

Western Texas College

2015 - 2016 Catalog

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SCURRY COUNTY JUNIOR COLLEGE DISTRICT
An Equal Opportunity Institution

Purpose of Catalog

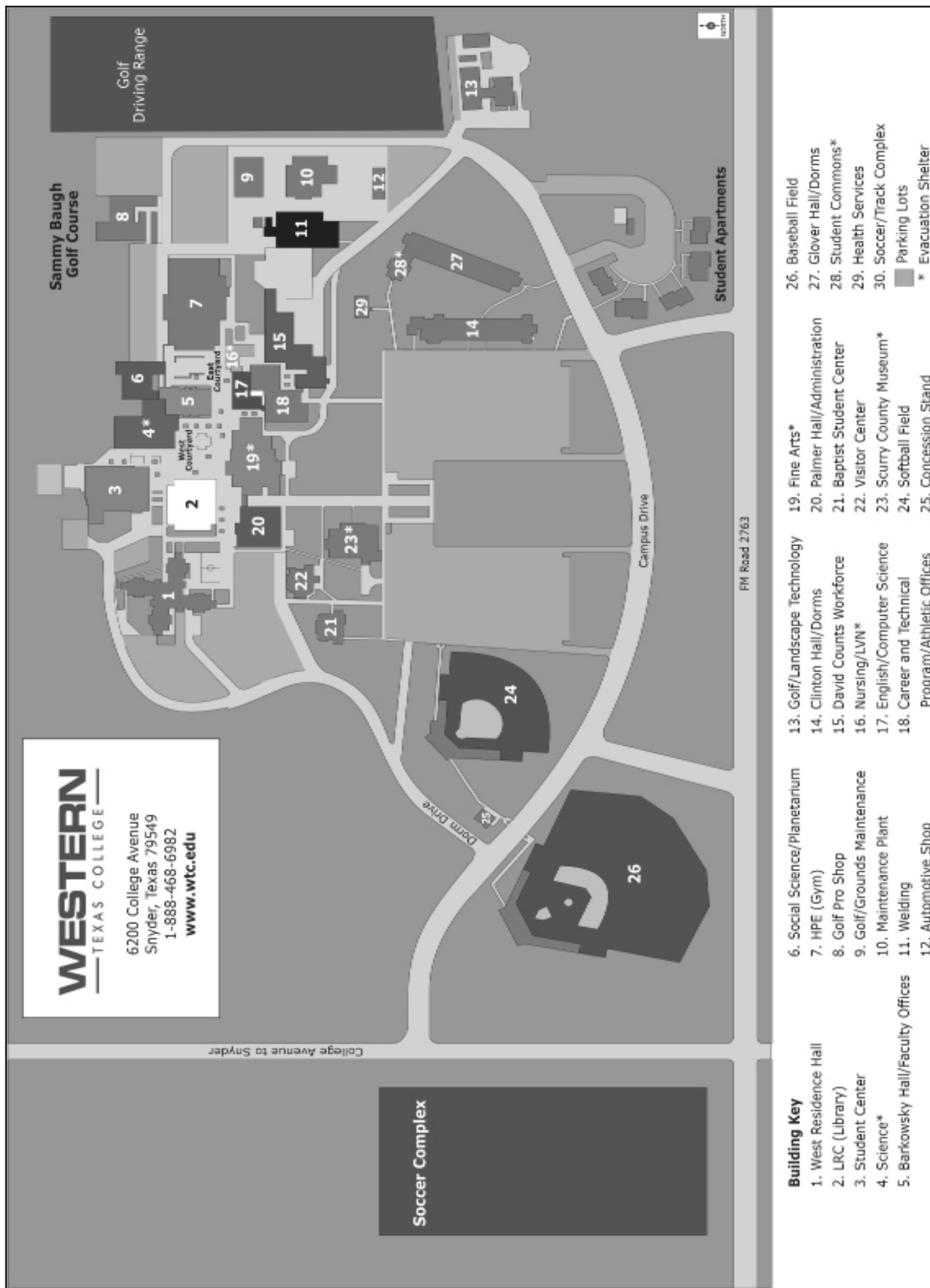
This catalog is printed to provide information about the programs of Western Texas College to students and prospective students. While every effort has been made to make this catalog as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula, and courses listed in this catalog.

This catalog was prepared in advance of its effective date; therefore, programs and course descriptions may vary from actual program requirements and course content. Thus, the contents of the catalog cannot be considered an agreement or contract between individual students and the college.

Visit the WTC Website for the most current version of the catalog.

The web version of this catalog is considered the official college catalog.

Campus Map



Mission Statement

Mission Statement:

Western Texas College is committed to excellence as it challenges students to reach their full potential.

The institutional goals of Western Texas College are:

- Provide quality education for pre-professional, general, career, technical, workforce and foundational students
- Enhance student life through campus activities
- Provide support services that help students, staff and faculty succeed
- Provide opportunities that encourage and facilitate social, cultural, economic and community development
- Promote life-long learning that encourages critical thinking, skill development, communication proficiency, art and cultural appreciation and civic responsibility

Courses of Study

Western Texas College offers programs of study that qualify students for the Associate of Arts or Associate of Science Degree and junior standing in a senior college or university, and programs that qualify students for the Associate of Applied Science Degree. Programs are also offered that qualify students for certificates of completion which are awarded to students who successfully fulfill the requirements of a program of less than two years' duration.

Since degree requirements of various colleges and universities vary considerably, students preparing for transfer to senior colleges and universities should check carefully the catalog of their chosen institution and confer with the counselors, registrar, or faculty advisor concerning specific courses to be taken at Western Texas College.

In general, all students working toward a Bachelor of Arts Degree will need basically the same courses in the first two years with a few selected electives. Most students planning a Bachelor of Arts degree, and especially those students who are undecided about a major field, are advised to follow a "liberal arts curriculum."

Recognition and Accreditation

Western Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation. Inquiries to the Commission should relate only to the accreditation status of the institution and not to general admission information.

The college is also approved by the Texas Higher Education Coordinating Board. Western Texas College is a member of the Texas Association of Community Colleges, and the American Association of Collegiate Registrars and Admissions Officers. Students or prospective students who wish to review accreditation documentation may request this file from the President's Office.

An Equal Opportunity Institution

Western Texas College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

Equal opportunities include, but are not limited to, employment, upgrading, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, and selection for training.

Equal Educational Opportunity

With respect to the admission and education of students, and the availability of student loans, grants, and scholarships, and to student activities conducted on premises owned by the Scurry County Junior College District, WTC shall not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Further, WTC does not discriminate on the basis of gender in the educational programs or activities which it operates, as required by Title IX.

For information about the policies of Western Texas College, contact the Title IX Coordinator, Director of Human Resources at Western Texas College, Snyder, TX, 79549, 325-573-8511, or the Section 504 Coordinator, Director of Human Resources at Western Texas College, Snyder, TX, 79549, 325-573-8511.

In accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794, as amended), college programs and activities shall be conducted in such a manner that no otherwise qualified individual shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any such program or activity.

The Director of Human Resources is the Handicap Compliance Coordinator as well as the Coordinator, Americans with Disabilities Act. Western Texas College is in compliance with the Americans with Disabilities Act. Also, the counselors at Western Texas College may be contacted concerning special courses of study or facilities for the disabled.

A request for special assistance must be directed, in writing, to the Director of Counseling Services, who, in turn, will formulate a procedure for procuring the needed assistance. Students who are physically disabled and are enrolled, or will be enrolled, should contact Texas Department of Assistive and Rehabilitative Services, 1969 Industrial Blvd., Abilene, TX 79602, 325-690-3800.

Western Texas College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act.

Title II states, in part, that no otherwise qualified disabled individual shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity.

The Director of Human Resources has been designated to coordinate ADA compliance, and complaints should be addressed in writing to that office. A copy of the ADA grievance procedure is posted in the Administration Building.

Students who feel they have been discriminated against on the basis of race, color, national origin, sex, disability or age may file a grievance with the Student Welfare Committee for relief.

The contact person for the grievance procedure is the Dean of Student Services.

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2015-2016 CALENDAR

WESTERN TEXAS COLLEGE

ALL DATES SUBJECT TO CHANGE

Fall 2015

August 4, Tue.	Inservice begins for non-faculty
August 5, Wed.	Inservice for non-faculty
August 6, Thur.	Inservice for non-faculty
August 10, Mon.	Faculty start date and inservice continues
August 11, Tue.	Employee Award Banquet
August 14, Fri.	Inservice ends
August 14, Fri.	Last day for new admissions without dean approval
August 15, Sat.	Residence halls open - move in day
August 16, Sun.	Residence halls open - move in day
August 17, Mon.	Registration for fall semester
August 18, Tue.	Registration continues
August 19, Wed.	Admission Hearings
August 19, Wed.	Student Orientation
August 19, Wed.	Last day to drop and receive 100% refund -- 4:00 p.m. deadline
August 19, Wed.	Last day to register without dean approval
August 20, Thur.	All classes begin
August 28, Fri.	Last day to pay for fall semester -- noon deadline
Sept. 4, Fri.	12th class day for fall semester
September 7, Mon.	Labor Day Holiday
September 17, Thur.	U.S. Constitution Day -- classes in session
October 23, Fri.	Student Holiday
October 23, Fri.	Faculty/Staff Professional Development day
November 13, Fri.	Last day to drop and/or withdraw at student discretion for fall semester -- noon deadline
November 23, Mon.	Thanksgiving holiday -- campus closed through Friday, November 27
November 30, Mon.	Classes resume
December 7, Mon.	Finals for fall semester begin
December 10, Thur.	Finals for fall semester end
December 11, Fri.	Residence halls close
December 16, Wed.	Christmas Holiday, campus closed; reopens Tuesday, January 5

Fall Flex 2015

October 1, Thur.	Fall Flex registration begins
October 7, Wed.	Last day to register for Fall Flex
October 9, Fri.	Last day to drop and receive 100% refund for Fall Flex -- 4:00 p.m. deadline
October 12, Mon.	Fall Flex classes begin
December 4, Fri.	Last day to drop/withdraw from Fall Flex at student discretion -- noon deadline
December 10, Thur.	Fall Flex classes end

Midwinter 2015-2016

November 2, Mon.	Midwinter Registration Begins
December 2, Wed.	Last day to register for Midwinter classes - 4:00 p.m. deadline
December 11, Fri.	Last day to drop and receive 100% refund for Midwinter -- 4:00 p.m. deadline
December 14, Mon.	Midwinter classes begin
January 5, Tue.	Last day to drop/withdraw from Midwinter at student discretion -- noon deadline
January 8, Fri.	Finals and end of Midwinter classes

Spring 2016

November 9, 2015 Mon.	Pre-registration for Spring 2016 semester begins
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January 5, Tue.	Campus offices open
January 6, Wed.	Inservice begins -- opening session
January 7, Thur.	Inservice
January 8, Fri.	Faculty/Staff Professional development day
January 11, Mon.	Inservice ends
January 11, Mon.	Last day for new admission for Spring
January 12, Tue.	Residence halls open
January 12, Tue.	Walk through registration begins in 5-109
January 12, Tue.	Registration for online courses ends
January 13, Wed.	Registration continues
January 13, Wed.	Admissions Hearings
January 13, Wed.	Student Orientation
January 13, Wed.	Last day to drop and receive 100% refund for spring -- 4:00 p.m. deadline
January 13, Wed.	Final day to register without dean approval
January 14, Thur.	All classes begin
January 18, Mon.	Martin Luther King, Jr., student holiday
January 18, Mon.	Faculty/Staff Professional Development day
January 21, Thur.	Final day to pay for Spring Semester -- noon deadline
January 29, Fri.	12th class day for spring
March 14, Mon.	Spring break - campus closed through Fri. March 18
March 21, Mon.	Classes resume
March 25, Fri.	Good Friday holiday
April 18, Mon.	Pre-registration for fall 2016 semester
April 20, Wed.	Last day to drop/withdraw at student discretion for spring semester -- noon deadline
April 28, Thurs.	Student Awards day
May 2, Mon.	Finals for spring semester begin
May 5, Thurs.	Finals for spring semester end
May 6, Fri.	Commencement
May 6, Fri.	Residence halls close
May 9, Mon.	Faculty Professional Development
May 10, Tue.	Faculty Professional Development
May 11, Wed.	Faculty Professional Development

Spring Opportunity Session 2016

Feb. 15, Mon.	Registration for Spring Opportunity Session
Feb. 26, Fri.	Last day for new admission for Spring Opportunity Session
March 1, Tue.	Last day to register for Spring Opportunity Session
March 4, Fri.	Last day to drop and receive a 100% refund for SOS -- 4:00 p.m. deadline
March 7, Mon.	Spring Opportunity Session classes begin
April 25, Mon.	Last day to drop/withdraw at student discretion -- noon deadline
May 2, Mon.	Finals for Spring Opportunity Session begin
May 5, Thur.	Finals for Spring Opportunity Session end

Maymester 2016

April 6, Wed.	Registration begins
April 29, Fri.	Last day for new admission
May 3, Tues.	Registration ends
May 9, Mon.	Campus begins 4-day work week
May 12, Thurs.	Last day to drop and receive 100% refund -- 4:00 p.m. deadline
May 16, Mon.	Classes begin
May 26, Thur.	Last day to drop/withdraw at student discretion for Maymester -- noon deadline
May 30, Mon.	Memorial Day holiday - Campus Closed
May 31, Tues.	Finals and classes end

Summer I -- 5 ½ week and 9 week Sessions 2016

April 6, Wed.	Registration begins
May 11, Wed.	Last day for new admission
May 18, Wed.	Registration ends
June 1, Wed.	Last day to drop and receive 100% refund -- 4:00 p.m. deadline
June 2, Thur.	Classes begin
June 29, Wed.	Last day to drop/withdraw at student discretion 5 ½ week session -- noon deadline
July 4, Mon.	Independence Day Holiday - Campus Closed
July 5, Tues.	Finals and end of 5 ½ week session
July 21, Thur.	Last day to drop/withdraw at student discretion 9 week session -- noon deadline
July 28, Thur.	Finals and end of 9 week session

Summer II -- 5 ½ week Session 2016

April 6, Wed.	Registration begins
June 15, Wed.	Last day for new admission
June 21, Tues.	Last day to register
July 6, Wed.	Last day to drop and receive 100% refund - 4:00pm deadline
July 7, Thur.	Classes begin
August 1, Mon.	Last 4-day work week
August 4, Thur.	Last day to drop/withdraw at student discretion - noon deadline
August 9, Tues.	Finals and classes end

Final Exam Schedule

*If a student has more than two finals scheduled for the same day, that student may request that one of the finals be moved to another day.

Final exams may not be taken earlier than the scheduled exam time. Students who travel must keep this in mind when making travel arrangements.

Class Meeting Time	Examination Time	Class Meeting Time	Examination Time
Fall 2015		Spring 2016	
Day		Day	
8-8:50 MWF	8 a.m., Monday, Dec. 7	8-8:50 MWF	8 a.m., Monday, May 2
9-9:50 MWF	9 a.m., Wednesday, Dec. 9	9-9:50 MWF	9 a.m., Wednesday, May 4
10-10:50 MWF	10 a.m., Monday, Dec. 7	10-10:50 MWF	10 a.m., Monday, May 2
11-11:50 MWF	11 a.m., Wednesday, Dec. 9	11-11:50 MWF	11 a.m., Wednesday, May 4
12-12:50 MWF	Noon, Monday, Dec. 7	12-12:50 MWF	Noon, Monday, May 2
12:25-1:25 MWF	12:25 p.m., Monday, Dec. 7	1-1:50 MWF	1 p.m., Wednesday, May 4
1-1:50 MWF	1 p.m., Wednesday, Dec. 9	2-2:50 MWF	2 p.m., Monday, May 2
2-2:50 MWF	2 p.m., Monday, Dec. 7	3-3:50 MWF	3 p.m., Wednesday, May 4
3-3:50 MWF	3 p.m., Wednesday, Dec. 9	8-9:15 TTH	8 a.m., Tuesday, May 3
8-9:15 TTH	8 a.m., Tuesday, Dec. 8	9:25-10:40 TTH	9:25 a.m., Thursday, May 5
9:25-10:40 TTH	9:25 a.m., Thursday, Dec. 10	10:50-12:05 TTH	10:50 a.m., Tuesday, May 3
10:50-12:05 TTH	10:50 a.m., Tuesday, Dec. 8	12:15-1:30 TTH	12:15 p.m., Thursday, May 5
12:15-1:30 TTH	12:15 p.m., Thursday, Dec. 10	1:00-2:15 TTH	1 p.m., Tuesday, May 3
1:00-2:15 TTH	1 p.m., Tuesday, Dec. 8	1:40-4:20 TTH	1:40 p.m., Tuesday, May 3
1:40-4:20 TTH	1:40 p.m., Tuesday, Dec. 8	3:05-4:20 TTH	3:05 p.m., Thursday, May 5
3:05-4:20 TTH	3:05 p.m., Thursday, Dec. 10		
Evening		Evening	
Monday evening	6:30 p.m., December 7	Monday evening	6:30 p.m., May 2
Tuesday evening	6:30 p.m., December 8	Tuesday evening	6:30 p.m., May 3
Wednesday evening	6:30 p.m., December 9	Wednesday evening	6:30 p.m., May 4
Thursday evening	6:30 p.m., December 10	Thursday evening	6:30 p.m., May 5

Organization of College

Board of Trustees

Lee Presswood	President
Eddie Peterson	Vice President
Drew Bullard	Secretary
Mike McWilliams	Member
Jay Kidd	Member
Tim Riggan	Member
Scott Richburg	Member

Administrative Officers

Beebe, Barbara, A.A., B.S., M.B.A., Ph.D.	President
Michael L. Thornton, B.A., M.F.A.	Chief Operating Officer
Britt Canada, B.S., M.S., M.A.	Dean of Institutional Research and Effectiveness
Ralph Ramon, B.S., M.Ed.	Dean of Student Services
Patricia Claxton, B.B.A.	Chief Financial Officer
Roy Bartels, B.M.Ed., M.Ed.	Chief Technology and Information Security Officer
Stephanie Ducheneaux, B.S., M.S.	Dean of Instructional Affairs
Tammy Davis, B.S.	Athletic Director

Administration and Faculty

ALBUS, ANDREA, Assistant Professor, Biology/Chemistry B.S.; M.S., Texas Tech University
BARKOWSKY, ED, Project Director, Title V Grant B.A., M.A. Texas Tech University; Ph.D., Ball State University
BARTELS, ROY, Chief Technology and Information Security Officer B.M.Ed., Southwestern University; M.Ed., University of Texas at Brownsville
BEEBE, BARBARA, President A.A., Berkshire Community College; B.S., Southern Vermont College; M.B.A., University of Massachusetts in Amherst; Ph.D., Capella University
BROWN, DONNY, Assistant Professor, English/Mass Communications; Co-Division Chair for Adjunct Instruction B.A., M.A., Texas Tech University
BRUMBELOW, MITCH, Instructor, Science Labs A.A., Western Texas College; B.S., Texas Tech University
CANADA, BRITT, Dean of Institutional Research and Effectiveness B.S., M.S., West Texas State University; M.A., University of Texas at Dallas
CALHOUN, MITCH, Director of Purchasing and Compliance B.S., Portland State University
CARTER, ALISA, Assistant Professor, Math; Division Chair: Art, Drama, Math, Sociology, Spanish, Speech; A.S., Panola College; B.S., Stephen F. Austin State University; M.S., Stephen F. Austin State University; Ed.D, Tarleton State University
CARTER, BRAD, Instructor, Psychology/Sociology B.A., M.A., Texas Tech University
CASWELL, LAURA, Director of Counseling A.A., Cisco College; B.S., M.Ed., Tarleton State University
CHAVEZ, REYNEL, Instructor, Welding (2) Certificates in Welding, Western Texas College
CHURCH, KEITH, Instructor, Solar Technology B.A., William Carey College; Master of Divinity in Christian Education, New Orleans Baptist Theological Seminary
CLAXTON, PATRICIA, Chief Financial Officer B.B.A., McMurry University
COLVIN, JESSICA, Assistant Professor, Agriculture A.A., Western Texas College; B.S., M.S., Texas Tech University
COOPER, FANTA, Head Women's Soccer Coach B.A., University of Wisconsin, Milwaukee; M.P.E., Eastern New Mexico University

CUTLER, DONNA, Director of Workforce Development
B.S., University of Houston

DAVIS, DARRYL, Coach, Women's Basketball
B.S., Lubbock Christian University

DAVIS, TAMMY, Athletic Director
B.S., Texas Tech University

DAVIS, TIM, Director of Campus Pro-Shop and Golf Course
PGA Class A Professional

DENNISON, CODY, Instructor, Horticulture
B.S., M.S., Texas A&M University

DEVER, JERRY, Assistant Professor, Psychology
B.A., M.S., Angelo State University

DODD, CAMERON, Head Coach, Baseball
B.S., M.S., Northwest Missouri State University

DOUCETTE, MELISSA, Director of International Students
A.A., Western Texas College; B.S., Angelo State University; M.Ed., Angelo State University

DUCHENEUX, STEPHANIE, Dean of Instructional Affairs
Education; B.S., Southwestern University; M.S., West Texas A&M University

EAVES, JEREMY, Process Technology Instructor
B.S., Kaplan University.

EVANS, JENNIFER, Director of Library Services
B.A., Midwestern State University; M.L.S., University of North Texas

FAHNTRAPP, DANA, Instructor, Petroleum Technology
A.A., Western Texas College, B.S., Texas Tech University

FIELDS, ROB, Instructor, Horticulture
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FONVILLE, SHAWN, Assistant Professor, Social Science; Associate Dean: Business, Economics, Education, English,
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A.A., Delmar College; B.A., University of Texas; M.A., Southwest Texas State University; M.Ed., Texas Tech University

GALYEAN, ANN, Associate Registrar
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A.A., Western Texas College; B.A., Texas Tech University; M.A., Tarleton State University

HAMILTON, GEORGE, Head Coach, Volleyball
B.S., Brigham Young University; M.S., Idaho State University

HARTZOG, KAYLA, Instructor, Graphic Design, Campus Graphic Designer
B.S., Texas State University

HICKS, GARRETT, Assistant Professor, Math; Division Chair: Science and Agriculture
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HINTON, MISTY, Instructor, Early Childhood Education
B.S., M.Ed., Texas Tech University

HOLDER, FLOYD, Instructor, Government
B.S., M.P.A., Texas State University; M.A., Texas Tech University

JORDAN, BERRY, Director STEM grant
B.S., Angelo State University; M.S., University of North Texas; Ph.D., University of Georgia

KELLY, CANDIS, Instructor, Computer Maintenance & Repair
A.A.S., Western Texas College

KINMAN, SANDY, Assistant Professor, Information Technology Business Management;
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KNIFE, COREY, Director of Student Activities
A.A., Western Texas College; B.A., Texas State University

KOMPPA, STEVE, Instructor, Physical Education
B.A., University of Texas Permian Basin; M.S., Hardin Simmons University

LILLY, TROY, Assistant Professor, Science
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LEWIS, JULIA, Director of Talent Search
B.A.A., Midwestern State University; M.L., Lubbock Christian University

LU, PING, Instructor, Physics
B.S., M.S., California State University; Ph.D., University of Rhode Island

MCCORMICK, SHELLEY, Director of Housing
B.F.A., Texas Tech University

MCGINNIS, KELLY, Director of Human Resources
A.A.S., Texas State Technical College; B.S., M.B.A., Wayland Baptist College

MCNARY, ROME, Head Coach, Softball
B.S., Texas Wesleyan University

MARTIN, BEN, Assistant Dean of Student Services
B.A., Howard Payne University; M. Ed., Dallas Baptist University

MEBANE, BILLY, Director of Distance Learning
A.A., Western Texas College; B.S., Texas Tech University

MORROW, MARJANN, Controller
A.A., Western Texas College; B.S., University of North Texas

MOSCHOPOULOS, ANNA, Instructor, Math
B.S., University of Rochester; M.A., University of Texas at El Paso

NEILSON, KATHERINE, Director of College Advancement
B.A., Monmouth College

NEWMAN, DAVID, Instructor, English
B.A., Rice University; M.A., University of Texas at Dallas

NEWSOME, LA VEEDA, Instructor, English
A.A., Western Texas College; B.A., M.A., Texas Tech University

NEWTON, RAY, Associate Professor, Drama
B.S., Southern Missouri State University; M.A., University of Arkansas

NEWTON, TERESA, Assistant Professor, Speech
B.A., Texas Wesleyan College; M.A., University of Arkansas

NICHOLS, LORENZO, Marketing Coordinator
B.A., St. Mary's University

ORTIZ, LEE, Director of Safety and Security
Certified Peace Officer

PALMER, TRINT, Athletic Trainer
B.S., M.Ed., Tarleton State University

PETERSEN, JUDITH, Assistant Professor, Government/History
B.A., The American University; M.S., University of Missouri; M.A., University of Texas at San Antonio

RAMON, RALPH, Dean of Student Services
B.S., M.Ed., Sul Ross State University

RHODES, GREG, Coach, Men's/Women's Rodeo
A.A.S., Western Texas College; B.S., New Mexico State University

RUSSELL, AVA, Associate Professor, Math; Co-Division Chair for Adjunct Instruction
A.A.S., South Plains College; B.S., University of Texas of the Permian Basin; M.A., Ed.D., Texas Tech University

SCATES, GERON, Radio Station Manager/ Assistant Professor, Radio Broadcasting
B.A. Ed., Olivet Nazarene University; M. Ed., Sul Ross State University

SCHNEIDER, PATRICK, Instructor, Art
B.F.A., Texas Tech University; M.F.A., Southern Methodist University

SEWELL, DONALD, Assistant Professor, Business/Economics
B.S., Midwestern State University; M.B.A., Strayer University

SILVER, LARREN, Head Basketball Coach
B.A., University of Mary Hardin Baylor; M.A., University of Texas Permian Basin

SHIRLEY, TAMMY, Prison Processing; Division Chair Prison Vocational
B.S., Wayland Baptist University; Graduate of Texas Tech University Health Science Center, Emergency Medical Services Division

SMITH, LANCE, Instructor, Turfgrass and Landscape Management
B.A.A.S., Midwestern State University

SMITH, N.C., Assistant Professor, History/Government/Economics
B.A., University of Texas of the Permian Basin; M.Ed., Sul Ross State University

STEPHENS, DAVID, Instructor, Electrical Distribution Systems

SULLIVAN, GLEN, Director of Correctional Officer Training
20-year service with Texas Department of Criminal Justice

THORNTON, MIKE, Chief Operating Officer
B.A., East Texas State University; M.F.A., Texas Tech University

TORRES, GREG, Financial Aid Director
A.A., Western Texas College; B.B.A., Angelo State University

UHLENHAKE, SHAWN, Head Coach, Soccer
Bachelor in Sports Management and Business, Lindenwood University

WALKER, SAM, Associate Professor, Welding
Engineering Extension, Texas A&M University; Amarillo College; Texas State Technical Institute, Waco Campus;
Hobart Brothers Technical Center

WIGGINS, DARLA, Coliseum General Manager

WILLIAMS, CHRISTI, Head Coach, Golf
B.S., Mary-Hardin Baylor University; M.Ed., Hardin-Simmons University

WILLIAMS, JAMES, Head Coach, Track & Field, Cross Country
B.S., M.S., Southeast Missouri State University

WILLIAMS, TERRI, Director, Student Support Services grant
A.A., Western Texas College; B.I.T. & M.Ed, AIU Intercontinental University

WILSON, RACHAEL, Director of Upward Bound
A.A., Western Texas College; B.A., University of Texas of the Permian Basin; M.S., Lubbock Christian University

Degree Plans

Western Texas College offers four two-year college degrees—the Associate of Arts (A.A.) Degree, the Associate of Science (A.S.) Degree, the Associate of Applied Science (A.A.S.) Degree, and the Associate of Arts in Teaching (A.A.T.) Degree to students who complete graduation requirements. Hour requirements for Associate of Applied Science Degree will vary with program.

