

# **Ranger College Directory**

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OFFICE OF THE PRESIDENT

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EXECUTIVE VICE PRESIDENT

Dr. James D. Bostic

ASSISTANT TO THE PRESIDENT AND DEAN OF ENROLLMENT MANAGEMENT

John Slaughter

DEAN OF TEACHING AND LEARNING

Bubba Adams

ATHLETICS

Jack Allen- Athletic Director

BUSINESS OFFICE

Waren Rappleye- Dean of Finance

ASSOCIATE DEGREE NURSING

Marnita Guinn- Dean of Associate Degree Nursing

COUNSELING/GUIDANCE/TESTING

Vicki Lowrance-Director of Counseling and Testing

FINANCIAL AID

Don Hilton- Director of Financial Aid

STUDENT SERVICE/DORMITORY INFORMATION

Johnny Gann- Dean of Students

ASSISTANT TO THE PRESIDENT AND PERSONEL DIRECTOR

Laura Yeck

COSMETOLOGY PROGRAM

Glenda Cook- Director Brownwood

Emily Cuellar- Director Stephenville

VOCATIONAL NURSING PROGRAM

Patty Davis- Director

Early (325) 641-5726 OR Comanche (325) 365-1440

# RANGER COLLEGE

## GENERAL CATALOG

**2010-2011**

Ranger College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number (404-679-4501) to award Certificates and Associate Degrees.

### APPROVED BY

Texas Higher Education Coordinating Board  
Texas State Board of Nursing  
Texas Department of Licensing and Regulations

### MEMBER OF

American Association of Community Colleges  
Texas Association of Community Colleges  
Texas Junior College Association  
Texas Community College Teachers Association  
Texas Association of Cosmetology Schools  
Texas Association of Music Schools  
Texas Association of School Boards  
West Central Texas Council of Governments  
Comanche Chamber of Commerce  
Eastland Chamber of Commerce  
Ranger Chamber of Commerce  
Servicemembers Opportunity College  
Stephenville Chamber of Commerce  
Brownwood Chamber of Commerce

This Catalog represents a flexible program of the curricula, educational plans, offerings, and requirements which may be altered from time to time to carry out the mission and objectives of the College. The provisions of this Catalog do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the College. The College reserves the right to change any provision, offering, or requirement at any time within the student's period of study at the College. The College further reserves the right to require a student to withdraw from the College for cause at any time. Consumer Information—Ranger College Accreditation Documentation. Any RC student or prospective student may inspect the College's 1992 Self-Study, the Reaffirmation documentation, and the 2002 Self-Study in the Golemon Library. Requests for additional information may be directed to the President's Office.

# FOREWORD

Ranger College welcomes all students. Recent developments in post-secondary education have eliminated practically all barriers to training beyond high school. Ranger College offers programs and individual courses in both academic and workforce education.

This catalog details the precise areas offered, and each prospective student is urged to examine the list of courses. Students currently enrolled are encouraged to check the list of degree and certificate requirements so that these may be acquired with a minimum of time and effort.

At Ranger College, faculty and administration emphasize personal attention to individual student needs. At RC the student is a person, not a number.

## INSTITUTIONAL MISSION

“To provide teaching and learning opportunities through academics, developmental education, workforce programs, and continuing education, empowering individuals to become responsible members of the local and global community.”

The College endeavors to prepare its students to function successfully in an increasingly diverse and complex society by providing opportunities to develop academic and workforce excellence, appropriate communication skills, critical thinking skills, and responsible citizenship, by providing the following:

- academic college courses at freshman and sophomore levels leading to associate degrees and/or transferable college credit;
- developmental education which enables students to successfully advance to freshman-level academic coursework;
- vocational and technical courses and programs that include workforce development leading to employment, licensure, certificates, or associate degrees;
- continuing education short courses and activities for occupational, recreational, or cultural upgrading;
- cooperative efforts with local communities and their agencies in providing adult literacy and services and facilities to area citizens;
- a program of student services and of educational support services designed to contribute to the cultural, social, moral, intellectual and physical development of students in a safe environment;
- administrative, financial, and auxiliary services in support of college programs;
- a program of intercollegiate athletics designed to enhance the academic success, physical and emotional well-being, and social development of student athletes;
- a program of distance learning instruction which is equivalent in quality to main campus instruction;
- and
- other programs to meet purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

## **Philosophy**

Ranger College shall be a dynamic public community college that is dedicated to fostering student success through excellence in educational instruction, quality support services, and responsible governance within the framework of the following values:

- Quality – maintaining high standards;
- Integrity - having trust in one’s good character;
- Ethics – adhering to truth, honesty, and requisite standards;
- Diversity – understanding and respecting differences in culture, gender, language, age, etc;
- Leadership – seizing opportunities that move the organization and its people forward;
- Self-fulfillment – achieving one’s maximum potential.

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Admissions, employment, and program policies of Ranger College are nondiscriminatory in regard to race, creed, color, sex, age, disability, veteran’s status and national origin. All recruitment and admissions material complies with Section 504 and the ADA.

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# 2010-2011 COLLEGE CALENDARS

## FALL SEMESTER 2010

August 8 Sun (8:00 A.M.-6:00 P.M.)	M & W Soccer & Volleyball Check-In
August 10 Mon (1:00 P.M.)	Testing
August 16 Mon (8:00 A.M.)	Faculty/Staff Development-Division In-Service
August 16 Mon	VN Registration Comanche (1:00P.M.) – Early (2:00P.M.)
August 17 Tue	M & W Soccer & Volleyball Registration
August 17 Tue (8:00 A. M.)	Commuter Registration Testing (1:30 P.M.)
August 18 Wed (9:00A.M. to 3:00P.M.)	Dormitory Check-in
August 18 Wed (4:00 P.M.)	New Student Orientation
August 19 Thu (8:00 A. M.)	Registration Testing (8:30 A.M. & 1:30 P.M.)
August 20 Fri (8:00 A. M.)	Registration Testing (12:00 P. M.)
August 23 Mon	Classes Begin at All Locations
August 23, 24, & 25 Mon –Wed (3:00 P. M.)	Late Registration Drop/Add
September 2 Thu	Last day to Register, Add or Change a Class
September 6 Mon	Labor Day Holiday
September 8 Wed	Official Census Date
September 16 Thu	Constitution Day
October 15 Wed	Mid-term
October 23 Sat	Day of Champions
November 11 Thu	Last Day to Drop a Course
November 18 Thu (5:00 P.M.)	Dorms Close
November 22-26 Mon-Fri	Thanksgiving Break
November 28 Sun (9:00 A.M.)	Dorms Open
December 13 Monday	Last Day to Withdraw
December 14, 15 & 16 Tues-Thurs	Final Exams
December 16 Thu (3:00 P.M.)	Dorms Close
December 17 Fri	End of Semester

# 2010-2011 COLLEGE CALENDARS

## SPRING SEMESTER 2011

December 31 Fri.....	M & W Basketball Check-In
January 3 Mon.....	Offices Open
January 6 Thu (8:00 A.M.).....	Faculty/Staff Development
January 13 Thu.....	Commuter Registration & M & W Basketball Registration
January 13 Thu (1:30 P.M.).....	Testing
January 14 Fri (8:00 A.M.).....	VN Registration
January 16 Sun (9:00 A.M. – 4:00 P.M.).....	Dormitory Check-In
January 17 Mon Registration.....	Testing (1:30 P.M.)
January 17 Mon.....	Martin Luther King Jr. Day (Classes Will NOT Meet)
January 18 Tues.....	Classes Begin All Locations
January 19-20 Wed & Thu (3:00 P.M.).....	Late Registration Drop/Add
January 20 Thu.....	Last Day to Register, Add or Change Class
February 2 Wed.....	Official Census Date
March 4 Fri.....	Possible Bad Weather Day
March 14-18 Mon-Fri.....	Spring Break
March 25 Fri.....	Possible Bad Weather Day
April 7 Thu.....	Last Day to Drop a Course
April 8 Fri.....	Possible Bad Weather Day
April 22 Fri.....	Holiday (Good Friday)
April 29 Fri.....	Possible Bad Weather Day
May 9 Mon.....	Last Day to Withdraw
May 10-12 Tues-Thurs.....	Final Exams
May 13 Fri (3:00 P.M.).....	Dorms Close Except Graduating Students
May 13 Fri (7:00 P.M.).....	Spring Commencement
May 16 Mon.....	End of Semester

# 2010-2011 COLLEGE CALENDARS

## SUMMER SEMESTER 2011

(COSMETOLOGY and VOCATIONAL NURSING)

May 16 Mon ..... VN Registration  
May 16 Mon ..... Cosmetology Registration  
May 18 Wed ..... Cosmetology and VN Classes Begin  
May 30 Mon ..... Holiday/Memorial Day  
June 6 Mon ..... Official Census Day  
July 4 Mon ..... Holiday/Independence Day  
August 5 Fri ..... VN End of Term  
August 6 Sat ..... Cosmetology & VN Commencement  
August 11 Thu ..... Cosmetology End of Term

## SUMMER SESSION 2011–FIRST TERM

May 25 Wed ..... Registration  
May 30 Mon ..... Holiday/Memorial Day  
May 31 Tue ..... Classes Begin  
June 6 Mon ..... Last day to Register, Add, or Change a Class  
June 6 Mon ..... Official Census Date  
June 30 Thu ..... Last Day to Drop a Course  
July 4 Mon ..... Holiday/Independence Day  
July 5-6 Tue-Wed ..... Final Exams  
July 7 Thu ..... End of Term

## SUMMER SESSION 2011–SECOND TERM

July 7 Thu ..... Registration  
July 11 Mon ..... Classes Begin  
July 14 Thu ..... Last day to Register, Add, or Change a Class  
July 14 Thu ..... Official Census Day  
July 15 Fri ..... MW Classes Meet  
July 22 Fri ..... TTh Classes Meet  
August 2 Tue ..... Last Day to Drop a Course  
August 9 Tue ..... Last Day to Withdraw  
August 10-11 Wed-Thu ..... Final Exams  
August 11 Friday ..... End of Term

# 2011-2012 COLLEGE CALENDARS

## FALL SEMESTER 2011

August 7 Sun (8:00 A.M.-6:00 P.M.)	M & W Soccer & Volleyball Check-In
August 9 Mon (1:00 P.M.)	Testing
August 15 Mon (8:00 A.M.)	Faculty/Staff Development-Division In-Service
August 15 Mon	VN Registration Comanche (1:00P.M.) – Early (2:00P.M.)
August 16 Tue	M & W Soccer & Volleyball Registration
August 16 Tue (8:00 A. M.)	Commuter Registration Testing (1:30 P.M.)
August 17 Wed (9:00A.M. to 3:00P.M.)	Dormitory Check-in
August 17 Wed (4:00 P.M.)	New Student Orientation
August 18 Thu (8:00 A. M.)	Registration. Testing (8:30 A.M. & 1:30 P.M.)
August 19 Fri (8:00 A. M.)	Registration. Testing (12:00 P. M.)
August 22 Mon	Classes Begin at All Locations
August 22, 23, & 24 Mon –Wed (3:00 P. M.)	Late Registration Drop/Add
September 1 Thu	Last day to Register, Add or Change a Class
September 5 Mon	Labor Day Holiday
September 7 Wed	Official Census Date
September 15 Thu	Constitution Day
October 12 Wed	Mid-term
October 22 Sat	Day of Champions
November 10 Thu	Last Day to Drop a Course
November 17 Thu (5:00 P.M.)	Dorms Close
November 21-25 Mon-Fri	Thanksgiving Break
November 27 Sun (9:00 A.M.)	Dorms Open
December 12 Monday	Last Day to Withdraw
December 13, 14 & 15 Tues-Thurs	Final Exams
December 15 Thu (3:00 P.M.)	Dorms Close
December 16 Fri	End of Semester

# 2011-2012 COLLEGE CALENDARS

## SPRING SEMESTER 2012

December 30 Fri.....	M & W Basketball Check-In
January 2 Mon.....	Offices Open
January 5 Wed (8:00 A.M.).....	Faculty/Staff Development
January 12 Thu.....	Commuter Registration & M & W Basketball Registration
January 12 Thu (1:30 P.M.).....	Testing
January 13 Fri (8:00 A.M.).....	VN Registration
January 15 Sun (9:00 A.M. – 4:00 P.M.).....	Dormitory Check-In
January 16 Mon Registration.....	Testing (1:30 P.M.)
January 16 Mon.....	Martin Luther King Jr. Day (Classes Will NOT Meet)
January 17 Tue.....	Classes Begin All Locations
January 18 – 19 Wed & Thu (3:00 P.M.).....	Late Registration Drop/Add
January 19 Thu.....	Last Day to Register, Add or Change Class
February 1 Wed.....	Official Census Date
March 2 Fri.....	Possible Bad Weather Day
March 12-16 Mon-Fri.....	Spring Break
March 23 Fri.....	Possible Bad Weather Day
April 5 Thu.....	Last Day to Drop a Course
April 6 Fri.....	Possible Bad Weather Day
April 6 Fri.....	Holiday (Good Friday)
April 27 Fri.....	Possible Bad Weather Day
May 7 Mon.....	Last Day to Withdraw
May 8-10 Tues-Thu.....	Final Exams
May 11 Fri (3:00 P.M.).....	Dorms Close Except Graduating Students
May 11 Fri (7:00 P.M.).....	Spring Commencement
May 14 Mon.....	End of Semester

# 2011-2012 COLLEGE CALENDARS

## SUMMER SEMESTER 2012

(COSMETOLOGY and VOCATIONAL NURSING)

May 14 Mon	VN Registration
May 14 Mon	Cosmetology Registration
May 16 Wed	Cosmetology and VN Classes Begin
May 28 Mon	Holiday/Memorial Day
June 4 Mon	Official Census Day
July 4 Wed	Holiday/Independence Day
August 3 Fri	VN End of Term
August 4 Sat	Cosmetology & VN Commencement
August 17 Thu	Cosmetology End of Term

## SUMMER SESSION 2012–FIRST TERM

May 23 Wed	Registration
May 28 Mon	Holiday/Memorial Day
May 29 Tue	Classes Begin
June 4 Mon	Last day to Register, Add, or Change a Class
June 4 Mon	Official Census Date
June 28 Thu	Last Day to Drop a Course
July 2-3 Mon-Tue	Final Exams
July 4-5 Wed-Thu	Holiday/Independence
July 9 Mon	End of Term

## SUMMER SESSION 2012–SECOND TERM

July 4-5 Wed-Thu	Holiday/Independence
July 9 Mon	Registration
July 10 Tue	Classes Begin
July 12 Thu	Last day to Register, Add, or Change a Class
July 12 Thu	Official Census Day
July 12 Fri	MW Classes Meet
July 20 Fri	TTh Classes Meet
July 31 Tue	Last Day to Drop a Course
August 7 Tue	Last Day to Withdraw
August 8-9 Wed-Thu	Final Exams
August 10 Friday	End of Term

# **GENERAL INFORMATION**

## **LOCATION**

Ranger College occupies a 50-acre campus within the city limits of Ranger, an Eastland County community of approximately 3,000 people located just north of Interstate 20 between Fort Worth and Abilene. The beautifully wooded rolling hills and several lakes provide ample opportunities for hunting, fishing and outdoor recreation, while the city of Ranger has excellent schools and churches and a congenial, supportive citizenry. Proximity to the Dallas/Fort Worth metroplex is another advantage.

Classes are also offered at numerous off-campus locations in neighboring cities.

In Brown County, a Vocational Nursing Program is offered in Early and a Cosmetology Program is offered in Brownwood, the county seat. Continuing Education and a limited number of academic courses are offered at the Early Center. These programs have an annual enrollment in excess of 125 students.

A program in academic studies is offered at the Comanche Center in Comanche, the county seat of Comanche County. Annual enrollments in the Comanche Program average about 400 students. Comanche, located 25 miles from Brownwood, is a thriving city of 4,000 population with an economy based on food processing, livestock feed processing, agriculture, and a lively trade in both peanuts and pecans.

## **HISTORY OF THE COLLEGE**

Ranger College is one of the oldest public two-year colleges in continuous operation in the state of Texas. Its history actually predates the legislation authorizing and establishing junior colleges in the state. In August 1925, the Board of Education of the Ranger Public Schools voted to proceed with plans for establishment of a junior college. On September 13, 1926, Ranger College opened with thirty students enrolled. The College operated under supervision of a College Council composed of three members of the Board of Education and nine other Ranger citizens. The College was recognized by the State Department of Education on March 23, 1927. The first State statute authorizing junior colleges was passed by the 41st Legislature in 1929.

The College operated under this statute until the passage of the "Validation of Junior College District Acts" by the 45th Legislature in 1937. The College continued to operate as part of the public school system until August 18, 1950. On this date, the Board of Education voted to separate the Junior College and the public schools. As a result of this action, Ranger Junior College, after 24 years of joint operation with the public school system, became a unit within itself. In this separate unit, Dr. G. C. Boswell became the first official President of the College. The College has operated continuously as an autonomous educational institution overseen by a Board of Regents since that date.

## RANGER COLLEGE PRESIDENTS:

Dr. G. C. Boswell .....	1950 to 1952
W. W. Smith, Acting President.....	(Jan) 1953 to (Mar) 1953
R. N. Cluck .....	(Mar) 1953 to (Aug) 1953
Dr. Price R. Ashton.....	1953 to 1959
Dr. Theodore Nicksick, Jr.....	1959 to 1966
Dr. W. W. Mince .....	1966 to 1971
Dr. Jack M. Elsom .....	1971 to 1990
Dr. Joe Mills .....	1990 to 2005
James McDonald, Interim President .....	2005 to 2006
Dr. Ken Tunstall .....	2006 to 2008
James McDonald, Interim President .....	(May) 2008 to 2009
Dr. William Campion.....	2009 to Present

By 1973, Ranger College had expanded its basic university-parallel curriculum to encompass a variety of terminal workforce education programs. These programs include training in business, computer information systems, cosmetology, vocational nursing and welding.

As in the past, the College continues to offer accredited, high quality instruction and makes every effort to identify and meet additional needs of present and prospective students.

## ADMISSION REQUIREMENTS

Applications for admission and other documents necessary for admission should be addressed to the Office of Admissions. Admission requirements to Ranger College are the same for all students. All students seeking admission to Ranger College must meet one of the following requirements:

### 1. High School Graduation

Graduates of accredited high schools satisfy minimum entrance requirements. A high school transcript indicating a date of graduation **MUST** be provided.

### 2. College Transfer

An individual who is a transfer from another regionally accredited college or university must be eligible for readmission to the institution in which he/she was last enrolled. Official transcripts of previous college work must be provided.

### 3. General Education Development Test

A person who has not graduated from high school will be admitted if he/she has passed the General Education Development Test (G.E.D.).

### 4. Individual Approval

A person at least 18 years of age who did not graduate from an accredited high school may be admitted on an individual approval basis. Students able to benefit from Title IV funds and who do not have a high school diploma must have passed the GED (or other test), as approved by the U.S. Department of Education. A complete list of the approved standardized tests and the minimum scores required is available in the Office of the Director of Financial Aid or the Office of the Director of Counseling and Testing. A person under 18 years of age who is not a graduate of an accredited high school or who has attended a non-accredited public or private high school, or who was schooled in a non-traditional setting may be admitted on

the basis of written examinations or upon the recommendation of the principal or superintendent of the last high school attended.

Content of the written examinations shall reflect high school equivalency and shall be consistent with the minimums for high school completion established by the Texas Education Agency.

The form and type of these examinations and the procedure for administering them are to be determined by the Director of Admissions. A notarized record of the high school equivalent work with the date(s) of successful completion must also be submitted.

