in Distributed Digital Control in Air Conditioning CIP Code 470201.	8/6/2025	L. Elliott
222	Added ALH1 next to Suggested Course of Study for University Transfer Students – Allied Health	8/6/2025	L. Elliott
223	Added Transfer after Art; Deleted “in Art” after Associate of Arts; Changed CIP Code 500701 to 240102, GEN2.	8/6/2025	L. Elliott
224	Added BIO1 after “Suggested Course of Student for University Transfer Students”	8/6/2025	L. Elliott
224-225	Added BMG2 next to Associate of Applied Science in Business Management and added BMG3 next to Certificate in Business Management	8/6/2025	L. Elliott
226	Added ENT3 in Certificate in Entrepreneurship and BOA3 in Certificate in Business Office Accounting	8/6/2025	L. Elliott
227	Added CHM1 in Associate of Science in Chemistry	8/6/2025	L. Elliott
228	Added CAD2 to Computer Aided Design and CAD3 to Certificate in CAD Technician	8/6/2025	L. Elliott
229	Added CAS3 to Certificate in CAD Specialist	8/6/2025	L. Elliott
230	Added 3DP3 to Certificate in 3D Prototyping and XCAD to OSA in Autocad Associate	8/6/2025	L. Elliott
231	Added X MDF to OSA in Mechanical Drafting	8/6/2025	L. Elliott
232	Added CIS1 to Suggested Course of Study for University Transfer Students on Associate of Science in Computer Science	8/6/2025	L. Elliott
232	Added BCM3 to Certificate in Business Computer Applications	8/6/2025	L. Elliott
233	Added MOS 3 to Certificate in Microsoft Office Specialist	8/6/2025	L. Elliott
234	Added: <b>Not Federal Financial Aid Eligible:</b> This short-term certificate currently does not meet the eligibility requirements for Federal Financial Aid. There are other potential options students may qualify for. To qualify for other forms of financial aid	8/6/2025	L. Elliott

	<p>or scholarships, students must apply for financial aid through <a href="http://www.studentaid.gov">www.studentaid.gov</a>. The financial aid office at PJC determines eligibility. If students qualify for aid, then students can apply for Texas Public Education Grant (TPEG), scholarships, or other aid options.</p> <p>To Certificate in Microsoft Office Specialist</p>		
234-235	Added NET2 to Associate of Applied Science in Networking & added CST3 to Certificate in Computer Support Tech – A+	8/6/2025	L. Elliott
235	Added CNT3 to Certificate in Computer Network Tech – A+	8/6/2025	L. Elliott
236	Added CCT3 to Certificate in Cisco/C-Tech	8/6/2025	L. Elliott
237	Added XHSP to OSA Helpdesk Support Professional and XNSP to OSA in Network Support Professional	8/6/2025	L. Elliott
238	Added XXCN to OSA in Cisco Certified Network Associate and CYB2 to Associate of Applied Science in Cybersecurity	8/6/2025	L. Elliott
239	Added CYB3 to Certificate in Cybersecurity	8/6/2025	L. Elliott
240	Added CRJ1 to Associate of Science in Criminal Justice	8/6/2025	L. Elliott
242	Added DMS2 to Associate of Applied Science in Diagnostic Medical Sonography	8/6/2025	L. Elliott
243	Added Transfer to Drama, Deleted in Drama beside Associate of Arts, replaced CIP Code 500501 with 240102, GEN2	8/6/2025	L. Elliott
244	Added EEC1 to Associate of Arts in Teaching (EC-6 or 4-8) beside CIP Code 131210 and added EDU1 to Associate of Arts in Teaching (Multiple Levels) beside CIP Code 131206	8/6/2025	L. Elliott
245	Added ELE3 to Certificate in Electrician	8/6/2025	L. Elliott
247	Added EMS2 to Associate of Applied Science in Emergency Medical Services behind CIP Code 510904 and added EMS3 to Certificate in Emergency Medical Technician – Basic beside CIP Code 510904	8/6/2025	L. Elliott

248	Added EMTA3 to Certificate in Emergency Medical Technician – Advanced beside CIP Code 510904	8/6/2025	L. Elliott
249	Added XEMT to OSA in EMT Basic beside CIP Code 510904	8/6/2025	L. Elliott
250	Added ENG1 to Associate of Arts in English beside CIP Code 230101	8/6/2025	L. Elliott
251	Added ENA31 to Enhanced Nurse Aide Certificate beside CIP code 513902	8/6/2025	L. Elliott
252	Added ENA32 to Enhanced Nurse Aide Certificate II beside CIP code 513902 and ENA33 to Enhanced Nurse Aide Certificate III beside CIP code 513902	8/6/2025	L. Elliott
255-256	<p>Deleted Medical Office management and Billing</p> <p>Added “The Health Information Technology program is designed to prepare students for work within the medical office billing and coding field. There are two stackable certificates along with the AAS degree.”</p> <p>Deleted, “This individual will be prepared to lead the patient care office or take the next step in the career ladder and complete the medical records coding certificate to enhance their skillsets.”</p> <p>Added, The Medical Records Coding Program is designed to prepare individuals to function effectively in the information management of the health care industry under the supervision of a medical records supervisor. As part of the information management team, the medical records coding associate will provide evidence for appropriate coding of the patient record to assist in reimbursement via private or governmental means.</p> <p>Graduates are eligible to work in the information management areas in acute care and/or healthcare provider offices, and will be eligible to take the Certificate Examination for Coding Associate to qualify as a Certified Coding Associate (CCA).”</p>	8/6/2025	L. Elliott
256	<p>Added Associate of Applied Science in Health Information Technology (60 Semester Credit Hours) (CIP Code 510707);</p> <p>Added Degree plan for First Semester-4<sup>th</sup> Semester;</p>	8/6/2025	L. Elliott