Associate of Arts Degree or Associate of Science Degree

An Associate of Arts degree or Associate of Science degree is awarded to students who successfully complete an approved curriculum of a minimum of 60 hours of specific academic coursework intended to transfer to four-year universities. The courses consist primarily of an essential 42-hour core curriculum that provides the basic skills and broad-based education needed by most students. The core curriculum is described on page 14 of this catalog. The remainder of the 60-hour program is adapted for each student to provide the best transfer possible to the student's intended university. Students should have a degree plan prepared by the Counseling Office or major advisor in the first semester of enrollment or at any time the intended major or intended university changes.

Associate of Arts in Teaching Degree

An Associate of Arts in Teaching Degree is awarded to students who successfully complete an approved curriculum of a minimum of 60 hours of specific academic coursework intended to transfer to four-year university programs in education. The courses include the basic 45-hour core curriculum described on page 14 with additional courses in education, math, science, and/or the intended teaching content area. Students should request a degree plan prepared for them in the Counseling Office or by their major advisor during the first semester at WTC or at any other point that the student makes a decision to enter the field of education. The degree plan will be adapted according to the student's intention to teach either early childhood through grade 4, Grades 4-8, Grades 8-12, or in an all-level area such as Physical Education, Music, Art, or Special Education.

Associate of Applied Science Degree

The Associate of Applied Science (AAS) degree is a two-year undergraduate degree similar to the Associate of Arts (AA) and the Associate of Science (AS) degree. It is offered at most community colleges, technical colleges and vocational schools, as well as a few bachelor's degree-granting colleges and universities. Unlike AA and AS degrees, which are designed primarily as transfer degrees, the AAS degree is designed for students who intend to enter the workforce immediately following graduation from their program. Consequently, most AAS degree programs require students to choose an area of emphasis or specialty early on in the program so they are adequately prepared for entry-level career positions within a specific field upon graduation. While some students who earn an AAS degree may transfer to a four-year college or university to pursue a bachelor's degree, it's important to note that some AAS courses are not granted transfer equivalency credit, nor will they fulfill the general education requirements of a bachelor's degree program. If a four-year college degree is in your future, it is more advantageous to earn an AA or AS degree from a regionally accredited community college, or a community college that has established articulation agreements with four-year institutions.

Core Curriculum Certificate

A Core Curriculum Certificate is awarded to students upon successful completion of the required 45 hour core curriculum.

Certificate

A certificate of technology is awarded to students who successfully complete the requirements as outlined in certificate programs.

General Requirements for Graduation

1. Meet the entrance requirements of the college.
2. Earn at least 60 semester hours of college credit.
3. Complete the Core Curriculum for all degrees except Associate of Applied Science.
4. Complete at least one PHED course for one hour of college credit in a degree program.
5. Complete required Freshmen Seminar Requirement (EDUC 1300 or EDUC 1100).
6. For all Associate of Arts or Science degree programs, earn at least 16 semester hours of residence credit at Western Texas College, not including credit by examination. The number of hours of residence credit required in the Associate of Applied Science Degree programs will vary according to total hours required but will always be a minimum of 25% of the total degree program. Twelve of these must be of sophomore rank. Earn at least 30% of the hours required for a certificate program through Western Texas College, excluding credit by examination. A student must be enrolled at WTC during the semester in which graduation requirements are completed. (Any deviation from the above must be approved by the Dean of Student Services.)
7. Earn a grade point average of 2.0 in all courses attempted. A 2.0 grade point average must be made on work done at Western Texas College.
8. Make a formal application for graduation during the first nine weeks of the semester in which the student intends to graduate.
9. Meet all financial obligations to the college.
10. Complete requirements of the "Texas Success Initiative" (see page 91). Students will be individually evaluated on this measure through their performance on the Texas Higher Education Assessment (THEA) and TSI Assessment, completion of developmental education, and/or performance in appropriate non-developmental coursework.
11. Apply for graduation and pay a \$35 commencement fee on or before October 31 for the fall semester and March 31 for the spring semester.

Basic Degree Plan for Students Transferring to a 4 Year Institution

Freshman Year

Fall Semester
English 1301
History 1301
Elective/Major
Elective/Major
Elective/Major

15 Semester Hours

Spring Semester
English 1302
History 1302
Math 1314
Fine Arts
Health Physical Education

13 Semester Hours

Sophomore Year

Fall Semester
American, British or World Literature
Government 2305
Elective/Major
Natural Science
Elective/Major (Foreign Language)

16 Semester Hours

Spring Semester
Government 2306
Social Behavioral Science
Speech
Natural Science
Elective/Major (Foreign Language)

16 Semester Hours

TOTAL HOURS - 60 Semester Hours

Western Texas College Core Curriculum

Communication Foundational Component Area (6 SCH)

Mandatory course:

ENGL 1302 Composition II (3 SCH)

One course from the following:

SPCH 1315 Public Speaking (3 SCH)

SPCH 1321 Business and Professional Speaking (3 SCH)

Mathematics Foundational Component Area (3 SCH)

One course from the following:

MATH 1314 College Algebra (3 SCH)

MATH 1414 College Algebra (4 SCH)

MATH 1324 Mathematics for Business and Social Sciences I (3 SCH)

MATH 1332 Contemporary Mathematics I (3 SCH)

MATH 1342 Elementary Statistical Methods (3 SCH)

MATH 1442 Elementary Statistical Methods (4 SCH)

MATH 2313 Calculus I (3 SCH)

MATH 2413 Calculus I (4 SCH)

Life and Physical Sciences Foundational Component Area (6 SCH)

Two courses from the following:

AGRI 1415 Horticulture (4 SCH)

BIOL 1406 Biology for Science Majors I (4 SCH)

BIOL 1407 Biology for Science Majors II (4 SCH)

BIOL 1408 Biology for Non-Science Majors I (4 SCH)

BIOL 1409 Biology for Non-Science Majors II (4 SCH)

BIOL 2401 Anatomy and Physiology I (4 SCH)

BIOL 2402 Anatomy and Physiology II (4 SCH)

CHEM 1411 General Chemistry I (4 SCH)

CHEM 1412 General Chemistry II (4 SCH)

GEOL 1401 Earth Sciences I (4 SCH)

GEOL 1402 Earth Sciences II (4 SCH)
PHYS 1401 College Physics I (4 SCH)
PHYS 1402 College Physics II (4 SCH)
PHYS 1415 Physical Science I (4 SCH)
PHYS 1417 Physical Science II (4 SCH)
PHYS 2425 University Physics I (4 SCH)
PHYS 2426 University Physics II (4 SCH)

Language, Philosophy & Culture Foundational Component Area (3 SCH)

One course from the following:

ENGL 2322 British Literature (3 SCH)
ENGL 2332 World Literature I (3 SCH)
ENGL 2326 American Literature (3 SCH)
ENGL 2341 Dramatic Literature I (3 SCH)
HIST 2311 Western Civilization I (3 SCH)
HIST 2321 World Civilizations I (3 SCH)

Creative Arts Foundational Component Area (3 SCH)

One course from the following:

ARTS 1301 Art Appreciation (3 SCH)
DRAM 1310 Introduction to Theater (3 SCH)
DRAM 2366 Development of the Motion Picture (3 SCH)
MUSI 1306 Music Appreciation (3 SCH)

American History Foundational Component Area (6 SCH)

Mandatory course:

HIST 1301 United States History I (3 SCH)

One course from the following:

HIST 1302 United States History II (3 SCH)
HIST 2301 Texas History (3 SCH)

Government / Political Science Foundational Component Area (6 SCH)

Mandatory courses:

GOVT 2305 Federal Government (3 SCH)
GOVT 2306 Texas Government (3 SCH)

Social and Behavioral Sciences Foundational Component Area (3 SCH)

One course from the following:

AGRI 2317 Agriculture Economics (3 SCH)
ECON 2301 Principles of Macroeconomics (3 SCH)
PSYC 2301 General Psychology (3 SCH)
PSYC 2314 Lifespan Growth and Development (3 SCH)
SOC1 1301 Introduction to Sociology (3 SCH)

Component Area Option (6 SCH)

Mandatory:

ENGL 1301 Composition I (3 SCH)

Three hours from the following:

EDUC 1300 Learning Frameworks (3 SCH)
or PSYC 1300 Learning Frameworks (3 SCH)
EDUC 1100 (1 SCH) or
PHED 1238 or KINE 1238 Fit & Well (2 SCH),
PHED 1301 Introduction to Physical Fitness (3 SCH)

Costs

Tuition and Fees

Enrollment in courses is not guaranteed until all fees have been paid. Cash, check, MasterCard, Discover, American Express, or Visa may be used for payment. Students dropped for non-payment are not guaranteed a seat, and re-enrollment carries a \$150.00 fee.

PUBLICATION OF THESE FEES DOES NOT CONSTITUTE A PRICE CONTRACT

Tuition and Fees

IN-DISTRICT (Scurry County Residents) (TUITION \$52 PER HOUR)

HOURS	TUITION	BUF	GENERAL	TOTAL
1	52	2	25	79
2	104	4	50	158
3	156	6	75	237
4	208	8	100	316
5	260	10	125	395
6	312	12	150	474
7	364	14	175	553
8	416	16	200	632
9	468	18	225	711
10	520	20	260	790
11	572	22	275	869
12	624	24	300	948
13	676	26	325	1027
14	728	28	350	1106
15	780	30	375	1185

OUT-OF-DISTRICT (TUITION \$87 PER HOUR)

HOURS	TUITION	BUF	GENERAL	TOTAL
1	87	2	28	117
2	174	4	56	234
3	261	6	84	351
4	348	8	112	468
5	435	10	140	585
6	522	12	168	702
7	609	14	196	819
8	696	16	224	936
9	783	18	252	1053
10	870	20	280	1170
11	957	22	308	1287
12	1044	24	336	1404
13	1131	26	364	1521
14	1218	28	392	1638
15	1305	30	420	1755

OUT-OF-STATE & FOREIGN RESIDENTS (TUITION \$124 PER HOUR \$404 MIN.)

HOURS	TUITION	BUF	GENERAL	TOTAL
1	404	2	28	434
2	404	4	56	464
3	404	6	84	494
4	496	8	112	616
5	620	10	140	770
6	744	12	168	924
7	868	14	196	1078
8	992	16	224	1232
9	1116	18	252	1386
10	1240	20	280	1540
11	1364	22	308	1694
12	1488	24	336	1848
13	1612	26	364	2002
14	1736	28	392	2156
15	1860	30	420	2310

*Total does not include lab fees, extension fees, or books.

Other Fees

Independent Study Fee.....	\$75 per course
Change of schedule by student	\$5
Course Re-Enrollment Fee (dropped for non payment).....	\$150
Distance Learning Fee	\$25 per credit hour
Health Services Fee.....	\$40
International Student Application Fee	\$25
Laboratory and Deposits	
All biology and physics laboratory sections.....	\$24
All chemistry laboratory sections.....	\$24
All physical science laboratory sections	\$24
All geology laboratory sections.....	\$24
Mailing diplomas.....	\$8
Workforce Education Building Use Fee (includes Campus, Opportunity Center, and College on the Square):	
Based on course hours	
7-10 hr. course.....	\$5 per student
11-20 hr. course	\$10 per student
21-30 hr. course	\$15 per student
31-40 hr. course	\$20 per student
41-plus hr. course.....	\$25 per student

The following fees are charged within various campus departments:

Agriculture	
AGRI 1131, 1307, 1309, 1319, 1413, 1415, 1419, 2221, 2321, 2322, 2411	\$24
Art	
ARTC 1311, 1312, 1313, 1316, 1317, 1325, 1327, 1349, 1353,	\$24
ARTS 2311, 2313, 2316, 2323, 2326, 2335, 2341, 2346, 2347, 2351, 2356, 2366	\$24
Computer Science	\$24
College Prep (Math, Reading, & English)	\$24
College Prep (MATH 0303 only)	\$10
Drama	
DRAM 1120, 1121, 1330, 1341, 2120, 2121, 1351, 1352, 2351, 2331, 2366, 2389.....	\$24
English	
ENGL 1301, 1302	\$10
ESL.....	\$24
Foreign Language.....	\$5
Health Information Technology Technician Courses (HITT)	\$24
Information Technology Business Management (all courses).....	\$24
Lineman/EDS	\$24
Mass Communications	
COMM 2120, 2121, 2122	\$15
COMM 2324, 2325, 2326, 2389	\$24
Mathematics	
MATH 1314, 1342, 1324, 1325, 2318	\$8
MATH 0202, 0203.....	\$10
Petroleum Technology Lab Fee.....	\$24
Physical Education (for specialized activities, fees may vary)	\$24
Radio Broadcasting	
RTVB 1301, 1309, 2339, 2347.....	\$10
RTVB 1447, 2340, 2380, 2341.....	\$24
COMM 2311	\$10
Rodeo P.E., Golf, Scuba	\$24
Solar Technology Lab Fee	\$24
Turfgrass & Landscape Management	\$24
Welding.....	\$95

The Business Office is responsible for collecting tuition and fees. Other lab fees may be assessed, or current fees adjusted, as necessary, with the approval of the president of the college.

Other Charges: A \$30 handling charge is assessed any person who writes a check to Western Texas College that will not clear the payee's bank for any reason other than bank error.

Insurance coverage is required for students enrolling in the Welding, Golf/Landscape Technology and Electrical Lineman Training programs of study. Students may obtain insurance through the college, or provide evidence of personal health/accident insurance.

MasterCard, Visa, Discover or American Express are accepted. Students should know their credit limits. Students may cash personal checks (\$10 limit) at the Bookstore.

Tuition and Fee Installment Plan

1. The option to pay tuition by installment can be selected by the student only during the Fall and Spring semesters. A student enrolling at Western Texas College for any number of credit hours can choose the installment option through MyWTC on the WTC web site at www.wtc.edu. The installment plan is administered by a third party, and several flexible payment options are available to the student.
2. A \$30.00 enrollment fee per semester will be paid by any student electing to pay any portion of tuition and fees on the installment plan. This fee is non-refundable. The installment plan is an interest free plan. If enrolled in this plan, there is a \$2.00 fee for full payment.
3. Any student electing the installment option must do so prior to the beginning of the semester, and all tuition and fees must be paid in full by the end of the semester.

Tuition Rebates

Subject to a program authorized by Section 54.0065 of the Texas Education Code, WTC will 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 courses outside the degree plan 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 of the following conditions:

1. They must have enrolled for the first time at an institution of higher education in the fall 1997 semester or later;
2. They must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university;
3. They must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree; and
4. They must have attempted no more than three hours in excess of the minimum number of semester credit 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, developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

Room and Meal Charges

Fall and Spring

All students who reside in the residence facilities are required to pay both room and meal charges plus a mailbox fee of \$10 per semester. The rates per semester are as follows:

Apartments: Single Occupancy - \$3,050 per semester Double Occupancy - \$2,550 per semester
West Hall: Double Occupancy - \$2,050 per semester
Glover Hall, Clinton Hall: Double Occupancy - \$2,550 per semester

Any student moving into a residence facility after the fifteenth day of the semester will be charged for the remaining days in the semester at the following rates:

Apartments: Room and Board - \$30 day; \$210 week
West Hall: Room and Board - \$30 day; \$210 week
Glover Hall, Clinton Hall: Room and Board - \$30 day; \$210 week

MayMester

May-mester Room Charges - \$30 day ; \$210 week

Summer Session

Apartments are available on a first-come / first-serve basis for summer students enrolled for at least six hours per summer session. Contact the Dean of Student Services for more information. Food service during the summer months at WTC is available only through special arrangements with Great Western Dining. For availability, dates, and prices, initial contact should be made directly to the Chief Operating Officer at WTC.

Financial Aid

General Information

Western Texas College provides financial assistance to help make the benefits of higher education available to qualified students. Federal and state grants, scholarships, federal student loans, and federal work-study programs are administered through the Financial Aid Office.

Priority Processing Dates

Applications should be made well in advance of the date a student intends to register. Financial aid applications are processed on a continual basis; however, to ensure that an aid package is available and ready for you upon enrollment, Western Texas College has set the following priority deadline schedule:

For Priority Processing	Apply for financial assistance no later than:
Fall Term	May 1
Spring Term	October 1

Information received after the deadlines may not be processed in time for registration. You may need to have an alternate plan to pay your charges until your financial aid is processed, if you are eligible.

The priority deadline for all registration is May 1st. Students who have completed the financial aid applications by this date will be first to receive federal grants and/or scholarships if eligible. The final deadline is August 1st. Students whose financial aid applications are completed by this date will have their financial aid on time. For spring semester only (the student does not attend the previous fall semester), the deadline for financial aid is October 1st. Information received after the final deadline may not be processed in time for registration.

Basic qualifications for a student to be considered for all types of financial aid are:

1. Be in financial need (financial need is the difference between what college costs and what your family can pay according to federal guidelines).
2. Make satisfactory academic progress.
3. Be a citizen or permanent resident of the U.S.
4. Be pursuing a degree or certificate in an eligible program from Western Texas College. Only course work REQUIRED by your chosen degree plan can be used to determine financial aid eligibility.
5. Summer transient students are not eligible to receive financial aid.

To apply for all types of need-based financial assistance, a student must:

1. File the Free Application for Federal Student Aid (FAFSA). This application is available from high school counselors and principals, from the Financial Aid Office, and through FAFSA on the Internet (www.fafsa.ed.gov). Title IV Code Number for Western Texas College is 009549.
2. Contact the Financial Aid Office to insure that all copies of the Student Aid Report/I.S.I.R. for the Pell Grant are on file in the Financial Aid Office regardless of grant eligibility.
3. Forward a copy of high school transcript including date of graduation and/or GED passing scores, or take a test approved by the Department of Education (see "Ability to Benefit" information below). A copy of the transcript-GED must be provided to the Financial Aid Office in addition to any other WTC office that may have received a copy.

NOTE: Students selected for verification by the Department of Education will also be required to submit: 1) a signed copy of the family's (student and spouse for independent students; student/spouse and parents if dependent) most recent federal income tax return (1040, 1040A, 1040EZ) to the Financial Aid Office (all schedules and W2 information must be included.); and 2) an Institutional Verification Form (IVF) and 3) an Institutional Student Information Record form, which may be obtained from the Financial Aid Office.

Satisfactory Academic Progress Standards

Students who receive federal financial assistance must maintain satisfactory academic progress (SAP) as described below.

1. All students attending Western Texas College and receiving federal-state financial aid funds will have a time frame in which to complete their degree requirements. Students are expected to complete their degree-educational objectives within a reasonable number of semesters. This time frame is the equivalent of 150 percent of the published length of the individual program. (For example, if a certificate program requires 30 hours, a student will be paid up to 45 hours to complete the program. If an associate degree program requires 64 hours, then a percent will be paid up to 96 hours to complete the degree.) This time frame will include any semester that the student was enrolled even if the student did not receive financial aid and/

or transfer work that is applied to the student's program of study and posted to their transcript. Periods of enrollment may be converted to semesters for non-consecutive enrollment. (Students who have earned 30 credits or more may be asked to keep an updated degree plan at the Financial Aid Office.) Additionally, this degree plan should be reviewed with the academic advisor and the student each semester to ensure that the student is remaining on track to completing the approved degree plan. Students taking courses outside of their degree plan may exhaust financial aid eligibility prior to completion of degree.

2. Students who have previously attended Western Texas College are making Satisfactory Academic Progress if the following conditions are met. If any or all are not met, the student will be on financial aid probation.
 - a. Students must successfully complete each semester at least 75% of all hours attempted as of their enrollment at official count day at WTC. This includes both developmental and college-level coursework.
 - b. All student are expected to acquire a 2.0 grade point average on all work completed each semester to remain in good academic standing.
 - c. A course previously completed with a grade of D or above cannot be used when determining financial aid eligibility, enrollment status, or satisfactory progress. EXCEPTION: An exception can only be made if the repeat is required by the program of study as documented by the faculty advisor/counselor. Only one repeat is allowed under these circumstances.
 - d. Students who have earned 30 credits or more may be asked to submit an updated degree plan to the financial aid office. NOTE: Students who are required to take preparatory course work will be limited to 30 semester hours of financial aid eligibility for these classes. STUDENTS NOT MEETING CONDITIONS LISTED ABOVE MAY BE PLACED ON FINANCIAL AID PROBATION.
3. Students who do not meet the above requirements during the next semester of attendance following their financial aid probation will be placed on financial aid suspension. This suspension will last during the next semester of enrollment, and no federal or state awards will be made. After the student has achieved satisfactory academic progress, the student will be placed on financial aid probation for the semester immediately following suspension.
4. There may be occasions in which an exception to the definition of Satisfactory Academic Progress should be made. The Director of Financial Aid will review all pertinent information regarding the situation and may grant an exception to the standards. If a student feels that an exception should be made, he/she should submit a written explanation of the circumstances surrounding the semester in question to the Director of Financial Aid for consideration.
5. Return of Title IV Funds - Under federal law, students attending Western Texas College who receive Title IV aid (Pell, SEOG, Federal Student Loans) and completely withdraw before the sixty percent mark (in time) in the period of enrollment will be required to return any unearned funds. Unearned Title IV funds are the percentage of term not attended times the Title IV aid. Students who cease attendance, do not withdraw, and receive all failing grades (F's) for a semester will be considered "unofficially withdrawn"; these students will be subject to a review of their attendance records. If it is determined that a student ceased attendance before the 60% point in the semester, the student will be required to return those unearned funds. In some instances, the student may owe both the federal government and the college. Students owing either the government or the college will be ineligible for any further aid until funds are repaid.

Loans

The college participates in the following loan programs:

- Federal Subsidized Stafford Loans
- Federal Unsubsidized Stafford Loans
- Federal Parent PLUS Loans

Information is also available in the Financial Aid Office regarding alternative educational loan programs.

Other Aid

FEDERAL COLLEGE WORK-STUDY PROGRAM: This program provides students demonstrating financial need with part-time jobs to meet educational expenses. Positions ranging from teacher assistants to library clerks are available.

DIVISION FOR REHABILITATION SERVICES: This program offers assistance to students who qualify for services because of certain handicaps. Application for this type of assistance should be made to the nearest Rehabilitation Office. Inquiries may be addressed to: Division for Rehabilitation Services, Abilene Field Office, 3104 S. Clack, Abilene, Texas 79606.

Special Scholarships

DORA E. CUNNINGHAM MEMORIAL: Highest-ranking student or Salutatorian of graduation class. Eligible to apply for first semester following high school graduation. Highest-ranking student also receives a tuition waiver.

DORA E. CUNNINGHAM MEMORIAL: Top 20 percent of graduating high school class (except Valedictorian, Salutatorian, or Nancy Caton recipients).

OPPORTUNITY TUITION WAIVER: Scurry County Students Only. For matriculated high school graduates and eligible dual credit students. Community service requirement. 2.5 GPA requirement.

WTC Foundation Scholarships

Western Texas College Foundation

The Western Texas College Foundation serves Western Texas College, its students, faculty, staff, community, and service area by soliciting and administering gifts and grants from individuals and institutions. The Foundation collects and disburses monies for student scholarships, educational and cultural activities, and campus facility improvement and development, and provides selective and judicious financial assistance to endeavors that enhance the quality of life for all people who are served by this college.

A number of scholarships are awarded by the WTC Foundation. Scholarship opportunities are listed below:

- Agricultural Scholarship: For students majoring in Agriculture.
- Andy Anderson Memorial: For students desiring an education.
- API-SPE: For Scurry County students with family income primarily from the oil industry.
- Michael Avila Memorial: For students desiring an education.
- Mickey Baird Scholarship: For students desiring an education.
- Roy & Geleska Baze/Drama: For theater arts majors desiring an education.
- Angela Biggers Memorial: For students desiring an education.
- G. W. (Wallace) Blakely Memorial: For students majoring in a vocational program.
- Pat and Monty Blakely Art Scholarship: For students majoring in art.
- Henry J. & Dollie Brice Memorial: With preference to students entering pre-professional medical fields.
- Dr. Ben Brock Memorial: For graduates of Snyder High School.
- Betty Burrow Memorial: For graduates of Ira High School.
- Hubert & Mary Cargile/Kiwanis: For graduates from Scurry County.
- Calley Family Scholarship: Preference given to graduates of Ira High School.
- Joe & Nancy Caton Memorial: For entering freshmen who are members of the National Honor Society or honor students.
- Coca-Cola: For students desiring an education.
- Darden Family Foundation: For students desiring an education.
- Davidson Family: For students desiring an education.
- Kelly Everton Memorial: For students desiring an education.
- Mort Ewing Memorial: For students desiring an education.
- Oscar P. Haney Memorial Scholarship: For non-traditional students.
- Lee A. Hayes Falls and Walter Thomas "Pat" Falls: For students majoring in Elementary Education.
- Patsy Jones Fee Memorial: For female students majoring in Agriculture.
- Heather Floyd Memorial: For students desiring an education.
- Jerry Ford Memorial: For students from Spearman or Ira, TX desiring an education.
- Horace Fowler Memorial: For students majoring in Welding.
- Mrs. C. Lavenia Fowler Honor: For students majoring in economics, or Career and Technical Program students.
- Dr. Marvin Genuchi Memorial: For students desiring an education.
- Goldcoaters: For Snyder High School graduates.
- Gerald M. Heinzelmann, Sr., Memorial: For students in majors related to medical professions.
- Hermleigh Masonic Lodge: For graduates from Hermleigh High School desiring an education.
- Judge Wayland G. Holt Memorial: For students desiring an education.
- W.H. & Celia Jones Memorial: For students desiring an education.
- Johnson Controls: For students desiring an education.
- Sam Joyce Memorial: For a sophomore student majoring in Agriculture/Range Management with a GPA of 3.0.
- J.M. Kayser Memorial: For students desiring an education.
- Kevin Lacik Memorial: For students desiring an education.
- Miss Elaine Lambert Memorial: For Fine Arts students.
- Justin Lester Memorial: For students majoring in Mass Communications.
- Arnold Lorber Memorial: For students desiring an education.
- George & Helen Mahon Memorial: For students from Mitchell County.
- McCrary/Franklin Honor: For students from Post or Garza County with preference for majors related to medical professions.
- Edith McKanna Memorial: For students desiring an education.
- Evelyn Claire McLaughlin Memorial: For students in the Vocational Nursing Program.
- Wacil McNair Memorial: For students desiring an education.

Men's Golf Association: For students desiring an education.
Roger Mize Memorial: For students desiring an education.
Odell Moore Memorial: For graduates of Snyder High School desiring an education.
Katherine Northcutt Memorial: For a student majoring in Journalism.
Shawn Hal Odom Memorial: For an outstanding student rodeo athlete desiring an education.
Our Lady of Guadalupe: for students from Scurry or Mitchell County, TX.
Palette Club of Snyder: For students majoring in Fine Arts.
G.A. & Aline Parks Scholarship: For graduates of Scurry County or surrounding areas.
Ann Pendleton Memorial: For students desiring an education.
Duane & Mary Hood PTK Scholarship: For student with a GPA above 3.2 in a leadership role on campus.
James Pilgrim Memorial: For students desiring an education.
Jeff Polk Memorial: For Theater majors.
Autumn Pollard Memorial: For students desiring an education.
Paul Pressey: For students desiring an education.
Dr. Franklin Pruitt Memorial: For students desiring an education.
Yvonne Richardson Memorial: For students desiring an education.
Saint Elizabeth's: For students desiring an education.
Gary Schoen, Jr., Academic All-American Memorial: For students desiring an education.
Bill & Finnie Seale Scholarship: For students desiring an education.
Clinton Sellars Memorial: For students desiring an education.
Harry Krenek/Gil Fleer Social Science Honor: For Social Science majors or an honor student.
Jack Smartt Memorial: For students desiring an education.
Tana Springer Memorial: For students desiring an education.
Robert Sterling Memorial: For students desiring an education.
Georgia Tefertiller Memorial: Student must be fully enrolled and participating in a human health related field of study.
Texas Book Company: For students desiring an education.
Lee & Rosa Tully Memorial: For Occupational Technical majors.
Vietnam Veterans -Scurry County Chapter: For Scurry County graduates.
Jimmy Whitney Memorial: For students desiring an education.
Virginia Whitson Memorial: For students desiring an education.
Mary Lois & Bill Wilson: For students desiring an education.
Phyllis Wiman Memorial: For students in majors related to medical professions.
Jerry P. Worsham Memorial: For Theatre majors graduating from Snyder High School.
WTC Faculty Association Scholarship: For current WTC students (requires separate application).
WTC Memorial: For students desiring an education.