## **5. Early Admissions Programs**

- a.** A qualified high school student may attend Ranger College following the successful completion of the junior year or during the senior year on a part-time basis provided the student has written permission and recommendation from the high school principal and written permission from the student's parent/guardian. If the student has not passed all sections of the THEA or an approved alternate test by either testing or a qualified exemption, he/she may not enroll in more than two college credit courses each semester. The student load may not exceed eight (8) credit hours each semester (7 during the summer) or the Student Load Policy of the College. Students seeking admission under this provision are required by state law to comply with the Texas Success Initiative requirements.
- b.** A qualified high school student (as described in section 5.a. above) who has passed all sections of THEA or an approved alternate test by either testing or a qualified exemption, may not enroll in more than three college credit courses each semester. The student load may not exceed eleven (11) credit hours each semester (7 during the summer) or the Student Load Policy of the College (see page 12). The Texas Success Initiative exemptions may be based upon current Texas Higher Education Coordinating Board (THECB) approved exemption scores on high school performance examinations (TAKS), ACT, or SAT scores. Students seeking admission under this provision are required by state law to comply with the Texas Success Initiative requirements.
- c.** A qualified high school student may attend Ranger College following the successful completion of the sophomore year or during the junior year on a part-time basis provided the student has written permission and recommendation from the high school principal and written permission from the student's parent/guardian. If the student has not passed all sections of the THEA or an approved alternate test by either testing or a qualified exemption, he/she may not enroll in more than one college credit course each semester. Students seeking admission under this provision are required by state law to comply with the Texas Success Initiative requirements.
- d.** An exceptional high school student (as described in section 5.c. above) who has passed all sections of THEA or an approved alternate test by either testing or a qualified exemption, may not enroll in more than two college credit courses each semester. The student load may not exceed eight (8) credit hours each semester (7 during the summer) or the Student Load Policy of the College (see page 12). The Texas Success Initiative exemptions may be based upon current Texas Higher Education Coordinating Board (THECB) approved exemption

scores on high school performance examinations (TAKS), ACT, or SAT scores. Students seeking admission under this provision are required by state law to comply with the Texas Success Initiative requirements.

- e. **Qualifying TAKS Scores - College Readiness Standard** (for students entering 10th grade in academic year 2003- 2004 and beyond) Sophomores who score 2200 on the 10th grade TAKS math and/or ELA (with writing sub score of 3) may use those scores to enroll in dual credit courses without taking a state-mandated TSI assessment through their senior year. (Keep in mind that by law this is not an exemption) - 10th grade scores give students permission to enroll in dual credit classes without testing. The true exemption is based on exit-level TAKS scores). Sophomores who meet the standard in one area may take dual credit courses related to the area of the test they passed. If the qualifying standard isn't met on either section of the 10th grade TAKS, but the student wants to take college-level courses during his or her junior year, the student must take one of the assessment instruments approved for TSI purposes. Once again, the student may take college-level courses related to the area(s) of the test he or she passed. There may also be institutional requirements students must meet.

**Note:** Students should be aware that they are enrolling in college-level courses taught by college-level faculty and will not receive special consideration because they are still in high school.

## **6. International Students**

To be eligible for admission, an international student must meet requirements 1 or 2 outlined above. In addition to these requirements, an international student must:

- a. Submit a non-refundable \$100.00 application fee.
- b. Furnish a TOEFL (Test of English as a Foreign Language) score sheet with a minimum score of 500.00 for the paper based score, 173 for the computer based score or 61 for the internet based score. Ranger College's institution code is 6608. Should TOEFL be unavailable, the applicant may substitute the ACT or SAT for evaluation.
- c. In unusual cases an appeals committee appointed by the President will consider individual cases regarding the admission of international students whose TOEFL scores are not available.
- d. Deposit the sum of \$8000.00 with the RC business office to cover the approximate cost of attendance for one year or \$5000.00 if student receives scholastic assistance from the college.
- e. Provide proof of medical insurance.
- f. Students who do not meet the above criteria may appeal for admission to the admitting officer.
- g. Student's (I-20) will be mailed only to the home address.

## **7. International Students who want to Transfer to Ranger College**

An individual who is a transfer from another regionally accredited college or university:

- a. Must be eligible for readmission to the institution in which he/she was last enrolled. Official transcripts of previous college work must be provided.
- b. The student must meet requirement 6 outlined above.
- c. Student must contact the DSO officer of the college they wish to transfer from and ask them to transfer the record to Ranger College (only upon approval of

the DSO officer of Ranger College).

- d. Upon arrival to Ranger College, the student must report to the DSO officer (Registrar's Office).

\*Note: an international student who wishes to transfer from Ranger College to another institution has to notify the DSO officer (Registrar's Office) of the intent to transfer in writing. The request must include all information for the receiving institution and the institution's actual date of transfer.

## 8. Transient Students

A transient student is one who has a home institution, will attend Ranger College for one semester or summer semester, and then return to the same home institution. The student must complete the following forms for Ranger College:

1. Transient Form
2. Transcript from the home institution
3. Transcript Request Form
4. TSI Waiver form (if required). If the student's home institution is private or out-of-state, the student must complete the TSI waiver form.

Students must be in good standing with their home institution to enroll at Ranger College as a transient student. Financial aid is not available for transient students. Students will pay regular application fees.

If a student chooses to continue with enrollment at Ranger College after one semester, or summer session, the student must submit a new application and official transcripts from all school previously attended before the student will be allowed to register for any subsequent semester.

## ACADEMIC FRESH START

- Senate Bill 1321, passed by the Texas Legislature, permits Texas residents to seek admission to public institutions of higher education without consideration of courses taken ten or more years prior to enrollment. Students **may not** pick and choose what is to be ignored and what is not. Either **all** college courses ten or more years older are ignored or they are all counted. Students who have earned three or more college-level credit hours prior to Fall, 1989, and subsequently completed a minimum of three credits of college-level coursework between the fall of 1989 and the fall of 2003, are exempt from the Texas Success Initiative regardless of whether they elect to take advantage of Academic Fresh Start.
- For courses taken at Ranger College for which Academic Fresh Start is applied, the official transcript will continue to show all courses taken. Grades and grade point will be shown; however, the credit hours attempted and cumulative grade points will total zero for the Academic Fresh Start Courses and will not reflect on the overall GPA. A notation will be placed on the transcript showing the semester that the student began to take courses under the Academic Fresh Start.
- All requests for Academic Fresh Start must be made in writing to the Registrar.

## **DISTANCE EDUCATION**

- Ranger College currently offers a limited number of courses through interactive video, utilizing the Distance Learning Lab on the main campus and the lab at the Comanche Center. Currently, the College offers a limited number of internet courses.
- Distance learning courses are equivalent in content and credit to courses taken through traditional methods. Students may enroll in the courses through the normal registration process.

## **HOW TO ENROLL**

1. Request an enrollment packet from the Office of the Registrar.
2. Complete the Application for Admission and return it to the Office of the Registrar. Return completed Dormitory/Room Application to the Campus Support Office with a \$50.00 non-refundable reservation fee. This fee covers both the Fall and Spring semesters.
3. Request the high school from which you graduated or each college you have attended to send a complete transcript of your credits directly to the Registrar at Ranger College. A personally delivered transcript will not be accepted as an official record. If you are not a high school graduate, send your G.E.D. scores. Contact the Registrar's office if you have neither scores nor transcripts.
4. Although not required for admission, if you have taken the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT), request that your scores be forwarded to the Registrar at Ranger College.
5. Although not required for admission, it is recommended that you take the THEA or approved alternate test before registration at Ranger College. Further information on mandatory testing may be found in this catalog.
6. Tests for placement and/or admission into a specific program may be required of an entering student.
7. Report to the College on the day of Registration and pay all tuition and fees. In order to use a PELL GRANT to pay registration costs, the completed and correct APPLICATION FOR FEDERAL STUDENT AID must be turned in to the Financial Aid Office no later than July 24<sup>th</sup>. A schedule of registration and pre-registration times may be found in the College Calendar of this catalog.
8. The 81<sup>st</sup> Texas Legislature (2009) requires all first-time students of an institution of higher education, including transfer students, who reside in on-campus housing to show evidence of being immunized against Bacterial Meningitis. Early notifications of receipt of the Meningitis vaccination is preferred, but Ranger College must have confirmation of vaccination within the first two months of the student's first enrollment at the college.

## **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 30 hours or more is classified as a sophomore.

## **STUDENT LOAD**

- No student may enroll for more than five courses of three to four hours credit each (including concurrent enrollment at Ranger College, another college, distance learning through telecommunications, and/or correspondence) without the approval of the Dean of Student Learning for the main and off-campus locations. Normally, approval for an overload is given only if the student has completed a minimum of 12 semester hours with a GPA of 3.0 for the previous semester. Special consideration may be given to students who can complete graduation requirements during their last semester. Regardless of the load, a current student may not enroll in a correspondence and/or Internet course without the approval of the Dean of Student Learning.
- During a summer term, no student may enroll for more than seven semester hours without the approval of the Dean of Student Learning.

## **TUITION AND FEES**

- Arrangement for payment of all tuition and fees must be made at time of registration. The tuition and fee charges are set by the Ranger College Board of Regents and are subject to change at the beginning of any enrollment period.
- For the 2009-2010 year the cost of tuition per credit hour is as follows: INDISTRICT students - \$50 per credit hour, OUT-OF-DISTRICT students - \$61 per credit hour. OUT-OF-STATE and INTERNATIONAL students will pay \$73 per semester credit hour with a \$250 minimum.
- All students will pay the following fees: a General Service Fee of \$10 per semester credit hour, a Registration Fee of \$10 per semester credit hour, a Records Fee of \$10 per registration, and an Educational Service Fee at each registration. The Educational Service Fee charges are listed separately.
- Lab fees required for courses are listed after the course descriptions to which they apply. Other fees, such as those for change of course, graduation, parking, room reservations, etc., follow or are listed elsewhere.

**TUITION AND FEES PER SEMESTER CREDIT HOUR  
DUE AND PAYABLE AT TIME OF REGISTRATION**

<b>Semester</b>	<b>In</b>	<b>Out –of- District</b>	<b>Out –of -State</b>
<b>Hours</b>	<b>District</b>	<b>(In-State)</b>	<b>and International</b>
1	145	181	213
2	215	287	351
3	285	393	489
4	355	499	627
5	425	605	765
6	495	711	903
7	565	817	1041
8	635	923	1179
9	705	1029	1317
10	775	1135	1455
11	845	1241	1593
12	915	1347	1731
13	985	1453	1869
14	1055	1559	2007
15	1125	1665	2145
16	1195	1771	2283
17	1265	1877	2421
18	1335	1983	2559
19	1405	2089	2697
20	1475	2195	2835
21	1545	2301	2973

**OTHER FEES**

Building Use Fee (per semester hour; not charged in college tax district).....	12.00
Change of Course Fee.....	5.00
Graduation Fee (one diploma) .....	50.00
Graduation Fee (two diplomas) .....	75.00
Parking Fee (per academic year).....	25.00
Housing Administration Fee (per academic year/non-refundable) .....	50.00
ID/Debit Card Fee.....	10.00
Returned Check Fee.....	50.00
On-Line Course Fee (per course).....	50.00
Emergency Loan Processing Fee .....	100.00
ADN Lab Fees & Ins .....	900.00

**The following charges are not covered by Pell Grant or scholarship and must be paid by the student at the time the cost is incurred:**

THEA or ASSET Test Fees  
Parking Permit Fees  
Parking or Traffic Violation Fines  
Dorm Damages  
Housing Administrative Fees  
Replacement Meal Cards  
Change of Course Fee  
Graduation Fees  
Most bookstore supplies and clothing (except textbooks)  
Returned Check Fee  
GED Testing Fee  
Emergency Loan Processing Fee  
Vocational Nursing Testing Fee

## **EDUCATIONAL SERVICE FEE**

For the following courses \$10.00 Per Semester Hour:

Vocational Nursing 1115, 1116, 1126, 1138, 1263, 1304, 1320, 1323, 1327, 1231, 1234, 1330, 1429 and 1660, plus \$10.00 per registration.

## **CONTINUING EDUCATION FEES**

- Tuition may vary depending on the course curriculum. A \$5.00 registration fee is assessed for each course and is non-refundable. If textbooks or materials are required for the course they will be available at registration for an additional fee.
- The refund policy for Continuing Education is: 100% refund prior to the first day of class if Ranger College cancels the class. If the student officially drops during the first class day there will be an 80% refund of tuition. There is no refund after the first class day. Refunds will be mailed to the student's permanent address two to four weeks after the class is officially dropped.

## **PAYMENT OF TUITION AND FEES THROUGH INSTALLMENT**

A student enrolling at Ranger College during the fall and spring semesters has the option to pay tuition and fees by installment. A student desiring to pay using the installment plan must meet with the designated business office representative prior to or inclusive of the established deadline to request the program.

### **Eligibility**

- A. A student enrolling at Ranger College for any number of credit hours during the fall and spring semesters can pay tuition and fees in the following manner: one-third payment of tuition and fees by October 1 (March 1 in the spring); one-third payment by November 1 (April 1 in the spring); and the final one-third payment

by December 1 (May 1 in the spring). A student residing in a residence hall must also pay one-quarter of room and meal plan charges with the initial tuition and fees payment.

- B. If the student receives assistance through the Pell Grant or other grant and scholarship programs this assistance will be applied to tuition and fees before initiation of the installment plan is authorized. In instances where the Pell Grant or other grant and scholarship programs do not cover the full amount of tuition and fees the installment plan will be provided as an option to cover the difference.

### **Installment Payment Plan Terms**

- A. Failure to make any subsequent installment payments by the end of the semester shall not cancel the obligation to pay the total installment payments and late payment fees.
- B. A student who fails to make full payment of tuition, fees, room and board, including any incidental fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.
- C. A student seeking readmission to Ranger College after withdrawing without paying the full amount of tuition, fees, room and board shall pay all past due installment payments and late payment fees less applicable refunds before readmission will be processed.
- D. A student completing the semester without meeting the full monetary obligation of the promissory note will have records withheld until full payment is made. Further, the student will be barred from registration, transcript transactions, graduation, and processing of documents.

## **OVERDUE FINANCIAL OBLIGATIONS**

- All accounts must be paid when due. Before the end of each semester or term each student should determine that all accounts are paid. Non-payment of any such accounts will be entered on the student's record and the Registrar's Office will withhold transcripts until the obligation is discharged.
- The student may be dropped from the class rolls for non-payment of any financial obligation.
- Checks returned by the bank for any reason may constitute the student's automatic withdrawal from all classes. Ranger College reserves the right to require payment in cash from individuals with a history of returned checks. Stop payment and closed accounts will be considered the same as returned checks. Ranger College also reserves the right to hold all records until an adequate amount of time has elapsed to ensure the processing and payment of any checks written to clear students' accounts.
- Any fees and/or expenses incurred during the collection of an outstanding or overdue account will be the responsibility of the student.

## **AUDIT**

A lecture course only may be audited on a space-available basis. An audit fee of \$50 is charged for each course. Senior Citizens (65 or older) residing in the Ranger College District may audit on a space-available basis without paying the audit fee.

## **ROOM & MEALS**

- The charge for room and meals for each semester is \$1849.00 plus sales tax and may be paid in four installments. The first installment is due at registration and subsequent installments are due on the first day of October, November, and December for the Fall semester. The first installment for the Spring semester is due at registration and subsequent installments are due on the first day of March, April and May. Room and meal rates are subject to change by action of the Board of Regents.
- If a student obtains an official withdrawal from the Office of the Registrar, charges for living in the dorm and the meal plan will be refunded on a pro-rated basis. The refund will be computed to the end of the billing week during which the student officially withdraws. The College billing cycle begins on Thursdays and ends on Wednesdays for the room and meal plan.

## **ASSOCIATE DEGREE NURSING PROGRAM**

Ranger College, in cooperation with Brownwood Regional Medical Center, has developed a Registered Nurse (ADN) Program to address the critical shortage of professional nurses in Brown and surrounding counties. The college has hired Ms. Marnita Guinn as the founding Dean of this program, and the college and the State Board of Nursing have worked closely together to open a fully accredited program. The college accepted its first class of 30 students who began their course of study in January 2011.

### **Admission Criteria**

Admission criteria change constantly and students shoulder the responsibility to remain current with admissions requirements. Applications will be considered using a point system that includes grade point average, grades in required courses, residence, and other criteria. Preference will be given to individuals residing in Brown, Eastland, Stephens, Graham, Comanche and Erath counties.

At this time, required prerequisites for the program will include:

#### **Course Credit Hours**

- ENG 1301 Composition I 3
- BIOL 2401 Anatomy and Physiology I 4
- BIOL 2402 Anatomy and Physiology II 4
- BIOL 2421 Microbiology 4
- PSYC 2301 General Psychology 3
- PSYC 2314 Human Growth and Development 3
- COSC 1401 Microcomputer Applications 4

Elective: Humanities, Sociology, or Visual and Performing Arts course 3

As the curriculum for the program is developed and finalized, more specific application information will be available. The college anticipates that applications for the program for the initial class entering in January 2011 will be accepted in the early Fall of 2010. In the meantime, students are encouraged to take prerequisite courses and complete all necessary testing as those tests become available.

# REGISTERED NURSING (RN)\*

## Two Year Program

Available in Brownwood/Early (Brown County Center/Nursing Education Center)

Upon satisfactory completion of the program, the students will be awarded an Associate of Sciences in Nursing which entitles the student to take the registered nursing licensing examination given by the State Board of Nursing. Those passing this exam will be licensed to practice as an RN. **The RN program will begin in January of 2011 pending approval from the Texas State Board of Nursing** with graduation of the first class in December 2012.

Applications must be completed on-line and financial aid is available to those who qualify. Total estimated cost of the program is approximately \$10,000.00, which includes tuition, books, uniforms, shoes, watch, stethoscope, insurance, NCLEX review and miscellaneous supplies.

\*\*Requirements for **initial** application are:

1. Proof of high school graduation or completion of a GED. This must be verified by an **official** high school transcript or an **original** GED transcript
2. Texas Success Initiatives (TSI) scores meet Ranger College requirements
3. Cumulative G.P.A. of 2.5 or better on pre-requisite course work.
4. Score of 78% or better in **each section** of reading comprehension, grammar, vocabulary, and mathematics on the HESI A2 preadmission exam. **If A&P courses are older than 5 years, scored 75% or better on the A&P section of the HESI A2 exam.**
5. A **completed** application
6. Three (3) letters of reference from non-family members
7. Anatomy and Physiology classes must have been taken within the last five years from the date of application.
8. Proof of immunization status via shot records.
9. Proof of TB skin test or chest x-ray if test is positive.
10. Proof that Hepatitis B series will be complete prior to the first clinical in March.
11. CPR training (a current American Heart Association Health Care Provider CPR card only) is now mandatory prior to registration in August. Call Ranger College at 254-965-8875 or use a provider of your choice.
12. Completion of all pre-requisite courses.
13. Submission of application to program on or before annual deadline.

\*\*REQUIREMENTS SUBJECT TO CHANGE

Students will be accepted based on a point system for selection. A satisfactory FBI criminal history check will be required prior to final admission to the program and a drug test will be required prior to clinical rotations beginning in March annually. We will accept 30 students.

For more information please call Brown County Ranger Center at 325-641-5726.

### \*\*\*Point System for Selection

1. One point will be given for each of the Pre-requisite and general education courses in the ADN curriculum *completed* with a grade of "C" or better (see list

- under ADN curriculum). A&P courses will only receive 1 (one) point if taken in the last 5 years or have been waived due to HESI A2 testing. Courses currently in progress will not receive any points. (Total of 8 possible points)
2. One point will be given if the student received a grade of "A" on the first attempt of Anatomy & Physiology I (BIOL 2401).
  3. Three points will be given if the student currently resides in one of the following counties: Brown, Comanche, Erath, Young, Stephens and Palo Pinto. Proof of current residency must be provided with application. (Proof may include driver's license, state issued identification card, or current utility bill for residence in the applicant's name.)
  4. One point will be given if at least 15 semester credit hours have been successfully completed at Ranger College. This does not include CLEP hours.
  5. Points given for GPA will be equivalent to the student's GPA for the completed pre-requisite courses.
  6. One point will be given if the applicant is currently employed at a health care facility located in the college service area. (This includes acute care, long term care and physician offices, etc).
  7. The HESI A2 reading score will also be used in the points values as follows:  
Reading score between 78%-82.99% - 1 point  
Reading score between 83%-89.99% - 2 points  
Reading score over 90% - 3 points
  8. Three points will be given if the applicant is a member of Phi Theta Kappa.
  9. *The MAXIMUM NUMBER of points for selection is 21.*

\*\*\*POINT SYSTEM SUBJECT TO CHANGE

#### **\*Eligibility for RN Licensure**

The Texas Board of Nursing (BON) licenses Registered Nurses in accordance with very strict guidelines. The BON requires that a person complete a nursing education program at an accredited college. Also, the BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. A person may petition the BON for a declaratory order as to the person's eligibility for license if the person is enrolled or planning to enroll in an educational program that prepares a person for an initial license as a registered nurse. Answering "yes" to any of the following questions will necessitate a person to petition for a Declaratory Order. Have you been convicted, adjudged guilty by a court, plead guilty, no contest or nolo contendere to any crime in any state, territory or country, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrest (excluding minor traffic violations). This includes expunged offenses and deferred adjudications with or without prejudice of guilt. Please note that DUI's, DWI's, PI's must be reported and are not considered minor traffic violations. **(One time minor in possession [MIP] or minor in consumption [MIC] do not need to be disclosed, therefore, you may answer "No". If you have two or more MIP's or MIC's, you must answer "Yes".)**

1. Do you have any criminal charges pending, including unresolved arrests?
2. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multistate privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
3. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
4. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

More information may be found on the BON's website at [www.bon.state.tx.us](http://www.bon.state.tx.us).