	Added, "**Fine Art Elective: MUSI 1306, ARTS 1301, DRAM 1310.		
256	<p>Changed Certificate in Medical Office Management and Billing to 23 Credit Hours instead of 26;</p> <p>Added MTB3 beside CIP Code 510713;</p> <p>Changed First Semester to 11 SCH instead of 12 SCH;</p> <p>Replaced POFT 1329 Beginning Keyboarding with POFT 1227 Introduction to Keyboarding;</p> <p>Replaced POFT 2301 Intermediate Keyboarding with COSC 1301 Introduction to Computing;</p> <p>In Second Semester, deleted HPRS 2300 Pharmacology for Health Professions and ITSC 1309 Integrated Software Applications I</p>	8/6/2025	L. Elliott
257	<p>Changed 40 SCH to 42 SCH for Certificate in Medical Records Coding;</p> <p>Added MRC3 beside CIP code 510707;</p> <p>Deleted ITSC 1309 Integrated Software Applications I;</p> <p>Added MDCA 1309 Anatomy &amp; Physiology for Medical Assistants;</p> <p>Changed Second Semester from 6 SCH to 12 SCH;</p> <p>Added MDCA 1343 Medical Insurance, COSC 1301 Introduction to Computing; POFM 1302 Medical Software Applications.</p> <p>Deleted MDCA 1309 Anatomy and Physiology for Medical Assistants;</p> <p>Changed Third Semester from 13 SCH to 12 SCH;</p> <p>Deleted ITSW 1304 Introduction to Spreadsheets;</p> <p>Added POFT 1227 Introduction to Keyboarding;</p> <p>Changed Fourth Semester from 9 SCH to 6 SCH;</p> <p>Deleted POFM 1302 Medical Software Applications and MDCA 1343 Medical Insurance.</p> <p>Added ITSW 1304 Introduction to Spreadsheets</p>	8/6/2025	L. Elliott
247	Suggested Course of Study for University Transfer Students (CIP Code 540101, <b>HIS1</b> )	8/7/2025	E. Moore

248	Program content covers watch repair, material systems, automatics, calendars, timers, chronographs, electric watches, accutrons, digital, step motor quartz, and lathe work.	8/7/2025	E. Moore
249	Associate of Applied Science in Horology Technology (60 Semester Credit Hours) (CIP Code 470408, <b>HRL2</b> )	8/7/2025	E. Moore
249	CERTIFICATE IN BASIC WATCH REPAIR (24 Semester Credit Hours) (CIP Code 470408, <b>HRB3</b> )	8/7/2025	E. Moore
250	CERTIFICATE IN FINE MECHANICAL WATCH REPAIR (36 Semester Credit Hours) (CIP Code 470408, <b>FMW3</b> )	8/7/2025	E. Moore
250	CERTIFICATE IN HOROLOGY TECHNOLOGY (45 Semester Credit Hours) (CIP Code 470408, <b>HRL3</b> )	8/7/2025	E. Moore
251	OSA IN ENCASEMENT TECHNICIAN (12 Semester Credit Hours) (CIP Code 470408, <b>XENC</b> )	8/7/2025	E. Moore
253	Associate of Applied Science in Jewelry Technology (60 Semester Credit Hours) (CIP Code 470408, <b>JWL2</b> )	8/7/2025	E. Moore
253	CERTIFICATE IN JEWELRY TECHNOLOGY (48 Semester Credit Hours) (CIP Code 470408, <b>JWL3</b> )	8/7/2025	E. Moore
254	CERTIFICATE IN JEWELRY COMPUTER AIDED DESIGN (18 Semester Credit Hours) (CIP Code 470408, <b>CPM2</b> )	8/7/2025	E. Moore
255	CERTIFICATE IN JEWELRY FABRICATION AND REPAIR TECHNICIAN (18 Semester Credit Hours) (CIP Code 470408, <b>JRT3</b> )	8/7/2025	E. Moore
255	CERTIFICATE IN GEMOLOGY (16 Credit Hours) (CIP Code 470408, <b>JWL4</b> )	8/7/2025	E. Moore
255	OSA IN STONE SETTING (12 Semester Credit Hours) (CIP Code 470408, <b>XJSS</b> )	8/7/2025	E. Moore