Athletic Scholarships

Men's and Women's Rodeo, Men's and Women's Basketball, Men's and Women's Cross Country, Women's Softball, Men's and Women's Soccer, Women's Volleyball, Men's and Women's Golf, Men's and Women's Track & Field, and Men's Baseball Scholarships are determined by the Coaches. Please contact the coach for applications.

Academic Course Descriptions

Course Numbers

Academic Credit Courses

Course Numbers

Uniform numbers are identified and distinguished by a four digit numerical suffix; whereas, all other numbers carry only three digits (e.g. 231). In either case, the first digit represents the level of the class (0=College Preparatory, 1=Freshman, 2=Sophomore) and the second digit always represents the number of semester hours. Thus, AGRI 2317 is a sophomore course with 3 semester hours credit. AGRI 1325 is a freshman course carrying 3 semester hours credit. The three figures in parenthesis after the title of each course indicate the number of semester hours of the course, the number of lecture hours each week, and the number of laboratory or activity hours each week, respectively. Course Prerequisites: The notations following course descriptions indicate that fundamental levels of competency identified through assessment are necessary in reading, writing, and/or math before enrolling in the course: (Rd) - Reading Intensive; (Mth) Math Intensive; (Wtg) Writing Intensive.

Academic Credit Courses

AGRICULTURE

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced Agriculture course. E.g. To take AGRI 1325 you must make a C in AGRI 2317.

AGRI 1131. The Agricultural Industry. (1-1-1).

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing.

AGRI 1309. Computers in Agriculture. (3-1-3).

Survey of the use of computers in agricultural applications.

AGRI 1325. Marketing of Agricultural Products. (3-3-0).

Essential marketing functions in the movement of agricultural commodities and products from producer to consumer. Prerequisite: AGRI 2317 or permission of instructor.

AGRI 1407. Agronomy. (4-3-3).

Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Laboratory activities will reinforce the fundamental principles and practices in development, production and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

AGRI 1415. Horticulture. (4-3-3).

Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles or reproduction, production methods ranging from outdoor controlled climates, nutrition, and pest management. Laboratory activities will reinforce the structure, growth, and development of horticultural plants. (Cross-listed as HORT 1401)

AGRI 1419. Introductory Animal Science. (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.

AGRI 2317. Introduction to Agricultural Economics. (3-3-0).

Fundamental economic principles and their applications to the problems of the industry of agriculture.

AGRI 2321. Livestock Evaluation. (3-3-3).

AGRI 2322. Livestock Evaluation. (3-3-3).

AGRI 2221. Livestock Evaluation. (2-1-3).

Evaluating 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. Permission of instructor required.

AGRI 2330. Wildlife Conservation & Management. (3-3-0).

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.

ANTHROPOLOGY

ANTH 2346. General Anthropology. (3-3-0).

Exploration of purposes and processes in the visual arts including evaluation of selected works. Recommended for non-art majors. (Rd, Wtg)

ANTH 2351. Cultural Anthropology. (3-3-0).

Key concepts, methods, and theory in the study of cultural diversity, social institutions, linguistics, and cultural changes among world peoples. (Rd)

ART

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced Art course. E.g. To take ARTS 1317 you must make a C in ARTS 1316

ARTS 1301. Art Appreciation. (3-3-0).

Introductory course for developing understanding in art primarily through lectures, readings, films, and demonstrations. Attempts to develop ways of approaching art works, bases for analyses and criticisms, and functions of art in the environment. Recommended for non-art majors. (Rd, Wtg)

ARTS 1303. Art History Survey I. (3-3-0).

Examination of painting, sculpture, architecture, and other arts from prehistoric to present time. (Rd, Wtg)

ARTS 1304. Art History Survey II. (3-3-0).

A survey of painting, sculpture, architecture, and minor arts from the 14th century to present time (Rd, Wtg)

ARTS 1311. Design I. (3-2-4).

Elements and principles of art using two-dimensional concepts. Required for art majors.

ARTS 1312. Design II. (3-2-4).

Elements and principles of art using three-dimensional concepts. Required for art majors.

ARTS 1316. Freehand Drawing I. (3-2-4).

Investigation of drawing media and techniques including descriptive and expressive possibilities. Required for art majors.

ARTS 1317. Freehand Drawing II. (3-2-4).

Investigation of drawing media and techniques including descriptive and expressive possibilities. Prerequisite: ARTS 1316. Required for art majors.

ARTS 2313. Design Communications I. (3-2-4).

Communication of ideas through processes and techniques of graphic design and illustration. Prerequisite: Freshman studio core or permission of department head.

ARTS 2314. Design Communications II. (3-2-4).

Communication of ideas through processes and techniques of graphic design and illustration. Prerequisite: successful completion of Design Communications I, or permission of department head.

ARTS 2316. Painting I. (3-2-4).

Exploration of ideas using painting media and techniques. Prerequisite: Freshman studio core or permission of department head. (May be taken twice for credit.)

ARTS 2323. Life Drawing I. (3-2-4).

Basic study of the human form. Prerequisite: Freshman studio core or permission of department head.

ARTS 2326. Sculpture I. (3-2-4).

Exploration of ideas using sculpture media and techniques. Prerequisite: Freshman studio core or permission of department head.

ARTS 2333. Printmaking. (3-2-4).

Exploration of ideas using various printmaking processes. Prerequisite: Freshman studio core or permission of department head.

ARTS 2341. Art Metals I. (3-2-4).

Exploration of ideas using basic techniques in jewelry, glass fusing, and metal construction. Prerequisite: Freshman core or permission of department head.

ARTS 2346. Ceramics I. (3-2-4).

Exploration of ideas using basic ceramic processes.

ARTS 2356. Photography I. (3-3-3).

Introduction to the basics of pixel-based 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.

ARTS 2366. Watercolor I. (3-2-4).

Exploration of ideas using water-based painting media and techniques. Prerequisite: Freshman studio core or permission of department head.

BIOLOGY

BIOL 1322. Nutrition and Diet Therapy I. (3-3-0).

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. (Rd)

BIOL 1406. Biology for Science Majors I. (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. Prerequisite: A grade of C or higher in MATH 1314 or its equivalent. Required laboratory activities will reinforce the lecture material. (Rd)

BIOL 1407. Biology for Science Majors II. (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: A grade of C or higher in MATH 1314 or its equivalent. Required laboratory activities will reinforce the lecture material. (Rd)

BIOL 1408. Biology for Non-Science Majors I. (4-3-3)

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Required laboratory activities will reinforce the lecture material. (Rd)

BIOL 1409. Biology for Non-Science Majors II. (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. Required laboratory activities will reinforce the lecture material. (Rd)

BIOL 1411. General Botany. (4-3-3).

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Required laboratory activities will reinforce the lecture material. (This course is intended for science majors.) (Rd)

BIOL 1413. General Zoology. (4-3-3).

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Required laboratory activities will reinforce the lecture material. (This course is intended for science majors.) (Rd)

BIOL 2401. Anatomy and Physiology I. (4-3-3).

Study of human form and function at the cellular, subcellular, systemic, and organizational levels using laboratory specimens, human models, microscopic slides, charts, and other aids. Includes a required laboratory. (Rd)

BIOL 2402. Anatomy and Physiology II. (4-3-4).

Additional study of the physiology and biochemistry of the human and other vertebrates with special emphasis on homeostasis and disease. Includes a required laboratory. (Rd)

BIOL 2416. Genetics. (4-3-3).

Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. Includes a required laboratory. (Rd)

BIOL 2420. Microbiology for Non-Science Majors. (4-3-3).

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief overview of food microbes, public health, and immunology. Includes a required laboratory. (Rd)

BIOL 2421. Microbiology for Science Majors. (4-3-4).

Principles of Microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. This course will also examine the interactions of microbes with each other, hosts, and the environment. Prerequisite: A grade of C or higher in CHEM 1411 or its equivalent. Required laboratory activities will reinforce the lecture material. (Rd)

BUSINESS ADMINISTRATION

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced Accounting course. E.g. To take ACCT 2301 you must make a C in ACCT 2302.

ACCT 2301. Principles of Accounting I- Financial. (3-3-0).

An introduction to financial accounting concepts including the accounting cycle and financial statements for service and merchandising sole proprietorships or partnerships. The analysis, interpretation, and recording of business transactions, as well as special journals, the voucher system, and a general knowledge of basic accounting principles and procedures. (Rd, Mth)

ACCT 2302. Principles of Accounting II- Managerial. (3-3-0).

Prerequisite: ACCT 2301 with a minimum grade of C. Topics include corporations, cost accounting, stocks, bonds, financial statement interpretations, and theories and principles of accounting, with an emphasis on management accounting methods. (Rd, Mth)

BUSI 1301. Introduction to Business. (3-3-0).

Introduction to the role of business in modern society. Includes overview of business operations, analysis of specialized fields within the business organization, and development of a business vocabulary.

BUSI 1304. Business Report Writing & Correspondence. (3-3-0).

Theory and applications for technical reports and correspondence in business. (Rd, Wtg)

BUSI 1307. Personal Finance (3-3-0)

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. NOTE: This course is not part of the business field of study and may not transfer toward a degree in business.

BUSI 2301. Business Law. (3-3-0).

Principles of law which form the legal framework for business activity. (Rd)

CHEMISTRY

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced Chemistry course. E.g. To take CHEM 1407 you must make a C in CHEM 1405.

CHEM 1405. Introductory Chemistry I. (4-3-4).

A survey of the fundamental theories of chemistry and the properties of matter emphasized in inorganic chemistry. For pre-nursing and non-science majors. Lab work will include some qualitative analysis. Required laboratory activities will reinforce the lecture material. (Rd, Wtg, Mth)

CHEM 1407. Introductory Chemistry II. (4-3-4).

A continuation of CHEM 1405 with emphasis on organic chemistry, biochemistry, and environmental chemistry. Prerequisite: CHEM 1405 or permission of department head. Includes a required lab. (Rd, Wtg, Mth)

CHEM 1411. General Chemistry I. (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. Required laboratory activities will reinforce the lecture material. Prerequisite: a C or higher in MATH 1314 or equivalent. (Rd, Wtg, Mth)

CHEM 1412. General Chemistry II. (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. Required laboratory activities will reinforce the lecture material. Prerequisite: a C or higher in CHEM 1411. (Rd, Wtg, Mth)

CHEM 2423. Organic Chemistry I. (3-3-4).

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Required Laboratory activities will reinforce lecture material. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Prerequisite: A grade of C or higher in CHEM 1412. (Rd, Wtg, Mth)

COLLEGE PREPARATORY

The college Developmental Education Program adheres to the policies established by the Texas Legislature regarding the Texas Success Initiative (TSI), and is designed to assist students who are not prepared for college-level work to acquire basic knowledge and skills as a foundation to achieving academic success. This plan is developed in accordance with the guidelines set forth in the Texas Education Code, Sections 51.307, 51.3062, and 51.403 (e), "Subchapter C: Texas Success Initiative" effective December 3, 2003, 28 Tex Reg. 10753.

If the grade "D" is given in "0" level classes (college preparatory classes), the student cannot progress to the next level.

BNBM 0302 Beginning Algebra Intervention. (3-3-3)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This Intervention is designed specifically for students assessed at BASE levels 3-4. It is a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in Math 0302.

BNBW 0302 Integrated Reading and Writing Intervention. (3-3-3)

Integration of critical reading and academic writing skills. This intervention is designed specifically for students assessed at Base levels 3-4. It is a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in INRW 0302.

INRW 0300. Developmental English. (3-3-0).

Designed for students requiring remediation in basic English. A skills-centered approach designed to identify deficiencies and improve essential writing/reading skills. This course is mandatory for all students who have not passed the English section of THEA. The course will not apply toward graduation requirements and will not transfer.

INRW 0301. Integrated Reading and Writing - Introductory. (3-3-3).

A combination lecture/laboratory skills-centered approach designed to refine reading and writing skills. Focus is on learning the basic reading skills (word attack, vocabulary, and comprehension) necessary to gain independence in reading and identifying sentence structure deficiencies to improve basic writing skills. This is a course with a required lab. The course fulfills TSI requirements for reading and writing; however, the course will not apply toward graduation requirements and will not transfer.

INRW 0302. Integrated Reading and Writing - Intermediate. (3-3-3).

A combination lecture/laboratory skills-centered approach designed to refine reading and writing skills. Focus is on applying critical reading skills for developing, enhancing, and improving vocabulary and comprehension and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic paragraphs. This is a course with a required lab. The course fulfills TSI requirements for reading and writing; however, the course will not apply toward graduation requirements and will not transfer.

INRW 0303. Integrated Reading and Writing - Advanced. (3-3-3).

A combination lecture/laboratory skills-centered approach designed to refine reading and writing skills. Focus is on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and writing; however, the course will not apply toward graduation requirements and will not transfer.

MATH 0202 Math Preparatory I. (3-3-1).

This course includes study of linear equations, linear inequalities, graphing linear functions, an introduction to rules of exponents and polynomials. This is a non-course based class. This class will not apply toward graduation requirements and will not transfer. Placement into this class is by instructor recommendation.

MATH 0203. Math Preparatory II. (3-3-1).

This course includes study of rules of exponents, polynomials, factoring, rational expressions, rational equations, quadratic equations and rational exponents. This is a non-course based class. This class will not apply toward graduation requirements and will not transfer. Placement into this class is by instructor recommendation.

MATH 0300. Developmental Math. (3-3-0).

Designed for students requiring remediation in basic mathematical operations. Topics may include basic arithmetic skills in integers, fractions, decimals, percentages, ratios, proportions, rates, variations, exponents, scientific notation, basic geometry, simple graphs, word problems, polynomials, equations, inequalities, factoring, algebraic functions, graphing, systems of equations, and quadratics. This course or its equivalent is mandated for all students who have not passed the math section of the THEA. The course will not apply toward graduation requirements and will not transfer. A grade of C or above must be achieved in order to advance to Math 1332.

MATH 0301. Essentials of Mathematics. (3-3-3).

Designed for students requiring remediation in basic mathematical operations. Topics include basic arithmetic skills in whole numbers, integers, common fractions, decimal numbers, percentages, ratios, proportion sums, rates, measurements, basic geometric skills, and simple graphs. This course will not apply toward graduation requirements and will not transfer.

MATH 0302. Beginning Algebra. (3-3-3).

This course involves further exploration of the mathematical skills introduced in MATH 0301. Additional topics may include but are not limited to the real number system; linear equations and applications; linear inequalities and absolute value; graphs of linear equations and inequalities; functions; and systems of linear equations. This course will not apply toward graduation requirements and will not transfer. Prerequisite: A grade of C or higher in MATH 0301 or the appropriate placement score.

MATH 0303. Intermediate Algebra. (3-3-1).

This course is designed for students requiring remediation in intermediate algebra skills. Topics for this course include exponents and polynomials; factoring; rational expressions and functions and roots and radicals. This course will not apply toward graduation requirements and will not transfer. Prerequisite: A grade of C or higher in MATH 0302 or the appropriate placement score.

COMPUTER SCIENCE

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced Computer Science course. E.g. To take COSC 1309 you must make a C in COSC 1301.

BCIS 1305. Business Computer Applications. (3-3-3).

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

BCIS 1405. Business Computer Applications. (4-3-3).

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

COSC 1301. Introduction to Computing. (3-3-3).

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues 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.

COSC 1309. Logic Design. (3-3-2).

A discipline-specific approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools included. Methods for testing, evaluation, and documentation will also be discussed. Prerequisite: COSC 1301 or COSC 1401. (Rd, Mth)

COSC 1315. Fundamentals of Programming. (3-2-4).

This course is an introduction to computer programming. The course emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Coverage of language syntax, data and file structures, input/output devices, and disks/files will be included. Prerequisite: COSC 1301 or COSC 1401. (Rd, Mth)

COSC 1401. Microcomputer Applications. (4-3-3).

This course provides an overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments of society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied

COSC 1415. Fundamentals of Programming. (4-3-3).

This course is an introduction to computer programming. The course emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Coverage of language syntax, data and file structures, input/output devices, and disks/files will be included. Prerequisite: COSC 1301 or equivalent. (Rd, Mth)

CRIMINAL JUSTICE

CRIJ 1301. Introduction to Criminal Justice. (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.

CRIJ 2328. Police Systems and Practices. (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..

DRAMA

DRAM 1120, 1121, 2120, 2121. Theatre Practicum I, II, III, IV. (1-0-3).

Laboratory course which provides rehearsal, performance, and/or technical experience for students during major theatre productions.

DRAM 1310. Introduction to Theater. (3-3-0).

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to fine arts. Participation in major productions may be required.

DRAM 1330. Stagecraft I. (3-2-4).

Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization.

DRAM 1341. Makeup. (3-2-4).

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1351. Acting I. (3-3-3).

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 1352. Acting II. (3-3-3).

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 2331. Stagecraft II. (3-2-4).

Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization.

DRAM 2336. Voice for the Theater. (3-3-0).

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

DRAM 2351. Acting III. (3-3-3).

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 2361. Theatre History I. (3-3-0).

DRAM 2362. Theatre History II. (3-3-0).

Development of theater art from the earliest times through the 20th century.

DRAM 2366. Introduction to Cinema (3-3-0).

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art.

ECONOMICS

ECON 1301. Introduction to Economics. (3-3-0).

A survey of microeconomic and macroeconomic principles for non-business majors. Microeconomic topics will include supply and demand, consumer behavior, price and output decisions by firms under various market structures, factor markets, market failures, international trade, and exchange rates. Macroeconomic topics will include national income, unemployment, inflation, business cycles, aggregate supply and demand, monetary and fiscal policy, and economic growth. (Rd, Wtg)

ECON 2301. Principles of Macroeconomics. (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. (Rd, Wtg)

ECON 2302. Principles of Microeconomics. (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. (Rd, Wtg)

EDUCATION

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced Education course. E.g. To take EDUC 2301 you must make a C in EDUC 1301.

EDUC 1100. Learning Frameworks. (1-1-0).

A study of 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.

EDUC 1300. Learning Frameworks. (3-1-0).

A study of 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 at PSYC 1300)

EDUC 1301. Introduction to the Teaching Profession. (3-3-1).

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high-need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) 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; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) includes a minimum of 16 contact hours of field experience in P-12 classrooms. (Rd, Wtg)

EDUC 2301. Introduction to Special Populations. (3-3-1).

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Pre-requisite for this course is EDUC 1301. (Rd, Wtg)

ENGLISH

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced English course. E.g. To take ENGL 1302 you must make a C in ENGL 1301.

ENGL 1301. Composition I. (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. (Rd, Wtg)

ENGL 1302. Composition II. (3-3-0).

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: A grade of C or higher in ENGL 1301 or equivalent. (Rd, Wtg)

ENGL 2307. Creative Writing. (3-3-0).

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. (Rd, Wtg)

ENGL 2311. Technical and Business Writing. (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, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: A grade of C or higher in ENGL 1301 or equivalent. (Rd, Wtg)

ENGL 2322. British Literature I. (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 historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2326. American Literature. (3-3-0).

A survey of American literature from the period of exploration and settlement 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 for what they reflect and reveal about the evolving American experience and character. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2332. World Literature I. (3-3-0).

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2333. World Literature II. (3-3-0).

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2341. Forms of Literature. (3-3-0).

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

GEOGRAPHY

GEOG 1300. Principles of Geography. (3-3-0).

This course introduces students to fundamental perspectives, skills, and practices of geography. Students will analyze physical and human systems and their interactions. Key topics include climate, physical landscape, the environment, population, urbanization and settlement patterns, politics, economics, and cultures.

GEOG 1301. Physical Geography. (3-3-0).

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. (Rd)

GEOG 1303. World Geography. (3-3-0).

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices found in those regions. Course content may include one or more regions. (Rd, Wtg)

GEOLOGY

GEO 1401. Earth Sciences I. (4-3-3).

Introduces the basic physical processes of the earth including erosion and deposition from various factors. Emphasizes plate tectonics, earth materials, weathering and the development of landforms from various earth processes. The lab provides hands-on identification of rocks and minerals and an introduction to topographic and geologic map interpretation. Basic meteorology is also introduced as is basic ecology and environmental science. Includes a required laboratory. (Rd)

GEO 1402. Earth Sciences II. (4-3-3).

Introduces the geological history of the earth and its inhabitants. Included are geologic processes that have shaped the planet including plate tectonics, preservation of fossils and depositional environments. Emphasis will be placed on fossils of West and West-Central Texas. Some field trips will be offered, some will be required. Further work with topographic and geologic maps will be required. Includes a required laboratory. (Rd)

GEO 1445. Oceanography. (4-3-3).

Survey of oceanography and related sciences. Includes a required laboratory. (Rd)

GEO 1447. Meteorology. (4-3-3).

Survey of meteorology and related sciences. Includes a required laboratory. (Rd)

GOVERNMENT

GOVT 2304. Introduction to Political Science. (3-3-0).

Introductory survey of the discipline of political science, focusing on the scope and methods of the field and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. (Rd, Wtg)

GOVT 2305. Federal Government. (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: GOVT 2305 will complete one-half of the legislative requirements in American government. Counterpart to GOVT 2306. May not substitute GOVT 2301. (Rd, Wtg)

GOVT 2306. Texas Government. (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: GOVT 2306 will complete one-half of the legislative requirements in American government. Counterpart to GOVT 2305. May not substitute GOVT 2302. (Rd, Wtg)

HISTORY

HIST 1301. United States History I. (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. Required of all students for graduation. (Rd, Wtg)

HIST 1302. United States History II. (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. Required of all students for graduation. (Rd, Wtg)

HIST 2301. Texas History. (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. This class can substitute for three semester hours of American history. (Rd, Wtg)

HIST 2311. Western Civilization I. (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, Europe through the Middle Ages, Renaissance, and Reformations. (Rd, Wtg)

HIST 2312. Western Civilization II. (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 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. (Rd, Wtg)

HIST 2321. World Civilizations I. (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. (Rd, Wtg)

HIST 2322. World Civilizations II. (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. (Rd, Wtg)

MASS COMMUNICATIONS

COMM 1307. Introduction to Mass Communication. (3-3-0).

The role of mass communications and how it affects society is discussed. Different mass media are profiled including how each functions and affects a dynamic society. (Rd, Wtg)

COMM 2120, 2121, 2122. Practicum in Electronic Media (1-0-3).

A semester-long laboratory class for photography activities with students working under faculty supervision.

COMM 2303. Audio Production. (3-3-1).

Study of technology and theory of audio media. Students acquire experience planning and producing broadcast and non-broadcast audio material.

COMM 2311. News Gathering and Writing. (3-3-1).

Fundamentals of gathering information and writing for the mass media are covered. The class emphasis includes basic concepts regarding what constitutes news in today's society. Different writing styles are discussed including newspapers, magazines, and broadcast media. (Rd, Wtg)

COMM 2324. Practicum in Electronic Media. (3-3-3).

Covers the contemporary design and production of mass media with emphasis on print publications, including newsletters, pamphlets, newspapers, and magazines. Instruction includes industry-standard desktop publishing software and industry-standard vector-based imaging software as well as scanning techniques.

COMM 2325. Practicum in Electronic Media. (3-3-3).

Covers the contemporary design and production of mass media with emphasis on electronic publications. Instruction includes industry-standard digital image editing software and scanning techniques, and simple HTML for web page design.

COMM 2326. Practicum in Electronic Media. (3-3-3).

Covers the contemporary design and production of mass media with emphasis on an industry standard vector-based imaging software and advanced scanning techniques. Instruction includes the creation of complex illustrations manipulating both text and graphics using standard shapes and bezier curves. The emphasis is on color output for print publications. Prerequisite: COMM 2325 or permission of department head.

COMM 2331. Radio/Television Announcing. (3-3-0).

Principles of announcing; study of voice, diction, pronunciation, and delivery. Experience in various types of announcing.

COMM 2339. Writing for Radio, Television, & Film. (3-3-0).

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

COMM 2389. Academic Cooperative. (3-1-20).

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

MATHEMATICS

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced Mathematics course. E.g. To take MATH 1316 you must make a C in MATH 1314.

MATH 1314. College Algebra. (3-3-1).

In-depth study and application of polynomial, rational, radical, exponential, and logarithmic functions, and systems of equations using matrices. Prerequisite: A grade of C or higher in Math 0303 or Math 1332, or placement by college entrance exam scores. (Mth)

MATH 1316. Plane Trigonometry. (3-3-0).

In-depth study and application of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing and solving triangles. Prerequisite: A grade of C or higher in MATH 1314, or placement by college entrance exam scores. (Mth)

MATH 1324. Mathematics for Business and Social Sciences. (3-3-1).

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: A grade of C or higher in MATH 0303 or MATH 1332, or placement by college entrance exam scores. (Mth)

MATH 1325. Calculus for Business and Social Sciences. (3-3-1).

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. Prerequisite: A grade of C or higher in MATH 1324 or equivalent, or placement by college entrance exam scores. (Mth)

MATH 1332. Contemporary Mathematics I (not recommended for all majors - see advisor). (3-3-0).

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Prerequisite: A grade of C or higher in MATH 0300, or MATH 0302, or placement by college entrance exam score(s). (Mth)

MATH 1333. Contemporary Mathematics II. (3-3-0).

The continued study of topics including introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Prerequisite: A grade of C or higher in MATH 1332 or placement by college entrance exam scores. (Mth)

MATH 1342. Elementary Statistics. (3-3-3).

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Prerequisite: A grade of C or higher in MATH 0303 or MATH 1332 or placement by college entrance exam scores. (Rd, Mth)

MATH 1350. Fundamentals of Mathematics I. (3-3-0).

Concepts of sets, functions, numeration systems, number theory, and properties of real numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisite: A grade of C or higher in MATH 1314 or the equivalent. (Rd, Mth)

MATH 1351. Fundamentals of Mathematics II. (3-3-0).

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek EC-4 and middle grade (4-8) teacher certification. Prerequisite: A grade of C or higher in MATH 1350, MATH 1314 or the equivalent. (Rd, Mth)

MATH 1442. Elementary Statistics. (4-3-3).

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Prerequisite: A grade of C or higher in MATH 0303 or MATH 1332, or placement by college entrance exam scores. (Rd, Mth)

MATH 2313. Calculus I. (3-3-3).

Limits and continuity; the Fundamental Theorem of Calculus; definitions 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 and trigonometric functions, with an application to calculation of areas. Prerequisite: A grade of C or higher in MATH 1316 or its equivalent, or placement by college entrance exam scores. (Mth)

MATH 2318. Linear Algebra (3-3-1).

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite: A grade of C or higher in MATH 2414. (Mth)

MATH 2413. Calculus I. (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: a grade of C or higher in MATH 1316 or its equivalent, or placement by college entrance exam scores. (Rd, Mth)

MATH 2414. Calculus II. (4-3-3).