## **VOCATIONAL NURSING**

### **One Year Program**

#### **Available in Early and Comanche**

Upon satisfactory completion of the program, the students will be awarded a Certificate of Completion which entitles the student to take the licensing examination given by the State Board of Nurse Examiners. Those passing this exam will be licensed to practice as an LVN. The VN program begins in August, with graduation in August of the next year.

Individuals interested in enrolling may come to the Brown County Ranger Center in Early, Texas and take the HESI Exam. After passing the HESI, you may pick up a packet containing all necessary information. Applications must be completed on-line and financial aid is available to those who qualify. Total cost of the program is approximately \$7000.00, which includes tuition, books, uniforms, shoes, watch, stethoscope, insurance, NCLEX review and miscellaneous supplies.

Requirements for initial application are:

1. A completed application
2. A satisfactory score on HESI
3. Proof of high school graduation or completion of a GED. This must be verified by an **official** high school transcript or an **original** GED transcript.
4. Proof of immunization status via shot records.
5. Proof that Hepatitis B series will be complete prior to the first clinical beginning the first of October, 2010.
6. CPR training (a current American Heart Association Health Care Provider CPR card only) is now mandatory prior to registration in August. Call Ranger College at 254-965-8875 or use a provider of your choice.
7. Proof of TB skin test or chest x-ray if test is positive.
8. Proof of completion for A & P 1 or Basic A & P (non credit course)

Students will be accepted on a first come, first serve basis following completion of requirements. A criminal history check and a drug test will be required prior to clinicals beginning in October 1<sup>st</sup>. We will accept 80 students.

For more information please call Brown County Ranger Center at 325-641-5726. ext 201 or 206

## **COSMETOLOGY PROGRAM**

The Ranger College Cosmetology Program is located in Brownwood. All of the instruction is held in the classroom facility located at 203 Fisk Avenue. Classes are held Monday through Friday during the entire calendar year. Dates of registration are listed in the college calendar. Certain special fees and supplies are required. Class sizes are limited; therefore, in addition to the general admission requirements to Ranger College, applicants to the Cosmetology Program must meet the following requirements:

1. Complete an application.
2. Be a high school graduate or have completed a GED. This must be verified by an **official** high school transcript or **official** GED transcript. Official transcripts of any previous college work must be provided.
3. Applicants must be able to work gross and fine motor skills for long periods of time.
4. Upon acceptance into the Cosmetology Program, applicants must provide and meet all Texas Cosmetology State Board requirements listed in the Texas Cosmetology Commission Rules and Regulations Handbook.
5. All students must enroll full-time.

For additional information visit the school at 203 Fisk Avenue or call (325) 646-0022 or (325) 646-8822. Visit our new campus in Stephenville at 951 S. Lillian or call (254) 968-2111

### **TUITION\***

Operator Option

Tuition and Fees per Semester Credit Hour Schedule

Instructor Option

Tuition and Fees per Semester Credit Hour Schedule.

If the student does not complete the required number of hours at the end of each semester, he/she will be required to enroll in a continuing education course between semesters for the additional make-up hours and pay tuition and fees according to the fee schedule with a minimum fee of \$55. If the student does not complete the required number of hours prior to the beginning of the next Semester, he/she may be dismissed from the program and not permitted to re-enroll.

\*For a list of additional costs for books and supplies, and the absence policy for the two options, see the Cosmetology Student Handbook.

## **WIND ENERGY PROGRAM**

2010 marks the beginning of our Wind Energy Program! This program is offered for 3 semesters at Ranger College with the capstone semesters at TSTC Sweetwater.

To be admitted into the Wind Energy Program, applicants must have a background check and drug test done (extra fees may occur). During the first semester, Intro to Wind Energy Class, students will be asked to climb a 270 foot tower and pay a \$133 tower climbing charge.

## **RANGER COLLEGE POLICY REGARDING OFF-SETTING DROPS AND ADDS**

Ranger College, prior to the class census date, will allow hours to be dropped and re-added without penalty to the student if the exchange is an equal one. When the charges for dropped hours are greater than for the hours added, the refund policy as adopted by THECB and outlined in Section 21.5 of the Texas Education Code will be applied to the net charges being dropped. If the charges for hours being added exceed the charges for the hours dropped, the student will pay the net additional charges.

## **ADDING AND DROPPING COURSES**

- A student who wishes to add and drop a course at the beginning of a semester may do so only during the period indicated in the College Calendar. A fee of \$5.00 will be charged during this time period for courses added. A fee of \$5.00 will be charged for classes dropped through the twentieth class day during the Fall and Spring semesters and through the seventh class day during regular Summer semesters.
- To drop a course during the semester, a student must initiate the procedure with his/her advisor. A Class Drop Form must be signed by the advisor, coach or activity sponsor, instructor involved, Bursar, and taken to the Registrar's Office.
- A course may be dropped on or before the specified date in the College Calendar with a grade of W. A course may be dropped after the specified date only by administrative authorization.
- A student in the Developmental Education Program must remain enrolled continually in the Developmental Education Program until it is determined the student is ready to enroll in Freshman academic work.
- A student enrolled off campus must submit a written request to the Registrar's office to drop a course.
- **The State of Texas allows only a total of 6 drops during an individual's total 4 year undergraduate enrollment.**

## **EXPERIENTIAL LEARNING**

Ranger College does not grant credit for experiential learning. Students who believe that they have enough knowledge to be awarded college credit may pursue "Credit-By-Examination."

## **CREDIT-BY-EXAMINATION**

Under certain circumstances, Ranger College grants credit for non-traditionally demonstrated competencies. The student must be enrolled full-time on the official count day and have satisfactorily completed twelve (12) semester credit hours at Ranger College to be eligible for Credit-By-Examination. Students may earn credit in one of the following ways:

1. A minimum score of 3 on the College Entrance Examination Board (CEEB) Advanced Placement Exam (APE);

2. A minimum score of 26 on the American College Testing Proficiency Examination Program (ACT-PEP) for certain subjects;
3. A satisfactory score on the College Level Examination Program (CLEP) for certain subjects (not the general examinations);
4. Academic credit may be awarded for certain subjects based on courses completed in the Armed Forces, USAFI, DANTES, or military experience. Credit will be based on recommendations in the ACE (American Council on Education) Guide;
5. Departmental Examination.
  - To receive Credit-By-Examination, a student must submit a written request to the Dean of Student Learning setting forth the reasons for the request. The Dean of Student Learning will consider the validity of the request and may grant credit or arrange for a departmental examination for the student. Such course credit will not be granted until a student has earned twelve (12) semester credit hours in residency at Ranger College. Upon completion of these requirements, the course will be listed on the student's transcript with the grade of "CR" (Credit-By-Examination). Texas Success Initiative guidelines will be followed.
  - To be eligible for a departmental examination, the student, in addition to meeting the general requirements outlined above, must have completed two units with no grade below "B" in the area of testing during high school. In order for the grade earned in a departmental examination to be recorded on the official transcript, the student must have been enrolled in the course on the official count day or pay an examination and recording fee of \$10.00 per credit hour prior to taking the examination. The student must earn a minimum grade of "C" on the departmental exam in order to have the course listed on the transcript. A letter grade will be recorded for a student enrolled in the course and a grade of "P" (Credit-By-Examination) for students who do not enroll.
  - **The deadline for filing a departmental examination is within 30 days after the first class meeting during the Fall and Spring Semester and the equivalence during other semesters or terms.**
  - Credit earned by examination may be used for graduation or as prerequisites at Ranger College. No more than twelve (12) semester credit hours of Credit-By-Examination may be counted toward a degree at Ranger College. Hours earned by examination will not be included in computing grade point averages, scholastic honors, or residence requirements for graduation.
  - A complete list of the approved standardized tests and the minimum scores required for credit at Ranger College is available in the office of the Dean of Student Learning and in the Registrar's Office. **Students should be aware that other colleges have their individual regulations regarding the transfer of non-traditional credits.**

## TRANSFER POLICY

Ranger College accepts students by transfer from any regionally accredited junior/community college, college, or university as long as the applicant is eligible for readmission to the institution in which he/she was last enrolled. Full credit is given for courses listed in the "Community College General Academic Course Guide Manual" or for equivalent courses from regionally-accredited public or private junior or senior colleges. Credit for courses in which a passing grade (D or better) has been earned may be transferred to Ranger College from a post-secondary institution that is accredited by

one of the regional accrediting bodies.

To be admitted by transfer to Ranger College the student must follow this procedure:

1. File an application for admission.
2. Have official transcripts sent from all institutions of higher education previously attended to the Registrar's Office by the granting institution.

The Registrar at Ranger College will evaluate each transcript with assistance from the Dean of Student Learning, Counselor, or faculty members as needed. Acceptance of transfer courses does not imply full applicability toward graduation requirements, including grade point average and residency.

Certain exceptions to the requirement that the institution from which credits are transferred be accredited are allowed, and will be considered by Ranger College on an individual basis. Additional information about this is available in the offices of the Registrar or the Dean of Student Learning.

## **WITHDRAWAL FROM THE COLLEGE**

A student may apply to the Registrar to withdraw from the College. The application to withdraw may be honored if the student's records with the Colleges are clear. The following steps must be completed:

1. Obtain official withdrawal form from the Office of the Registrar.
2. Obtain the signatures of each person listed on the form.
3. Return the official withdrawal form to the Office of the Registrar.

A student enrolled off-campus must submit a request in writing to completely withdraw from Ranger College. This request must be sent to the Registrar's Office. Any student who stops attending class and who fails to officially withdraw is subject to a grade of F in each course. All steps requesting a withdrawal must be completed before the last class day prior to the beginning of final examinations.

## **REFUND POLICY**

1. The guidelines listed below are followed when a request for a refund is received.
  - A. The first class day refers to the day on which the semester is designated to begin according to the Ranger College catalog.
  - B. Class days are the number of calendar days the institution normally meets for classes, not the days a particular course meets.
  - C. Students who register late will have the time already lapsed in the semester counted against them.
  - D. A withdrawal or drop is not considered to be official until the proper notification is received in the Office of the Registrar.
2. Students who officially drop a course or courses or officially withdraw from Ranger College (or who are officially dismissed from Ranger College) and are enrolled in semester-length courses shall receive refunds of mandatory tuition and fees in excess of the minimum tuition as follows:
  - A. *Fall and Spring Semesters*

Prior to the first class day .....	100%
During the first fifteen class days .....	70%
During class day's sixteen through twenty .....	25%

After the twentieth class day ..... NONE

B. *Summer Semesters*

Prior to the first class day ..... 100%

During the first five class days ..... 70%

During the sixth and seventh class days ..... 25%

After the seventh class day ..... NONE

3. Students who officially drop a course or courses or officially withdraw from Ranger College (or who are officially dismissed from Ranger College) and are enrolled in flex entry and/or non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester) shall receive refunds of mandatory tuition and fees in excess of the minimum tuition as follows:

Prior to the first class day ..... 100%

After classes begin ..... Refer to table

Length of Class Term	Last Day for 70% Refund	Last Day for 25% Refund
In Weeks	70% Refund	25% Refund
2 or Less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or Longer	15	20

4. Tuition and fees paid directly to the institution by a sponsor, donor, grant or scholarship shall be refunded to the source rather than directly to the student who has withdrawn if the funds were made available through the institution. Certain fees are not refundable.
5. Immediate refunds are not issued at time of withdrawal but will be mailed to the address left by the student with the Business Office. Refunds will not be made until after the last day for refunds. All claims for loss or damage, loans, returned checks or other debts will be considered before refunds are processed.
6. If a student withdraws because the student is called into active military service, the institution, at the student's option, shall:
  - a. refund the tuition and fees paid by the student for the semester in which the student withdraws;
  - b. grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript;

or

c. as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

7. Examples of refund calculations are available upon request.

## **RETURN OF TITLE IV FUNDS POLICY**

In Accordance with the Higher Education Amendments of 1998, institutions are now required to calculate a “Return of Title IV Funds” for all students who:

Receive Title IV financial aid, AND

Withdraw before completing at least 61% of the enrollment period.

The Return of Title IV funds policy is simply a calculation determining what portion of financial aid must be returned to the Title IV HEA program(s). The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days are used, but breaks of at least five consecutive days are excluded from both the numerator and denominator. The College will calculate the State Refund Policy to determine if the student will owe the institution any funds once the “Return of Title IV Funds” calculation has been completed. Returns must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grant Program
5. Academic Competitiveness Grant (ACG)
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Other Student Financial Aid Programs
8. Other Federal, State, Private or Institutional sources of aid
9. The student

The college will use the official withdrawal date as it appears on the clearance sheet from the Registrar’s Office. If the student does not officially withdraw, the college will contact instructors to determine the student’s last attendance in class or at a school sponsored function to determine last date of attendance.

The college must return unearned funds for which it is responsible to Title IV programs as soon as possible, but no later than 45 days from the determination of a student’s withdrawal.

If a student did not receive all the aid that was earned prior to withdrawal, the student may be eligible to receive a post-withdrawal disbursement. The college must notify the student of post-withdrawal disbursement eligibility no later than 30 days after the college

determines that the student withdrew. The student will have 14 business days to contact the college regarding the disbursement or the college will return the funds to the appropriate Title IV programs.

Early withdrawal from Ranger College may result in a student owing money to the college or the federal government or both. If a student completes over 60% of the program length, the student is considered to have completed 100% for Return to Title IV purposes.

## **TUITION REBATES for CERTAIN UNDERGRADUATES**

The Texas Higher Education Coordinating Board has adopted a \$1,000 tuition rebate program as authorized by Section 54.0065 of the Texas Education Code. The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few 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. All Texas public baccalaureate-granting general academic institutions are required to offer rebates to eligible students.

To be eligible for rebates under this program, a student must meet all of the following conditions:

1. The student must have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.
2. The student must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university.
3. The student 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.
4. The student 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, for-credit developmental courses, optional intern-ship 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.

### **Amount of Tuition Rebates**

- A. The amount of tuition to be rebated to a student under this program is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution.
- B. A student who paid the institution awarding the degree an amount of

undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other Texas public institutions of higher education by providing the institution awarding the degree with proof of the total amount of that tuition paid to other institutions.

- C. Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation. If a student has more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to retire the loans with the highest interest rates first.

### **Responsibilities of the Student**

- A. The student desiring to qualify for tuition rebates is responsible for complying with all university rules and regulations related to administration of the program.
- B. The student desiring to qualify for tuition rebates is solely responsible for enrolling only in courses that will qualify for the rebates.
- C. The student who has transferred from another institution of higher education is responsible for providing to the institution awarding the degree official transcripts from all institutions attended by the student.
- D. The student must apply for rebates prior to receiving a baccalaureate degree on forms provided by the institution and must keep the institution apprised of his or her address for at least sixty days after graduation.

## **ABSENCE POLICY**

- Regular and punctual attendance in all classes and labs is considered essential for optimum academic success. If the student has the equivalence of three weeks of unofficial absences in a course in which he/she is currently enrolled, the instructor may drop the student from the course with a grade of “F”. It is the responsibility of the instructor to keep an accurate and comprehensive record of attendance.
- Unofficial absences are counted from the first day of class as listed in the College Calendar, regardless of the date of the student’s registration.
- The only official absence is an authorized College activity, or an approved Leave of Absence. All work and/or assignments missed because of an official absence must be completed within two weeks or the official absence may count as unofficial. An official absence during the two-week period does not extend the deadline for the completion of assignments.
- A student in the Developmental Education Program must remain enrolled continually in the Developmental Education Program until it is determined the student is ready to enroll in freshman level academic work.

**Attendance policies for Vocational Nursing and Cosmetology Programs are detailed in the respective Program Handbooks.**

## **STUDENT ABSENCES ON RELIGIOUS HOLY DAYS**

Religious Holy Day – *A holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code 11.20*

In accordance with the Texas Education Code 51.911, Ranger College will excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day and travel for that purpose. A student whose absence is excused may not be penalized for that absence and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Policies and procedures for absences due to religious holy days will be consistent with the College's policies and procedures related to other excused absences.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of the College or his/her designee. The student and the instructor shall abide by the decision of the President or his/her designee.

## **SYSTEM OF GRADING**

The letters A, B, C, D, F, I, W, Q, L and P are used in the grading system of the College. These letters have the following significance:

- A indicates excellent work
- B indicates good work
- C indicates satisfactory work
- D indicates passing work
- F Indicates failure. This grade is also given if a student ceases to attend any class without going through the official drop procedure.
- I\* Indicates that the student has finished satisfactorily the work of the semester except for an examination or some similar requirement. A grade of I will become F if the required work is not done by the end of the following long semester.
- W\* Indicates that the student has requested to be officially withdrawn from a course on or before the drop date listed in the College Calendar. The process must be completed in the Registrar's Office on or before this date by the student.
- Q\* Indicates that the student has totally withdrawn from College. The last day to receive a grade of "Q" is the last class day prior to the beginning of final exams as listed in the College Calendar.

L\* Leave of Absence - A student may request a Leave of Absence (LOA) from the college under certain circumstances. Students requesting a LOA must make the request by completing the Ranger College Leave of Absence Request Form, available in the Office of the Dean of Student Learning. The RC Leave of Absence Policy is available by contacting the Office of the Dean of Student Learning or accessed on the RC website at [www.rangercollege.edu](http://www.rangercollege.edu).

P\*\* Credit-By-Examination

\*This grade is not involved in computing a student's grade point average.

\*\*Hours earned by examination will not be included in computing grade point averages, scholastic honors, or residence requirements for graduation.

The grading systems for the Vocational Nursing and Cosmetology Programs are detailed in the respective [Handbooks](#).

## REPEATING A COURSE

A course may be repeated at Ranger College or another institution if a student desires to attempt to improve a grade received in a course. However, the last grade received will be recognized as the permanent grade. When a course is repeated, the first course enrollment will not be included in calculating grade point averages or in calculating total hours for graduation at Ranger College. A course that is repeated does not remove the earlier course from the permanent record.

## ACADEMIC PROBATION AND SUSPENSION

All students must maintain a satisfactory level of academic achievement in order to remain in good standing at Ranger College. This level of academic achievement is determined on the basis of each student's cumulative grade point average, calculated on the basis of all academic work attempted at Ranger College and/or presented for transfer. Developmental coursework is included.

**Probation:** Any student failing to maintain the minimum academic requirements listed below will be placed on academic probation.

- On 15 semester hours or less attempted, a student must have a cumulative grade point average of not less than 1.50.
- On 16 to 30 semester hours attempted, a student must have a cumulative grade point average of not less than 1.75.
- On 31 semester hours or more attempted, a student must have a cumulative grade point average of not less than 2.00.

**A 2.00 cumulative grade point average is required on all courses presented for graduation.**

**Probation Continued:** Any student who is placed on probation may remain in school on a status of "probation continued" if they make a 2.0 grade point average in the previous term even if the cumulative is not at the academic requirements below.

- On 15 semester hours or less attempted, a student must have a cumulative grade point average of not less than 1.50.
- On 16 to 30 semester hours attempted, a student must have a cumulative grade point average of not less than 1.75.
- On 31 semester hours or more attempted, a student must have a cumulative

grade point average of not less than 2.00.

**A student on probation will remain on probation until that student's grade point average for the previous semester has raised his/her cumulative grade point average to a 2.00 or above.**

**Suspension:** Students who are on academic probation and do not meet the requirements for "probation continued" status will be placed on academic suspension.

A student placed on academic suspension by Ranger College or any other institution will not be permitted to enroll or re-enroll until one long semester (Fall or Spring) has transpired.

**Students returning from academic suspension will be admitted on academic probation.**

Athletic eligibility and financial aid requirements are different in some cases from academic progress requirements. Athletic eligibility questions should be referred to the head coach or Athletic Director. Financial aid eligibility questions should be referred to the Financial Aid Director.