256	Kinesiology / Public Health option* <b>Transfer</b>	8/7/2025	E. Moore								
256	Associate of Science <del>in Kinesiology or Public Health</del> (60 Semester Credit Hours)	8/7/2025	E. Moore								
256	Suggested Course of Study for University Transfer Students (CIP Code <del>310501240102</del> , <b>GEN1</b> )	8/7/2025	E. Moore								
257	Associate of Applied Science in Mechatronics (60 Semester Credit Hours) (CIP Code 150403, <b>ELM2</b> )	8/7/2025	E. Moore								
257	CERTIFICATE IN INDUSTRIAL MAINTENANCE TECHNICIAN (45 Semester Credit Hours) (CIP Code 150403, <b>IMT3</b> )	8/7/2025	E. Moore								
258	CERTIFICATE IN MECHATRONICS (30 Semester Credit Hours) (CIP 150403, <b>ELM3</b> )	8/7/2025	E. Moore								
259	CERTIFICATE IN INDUSTRIAL PRODUCTION OPERATOR (18 Semester Credit Hours) (CIP Code 150403, <b>IPO3</b> )	8/7/2025	E. Moore								
259-260	Multidisciplinary Studies  Suggested Course of Study for University Transfer Students (CIP Code 240102, <b>GEN2</b> )  Associate of ARTS (60 Semester Credit Hours)  <table border="1" data-bbox="430 1564 1107 1850"> <tr> <td>First Semester - 15 SCH</td> <td>Second Semester - 15 SCH</td> </tr> <tr> <td>Six SCH Electives</td> <td>3 SCH Arts Elective</td> </tr> <tr> <td>ENGL 1301</td> <td>ENGL 1302</td> </tr> <tr> <td>3 SCH Core History Elective</td> <td>3 SCH Core History Elective</td> </tr> </table>	First Semester - 15 SCH	Second Semester - 15 SCH	Six SCH Electives	3 SCH Arts Elective	ENGL 1301	ENGL 1302	3 SCH Core History Elective	3 SCH Core History Elective	8/8/2025	E. Moore
First Semester - 15 SCH	Second Semester - 15 SCH										
Six SCH Electives	3 SCH Arts Elective										
ENGL 1301	ENGL 1302										
3 SCH Core History Elective	3 SCH Core History Elective										

<p>3 SCH Core Math Elective</p>	<p>3 SCH Core S/B Sci. Elective 3 SCH Core LPC Elective</p>		
<p>Third Semester – 15 SCH      Fourth Semester - 15 SCH</p>			
<p>3 SCH Core Science Elective GOVT 2305</p>	<p>GOVT 2306 3 SCH Core Science Elective</p>		
<p>3 SCH Core 90 Elective (A)</p>	<p>3 SCH Core 90 Elective (B)</p>		
<p>Six hours of electives</p>	<p>Six hours of electives</p>		
<p>20 Math Electives: MATH 1314, 2312, 2413, 1324, 1332, 1342.</p>			
<p>30 Science Electives: BIOL 1406, 1407, 2401, 2402, 1408, 1409, 1322, 2306, CHEM 1411, 1412, GEOL 1403, 1404, PHYS 1401, 1402, 2425, 2426, 1303, 1304.</p>			
<p>40 LPC Electives: COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.</p>			
<p>50 Visual/Performing Arts Electives: ARTS 1301, DRAM 1310, MUSI 1306.</p>			
<p>60 History Electives: HIST 1301, 1302, 2301.</p>			
<p>80 Social/Behavioral Science Electives: AGRI 2317, CRIJ 1301, ECON 2301, 2302, PSYC 2301, 2314, 2315, SOCI 1301, 1306.</p>			
<p>90A Electives: SPCH 1315, 1321, MATH 1314, 1324, 1332, 1342, 2312, 2413, 2414, BIOL 1322, 1408, 1409, 2306, 2401, 2402, GEOL 1401, 1402, PHYS 1303, 1304, 2425, 2426.</p>			
<p>90B Electives: COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.</p>			
<p>NEW:</p>			

Associate of ARTS (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
Six SCH Electives ENGL 1301	3 SCH Arts Elective ENGL 1302
3 SCH Core History Elective	3 SCH Core History Elective
3 SCH Core Math Elective	3 SCH Core S/B Sci. Elective
	3 SCH Core LPC Elective

Third Semester – 15 SCH	Fourth Semester - 15 SCH
3 SCH Core Science Elective GOVT 2305	GOVT 2306 3 SCH Core Science Elective
3 SCH Core 90 Elective (A)	3 SCH Core 90 Elective (B)
Six hours of electives	Six hours of electives

20 Math Electives: MATH 1314, 2312, 2413, 1324, 1332, 1342.

30 Science Electives: BIOL 1406, 1407, 2401, 2402, 1408, 1409, 1322, 2306, CHEM 1411, 1412, GEOL 1403, 1404, PHYS 1401, 1402, 2425, 2426, 1303, 1304.