Differentiation and integration of transcendental functions; applications of integration including techniques of integration; sequences and series; improper integrals. Prerequisite: A grade of C or higher in MATH 2313 or its equivalent. (Mth)

MATH 2415. Calculus III. (4-3-3).

Advanced topics in Calculus, including parametric equations and polar coordinates; vector and vector-valued functions, partial differentiation, Lagrange multiplier, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stoke's Theorem. Prerequisite: A grade of C or higher in MATH 2314 or its equivalent. (Mth)

MUSIC

MUSI 1306. Music Appreciation. (3-3-0).

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances.

PHILOSOPHY

PHIL 1304. Introduction to World Religions (3-3-0).

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. (Rd)

PHIL 2306. Introduction to Ethics (3-3-0).

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. (Rd, Wtg)

PHYSICAL EDUCATION

The Western Texas College physical education department is dedicated to teaching the whole student. With intermittent exercise throughout the day, the body becomes stronger and more alert to its challenges, mentally and physically. Our department offers a variety of courses for students to choose to fit their schedules and their preferences of activities.

Students not only learn about their bodies but receive instruction in movement skills that enhance their activity selection. Emphasis is placed on sportsmanship, leadership, competition, and etiquette while being in an active situation.

Students pursuing an Associate of Arts degree should complete one semester hour of physical education activities during their two years at WTC.

Activity courses may be for women only, men only, or coeducational. A maximum of four hours will be counted toward graduation requirements. Physical education majors may take eight hours. PHED 1238 offers 2 hours credit.

Physical Education Activities

Individual and dual sports. Courses consist of individual and dual activities designed to aid the student in developing skills, knowledge of rules and etiquette, and physical fitness. Individual and dual sports include beginning and advanced golf, weight training, body conditioning, beginning and advanced racquetball, and martial arts.

Team sports. Courses in techniques, tactics, and rules designed to aid students in developing skills and physical fitness necessary for the enjoyment of recreational team sports. Team sports include basketball, volleyball, golf, and intramural activities.

Western activities. Western activities include: Horsemanship, a course in care and riding of western horses, including feeding, grooming, hoof care, types of equipment, saddling, and position and seat at the three basic gaits; and Rodeo Production and Management: Principles of organization, management, promotion, and financing rodeos. Rodeo facilities, judging procedures, and regulations are also studied.

Non-Activity Courses

PHED 1238. Fit and Well-An Introduction to Fitness, Wellness and Sport (2-2-1).

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. (Rd, Wtg)

PHED 1301. Introduction to Physical Fitness and Sport. (3-2-1).

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

PHED 1304-1305. Personal and Community Health I. (3-3-0).

Investigation of the principles and practices in relation to personal and community health.

PHED 1306. First Aid. (3-3-0).

Instruction in and practice of first aid techniques.

PHED 1308. Sports Officiating I. (3-3-0).

Instruction in the rules, interpretation, and mechanics of officiating in selected sports.

PHED 1321. Coaching/Sports Athletics I. (3-3-0).

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

PHED 1331. Physical Education for Elementary Education Majors. (3-3-0).

An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implication, physical fitness, and kinesiology.

PHED 1338. Concepts of Physical Fitness

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs.

PHED 1346. Drug Use & Abuse. (3-3-0).

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. (Cross-listed as SOCI 2340)

PHED 2156. Taping and Bandaging. (1-1-0).

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.

PHED 2255. Water Safety. (2-2-2).

This course includes water safety practices for home, ponds, beaches, and public swimming facilities, proper swim instruction techniques for all ages and abilities, and development of new swimming strokes and skills. Upon completion, students will be certified in standard first aid, adult CPR, and life guarding. Prerequisite: Advanced swimming skills.

PHED 2356. Care and Prevention of Athletic Injuries. (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.

One-Hour Activity Courses

PHED 1100-1101. P.E. Activity for Freshmen. (1-0-3).

Activity in beginning and advanced golf; beginning and advanced weight training; beginning and advanced racquetball; recreational racquetball; recreational volleyball; yoga; body conditioning; aikido; horsemanship; and rodeo production and management.

PHED 2100-2101. Recreational/Advanced Golf. (1-0-3).

The students will learn how to identify and correct common faults in the golf swing. They will be involved with teaching young players the basic fundamentals of the golf swing and correct measures. Each student will also learn various formats of play such as Match Play, Stroke Play, Stableford, Fourball, and Scramble formats.

Varsity Sports

PHED 1102-1103, 2102-2103. Varsity Baseball. (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Baseball team.

PHED 1102-1103, 2102-2103. Varsity Cross-Country. (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Cross-Country team.

PHED 1102-1103, 2102-2103. Varsity Softball. (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Softball team.

PHED 1102-1103, 2102-2103. Varsity Volleyball. (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Volleyball team.

PHED 1102-1103, 2102-2103. Varsity Women's Basketball (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Women's Basketball team.

PHED 1102-1103, 2102-2103. Varsity Men's Basketball (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Men's Basketball team.

PHED 1102-1103, 2102-2103. Varsity Women's Golf (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Women's Golf team.

PHED 1102-1103, 2102-2103. Varsity Men's Golf (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Men's Golf team.

PHED 1102-1103, 2102-2103. Varsity Women's Track. (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Women's Track team.

PHED 1102-1103, 2102-2103. Varsity Men's Track (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Men's Track team.

PHED 1102-1103, 2102-2103. Varsity Women's Soccer. (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Women's Soccer team.

PHED 1102-1103, 2102-2103. Varsity Men's Soccer. (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Men's Soccer team.

PHED 1102-1103, 2102-2103. Women's Western Activities. (1-0-3).

Physical education for students in rodeo-related activities. Enrollment may be limited by facilities and availability of stock.

PHED 1102-1103, 2102-2103. Men's Western Activities. (1-0-3).

Physical education for students in rodeo-related activities. Enrollment may be limited by facilities and availability of stock.

PHED 1107, 2107. Junior Varsity Baseball (1-0-3).

An activity course designed to meet PHED requirements for members of the Junior Varsity Baseball team.

PHYSICAL SCIENCE

PHYS 1415. Physical Science I. (4-3-3).

An introductory course that deals with the basic concepts of physics and chemistry. This course is recommended for non-science majors and elementary education majors. Includes a required laboratory. Prerequisite: A grade of C or better in Math 1314 (College Algebra) or its equivalent. (Rd, Wtg, Mth)

PHYS 1417. Physical Science II. (4-3-3).

An introduction to the basic concepts of geology, astronomy, and meteorology. Includes a required laboratory. (Rd, Wtg)

PHYSICS

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced Physics course. E.g. To take PHYS 1402 you must make a C in PHYS 1401.

PHYS 1401. College Physics I. (4-3-4).

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. Prerequisite: A C or higher in Math 1314 College Algebra and Math 1316 Plane Trigonometry or Math 2312/2412 Pre-Calculus. Required laboratory activities will reinforce the lecture material. (Rd, Mth)

PHYS 1402. College Physics II. (4-3-4).

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. Prerequisite: A grade of C or higher in PHYS 1401. Required laboratory activities will reinforce the lecture material. (Rd, Mth)

PHYS 2425. University Physics I. (4-3-3).

The study of the fundamental principles of calculus-based physics for science, computer science, and engineering majors. This course involves the study of the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics, and emphasis on problem solving. Basic laboratory experiments supporting these principles to include experimental design, data collection and analysis, and preparation of laboratory reports will be required. Prerequisite: Math 2413 with a C or higher or its equivalent.

PHYS 2426. University Physics II. (4-3-3).

Principles of calculus-based physics for science, computer science, and engineering majors involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles covered 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 will be required. Prerequisites: PHYS 2425 with a C or higher and Math 2414 with a C or higher or its equivalent.

PSYCHOLOGY

PSYC 1100. Learning Frameworks. (1-1-0).

A study of 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 1300. Learning Frameworks. (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. (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. (Rd, Wtg)

PSYC 2308. Child Psychology. (3-3-0).

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. (Rd, Wtg)

PSYC 2314. Life Span Growth and Development. (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. (Rd, Wtg)

PSYC 2315. Psychology of Adjustment. (3-3-0).

Study of the processes involved in the adjustment of individuals to their personal and social environments.

PSYC 2316. Psychology of Personality. (3-3-0).

Study of various approaches to determinants, development, and assessment of personality. (Rd, Wtg)

PSYC 2319. Social Psychology. (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. (Rd, Wtg)

SOCIOLOGY

SOCI 1301. Introduction to Sociology. (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. (Rd, Wtg)

SOCI 1306. Social Problems. (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 and The Family. (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 2319. Minority Studies. (3-3-0).

This course studies minority-majority group relations by addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

SOCI 2340. Drug Use & Abuse. (3-3-0).

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. (Cross-listed as PHED 1346).

SPANISH

The **RED COURSE** is a prerequisite. A C or higher is required if a student intends to take an advanced Spanish course. E.g. To take SPAN 1412 you must make a C in SPAN 1411.

SPAN 1300. Beginning Spanish Conversation I. (3-3-0).

Primary aim of the course is to teach communication skills in speaking and understanding spoken Spanish. Idiomatic expressions and conversation are stressed in a course designed primarily for business and professional people, farmers, ranchers, and others who deal with Spanish-speaking citizens of the community. May not be counted as part of the requirements for Spanish major or minor and not open to students who speak Spanish as vernacular. (Not designed for transfer.)

SPAN 1411. Beginning Spanish I. (4-3-3).

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. (Rd, Wtg)

SPAN 1412. Beginning Spanish II. (4-3-3).

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. Prerequisite: SPAN 1411. (Rd, Wtg)

SPAN 2311. Intermediate Spanish I. (3-3-2).

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. Prerequisite: SPAN 1412. (Rd, Wtg)

SPAN 2312. Intermediate Spanish II. (3-3-2).

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. Prerequisite: SPAN 2311. (Rd, Wtg)

SPEECH

SPCH 1311. Introduction to Communication. (3-3-0).

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH 1315. Public Speaking. (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 1318. Interpersonal Communication. (3-3-0).

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 1321. Business and Professional Communication. (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. (Rd)

WIND ENERGY

WIND 1300. Introduction to Wind Energy. (3-3-0).

Provides a basic understanding of the wind energy industry and discusses the basic meteorology of wind, extraction of energy from wind, wind plant development, and the environmental and ecological impact of wind energy plants. (Rd, Wtg)

WIND 1310. Analytical Methods in Wind Energy. (3-3-0).

Analytical fundamentals of wind mathematical modeling and applications of those models to wind forecasting. Prerequisite: MATH 1314. (Rd, Mth)

WIND 1311. Principles of Wind Power Conversion. (3-3-0).

Wind power conversion fundamentals applied to wind energy topics. Prerequisite: MATH 1316 (Rd, Mth)

WIND 2300. Social Impacts of Wind Energy. (3-3-0).

Provides an in-depth look at environmental, economic, national security, health benefits, and issues of wind energy vs traditional fuels. (Rd, Wtg)

WIND 2310. Methods for Wind Resource Characterization. (3-3-0).

Wind resource characterization applied to wind energy. (Rd, Wtg, Mth)

Career and Technical Degree and Certificate Programs

The Associate of Applied Science (AAS) degree is designed for students who intend to enter the workforce immediately following graduation from their program. While some students who earn an AAS degree may transfer to a four-year college or university to pursue a bachelor's degree, it's important to note that some AAS courses are not granted transfer equivalency credit, nor will they fulfill the general education requirements of a bachelor's degree program.

Early Childhood Education

Electrical Lineman Technology

Information Technology Business Management

Medical Information Technology

Petroleum Technology

Process Technology

Turfgrass and Landscape Management

Welding

Prison Offender Education

Computer Maintenance Technology

Nursery-Landscape Management

Continuing Education Programs

Continuing education courses, programs or organized learning experiences are offered for workforce development, workforce CTE's and to enhance professional and or personal goals. Continuing education allows you to pursue areas of professional or personal interest or to enhance your qualifications in an increasingly competitive and rapidly changing labor market. Continuing education offers exciting learning opportunities for everyone, regardless of interests, age, or level of education.

Workforce Education

wtc2go

EARLY CHILDHOOD EDUCATION

The Early Childhood Education program is designed to prepare students to care for and educate young children from birth through age 8 and to provide training for caregivers or administrators in early childhood programs.

The A.A.S. program requires students to complete 61 semester credit hours of coursework with 37 in the major area of study and 24 in general education coursework. The curriculum includes two practicum courses, the second of which would be used to satisfy the capstone requirement. Students pursuing the Level I Certificate program will complete 30 semester credit hours of coursework in the major area of study.

ASSOCIATE OF APPLIED SCIENCE

Freshman Year

Fall Semester	Sem.Hrs.	Spring Semester	Sem. Hrs.
**SPCH 1315 Public Speaking.....	3	CDEC Elective	3
**ENGL 1301 Composition I.....	3	COSC 1301 Intro to Computers OR	
TECA/CDEC 1311 Educating Young Children	3	BCIS 1405 Business Computer Apps.....	3
TECA/CDEC 1303 Families, School, & Comm	3	CDEC elective	3
TECA 1354 Child Growth/Dev or		CDEC 1319 Child Guidance.....	3
PSYC/CDEC 2308 Child Psychology	3	TECA/CDEC 1318 Wellness of Young Child.....	3
Total Semester Hours	15	Total Semester Hours	15

Sophomore Year

Fall Semester	Sem.Hrs.	Spring Semester	Sem.Hrs.
CDEC Elective	3	MATH 1332 Contemporary Math I or	
**Fine arts/humanities.....	3	**MATH 1314 College Algebra.....	3
CDEC 1313 Curriculum Resources		Social/behavioral science	3
for Early Childhood Programs	3	CDEC 1359 Children with Special Needs.....	4
CDEC 1356 Emergent Literacy	3	CDEC elective 3	
CDEC 2366 Practicum.....	3	CDEC 2367 Practicum (Capstone).....	3
Total Semester Hours	15	Total Semester Hours	15

Electives - Must be selected from the following: CDEC 1323, CDEC 1358, CDEC 2326, CDEC 1321, CDEC 2341, CDEC 1394, CDEC 1356, and CDEC 2328.

EARLY CHILDHOOD

1-Year Certificate

Fall Semester	Sem.Hrs.	Spring Semester	Sem. Hrs.
TECA/CDEC 1311 Educating Young Children.....	3	CDEC 1319 Child Guidance.....	3
TECA/CDEC 1303 Families, School, & Comm.....	3	TECA/CDEC 1318 Wellness of the Young Child	3
CDEC 1354 Child Growth/Dev or		CDEC...elective.....	3
PSYC 2308 Child Psychology	3	CDEC 1356 Emergent Literacy	3
CDEC 1313 Curriculum Resources	3	CDEC 2366 Practicum-(Capstone)	3
CDEC Elective 3			
Total Semester Hours	15	Total Semester Hours	15

Electives - Must be selected from the following: CDEC 1459, CDEC 1323, CDEC 1358, CDEC 2326, CDEC 1321, CDEC 2341, CDEC 1394, and CDEC 1356.

CHILD DEVELOPMENT CERTIFICATE

Fall Semester	Sem.Hrs.	Spring Semester	Sem. Hrs.
TECA/CDEC 1311 Educating Young Children.....	3	CDEC 1319 Child Guidance.....	3
TECA/CDEC 1303 Families, School & Comm.....	3	TECA/CDEC 1318 Wellness of the Young Child	3
CDEC 1313 Curriculum Resources	3	TECA/CDEC 1354 Child Growth & Develop.	3
Total Semester Hours	9	Total Semester Hours	9

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

Course Descriptions

CDEC 1303. Families, School, and Community. (3-3-1).

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1311. Educating Young Children. (3-3-1).

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

- CDEC 1313. Curriculum Resources for Early Childhood Programs. (3-3-1).
A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.
- CDEC 1318. Wellness of the Young Child. (3-3-1).
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local as well as national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.
- CDEC 1319. Child Guidance. (3-3-1).
An exploration of guidance strategies for promoting pro-social behaviors in children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children.
- CDEC 1321. The Infant and Toddler. (3-3-1).
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques.
- CDEC 1323. Observation and Assessment. (3-3-1).
A study of observation skills, assessment techniques, and documentation of children's development.
- CDEC 1354. Child Growth and Development. (3-3-0).
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.
- CDEC 1356. Emergent Literacy for Early Childhood. (3-3-1).
An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.
- CDEC 1358. Creative Arts for Early Childhood. (3-2-3).
An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.
- CDEC 1394. Special Topics in Early Childhood. (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.
- CDEC 1359. Children with Special Needs. (4-2-3).
A survey of information regarding children with special needs, including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.
- CDEC 2315. Multicultural/Multilingual Education. (3-3-0).
An overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.
- CDEC 2326. Administration of Programs for Children I. (3-3-1).
A practical application of management procedures for early child care education programs, including a study of operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. (Rd, Wtg)
- CDEC 2328. Administration of Programs for Children II. (3-3-1).
An in-depth study of the skills and techniques in managing early child care and education programs including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, planning parent education/partnerships, and technical applications in programs. (Rd, Wtg, Mth)
- CDEC 2341. The School Age Child. (3-3-1).
A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guidance techniques.
- CDEC 2366. Practicum. (3-0-21).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (Capstone for Certificate Program) Prerequisite: CDEC 1311, 1313, 1318, & 1319.
- CDEC 2367. Practicum. (3-0-21).
A continuation of CDEC 2366. (Capstone for A.A.S. degree) Prerequisite: CDEC 1311, 1313, 1318, 1319, & 2366.
- TECA 1303. Families, School, and Community. (3-3-1).
Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.
- TECA 1311. Educating Young Children. (3-3-1).
An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.
- TECA 1318. Wellness of the Young Child. (3-3-1).
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.
- TECA 1354. Child Growth and Development. (3-3-0).
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

ELECTRICAL DISTRIBUTION SYSTEMS

This program prepares individuals to build, repair, and maintain electrical distribution systems. Job duties include stringing new wire or maintaining old wire, installing and maintaining insulators, setting towers or poles to hold electrical wire, assembling and erecting substations, installing and repairing traffic or train signals, and tree trimming. Linemen are in high demand during natural disasters such as tornadoes, ice storms, and hurricanes. Individuals who graduate with this certificate will have the basic knowledge and skills of electrical distribution. Proof of personal health/accident insurance is required.

Alcohol/Drug Testing

As part of WTC's Alcohol/Drug policy, random, reasonable cause, and post-accident drug and alcohol tests are performed on Electrical Lineman students during their training.

ELECTRICAL LINEMAN TRAINING CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
LNWK 1301 Orientation & Line Skill Fund	3	LNWK 1211 Climbing Skills.....	2
LNWK 1311 Climbing Skills.....	3	LNWK 2324 Troubleshooting Distribution Systems.....	3
LNWK 1291 Special Topics in Lineworker	2	LNWK 2322 Distribution Line Construction.....	3
ELPT 1221 Intro to Electrical Safety and Tools	2	ELPT 1491 Spec Top in Elec & Power Trans Installer.....	4
ELPT 2239 Elec Power Distribution	2	CVOP 1201 Commercial Drivers License.....	2
ELPT 1319 Fundamentals of Electricity	3	ELPT 2323 Transformers.....	3
Total Semester Hours	15	Total Semester Hours	17

ELECTRICAL LINEMAN HELPER CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
LNWK 1301 Orientation & Line Skill Fund	3	LNWK 2324 Troubleshooting Distribution Systems.....	3
LNWK 1311 Climbing Skills.....	3	LNWK 2322 Distribution Line Construction.....	3
ELPT 1221 Intro to Electrical Safety and Tools	2	ELPT 1191 Elec & Power Transmission Installer.....	1
Total Semester Hours	8	Total Semester Hours	7

AAS ELECTRICAL LINEMAN TECHNOLOGY

FRESHMAN YEAR

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
LNWK 1301 Orientation & Line Skill Fund	3	LNWK 1211 Climbing Skills.....	2
LNWK 1311 Climbing Skills.....	3	LNWK 2324 Troubleshooting Distribution Systems.....	3
LNWK 1291 Special Topics in Lineworker	2	LNWK 2322 Distribution Line Construction.....	3
ELPT 1221 Intro to Electrical Safety and Tools	2	CVOP 1201 Comm License Driving Skills.....	2
ELPT 2239 Electrical Power Distribution	2	ELPT 1491 Spec Top in Elec & Power Trans Installer.....	4
ELPT 1319 Fundamentals of Electricity	3	ELPT 2323 Transformers.....	3
Total Semester Hours	15	Total Semester Hours	17

SOPHOMORE YEAR

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
LNWK 2321 Live Line Safety	3	**ENGL 1301 Composition I.....	3
LNWK 1391 Special Topics in Lineworker	3	**COSC 1301 Intro to Computing or	
ELPT 1320 Fundamentals of Electricity II.....	3	BCIS 1305 Bus Computer Applic	3
ELPT 1225 National Electrical Code I.....	2	**EDUC 1300 Learning Frameworks.....	3
ELPT 1264 Practicum (Field Experience).....	2	**Fine Arts/Humanities Elective.....	3
		**MATH 1332 Contemporary Mathematics or	
		MATH 1314 College Algebra	3
Total Semester Hours	13	Total Semester Hours	15

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

Course Descriptions

LNWK 1211. Climbing Skills. (2-1-4).

Theory and application of pole climbing. Includes safety, climbing techniques, tool inspection, poles inspection, personal protective equipment, and fall protection.

LNWK 1291. Special Topics in Lineworker. (2-1-3).

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.

LNWK 1301. Orientation and Line Skill Fundamentals. (3-2-3).

Examination of utility company operations. Topics include company structure, safety and distribution standards handbook, lineman's tools, vocabulary, and work procedures. Discussion of basic electrical systems including the history of power generation and distribution with emphasis on generating plants and substations.

LNWK 1311. Climbing Skills. (3-2-4).

Theory and application of pole climbing. Includes safety, climbing techniques, tool inspection, poles inspection, personal protective equipment, and fall protection.

LNWK 1391. Special Topics in Lineworker. (3-2-3).

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve proficiency.

LNWK 2321. Live Line Safety. (3-2-2).

Study of cover-up procedures and safety requirements for work on energized electrical circuits. Includes use, care, and inspection of cover-up material, recognizing nominal voltages and energized parts, approach distances, and safety.

LNWK 2322. Distribution Line Construction. (3-2-4).

Study of electric distribution line construction. Includes reading staking sheets and framing specifications, tailboard discussions, pole framing and setting, installing conductors, transformers and other line equipment, and OSHA and NESC regulations.

LNWK 2324. Troubleshooting Distribution Systems. (3-2-4).

Study of power outages and voltage complaints on distribution systems. Includes lockout-tagout procedures, safety grounds, backfeed, induced voltage, causes of outages, and analyzing voltage complaints.

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.

ELPT 1225. National Electrical Code I. (2-1-3).

An introductory study of the National Electric Code (NEC) for those employed in fields requiring that knowledge. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

ELPT 1264. Practicum I. (2-0-14).

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

ELPT 1319. Fundamentals of Electricity. (3-2-4).

An introduction to basic direct current (DC) theory including electron theory and direct current applications.

ELPT 1320. Fundamentals of Electricity II. (3-2-2).

Introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.

ELPT 1491. Special Topics in Electrical and Power Transmission Installer, General (4-3-4).

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.

ELPT 2239. Electrical Power Distribution. (2-1-2).

Design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, and protective devices. Includes calculations of fault current, system load analysis, rates, and power economics.

ELPT 2323. Transformers. (3-2-4).

Transformer types, construction, connections, protection, grounding, and associated safety procedures.

CVOP 1201. Commercial Drivers License Driving Skills. (2-1-4).

Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor trailer, highway and city driving, and backward movement and control.

INFORMATION TECHNOLOGY BUSINESS MANAGEMENT

The Information Technology Business Management program at Western Texas College is ideal for students who are interested in acquiring the skills needed to succeed in today's competitive environment. This program is helping many students prepare for a variety of exciting entry-level technology, business, and medical support positions. Successful completion of a two-year curriculum will qualify students for the Associate of Applied Science Degree. The Information Technology Business Management program also offers several choices of certificates: Help Desk Software Support Technician, Information Management Specialist, Web Design, Server Administration, Business Office Specialist, and Medical Office Specialist.

- The Help Desk/User Support Technician certificate is designed to provide students with technical support skills needed to assist customers, clients, or members of an organization or company with a large variety of technical problems, including hardware, software, networks, email, and web pages
- The Information Management Specialist certificate is designed to provide in-depth training in suite package software, operating systems, and Web page development
- The Web Design Certificate is designed to provide a foundation to designing Web pages. The certificate includes working with cutting-edge software programs including cutting-edge Web design products, graphic programs, and Web programming
- The Server Administration certificate will provide training to maintain the computer networking system in an office environment by tracking server activity, performing upgrades of software, maintaining computer hardware, addressing questions about technical problems, and improving efficiency by evaluating system network functions
- The Business Office Specialist will provide training in the business office including accounting, accounting software, office applications, and financial data
- The Customer Service Specialist will provide training for entry into retail, service department, hotel management, or food service careers

Degree and Certification requirements are subject to approval by the Texas Higher Education Coordinating Board.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Freshman Year

Fall Semester .	Sem. Hrs.	Spring Semester	Sem. Hrs.
BCIS 1405 Business Computer Applications ..4		ITSW 1307 Intro to Database	3
CPMT 1303 Intro to Computer Technology or ACNT 1313 Computerized Accounting Apps	3	ITSW 1304 Intro to Spreadsheets.....	3
ITSW 1310 Intro to Pres Graphics Software...3		**Fine Arts/Humanities.....	3
ITSW 1301 Intro to Word Processing.....	3	ITSE 1301 Web Design Tools or ITNW 2313 Networking Hardware or MRKG 1301 Customer Relationship Mgmt.....	3
IMED 1316 Web Page Design or BUSG 1302 E-Business Management	3	ITSE 1391 Special Topics: Help Desk Customer or ITNW1354 Implementing & Supporting Servers or ACNT 1303 Intro to Accounting I.....	3
Total Semester Hours	16	Total Semester Hours	15

Sophomore Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
**SPCH 1315 Pub Speaking or 1321 Bus/Prof Communications or ENGL 2311 Technical & Business Writing	3	**ENGL 1301 Composition I.....	3
**MATH 1332 Contemporary Math I.....	3	ITSC 2339 Personal Computer Help Desk or BUSG 1301 Intro to Business	3
POFI 2331 Desktop Publishing or SMER 1314 Service Dept Operations or ITNW 1316 Networking Administration	3	ITSE 1311 Beginning Web Programming or ITSC 1307 UNIX Operating System I or BUSG 1303 Principles of Finance	3
ITNW 1325 Fundmntls of Netwrng Technologies or IMED 1345 Inter Digital Media	3	ITSY 1300 Fundamentals of Information Security or QCTC 1301 Total Quality Management	3
**Social/Behavioral Science.....	3	ITSW 2386 Internship: Data Processing Tech	3
Total Semester Hours	15	Total Semester Hours	15

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

INFORMATION MANAGEMENT SPECIALIST CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
COSC 1301 Intro to Computing or *POFI 1301 Computer Appl.....	3	ITSW 1304 Intro to Spreadsheets.....	3
POFI 2331 Desktop Publishing.....	3	ITSC 1301 Web Design Tools.....	3
ITSW 1301 Word Processing.....	3	ITSW 1310 Intro to Pres Graphics Sftwre.....	3
Total Semester Hours	9	Total Semesters Hours	9

HELP DESK SOFTWARE SUPPORT TECHNICIAN CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
COSC 1301 Intro to Computing or *POFI 1301 Comp Applications.....	3	ITSC 2339 Personal Comp. Help Desk.....	3
CPMT 1303 Intro to Computer Technology.....	3	IMED 1316 Web Design I.....	3
ITSW 1301 Word Processing.....	3	ITNW 1325 Fund. of Networking Tech.....	3
Total Semester Hours	9	Total Semester Hours	9

WEB DESIGN CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
CPMT 1303 Intro to Computer Tech.....	3	ITSE 1311 Beginning Web Prog.....	3
IMED 1345 Interactive Digital Media.....	3	ITSE 1301 Web Design Tools.....	3
IMED 1316 Web Design I.....	3	ITSW 1307 Intro to Database.....	3
Total Semester Hours	9	Total Semester Hours	9

BUSINESS OFFICE SPECIALIST CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
ITSW 1301 Intro to Word Processing.....	3	ITSW 1310 Intro to Presentations.....	3
ITSW 1304 Intro to Spreadsheets.....	3	ITSW 1307 Intro to Database.....	3
ACCT 2301 Priniples of Accounting or ACNT 1303 Intro to Accounting I.....	3	BUSI 1307 Personal Finance or BUSG 1303 Principles of Finance.....	3
BUSI 1301 Introduction to Business or BUSG 1301 Introduction to Business.....	3	ECON 2301 Principles of Economics or ECNG 1301 Basic Economics or BUSG 1301 E-Business Management.....	3
ITSY 1300 Fundmntls of Information Security.....	3	ACNT 1313 Computerized Accounting Appl.....	3
Total Semester Hours	15	Total Semester Hours	15

INFORMATION SECURITY MANAGEMENT ENHANCED SKILLS CERTIFICATE

ITSY 2343 Computer Systems Forensics.....	3
SLPS 2330 Security of Computer & Data.....	3
Total Semester Hours	6

SERVER ADMINISTRATION CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
ITNW 1325 Fundmntls of Networking Tech.....	3	ITNW 1354 Implement & Supporting Servers.....	3
ITNW 1316 Network Administration.....	3	ITSC 1307 UNIX Operating Systems I.....	3
ITSY 1300 Fundmntls of Info Security.....	3	ITNW 2313 Networking Hardware.....	3
Total Semester Hours	9	Total Semester Hours	9

CUSTOMER SERVICE SPECIALIST CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
ITSW 1301 Intro to Word Processing	3	ITSC 1391 Spec Topic - Help Desk Cust Serv.....	3
ITSW 1304 Intro to Spreadsheets	3	SMER 1314 Service Department Operations	3
MRKG 1301 Customer Relationship Mgmt	3	QCTC 1301 Total Quality Management.....	3
Total Semester Hours	9	Total Semester Hours	9

Course Descriptions

See Academic Course Descriptions section in the catalog for the following courses: COSC 1301, ENGL 1301, SPCH 1315, EDUC 1300.