Vocational nursing students should consult the **Vocational Nursing Handbook** for scholastic requirements of the Vocational Nursing Program.

Veterans should consult the Registrar for scholastic requirements of the Veterans Administration. Veterans not making satisfactory progress will be reported to the Veterans Administration at the end of the semester. Veterans who drop a course or withdraw from school will be reported immediately to the Veterans Administration.

## **ACADEMIC GRIEVANCE**

All academic grievances must be filed before the end of the following long semester after the assignment of a disputed grade or grades. This includes the denial of credit from another institution of higher education. **The Academic Grievance Procedure is outlined in detail in the Student Handbook.**

## **Servicemembers Opportunity Colleges Consortium (SOC)**

The Central Texas College District is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges Consortium (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DOD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at <http://www.soc.aascu.org>.

### **SOC Degree Network System**

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and

bachelor's degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station. SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCAST). Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor's degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC website, <http://www.soc.aascu.org>, on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

## **THE HONORS PROGRAM**

Ranger College offers intellectually capable academic achievers the opportunity to participate in the college Honors Program. Students must have the approval of the Dean of Student Learning and the college President to enroll in the Honors Program.

Students are expected to take four (4) courses (one each semester) during their time at Ranger College. These honors courses must include Humanities 1301 and Humanities 1302. Active participation in *Phi Theta Kappa* and other college service activities are required. Honors students will be expected to attend occasional colloquiums at the college.

Upon graduation, students who successfully complete the Honors Program will have such accomplishment duly noted on their official transcripts.

## **ACADEMIC HONORS**

As early as possible after the end of each long semester, the Registrar will compile the President's and Dean's List. The criteria for these honors include a student who was full-time during the previous long semester in residence with the following grade point average:

President's List: 4.0

Dean's List: 3.0 to 3.99

The system of grade points used to indicate the quality of work of the student follows:

Grade A - 4 grade points for each semester hour

Grade B - 3 grade points for each semester hour

Grade C - 2 grade points for each semester hour

Grade D - 1 grade point for each semester hour

No grade points are allowed for grade F, I, W, Q, L and CR.

No grade points are allowed for developmental courses for graduation or honors.

## **GRADUATION**

Students are expected to participate in the graduation ceremony. Any student who is receiving financial aid or scholarship from Ranger College MUST participate in commencement.

## **GRADUATION WITH HONORS**

Those members of a graduating class receiving an Associates Degree who have an average of at least 3.8 grade points per semester hour on all work taken at Ranger College are graduated with High Honors, and those students who complete their work with an average of at least 3.5 grade points but less than an average of 3.8 grade points per semester hour are graduated with Honors. To be considered for graduation with honors, a student must have completed at least thirty semester hours in residence at Ranger College. Only grades earned at Ranger College will be considered.

## **MANDATORY TESTING TEXAS SUCCESS INITIATIVE**

- The Texas Higher Education Coordinating Board implemented the Texas Success Initiative in the fall of 2003. This program requires institutions to assess the academic skills of entering undergraduate students prior to enrollment. This requirement applies to all full-time and part-time students enrolled in a degree program or a certificate program containing 42 or more hours.\*
- The following assessment instruments have been approved by the Texas Higher Education Board: ASSET, COMPASS, ACCUPLACER, and the THEA (formerly the TASP Test). Any student who has not taken one of these assessment instruments will not be permitted to enroll in courses other than non-credit, developmental, or pre-collegiate courses until he or she has taken one of the examinations.
- Under the Texas Success Initiative, a student who fails to meet the minimum passing standard will be required to participate in a developmental program. Each student will have an individualized plan which will include the appropriate developmental education necessary to ensure readiness of the student to perform freshman-level academic coursework.
- A student in the Developmental Education Program must remain enrolled continually in the program until it is determined the student is ready to enroll in freshman level academic work.
- Grade points and semester hour credits attained in developmental courses are counted toward financial aid eligibility and athletic eligibility, but are not counted toward graduation.

Additional information concerning Texas Success Initiative is available in the Ranger College Developmental Education Plan.

Performance on the THEA/alternative tests will not be used as a condition for admission.

**NOTE: See Counselor for Texas Success Initiative exemptions.**

**\*The Cosmetology and Vocational Nursing Certificates are exempt from TSI requirements.**

## **GRADUATION UNDER A PARTICULAR CATALOG**

Candidates for any degree or certificate must meet the graduation requirements as set forth in the catalog for the year of first enrollment, provided that more than five years

have not elapsed since that enrollment, or they may choose to graduate under the current catalog. If more than five years have elapsed since initial enrollment, candidates must graduate under the current catalog.

## **CORE CURRICULUM FOR A.A. AND A.S. DEGREES**

Included in the degree requirements for the Associate of Arts and the Associate of Science degree is a 44/45-hour core of general education courses which emphasize the need for basic intellectual competencies—reading, writing, speaking, critical thinking, and computer literacy—as well as broad intellectual perspectives including historical and political consciousness; multicultural awareness; numerical comprehension and analysis; and concern about ethics, aesthetics, personal and social values. These courses are designed not only to help students understand and appreciate their heritage but also to prepare for responsible citizenship in a rapidly changing and highly technological world. Competency in each of the core components is established by successful completion of the appropriate courses. The general education courses in the core curriculum for the A.A. and A.S. Degrees are as follows:

CORE COMPONENT	COURSE SELECTION	HOURS
Communication	ENGL 1301, 1302; SPCH 1315	9
Mathematics	Choose one of the following courses: MATH 1314, 1316, 1332, 2312, 2313, 2413;	3
Natural Sciences	Select two of the following courses: BIOL 1406, 1407, 1408, 1409, 2401, 2402; CHEM 1411, 1412; PHYS 1401, 1402, 2425, 2426; GEOL 1403, 1404	8
Humanities & Visual and Performing Arts	Select three credit hours from the following courses: ENGL 2322, 2323, 2326, 2332, 2333; HUMA 1301, 1302	3
	Select one of the following courses: DRAM 1310; ARTS 1301; MUSI 1306, 1310	3
Social & Behavioral Science	Must include: HIST 1301, 1302	6
	Choose two of the following courses: GOVT 2301, 2305, 2306	6
	Choose one of the following courses: PSYC 2301; SOCI 1301	3
Institutionally Designated Option	Choose one of the following courses: COSC 1400, 1401	4
	TOTAL	45

## REQUIREMENTS FOR GRADUATION

### A. ASSOCIATE OF ARTS DEGREE

The Associate of Arts Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty-two semester hours of college-level work.
2. Successful completion of the Core Curriculum as listed on the above page of this catalog which includes the following courses:
  - (A) Twelve semester hours of English including English 1301 and 1302 (Written Communication).
  - (B) Six semester hours of United States History as required by Texas statute.
  - (C) Six semester hours of Federal and Texas Government as required by Texas Statute.
  - (D) Two semesters of a laboratory science.
  - (E) Speech 1315 (Oral Communication).
  - (F) COSC 1400 or 1401 (Computer Science).
3. Two semester hours of activity Physical Education. (Only two semester hours may be counted toward graduation).
4. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
5. Successful completion of sixteen semester hours of the last twenty-two semester hours in residency prior to graduation or thirty-six total semester hours residency.
6. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.
7. Successful completion of all Texas Success Initiative requirements. (Developmental courses may not be counted or used as hours towards graduation).
8. Satisfactory settlement of all business accounts.
9. All disciplinary matters must be resolved with the Office of the Dean of Students.

### B. ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty-two semester hours of college-level work.
2. Successful completion of the Core Curriculum as listed on the above page of this catalog which includes the following courses:
  - (A) English 1301 & 1302 (Written Communication).
  - (B) Six semester hours of United States History as required by Texas statute.
  - (C) Six semester hours of Federal and Texas Government as required by Texas statute.
  - (D) Speech 1315 (Oral Communication).
  - (E) Two semesters of a single laboratory science.
  - (F) One of the following math courses: Math 1314, Math 1316, or Math 2313.

- (G) An additional semester of a laboratory science, or an additional math course selected from Math 1316, 1332, 2312, 2313, or 2413.
- 3. Two semester hours of activity Physical Education. (Only two semester hours may be counted toward graduation).
- 4. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
- 5. Successful completion of sixteen semester hours of the last twenty-two semester hours in residency prior to graduation or thirty-six total semester hours residency.
- 6. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.
- 7. Successful completion of all Texas Success requirements. (Developmental courses may not be counted or used as hours towards graduation).
- 8. Satisfactory settlement of all business accounts.
- 9. All disciplinary matters must be resolved with the Office of the Dean of Students.

### **C. ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Associate of Applied Science Degree will be awarded to students who meet the following requirements:

- 1. Successful completion of an approved Workforce Education Program including eighteen semester hours of general education courses as listed on the degree plan.
  - (A) English
  - (B) Speech
  - (C) Mathematics
  - (D) Social/Behavioral Science
  - (E) Humanities/Fine Arts
  - (F) Computer Science
- 2. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
- 3. Successful completion of seventeen semester hours of the last twenty-two semester hours in residency prior to graduation or thirty-six total semester hours in residency.
- 4. Not in excess of fifteen hours by correspondence.
- 5. Successful completion of all Texas Success Initiative requirements. (Developmental courses may not be counted or used as hours towards graduation).
- 6. Satisfactory settlement of all business accounts.
- 7. All disciplinary matters must be resolved with the Office of the Dean of Campus Support.

### **D. ADDITIONAL ASSOCIATE DEGREES**

In order to receive multiple degrees from Ranger College, a student must complete the specific requirements for the additional degree. A minimum of 15 credit hours of work in addition to those applied to previous degrees is required. These hours must

be completed at Ranger College.

**E. CERTIFICATE OF COMPLETION**

- 1 Successful completion of an approved program of study.
- 2 A minimum cumulative grade point average of 2.00 on all credit courses completed at Ranger College and a minimum cumulative grade point average of 2.00 on all credit courses presented for the completion of the certificate. The Vocational Nursing Program requires a higher grade point average.
- 3 Successfully complete at least one half of the credit hours required for the certificate at Ranger College.
- 4 Satisfactory settlement of all business accounts.
- 5 All disciplinary matters must be resolved with the Office of the Dean of Students.

## **GRADUATE GUARANTEE PROGRAM**

### **Associate of Applied Science Degree or Certificate of Completion**

#### **Guarantee for Job Competency**

If a recipient of an Associate of Applied Science or Certificate of Completion 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 tuition-free credit hours of additional skill training by Ranger College under the conditions of the guarantee policy. This guarantee includes the number of tuition-free credit hours as defined here:

Degree or Certificate Tuition-free Credit Hours Certificate of Completion (15-29 hours) up to 3 credit hours  
Certificate of Completion (30-42 hours) up to 6 credit hours  
Associate of Applied Science Degree up to 9 credit hours

Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning September 1993, or thereafter in a technical, vocational or occupational program identified in the college's General Catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with Ranger College as stated in the Requirements for Graduation in the college's General Catalog. The degree or certificate must have been completed within three years.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Dean of Student Learning.
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 Ranger College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, department head, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to credit hours related to the identified skills 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 agreed upon for the educational plan.
  - 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 A student's sole remedy against Ranger College and its employees for skill deficiencies will be limited to 3, 6, or 9 credit hours of tuition-free education under the conditions described above.
  - 12 Activation of the "Graduate Guarantee Program" may be initiated by contacting the Dean of Student Learning within 90 days of the graduate's initial employment.

## **INTENT TO GRADUATE**

- Students intending to graduate must make application in the Registrar's Office not later than the official Mid-Semester date of the semester in which they intend to graduate. The following fees must be paid by the same date.
- A graduation fee of \$50.00 is charged for a certificate or a degree diploma.
- Additional degree diplomas or certificates received at the same graduation will be charged at the rate of \$10.00 each.
- An additional \$25.00 fee is charged for replacement diplomas and certificates.

## **ATTENDANCE AT COMMENCEMENT**

Candidates for a certificate or degree are expected to attend commencement exercises. In unusual circumstances, a candidate may be excused by the Registrar.

## **STUDENT SERVICES**

### **LIVING AND DINING ACCOMMODATIONS**

- All full-time students except residents of Ranger, those commuting from nearby cities, those who are married, and those living with relatives are required to live in College housing and purchase the College meal plan. Any variation from this requirement must be approved by the Dean of Students.
- The College maintains four residence halls for men: Ranger Hall, which will accommodate 96; Nicksick Hall, which will accommodate 48; Meyerson Hall, which will accommodate 68 and Regents Hall, which will accommodate 32.
- The College maintains two residence halls for women: Wagley Hall, which will accommodate 96; and Kuykendall Hall, which will accommodate 48.
- A Housing Administration Fee of \$50.00 is required of each dormitory resident, which will cover both the Fall and Spring semesters, and is due and payable prior to his/her occupancy in a dormitory room. Application, accompanied by the \$50.00 application fee, is submitted to the office of the Campus Support Services. Room assignments are made by the Dean of Students. The \$50.00 fee is non-refundable.
- In the cafeteria, capable personnel prepare and serve well-balanced, nutritional meals at a minimal cost. **ALL RESIDENT STUDENTS ARE REQUIRED TO PURCHASE THE COLLEGE MEAL PLAN.** A student requiring a special diet may make a formal request to the cafeteria manager for special diet considerations.
- The cafeteria and all residence halls will be closed during Thanksgiving and

Christmas Holidays, Spring Break, and between semesters. As necessary repairs and cleaning will be done during these periods, the residence halls must be vacated.

## **STUDENT HEALTH SERVICES AND INSURANCE**

- Good health is conducive to learning and Ranger College encourages each student to undergo a medical examination prior to initial enrollment.
- The College does not provide medicine, hospitalization, or surgical services. Ranger College is not responsible in any way for accidents or injuries incurred by a student taking part in any college activity or any other activity related to the college, including, but not limited to athletic programs, intramural sports programs, physical activity courses or programs, student activities, dormitory life, or general classes and programs.
- Area medical doctor, dentist, clinic, and hospital are available to students for diagnosis and treatment. Such off-campus medical and dental services are entirely the expense of the student.

Ranger College has elected to make available to students at their option and expense, a sickness and accident insurance policy. This policy is made available through an independent insurance company and is not provided by Ranger College. Ask the office of the Dean of Students for a brochure.

## **STUDENT FINANCIAL AID**

\*See also the Financial Aid link on the Ranger College website!

### **APPLICATION PROCEDURES**

There are 3 options to apply for financial aid at Ranger College. On all applications Ranger College must be identified as one of the schools that is eligible to receive the information. The Ranger College school code is 003603.

#### **Option 1 FAFSA On the Web ([www.fafsa.gov](http://www.fafsa.gov))**

- Ranger College recommends that any student who has access to the Internet complete the Free Application for Federal Student Aid via the web. The address is [www.fafsa.gov](http://www.fafsa.gov). This process allows the student to enter new applications, corrections, or renewals applications. The process takes approximately 1 week.

#### **Option 2 Mail FAFSA to the Federal Processor**

- Mail the Free Application for Federal Student Aid to the federal processor per directions in the packet. All students should receive a Student Aid Report (SAR) in approximately 4 to 6 weeks.

#### **Option 3 Electronically filing at Ranger College**

- Ranger College participates in the Federal EDE process, and provides the service of electronically transmitting an application to the federal processor. No fee is charged for this service. This process takes approximately 1 week. Once the Financial Aid Office receives the Student Aid Report from the student or the federal processor, our office will review the application and determine if additional documents are required. These documents can include, but are not limited to copies of IRS tax forms, W-2's, and a verification worksheet required by the Department of Education. The student will be notified by mail of any further documentation requirements. Once the required documentation has been received in the Financial Aid Office, a notification of award eligibility

will be sent to the student. The time frame from receipt of verification documents in the Financial Aid Office to award letter origination is approximately one week.

### **IMPORTANT DATES FOR FINANCIAL AID**

Students should apply for financial aid as early as possible before the academic period for which they are requesting assistance. Student aid funds are limited, and the demand usually is greater than funds available.

Financial Aid awards are made by the academic year (Fall and Spring). It is necessary that the student reapply each year.

#### **Priority Dates**

Priority is given to students who have submitted to the Financial Aid Office all requested and required documentation prior to the following dates:

July 30.....Fall/Spring semester  
December 13 .....Spring semester only  
April 15.....Summer semesters\*\*

#### **Deadline for registration:**

Students wishing to use their financial aid to pay for registration must have their files completed by the following dates:

July 30.....Fall/Spring semester  
December 15 .....Spring semester only  
April 15.....Summer semesters\*\*

### **The financial aid office at Ranger College offers the following programs:**

\*\* Ranger College does not process aid for transient students.

### **Federal Pell Grants**

A Federal Pell Grant is awarded based on each student's financial need. Need is primarily based on Adjusted Gross Income (AGI) and family size, but other factors such as assets and the number of family members in college are also taken into account. The exact eligibility amount is calculated when the College receives and processes an Institutional Student Information Report (ISIR) from the U.S. Department of Education. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The annual maximum and minimum awards are set by federal regulations. Pell Grant funds are based on the number of hours enrolled when the funds are received. **All** other sources of aid will be given in addition to the Pell Grant.

### **Federal Supplemental Educational Opportunity Grants**

FSEOG is awarded to undergraduates with exceptional financial need, with priority given to Federal Pell Grants recipients with the lowest Expected Family Contributions (EFC). Students will be awarded FSEOG based on the availability of funds at the College on a first-come, first-served basis until funds are depleted. The College can not guarantee that every eligible student will receive an FSEOG award. The annual maximum and minimum awards are set by federal regulations.

### **Academic Competitiveness Grants**

The Academic Competitiveness Grant is available for eligible first year undergraduate students who graduated from high school after January 1, 2007, and for second year students who graduated from high school after January 1, 2006. Eligibility is limited to full-time students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must maintain a cumulative grade point average (GPA) of at least 3.0. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

### **Federal Work Study Opportunities**

Ranger College participates in the Federal College Work-Study Program which is sponsored jointly by the federal government and Ranger College. Students must submit a FAFSA and have unmet financial need to be eligible for work-study. Student assistants are employed in faculty and administrative offices, laboratories, the library, student services and community service jobs. Because all wages are on an hourly basis, work schedules are arranged around class schedules. Funds are awarded on a first-come, first-served basis until funds are depleted. Students must request work-study by FAFSA or in person.

### **Subsidized Stafford Loans**

Awards are available to students enrolled at least ½ time with established financial need as determined by submission of a Free Application for Student Financial Aid (FAFSA). Award amounts are determined by federal regulations. Repayment and accrual of interest begins 6 months after ceasing to attend at least ½ time. The government pays the loan interest while the student is enrolled at least ½ time.

**Note: Due to federal law, funds for first-time borrowers at RC may not be disbursed until 31 days after the beginning of the semester.**

### **Unsubsidized Stafford Loan**

Awards are available to students enrolled at least ½ time regardless of financial need. Maximum eligible amounts include awards for the same period through the Subsidized Stafford Loan program and are determined by federal regulations. Interest accrual begins at the time loan funds are received.

**Note: Due to federal law, funds for first-time borrowers at RC may not be disbursed until 31 days after the beginning of the semester.**

### **Parent Plus Loan**

Funds are available to parents of dependent students that are enrolled at least ½ time regardless of financial need. Borrowers must be US citizens or permanent residents. Parents may borrow up to the cost of attendance minus other aid received by the student. Interest accrues upon receipt of loan funds. Repayment begins within 60 days of receipt of funds.

### **The Texas Public Education Grant**

This grant was established by the Texas State Legislature for Texas residents based on need. The annual maximum and minimum awards are set by state regulations and are awarded on a first-come, first-served basis until funds are depleted.

## **Toward Excellence, Access & Success (TEXAS) Grant Program**

This grant was established by the Texas State Legislature to help needy students who complete high school with advanced curriculum. The annual maximum and minimum awards are set by state regulations and are awarded on a first-come, first-served basis until all funds are depleted. This grant is only available to full-time students who are Texas residents.

## **Texas Educational Opportunity Grant (TEOG)**

This grant was established by the Texas State Legislature to help needy students who complete high school with advanced curriculum and are pursuing an Associates Degree. These funds will be awarded on a first-come, first-served basis until all funds are depleted. This grant is only available to full-time students who are Texas residents.