40 LPC Electives: COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.

50 Visual/Performing Arts Electives: ARTS 1301, DRAM 1310, MUSI 1306.

60 History Electives: HIST 1301, 1302, 2301.

	<p>80 Social/Behavioral Science Electives: AGRI 2317, CRIJ 1301, ECON 2301, 2302, PSYC 2301, 2314, 2315, SOCI 1301, 1306.</p> <p>90A Electives: SPCH 1315, 1321, MATH 1314, 1324, 1332, 1342, 2312, 2413, 2414, BIOL 1322, 1408, 1409, 2306, 2401, 2402, GEOL 1401, 1402, PHYS 1303, 1304, 2425, 2426.</p> <p>90B Electives: COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.</p>														
260-261	<p>Associate of Science <del>in Multidisciplinary</del> (60 Semester Credit Hours)</p> <p>Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN1)</p> <p>Suggested Course of Study for University Transfer Students (CIP Code 240102)</p> <p>NEW:</p> <p>Associate of Science (60 Semester Credit Hours)</p> <p>Suggested Course of Study for University Transfer Students (CIP Code 240102, GEN1)</p> <table border="1" data-bbox="430 1276 1094 1480"> <tr> <th>First Semester - 15 SCH</th> <th>Second Semester - 15 SCH</th> </tr> <tr> <td>Six SCH Electives</td> <td>3 SCH Arts Elective</td> </tr> <tr> <td>ENGL 1301</td> <td>ENGL 1302</td> </tr> </table> <table border="1" data-bbox="430 1533 1094 1797"> <tr> <td>3 SCH Core History Elective</td> <td>3 SCH Core History Elective</td> </tr> <tr> <td>3 SCH Core Math Elective</td> <td>3 SCH Core S/B Sci. Elective</td> </tr> <tr> <td></td> <td>3 SCH Core LPC Elective</td> </tr> </table>	First Semester - 15 SCH	Second Semester - 15 SCH	Six SCH Electives	3 SCH Arts Elective	ENGL 1301	ENGL 1302	3 SCH Core History Elective	3 SCH Core History Elective	3 SCH Core Math Elective	3 SCH Core S/B Sci. Elective		3 SCH Core LPC Elective	8/8/2025	E. Moore
First Semester - 15 SCH	Second Semester - 15 SCH														
Six SCH Electives	3 SCH Arts Elective														
ENGL 1301	ENGL 1302														
3 SCH Core History Elective	3 SCH Core History Elective														
3 SCH Core Math Elective	3 SCH Core S/B Sci. Elective														
	3 SCH Core LPC Elective														

	Third Semester – 15 SCH	Fourth Semester - 15 SCH		
	3 SCH Core Science Elective GOVT 2305 3 SCH Core 90 Elective (A) Six hours of electives	GOVT 2306 3 SCH Core Science Elective 3 SCH Core 90 Elective (B) Six hours of electives		
	<p>20 Math Electives: MATH 1314, 2312, 2413, 1324, 1332, 1342.</p> <p>30 Science Electives: BIOL 1406, 1407, 2401, 2402, 1408, 1409, 1322, 2306, CHEM 1411, 1412, GEOL 1403, 1404, PHYS 1401, 1402, 2425, 2426, 1303, 1304.</p> <p>40 LPC Electives: COMM 1307, ENGL 2322, 2323, 2327, 2328, 2331, HIST 2311, 2312, 2321, 2322, SPAN 2311, 2312.</p> <p>50 Visual/Performing Arts Electives: ARTS 1301, DRAM 1310, MUSI 1306.</p> <p>60 History Electives: HIST 1301, 1302, 2301.</p> <p>80 Social/Behavioral Science Electives: AGRI 2317, CRIJ 1301, ECON 2301, 2302, PSYC 2301, 2314, 2315, SOCI 1301, 1306.</p> <p>90A Electives: SPCH 1315, 1321, MATH 1314, 1324, 1332, 1342, 2312, 2413, 2414, BIOL 1322, 1408, 1409, 2306, 2401, 2402, GEOL 1401, 1402, PHYS 1303, 1304, 2425, 2426.</p> <p>90B Electives: AGRI 2317, CRIJ 1301, ECON 2301, 2302, PSYC 2301, 2314, 2315, 1100, 1200, 1300, EDUC 1100, 1200, 1300, SOCI 1301, 1306, BCIS 1305, COSC 1301</p>			
260	Music <u>Transfer</u>		8/7/2025	E. Moore
260	Associate of Arts <b>in Music</b> (60 Semester Credit Hours)		8/7/2025	E. Moore
260	Suggested Course of Study for University Transfer Students (CIP Code <b>500904240102, GEN2</b> )		8/7/2025	E. Moore