ACCT 2301. Principles of Accounting I. (See catalog page 26)

ACNT 1303. Introduction to Accounting I. (3-2-4).

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.

ACNT 1313. Computerized Accounting Applications. (3-2-4).

Skill development in the use of small-business accounting software (Peachtree) to create and maintain accounting records. Emphasis on all phases of computerized accounting including database input, transaction processing, journalizing, payroll processing, and financial statements. Additional work with software-based business tools including inventory, fixed asset, and time-management tools. For non-accounting majors.

BCIS 1405. Business Computer Applications. (4-3-3).

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

BUSI 1301. Introduction to Business. (See catalog page 26)

BUSG 1301. Introduction to Business. (3-2-1).

Fundamental business principles including structure, functions, resources, and operational processes.

BUSG 1302. E-Business Management. (3-2-4).

Introduction to business. Includes the internet, infrastructure for electronic commerce, markup languages, web-based tools and software, security issues, and electronic payment systems. Also covers strategies for marketing, sales, and purchasing; legal, ethical, and tax issues; and management functions.

BUSG 1303. Principles of Finance (3-2-1).

Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money.

BUSI 1307. Personal Finance. (See catalog page 26)

COSC 1301. Introduction to Computing. (See catalog page 28)

CPMT 1303. Introduction to Computer Technology. (3-2-4)

A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

CPMT 1304. Microcomputer System Software. (3-2-4)

Skill development in the installation, configuration, maintenance, and troubleshooting of system software in microcomputers.

CPMT 1345. Computer Systems Maintenance. (3-2-4)

A study of the components within a computer system. Development of testing and troubleshooting skills.

ECNG 1301. Basic Economics. (3-2-4).

An overview of the basic principles of macro and micro economics. Topics include economic systems; markets and competition; money and banking; production, income, and employment; economic activities and policies; and international economics.

ECON 2301. Principles of Macroeconomics. (See catalog page 29)

HITT 1301. Health Data Content and Structure (3-2-4)

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.

- HITT 1305. Medical Terminology. (3-2-4).
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.
- HITT 1349. Medical Pharmacology. (3-2-4).
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.
- HITT 1353. Legal and Ethical Aspects of Health Information (3-2-4).
Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.
- HITT 2340. Advanced Medical Billing & Reimbursement. (3-2-4).
Skill development coding to prepare reimbursement forms in various health care settings for submission to payers.
- HPRS 2331. General Health Professions Management. (3-2-3).
Exploration and application of management concepts necessary for effective health profession operations.
- IMED 1316. Web Page Design. (3-2-4).
Instruction in web design and related graphic design issues including mark-up languages, websites, and browsers.
- IMED 1345. Interactive Digital Media I. (3-2-4).
Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.
- ITNW 1316. Network Administration. (3-2-4).
An introduction to the basic concepts of network administration.
- ITNW 1325. Fundamentals of Networking Technologies. (3-2-4).
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.
- ITNW 1354. Implementing and Supporting Servers. (3-2-4).
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.
- ITNW 2313. Networking Hardware. (3-2-4).
Exploration of hardware devices including cables, servers, and workstations; network connectivity devices and uninterruptible power supplies.
- ITSC 1307. UNIX Operating System I. (3-2-4).
Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Includes introductory system management concepts.
- ITSC 1309 – Integrated Software Applications I. (3-2-4)
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.
- ITSC 1321 – Intermediate PC Operating Systems. (3-2-4)
Custom operating system installation, configuration, and troubleshooting. Manage file systems, memory, and peripheral devices.
- ITSC 1391 Special Topics: Help Desk Customer Service. (3-2-4).
Customer support skills and real world applications for the operation of a call center, front desk, or help desk. Skills should include effective communication for internal and external customers, best practices, and problem solving skills including: in-person, telephone, email, or Internet.
- ITSC 2335. Application Software Problem Solving. (3-2-4).
Utilization of appropriate application software to solve advanced problems and generate customized solutions.
- ITSC 2339. Personal Computer Help Desk. (3-2-4).
Diagnosis and solution of user hardware and software related problems with on-the-job and /or simulated projects.
- ITSE 1301. Web Design Tools. (3-2-4).
Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Includes graphic design issues and exploration of tools available for creating and editing Web documents.
- ITSE 1311. Beginning Web Programming. (3-2-4).
Skill development in web programming including mark-up and scripting languages.
- ITSW 1301 Introduction to Word Processing. (3-2-4).
An overview of the production of documents, tables, and graphics.
- ITSW 1304 Introduction to Spreadsheets. (3-2-4).
In-depth instruction in the use of the Microsoft Access database management application. Includes creating, modifying, and maintaining database instruction to the concepts, procedures, and application of electronic spreadsheets.
- ITSW 1307 Introduction to Database. (3-2-4).
In-depth instruction in the use of the Microsoft Access database management application. Includes creating, modifying, and maintaining database tables; defining relationships between tables; performing queries and filtering records; creating forms and reports; and creating a switchboard to facilitate, enter, and retrieve database information.

- ITSW 1310. Introduction to Presentation Graphics Software. (3-2-4).
Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.
- ITSW 2386. Internship – Data Processing and Data Processing Technology/Technician. (3-0-9).
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
- ITSY 1300. Fundamentals of Information Security. (3-2-4).
Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identify exposures and vulnerabilities, and countermeasures; discuss the importance of planning and administrative controls; identify elements of information security risk management; and identify best practices and appropriate defenses, including firewalls, encryption, physical security, intrusion detection, and biometrics.
- ITSY 2343. Computer System Forensics. (3.2.4)
In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.
- MDCA 1321. Administrative Procedures. (3-2-4).
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.
- MRKG 1301. Customer Relationship Management. (3-3-1).
General principles of customer relationship management including skills, knowledge, attitudes, and behaviors..
- POFI 1301. Computer Applications. (3-2-4).
Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Offers a background in information processing, terminology, current technology, input-output methods, and microcomputer hands-on applications. Field trips, presentations, and videos will include demonstrations of various information processing equipment.
- POFI 2331. Desktop Publishing for the Office. (3-2-4).
In-depth instruction in desktop publishing terminology with an emphasis on business uses and applications. Hands-on experience creating a variety of published documents using Microsoft Publisher. Emphasis on layout, graphics, and multiple-page documents. Includes printing techniques.
- POFM 1300. Medical Coding Basics. (3-2-4).
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.
- POFM 1302. Medical Software Applications. (3-2-4).
Medical software applications for the management and operation of health care information systems.
- POFM 2310. Intermediate Medical Coding. (3-2-4).
Assignment and application of various coding guidelines with emphasis on physician-billing and regulatory requirements. Include: code selection for Evaluation and Management (E/M) and Medical/Surgical cases. Prerequisite: POFM 1300 Medical Coding Basics.
- POFT 1329. Beginning Keyboarding. (3-2-4).
Skill development in typing on a computer keyboard. Emphasis on development of acceptable speed and accuracy levels. Includes basic business document formatting.
- QCTC 1301. Total Quality Management. (3-2-4).
The study of integrating work processes using team participation through employee empowerment and teamwork emphasizing the philosophy of customer service and satisfaction.
- SLPS 2330. Security of Computers and Data
Cyber theft and computer fraud. Includes physical protection of computers and peripherals.
- SMER 1314. Service Department Operations. (3-2-4).
A study of the operations of a service department including repair orders, service scheduling, customer relations, parts department operations, PC based parts systems, and warranty policy.

Medical Information Technology

The Medical Information Technology Applied Science degree at Western Texas College is ideal for students who are interested in acquiring the skills needed to succeed in today's competitive medical office environment. This program is helping many students prepare for a variety of exciting entry-level medical office support positions, medical billing, medical coding, and medical clinic management. Successful completion of a two-year curriculum will qualify students for the Associate of Applied Science Degree. The program also offers a choice of three certificates: Medical Office Clerk, Medical Office Specialist and Medical Administrative Assistant. The Medical Office Specialist and the Medical Administrative Assistant certificates include a required capstone course with an industry recognized national certification.

- * Medical Office Clerk
- * Medical Administrative Assistant
- * Medical Office Specialist

Degree and Certification requirements are subject to approval by the Texas Higher Education Coordinating Board.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Freshman Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
BCIS 1405 Business Computer Applications	4	ITSW 1310 Intro to Presentation Graphics Software	3
HITT 1305 Medical Terminology	3	ITSW 1304 Intro to Spreadsheets	3
ITSC 1391 Spec Topic: Help Desk Customer	3	**Fine Arts/Humanities	3
ITSW 1301 Intro to Word Processing	3	Medical Elective	3
HITT 1353 Legal & Ethical		HITT 2340 Advanced Medical Billing	
Aspects of Health Information	3	& Reimbursement	3
		Total Semester Hours	15
Total Semester Hours	16		

Sophomore Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
**SPCH 1315 Pub Speaking, OR		**ENGL 1301 Composition I	3
1321 Bus/Prof Communications, OR		ITSY 1300 Fundamentals of Information Security	3
ENGL 2311 Technical & Business Writing	3	MDCA 1321 Administrative Procedures	3
**MATH 1332 Cont Math I	3	POFM 2310 Intermediate Medical Coding OR	
ITSW 1307 Intro to Database	3	HPRS 2331 General Health Professions	3
*POFM 1300 Medical Coding Basics OR		ITSW 2387 Internship: Data Processing Tech	3
HITT 1301 Health Data Content & Structure	3		
**Social/Behavioral Science	3	Total Semester Hours	13
Total Semester Hours	15		

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

MEDICAL OFFICE SPECIALIST CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HITT 1305 Medical Terminology I	3	ITSW 1310 Intro to Presentations	3
POFM 1300 Medical Coding Basics	3	ITSW 1307 Intro to Database	3
ITSW 1301 Intro to Word Processing	3	HITT 2340 Advnced Med Billing & Reimb	3
BCIS 1305 Business Computer Apps	3	ITSW 1304 Intro to Spreadsheets	3
ITSC 1391 Spec Top: Help Dsk Cust Ser	3	POFM 1302 Medical Software Apps or	
HITT 1353 Legal & Ethical Aspect of Hlth	3	HITT 1349 Pharmacology	3
Total Semester Hours	18	POFM 2310 Intermediate Med Coding	3
		Total Semester Hours	18

MEDICAL OFFICE CLERK CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HITT 1305 Medical Terminology I.....	3	ITSC 1391 Help Desk Customer Service.....	3
ITSW 1301 Intro to Word Processing.....	3	HITT 1353 Legal & Ethical Aspects of Health Info.....	3
ITSW 1304 Intro to Spreadsheets.....	3	POFM 1302 Medical Software Apps or HITT 1349 Pharmacology.....	3
Total Semester Hours	9	Total Semester Hours	9

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HITT 1305 Medical Terminology I.....	3	ITSW 1304 Spreadsheets.....	3
BCIS 1305 Business Computer Applications.....	3	ITSW 1307 Intro to Database.....	3
ITSW 1301 Intro to Word Processing.....	3	HITT 2340 Advnced Med Billing & Reimb.....	3
HITT 1301 Health Data Content & Structure.....	3	ITSW 1310 Intro to Presentations.....	3
ITSC 1391 Spec Top: Help Dsk Cust Ser.....	3	MDCA 1321 Administrative Procedures.....	3
HITT 1353 Legal & Ethical Aspect of Hlth.....	3	HPRS 2331 General Health Professions Mgmt.....	3
Total Semester Hours	18	Total Semester Hours	18

Course Descriptions

BCIS 1405. Business Computer Applications. (4-3-3).

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

HITT 1301. Health Data Content and Structure (3-2-4)

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.

HITT 1305. Medical Terminology. (3-2-4).

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1349. Medical Pharmacology. (3-2-4).

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

HITT 1353. Legal and Ethical Aspects of Health Information (3-2-4).

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

HITT 2340. Advanced Medical Billing & Reimbursement. (3-2-4).

Skill development coding to prepare reimbursement forms in various health care settings for submission to payers.

HPRS 2301. Pathophysiology. (3-2-4).

Study of the pathology and general health management of diseases and injuries across the lifespan. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

HPRS 2331. General Health Professions Management. (3-2-3).

Exploration and application of management concepts necessary for effective health profession operations.

ITSC 1391 Special Topics: Help Desk Customer Service. (3-2-4).

Customer support skills and real world applications for the operation of a call center, front desk, or help desk. Skills should include effective communication for internal and external customers, best practices, and problem solving skills including: in-person, telephone, email, or Internet.

ITSW 1301 Introduction to Word Processing. (3-2-4).

An overview of the production of documents, tables, and graphics.

ITSW 1304 Introduction to Spreadsheets. (3-2-4).

In-depth instruction in the use of the Microsoft Access database management application. Includes creating, modifying, and maintaining database instruction to the concepts, procedures, and application of electronic spreadsheets.

ITSW 1307 Introduction to Database. (3-2-4).

In-depth instruction in the use of the Microsoft Access database management application. Includes creating, modifying, and maintaining database tables; defining relationships between tables; performing queries and filtering records; creating forms and reports; and creating a switchboard to facilitate, enter, and retrieve database information.

ITSW 1310. Introduction to Presentation Graphics Software. (3-2-4).

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

ITSW 2387 Internship – Data Processing and Data Processing Technology/Technician. (3-0-9).

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

ITSY 1300. Fundamentals of Information Security. (3-2-4).

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identify exposures and vulnerabilities, and countermeasures; discuss the importance of planning and administrative controls; identify elements of information security risk management; and identify best practices and appropriate defenses, including firewalls, encryption, physical security, intrusion detection, and biometrics.

MDCA 1321. Administrative Procedures. (3-2-4).

Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

POFM 1300. Medical Coding Basics. (3-2-4).

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

POFM 1302. Medical Software Applications. (3-2-4).

Medical software applications for the management and operation of health care information systems.

POFM 2310. Intermediate Medical Coding. (3-2-4).

Assignment and application of various coding guidelines with emphasis on physician-billing and regulatory requirements. Include: code selection for Evaluation and Management (E/M) and Medical/Surgical cases. Prerequisite: POFM 1300 Medical Coding Basics.

PETROLEUM TECHNOLOGY

The Petroleum Technology program provides a broad overview of the petroleum industry. Students will experience viewing, working, and training with procedures and equipment utilized throughout the process of oil production. The objectives of this program are to provide education for each of the steps involved in energy production. Achieved knowledge and specialized training will enable the student to choose and successfully pursue a career in almost any of the myriad aspects of the petroleum industry.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Year One

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
PTRT 1301 Intro to Petroleum Ind.....	3	PTRT 1324 Petroleum Instrumentation	3
PTRT 1313 Industrial Safety.....	3	PTRT 1307 Recovery & Production Methods	3
**MATH 1332 Contemporary Mathematics I or MATH 1314 College Algebra.....	3	PTRT 1309 Corrosion Basics	3
**Social/Behavioral Science Elective	3	PTRT 2359 Petroleum Computer.....	3
**GEOL 1401 Earth Sciences I.....	4	**Fine Arts/Humanities Elective	3
Total Semester Hours	16	Total Semester Hours	15

Year Two

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
CTEC 1401 Applied Petrochem Tech OR PHYS 1401 College Physics 1	4	INMT 2488 Internship.....	4
PTRT 2332 Artificial Lift.....	3	INTC 1358 Flow and Measurement Calibration.3	3
ELMT 1301 Programmable Logic Controllers.3	3	PTRT 1321 Oil Field Hydraulics.....	3
INMT 2303 Pumps, Compressors, and Mechanical Drives	3	PTRT 1312 Petroleum Regulations.....	3
**ENGL 1301 Composition I.....	3		
Total Semester Hours	16	Total Semester Hours	13

Proof of personal health/accident insurance is required.

Random drug testing will be performed on all Petroleum Technology students.

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

Course Descriptions

CTEC 1401. Applied Petrochemical Technology. (4-3-4).

Instruction in the basic principles of physics and their application to process facilities. Topics include physical laws and properties and how these relate to the operation of processes.

ELMT 1301. Programmable Logic Controllers. (3-2-4).

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

ENTC 1349. Reliability and Maintainability. (3-2-4).

Equipment reliability and maintainability. Includes development and assessment of maintenance programs.

INMT 2303. Pumps, Compressors, & Mechanical Devices. (3-2-4).

A study of the theory and operation of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.

INMT 2488. Internship - Manufacturing Technology/Technician. (4-0-12).

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

INTC 1358. Flow and Measurement Calibration. (3-2-4).

Practical methods of flow measurements and flow integration. Emphasized primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards.

PTRT 1301. Introduction to Petroleum Industry. (3-2-4).

An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

PTRT 1307. Recovery and Production Methods. (3-2-4).

Petroleum recovery and production methods.

PTRT 1309. Corrosion Basics. (3-2-4)

Principles of corrosion as it applies to oil and gas industries. Addresses the deterioration of materials, devices, and pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion.

PTRT 1312. Petroleum Regulations. (3-2-4).

Regulatory requirements and structures associated with the petroleum industry.

PTRT 1313. Industrial Safety. (3-2-4).

An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards.

PTRT 1321. Oil Field Hydraulics. (3-2-4).

Study hydraulics applicable to drilling, completion, and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems.

PTRT 1324. Petroleum Instrumentation. (3-2-4).

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

PTRT 2332. Artificial Lift. (3-2-4).

Practical aspects of artificial lift in production systems.

PROCESS TECHNOLOGY

Process Technologists are the people responsible for planning, analyzing, and controlling the production of products from the acquisition of raw materials through the production and distribution of products to customers in a variety of process industries. These industries include, but are not limited to oil exploration and production, chemical, food and beverage, pharmaceuticals, power generation, pulp and paper, refining and wastewater treatment. This program prepares students for a career as a process technician or operator.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Year One

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
PTRT 1301 Intro to Petroleum Ind.....	3	PTRT 1317 Natural Gas Processing I.....	3
PTRT 1313 Industrial Safety.....	3	PTRT 2343 Refining Methods.....	3
PTAC 1302 Intro to Process Technology.....	3	PTRT 2459 Petroleum Computer Applications.....	4
**MATH 1314 College Algebra.....	3	CHEM 1411 General Chemistry.....	3
**Social & Behavioral Science Elective.....	3	**SPCH 1315 Public Speaking.....	3
Total Semester Hours	15	Total Semester Hours	16

Year Two

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
CTEC 1401 Applied Petrochem Tech OR		PTAC 2387 Internship.....	3
PHYS 1401 College Physics 1.....	4	PTAC 2336 Process Instrumentation II.....	3
PTAC 1354 Industrial Processes.....	3	PTAC 2346 Process Troubleshooting.....	3
PTAC 2420 Process Technology II - Systems.....	4	PTRT 1312 Petroleum Regulations.....	3
**ENGL 1301 Composition I.....	3	**Fine Arts/Humanities.....	3
Total Semester Hours	14	Total Semester Hours	15

Proof of personal health/accident insurance is required.

Random drug testing will be performed on all Process Technology students.

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

Course Descriptions

CTEC 1401. Applied Petrochemical Technology. (4-3-4).

Instruction in the basic principles of physics and their application to process facilities. Topics include physical laws and properties and how these relate to the operation of processes.

PTAC 1302. Introduction to Process Technology. (3-2-4).

An introduction overview of the processing industries.

PTAC 1354. Industrial Processes (3-2-4).

The study of the common types of industrial processes.

PTAC 2336. Process Instrumentation II. (3-2-4).

Continued study of the instruments and control systems used in the process industries including terminology, process variables, symbology, control loops, and troubleshooting

PTAC 2346. Process Troubleshooting. (3-2-4).

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems.

PTAC 2420. Process Technology II - Systems. (4-2-4).

A study of the various process systems including related scientific principles.

PTRT 1301. Introduction to Petroleum Industry. (3-2-4).

An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

PTRT 1312. Petroleum Regulations. (3-2-4).

Regulatory requirements and structures associated with the petroleum industry.

PTRT 1313. Industrial Safety. (3-2-4).

An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards.

PTRT 1317. Natural Gas Processing I. (3-2-4).

An overview of natural gas processing operation. Topics include fundamentals of gas processing, the scientific principles and how they apply to the process, processing equipment, and procedures..

PTRT 2343. Refining Methods. (3-2-4).

An analysis of petroleum refining technologies from well head to gasoline pump.

PTRT 2459. Petroleum Computer Applications. (4-2-4).

Computer applications used in the petroleum industry. Includes the automation of open and closed loop systems..

TURFGRASS AND LANDSCAPE MANAGEMENT

The Turfgrass and Landscape Management Program offers the Associate of Applied Science Degree as well as certificate programs.

Upon completion of the two-year program, students will be awarded the Associate of Applied Science Degree. Graduates will be prepared to enter into several areas of the horticulture industry including golf course management, landscape design and management, sports field management, parks and recreation, plant production facilities such as greenhouses and nurseries, the irrigation industry, and sales of horticultural products and turf equipment. Associate degree seeking students will also have the chance to test for and receive two licenses while in the program. These licenses are the Texas Commission on Environmental Quality Licensed Irrigation Technician and the Texas Department of Agriculture Pesticide Applicators License.

The one-year certificates offered can prepare students for a more specialized and shorter education in either golf and grounds, turf and landscape irrigation or landscape design. There is also a one year online intro to turfgrass and landscape certificate for those interested in getting introductory level training into the horticultural industries.

Degree and Certification requirements are subject to approval by the Texas Higher Education Coordinating Board.

TURFGRASS AND LANDSCAPE MANAGEMENT

Core Curriculum

Freshman Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HALT 1325 Landscape Plant Materials	3	**MATH 1332 Cont. Math I.....	3
SCIT 1305 Intro. to Agricultural Chem.....	3	HALT 1324 Turfgrass Science & Mgmt.....	3
**Behavioral/Social Science Elective	3	HALT 1322 Landscape Design.....	3
**ENGL 1301 Composition I.....	3	**COSC 1301 Intro. to Computing or	
AGRI 1415 Horticulture or		BCIS 1305 Business Computer Applications.....	3
HALT 1401 Horticulture	4		
Total Semester Hours	16	Total Semester Hours	12

Sophomore Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
SRVY 1313 Plane Surveying	3	SPAN 1300 Conversational Spanish	3
HALT 2312 Turfgrass Maintenance	3	HALT 1305 Horticultural Soils.....	3
HALT 1333 Landscape Irrigation	3	HALT 2310 Adv. Landscape Irrigation.....	3
**Fine Arts/Humanities.....	3	HALT 2331 Adv. Landscape Design or	
HALT 2486 Internship - Hort Svcs (Capstone).....	4	HALT 2314 Plant Propagation	3
		HALT 2472 Spec Top in Turfgrass Management.....	4
Total Semester Hours	16	Total Semester Hours	16

Proof of personal health/accident insurance is required.

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

GOLF AND GROUNDS TECHNICIAN

Certificate

1-Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HALT 1325 Landscape Plant Materials	3	HALT 1324 Turfgrass Sci. and Mgmt.....	3
HALT 1333 Landscape Irrigation	3	SCIT 1305 Intro to Ag Chem.....	3
HALT 1401 or AGRI 1415 Horticulture	4	HALT 1322 Landscape Design.....	3
SRVY 1313 Plane Surveying	3	COSC 1301 Intro to Computing or	
		BCIS 1305 Business Computer Apps	3
Total Semester Hours	16	Total Semester Hours	12

TURF AND LANDSCAPE IRRIGATION TECHNOLOGY

Certificate

1-Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HALT 1325 Landscape Plant Materials	3	HALT 1324 Turfgrass Sci. and Mgmt.....	3
HALT 1333 Landscape Irrigation	3	HALT 1322 Landscape Design.....	3
SRVY 1313 Plane Surveying	3	HALT 2310 Advanced Landscape Irr.....	3
COSC 1301 Intro to Computing.....	3	HALT 1401 Principles of Horticulture or Elective	4
Total Semester Hours	12	Total Semester Hours	13

Course Descriptions

HALT 1305. Horticultural Soils. (3-2-4).

A study of the physical properties of soil including structure and texture. Topics include the origin and development of soils, the composition of a soil horizon, and the interrelationship between soil fertility and plants.

HALT 1322. Landscape Design. (3-2-3).

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

HALT 1324. Turfgrass Science and Management. (3-2-3).

In-depth coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

HALT 1325. Landscape Plant Materials. (3-2-3).

Study of the identification, characteristics, cultural requirements, and landscape uses of native and adapted plants. Includes a focused study of the woody and herbaceous plant materials used in landscape and horticulture industries.

HALT 1333. Landscape Irrigation. (3-2-4).

In-depth coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and commercial applications, troubleshooting, repair, and technological advances in irrigation systems.

HALT 1401. Principles of Horticulture. (4-3-2)

An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture.

HALT 2310. Advanced Landscape Irrigation. (3-2-3).

Advanced applications of landscape irrigation. Topics include commercial applications of irrigation including athletic fields, golf courses, and large commercial projects. Topics also include equipment, design, performance, troubleshooting, maintenance, and repair. (Rd, Wtg)

HALT 2312. Turfgrass Maintenance. (3-2-3).

Instruction in common turfgrass cultural practices. Topics include calculation and application of materials and the operation and maintenance of equipment. The student will explain turfgrass response to various cultural activities; describe various cultural practices; and perform various turfgrass establishment procedures.

HALT 2314. Plant Propagation. (3-2-4).

A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation.

HALT 2331. Advanced Landscape Design. (3-2-4).

In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts.