## **HARDSHIP POLICY**

In the event of a hardship or other good cause, the Financial Aid Director may allow an otherwise eligible person who is awarded a Texas Grant or TEOG to receive the funds while enrolled for less than ½ time or if the student falls below student academic progress requirements. Requests will be reviewed on a case-by-case basis. The policy is available in writing in the financial aid office for public review upon request.

## **Texas Exemptions and Waivers**

The state of Texas and Ranger College provide and fund several tuition and/or exemptions and/or waivers. Interested students should contact the Office of Student Financial Aid or the Texas Higher Education Coordinating Board at 1-800-242-3062 or online at [www.collegefortexans.com](http://www.collegefortexans.com) for additional information. Exemptions and waivers include, but are not limited to the following:

- Blind and Deaf Students
- AFDC or TANF
- Certified Education Aides
- Certified Fire Fighters
- Children of Disabled Fireman and Police Officers
- Dependents of Texas Veterans killed in action
- Early High School Graduates
- High School Valedictorians
- Senior Citizen (65 and over)
- Students in Foster Care or other residential care

## **SCHOLARSHIPS**

**THE RANGER COLLEGE POLICY ON AWARDING FINANCIAL AID AND SCHOLARSHIPS:** Students who receive grant money and RC scholarship cannot exceed RC's total direct costs equal to the on-campus costs for full-time. A full RC scholarship is considered the difference between grant funds and total direct costs. NO grant funds or RC scholarship funds will be given directly to a student that is over the on-campus direct school costs.

A limited number of RC scholarships are awarded through a variety of individual divisions to students who perform service in activities such as athletics, communicative arts, drama, band, drill team, and honors program. To compete for or maintain one of

these RC scholarships, a student must be in good academic standing and meet the required standards of Ranger College and the governing rules. Other scholarships that are available are:

- A. The High School Honor Graduate Scholarship - This award is granted to the highest ranking graduate from any accredited Texas high school. This one year tuition scholarship is awarded to the honor graduate the year immediately following high school graduation.
- B. The Lions Club Scholarship - The Lions Club of Ranger provides a tuition scholarship for a local high school graduate attending Ranger College. The recipient of the scholarship must have demonstrated good citizenship and the ability to profit from college attendance. Ranger students wishing to apply for the scholarship should contact the president of the club.
- C. The Ranger College Faculty Scholarship - The Faculty Association offers a scholarship each year to a deserving local student. Students wishing to apply for this award should contact the President of the Faculty Association.
- D. The Ranger College Communicative Arts Scholarship - This annual award is presented to a deserving local student. Students wishing to apply should contact the speech professor.
- E. The Morris Frank Miller Scholarship - This annual award is presented to a deserving local student. Students wishing to apply should contact the Ranger College Band Director.
- F. The R. Bruce Golemon Scholarship - This annual scholarship is available to local students for the study and participation in music at Ranger College. Those wishing to apply should contact the Ranger College Band Director.
- G. The Britain Mills Scholarship - This annual scholarship award is presented to a student on the basis of need and academic interests. Any student who wishes to apply should contact the President of Ranger College.
- H. Purple and White Award- This award is available to ANY dorm resident student who is not receiving any other institutional scholarship or award. If you are interested in applying for the Purple and White award, fill out the application in its entirety and send it to the attention of the Financial Aid office at Ranger College, 1100 College Circle, Ranger, TX 76470. The application will be reviewed and if granted, you will be notified. The deadline for applying for this award for the 2011-2012 school year is August 17, 2011, however to enhance your chance of receiving this award, you are advised to apply as soon as possible. The amount of this award is \$250 per semester.
- I. Academic Honors Program - Every year a group of academically talented students are selected to participate in the Academic Honors Program. Those interested should submit an application to the Director of the Honors Program.
- J. Athletic Scholarships - Scholarships are available to athletically talented students. Those interested should contact the Head Coach of the sport in which they want to participate.
- K. The Joe and Polly Alexander Scholarship - This annual scholarship is presented to any student on the basis of need. Any student who wishes to apply should contact the President of Ranger College.
- L. The H. V. and Gaynell O'Brien Scholarship - This annual scholarship award is presented to a student on the basis of need and academic interests. Any student who wishes to apply should contact the President of Ranger College.

- M. The Lorene Oliver Scholarship - This scholarship award is presented to a graduate of Ranger High School on the basis of need and academic interests. Any student who wishes to apply should contact the President of Ranger College.
- N. The Ranger College Endowed Scholarship - This annual scholarship is presented to a student on the basis of need and academic interests. Any student who wishes to apply should submit a written request to the President of Ranger College.
- O. The Joe and Barbara Wesley Scholarship - This annual scholarship is presented to any student on the basis of need. Any student who wishes to apply should contact the President of the College.
- P. The Letha Robertson Memorial Scholarship - This annual scholarship is presented to a student from Eastland County. Any student who wishes to apply should contact the President of the College.
- Q. The Clara and Wayne Mathews Scholarship - This annual scholarship is presented to a student from Eastland County with a high school GPA of 3.5 or higher. Any student who wishes to apply should contact the President of the College.
- R. Waymond and Jo Ann Greenwood Scholarship - This annual scholarship is presented to a student from Eastland County with a high school GPA of 3.5 or higher. Any student who wishes to apply should contact the President of the College.
- S. Ranger College Regents Scholarship – This is available to local area commuter students who are enrolled full time (at least 12 hours) at the main Ranger Campus. This scholarship must be used during Fall and/or Spring semester and may not be used during Summer. Students associated with or participating in an intercollegiate athletic program at Ranger College may not receive this scholarship. This scholarship is for a maximum amount of \$625 a semester.

## **EQUITY IN ATHLETICS DISCLOSURE ACT**

Ranger College is in compliance with the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. Information is available to the public in the Office of the President.

## **STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS**

### **I. Purpose and Scope**

The following Standards of Academic Progress are adopted according to federal mandates for the purpose of determining continuing student eligibility for financial aid. These Standards shall apply to all need based financial assistance, unless the terms of a particular grant provide otherwise. Financial aid recipients will be reviewed for satisfactory progress at the end of the fall and spring semesters.

### **II. Grade Point Average (GPA) Requirement**

- A. All new and continuing students who apply for financial assistance must have a cumulative GPA that meets Satisfactory Academic Progress requirements on all credit hours earned prior to the semester for which aid is requested.
- B. Transfer students may be eligible for funding only on a probationary basis (unless an academic transcript is provided to the Financial Aid Office indicating a cumulative GPA of at least 1.50).
- C. The students must complete both the minimum numbers of hours of those attempted as

well as achieve the Cumulative GPA requirements at the end of each semester. Students must complete 75% of all hours attempted and meet Academic Satisfactory Progress as stated on pg. 26 of the RC catalog. The following chart states the minimums that all Financial Aid Students must meet:

Hours Attempted	Hours Required to Complete	Hours Attempted	Minimum Requirements
12 or more	75%	0-15	1.50
9-11	75%	16-30	1.75
6 to 8	75%	31 or more	2.00
5 or less	75%		

The following chart illustrates the cumulative hours a student must complete based on his/her enrollment status on a yearly basis.

Student Status	1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	4 <sup>th</sup> Yr	5 <sup>th</sup> Yr	6 <sup>th</sup> Yr
Full-Time	18	36	54	72	90	108
¾ Time	12	24	36	48	60	72
Part-Time	12	24	36	48	60	72

### III. Failure to Meet the Standards of Progress

In these provisions, the probation or suspension terms refers only to financial aid probation or suspension.

A. *Probation* -this means a student can remain eligible for financial aid for one semester until standards of progress have been met. The student may be allowed to receive financial aid funds while on probation, but must complete the subsequent term by meeting all the minimum requirements at the close of that term.

#### A student will be placed on Probation if the following occurs:

- A. When the student fails to complete the required number of hours per semester. (see chart)
- B. When a student receives all —W's'' for the semester. **(Will be included in all grades and credits attempted.)**
- C. When the student receives all F's for the semester. **(Will be included in all grades and credits attempted.)**
- D. When a student receives all —Q's'' for the semester. **(Will be included in all grades and credits attempted.)**
- E. Student receives an —I'' for incomplete course work until a grade has been determined **and will only be counted as a completion once a passing grade has been received.**

B. *Suspension* -this means a student cannot receive financial aid because standards of progress have not been met.

**A student will be placed on Suspension if the following occurs:**

A. While on probation, the student fails to meet progress standards according to the chart above.

B. Students do not provide all academic transcripts. This will apply to new transfer and returning students.

Students placed on probation or suspension will be notified in writing of their status at the end of the semester.

**IV. Appeal Process**

A. A student who has been denied financial aid because of a failure to meet any of the criteria of the standards may petition the Financial Aid Review Committee to consider any mitigating circumstances. The student's appeal must be in writing and supporting documentation regarding special circumstances must be provided.

B. If the student's appeal is accepted, the student may enroll at RC on Financial Aid Probation and will have one semester to make Satisfactory Academic Progress. If the student fails to make Satisfactory Academic Progress, the student will be placed on Financial Aid Suspension and may no longer receive federal financial aid.

C. If the student's appeal is denied, the student must enroll in 12 hours and make Satisfactory Academic Progress while paying his/her own way. If the student enrolls and makes Satisfactory Academic Progress then financial aid may be restored for the following semester.

**V. Maximum Time Allowed For Completion of Educational Objectives**

A. All financial aid recipients will have a maximum time frame in which to complete their educational requirements of 62-71 credit hours. The College will allow a total of 6 semesters for a student to complete an Associate Degree. This will be pro-rated for part-time students. Those students seeking a second Associates Degree may have two additional semesters in which to complete the Degree.

B. *Transfer students*-the same maximum time frame will be allowed for those hours needed to complete an Associate Degree at Ranger College. For example: If a student transfers 30 semester hours, a student will need 32-41 hours to complete an Associate Degree and will be allowed a maximum of 3 semesters to finish.

**C. All periods of attendance will be evaluated regardless of whether the student received Federal Student Aid.**

**D. Complete withdrawal from school with "W's" or "Q's" for a semester will be included in Maximum Time Frame calculations.**

**VI. Changing Degrees or Certificates Programs**

A. Students wishing to change their degree plans will have the same standards of progress as all other students pursuing a regular Associate Degree.

**Additional Information:**

A. Financial Aid will not be provided for: credit hours earned by placement tests; non-credit coursework; any course registered for after the last official day of late registration; a course attempted by the student for the third time. **The most recent grade is counted for qualitative standards. Repeated courses will be considered in the hours attempted.**

**B. Grades of —W", —Q",--I" will be treated as attempted but not completed coursework.**

C. A grade of an "F" is a completed grade and will be taken into consideration when calculating the number of hours completed and CGPA.

D. Developmental remedial coursework may receive funding up to a maximum of —30 credit hours’’ according to Federal Regulations. **Remedial courses will be counted as hours attempted.**

E. Support Services: Many services are available at each college location to help students attain academic success. The services including Counseling, Testing, Tutoring, Health Services, Placement. Information on such services shall be made available to all financial aid students.

**F. Hours taken in summer school will be evaluated to determine attempted and completed credits.**

G. Only hours recorded on the official Ranger College grade transcript will be used in determining progression.

H. Students with unequal enrollment status will be pro-rated accordingly.

## **METHODS OF DISBURSEMENT FOR PELL GRANTS**

Title IV funds may be used to pay tuition and fees for all students at the time of registration. After registration, Title IV funds will be requested from the Department of Education for only the amount of tuition and fees applied to student accounts. The balance of Title IV funds will be credited to all student accounts as applicable beginning with the fifth week of the semester. Student refunds of Title IV funds will be made in accordance with the Department of Education’s requirement of fourteen days after a credit balance appears on the students’ accounts. This calculation is based on calendar days, not including breaks with five consecutive calendar days or more.

## **VETERANS’ BENEFITS AND SERVICES**

Ranger College is approved to train Veterans. The Registrar serves as the VA Official and is prepared to render assistance to the veteran in applying for his/her educational benefits.

## **BENEFITS FOR TEXAS VETERANS**

Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been exhausted or lapsed may be entitled to free tuition under the state law. Texas Veterans who have exhausted their educational benefits may attend Ranger College under the Hazelwood Act. All students qualifying for the Hazelwood Veteran’s benefits will be exempt from tuition and educational related fees up to a minimum of 150 credit hours.

## **ELIGIBILITY FOR NEED BASED FINANCIAL AID**

To be eligible for federal and state funded financial aid, an applicant must meet the following general requirements:

1. Be a United States citizen or eligible non-citizen. Applicants with a student visa are not eligible for federal student aid.
2. Be registered with Selective Service (males only).
3. Have a high school diploma or its equivalent (GED) or have passed an Ability to Benefit test approved by the U.S. Department of Education.

4. Be enrolled as a regular student in an eligible program and working toward a degree, or certificate.
5. Be in good standing and/or maintaining satisfactory progress in the course of study pursued.
6. Demonstrate financial aid need for assistance documented by the Free Application for Federal Student Aid (FAFSA), and
7. Not be in default on any federal loan or owe a refund on a federal/state grant.

## **RIGHTS AND RESPONSIBILITIES**

### **Students have the right to know:**

1. What financial aid programs are available.
2. The deadline for submitting the application for each of the programs.
3. How financial aid is distributed.
4. Costs of attending the institution.
5. What resources are considered in the calculation of financial need.
6. The institution's refund policy.
7. The Satisfactory Academic Progress standards for aid recipients.

### **Students are responsible for:**

1. Completing forms accurately and by the published deadlines.
2. Submitting information requested by the Office of Student Financial Aid staff in a timely manner.
3. Keeping the Office of Student Financial Aid informed of any changes in address, name, marital status, financial situations, or any change in student status.
4. Reporting to the Office of Student Financial Aid any additional assistance from non-institutional sources such as scholarships, or educational benefits.
5. Notifying the Office of Student Financial Aid of a change in enrollment status.
6. Maintaining Satisfactory Academic Progress.
7. Re-applying each year for aid.

### **Determination of Financial Need and Eligibility**

The amount of financial aid that a student is eligible to receive will be determined by the "Estimated Family Contribution" (EFC) that is calculated by the Federal processor and which appears on the Student Aid Report (SAR) and/or Institutional Student Information Report (ISIR). This is the amount that a student and/or his or her family is expected to contribute towards the cost of meeting their educational expenses. Another factor that determines the amount of aid that will be received is the "Cost of Education." This is the amount, as determined by federal and state guidelines, that it will cost the "average" student to attend Ranger College. If you feel that you may have extenuating circumstances which might warrant a professional judgment decision by the Financial Aid Director, please contact the Financial Aid Office.

## Criteria for Determining Aid

- The amount of the Pell Grant to be awarded is determined by the “Cost of Attendance,” the EFC, the number of hours of enrollment, and the Pell payment chart published each year by the United States Department of Education. Once the Pell Grant amount has been determined, other campus-based awards such as FSEOG, FEDERAL WORK-STUDY, TPEG, and scholarships may be awarded. Financial Aid (including scholarships) cannot exceed the limits established by federal regulations and/or Ranger College’s policy.
- The campus-based programs have limited funds available, and the majority of the funds are awarded to those neediest applicants who have the earliest completed files. The institution does, however, have the policy of allocating work-study funds on a per program basis. This means each program at RC has a first-come, first served allocation to each program such as baseball, track, band, cheerleading, and etc. This is done to ensure that all students in all programs have equal and fair access to the RC funding allocation criteria.

**Approximate Financial Aid Cost of Education budgets: (9 months @ 15 hr semester) these are not direct costs (see tuition and fee schedules for exact costs)**

	At-home	On-Campus	Off-campus
Tuition & Fees	2120	2240	2240
Books	1200	1200	1200
Room & Board	2768	3682	6159
Transportation	1713	1416	1713
Personal	1271	1271	1271
Total	9072	9809	12583

## STUDENT LEAVE OF ABSENCE

A student may request a Leave of Absence (LOA) from the college under certain circumstances. Students requesting a LOA must make the request by completing the Ranger College Leave of Absence Request Form, available in the Office of the Dean of Student Learning. The RC Leave of Absence Policy is available by contacting the Office of the Dean of Student Learning or accessed on the RC website at [www.rangercollege.edu](http://www.rangercollege.edu).

## COUNSELING AND ADVISING

Counseling services are maintained for the benefit of all students. These services include such areas as educational, vocational, and personal-social. This counseling service is staffed by professional counselors who offer assistance to those who are undecided on a field of study or career, who wish to improve study habits, or who need help in any problem area. Counseling services are available on a voluntary basis, and students need not be referred by anyone in order to receive counseling. Interviews are confidential and no information is released to anyone without the student’s permission.

## **STUDENTS WITH DISABILITIES**

Ranger College responds dynamically to the multi-cultural student body and community it serves and takes pride in advocating equal educational opportunities for all students by providing information and assistance to people with disabilities who wish to pursue their higher education at Ranger College. A student (or employee) with a disability has a right to an equal opportunity to participate in and benefit from programs offered at Ranger College. The rights and responsibilities of students and employees with disabilities are specified in the Ranger College ADA Plan (Americans with Disabilities Act) and information and/or application can be obtained from the Ranger College Campus Support Services Division located in the Golemon Library.

## **JOB PLACEMENT SERVICES**

- Ranger College provides placement services to assist students in obtaining part-time and full-time employment.
- Students should contact the Counselor's office located in the Golemon Library Building to fill out a Job Placement Request form so a file can be set up containing information such as job interests, skills, and additional contact information.
- Assistance and information are available for writing resumes, preparing for interviews, and completing employment applications.

## **VOCATIONAL AND ACADEMIC TESTING**

Students needing assistance in making vocational or academic choices can receive assistance through the counselor's office in the form of special tests. An individualized testing service is provided with counseling.

## **LIBRARY SERVICES**

- The Golemon Library and Learning Resources Center provides educational support to the students, faculty, and staff of Ranger College and to the surrounding community. The library is located on the Ranger Campus and is a center of college activity.
- The library houses a book collection of over 28,000 volumes. An extensive reference section is available for in-house use. Subscriptions are maintained on approximately 90 periodicals and journals, with back issues open for perusal. An interlibrary loan agreement with the Big Country Library System further supplements the collection.
- In addition to print resources, patrons have the use of a number of computer stations. Library computers provide access to the Internet, word processing, and over 30 on-line databases. The library's automated catalog is also available from these computers. There are four developmental computer stations that provide software support for the developmental reading and mathematics programs.
- Other services offered at the Golemon Library and Learning Resources Center include photocopying, laminating, microform use, and a video viewing area.

Because independent study and research are encouraged at Ranger College, study areas are located throughout the library.

- The Golemon Library and Learning Resources Center supports the Ranger College programs at all locations. Materials owned by the Golemon Library are available for use by students, faculty, and staff at any location where the College offers courses. Students and faculty at distance locations have access to the collection through the library's on-line catalog. Items may be requested by email or phone. Additional resources are available from local municipal libraries where Ranger College has cooperative agreements in place. These libraries include the public libraries in Brownwood, Comanche, De Leon, Dublin, Early, and Olney.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

The College provides a varied program of extracurricular activities designed to make maximum use of the facilities and organizations available. The College sponsors events and activities such as receptions, athletic contests, movies, and dances to provide recreation for students.

## **ATHLETICS**

Ranger College is a member of the National Junior College Athletic Association, and the Northern Texas Junior College Athletic Conference., and the NIRA. RC teams have won national championships and individuals have earned national recognition. Numerous athletes have received offers from senior colleges and universities. Many former RC athletes have signed professional contracts.

Information regarding the Equity in Athletics Disclosure Act (Section 360B of Public Law 103-382) is available for inspection upon request from the Ranger College Financial Aid Office.

Scholarships are available in the following sports. For additional information, contact the Athletic Director. **Admission requirements to Ranger College are the same for all students.**

### **BASEBALL**

Baseball at Ranger College is a major college sport. Since 1964 the Rangers have won numerous conference championships, regional championships, state championships, and two national championships.

### **BASKETBALL**

**Men:** The Rangers have been consistent winners since 1967. Several Rangers have been named to the NJCAA All-American Team, and some have reached the pro-ranks.

**Women:** The Lady Rangers, the Ranger College women's basketball team, have been a consistent winner since the organization of the Northern Texas JCAC.

### **GOLF**

Ranger College Men's and Women's golf has been major college sport since 2007.

### **RODEO**

Ranger College Rodeo is a major college sport with both a men's and women's team. Ranger College is a member of the NIRA. The Rodeo team won the 2007 NIRA National Championship.