263	CERTIFICATE IN VOCATIONAL NURSING - LVN (50 Semester Credit Hours) (CIP Code 513901, <b>LVN3</b> )	8/7/2025	E. Moore
266	Associate of Applied Science in LVN To RN (60 Semester Credit Hours) (CIP Code 513801, <b>RNS2</b> )	8/7/2025	E. Moore
266	Psychology <u>Transfer</u> Associate of <b>Science Arts in Psychology</b> (60 Semester Credit Hours)	8/7/2025	E. Moore
266	Suggested Course of Study for University Transfer Students (CIP Code <b>240102, GEN1420404</b> )	8/7/2025	E. Moore
269	Associate of Applied Science in Radiology Technology (60 Semester Credit Hours) (CIP Code 510911, <b>RAD2</b> )	8/7/2025	E. Moore
270	Suggested Course of Study for University Transfer Students (CIP Code 451101, <b>SOC1</b> )	8/7/2025	E. Moore
270	Suggested Course of Study for University Transfer Students (CIP Code 160101, <b>SPN1</b> )	8/7/2025	E. Moore
271	** ARTS Elective (50): ARTS 1301, DRAM 1310, MUSI 1306. Sport and Recreation Management <u>Transfer</u>	8/7/2025	E. Moore
271	Associate of Science <del>in Sport and Recreation Management</del> (60 Semester Credit Hours)	8/7/2025	E. Moore
271	Suggested Course of Study for University Transfer Students (CIP Code <b>310504240102, GEN1</b> )	8/7/2025	E. Moore
272	Suggested Course of Study for University Transfer Students (CIP Code 270101, <b>STEM1</b> )	8/7/2025	E. Moore
274	Associate of Applied Science in Surgical Technology (60 Semester Credit Hours) (CIP Code 510909, <b>SRG2</b> )	8/7/2025	E. Moore
275	Associate of Applied Science in Welding Technology (60 Semester Credit Hours) (CIP Code 480508, <b>WLD2</b> )	8/7/2025	E. Moore
276	CERTIFICATE IN STRUCTURAL STEEL WELDING (17 Credit Hours) (CIP Code 480508, <b>SSW3</b> )	8/7/2025	E. Moore

276	CERTIFICATE IN PIPE WELDING (42 Credit Hours) (CIP Code 480508, <b>PWG3</b> )	8/7/2025	E. Moore
277	CERTIFICATE IN PRODUCTION WELDING (18 Credit Hours) (CIP Code 480508, <b>PRW3</b> )	8/7/2025	E. Moore
277	WLDG 2447 Advanced Gas Metal Arc Welding (GMAW) SPACE OSA IN SHIELDED METAL ARC WELDING* (11 Credit Hours) (CIP Code 480508, <b>XWSM</b> )	8/7/2025	E. Moore
277	OSA IN PIPE WELDER* (13 Credit Hours) (CIP Code 480508, <b>XWPW</b> )	8/7/2025	E. Moore
278	OSA IN <b>GAS</b> METAL ARC WELDER (11 Credit Hours) (CIP Code 480508, <b>XWMA</b> )	8/7/2025	E. Moore
294	Pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasizes endocavitary sonographic anatomy and procedures including pregnancy. Fee charged.	8/7/2025	E. Moore
<b>318</b>	JLRY 1342 Stone Setting II 3.1.8 Continuation of Stone Setting I. Focus on prong setting, repronging, retipping, and reheading. Fee charged.	Spelling is correct	
323	MUAP 1101 Strings (50.0903.54 26) 1.0.2 Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged. MUAP 1117 Woodwind (50.0903.54 26) 1.0.2 Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged. MUAP 1137 Brass (50.0903.54 26) 1.0.2 Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved	8/7/2023	E. Moore

	<p>non-music majors. May be repeated for credit. Fee charged.</p> <p>MUAP 1157 Percussion (50.0903.54 26) 1.0.2</p> <p>Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.</p>		
323	<p>MUAP 1181 Voice (50.0903.54 26) 1.0.2</p> <p>Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.</p>	8/7/2025	E. Moore
324	<p>MUEN 1142 Show Choir (50.0903.57 26) 1.1.5</p> <p>Ensemble rehearsal and performance of light classics, popular songs, and music of the Broadway stage. Extensive performance opportunities include song and dance combinations. Enrollment upon consent of instructor.</p>	8/7/2025	E. Moore
	<p>MUEN 1154 Chamber Singers (50.0903.58 26) 1.1.3</p> <p>Small ensemble rehearsal and performance, including Renaissance and Baroque through contemporary musical styles. Enrollment upon consent of instructor.</p> <p>MUEN 1227 Instrumental Ensemble (50.0903.55 26) 2.1.3</p> <p>Study of instrumental music through rehearsal and performance of brass, woodwind, jazz/rock, and wind ensembles. Open to all students upon consent of instructor.</p> <p>MUEN 1237 Jazz Workshop (50.0903.56 26) 2.0.4</p> <p>Study of jazz improvisation with emphasis on "blues" style. Rehearsal and performance of small combos, including styles in Dixieland, bop, rock, and avantgarde. Enrollment upon consent of instructor.</p> <p>MUEN 1255 Vocal Ensemble (Minor) (50.0903.58 26) 2.0.4</p>		