HALT 2472. Applied Agriculture Chemicals for Weeds and Diseases. (4-3-3).

The practical identification, cause, and control of common weeds and plant diseases are learned. Materials and equipment used for their prevention and control, both turfgrass and woody plants, are practiced. Prerequisite: SCIT 1305 or instructor's permission.

HALT 2486. Internship - Horticulture Services Operations and Management. (4-0-20).

A work-based learning experience external to the college that enables the student to apply specialized occupational theory, skills, and concepts. A written agreement and learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among the particular occupations and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Students will meet for instruction in reporting procedures for the work-related experience. (Capstone Course)

SCIT 1305. Introduction of Agricultural Chemistry. (3-2-4).

The student will perform soil and agricultural chemical analysis; identify common nomenclature; differentiate agricultural chemicals; and practice agricultural chemical safety.

SPAN 1300. Conversational Spanish. (3-3-0).

Primary aim of the course is to teach communication skills in speaking and understanding spoken Spanish. Idiomatic expressions and conversation stressed in a course designed primarily for business and professional people, farmers, ranchers, and others who deal with Spanish-speaking citizens of the community. May not be counted as part of the requirements for Spanish major or minor. (Not designed for transfer.)

SRVY 1313. Plane Surveying. (3-2-3).

An introductory overview of surveying equipment and measurement techniques with emphasis on leveling and traversing.

WELDING

The Welding Program at Western Texas College focuses on practical experience and applications from business and industry. Classes are taught with a hands-on approach, giving students the opportunity for application of knowledge gained in the program and preparing students to successfully enter welding careers.

The objectives of this program are:

- To develop skills in the use of the tools of the trade so that a student may be successful in taking and passing examinations to become employed or to become a certified code welder.
- To develop knowledge and skills in reading a blueprint and the ability to follow that blueprint to design, layout, and fabrication of the desired structure.

Students may choose the two-year Associate of Applied Science Degree curriculum or the two one-year certificates.

Alcohol/Drug Testing

As part of WTC's Alcohol/Drug policy, random, reasonable cause, and post-accident drug and alcohol tests are performed on Welding students during their year of training.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Freshman Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, Equip.....	3	WLDG 1557 Intermed Shielded Metal Arc Welding	5
WLDG 1525 Intro. to Oxy-Fuel Welding & Cutting	5	WLDG 2439 Advncd Oxy-Fuel Welding & Cutting	4
WLDG 1528 Intro. to Shielded Metal Arc Welding	5	WLDG 1313 Intro to Blueprint Reading for Welders.....	3
**Social/Behavioral Science Elective	3	**ENGL 1301 Composition I.....	3
Total Semester Hours	16	Total Semester Hours	15

Sophomore Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
WLDG 2443 Advncd Shielded Metal Arc Welding	4	WLDG 2451 Advncd Gas Tungsten Arc (TIG)	4
WLDG 2406 Complete Pipe Welding	4	WLDG 2447 Advncd Gas Metal Arc (MIG) (Capstone).....	4
WLDG 2435 Advanced Layout & Fabrication	4	**Fine Arts/Humanities.....	3
**MATH 1332 Contemporary Math I.....	3	**BCIS 1305 Business Computer Applications or COSC 1301 Intro to Computing.....	3
Total Semester Hours	15	Total Semester Hours	14

CERTIFICATE

Introduction to Welding Technology

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, & Equip.....	3	WLDG 1313 Intro to Blueprint Reading for Welders	3
WLDG 1525 Intro to Oxy-Fuel Welding & Cutting	5	WLDG 1528 Intro to Shielded Metal Arc Welding	5
Total Semester Hours	8	Total Semester Hours	8

CERTIFICATE

Beginning Welding

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, & Equipment.....	3	WLDG 1557 Inter. Shielded Mtl Arc Welding (Capstone)	5
WLDG 1525 Intro. to Oxy-Fuel Welding & Cutting	5	WLDG 2439 Advanced Oxy-Fuel Welding & Cutting	4
WLDG 1528 Intro. to Shielded Metal Arc Welding	5	WLDG 1313 Intro. to Blueprint Reading for Welders	3
Total Semester Hours	13	Total Semester Hours	12

Proof of personal health/accident insurance is required.

**General Education Requirement courses are from fine arts and humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

CERTIFICATE
Advanced Welding

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
WLDG 2443 Advanced Shielded Metal Arc Welding	4	WLDG 2451 Advanced Gas Tungsten Arc (TIG).....	4
WLDG 2406 Complete Pipe Welding.....	4	WLDG 2447 Advanced Gas Metal Arc (MIG) (Capstone).....	4
WLDG 2435 Advanced Layout & Fabrication	4	WLDG 2553 Advanced Pipe Welding	5
Total Semester Hours.....	12	Total Semester Hours	13

Course Descriptions

- WLDG 1323. Welding Safety, Tools, and Equipment. (3-2-4).
An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.
- WLDG 1313. Intro 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.
- WLDG 1521. Intro to Welding Fundamentals. (5-3-6).
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.
- WLDG 1525. Intro to Oxy-Fuel Welding and Cutting. (5-3-6).
An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.
- WLDG 1528. Intro to Shielded Metal Arc Welding. (5-3-6).
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.
- WLDG 1557. Intermediate Shielded Metal Arc Welding. (5-3-6).
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. (Capstone course for beginning certificate.)
- WLDG 2406. Intermediate Pipe Welding. (4-2-6).
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. Prerequisite: Freshman level courses or permission of instructor.
- WLDG 2435. Advanced Layout and Fabrication. (4-2-6).
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills. Prerequisite: Freshman level courses or permission of instructor.
- WLDG 2439. Advanced Oxy-Fuel Welding and Cutting. (4-2-6).
A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations.
- WLDG 2443. Advanced Shielded Metal Arc Welding. (4-2-6).
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisite: Freshman level courses or permission of instructor.
- WLDG 2447. Advanced Gas Metal Arc (MIG). (4-2-6).
Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions. Prerequisite: Freshman level courses or permission of instructor. (Capstone Course)
- WLDG 2451. Advanced Gas Tungsten Arc (TIG). (4-2-6).
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: Freshman level courses or permission of instructor. (Capstone Course for advanced certificate and Associate of Applied Science Degree.)
- WLDG 2553. Advanced Pipe Welding. (5-3-6)
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.

RELATED SUBJECTS

- COSC 1301. Microcomputer Applications. (3-3-3).
Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.

PRISON OFFENDER EDUCATION

PRESTON SMITH UNIT, DAWSON COUNTY, TEXAS
PRICE DANIEL UNIT, SCURRY COUNTY, TEXAS
WALLACE UNIT AND WARE UNIT, MITCHELL COUNTY, TEXAS
TEXAS DEPARTMENT OF CRIMINAL JUSTICE - INSTITUTIONAL DIVISION

Western Texas College has entered a contractual agreement with Texas Department of Criminal Justice-Institutional Division to provide instructional programs for those incarcerated in the Preston Smith Unit in Dawson County, Price Daniel Unit in Scurry County, and the John Wallace and Dick Ware Units in Mitchell County.

At the Preston Smith Unit, university parallel credit courses and career and technical credit courses are offered. The six-month certificate program is Nursery-Landscape Management.

At the Price Daniel Unit, university parallel credit courses and career and technical credit courses are offered. The six-month certificate program is Computer Maintenance Technology.

At the John Wallace Unit, university parallel credit courses and career and technical credit courses are offered. The six-month certificate program is Nursery-Landscape Management.

Students may choose the Associate of Applied Science degree curriculum or the six-month certificate program.

COMPUTER MAINTENANCE TECHNOLOGY

CPMT 1403. Introduction to Computer Technology. (4-3-4).

A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

CPMT 1404. Microcomputer System Software. (4-3-4).

Skill development in the installation, configuration, maintenance, and troubleshooting of system software in microcomputers. Topics may include operating systems, utility software, and other software affecting the basic operation of a microcomputer system.

CPMT 1445. Computer Systems Maintenance. (4-3-4).

Examination of the functions of the components within a computer system and development of skills in the use of test equipment and maintenance aids.

ITSC 1409. Integrated Software Applications. (4-3-4).

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

ITSC 1421. Intermediate PC Operating Systems. (4-3-4).

Custom operating system installation, configuration, and troubleshooting. Management of file systems, memory, and peripheral devices.

ITSC 2435. Application Software Problem Solving. (4-3-4).

Utilization of appropriate application software to solve advanced problems and generate customized solutions.

NURSERY-LANDSCAPE MANAGEMENT

HALT 1209. Interior Plants. (2-1-3).

Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants.

HALT 1422. Landscape Design. (4-3-4).

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

HALT 1431. Woody Plant Materials. (4-3-4).

An in-depth study of the woody plant materials used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and use in the landscape.

HALT 2302. Greenhouse Crop Production. (3-2-3).

In-depth coverage of the production of crops within the controlled environment of greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. Capstone Course.

HALT 2314. Plant Propagation. (3-2-3).

A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation.

HALT 2418. Soil Fertility and Fertilizers. (4-3-4).

An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms, and the selection, application, and characteristics of fertilizer materials.

HALT 2423. Horticultural Pest Control. (4-3-4).

Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural and biological controls.

Course Descriptions - Prison Instruction

ARTS 1301 Art Appreciation. (3-3-0)

Introductory course for developing understanding in art primarily through lectures, readings, films, and demonstrations. Attempts to develop ways of approaching art works, bases for analyses and criticisms, and functions of art in the environment. Recommended for non-art majors. (Rd.,Wtg)

- BUSG 1301 Introduction to Business (3-3-0) (CT)
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 2305 Business Law/Contracts (3-3-0) (CT)
Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.
- BUSG 2309 Small Business Management/Entrepreneurship (3-3-0) (CT)
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.
- DRAM 1310 Introduction to Theatre. (3-3-0) (CT)
For students with limited theatrical experience or knowledge. Basic principles of the theatre including the various styles of theatrical production and present practices in the theatre.
- ECON 2301 Principles of Economics. (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. (Rd, Wtg)
- EDUC1300 Learning Frameworks. (3-3-0) (CT)
A study of 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.
- ENGL 1301 English Composition I. (3-3-0)
Oral and written composition principles. Emphasis on language study and mechanics of writing with the short composition and writing of investigative papers stressed. (Rd, Wtg)
- ENGL 1302 English Composition II. (3-3-0)
A continuation of ENGL 1301. Analysis of prose narrative, poetry, drama, and film. Practice in expository and official writing, and research methods. Prerequisite: successful completion of ENGL 1301 or equivalent or permission of division chair. (Rd, Wtg)
- HIST 1301 United States History I. (3-3-0)
Study of the American nation from English colonization to the close of Reconstruction. Development of American characteristics and nationality from the early European exploration to the end of Reconstruction in 1877. Required of all students for graduation. (Rd, Wtg)
- MATH 1332 Contemporary Mathematics I (not recommended for all majors - see advisor). (3-3-0)
Topics may include introductory treatment of sets, logic, number systems, number theory, relations, functions, probability, and statistics. Appropriate applications are included. Prerequisite: A grade of C or higher in MATH 0300 or MATH 0302, or placement by college entrance exam score(s). (Mth)
- MUSI 1306 Music Appreciation. (3-3-0) (CT)
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings.
- PHIL 1304 Introduction to World Religions. (3-3-0)
A comparative study of various world religions. This course could also be an elective requirement for humanities and could also be of interest to students transferring to private schools or who would be interested in theology or Bible as a prospective major. (Rd.)
- PHIL 2306 Introduction to Ethics. (3-3-0)
Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards. (Rd, Wtg)
- PSYC 1300 Learning Frameworks. (3-3-0) (CT)
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.
- SOCI 1306 Social Problems. (3-3-0) (CT)
Course explores select groups of current social problems with specific reference to their origin, development, and suggested solutions. Application of the principles of group behavior and organization to the analysis of problems in basic social institutions and consideration of possible solutions.
- SPNL 1342 Business Spanish (3-3-0) (CT)
Development of Spanish oral and written communication skills related to the business environment including medical, business, commercial, and legal terminology, including a review of basic Spanish grammar.

CT – Can Take Class- Can be taken with developmental courses

Continuing Education Programs

Continuing education courses, programs or organized learning experiences are offered for workforce development, workforce CTE's and to enhance professional and or personal goals. Continuing education allows you to pursue areas of professional or personal interest or to enhance your qualifications in an increasingly competitive and rapidly changing labor market. Continuing education offers exciting learning opportunities for everyone, regardless of interest, age, or level of education.

COLLEGE ON THE SQUARE

College on the Square offers workforce development opportunities, personal enrichment classes, and leisure time activities for diverse interests and age ranges.

Workforce development instructors have extensive experience and often hold industry certifications within their field. Personal enrichment classes are often taught by instructors eager to share their knowledge and talents with others in varied formats, time frames, and locations.

Leisure time activities are short, fun, informative, and useful and provide opportunities to meet other individuals with like interests and hobbies.

wtc2go

The Distance Learning Department at WTC offers a wide range of highly interactive continuing education courses that students can take entirely over the Internet. All of the courses include expert instructors, many of whom are nationally known authors. The online courses are affordable, fun, fast, convenient, and geared just for you. For a list of the available classes, go to wtc.edu, click the distance learning link, and click on the Ed2Go link.

CORRECTIONAL OFFICER TRAINING

The largest Workforce Education program offered by Western Texas College is a Texas Department of Criminal Justice-approved program of training for correctional officers. Eligibility requirements for enrollment are as follows:

1. Must be a citizen of the U.S. or alien authorized to work in the U.S.
2. Must be at least 18 years of age.
3. Must possess a high school diploma from a state-accredited school or state-issued GED.
4. Must not be on probation for any criminal offense.
5. Must not have pending charges for any criminal offense or have an outstanding warrant.
6. Must never have been convicted of a felony.
7. Must not have been convicted of a Class A or B misdemeanor or equivalent within the last 5 years.
8. Must never have been convicted of a drug-related offense.
9. Must never have been convicted of an offense that involved domestic violence.
10. Must not be on active duty in the military (persons on terminal leave from active duty may apply.)
11. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
12. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation.
13. Must pass the TDCJ drug test.
14. Must pass the TDCJ physical agility test.
15. Must pass the TDCJ pre-employment test.

Applicants must complete and return a TDCJ application to the Corrections Department at Western Texas College. After passing the pre-employment test, a TDCJ representative will conduct an interview. Following the interview, all files will be sent to Huntsville for a background check and finalization. Applicants who pass all aspects of this process will potentially be offered employment with the Texas Department of Criminal Justice and notified of their placement into the Training Academy. When reporting to the Training Academy, each cadet will train on the WTC campus for approximately 5 weeks and will be paid as a TDCJ employee during this training. The curriculum includes 200 hours of instruction Monday-Friday from 8:00 a.m. to 5:00 p.m. Upon completion of this required training, the officer will report to his/her unit of assignment the following day.

Information

Academic Fresh Start

A student who is seeking admission to Western Texas College may request an Academic Fresh Start. Academic Fresh Start applies only to courses taken ten or more years prior to the starting date of the semester in which the student desires to enroll at Western Texas College.

Essentially, Academic Fresh Start allows students to delete from their record all grades received ten or more years earlier.

Academic Fresh Start must be done at the time of initial application to the college. For details or further information, students should schedule an interview with the Registrar.

Academic Integrity

Academic integrity is a fundamental value upon which colleges and universities are built. There are five fundamental values that characterize an academic community of integrity: Honesty, Trust, Fairness, Respect, and Responsibility.

Acts of academic dishonesty compromise these values and undermine the process by which knowledge is created, shared, and evaluated. Repeated offenses cast suspicion not only upon the integrity of the individual, but also damage the reputation of the college.

Acts of academic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper.
- 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.
- The unauthorized transporting or removal, in whole or in part, of the contents of an un-administered test.
- Substituting for another student, or permitting another student to substitute for oneself, to take a test.
- Bribing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" shall be defined as the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

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

Students found to have violated these guidelines will be disciplined at the discretion of the instructor. Discipline can include but is not limited to receiving a zero on the assignment, receiving a zero for attendance, or receiving a failing grade for the course. Disciplinary action for repeat offenders can include dismissal from the college.

Administrative Policy

The administration of Western Texas College reserves the right to make changes in this catalog and to serve as final interpreter of the catalog. Without notice, the college reserves the right to change tuition, fees, and related requirements and regulations as necessitated by college or legislative action.

Administrative Withdrawal

The college reserves the right to withdraw a student from classes if, in the judgment of the college officials, such withdrawal is in the best interest of the student or the college.

Admissions

All matters pertaining to admission to Western Texas College should be addressed to the Admissions Advisor.

Formal application for admission to Western Texas College may be made by completing the necessary items which constitute the Student Personnel File. Materials required for the Student Personnel File should be in the Admissions Office one week prior to registration. Applicant's admissions file must be complete prior to registration. To assure reasonable expectation of student success, Western Texas College will assess students' skills, ability, and academic experience in order to place them in appropriately-designed programs. Students with inadequate academic preparation will be asked to complete pre-college, non-transfer courses before enrolling in regular college-level work. Pre-college work may be needed in either the campus GED program prior to admission or in college preparatory classes as a condition to admission.

Conditional Admission

A student on academic suspension or probation from the last school attended will be considered for admission to WTC on an individual basis only. Those granted conditional admission will be limited to not more than a 15-hour enrollment, and their progress will be monitored during the semester. Requests for conditional admission should be directed, in writing, to the Admissions Office.

Special Admission

For certificate programs, those persons who demonstrate ability and seriousness of desire and purpose may be granted "special admission" status by individual approval of the Dean of Student Services.

GED Completion

Veterans or other students who are at least 18 years of age may make application for admission to Western Texas College if they have satisfactorily completed the General Educational Development Test, as certified by the State of Texas. Students who are 18 or under who have not completed the GED are ineligible for admission until they have completed the GED program.

Admission Requirements

The Western Texas College administration believes that all responsible adults should have an opportunity to pursue any program offered by the college. In general, all high school graduates or persons at least 18 years of age may be admitted to a program from which they may benefit. Admission requirements must fulfill one of the categories below:

- For high school graduates, graduation from an accredited high school and presentation of an official transcript.
- For transfer students, official transcripts showing good standing from the last college attended must be presented.
- For those who have completed the General Educational Development Test (GED), GED test scores must be presented.
- For those students not qualifying for admission as a high school graduate, enrollment in the GED program is normally the prerequisite for admission.
- For students still enrolled in high school, applicants must meet the conditions for the Dual Credit Enrollment program.
- Some Career and Technical Education Programs, such as Emergency Medical Services, and Welding, have special requirements for admission or for class participation (i.e., admissions committee screening, liability insurance, health insurance, vaccinations, etc.). Students wishing to enter these program areas should contact the Workforce Education Division for further details.
- Students who enroll in Community Service courses, which are not offered for transferable college credit, are not required to meet admission requirements prescribed for students. Payment of the required fee for the courses is the only general requirement for admission to the Community Service courses.
- Workforce Education courses may have special admission requirements that vary from all other programs.
- Students are required to meet all the requirements for the Basic Skills Testing. (See section titled Basic Skills Testing Requirement.)
- Students who are denied admission may appeal this ruling by requesting, in writing, a hearing with the Admissions Committee. Requests for appeals should be addressed to the Dean of Student Services.
- Texas law requires incoming college students under age 22 to be immunized against bacterial meningitis. Some exemptions automatically apply; please contact the Dean of Student Services office for those exemptions.

International Students (F-1 Visa)

To be considered for admission to Western Texas College, non-immigrant students must meet regular admission requirements and the special admission requirements set out below. The following items must be submitted to the Office of International Student Services by the applicable application deadline (June 1 for the fall semester; November 1 for the spring semester):

1. Official WTC Application for Admission.
2. Application fee of US \$100.00. This non-refundable fee must be submitted with the Application for Admission.
3. Official transcripts from the last high school the student attended. Transcripts must be official documents and must be translated into English. (In the U.S., official transcripts show the courses a student has taken and the grades he or she has received in those courses. In addition, and most importantly, transcripts show the date the student graduated from high school, which is a requirement for admission to Western Texas College.)
4. Official transcripts from all colleges the student attended. Transcripts must be official documents and must be translated into English.
5. TOEFL scores, if applicable. All applicants to Western Texas College whose native language is not English must submit the results of the Test of English as a Foreign Language (TOEFL) regardless of their citizenship or immigration status. Official TOEFL score reports must be sent directly to Western Texas College. The institution code is 6951.

Exemptions:

An applicant is exempt from this requirement if:

- a. he or she has achieved a grade of B or better in a college-level English composition course in residence at an accredited U.S. college, or
- b. he or she has successfully completed at least one academic year of study at an accredited high school in the U.S.

TOEFL Score Requirements

TOEFL	SCORE REQUIREMENTS FOR ADMISSION
Internet-based test (iBT)	61 with the following minimum section scores preferred: Reading: 15 Speaking: 15 Listening: 16 Writing: 15
Paper-based test (PBT)	500 with the following minimum section scores preferred: Reading: 50 Listening: 51 Writing: 53

- Depending on scores received on mandatory placement exams, students may be enrolled either in all academic courses or in a combination of academic and developmental courses
6. Verification of Financial Support form. Students must verify that they will have sufficient funds available to pay educational, living, and other expenses while they are studying at WTC. The estimated cost for each academic year is published on the college's web site at <http://www.wtc.edu/students/applying/internationalstudents.html>. The cost estimate includes tuition, fees, books/supplies, and insurance for one academic year of study (nine months) and living expenses for one year. The form must be completed and signed by the student and his/her sponsor, and official documentary evidence of the availability of funds must be attached.
 - If the student plans to bring dependents (spouse and/or children) with him/her, verification of the availability of an additional sum for the support of each of such dependents must be submitted. The current required amount is published on the college's web site at <http://www.wtc.edu/students/applying/internationalstudents.html>.
 - If student is married or will be accompanied by a dependent, additional records are needed. Student should contact the Office of International Student Services for complete information.
 7. Insurance/contingency deposit of US \$1,500.00. This sum must be deposited with the Business Office at Western Texas College. The deposit will be used to purchase medical insurance for the student for the academic year, and the remainder will be held in reserve for emergencies or to pay unforeseen expenses. However, if the student submits documentary proof of medical and accident insurance coverage, including coverage for medical evacuation and repatriation of remains, then the medical insurance portion of the deposit will be waived and only a contingency deposit of US \$250.00 will be required. Upon written request by the student, any remaining balance will be refunded at the conclusion of the student's studies at WTC.
 8. Housing Packet. (All international students are required to live on campus the first year, unless they are married or are bringing a dependent. Campus housing is not available for married students or those bringing dependents.) Please refer to the Housing Requirements Checklist to be sure all required forms are completed and submitted.
 - Residence and Dining Service Contract
 - Property Deposit of US \$250.00 – The property deposit is held for payment of any damages, fines, or outstanding fees when the student completes his/her studies at the college. Any remainder, minus damages or fines, is refunded upon written request.
 - Medical Form - must be completed and signed by student's physician
 - Immunization Form – All immunizations listed on the form are required, and dates must be recorded.
 9. A transfer form (if transferring from another U.S. college or university).

All necessary forms are available on the WTC web site at <http://www.wtc.edu/students/applying/internationalstudents.html>. All required fees and deposits can be paid either by credit card, money order, or bank wire transfer.

Medical Insurance

All international students and accompanying dependents are required to have medical and accident insurance coverage that includes medical evacuation, repatriation of remains, and a deductible of less than US \$500.00 during their studies at Western Texas College. The college makes such coverage available for purchase by international students upon their arrival at WTC.

Western Texas College will consider waiving the college-contracted plan if the student submits, prior to arrival at WTC, proof of insurance coverage, documented in English, which meets the requirements described above.

Financial Aid

Academic scholarships and financial aid programs are not generally available for international students at Western Texas College until they have completed one semester of study at WTC. However, athletic scholarships, which are awarded by the respective program coaches, are available to qualified international students for their first semester of study. Students interested in athletic programs at WTC should contact the appropriate coach.

Placement Testing

All undergraduate students entering a Texas public college or university (unless exempt under the rules of the Texas Higher Education Coordinating Board) are required to take the Texas Success Initiative (TSI) or an approved alternative test before they can enroll in classes. This test assesses a student's skills in reading, writing, and mathematics and determines whether the student is academically prepared for college-level coursework. If a student does not meet the minimum score on any part of the test, he or she will be enrolled in appropriate developmental classes. International students may take the test upon arrival at WTC.

Enrollment requirements

Federal regulations require all F-1 students to be enrolled in at least 12 semester hours each semester in order to maintain their status. No more than the equivalent of one online/distance learning course or three credits per session may be counted toward the "full course of study" requirement. Nine credit hours of the 12 required hours must be taken as in-class lecture courses.

Additional information is available by contacting:

Director of International Student Services
Western Texas College
6200 College Avenue
Snyder, Texas 79549
Telephone: 1-325-574-7650
Fax: 1-866-265-9240

Alcohol and Drug Abuse

See Student Conduct section on page 88.

Assessment/Placement

Western Texas College requires that all students in credit programs follow procedures in assessment/placement in order to enhance their opportunity for success. Based upon assessment scores or prior college coursework, students are placed in appropriate levels of college instruction. All courses listed in the college catalog indicate reading, writing, or mathematics intensity and require corresponding levels of assessment as a prerequisite.

Athletics

The athletics program for men and women is an important aspect of student life. Intercollegiate teams for men represent WTC in rodeo, baseball, basketball, golf, and cross country, track, and soccer. Intercollegiate teams for women represent the college in rodeo, softball, volleyball, basketball, golf, cross country, track, and soccer.

WTC offers scholarships for Division I student athletes and a university parallel curriculum designed for transferring students to the university level. Western Texas College is affiliated with the National Junior College Athletics Association (NJCAA) and participates on the Division I level in Region V of the NJCAA and Western Junior College Athletic Conference.

Auditing a Course

When space is available, permission to visit or audit a course may be granted individuals 18 through 64 years of age. Such permission carries with it permission to hear and observe, but not of handing in papers or entering into class discussions or laboratory work. Credit is not given for a course which has been audited.

A student who is registered for a course may not change from audit to credit or credit to audit status in the course after the scheduled

add-drop period. Full tuition will be charged for auditing a course.

Scurry County residents who are 65 and older will be granted permission to audit courses free of charge on a space-available basis. No academic credit is given.

Bacterial Meningitis Vaccination Requirement

New students and returning students who enroll at WTC on or after January 1, 2012, are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination or booster must be provided not later than 10 days before the first day of the term. Exceptions to the requirement are students who enroll only in online or other distance education courses, who are 22 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code § 51.9192. For more information please contact the Dean of Student Services Office.

Basic Skills Testing Requirement

The "Texas Success Initiative" is intended to assess when a student is ready to perform freshman-level academic coursework. To help determine such college readiness, full and part time students enrolling in associate degree programs will be required to test for reading, writing, and math skills, unless exempted.

Before a student can take the new TSI Assessment, they must participate in a Pre-Assessment Activity. WTC is required by the State of Texas to provide the Pre-Assessment Activity and document the participation. A student will not be allowed to take the new TSI assessment until the pre-assessment activity is completed. More information about the pre-assessment activity is available on the Counseling page of the WTC website.

Unless otherwise exempt, students are required to take the Texas Success Initiative (TSI) test. Prior college work may be used to evaluate college readiness. Students found deficient in one or more of the three areas must enroll in a program of developmental coursework.

The test fee is \$30. Testing dates are available through the WTC Counseling Office.

Basic Skills Testing Exemptions

The following students are exempt from Basic Skills Testing:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
 - a. ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;
 - b. Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or
2. For a period of five (5) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TL) of 86 on the mathematics test and 89 on the reading test.
3. For a period of five (5) years from the date of testing, STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III EOC shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
10. An institution may exempt a non-degree-seeking or non-certificate-seeking student.