### **SOCCER**

Ranger College Men's and Women's Soccer has been a major college sport since 2007.

### **SOFTBALL**

Women's fast-pitch softball is a major college sport. In the second and third year of its existence, the RC team won the regional tournament both times and placed second and fourth in the national tournament.

### **VOLLEYBALL**

Ranger College Women's Volleyball has been major college sport since 2004.

### **CROSSCOUNTRY AND HALF-MARATHON**

Starting in the 2010 school year, Ranger College will be offering Cross Country and the Half Marathon as major college sports.

## **MUSIC ACTIVITIES**

Ranger College offers opportunities for students to pursue musical interests through participation in musical groups. Scholarships are available to many participants and one hour of college credit per semester is earned for membership in choir.

## **PHI THETA KAPPA**

Phi Theta Kappa is an international honor society for two-year college students. The Delta Tau chapter was established at Ranger College in 1945. The purpose of the society is to recognize and encourage academic achievement among students. It provides members with the opportunity to develop leadership, character, and integrity.

To be eligible for membership a student must have completed at least twelve hours of course work and have a grade point average of 3.5 or higher. Each spring semester, faculty reviews a list of prospective members and approve the final selection. Invitations to join are then sent to those students selected for membership. Any student who thinks he or she is eligible and has not received an invitation to join Phi Theta Kappa should contact the sponsor.

## **RANGER COLLEGE STUDENT GOVERNMENT ASSOCIATION**

The Ranger College Student Government Association has as its objective the coordination of and responsibility for student government affairs and the direction of regular student activities. The membership is composed of representatives of the various classes, organizations, and other groups on the campus. Council members represent the students on committees that have a part in formulating policies and handling student problems.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The Student Right-To-Know and Campus Security Act requires institutions of higher education to collect statistics concerning the incidence of certain crimes on campus. At Ranger College this data is reported annually, and is available from the office of the Dean of Students. In addition, this information is disseminated to new students during orientation and is published in the Ranger College Student Handbook.

## **SECURITY CAMERAS**

Security cameras are located throughout the college dormitories and in certain other locations within the college. These cameras have been installed for student security and exist solely to make the campus a safe and secure facility. Tampering with or disabling cameras in any way is a most serious offense punishable by fines and/or dismissal. Interfering with the operation of security cameras may endanger other students and well-being of the college.

## **POLICY ON STUDENT RECORDS**

- Ranger College accords all the rights under The Family Educational Rights and Privacy Act of 1974, as amended, to students who are declared independent. The College will not provide access to nor disclose information from students' educational records without written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.
- Within the College only those members individually or collectively acting in the student's educational interest are allowed access to student educational records. These members include personnel in the Registrar's Office, Business Office, Financial Aid Office and other administrative personnel seeking the information in the discharge of their official duties. Academic personnel shall have access within the limitations of their need to know as it relates to students enrolled in their classes or in their capacity as student advisors.
- At its discretion Ranger College may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members in athletic teams.
- Students may withhold Directory Information by notifying the Dean of Students in writing within two weeks after the first day of class for the full term. Requests for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information from general release must

be filed annually in the Office of the Dean of Students.

- Students shall have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for including in their files if the decisions of the hearing panels are unacceptable. Students wishing to review their education records must make written requests to the Dean of Students listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions.
- Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Dean of Students. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and the student will be informed of his right to a formal hearing. Students' request for a formal hearing must be made to the Dean of Students, who within a reasonable period of time after receiving such a request will inform the student of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense.
- Decisions of the hearing grievance officer will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The records will be corrected or amended in accordance with the decisions of the hearing panel if the decision requires such. If the decision is unsatisfactory to the student, he/she may place within the education records statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the records, and released whenever the records in question are disclosed.
- Students who believe that the adjudication of their challenge was unfair or not in keeping with the provision of the Act may request, in writing, assistance from the President of the College and he shall aid them in filing complaints with the Family Educational Rights and Privacy Act Office, Dept. of Education, Washington, D.C.

## **TRANSFER CURRICULA**

Ranger College will follow the guidelines of the Texas Higher Education Coordinating Board related to the transfer of lower division course credit.

### **GENERAL PROVISIONS**

All lower division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.

## **REQUIREMENTS AND LIMITATIONS**

- A. Each institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the current edition of the "Community College General Academic Course Guide Manual."

- B. Each university must identify at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the “Community College General Academic Course Guide Manual” including those that fulfill the lower-division portion of the institution’s Core Curriculum.
- C. All public colleges and universities must accept transfer credit for successfully completed courses identified in (a) and (b) above as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.
- D. Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower division credit hours in a major which are allowed for their non-transfer students in that major; however,
  - (1) No institution shall be required to accept in transfer more credit hours in any major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for the major, as prescribed by the current issue of the Coordinating Board’s guide to transfer curricula and transfer of credit, Transfer of Credit Policies and Curricula.
  - (2) In any major for which there is no Coordinating Board approved Transfer Curriculum, no institution shall be required to accept in transfer more lower division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major.
  - (3) A university may deny the transfer of credit in courses with a grade of “D” as applicable to the student’s major.
- E. All senior institutions of higher education in Texas shall provide support services for transfer students’ equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer student’s equivalent to that provided for entering freshman enrollees.
- F. No university shall be required to accept in transfer or toward a degree, more than sixty-six (66) semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

## **RESOLUTION OF TRANSFER DISPUTES**

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

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that the transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. A student who receives notice as specified in Subsection (1) may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of its denial and the reasons for the denial.
5. 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.

6. The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
7. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

## COURSE DESCRIPTIONS\*

\*The first number in parentheses indicates lecture hours and the second number represents laboratory hours each week. Note: To facilitate the transfer of courses, Ranger College began using Texas Common Course Numbers in the fall of 1994. Courses that are equivalent have been designated a common number for use by participating colleges and universities. The common course number is comprised of a four-letter prefix identifying subject area, followed by a four-digit number. The digits in the number correspond to the following: first, course level; second, credit hour value; third and fourth, sequence. In the current catalog, the common course number precedes the name of the course. Not all courses are offered at all locations.

## AGRICULTURE (AGRI)

The student who successfully completes this course will be introduced to the basic principles and practices in wildlife conservation.

**1307 – Agronomy** (3-0) 0111025101 Principles and practices in the development, production, and management of field crops including plant breeding, plant disease, soils, insect control, and weed control. Credit 3 semester hours.

**1311 – Dairy Science** (3-0) 0109055101 Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Food value for milk, test for composition and quality, and use and processing of market milk and dairy products. Credit 3 semester hours.

**1319 – Introductory Animal Science** (3-0) 0109015101 Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. Credit 3 semester hours.

**1325 – Marketing of Agricultural Products** (3-0) 0101025101 Operation in the movement of agricultural commodities from producer to consumer, including the essential marketing function of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Credit 3 semester hours. Prerequisite: AGRI

1319 or by permission of the instructor.

**2330 - Wildlife Conservation and Management (3-0) 0306015101** Principles and practices used in the production and improvement of wildlife resources for aesthetic, ecological, and recreational uses of public and private lands. Credit 3 semester hours. (Offered on an irregular basis.)

**2317 – Introduction to Agricultural Economics (3-0) 0101035101** Fundamental economic principles and their applications to the problems of the industry of agriculture. Credit 3 semester hours. (Offered on an irregular basis.)

## **ANTHROPOLOGY (ANTH)**

The student who successfully completes this course will be introduced to the basic principles and practices in wildlife conservation.

**2346 – General Anthropology (3-0) 4502015125** This course introduces the study of human beings, their antecedents and related primates, and their cultural anthropology, archeology, linguistics and ethnology. Credit 3 semester hours.

## **ART (ARTS)**

The student who successfully completes Art will be able to recognize the elements of form represented by three basic shapes (circle, square, and tri-angle) in all forms of life. The student will be able to define basic composition by developing major drawing projects during the semester.

**1301 - Art Appreciation (3-0) 5007035126** Exploration of purposes and processes in the visual arts including evaluation of selected works. Credit 3 semester hours.

**1316 - Drawing I (0-6) 5007055226** Investigation of drawing media and techniques including descriptive and expressive possibilities. Credit 3 semester hours.

**1317 - Drawing II (0-6) 5007055226** Expansion of Drawing I - Investigation of drawing media and techniques including descriptive and expressive possibilities. Credit 3 semester hours.

## **BIOLOGY (BIOL)**

Students completing the Biology curriculum will understand the importance of the cell as the basic unit of life and the major metabolic events in the cell, and the relationship between structure and function in living organisms. Students will understand the mechanics of heredity and its relationship to adaptation, specialization and organic evolution. Students will understand the basic ecological principles describing the interactions of organisms with their environment. Students in Anatomy and Physiology will know the basic tissues that compose the human body and will understand the structure and function of the major organ systems and the role these organ systems play in maintaining homeostasis. All biology courses require a passing score on the THEA or an approved alternate test.

**1322-Nutrition and Diet Therapy I (3-0) 1905015109** Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Credit 3 semester hours.

**1406-Biology for Science Majors I (3-3) 2601015103** Fundamental principles of living

organisms, including physical and chemical properties of life, organization, function, evolutionary adaption, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours. Lab fee \$16.

**1407-Biology for Science Majors II (3-3) 2601015103** A continuation of Biology 1406-Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaption, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours. Lab fee \$16.

**1408 –Biology for Non-Science Majors I (3-3) 2601015103** Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaption, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours. Lab fee \$16.

**1409 –Biology for Non-Science Majors II (3-3) 2601015103** A continuation of Biology 1408- Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaption, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours. Lab fee \$16.

**2401 - Anatomy and Physiology I (3-3) 2607075103.** Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Credit 4 semester hours. Lab fee \$16. Recommended pre-requisite: BIOL 1408.

**2402 - Anatomy and Physiology II (3-3) 2607075103** Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Credit 4 semester hours. Lab fee \$16. Recommended prerequisite: BIOL 2401, or approval of instructor.

**2420 – Microbiology for Non-Science Majors (3-3) 2605035103** A survey of Microbial life, including morphology, physiology, and classification of microorganisms; emphasizes the medical and pathological importance of microbes. Laboratory emphasizes fundamental techniques in culturing and identifying microorganisms. This course may not count toward a major in biology. Prerequisite: BIOL 1408 required and one semester of chemistry highly recommended or approval of instructor. Lab Fee \$16. (Offered on an irregular basis.)

**2421 – Microbiology for Science Majors (3-3) 2605035103** 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 preview of food microbes, public health, and immunology. Lab Fee \$16. Recommended prerequisite BIOL 1406 or BIOL 1408.

## **BUSINESS - (ACNT) (BUSI) (POFT)**

Students in the Office Technology Program will acquire skills to pursue or enter the business field. Students will learn accounting procedures, skills necessary to operate modern electronic office equipment, a basic understanding of business practices and terminology, and documentation of business correspondence. In the workforce education area, four levels of study are available: a Marketing Skills Achievement, a one-semester certificate, a one-year certificate with Administrative Assistant and Accounting Office options, the Associate of Applied Science Degree and the Enhanced Skills Mastery Certificate.

**ACNT 1411** - Introduction to Computerized Accounting (3-3) 520302 Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Prerequisite: ACNT 1425 or ACCT 2401, or instructor approval. Credit 4 semester hours. Lab Fee \$16.

**ACNT 1425** - Principles of Accounting I (3-3) 520301 A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising enterprises. Credit 4 semester hours. Lab Fee \$6.

**ACNT 1426** - Principles of Accounting II (3-3) 520301 A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports. Prerequisite: ACNT 1425 or ACCT 2401. Credit 4 semester hours. Lab Fee \$6.

**BUSI 1301** - Introduction to Business (3-0) 5201015104 Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. Credit 3 semester hours.

**BUSI 1304** – Business Report Writing and Correspondence (3-0) 2313035212 Theory and applications for technical reports and correspondence in business. Credit 3 semester hours.

**BUSI 1307** – Personal Finance (3-0) 1904015109 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. Credit 3 semester hours. Note: BUSI 1037 is not part of the business field of study and may not transfer toward a degree in business.

**POFT 1409** - Administrative Office Procedures I (3-3) 520401 Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. Prerequisite: POFT 1429 or equivalent. Credit 4 semester hours. Lab fees \$16.

**POFT 1425 - Business Math & Machine Applications** (3-3) 520408 Skill building in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skill. Credit 4 semester hours. Lab Fee \$16.

**POFT 1429 – Beginning Keyboarding** (3-3) 520408 Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Credit 4 semester hours. Lab fee \$16.

**POFT 2388 - Internship-General Office/Clerical and Typing Services** (0-12) 520408 An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and businesses or industry. 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 outcome. Prerequisite: sophomore standing and approval of the instructor. Credit 3 semester hours.

**POFT 2401 – Intermediate Keyboarding** (3-3) 520408 A continuation of POFT 1429 keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copies. Prerequisite: POFT 1429 or one unit in high school typing. Credit 4 semester hours. Lab fee \$16.

**POFT 2433 - Advanced Keyboarding** (3-3) 520408

A continuation of POFT 2401. Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision

making, composition, placement, accuracy, and speed development. Credit 4 semester hours. Prerequisite: POFT 2401. Lab Fee \$16.

## **CHEMISTRY (CHEM)**

Students completing Chemistry will understand the basics of atomic theory, and the nature of matter relative to quantifying chemical reactions. Students will learn the ways in which matter reacts to form chemical compounds and the rates and dynamics of these reactions. Students will understand the basic methods of performing qualitative analysis.

**1405 - Introductory Chemistry I** (3-3) 4005015103 Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Credit 3 semester hours. (Offered on an irregular basis.)

**1407 - Introductory Chemistry II** (3-3) 4005015103 A continuation of Chemistry 1305. Prerequisite: Chemistry 1305. Credit 3 semester hours. (Offered on an irregular basis.)

**1411 - General Chemistry I** (3-3) 4005015403 General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. Recommended for pre-professional and science majors. Prerequisite: two units of high school algebra and a passing score on the math section of the THEA test or equivalent alternative test. Credit 4 semester hours. Lab fee \$16.

**1412 - General Chemistry II** (3-3) 4005015703 A continuation of Chemistry 1411. Prerequisite: Chemistry 1411. Credit 4 semester hours. Lab Fee \$16.

**Note: It is recommended that students take both semesters of chemistry at the same institution.**

## **COMMUNICATION (COMM)**

**2302 – Principles of Journalism** (3-0) 0904015206 Exploration of ethical and legal boundaries as well as issues and problems facing today’s journalist. Credit 3 semester hours.

**2311 – News Gathering and Writing I** (3-0) 0904015706 Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. Credit 3 semester hours.

## **COMPUTER INFORMATION TECHNOLOGY (COSC), (ITSC), (ITSW), (IMED), (POFI)**

Students in the computer program may elect to pursue a Workforce Education certificate or degree in Computer Information Technology, or may study a core curriculum designed for four-year transfer students. With strong emphasis in hands-on computer training, students prepare for immediate employment and/or career advancement.

Students become proficient in the use of application software such as spreadsheets, word processing, and database. They also learn operating systems, computer programming, Internet use, Web page design, computer terminology, and PC hardware maintenance.

- Four levels of study in Computer Information Technology are available:
- Entry Level Certificate - (one semester);
- Intermediate Level Certificate - (one year);

- Associate of Applied Science Degree - (two years);  
and
- Advanced Skills Mastery Certificate - (completed after the AAS Degree)

**COSC 1401- Introduction to Computing** (3-3) 1101015107 Study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include but are not limited to introduction to operating systems, the Internet, word processing, spreadsheets, databases, and programming concepts with emphasis on critical thinking/problem solving. This course is intended for non-Business and non-Computer Science majors. A student may not receive credit for both COSC 1300, 1400 and COSC 1401. Prerequisite: Keyboarding Proficiency. Credit 3 semester hours. Lab Fee \$16.

**COSC 1401 - Microcomputer Applications** (4 SCH Version) (3-3) 1101015107

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 programming language will be discussed and applied. Prerequisite: Keyboarding Proficiency. Credit 3 semester hours (COSC1301) or 4 semester hours (COSC 1401). Lab fee \$15 (COSC 1301) or \$16 (COSC1401).

**COSC 1436 - Programming Fundamentals I** (3-3) 1102015507 Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Credit 4 semester hours. Lab Fee \$16

**IMED 1416 - Web Design I** (3-2) 11.0801 Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Credit 4 semester hours. Lab Fee \$16.

**ITSC 1325 - Personal Computer Hardware** (2-2) 47.0104 A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Credit 3 semester hours. Lab Fee \$15.

**ITSC 1301 - Introduction to Computers** (3-1) 110101 Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Prerequisite: Keyboarding Proficiency. Lab Fee \$15. Credit 3 semester hours.

**ITSC 1405 - Introduction to PC Operating Systems** (3-3) 110101 A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Credit 4 semester hours. Lab Fee \$16.

**ITSC 2335 – Application Software Problem Solving** (2-2) 110101 Utilization of current application software to solve advanced problems and generate customized solutions, involving project and software specific to a specific curricular area. Prerequisite: Sophomore standing and approval of instructor. Credit 3 semester hours. Lab Fee \$15.

**ITSC 2386 - Internship - Computer and Information Sciences, General** (0-12) 110101 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. This may be a paid or unpaid experience. Prerequisite: Sophomore standing and approval of instructor. Credit 3 semester hours.

**ITSW 1401 - Introduction to Word Processing** (3-2) 110602 An overview of the production of documents, tables, and graphics. Includes word processing terminology and concepts; creating, formatting, editing, and printing documents, and use of simple tools

and utilities. Prerequisite: Keyboarding Proficiency. Credit 4 semester hours. Lab Fee \$16.

**ITSW 1404 - Introduction to Spreadsheets** (3-3) 110301 Instruction in the concepts, procedures, and importance of electronic spreadsheets. Includes spreadsheet terminology and concepts; formulas and functions; formatting features; charts, graphs, and reports. Credit 4 semester hours. Lab Fee \$16.

**ITSW 1407 - Introduction to Database** (3-3) 110802 Introduction to database theory and the practical applications of a data-base. Includes database terminology and concepts; planning, defining, and designing a database; tables, forms, reports, and queries. Credit 4 semester hours. Lab Fee \$16.

**POFI 2340 - Advanced Word Processing** (3-1) 52.0407 Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Credit 3 semester hours. Prerequisite: ITSW 1401. Lab Fee \$15.

## **COSMETOLOGY (CSME)**

The Cosmetology Operator Certificate is a one-year program consisting of 42 semester hours and 1552 contact hours. The students will be exposed to the theory and skills of shampooing, hair and scalp treatment, hair cutting, chemical hair relaxing, hair styling and shaping, manicuring, cold waving, hair coloring, and facials. Upon completion of the program students will be awarded certificates of graduation and then be eligible to apply for the State Board Examination. Students who successfully complete the state exam will then become licensed cosmetologists. A Cosmetology Instructor Certificate is also available.

**CSME 1310 - Introduction to Hair Cutting and Related Theory** (1-8) 120407 Introduction to the theory and practice of hair cutting. Topics include terminology, implements, section hair cutting and finishing techniques. Credit 3 semester hours.

**CSME 1401 - Orientation to Cosmetology** (2-6) 120401 An overview of the skills and knowledge necessary for the field of cosmetology. Credit 4 semester hours.

**CSME 1405 - Fundamentals of Cosmetology** (2-6) 120401 A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out, and salon management. Credit 4 semester hours.

**CSME 1434 - Cosmetology Instructor I** (2-7) 120413 The fundamentals of instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

**CSME 1435 - Orientation to the Instruction of Cosmetology** (2-6) 120413 An overview of the skills and knowledge necessary for the instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

**CSME 1443 - Manicuring and Related Theory** (2-7) 120410 Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Pre/co-requisite: Orientation to Cosmetology. Credit 4 semester hours.

**CSME 1447 - Principles of Skin Care/Facials and Related Theory** (2-8) 120409 In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Pre/co-requisite: Orientation to Cosmetology. Credit 4 semester hours.

**CSME 1451 - Artistry of Hair, Theory and Practice** (2-6) 120407 Instruction in the

artistry of hair design. Topics include theory, techniques, and application of hair design. Pre/co-requisite: Orientation to Cosmetology. Credit 4 semester hours.

**CSME 1553 - Chemical Reformation and Related Theory (2-9)** 120407 Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation. Pre/co-requisite: Orientation to Cosmetology. Credit 5 semester hours.