	<p>Study of gospel music through rehearsal, study of technique and performance. Open to all students, this course may be repeated for credit.</p> <p>MUSI 1116 Sightsinging/Ear Training I (50.0904.56 26) 1.1.5</p> <p>Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Must enroll concurrently in MUSI 1311. Prerequisite: MUSI 1303 with a minimum grade of "C" or recommendation of music faculty as determined by placement test.</p> <p>MUSI 1117 Sightsinging/Ear Training II (50.0904.56 26) 1.1.5</p> <p>Continuation of MUSI 1116. Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Must enroll concurrently in MUSI 1312. Prerequisite: MUSI 1116 with a minimum grade of "C."</p> <p>MUSI 1157 Opera Workshop I (50.0908.52 26) 1.0.3</p> <p>Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.</p> <p>MUSI 1160 Italian Diction (50.0908.53 26) 1.1.1</p> <p>A study of the International Phonetic Alphabet (IPA) and its application to singing in Italian.</p> <p>MUSI 1161 International Phonetic Alphabet (IPA) for Singers (50.0908.53 26) 1.1.1 A study of the International Phonetic Alphabet (IPA) and its application to singing in English, Italian, German, and French.</p> <p>MUSI 1181 Piano Class I (50.0907.51 26) 1.1.2</p> <p>Class instruction in the fundamentals of keyboard technique for beginning piano students. Fee charged.</p> <p>MUSI 1182 Piano Class II (50.0907.51 26) 1.1.2</p>		
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	<p>Advanced beginning class instruction in the fundamentals of keyboard technique. Fee charged.</p> <p>MUSI 1183 Voice Class (50.0908.51 26) 1.1.2</p> <p>Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Does not apply to a music major degree. Fee charged.</p> <p>MUSI 1303 Fundamentals of Music (50.0904.55 26) 3.3.2</p> <p>Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm.</p>		
325	<p>MUSI 2116 Sight Singing &amp; Ear Training III (50.0904.57 26) 1.0.4</p> <p>Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.</p> <p>MUSI 2117 Sight Singing &amp; Ear Training IV (50.0904.57 26) 1.0.4</p> <p>Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony.</p> <p>MUSI 2311 Music Theory III (50.0904.52 26) 3.3.0</p> <p>Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Fee charged.</p> <p>MUSI 2312 Music Theory IV (50.0904.51 26) 3.3.0</p>	8/7/2025	E. Moore
325	<p>NCBI 00116 Integrated Reading/Writing II (32.0108.60 12) 0.0.1</p>	8/7/2025	E. Moore

325	NCBM 00116 Developmental Mathematics II (32.0104.54 19) 0.0.1	8/7/2025	E. Moore
345	POFT 1227 Introduction to Keyboarding 2.1.2  Skill development in keyboarding techniques. Emphasis on the development of speed and accuracy.  POFT 1313 Professional Workforce Preparation 3.2.2	8/7/2025	E. Moore
128	Added: You may also be exempt or waived from taking the TSI Assessment if you:  Have successfully completed certain college-level English, reading and math courses;  Are enrolling in a Level-One certificate program (42 or fewer semester credit hours);  Are not seeking a degree; or  Have been, or currently are, in the military;  Are a certified emergency medical technician employed by a political subdivision;  Are a Fire Protection personnel as defined by state law; or  Are an elected, appointed, or employed peace officers.	8/12/2025	L. Elliott
19, 30-31	Added info on previously completed PJC courses or transfer courses 10 years or older	8/14/2025	L. Elliott
32-33	Added Academic Fresh Start information	8/14/2025	L. Elliott
118-119	Added Suicide Prevention & Mental Health Support	8/14/2025	L. Elliott
132	Corrected AP English Language & Comp and English Lit & Composition scores requirements and equivalent courses columns	8/15/2025	L. Elliott
197	Deleted: Student Life personnel must be in attendance during these searches.	8/25/2025	L. Elliott

12	Added Professional Licensure & Certification disclosure and link to <a href="https://www.parisjc.edu/consumer-information/docs/prof-licensurecert-disclosure.pdf">https://www.parisjc.edu/consumer-information/docs/prof-licensurecert-disclosure.pdf</a> for the table	8/25/2025	L. Elliott
73	Added, "A grade in a course may be raised only by the student's repeating the course and making a higher grade. Only the grade and credits earned (whether higher or lower, with the exception of a "W") in the most recent course repeated will be used in computing the grade point average and applied toward degree or program requirements. Courses must be taken at PJC to raise a grade."	9/3/2025	L. Elliott
235	Replaced 14 SCH with 15 SCH for Criminal Justice	9/3/2025	L. Elliott
208	Added Multiple Associate's Degree text	9/18/2025	L. Elliott
76	<p>Removed:</p> <p>The prime objective of the PJC Bookstore is to provide full service for the entire Paris Junior College community. In addition to carrying the required textbooks, the bookstore carries an assortment of imprinted items, a complete stock of paper, scantrons, pens and supplies, as well as drinks and snacks. For more information or to order items online, visit <a href="http://www.parisjeshop.com">www.parisjeshop.com</a></p> <p>For updated store news &amp; hours, go to <a href="http://www.bkstr.com/parisjystore/store-hours">www.bkstr.com/parisjystore/store-hours</a>.</p> <p>Personal charge accounts for the students are not permitted at the PJC Bookstore; however, personal checks are accepted with a Student ID and a driver's license. American Express, MasterCard, Visa, and Discover are also accepted for your convenience. Books may also be purchased online from the Bookstore's website at <a href="http://www.bkstr.com/parisjystore/shop/textbooks-and-course-materials">www.bkstr.com/parisjystore/shop/textbooks-and-course-materials</a>.</p> <p>For the PJC Bookstore's Return policy, refer to <a href="http://www.bkstr.com/parisjystore/help-faq/return-policy">www.bkstr.com/parisjystore/help-faq/return-policy</a>.</p> <p>Textbook Rental Option</p> <p>You can rent many of the textbooks you need for the semester, then return them at the end of the term. And, at any point if you decide you want to</p>	9/19/2025	E. Moore