Bookstore

Textbooks, academic supplies, and related items may be purchased on campus or online (www.wtcbookstore.com) from the college bookstore in the Student Center building. The bookstore will purchase from students used textbooks which are in good condition, provided that they are continued in use by the various departments/divisions.

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

Campus Security

The Western Texas College Security office is located in Building 15, Room 113. Security is provided 24 hours a day 7 days a week on campus. Students, faculty, and visitors should dial 911 if utilizing a campus telephone to report all emergencies occurring on the campus. For non-emergencies, Campus Security can be contacted at 325-207-3709 or through e-mail at security@wtc.edu. RAVE is the WTC campus emergency alert system. Should an emergency arise, a message is immediately dispatched to all students. As students are admitted, their WTC email address is automatically added to the RAVE system. Students wishing to include their cell phone number can easily enter the RAVE system and provide up to three telephone numbers. RAVE can be accessed through MyWTC. The RAVE system helps Western Texas College maintain a safe and secure environment for our students.

Career and Technical Student Assistance

The Career and Technical Student Assistance Office is located in the Service Center in the Library. Qualified students may receive assistance for fuel, books, supplies, and uniforms. See the Service Center Supervisor for more information.

Change of Schedule

To add or drop a course, a student should report to the Counseling Center and obtain an official Change of Schedule form. No course may be added later than the last day designated in the college calendar. A student adding a course will be required to make up any work missed.

Class Attendance

Day classes at WTC during regular semesters meet 5 days per week in two groups: (1) Monday, Wednesday, and Friday and (2) Tuesday and Thursday. Evening classes meet generally one night per week (Monday through Thursday) for a period of three hours, although there are exceptions.

During the 6- and 9-week summer sessions, classes meet Monday through Thursday in day and evening classes.

Regular attendance is expected in all classes, including online courses and hybrid courses. If a student has been absent for a period of six hours of instruction (whether two evening class meetings or more in day class meetings) or has failed to log in to an online course a minimum of once per week, the instructor reports such absences to the Counseling Center. Students are contacted by the Counseling Center to determine their status and the reasons for the absences. Students not responding to counselor questionnaires concerning absences may be administratively dropped from their classes. For each absence, the student must establish to the instructor's satisfaction the validity of an excuse for absence, and the student must make acceptable arrangements with the instructor for making up missed work. A student may be withdrawn from all coursework for failure to comply with attendance policy. Placement in developmental coursework, whether by TSI scores or local assessment, is under specific attendance requirements.

When a class is dismissed for inclement weather, non-scheduled holiday, national disaster, or other unavoidable circumstances, the class is to be made up in a manner to be determined by the faculty member responsible for the class.

In order to be excused from class for the observance of a religious holy day (a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Texas Administrative Code), the student must notify each instructor no later than the 15th day after the first day of the semester as to the date he/she would be absent for a religious holy day. The notice shall be in writing with receipt acknowledged by the instructor. All assignments or tests that are to be made up must be completed within a reasonable time after the absence.

Counseling and Guidance

A counseling and guidance program is available for all Western Texas College students to aid in career direction in order that students may realize the greatest possible benefits from their educational endeavors. Qualified counselors are readily accessible in person and online for consultation with students on matters of educational, social, or personal concern. Printed information is also available at the Counseling Center on drug and alcohol abuse, study skills, AIDS, pregnancy, military service, and many other concerns.

Course Load

The normal course load during the regular semester is five academic courses of from 15 to 17 semester hours, exclusive of physical education and other one-hour courses. No student will be permitted to enroll for six academic courses or for more than 18 semester hours without the permission of the Dean of Instructional Affairs. The criteria considered before special permission will be granted will include an overall GPA of 3.5 or above and the number of solid subjects in which the student will be enrolled.

Normal load for each six-week summer session is six semester hours or nine semester hours for the nine-week term. Maximum load for a six- or nine-week summer session is nine semester hours.

Concurrent enrollment at Western Texas College and at any other institution must be approved by the Office of the Registrar. The college reserves the right to limit the course load carried by any student.

In the course descriptions found in another section, the three figures in parentheses after the title of each course indicate the number of semester hours of the course, the number of lecture hours each week, and the number of laboratory or activity hours each week, respectively.

Credit by Examination

Western Texas College offers college credit by examination through the College-Level Examination Program (CLEP). At WTC credit is awarded only for CLEP subject examinations and after the student has successfully completed one semester on campus.

Students who plan to attend any college or university that honors CLEP examinations may take them at WTC. Students should register at the Counseling Center. The CLEP fee is \$80 plus a \$15 administration fee for each test taken.

Listed below are the Western Texas College course numbers and names, the subject examination for each one, the required scores for credit, and the semester hours of credit that may be awarded.

For further information concerning the CLEP program and registration forms, please contact the Counseling Center, Western Texas College, Snyder, Texas 79549.

Credit is also awarded through the American College Testing Program (ACT) and the College Board Advanced Placement Program (APP). A list of minimum scores is available from the Dean of Student Services. Departmental essay examinations are required for English Composition credit.

Credit by examination is available in many career and technical programs at Western Texas College. For further information about the tests available, please contact the Dean of Instructional Affairs.

Credit by Examination at Western Texas College

Course Name and Number	Name of CLEP Subject Examination	Score	Required Hours of Credit	Semester
Business				
Computer 1301	Information Systems & Computer Appl	50	3	
Business 2301	Business Law			
	Introductory Business Law	51	3	
Accounting 2301-2302	Principles of Accounting I, II			
	Introductory Accounting	50	3-6	
Composition & Literature				
English 1301	Freshman College Composition*			
	Composition I	50	6	
English 2322 & 2323	British Literature			
	English Literature*	50	6	
English 2326	American Literature			
	American Literature*	50	3	
Foreign Language				
Spanish 1411-1412	Beginning Spanish			
	College Spanish, Levels I & II	50	6	
Spanish 2311-2312	Intermediate Spanish			
	College Spanish, Levels I & II	63	6	
Mathematics and Science				
Mathematics 1314	College Algebra			
	College Algebra	50	3	
Mathematics 1316	Plane Trigonometry	50	3	
Mathematics 2313	Calculus I			
	Calculus with Elementary Functions	50	3	
Biology 1411				
	General Biology	50	4-8	
Social Sciences				
Economics 2301	Principles of Economics			
	Principles of Macroeconomics	50	3	
Economics 2302	Principles of Economics			
	Principles of Microeconomics	50	3	
Government 2305	Federal Government			
	American, State, and Local Government	50	3	
History 1301	United States History I			
	American History I: Early Colonization to 1877	50	3**	
History 1302	United States History II			
	American History II: 1865 to Present	50	3**	
History 2311	Western Civilization I			
	Western Civilization I: Ancient Near East to 1648	50	3	
History 2312	Western Civilization II			
	Western Civilization II: 1648 to Present	50	3	

Psychology 2301 General Psychology Introductory Psychology	50	3
Psychology 2314 Lifespan Growth and Development Human Growth and Development	50	3
Sociology 1301 Introduction to Sociology Introductory Sociology	50	3

**Because of Texas statutory requirements, a student must take at least three (3) semester hours of American History in a classroom setting. Western Texas College may, therefore, award only three semester hours of American History through credit by examination.

Credit for Courses

Unit of credit is granted on the basis of semester hours at Western Texas College. Generally, a semester hour of credit is given for satisfactory performance in one lecture period of 50 minutes per week for a 16-week semester. Thus, a three-credit hour course would be a course meeting the equivalent of three 50-minute periods a week for 16 weeks. Two hours of laboratory work are usually the equivalent of one hour of lecture or recitation.

Dropping a Class

Any student wishing to drop a class may do so by following the drop procedure below. Courses must be dropped prior to the last day to drop a class as indicated on the current year college calendar. Students who have not passed one of the sections of the TSI exam (reading, writing, or mathematics) cannot drop developmental classes in these areas.

To drop a class, a student may either complete the online drop request form (wtc.edu - WTC Students - Applications/Forms - Drop Course Request) or obtain a Drop Form from the Counseling Center. Paper forms must be signed by the instructor and submitted to the Registrar's Office. All drop requests, whether online or paper, include a \$5 drop fee.

Refunds for classes dropped are subject to the guidelines found in this catalog on page 85.

Six-Drop Limit

Students who enrolled in a Texas public institution of higher education as a first-time freshman in the fall of 2007 or after are limited to no more than six drops during their undergraduate career. The six-drop limit includes courses taken at any Texas public institution of higher education. All courses dropped after the official day of record for the semester will be included in the six-course limit unless the student withdraws from all classes, or the drop is authorized by an appropriate college official as an approved drop exception. (<http://www.statutes.legis.state.tx.us/docs/ED/htm/ED.51.htm> TEC 51.907)

Western Texas College shall permit a student to drop more courses under circumstances if the student shows good cause for dropping more than that number, including a showing of:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. the student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
3. the death of a person who is considered to be an immediate member of the student's family; or
4. the student is called to active duty service as a member of the Texas National Guard or the armed forces of the United States.

Dual Credit Enrollment

Dual Credit Enrollment allows high school student to earn college and high school credit, simultaneously, for one class. Western Texas College partners with area high schools to offer dual credit classes to high school juniors and seniors. Students are allowed to enroll in 6 semester hours per semester, however student can enroll in more than six semester hours if approved by the high school principal and a WTC Administrator. High school counselors have a list of available dual credit classes offered each semester.

Western Texas College delivers dual credit classes through several methods: Interactive Television (ITV, face-to-face, online, or hybrid (combination of online and facel-to-face)

Students who are eligible to participate in dual credit classes must meet three requirements:

1. Have successfully completed their sophomore year of high school
2. Has met the Texas Success Initiative (TSI) requirements in reading, writing, or math depending on what is required for the course the student wishes to take
3. Has completed all dual credit admissions requirement through the high school Counselor

Examinations

A final examination may be given at the discretion of the instructor. Any deviations from the college final examination schedule must

be initiated by the class instructor and approved by the Associate Dean and the Dean of Instructional Affairs.

A student who must be absent from a final examination should petition the Dean of Instructional Affairs for permission to postpone the examination. Postponed final examinations should be taken within 30 days of the end of the semester. A student who is absent without permission from a final examination will be graded "F" on the examination.

Pre-exam Week

The week before final examinations will be designated as "pre-exam" week. Major tests given during "pre-exam" week must be assigned at least two weeks prior to "pre-exam" week. The rate at which material is introduced will not be accelerated during "pre-exam" week. Classes will meet as scheduled. No student activities are scheduled during "pre-exam" week. Any exceptions must have the written approval of the President of the college or the Dean of Instructional Affairs.

Federal Trio Programs

Talent Search

Educational Talent Search (ETS) is a pre-college program serving 6th-12th grade students from Ballinger, Colorado City, Post, Rotan, Snyder, and Sweetwater. This guidance program encourages students to explore educational and career opportunities while setting personal goals that will positively impact their future. In addition to career and college advising, students are able to challenge themselves and recognize strengths through cultural and educational activities. ETS students receive assistance with college admissions, financial aid, academic preparation, career exploration, and personal development.

Upward Bound

The Western Texas College Upward Bound Program is committed to expanding students' opportunities for a successful future. Through the development of academic and social skills, self-confidence, career, and educational goals, students discover a larger world with more choices and increase their personal power to make wise decisions for their future. Upward Bound provides a challenging, creative, and dynamic learning environment which encourages students both to set realistic goals and to believe in their own potential to reach them.

Student Support Services

The purpose of Student Support Services is to provide opportunities for academic and cultural development, assist with college requirements, and facilitate the transitional process that will lead to college retention and graduation. Services provided to students are: tutoring, advising, transition to college coursework, counseling, financial aid assistance, preregistration assistance, and career planning. SSS serves students who meet one or more of the following criteria: first generation college student (neither parent has a Bachelor degree); have a documented learning disability; and/or meet federal low income guidelines. The mission of SSS is to provide high quality assistance to students in acquiring skills and confidence to successfully complete postsecondary education through academic support, career and academic advising, mentoring, tutoring, cultural enrichment, and grant aid.

Filing Complaints with Accrediting Agencies

See Page 96 for detailed information regarding filing complaints with state and regional accrediting agencies.

Grade Reports

Academic progress of students will be made available to the students at a period approximately every five weeks during a semester. Deficiency reports will be made available for students who are not performing up to their potential even if they are making passing grades. At the end of each semester, final grades of each student in each class taken will be made available to the student and may also be mailed to the students after submitting a "Grade Report Request" form to the Registrar. All WTC students have access to their grades through "MyWTC" on the WTC website.

Grades and Grade Points

The grading system used at Western Texas College and the grade points are assigned as follows:

Grade	Grade Points
A	Excellent 4 points per semester hour
B	Good 3 points per semester hour
C	Average 2 points per semester hour
*D	Conditionally Passing 1 point per semester hour

F	Failing	0 points per semester hour
I	Incomplete	
W	Withdrawal	
Aud	Audit	
PRG	Progress or no grade (non-credit)	
Q	Quit (dropped)	

* A grade of D is not considered passing for any courses that are prerequisites for advanced courses. These courses are identified in BOLD in the course description section of the catalog.

The grade point average is found by dividing the total number of grade points by the total number of semester hours attempted. For example, a student taking 15 hours accumulates 52 grade points. By dividing 15 into 52, the GPA is 3.47.

Grades of "I," "W," "Aud," "PRG," and "Q" do not affect the grade point average and are non-credit marks. If the grade "D" is given in "0" level classes (college preparatory classes), the student cannot progress to the next level.

Incomplete Grades

The grade of "I" which denotes an incomplete may be given when a student, for a justifiable reason (such as illness), has failed to complete the requirements of a course. All incompletes given by an instructor must be approved by the proper college official. It is the responsibility of the student to arrange with the instructor for the completion of the course requirements when an "I" is given. The "I" will become an "F" at 30 class days into the next regular semester unless the course requirements have been satisfactorily completed.

Guarantee for Job Competency

If an Associate of Applied Science (A.A.S.) and/or certificate graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to two courses of additional skill training by WTC under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the A.A.S. degree or certificate beginning May, 1992, or thereafter in an occupational program identified in the college catalog.
2. The graduate must have completed the A.A.S. degree or certificate at WTC (with a majority of credits being earned at WTC) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Dean of Instructional Affairs, WTC.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by WTC as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division chairperson, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to two courses related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The student's sole remedy against WTC and its employees for skill deficiencies shall be limited to two courses of tuition-free education under the conditions described above.
12. The program can be initiated through a written contract with the Dean of Instructional Affairs.

Guarantee for Transfer Credit

Western Texas College guarantees to its Associate of Arts graduates and other students who have met the requirements of a 60 credit hour transfer (degree) plan the transferability of course credits to those Texas colleges or universities which cooperate in the development of WTC Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at WTC which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving

university as transferable and applicable in Course Selection Guides dated 1992-93 or later;

2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and
3. The guarantee applies to courses included in a written transfer (degree) plan which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made—all of which must be filed with the Counseling Center.

Home Schooled Students

Before applying for admission to Western Texas College, home schooled students must be enrolled in their home school program at the grade equivalent of a public/private high school junior (11th grade) and must provide a transcript showing course work completed and signed by the person who is the designated "principal" of his/her program. The student must either be exempt from testing (see TSI on page 91) or take and pass a state-mandated placement exam. Home-schooled students wishing to take advantage of our Dual Credit program must provide an appropriately signed "Dual Credit Enrollment form" prior to registration for dual credit classes.

Honor Students

Students who achieve certain academic standards are recognized as honor students, provided they receive no grades of "I" or "P." Hours accumulated through college preparatory classes are not included in calculations for academic honors.

The President's List will be compiled at the close of each semester to give special recognition to full-time students who make no grade lower than A (4.0 grade point average).

The Dean's List of students of high scholastic rank will be compiled at the end of each semester. The list will be composed of students who satisfy the following requirements:

1. Carry at least 12 semester hours of work.
2. Make no failing grades, and
3. Earn a grade point average of 3.5 or more.

The Merit List is composed of students who are enrolled for more than 8 semester hours, but fewer than 12 semester hours, and who make a grade point average of at least 3.5.

Students must have a minimum of 3.85 to graduate summa cum laude, a minimum of 3.70 for magna cum laude, and a minimum of 3.50 to graduate cum laude.

Only WTC grades are used for computation of grade point average for honors at graduation.

Housing

Western Texas College recognizes an obligation to all out-of-town students and provides attractive housing facilities. Two separate forms of housing are provided, including residence halls and several furnished duplex apartments. Western Texas College does not discriminate based on sex, race, color, national origin, age, religion, veteran's status, or disability.

Residence Halls

Campus housing reservations are necessary to secure a room and should be made with the Housing Office as soon as possible. WTC offers semi-private rooms for its students in Clinton Hall and Glover Hall, which house 150 students each. The West Residence Hall offers a more traditional dorm arrangement and houses 144 students.

The residence facilities are monitored 24 hours a day by security cameras and Campus Security. All housing files are submitted to the Housing Office and include required insurance, immunization records, residence and dining hall contract, etc., in addition to the \$250 property and damage deposit. The college strives to house its resident students in a safe and comfortable environment with access to mail, laundry, vending machines, and parking in the immediate area. Students are furnished single beds, desks, and closets in their rooms.

Before a student may reside in college residence facilities, he/she must be registered for a minimum of twelve (12) credit hours during the Fall and Spring term(s) of this contract. Failure to maintain minimum credit hour registration will terminate this contract and the student will be required to immediately vacate residence facilities. However, if the student subsequently satisfies the minimum credit hour registration requirement, the terms and conditions of the contract will remain in effect. Any and all exceptions will need prior approval from the Dean of Student Services.

All unmarried students under 21 not living with relatives are required to live in the residence halls as long as rooms are available. Exceptions require administrative approval. Priorities for off-campus residence will be given to sophomore students.

Room Assignments and Roommates: Room assignments are made during the summer for the school year. Each student will be notified by letter of his/her room assignment and the name of his/her roommate. Consideration will be given to preferences for

roommates where possible. It is assumed that students preferring to be roommates will both apply for accommodations within a reasonable length of time.

Room Furnishings: Rooms in the residence halls are comfortably furnished to meet average needs. Students are expected to bring their own personal effects, to include towels, washcloths, mattress covers, blankets, pillows, sheets, and bedspreads. Drapes or blinds are furnished. Students must furnish their own telephone instrument. Cable and Internet service are available for students in all residence halls.

Reservations: A room reservation may be secured by submitting a Residence and Dining Hall Contract to the Housing Office, Western Texas College, Snyder, Texas 79549. This application is available online at www.wtc.edu/students/applications-forms.html (scroll down to Housing to locate the form link). Room reservations will be confirmed when the housing office has received the following items from the student:

1. A signed application/contract.
2. The required \$250 property deposit.
3. A completed immunization form.
4. Proof of health insurance.

All unclaimed spaces in rooms in the residence halls will be declared vacant at 8 a.m. on the first day of classes.

Property Deposit: The \$250 deposit serves as a reservation fee and a residence hall property deposit. The \$250 property deposit and reservation fee is non-refundable after the last day of July if a student fails to notify the housing staff that he/she will not be in residence for the next Fall semester. Any charges for damage or shortage at the time the resident vacates the residence hall will be deducted from the deposit. The deposit is returned to the resident after vacating the hall if:

1. The resident cancels his/her contract before the final date for cancellation as shown in the contract.
2. The resident involuntarily withdraws from the college for reasons of health.
3. The resident has the approval of the hall director prior to checking out of the residence hall.
4. The resident completes a valid application for refund through the Housing Office. This application is available online.

No refunds of deposits will be made for voluntary withdrawals during the semester other than for reasons stated above. Damages of undetermined nature for lounge areas and on furniture will be collectively charged to all students residing on the floor.

Damages and cleaning fees will be assessed against the property deposit at the time the resident vacates. If such charges exceed the deposit, the balance is due and payable before the student can receive any grades or academic records. Damages of undetermined nature will be assessed collectively to all residents of the unit. Students may apply to have their deposit returned after vacating their room and following proper check-out procedures. Refunds are not made without a valid application.

Student Apartments

Furnished apartments for students are available on the campus. International students have first option. Any remaining open apartments are available on a first-come-first-served basis. Apartment availability for non-International students is not guaranteed. Western Texas College does not discriminate based on sex, race, color, national origin, religion, veteran's status, age, or disability.

Reservations: Students may apply for apartment residence by completing the following:

1. Application/contract form.
2. An immunization form.

Reservations will be confirmed when the Housing Office has received the following items from the student.

1. A signed application/contract.
2. The required \$250 property deposit.
3. A completed physical examination form.
4. Proof of medical insurance.

Students will be assigned space by the Director of Housing based on availability. All unclaimed spaces in the apartments will be declared vacant at 8 a.m. on the first day of classes.

Damages and cleaning fees will be assessed against the property deposit at the time the resident vacates. If such charges exceed the deposit, the balance is due and payable before the student can receive any grades or academic records. Damages of undetermined nature will be assessed collectively to all residents of the unit. Students may apply to have their deposit returned after vacating their apartment and following proper check-out procedures. Refunds are not made without a valid application.

Students residing in the apartments will be under contract for the housing for a minimum period of one semester. Notice of cancellation should be formally provided two weeks prior to leaving the campus. Students must apply for the refund of deposit at the time of withdrawal from the apartment. If the student has neither damages nor financial liabilities to WTC, a refund will be authorized by the Director of Housing.

Apartment lease is by semester and includes all utility bills. Lease prices may be changed by the administration at the beginning of any lease period.

Apartment Furnishings: Each two-bedroom apartment includes a kitchen with refrigerator and range with self-cleaning oven; a living area with a sofa, chair, coffee table, and end table, a dining table with four chairs; and two bedrooms with two twin beds, one dresser with mirror, and one night stand in each room.

Students are expected to bring their own personal effects, to include towels, wash cloths, mattress covers, blankets, pillows, sheets, bedspreads, and cooking utensils.

How to Enroll

1. Study carefully the Western Texas College catalog.
2. Secure an application for admission from the Admissions Office, College Relations, or by visiting the Applications/Forms section at our website, www.wtc.edu. Applications may also be submitted through www.applyTexas.org.
3. Complete the Application for Admission form and return it to the Office of Admissions via mail, fax, or in person.
4. Make certain that official transcripts of credits from high school and/or college are sent directly from the institution to Western Texas College; Attention: Admissions Advisor.
5. Submit scores from any of the following assessments: ACT, SAT, THEA, COMPASS, ASSET, ACCUPLACER, TAAS, or TAKS. Prior college coursework may also be evaluated in lieu of some test scores. Any high school graduate who is otherwise qualified will be accepted at Western Texas College, as results of the tests are used only for counseling purposes and in proper placement of students in courses of study. Students may be required to complete other tests before registering.
6. Students will be notified of their acceptance after successful completion of steps one through four. If this notice is not received, students should contact the Admissions Office.
7. Contact a counselor for a pre-enrollment conference to plan course objectives and to clarify any questions concerning registration and other details.
8. Report for registration on the date and time designated and pay tuition and fees.

Illness and/or Injury

Western Texas College has no financial responsibility for illness or injury of students.

Individual Approval

An applicant who demonstrates sufficient ability and seriousness of desire and purpose may be conditionally admitted to Western Texas College. To apply under this clause, contact the Dean of Student Services.

Job Placement

Western Texas College does not maintain an official job placement service for students. However, individual program instructors serve as advisors for job referrals or placement.

Late Registration

Registration will be closed in accordance with the official Western Texas College catalog. A \$25 fee may be charged those approved for late registration. Registration more than one week after the regular registration date, but prior to the twelfth class day, will require both dean and instructor approval.

Learning Resource Center

The Learning Resource Center (LRC) is home to the bibliophiles – a multipurpose, two-story facility serving students, faculty, staff, as well as the general public. A major focal point for learning and related activities, the LRC houses the campus Library, Service Center (mail room, copy center, secretarial pool), an open PC lab, the Innovation Center classroom, and the campus Technology and Audiovisual departments. Offices contained within the LRC include: the Director of Library Services, the Counseling Center, the Director of Distance Learning, Chief Technology and Information Security Officer, Chief Operating Officer, Webmaster, the Title V grant, and the STEM grant.

The Library reference and multimedia circulating collection is housed on both floors of the LRC and includes books, e-books, periodicals, microfilm, CDs and DVDs. Open five days a week during the school year and four days weekly during summer, the Library also provides extensive database and research assistance, instructional workshops, and computer and copier services.

Mission Statement of the WTC Library

The mission of the Western Texas College library is to support and enhance the activities of the College by serving the curricular and informational needs of its students, faculty, staff, and the community. Library services support academic freedom and academic integrity. The library strives to promote and enhance independent life-long learning skills by providing access to a wide range of information in a variety of formats, quality services, and modern facilities.

Non-traditional Credit

Western Texas College is committed to providing education in the most effective manner possible while maintaining high standards of education. Therefore, learning experiences will be evaluated and credit may be awarded to the Associate of Applied Science Degree or Associate of Arts Degree.

The following guidelines pertain to the evaluations and potential awarding of credit:

1. The student must be currently enrolled at Western Texas College to receive equivalent credit for non-traditional learning.
2. A limited number of semester hours may be granted for the non-traditional learning equivalent credit.
3. The grade of "CR," credit will be transcribed.
4. Credit will be evaluated from the following:
 - a. Non-traditional transcripts (armed forces, real estate boards).
 - b. State or national board exams, i.e., Police Academy Training, Correctional Officer Training, Emergency Medical Services, or Child Development Associate credentials.
 - c. Experience in business or industry. (A departmental exam may be required.)
 - d. High school programs included in written articulation agreements. (No evaluation fee is charged.)
5. TSI guidelines will be followed.

To request evaluation, a student must petition the Office of the Registrar. The evaluation will normally be completed by the department chair for the appropriate discipline. A fee of \$50 may be charged if a departmental exam is required.

Official Communication

All official communication from Western Texas College is delivered via email to the address provided by the student during enrollment. A WTC student email account is available to each student if requested or needed. Students may forward the WTC email to their personal email account if desired. It is the responsibility of the student to monitor their email account.

If a student receives a request to report to a Western Texas College administrative or faculty office, the student is to comply with such a request. Such requests may come through email, letter or telephone. Emergency communications are made through the campus RAVE system. The email address provided by each student is automatically added to the RAVE system upon enrollment. Students are encouraged to log into RAVE and add cell phone or personal telephone numbers.

Parking Policy

Western Texas College offers an open parking policy to its students, employees, and faculty. Parking permits are required and can be obtained at the Registrar's Office. Parking is a privilege granted to the college community. As a courtesy to others, park only in spaces designated for your particular permit. Special areas have been designated for the handicapped and visitors.

Prerequisites

Certain courses require that a student have designated prerequisites before registering for the courses.

The college administration may allow a student, under special circumstances, to register for a course without the required prerequisites.

Refunds

Refund of tuition and fees is made under the following regulations:

1. If a class does not materialize and is cancelled by the college, 100 percent of all tuition and fees charged will be refunded for that class.
2. In special cases where a student must withdraw from college or drop classes, the following statutory refund schedule will be followed for tuition and fees.

Refunds for Drops and Withdrawals

The last day for a 100% refund for any classes will be the day prior to the first day of class.

Length of Class Term in Weeks	Last day* for 70% refund	Last day* for 25% refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	6	9
8	7	10
9	8	11
10	9	12
11	10	14
12	11	15
13	12	16
14	13	17
15	14	19
16 or longer	15	20

*Class-day count begins on the first day of classes as listed in the college calendar for all semester or quarter length classes. For Workforce Education (AVE) classes, class day count begins on the first day of class and continues for all days for which the college offers classes.