**CSME 2237 - Advanced Cosmetology Techniques (0-8)** 120401 Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. Pre/co-requisite: Fundamentals of Cosmetology. Credit 2 semester hours.

**CSME 2343 - Salon Development (1-5)** 120412 Exploration of salon development. Topics include professional ethics and goals, salon operation, and record keeping. Pre/co-requisite: CSME 1405. Credit 3 semester hours.

**CSME 2414 - Cosmetology Instructor II (2-6)** 120413 A continuation of the fundamentals of instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

**CSME 2415 - Cosmetology Instructor III (2-6)** 120413 Presentation of assignments and evaluation techniques for a cosmetology program. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

**CSME 2441 – Preparation for the Texas Department of Licensing and Regulations Examination (2-7)** 120401 Preparation for the Texas Department of Licensing and Regulations Operator Examination. Pre/co-requisite: Orientation to Cosmetology. Credit 4 semester hours.

**CSME 2444 - Cosmetology Instructor IV (2-6)** 120413 Advanced concepts of instruction in a cosmetology program. Topics include demonstration and implementation of advanced evaluation and assessment of techniques. Prerequisite: Valid operator license, Texas Cosmetology Commission. Credit 4 semester hours.

**CSME 2445 - Instructional Theory and Clinic Operation (2-6)** 120413 An overview of the objectives required by the Texas Department of Licensing and Regulations Instructor Examination. Prerequisite: Valid operator license, Texas Cosmetology Commission. Credit 4 semester hours.

**CSME 2501 - The Principles of Hair Coloring Related Theory (2-9)** 120407 Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. Pre/co-requisite: Orientation to Cosmetology. Credit 5 semester hours.

## **DEVELOPMENTAL STUDIES**

The purpose of the Developmental Studies program is to help students who need to improve their basic skills in reading, writing and mathematics. The Developmental Studies program has two major goals: (1) to help the student prepare to meet the requirements of the Texas Success Initiative, and (2) to help the student gain the skills necessary to be successful in academic classes at the college level.

Students who are identified as possessing skills below college level in reading, mathematics or writing will be required to take developmental courses in the particular subject area. Students are placed in a developmental course based on their test performance or previous course work. Developmental courses are non-transferable college credit and may not be counted or used as hours towards graduation. Laboratory activities are required. Developmental classes are open to all students.

## **DEVELOPMENTAL MATHEMATICS**

## **(DMAT)**

The purpose of Developmental Mathematics is to help the students improve basic mathematics skills. The goals of Developmental Mathematics are to help prepare the students so that they might be successful in academic courses at the college level to meet the requirements of the Texas Success Initiative. A student is initially placed into DMAT 0303, DMAT 0313 or DMAT 0323 based on performance on a placement test and grades in previous mathematics courses.

### **0303 - Basic Mathematics (3-3) 3201045119**

Number concepts and computational skills with whole numbers, fractions, decimals, percentages, ratios and word problems using these types of numbers. Find area and perimeter of polygons with right angles. Credit 4 semester hours. To move to the next level of developmental math (0313), a student must have a “C” or better in class **AND** score between a 43 and 51 on the ACCUPLACER test. Failure to obtain either part will result in repeating the class.

### **0313 - Beginning Algebra and Geometry (3-1) 3201045119**

Real number system, equations and inequalities, polynomials, rational expressions, basic geometric concepts and applications. Credit 4 semester hours. To move to the highest level of developmental math (0323), a student must have a “C” or better in class **AND** score between a 52 and 62 on the ACCUPLACER test. Failure to obtain either part will result in repeating the class.

### **0323 - Intermediate Algebra (2-2) 3201045219**

Review of factoring and rational expressions, graphing linear equations and inequalities, systems of equations and inequalities, roots, radicals, and quadratic equations. Credit 3 semester hours. A student must pass the ACCUPLACER test with a minimum score of 63 to be TSI complete. Failure to pass the ACCUPLACER test will result in repeating the class and NOT moving on to College Algebra.

## **DEVELOPMENTAL READING (DREA)**

The Developmental Reading classes are designed to assist students to improve in their basic study skills and basic reading skills. The identification of deficiencies and the improvement of basic reading skills will assist the student who intends to pursue college-level academic work. Students are placed in one of these three reading classes according to his/her score on the THEA or an approved alternate test.

**0313 - Vocabulary (3-3) 3201085212** This course includes strategies for building vocabulary and identifying specific words related to academic courses. This course will assist the students in basic study skills as well as preparing for the THEA or an approved alternate test. Credit 4 semester hours. To move to the next level of developmental reading (0323), a student must have a “C” in class **AND** score between 62 and 74 on the ACCUPLACER test. Failure to obtain either part will result in repeating the class.

**0323 - Reading Comprehension (3-3) 3201085212** This course includes strategies for increasing reading rates and improving comprehension. This course will include instruction on active reading strategies, using text structure to improve comprehension, interpreting, and evaluating reading materials. This class will assist students in preparing

for the THEA or an approved alternate test. Credit 4 semester hours. To move to the highest level of developmental reading (0333), a student must have a “C” in class **AND** score between a 62 and 74 on the ACCUPLACER test. Failure to obtain either part will result in repeating the class.

**0333 - Critical Reading Skills** (3-3) 3201085212 This course is designed to assist students in their critical thinking skills as well as preparation for the THEA or an approved alternate test. Critical reading skills will be a major facet of study for this class which will include comprehension, inferences, and analysis of articles. Credit 4 semester hours. A student must pass the ACCUPLACER test with a minimum score of 78 to be TSI complete. This class is linked with History 1301 or 1302. Failure to pass the ACCUPLACER test will result in repeating the class and not taking the second half of History (1301 or 1302).

## **DEVELOPMENTAL ENGLISH (DENG)**

The purpose of Developmental English is to help the students improve writing skills. The goals of Developmental English are to help prepare the students so that they might be successful in academic courses at the college level and to meet the requirements of the Texas Success Initiative. Students are initially placed in either DENG 0313 or DENG 0323 based on their test performance and grades in previous English courses.

**0313 - Basic Grammar** (3-3) 3201085312 Standard American usage, mechanics, and problem areas common to college students. Application of concepts in sentences and short paragraphs. Credit 4 semester hours. To move to the highest level of developmental English (0323), a student must have a “C” or better in class **AND** score between a 62 and 79 with a writing score of 5 or less on the ACCUPLACER test. Failure to obtain either part will result in repeating the class.

**0323 - Basic Composition** (3-3) 3201085312 Identification and implementation of the process of composition of essays including pre-writing, drafting, and revising and editing; organization; and focus and unity. Written discourse will serve as patterns for essay genres. Credit 4 semester hours. A student must pass the ACCUPLACER test with a minimum score of 80 and a written score of 5 or 6 on the writing sample to be TSI complete. Failure to pass the ACCUPLACER will result in repeating the class and **NOT** moving on to English 1301.

## **DRAMA (DRAM)**

**1310 - Introduction to Theatre** (3-0) 5005015126 Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. Credit 3 semester hours.

**(Offered on an irregular basis).**

## **ECONOMICS (ECON)**

Students in Economics classes will examine the strengths and weaknesses of economic systems. Students will study the inter-relationship of national economies as well as the impact of larger trends on local and individual economies.

**2301 - Principles of Macroeconomics** (3-0) 4506015125 History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value

and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economics systems. Attention given to the application of economic principles to economic problems. Prerequisite: Sophomore standing or consent of instructor. Credit 3 semester hours. (Offered on an irregular basis.)

**2302 - Principles of Microeconomics (3-0)** 4506015125 A continuation of Economics 2301. Prerequisite: Economics 2301 and sophomore standing or consent of instructor. Credit 3 semester hours. (Offered on an irregular basis.)

## ENGLISH (ENGL)

Students who complete the Composition sequence will have learned to generate written texts within the rhetorical expectations of an academic audience. In order to achieve this, they will have learned to develop clear statements of purpose, organizational patterns, and detailed support for the most commonly employed rhetorical modes in academic writing and to edit texts for presentation according to the conventions of edited American English. Furthermore, students will have learned to apply principles for gathering, synthesizing, and presenting academic research.

Students successfully completing sophomore Literature courses will have learned to read, comprehend, and generate written critical responses to a variety of literary texts. Toward this end, students will learn to apply principles of literary analysis from a variety of critical schools and to appreciate the impact of historical context on literature.

**1301 - Composition I (3-0) or (3-1)** 2313015112 Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**1302 - Composition II (3-0) or (3-1)** 2313015112 Continuation of English 1301. The course includes instruction and practice in writing a formal research paper. Prerequisite: English 1301. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**2307 – Creative Writing (3-0)** 2313025112 Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, drama or oral histories. Credit 3 semester hours.

**2308 – Creative Writing (3-0)** 2313025112 Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, drama or oral histories. Credit 3 semester hours.

**2311 - Technical and Business Writing (3-0)** 2313035112 Principles, techniques, and skills needed for college-level scientific, technical, or business writing. Prerequisite: ENGL 1302. Credit 3 semester hours.

**2322 - British Literature I (3-0)** 2314045112. Selected significant works of British literature. May include study of movements, schools, or periods. Prerequisite: English 1302. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**2323 - British Literature II (3-0)** 2314045112 Selected significant works of British literature. May include study of movements, schools, or periods. Prerequisite: English 1302. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**2326 - American Literature (3-0)** 2314025112 A study of selected significant works of American literature. May include study of movements, schools, or periods. Prerequisite: English 1302. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**2332 - World Literature I** (3-0) 1601045213 Selected significant works of world literature. May include study of movements, schools, or periods. Prerequisite: English 1302. Credit 3 semester hours. (Offered on an irregular basis.) Subject to Texas Success Initiative requirements.

**2333 - World Literature II** (3-0) 1601045213 Selected significant works of world literature. May include study of movements, schools, or periods. Prerequisite: English 1302. Credit 3 semester hours. (Offered on an irregular basis.) Subject to Texas Success Initiative requirements.

## **GEOLOGY (GEOL)**

Students who complete the Geology sequence will learn about the origin of the Earth; its material and morphology; its history and the processes that have acted upon it to affect its historic and present forms. In pursuit of that knowledge the student will consider the physical forces that have influenced change (such as plate tectonics); the chemistry of the Earth's constituent materials; the record and age of its past. The student will learn to apply this knowledge in discovering useful materials within the Earth and identifying stable environments for the support of modern life.

**1403 - Physical Geology** (3-3) 4006015403 Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Lab exercises, formation identification. Field trips may be required. Credit 4 semester hours. Lab Fee \$12. (Offered on an irregular basis).

**1404 - Historical Geology** (3-3) 4006015403 Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Field trips may be required. Credit 4 semester hours. Lab Fee \$12. (Offered on an irregular basis).

## **GOVERNMENT (GOVT)**

Students in Government classes will learn the organization and functioning of national, state, and local governments. Students will learn the importance of freedom, democracy, and participation in the political process.

A student may only receive credit for two of the following courses: GOVT 2301; GOVT 2305; GOVT 2306. In order to fulfill the statutory requirements of six hours of government needed for a bachelor's degree from a state educational institution, as well as an Associate of Arts and Associate of Science Degree from Ranger College, the student should complete one of the following alternative combinations: GOVT 2301 and GOVT 2305; GOVT 2301 and GOVT 2306; GOVT 2305 and GOVT 2306.

**2301 - American Government I** (3-0) 4510025125 A study of national, state, and local governments, including political theory, the United States and Texas constitutions, democracy, federalism, political parties and ideologies, and civil liberties. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**2305 - Federal Government** (3-0) 4510025125 A study of the federal constitution; the organization and administration of the federal system; political participation by the individual, and the principles which underlie American democracy. Credit 3 semester

hours. Subject to Texas Success Initiative requirements.

**2306 - Texas Government** (3-0) 4510025125 A study of the organization of state and local governments with particular emphasis on the constitution and governmental system of Texas. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**Note: It is recommended that students take both semesters of government at the same institution.**

## **HEALTH SERVICES (HPRS)**

**1205- Essentials of Medical Terminology** (2-0) 510707 Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties and diagnostic procedures.

## **HISTORY (HIST)**

Students successfully completing courses in History will have a greater appreciation for and knowledge of the diverse cultural, political, social, military and economic events that have helped to shape the present. The student will understand the importance of the past in the understanding of the present and successful preparation for the future.

**1301 - United States History I** (3-0) 5401025125 This is a course in United States history stressing the planning and development of the English Colonies in America, the struggle for independence and the establishment of the Constitution, national territorial expansion, the rise of Jacksonian Democracy, the slavery controversy, the Civil War and Reconstruction. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**1302 - United States History II** (3-0) 5401025125 This course is a continuation of United States History 1301. Emphasis is placed on new social and industrial problems, rise of the progressive movement, the United States as a world power, World War I, depression and the New Deal, World War II, and contemporary America. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**2301- Texas History** (3-0) 5401025225 Survey of Texas from the Spanish exploration to the present. Credit 3 semester hours. (Offered on an irregular basis). Subject to Texas Success Initiative requirements.

**2321 - World Civilizations I** (3-0) 5401015325 A survey of the political, religious, social, and intellectual development of world history prior to 1600. This course includes ancient and medieval history, the development of empires, the rise of religious and political struggles, and the social, economic and political interaction among Europe, Africa, Asia and the Americas. Credit 3 semester hours. (Offered on an irregular basis.)

**2322 - World Civilizations II** (3-0) 5401015325 A survey of the political, religious, social, economic and intellectual development of world history from 1600 to the present. This course includes the Industrial Revolution, Enlightenment, the Rise of Colonial Empires, the two World Wars, the Cold War, 3rd World Independence Movements, the Post-Cold War World and their impact on Europe, Asia, Africa and the Americas. Credit 3 semester hours. (Offered on an irregular basis.)

## **HOME ECONOMICS (HECO)**

The student who successfully completes the Home Economics course will have the knowledge and the capability to plan diets/menus containing nutrients essential to health maintenance of various age groups.

**1322 - Nutrition and Diet Therapy** (3-0) 1905015109 A study of nutrients essential to an adequate diet for various age groups. The nutritive value of common foods as well as the effects of socioeconomic and cultural aspects on the diet of the individual and the family. Credit 3 semester hours. (Offered on an irregular basis.)

## **HUMANITIES (HUMA)**

Humanities courses (HUMA 1301 and 1302) emphasize leadership development, are transferable, and are a part of the Honors Program.

**1301 – Introduction to the Humanities I** (3-0) 2401035112 An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. Credit 3 semester hours.

**1302 – Introduction to the Humanities II** (3-0) 2401035112 An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. Credit 3 semester hours.

## **MATHEMATICS (MATH)**

Students who complete college mathematics courses will have learned to read and analyze problems in a mathematical context. They will be able to write the solution of mathematics problems with proper terminology, syntax, and logical organization. College math students will be able to represent mathematical relations graphically and to analyze data which is presented graphically. They will be able to use hand-held graphing calculators in solving problems. Graphing calculators are required for Math 1314.

**1314 - College Algebra** (3-0) or (3-1) 2701015419 Study of Quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; conic sections; and matrices and determinants. Prerequisite: two years of high school algebra or a grade of C or better in DMAT 0323 or the equivalent. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**1316 - Plane Trigonometry** (3-0) 2701015319 Trigonometric functions, identities, equations, and applications. Use of hand-held calculators in solving application problems. Prerequisite: Math 1314 or concurrent enrollment. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**1332 – Contemporary Mathematics I** (3-0) 2701015119 Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Prerequisite: Two years of high school algebra and one year of high school geometry or a grade of C or better in DMAT 0323 or the equivalent. This course does not satisfy the math requirement for the Associate of Science Degree. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**1342 – Elementary Statistical Methods** (3-0) 2705015119 Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software. Credit 3 semester hours.

**2312 - Pre-Calculus Math** (3-0) 2701015819 Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry. Credit 3 semester hours

**2313 - Calculus I** (3-1) 2701015919 Functions, limits, continuity, differentiation, implicit differentiation, integration, applications, and topics in analytic geometry. Use of computer technology and lab assignments will be required in this course. Prerequisite: Math 1314 and 1316. Credit 3 semester hours.

**2314 - Calculus II** (3-1) 2701016219 Logarithmic, exponential, and hyperbolic functions; techniques of integration, approximate integration, improper integrals, sequences, series, topics in analytic geometry. Use of computer technology and lab assignments will be required in this course. Prerequisite: Math 2313. Credit 3 semester hours.

**2413 - Calculus I** (3-2) 2701015919 Functions, limits, continuity, differentiation, implicit differentiation, integration, applications, and topics in analytic geometry. Use of computer technology and lab assignments will be required in this course. Prerequisite: Math 1314 and 1316. Credit 4 semester hours.

**2414 - Calculus II** (3-2) 2701016219 Logarithmic, exponential, and hyperbolic functions; techniques of integration, approximate integration, improper integrals, sequences, series, topics in analytic geometry. Use of computer technology and lab assignments will be required in this course. Prerequisite: Math 2313. Credit 4 semester hours.

## **MUSIC (MUSI) (MUAP) (MUEN)**

Students taking Music fundamentals/theory courses will become familiar with all aspects of music notation, will develop aural skills in chord, tempo, and rhythm recognition, and will develop sight-singing abilities. They will learn melodic dictation and writing of four-part harmonization. Students will develop keyboard skills which will enable them to perform elementary musical exercises. In music appreciation classes, students will be able to recognize music styles in their historical and cultural context and to appreciate various forms of music as art and entertainment.

**MUSI 1116 Elementary Sight-Singing and Ear Training I** (0-2) 50009025326 Singing in treble and bass clefs; introduction to alto and tenor clefs; major and minor modes and melodies with harmonic backgrounds of principal chords. Aural study of beat divisions and intervals. Prerequisite: Concurrent enrollment in Music 1311. Credit 1 semester hour.

**MUSI 1117 Elementary Sight-Singing and Ear Training II** (0-2) Singing in other modes and melodies with and melodies with harmonic backgrounds of secondary chords and minor changes of key center. Aural study of beat divisions and intervals including compound and complex meters. Prerequisite: Completion of MUSI 1116 and concurrent enrollment in MUSI 1312. Credit 1 semester hour.

**MUSI 1301 - Fundamentals of Music I** (3-0) 5009045526 Introduction to the elements of music theory; scales, intervals, keys, triads, keyboard harmony, notation, meter, and rhythm. Credit 3 semester hours.

**MUSI 1306 - Music Appreciation** (3-0) 5009025126 Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recording and/or live performance. Credit 3 semester hours. Does not apply to music major degree.

**MUSI 1310 - American Music** (3-0) 5009025326 The general survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. Credit 3 semester hours.

**MUSI 1311 Music Theory I** (3-0) 5009045126 Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small

compositional forms. Correlated study at the keyboard. Companion course with MUSI 1116. Credit 3 semester hours.

**MUSI 1312 Music Theory II** (3-0) 5009045226 Part-writing of figured bass exercises and melody harmonization requiring all diatonic triads, dominant seventh and supertonic seventh chords, non-harmonic tones and elementary modulations; also, keyboard study. Enlargement of period in melodic composition. Prerequisite: Music 1311 -- concurrent enrollment in Music 1117. Credit 3 semester hours.

**MUSI 2116 Advanced Sight-Singing and Ear Training I** (0-2) 5009045726 Singing more difficult tonal and beginning atonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Prerequisite: Completion of MUSI 1117 and concurrent enrollment in Music 2311. Credit 1 semester hour.

**MUSI 2117 Advanced Sight-Singing and Ear Training II** (0-2) 5009045726 Singing more difficult tonal/atonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures and modulations. Prerequisite: Completion of MUSI 2116 and concurrent enrollment in MUSI 2312. Credit 1 semester hour.

**MUSI 2311 Music Theory III** (3-0) 50009045226 Advanced harmony part-writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Prerequisite completion of MUSI 1312. Companion course with MUSI 2116. Credit 3 semester hours.

**MUSI 2312 Music Theory IV** (3-0) 5009045226 Continuation of MUSI 2311. Study of mixed chords, ninths, elevenths, etc. Original compositions in two and three-part song forms are required. Survey of harmonic techniques of the nineteenth and twentieth centuries. Continued study of keyboard harmony. Prerequisite: Completion of MUSI 2311. Companion course with MUSI 2118. Credit 3 semester hours.

**MUEN 1122, 2122 - Concert Band** (0-6) 5009035526 Offered spring semester only. Open to all students within the College who have had high school band experience. Study and performance of repertoire for the wind band. Public concerts. Rehearsals: 6 hours a week. Credit 1 semester hour each semester.