	<p>buy the book or rent it longer, no worry – these options are available for most books.</p> <p>For more information about the PJC Bookstore’s textbook rental, go to <a href="https://www.bkstr.com/parisjcstore/help-faq/textbook-rental">https://www.bkstr.com/parisjcstore/help-faq/textbook-rental</a>.</p> <p>Sell Your Textbooks</p> <p>Students may sell their books back to one of the Campus Bookstores on the Paris campus and Greenville Center.</p> <p><a href="http://www.bkstr.com/parisjcstore/sell-textbooks">www.bkstr.com/parisjcstore/sell-textbooks</a></p> <p>Greenville Center</p> <p>Greenville Center’s bookstore is open generally on Fridays from 8 a.m. to noon; however, their business hours are fluid. For more information on their business hours, contact the Greenville Center at 903-454-9333 or check their door for posted hours of operation.</p> <p>Sulphur Springs Center</p> <p>The Sulphur Springs Center does not currently have a bookstore.</p>		
13	Removed: , as is an on-campus bookstore providing easy access to textbooks and resources for all students.	9/24/2025	E. Moore
161-162	Added: In accordance with the U.S. First Amendment, PJC allows private, non-disruptive prayer, provides equal access to facilities for religious groups, and accommodates absences for religious holy days without penalty.	9/25/2025	E. Moore
32	Added: When a student transfers credits from a Regionally accredited institution on a quarter system into PJC, quarter hours are converted to semester credit hours (SCH) using a standard 3-to-2 ratio, where 1.5 quarter hours equal 1 semester hour. This is because a quarter hour represents about two-thirds of a semester hour.	9/26/2025	E. Moore

	<p>A quarter credit hour is defined as the unit of measurement based on a quarter-system academic year, which consists of three sessions of 10 to 11 weeks.</p> <p>A quarter hour represents proportionately less work than a semester hour due to the shorter session.</p> <p>It is counted as 2/3 of a semester credit hour for each hour of credit.</p>		
113	<p>Added: If you or someone you know is experiencing domestic violence, support is available.</p> <p><b>Contact the National Domestic Violence Hotline at 1-800-799-7233 (SAFE) or visit <a href="http://www.thehotline.org">www.thehotline.org</a> for confidential help 24/7.</b></p>	9/26/2025	E. Moore
74	<p>Removed: A grade in a course may be raised only by the student's repeating the course and making a higher grade. Only the grade and credits earned (whether higher or lower, with the exception of a "W") in the most recent course repeated will be used in computing the grade point average and applied toward degree or program requirements. Courses must be taken at PJC to raise a grade. (see policy EGA-LOCAL for more information)</p> <p>Added: A grade in a course may be raised only by the student's repeating the course and making a higher grade. Only the grade and credits earned in the course with the highest grade will be used in computing the grade point average and applied toward degree or program requirements. Courses must be taken at PJC to raise a grade.</p>	9/30/2025	E. Moore
87	<p>Added: Support Services Liaison</p> <p>Every public college or university, including PJC, must designate at least one employee to act as Support Services Liaison for current and incoming students at the institution. This liaison will provide comprehensive information regarding support services and other resources available to students, including:</p>	9/30/2025	E. Moore

	<ul style="list-style-type: none"> <li>• Resources to access medical and behavioral health coverage and services and public benefit programs, including programs related to food security and affordable housing;</li> <li>• Public benefit program case management assistance and counseling;</li> <li>• Parenting and child-care resources;</li> <li>• Employment assistance;</li> <li>• Financial counseling and tax preparation assistance;</li> <li>• Transportation assistance;</li> <li>• Student academic success strategies; and</li> <li>• Any other resources developed by the institution to assist students.</li> </ul> <p>For more information or assistance, contact PJC's Support Services Liaison:</p> <p>Tasha Whitaker  Director of Advising &amp; Counseling  2400 Clarksville Street, Paris, TX 75460  903-782-1430  <a href="mailto:twhitaker@parisjc.edu">twhitaker@parisjc.edu</a></p>		
72	<p>Added: Cumulative Grade Point Average Policy</p> <p>For academic and transcript purposes, Paris Junior College calculates the cumulative grade point average based exclusively on coursework completed at Paris Junior College. Only grades earned in courses taken through Paris Junior College are included in the cumulative grade point average. Grades from transferred coursework may be recorded on the transcript for credit evaluation but are not factored into the cumulative grade point average calculation. Grades earned in developmental (non-college-level) courses are also excluded from the cumulative grade point average.</p> <p>This cumulative grade point average is used to determine academic standing, graduation eligibility,</p>	9/30/2025	E. Moore

	and the grade point average shown on the official transcript.		
77	<p>Removed:</p> <p>Bookstore</p> <p>Paris Campus</p> <p>2400 Clarksville Street Paris, Texas 75460 Phone: 903-782-0344 <a href="https://www.bkstr.com/parisjcstore">https://www.bkstr.com/parisjcstore</a></p> <p>PJC Inclusive Access</p> <p>PJC's Inclusive Access program helps students save money on course materials and gives them instant access to those materials by the first day of class.</p> <p>The cost of Inclusive Access materials is included as a fee in the cost of the course. So, students can pay for their classes and course materials by going to MyPJC and receive the correct course materials by the first day of class.</p> <p>Within 24 hours of enrolling in an Inclusive Access course, the student will receive an email at their student email address with details on how to access digital materials or their course materials will be included in the course in Blackboard.</p> <p>Verify the format of the course materials through MyPJC by looking for a Textbooks and Supplies fee.</p> <p>For more information: <a href="https://www.parisjc.edu/main/inclusive-access/">https://www.parisjc.edu/main/inclusive-access/</a></p> <p>Added:</p> <p>Dragon Now Program</p> <p>PJC's Dragon Now program helps students save money on course materials and gives them instant access to those materials by the first day of class.</p> <p>The cost of Dragon Now program materials is included as a fee in the cost of the course. So, students can pay for their classes and course</p>	10/2/2025	E. Moore