3. Balances due to students who withdraw or drop are payable after the first twelve class days.
4. Immediate refunds are not issued on withdrawal, but a check covering all refunds will be mailed to the address left by the student on the withdrawal form. Registration fees and technology fees are not refundable unless the college cancels the course.
5. The schedule of refunds listed in (2) above also applies to tuition and fees for quarterly programs and Workforce Education (AVE) classes.
6. No Room and/or Board refunds for Clinton Hall, Glover Hall, West Hall, and College Apartments after the 12th class day (see college calendar)

Refunds of Federal PELL Grant, Federal Family Education Loans or Supplemental Educational Opportunity Grant (SEOG)

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) changed the way funds paid toward a student's education are to be handled when a recipient of Federal Student Financial Aid (SFA) funds withdraws from school.

Up through the 60% point in each payment period or period of enrollment, a prorated schedule will be used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds. If a student receives all F's or withdraws before the 60% enrollment period, the student may owe a Pell grant repayment.

Calculation of Amount of SFA Program Assistance Earned

If a program is measured in completed credit hours, the percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

The SFA refund and repayment requirements apply when a student receives SFA Program funds and withdraws, drops out, is expelled, or otherwise fails to complete the period of enrollment for which he or she was charged.

The SFA refund and repayment requirements do not apply to a student who withdraws from some classes but continues to be enrolled in other classes.

Determination of refunds will be made using the Department of Education's Withdrawal Record and the Refund Calculation Worksheet. Both of these forms are available for review in the Financial Aid Office.

Release of Information

Western Texas College is bound by the Texas Open Records Law, the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380 Education Amendments of 1974), and the institutional procedures in determining access to or the release of student records. All students will be required to read and sign a statement either permitting or not permitting the institution to release directory information to the Texas Higher Education Coordinating Board.

A copy of the Family Educational Rights and Privacy Act of 1974 is on file in the Dean of Student Services' office.

Residence Classification

1. An in-district or resident student is one who is a resident of Scurry County.
2. An out-of-district student is one whose legal residence is in Texas but not in Scurry County.
3. A non-resident of Texas defined by Texas law is a student of less than 18 years of age who lives away from his/her family and whose family resides in another state or whose family has not resided in Texas for the twelve months preceding the date of registration, or a student of 18 years of age or older who resides out of state or who has not been a resident of the state twelve months subsequent to his/her eighteenth birthday or for the twelve months immediately preceding the date of registration.

Questions concerning residence classification should be addressed to the Dean of Student Services. Documentation may be required.

In-District Definition

An in-district student is one who was a documented resident of Scurry County for the twelve months immediately preceding his/her original registration at Western Texas College. Proof of residency may be required upon admission or at any time during a student's enrollment.

A student may be classified as an in-district student prior to twelve months of in-district residence by presenting a valid Scurry County ad valorem tax receipt, paid by the student for the current or preceding tax year. Dependent students may use a parent's or guardian's Scurry County ad valorem tax receipt as proof of residence. ("Dependent" means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers. Federal income tax returns may be required to determine dependency status.)

In-district students who temporarily leave the county to attend other colleges retain their in-district status so long as they are not absent from the county for any consecutive 12-month period without attending school full time.

Out-of-District Definition

Students classified as out-of-district will continue to be classified as out-of-district during such time as they remain in school for consecutive academic years. However, any student who continuously resides in Scurry County for a twelve month period without attending school may be reclassified by the Dean of Student Services as an in-district student.

Sammy Baugh Golf Course

The Sammy Baugh Golf Course and Pro Shop, located on the campus of Western Texas College, is one of the Top 10 best 9-hole courses in the state, according to the Dallas Morning News.

The course is home to the WTC men's and women's golf teams, as well as a practice site for local high school golf programs, and is the site for several annual tournaments in the area. It is maintained by instructors and students in the nationally renowned Golf Course and Landscape Technology Program.

Open seven days a week 7:30 a.m. until dusk, Sammy Baugh Golf Course has a driving range and practice greens available, as well as restrooms and vending machines on the course.

A fee schedule and maps and policies can be found online at wtc.edu.

Scholastic Probation and Suspension

Whenever a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and may be placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college and may be granted when such a continuation is in the best interest of the student and the college. The college administration is authorized to stipulate terms of the probation.

A student on scholastic probation who fails to meet the requirements for the removal of such probation, as designated by the college administration, is subject to scholastic suspension.

A student on scholastic suspension is ineligible to enroll at Western Texas College without successfully petitioning, in writing, for admittance through the Admissions Committee. (See the Conditional Admissions Section.) After that time he/she may be readmitted upon approval of proper college officials. He/she will be readmitted on scholastic probation and must satisfy the terms of this probation

in order to remain in college. The summer session does not constitute a semester for this purpose. After a semester of enforced withdrawal, he/she may then enroll on scholastic probation. Should he/she fail to achieve the minimum standard during this probation, he/she will be placed on suspension for one calendar year.

A student on probation is obligated to know if he/she has satisfied the conditions for continuing in college. An ineligible student who registers with the college will be subject to dismissal with forfeiture of all tuition and fees.

Scholastic suspension imposed a second time will be for a period of one year. Upon a third scholastic suspension, a student is not eligible for readmission except by special permission of college officials.

Scholastic probation and scholastic suspension are determined by placement on the following scale. Any student may appeal his/her status by letter to the Dean of Student Services.

Scale for Academic Standing

Total Semester Hours Attempted	Academic Suspension	Academic Probation
0-19	Cumulative GPA less than 1.00	Cumulative GPA less than 1.75*
20-39	Cumulative GPA less than 1.50	Cumulative GPA less than 2.00
40-59	Cumulative GPA less than 1.75	Cumulative GPA less than 2.00
60-	Cumulative GPA less than 2.00	Cumulative GPA less than 2.00

*Any student below a 2.0 grade point average may be required to meet special academic requirements by the Dean of Instructional Affairs.

In order to maintain Veterans Administration assistance, a student must maintain a minimum grade point average of 2.0 ("C" Average) each semester on all work needed for graduation.

Scurry County Museum

The Scurry County Museum, located on the south side of the campus, houses permanent exhibits relating to the history of the county and offers a variety of traveling exhibits. The museum is open year round (with the exception of some campus holidays). Information about exhibits, guided tours, and hours may be obtained by calling the museum office at 573-6107.

Student Center

The Student Center is the "multi-purpose" gathering place for student life and student services on the WTC campus. It is open from 7:30 am to 10:00 p.m. The Student Center building is equipped with wireless technology to allow students to use their own equipment as well as an internet café with computers to check email, instant message, and catch up on the latest news. Facilities include an elevator and stair access to the three levels.

The lower level houses Great Western Dining food service with daily specials, hamburgers and fries, as well as a soup and salad bar. The cafeteria accommodates up to 160 people and has a meeting room for 25 that can be reserved for special activities.

The main level houses the college bookstore, the internet cafe, and the KGWB radio station. The TRiO grant programs which include Upward Bound, Talent Search, and Student Support Services are also located on the main level around the corner from the bookstore.

Student Classification

A student who is enrolled for 12 or more semester hours is classified as a full-time student. One who is enrolled for less than 12 semester hours is classified as a part-time student.

A student who has earned fewer than 30 semester hours of college credit is classified as a freshman. One who has earned from 30 to 60 hours of credit is classified as a sophomore.

Student Commons

The Student Commons, adjacent to Glover Hall and just a few steps away from Clinton Hall, provides a place for students to gather and relax. The commons area includes pool tables, a ping-pong table, two big-screen TV's, tables and chairs for games or studying, and comfy couches and chairs for relaxing. Also included are drink machines, snack machines, and a cold sandwich dispenser.

Student Complaint and Grievance Procedure

Before filing an official complaint or grievance against the college or any individual(s) representing the college, a reasonable effort shall be made by the student and others involved in the dispute to resolve the grievances and complaints.

Only when such efforts are unsuccessful should the Student Complaint and Grievance Procedure be invoked. Students may file an Official Grievance or Complaint in writing to the Dean of Student Services offices located in Palmer Hall. Students may also file official

complaints and grievances through the Western Texas College website. All reasonable efforts shall be made to maintain confidentiality in accordance with applicable laws throughout all phases of the Student Grievance and Complaint process.

Student Conduct

Each student shall maintain knowledge of the contents and provisions of the college rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

- Gambling, or dishonesty in any form.
- A student who owes a debt to the college or who writes an "insufficient funds" check to the college may be denied admission or re-admission to the college until the debt is paid or the check redeemed.
- Violations of the Penal Statutes of Texas or of the United States occurring on college property or in connection with college-sponsored activities may also constitute violations of the college rules and regulations when such violations affect the education process and goals of the college.
- Possession or use of firearms on college-controlled property except for educational purposes that have the prior approval of the President.
- Interference with teaching, research, administration, or the college subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
- Bullying, in person or online, to any person on or off campus.
- Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
- Initiations by organizations may include nothing that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
- Endangering the health or safety of members of the college community or visitors to the campus.
- Damaging or destroying college property.

In addition, the following policies apply to the use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.

Alcohol

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, dormitories, 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.

Controlled Substances

No student shall possess, use, transmit, or attempt to possess, use, or transmit, 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, 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 shall also be prohibited under this policy.

Penalties for Student Misconduct

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

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.

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.

Student Health Center - Tefertiller Hall

The Tefertiller Student Health Center currently houses the Athletic Trainer office and a complete campus health facility where students can go for treatment of minor ailments and injuries. The Health Center will be open two mornings per week. Check the WTC website for specific days and times.

Student Health Services

The mission of the Western Texas College Student Health Service is to provide students with quality primary health care and education about healthy lifestyles. It also provides a full range of primary care, treatment, and referral services, as well as related health education programs. All programs and services are aimed at maintaining the physical and emotional well-being of the Western Texas College student body.

Student Insurance

Student health and accident insurance is available to those students who desire insurance by the semester or annually. Information may be obtained from the Housing Office. Students in programs which require internships or on-the-job training may be required to purchase liability insurance.

Student Organizations

Depending upon individual interests, students at Western Texas College have an opportunity to select from several student organizations which offer opportunities in responsible leadership. Organizations at WTC include honor societies, religious organizations, and special interest groups, as follows:

AG CLUB - The purpose of the Ag Club of Western Texas College is to promote leadership, scholarship, and fellowship among students of Western Texas College and others in the community who have a genuine interest in agriculture. The organization holds monthly meetings and participates in campus and community activities. The Ag Club is an institutional member of the Texas Junior College Agricultural Association and participates in the state meeting each spring. Anyone interested should contact the agriculture instructor.

BAPTIST STUDENT MINISTRIES —The Baptist Student Ministry provides students with an opportunity for Christian fellowship and service. Membership is open to all WTC students regardless of church affiliation.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)—The on-campus organization of the Fellowship of Christian Athletes is composed of current college athletes, former high school competitors, and other interested individuals. The purpose of the organization is to bring together athletes to talk about their concerns, doubts, feelings, and faith. The Western Texas College Fellowship of Christian Athletes is a member of the national organization and can therefore offer members programs and opportunities for a rewarding experience.

FELLOWSHIP OF CHRISTIAN COWBOYS—The purpose of this organization is to present to cowboys, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord; and to disciple them in their commitment to serve Jesus in their relationships and in the fellowship of the church. It is the desire of the Fellowship of Christian Cowboys to demonstrate to the youth of our country, by education and example, an alternative to the drug and alcohol-influenced lifestyle, and to promote the Christian values of personal integrity, respect of fellow man, and love of God and family.

PHI THETA KAPPA—Psi Zeta Chapter - As the only nationally-recognized honor society for junior college students, Phi Theta Kappa provides recognition and encouragement of high scholarship. The local chapter provides the student with opportunities for development of leadership and service as well as incentives for continuing academic excellence. Qualification for membership is based on the student's overall grade point average (must complete 12 semester hours with a GPA of 3.5) and is by invitation only.

RODEO CLUB—The Rodeo Club provides interested students with rodeo-related activities and attempts to provide the opportunity for students to learn and improve their skills in the sport of rodeo. The Club has an active Rodeo Booster Club that provides scholarships for students interested in rodeo. Western Texas College is an active member of the National Intercollegiate Rodeo Association (NIRA) and sponsors rodeos, dances, barbecues and many other activities each year. Membership dues paid by each club member make up the Rodeo Club activities budget. Anyone interested should contact the Rodeo Club Sponsor.

STUDENT GOVERNMENT ASSOCIATION—The WTC Student Government Association provides numerous leadership opportunities while organizing and assisting with extracurricular activities including speakers, mixers, intramurals, fund raising, and community service. The WTC SGA also participates in regional and statewide student government associations.

WESTERN TEXAS COLLEGE COMPUTER CLUB—The WTC Computer Club is focused on computer technology with the goals of: education, student development, interaction and communication within the business world; enhancing the community; and building, recruiting, and enhancing the Information Technology Business Management program of Western Texas College. Membership is open to students currently enrolled and in good standing at WTC who are also enrolled in the ITBM program or are a computer science major.

Student Services Fee

All registered students in good standing have unrestricted access to the following Student Services activities through the payment of their tuition and fees. Only those activities with an asterisk involve additional charges for students. Special reservations may be required when seating or facility space is limited.

Game Room - Student Commons

WTC NIRA Rodeo

All activities sponsored by the Student Activities Office or Student Government Association

All intramural activities

All drama productions except the dinner theatre

All counseling and health education services (except testing)

*Golf Course - reduced rate

*Racquetball Courts - reduced rate

All athletic contests except tournaments

Student body elections and offices, except as excluded by WTC Policy

Students with Disabilities

Western Texas College is an equal opportunity institution and is in compliance with the Americans with Disabilities Act. Any student who has a physical, emotional, or learning disability can apply for accommodations through the Counseling Center. Individual programs are designed to give students with disabilities equal access to all phases of college life.

Texas Success Initiative (TSI)

According to the Texas Success Initiative (TSI), an undergraduate student who enters a public institution of higher education in Texas will be tested for reading, writing, and mathematics skills prior to enrolling in any college-level academic coursework. The TSI assessment meets this requirement. The TSI may be taken at a local college or university. Some students may be exempt from this testing requirement due to their TAKS scores, ACT scores, or SAT scores.

Following are the most current TSI exemptions based on standardized testing, and which are subject to change: (A student has to meet only one of the four to be exempt.)

- TAKS: A minimum of 2200 on the mathematics section and/or a 2200 with a writing sub-score of at least 3 in the English/Language Arts section of the exit-level exam. The exemption will be given for those corresponding sections only (full or partial exemption). The scores must be no more than three (3) years old.
- ACT: A composite score of at least 23 with a minimum score of 19 on the mathematics section and/or the English section. The exemption will be given for those corresponding sections only (full or partial exemption). The scores must be no more than (5) five years old.
- SAT: A combined score of at least 1070 with a minimum of 500 on the mathematics section and/or the verbal section. The exemption will be given for those corresponding sections only (full or partial exemption). The scores must be no more than (5) five years old.
- STARR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

Transcript of College Record

A transcript of college work is an official copy of the student's permanent record bearing the college seal and the signature of the Registrar. Copies of the student's transcript are available upon written request from the Office of the Registrar. Transcript request forms can be found on the WTC website (wtc.edu).

Transcripts may also be ordered through the National Student Clearinghouse. Login to MyWTC and click the link found in the Registrar block. A fee is charged for this service.

Transfer Curricula

The following statement of policy was adopted by the Coordinating Board, Texas College and University System, on January 31, 1992. The following mandatory provisions regarding transfer of course credits pertain only to credits earned at a Texas public community college or university accredited by the Southern Association of Colleges and Schools. (All provisions are to be considered together. For example, provision 1 is qualified by provision 5.)

1. A community college or university shall evaluate course credits presented by admissible transfer students on the same basis as if the credits had been earned at the receiving institution.
2. The content of a course as reflected in its description, not its source of funding, shall determine its transferability and applicability to a degree program.
3. No university shall be required to accept by transfer or toward a degree more than 66 semester hours, or one-half of the degree requirements if these constitute fewer than 66 hours, of credits earned by a student in a community college. In addition to the courses listed in the appropriate approved transfer curriculum, the university may count additional lower division courses in the student's major to give the total of 66 hours. No university is required by this policy to accept more than 66 hours; however, the university may accept additional hours.
4. Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.
5. Each Texas public community college or university shall accept course credits earned by any student transferring from another accredited Texas public community college or university provided such credits are within the approved transfer curriculum of the student's declared major field at the receiving institution. Each Texas public community college or university shall grant full value for transfer curriculum course credits toward degree requirements as they apply to the student's declared major. Additional course credits may be accepted in transfer at the discretion of the receiving institution.
6. Since courses included in each transfer curriculum vary according to the major subject areas represented, a student should be advised to declare a major prior to attaining sophomore standing at a community college. The student shall be required to declare a major at the time a request is made for admission to a degree program at a university. Students should be advised that a change of major may result in loss of credits earned in the previous program.
7. A student shall not be required to complete an entire transfer curriculum for credits in individual courses to be transferable and applicable to a degree program.
8. Each Texas public community college or university should designate a member of its faculty or staff as its articulation officer. The articulation officer will be responsible for the dissemination of information relating to the transfer of credit and transfer curricula on his or her campus. The articulation officer will be responsible for coordinating the evaluation of transfer credit by advisors within the various academic units on his or her campus to ensure consistency. In the absence of the designation of an articulation officer, the institution's admissions officer will be presumed to fill this role.
9. Any difference in interpretation regarding application of these general provisions which arises between a Texas public community college and a university in regard to transfer of credit should be resolved by conference between appropriate representatives of the involved schools with their articulation officers serving as facilitators. If a difference in interpretation cannot be resolved, either institution may request the Coordinating Board staff to mediate, and if necessary, to appoint a committee consisting of equal numbers of community college and university representatives to recommend a solution to the Commissioner of Higher Education.
10. When approved by the Coordinating Board, the transfer curriculum for each subject area shall be published individually and disseminated with these general provisions by the Coordinating Board to the chief academic officer, articulation officer, registrar, and other appropriate administrators of higher education in Texas.
11. Institutions are encouraged to assist the Coordinating Board staff in developing course tables for each transfer curriculum. Articulation officers at the universities will be the contacts for the Coordinating Board staff in obtaining the numbers of equivalent courses for each transfer curriculum and in periodic updating of such tables.
12. Each transfer curriculum shall include a general description of every course in that curriculum. The Coordinating Board shall provide for the review and revision of each curriculum as needed or at least every five years.
13. Any community college or university choosing to grant credit for courses taken by non-traditional modes shall evaluate and validate the learning according to policy established at the receiving institution. Examples of non-traditional modes include:
 - a. national examination
 - b. institutional examination taken in lieu of course enrollment
 - c. course taken at non-degree granting institution (e.g., military)
 - d. work experience or
 - e. life experience

The specific nature of this credit shall be so indicated on the student's transcript. The total amount of non-traditional credit accepted, if any, shall be entirely controlled by the receiving institution.

14. Institutions which establish institution-wide enrollment ceilings or specific program enrollment controls may be exempted from certain of these general provisions by the Commissioner of Higher Education upon adequate justification.

Transfer Credit to WTC

Any class being transferred in by an institution of higher education and any courses transcribed from consortia institutions will be examined by the registrar and reviewed by, and the final decision made by, the Curriculum Committee to ensure they meet the requirements of Western Texas College and the principles of accreditation of The Southern Association of Colleges and Schools.

Students on academic or disciplinary suspension from the last college or university attended will be considered for admission to Western Texas College on an individual basis only. Credit for courses in which a passing grade ("D" or better if the student's overall grade average is "C" or better) has been earned may be transferred to Western Texas College from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. College policy is NOT to transfer credits received from any U.S. institution not so accredited. Grades of "D" will not transfer to WTC in English Composition, ENGL 1301, ENGL 1302. Developmental, remedial or any other non-degree credit course cannot be used for transfer or in determining the 2.0 ("C") transfer average. Coursework completed at a college outside the United States will be considered for transfer on an individual basis. A course-by-course evaluation of a transferred transcript will be completed by the Registrar in consultation with the curriculum committee. Students are required to submit an official transcript from each school previously attended. A student's transcript will have a "hold" placed on it until all transcripts from each school previously attended are received. It is the student's responsibility to make sure all transcripts have been received in the Registrar's office. A WTC transcript will not be issued if a student's file is not complete or has a "hold" placed on it.

Transfer Dispute Resolution for Lower Division Courses

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

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

If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Commissioner of its denial and the reason for the denial.

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

Veterans Affairs

Veterans eligible for assistance under one of the Veterans Administration programs should apply through the regional VA office which serves their area. The certification of enrollment required at the beginning of each academic year will be submitted to the VA by the Associate Registrar.

The Office of the Registrar will assist veterans and eligible dependents with problems relating to their training program. The Registrar handles the certification of attendance. Twelve semester hours are considered a full load by the Veterans Administration. The County Veterans Service Officer maintains an office at the Senior Citizens Center, 2603 Avenue M, Snyder, TX.

Veterans who were residents of Texas at the time of enlistment in the Armed Forces and who are not eligible for Federal assistance may apply for exemption from payment of tuition under the Hazelwood Act. A certified copy of the veteran's discharge papers must be filed when the application is made through the Office of the Registrar.

Virtual College of Texas

Western Texas College is a member of the Virtual College of Texas, a consortium comprised of the community and technical colleges of the state of Texas. Membership enables students to enroll in courses deemed by the Division Chairs to be equal in content and rigor to those taught on campus but delivered by instructors at other community colleges around the state. Membership enables WTC to provide academic and workforce courses for its students at times and in content that may not be available otherwise.

The Virtual College of Texas is a collaborative of all Texas public two-year colleges. It was created by the Texas Association of Community Colleges to facilitate sharing of distance learning courses among member colleges.

VCT benefits to students:

- Students throughout Texas have access to a statewide, online distance learning course schedule. This means that it is less likely for a student not to have access to a critical course at a critical point because it is not offered in the semester needed or the course is full.
- Students are supported with quality, locally-delivered student services.
- They pay in-district tuition if they are in-district students, irrespective of which colleges provide courses taken through VCT.
- Courses provided by multiple colleges throughout Texas are maintained on a single transcript at the host college.

For more information about the Virtual College of Texas and how to enroll in classes available via this mode of delivery, contact the Distance Learning office housed in the Learning Resource Center. Students enrolling only in VCT or WTC Internet classes are required to apply for admission to Western Texas College prior to enrolling in these classes.

Visitor Center

The Visitor Center, located on the campus of Western Texas College, serves as the host facility for individuals and groups to the campus. "The Center" is the main facility for meetings, conferences, and retreats that reach the objectives of corporate, community, and individual organizations. It houses the offices of the Director of Development, Recruiting, and Vocational Recruiting. Contact information:

Visitor Center
Western Texas College
6200 College Ave.
Snyder, TX 79549
1-325-574-7942

Who's Who

Students who have completed at least 30 college credit hours and are currently enrolled full time with a grade point average of 3.2 may be nominated for consideration for Who's Who Among Students in American Junior Colleges. Nominations are submitted by faculty members to a Who's Who Committee composed of faculty and students appointed by the Dean of Student Services.

Students must excel in three areas in order to be selected to Who's Who: (1) Academic Leadership. This includes academic performance as demonstrated by GPA and leadership in the classroom. (2) Extracurricular and/or Services activities at WTC. Extracurricular/service activities include the student's involvement in on-campus activities such as student organizations, service groups, and student leadership. (3) Citizenship and/or Civic participation. This includes the student's involvement in off-campus community programs and activities such as service clubs, churches, charities, and other endeavors.

Withdrawal from College

Any student wishing to withdraw from the college for the remainder of a semester must secure an honorable dismissal through the Counseling Center. A request for honorable dismissal may be considered after the student has returned all library books and other equipment charged to him/her, paid all fines and fees, and cleared himself/herself in every respect with the college offices. Withdrawal procedures begin in the Counseling Center.

Students may withdraw from the institution without grade penalty up to the week before final exams.

A student who fails to comply with the above terms will not be recommended to another college or university, nor will he/she be eligible to receive a refund of any fees or deposits.

Merely discontinuing class attendance does not constitute a drop or withdrawal. Evening school students must notify the Registrar's Office in writing before they will be officially withdrawn from class.

The Coliseum

Western Texas College took over operations of The Coliseum in June, 2008 and immediately started a face-lift to modernize the stately venue. One prime strategy is in place as the college proceeds with its plans for the facility. WTC wants to increase utilization with events that will introduce visitors to the great hospitality of West Texas and to provide the citizens of Scurry County a gathering place for a variety of events.

MAIN COLISEUM

- Stadium seating for 3890
- Conference or banquet seating for 1000 (floor area)
- Exhibition spaces in hallways, entry or floor area
- Westerner Room with seating for 150 with kitchen
- Complete catering services available
- Stage (adjustable sizes)
- Basketball and volleyball flooring, dressing rooms
- Rodeo floor area converts to dirt events (190' x 90' Ring) with complete supporting equipment

- Two concession stands
- Beverage services

COLISEUM ANNEX

- Indoor covered arena, offices, kitchens, etc. for 4936 square Feet
- Complete supporting equipment for livestock events
- Meeting area and temporary event offices
- Concession stand and catering services
- Beverage services amenities

RV AREA

- 91 spaces with electricity (30 & 50 amp) and water (dump station on grounds)
- Over 50 acres of grounds for recreation or exhibition

HORSESHOE PITS

- 18 sanctioned pits
- Qualified by State and National Horseshoe Pitchers Association

SCURRY COUNTY HISTORIC VILLAGE NEXT TO GROUNDS

- Cornelius Dodson House
- Dermott School
- Hermleigh Calaboose
- Bunk House
- Redwood Chapel
- Barber Shop
- Other historic structures

College on the Square

College on the Square is the commitment from Western Texas College to the Snyder community in the form of a permanent presence on the town square. It is an investment in the square and to the service of Scurry county and surrounding areas. We offer the opportunity for anyone to improve their skills through professional development and personal enrichment with in-person and online classes.

Our distinctive facility serves a wide range of markets, from the most mature community members to the very young, in an effort to promote workforce improvements.

Some of our popular course offerings are:

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| • Basic Sign Language | • Digital Photography | • Microsoft Excel |
| • Business Management | • Fitness and Wellness | • Motorcycle Safety 101 |
| • Cake Decorating | • Introduction to Computers | • Photo Editing |
| • Concealed Handgun License | • Leadership Workshops | • Pilates |
| • CPR/First Aid | • Marriage Education | • Quickbooks |
| • Customer Service | • Microsoft Office | • Conversational Spanish |
| | | • Yoga |

In addition, College on the Square partners with businesses in Snyder and surrounding areas to create customized training to fill workforce needs. From safety training to software training, we can find an instructor to train your workforce. Please call for information regarding custom training.

College on the Square now offers Driver Education to high school students between the ages of 15 and 17. Classes are offered three time per year. Call for information and class times.

For additional information about courses offered through College on the Square, or ideas for new classes, please contact the Director of Workforce Education at 325.574.6582.

Filing a Complaint with a State/Regional Accrediting Agency

This complaint policy only addresses significant, documented, alleged non-compliance with the state/regional accreditation standards, policies or procedures. Both state and regional accreditation agencies will require any complainant to exhaust all grievance and appeal procedures that Western Texas College has established (such policies being set forth in detail in the school catalog and/or student handbook) to address student complaints prior to initiating any investigation.

Procedure for filing a Student Complaint with a State/Regional Accrediting Agency

Filing a complaint with our state accreditation agency, Texas Higher Education Coordinating Board (THECB):

Written complaints may be sent to:

The Texas Higher Education Coordinating Board,
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

Or submitted electronically to:

StudentComplaints@theccb.state.tx.us

Online access to THECB complaint procedures and forms is available on the following website:

<http://www.theccb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

Filing a complaint with our regional accreditation agency, Southern Association of Colleges and Schools (SACS):

Written complaints may be sent to:

President, Southern Association of Colleges and Schools/Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Online access to the complaint policy, procedures, and the Complaint Form is available on the following website:

<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>