	<p>materials by going to MyPJC and receive the correct course materials by the first day of class.</p> <p>Within 24 hours of enrolling in a Dragon Now program, the student will receive an email at their student email address with details on how to access digital materials or their course materials will be included in the course in Blackboard.</p> <p>Verify the format of the course materials through MyPJC by looking for a Textbooks and Supplies fee.</p> <p>For more information:  <a href="https://www.parisjc.edu/support/materials.php">https://www.parisjc.edu/support/materials.php</a></p>		
209	<p>Removed: "in a different <u>field</u> of study."  Added: "in a different <u>program</u> of study."</p>	10/2/2025	E. Moore
165-168	<p>Added and amended the Instructional Facilities for Educational Use section to refer to 2025 expressive actions policy (Freedom of Expression &amp; Use of College Facilities).</p>	10/10/2025	L. Elliott

## Paris Junior College Staff

### Administrative & Professional

Dr. Stephen Michael Benson.....President  
B.M.E., M.S., Ph.D. ....

Sebastian Barron .....Vice President of Technology  
A.S., B.A.

Keith Carlton..... Vice President of Business Services  
B.B.A., M.S., C.P.A.

Dr. Lisa Elliott.....Vice President of Student Services  
B.A., M.F.A., Ed.D.

Dr. Michael Erny ..... Vice President of Workforce Development  
A.A.S., B.S., M.S., Ed.D.

Rob Stanley.....Vice President of Academic Instruction,  
B.S., J.D.

Eric Lewis ..... Dean, Business and Industry Development  
B.B.A., M.B.A.

Heather Unruh..... Dean, Health Sciences  
R.T. (R) (CT), A.S., A.A.S., B.A.A.S., M.B.A.

Victoria Bethea ..... Controller  
A.S., B.B.A.

Christi Timberlake Barham..Director, Upward Bound and Talent Search  
B.S., M.Ed.

Kelly Shane Boatwright..... Chief of Campus Police  
A.A.S., B.A.A.S.

Amie Cato ..... Director of State Reporting  
A.S., B.S., M.S.

Keith Coco ..... Computer & Network Coordinator  
A.A.S., B.S., M.S.

Carl Covert..... Librarian  
A.A., B.A., M.A., M.L.S.

Clay Cox.....Athletic Director / Kinesiology and Baseball Coach  
B.S., M.A., M.A.

Michelle Doan.....Student Success Coach/Counselor  
B.S., M.S.

Christopher Eakins ..... Director of Enterprise Systems  
A.A.S., A.S.

Alford Echols III..... Student Success Coach/Financial Aid Advisor  
B.S., M.S.

Janet Erny ..... Director of Admissions  
A.A.S., B.S., M.B.A.

James Evenson .....Server/Desktop Integration Technician  
A.A.S., B.A.

Jon Eubanks ..... Director, Plant Operations  
Certificate, A.S.

Dr. Michael Flatt ..... Director, Continuing Education  
A.S., B.S., M.Ed., Ed.D.

Carey Gable ..... Director, Library Services  
B.A., M.A.

Melanie Hatcher ..... Director, Human Resources  
B.B.A., SPHR, SHRM-SCP Certification

Amanda Herron .....Athletic Trainer  
B.S., M.S.

Kimberly Herron ..... Director, Financial Aid  
B.S.

Dwana Holliday ..... Director of Nursing  
B.S., M.S.

Ansley Hoskins ..... Student Success Coach / ADA Coordinator  
B.S., M.S.

Michael Key ..... Enterprise Systems Integration Specialist  
B.S.

Dr. Lanny Mathews .. Director, Sulphur Springs Center / Coordinator, Dual Credit B.S., M.Ed., Ed.D.

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B.S., M.B.A.

Dr. Jacquelyn Messinger ..... Director, Institutional Research  
A.A., B.A., M.A., Ed.D.

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B.S., M.S.

Amy Mouser ..... Registrar  
B.S.

Megan Myers ..... Director of Small Business Development Center  
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Shannon Peavy ..... Director of Accounting & Reporting  
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B.S., M.A.

Jody Todhunter ..... Director, Greenville Center  
B.A., M.S.

Kenneth Webb ..... Director, Student Life

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 Tasha Whitaker .....Director, Counseling & Advising  
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 Amanda Williams ..... Director of Business Services  
 B.A.A.S.  
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 B.S., University of the Southwest M.S., Arkansas State University  
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 B.S.N., University of Texas at Arlington  
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