**MUEN 1131-1132, 2131-2132 - Stage Band** (0-2) 5009035626 Open to all interested students who have had experience in high school bands. Prerequisite: Membership in the marching and symphonic bands and by audition. Credit 1 semester hour each semester.

**MUEN 1136-2136-Pep Band** (0-2) 5009035626 The College Pep Band meets twice weekly for lab instruction and performs at all home basketball games and selected outdoor activities. Membership is open to all students with band experience. (Spring semester only) Credit 1 semester hour.

**MUEN 1241, 1242 - College Choir** (06) 5009035726 A mixed singing organization open to students interested in choral singing. Public concerts. Credit 2 semester hour..

**MUEN 2241, 2242 - College Choir** (6) 5009035726 A continuation of Music 1241-1242. Credit 2 semester hour each semester.

**MUAP 1113-1114, 2113-2114 - Private Instruction, Double Bass** (1-1) 5009035426 Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1117-1118, 2117-2118 - Private Instruction, Flute** (1-1) 5009035426 Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1129-1130, 2129-2130 - Private Instruction, Clarinet** (1-1) 5009035426 Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1133-1134, 2133-2134 - Private Instruction, Saxophone** (1-1) 5009035426 Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1137-1138, 2137-2138 - Private Instruction, Trumpet** (1-1) 5009035426  
Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1141-1142, 2141-2142 - Private Instruction, French Horn** (1-1) 5009035426  
Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1145-1146, 2145-2146 - Private Instruction, Trombone** (1-1) 5009035426  
Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1149-1150, 2149-2150 - Private Instruction, Baritone** (1-1) 5009035426  
Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1153-1154, 2153-2154 - Private Instruction, Tuba** (1-1) 5009035426  
Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1157-1158, 2157-2158 - Private Instruction, Percussion** (1-1) 5009035426  
Credit 1 semester hour each semester. Lab Fee \$41.00.

**MUAP 1169-1170, 2169-2170 - Private Instruction, Piano** (1-1) 5009035426  
Credit 1 semester hour each semester. Lab Fee \$41.00.

## **ORIENTATION (ORIE)**

**0100 - Orientation** (1-0) 3201015212

A course concerned with orienting the student to College life, including the study of education requirements specified in the College Catalog, more adequate habits of study, and vocational choice. Credit 1 semester hour. (This course will not satisfy any degree requirements.)

## **PHILOSOPHY AND RELIGION (PHIL)**

Philosophy and Religion courses aid the student in developing an understanding of the role of philosophy and religion in the lives of people and in studying religious writings in a non-sectarian environment.

**1304 – Introduction to World Religions** (3-0) 3802015212 A comparative study of the major religions of the world, with an introduction of the origin, development, and present status. Credit 3 semester hours. (Offered on an irregular basis.)

**1316 - History of Religions I** (3-0) 3802015112 A non-sectarian survey of the history and literature of the Hebrew people during the Old Testament period with an emphasis upon the development of their social, political, and religious institutions and ideas. Credit 3 semester hours.

**1317 - History of Religions II** (3-0) 3802015112 A non-sectarian survey of the New Testament period with an emphasis on the history, culture, major characters, events and main teachings. Credit 3 semester hours.

**2321 - Philosophy of Religion** (3-0) 3802015312 A study of man's religious concepts and experiences. Credit 3 semester hours.

## **PHYSICAL EDUCATION (PHED)**

Students in Physical Education courses will learn the rules, techniques, and procedures for successful performance in one or more sports. Through participation opportunities the student will learn to develop strength, flexibility, muscle tone, cardiovascular endurance, and an awareness of health and physical fitness.

**1101, 1102, 2101, 2102 - Required Physical Education** (0-3) 3601085123 Instruction and participation in physical and recreational activities. Course designed to meet activity

requirements in physical education. Credit 1 semester hour each semester.

**1105, 1106, 2105, 2106 - Athletics** (0-3) 3601085123 Students will participate in varsity or junior varsity sports. Course designed to meet activity requirements in physical education. Credit 1 semester hour each semester.

**1107, 1108, 2107, 2108 – Weight Training** (0-3) 3601085123 Weight training for students who participate in varsity or junior varsity sports. Credit 1 semester hour each semester.

**1301 - Introduction to Physical Fitness & Sport** (3-0) 3105015223 A course designed to orient the student in the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Credit 3 semester hours.

**1304 – Personal/Community Health I** (3-0) 5115045116 Investigation of the principles and practices in relation to personal and community health. Credit 3 semester hours.

**1306 – First Aid** (3-1) 5115045316 Instruction in and practice of first aid techniques. Credit 3 semester hours.

**1308 – Sports Officiating I (Basketball or Football)** (3-1) 3101015123 This course includes a study of the rules, interpretations, and mechanics of officiating. The course is designed to develop the skills and knowledge required in the officiating of basketball or football (focus will be on one sport or the other depending on available instructors). Credit 3 semester hours.

**1309 - Sports Officiating II (Baseball)** (3-1) 3101015123 This course includes a study of the rules, interpretations, and mechanics of officiating. The course is designed to develop the skills and knowledge required in the officiating of baseball. Credit 3 semester hours.

**1321 – Coaching/Sports/Athletics I (Basketball or Football)** (3-1) 3105055123 The theory and practice of coaching basketball or football (focus will be on one sport or the other depending on available instructors). Credit 3 semester hours.

**1322 – Coaching/Sports/Athletics II (Baseball)** (3-1) 3105055123 The theory and practice of coaching baseball. Credit 3 semester hours.

**1331 – Physical Education for Elementary Education Majors** (3-1) 3105015223

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 implications, physical fitness, and kinesiology. Credit 3 semester hours.

**1346 - Drug Use and Abuse** (3-0) 5115045216 Study of the use and abuse of drugs in today's society. Emphasizes physiological, sociological, and psychological factors involved. Legal and ethical implications are considered. Credit 3 semester hours. (Offered on an irregular basis.)

**2356 – Care and Prevention of Athletic Injuries** (3-1) 5109135216 Prevention and care of athletic injuries with emphasis on qualities of 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. Credit 3 semester hours.

## PHYSICS (PHYS)

Students who complete the Physics sequence will learn the basic principles which govern the physical world. They will learn the use and application of mathematics in describing physical processes. Students will be able to analyze and solve problems in a physics context and write the solution process for physics problems. Finally, students will be made aware of the historical developments in physics, including biographies of selected physicists. Students will use computers and graphing calculators to gather and analyze

experimental data.

**1401 - College Physics I** (3-3) 4008015303 Algebra and trig-level physics with laboratory. Mechanics, fluids, and heat. Prerequisite: two years of high school algebra and either one unit of high school trigonometry or credit or concurrent registration in Math 1316. Credit 4 semester hours. Lab Fee \$16.

**1402 - College Physics II** (3-3) 4008015303 Algebra and trig-level physics with laboratory. Waves, motion, electricity, and magnetism, and introduction to modern physics. Prerequisite: Physics 1401. Credit 4 semester hours. Lab Fee \$16.

**2425 - University Physics I** (3-3) 4001015403 Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat, and waves. Prerequisite: completion or concurrent enrollment in Math 2313. Credit 4 semester hours. Lab Fee \$16.

**2426 - University Physics II** (3-3) 4001015703 Calculus-level physics sequence, with laboratories, that includes study of electricity, magnetism, and light. Prerequisite: Physics 2425. Credit 4 semester hours. Lab Fee \$16.

## **PSYCHOLOGY (PSYC)**

Students in Psychology will learn aspects of personality, behavior, self-awareness and motivation. They will understand components of physical, social, and mental development. They will be able to apply this appreciation to everyday living. Students will learn the major historical developments in Psychology as a science.

**2301 - General Psychology** (3-0) 4201015125 A survey of the major principles derived from research on human and animal behavior. Topics studied include heredity and environment, intelligence, emotions, motivation, learning, personality, the senses, perception, and the form and functions of the nervous system. Credit 3 semester hours. Subject to Texas Success Initiative requirements.

**2308 - Child Psychology** (3-0) 4227035125 The development of the child to the adolescent period. Characteristics of the school-age child and major problems of physical, social and mental development are studied. Prerequisite: Psychology 2301 or permission of the instructor. Credit 3 semester hours. (Offered on an irregular basis.)

**2314 - Lifespan Growth and Development** (3-0) 4227035125 Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan. Prerequisite: Psychology 2301 or approval of the instructor. Credit 3 semester hours. (Offered on an irregular basis).

**2316 - Psychology of Personality** (3-0) 4201015725 Study of various approaches to determinants, development, and assessment of personality. Credit 3 semester hours.

**2317 - Statistical Methods in Psychology** (3-0) 4201015225 Study of statistical methods in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology. Credit 3 semester hours.

## **REGISTERED NURSING (RNSG)**

**The RN program will begin in January of 2011 pending approval from the Texas State Board of Nursing.** Registered Nursing students will follow the prescribed curriculum and attain a level of knowledge sufficient to take the state licensure exam.

**1119 - Integrated Nursing Skills I** (0-2) 5138016614 Study of the concepts and

principles essential for demonstrating competence in the performance of basic nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 1 semester hour.

**1129 – Integrated Nursing Skills II (0-2)** 5138016714 Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 1 semester hour.

**1311 – Nursing Pathophysiology (3-0)** Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. This course lends itself to either a blocked or integrated approach. Credit 3 semester hours.

**1423 – Introduction to Professional Nursing (4-0)** 5138016514 Introduction to the profession of nursing including the roles of the registered nurse with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 4 semester hours.

**1460 – Clinical Nursing – Registered Nurse Training (0-12)** 5138016914 A health-related work-based learning experience that enabled the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nursing process is utilized in the care of individuals in acute and transitional care settings. Focus is on health promotion/disease prevention, basic pharmacological concepts, caring, ethical/legal aspects, and decision-making. Emphasis is on beginning assessment, psychomotor; and communication skills. Content includes applicable competencies in basic workplace skills. Credit 4 semester hours.

**1461 – Clinical Nursing- Registered Nurse Training (0-12)** 513806914 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Utilizes the nursing process to deliver care to individuals and families in varied structured health care settings. Focus in on health promotion/health maintenance, nutrition, pharmacological management, communication, ethical/legal aspects, and course-related psychomotor skills. Emphasis is on physical and psychosocial assessment of newborns, children, and adults in the collaborative management of individuals and families during childbearing and child rearing ages and in caring for individuals undergoing selected surgical interventions. Content includes applicable competencies in basic workplace skills. Credit 4 semester hours.

**2207 – Transition to Nursing Practice (2-0)** Introduction to selected concepts related to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach Credit 2 semester hours..

**2504 – Integrated Care of the Client with Common Health Care Needs (5-0)** 5138016814 Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on

secondary disease prevention and collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 5 semester hours.

**2514 – Integrated Care of the Client with Complex Health Care Needs (5-0) 511600**

Application of a systematic problem-solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 5 semester hours.

**2535 – Integrated Client Care Management (5-0) 511600** Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 5 semester hours.

**2560 – Clinical Nursing – Registered Nurse Training (0-15) 5138016914** A health-related, work-based experience in a medical-surgical setting that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Utilizes systematic problem-solving process and critical-thinking skills to provide nursing care to individuals with complex health care needs in diverse health care settings. Focus is on health promotion, work organization, time management, communication techniques, ethical/legal aspects, and critical-thinking skills. Emphasis is on performance of assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of nursing care. Content includes applicable competencies in course-related and basic workplace skills. Credit 5 semester hours.

**2562 – Clinical Nursing – Registered Nurse Training (0-15) 5138016914** A health-related work-based experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Utilizes assessment skills, critical thinking, and independent nursing intervention to care for individuals experiencing acute/chronic episodes of illness and/or multi-system failure. Focus is on caring, health promotion, health restoration and professional values within a legal/ethical framework. Emphasis is on collaborative clinical decision-making, nursing leadership, skills, and client management in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. Credit 5 semester hours

## **SOCIOLOGY (SOCL)**

Sociology enables students to better understand the social context in which they live. The students learn to look analytically at the society in which they live and to understand the causes and remedies for social problems in everyday life.

**1301 - Introductory Sociology (3-0) 4511015125** The study of the basic elements of human society; human behavior, culture, personality, social groups, social institutions,

the social processes as a product of group and community organization. Credit 3 semester hours.

**1306 - Social Problems** (3-0) 4511015225 The study of modern social problems—the nature and diversity of these problems together with suggested remedies for the sociological ills of today. Credit 3 semester hours. (Offered on an irregular basis.)

**2301 - Marriage and the Family** (3-0) 4511015425 Problems of courtship and marriage, personal adjustment before and after marriage, rearing of children, the cause of broken homes, and the economic aspects of family life. Emphasizes an understanding of the family and family life as preparation for maintaining a happy and stable home life. Credit 3 semester hours. (Offered on an irregular basis.)

## SPANISH (SPAN)

After successfully completing Spanish, students will have achieved a functional proficiency in Spanish. They will learn common phrases, idiomatic expressions, vocabulary, and structures that are indispensable for communication. They will be able to function in social and business situations. They will have opportunity to acquire knowledge to read, write, and translate everyday Spanish and basic literature. Also, they will become familiar with some common Hispanic customs and traditions.

**1411 - Beginning Spanish I** (3-3) 1609055113 Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. No prerequisite. Credit 4 semester hours. (Offered on an irregular basis.)

**1412 - Beginning Spanish II** (3-3) 1609055113 A continuation of SPAN1411. Prerequisite: SPAN 1411 or equivalent. Credit 4 semester hours. (Offered on an irregular basis.)

## SPEECH (SPCH)

The student in Speech will learn techniques for successful oral communication of ideas and effective listening skills to improve understanding of oral expression.

**1144- Forensic Activities I** (0-3) 2313046012 Laboratory experience for students who participate in forensic activities. Credit 1 semester hours.

**1145- Forensic Activities II** (0-3) 2313046012 Continuation of the laboratory experience for students who participate in forensic activities. Credit 1 semester hours.

**2144- Forensic Activities III** (0-3) 2313046012 Laboratory experience for students who participate in forensic activities. Credit 1 semester hours. Prerequisite SPCH 1144 and 1145.

**2145- Forensic Activities IV** (0-3)2313046012 Continuation of the laboratory experience for students who participate in forensic activities. Credit 1 semester hours. Prerequisite SPCH 2144.

**1315 - Public Speaking** (3-0) 2313045312 A systematic study of the basic principles of effective oral communication. Provides experience in public speaking and listener analysis. Emphasis is placed on speech construction for extemporaneous speaking. Credit 3 semester hours.

**2333 - Discussion and Small Group Communication** (3-0) 2313045612 Discussion and small group theories and techniques as they relate to group process and interaction. Credit

3 semester hours.

**2335 - Argumentation and Debate** (3-0) 2313045912 This course introduces various argumentation techniques. The student will learn basic research skills and methods of cataloging evidence. The student will learn to organize and present ideas in effective communication paradigms. Individual debate and team formats will be demonstrated. Credit 3 semester hours.

## **VOCATIONAL NURSING (VNSG)**

Vocational Nursing students will follow the prescribed curriculum and attain a level of knowledge sufficient to take the state licensure exam.

**1115 - Disease Control and Prevention** (1-0) 51.3901 Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions. Credit 1 semester hour.

**1116 - Nutrition** (1-1) 51.3901 Introduction to nutrients and their role in proper growth and development and the maintenance of health. Credit 1 semester hour.

**1126 - Gerontology** (1-1) 513901 Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the older adult. Credit 1 semester hour.

**1263 - Clinical I** (0-7) 51.3901 A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Credit 2 semester hours.

**1138 - Mental Illness** (1-0) 51.3901 Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Credit 1 semester hour.

**1304 - Foundations of Nursing** (3-0) 51.3901 Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. Credit 3 semester hours.

**1320 - Anatomy and Physiology for Allied Health** (2-2) 51.3901 Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Credit 3 semester hours.

**1323 - Basic Nursing Skills** (2-4) 51.3901 Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Communication skills, medical terminology, CPR and emergency first aid will be included. Legal and ethical responsibilities of the vocational nurse are emphasized. Basic IV therapy skills. Credit 3 semester hours.

**1327 - Essentials of Medication Administration** (2-3) 51.3901 General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Credit 3 semester hours.

**1231 - Pharmacology** (2-0) 511613 Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Credit 2 semester hours.

**1234 - Pediatrics** (2-0) 511613 Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Credit 2 semester hours.

**1330 - Maternal-Neonatal Nursing** (3-0) 511613 Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-social-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Credit 3 semester hours.

**1429 - Medical-Surgical Nursing I** (4-1) 511613 Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Credit 4 semester hours.

**1660 - Clinical II** (0-24) 511613 A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Credit 6 semester hours.

**1432 - Medical-Surgical Nursing II** (4-1) 511613 Continuation of Medical-Surgical Nursing I with application of the nursing process of the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. Credit 4 semester hours.

**1661 - Clinical III** (0-24) 511613 A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Credit 6 semester hours.

## **WELDING (WLDG)**

Students in the Welding program have the option of pursuing a one-year Certificate of Completion in welding or an Associate of Applied Science Degree. Students will learn Oxy-Acetylene Welding, Shielded Metal Arc Welding, Pipe Welding, Gas Metal Arc Welding, Tungsten Arc Welding in all positions, and Fabrication and Layout, and will be able to read blueprints. Students will be prepared to seek employment in the welding field upon completion of the certificate or degree.

Students must sign the official [Ranger College Liability Release Form](#) in order to enroll and begin any classes in Welding Technology. See page 35.

**1421 - Introduction to Welding Fundamentals** (2-4) 480508 An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxy-acetylene welding and cutting, basic arc welding processes and basic metallurgy. Credit 4 semester hours. Lab Fee \$20.

**1413 - Introduction to Blueprint Reading for Welders** (2-4) 480508 A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry. Credit 4 semester hours. Lab Fee \$20.

**1428 - Introduction to Shielded Metal Arc Welding** (2-4) 480508 An introduction to 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. Credit 4 semester hours. Lab Fee \$20.

**2406 - Intermediate Pipe Welding (2-4) 480508** A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practice. Credit 4 semester hours. Lab Fee \$20.

**1417 - Introduction to Layout and Fabrication (2-4) 480508** A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Credit 4 semester hours. Lab Fee \$20.

**2435 - Advanced Layout and Fabrication (2-4) 480508** A continuation of the Intermediate Layout and Fabrication course which covers production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Credit 4 semester hours. Lab Fee \$20.

**1430 - Introduction to Gas Metal Arc Welding (2-4) 480508** A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction on various joint designs. Credit 4 semester hours. Lab Fee \$20.

**1434 - Introduction to Gas Tungsten Arc Welding (2-4) 480508** An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint design. Credit 4 semester hours. Lab Fee \$20.

**2413 - Welding in Using Multiple Processes (2-4) 480508** Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding, gas metal arc welding, flux-cored arc welding, gas tungsten arc welding, or any other approved welding process. Credit 4 semester hours. Lab Fee \$20.

**2439 - Advanced Oxy-fuel Welding and Cutting (2-4) 480508** A study of all position welding on ferrous and nonferrous metals using oxy-acetylene welding process, including welding and cutting, brazing and soldering operations. Credit 4 semester hours. Lab Fee \$20.

**2447 - Advanced Gas Metal Arc (MIG) Welding (2-4) 480508** Advanced topics in GMAW welding, including welding in various positions and directions. Credit 4 semester hours. Lab Fee \$20.

**2451 - Advanced Gas Tungsten Arc (TIG) Welding (2-4) 480508** Advanced topics in GTAW welding, including welding in various positions and directions. Credit 4 semester hours. Lab Fee \$20.

## **WIND ENERGY (LEAD) (WIND) (CETT) (ELMT) (CPMT)**

Wind Energy is a program new to Ranger College as of the 2010-2011 school year. The first three semesters of the associates degree are spent at the Ranger College campus and the capstone semester will be with TSTC Sweetwater.

**2200- Corporate and Community Development-** (1-2) 520401 Development of corporate and community leadership skills that incorporate crucial thinking strategies. Includes data and informative decision making, group and team processes, strategic and action planning, and processes for monitoring progress. Credit 2 semester hours

**1300- Introduction to Wind Energy-** (3-0) 150403 Introduction to the evolution of wind technology, wind farm design, and characteristics of energy sources. Credit 3 semester hours

**1402- Electricity Principles-** (2-4) 151201 Principles of electricity including proper use of test equipment, A/C and D/C circuits and component theory and operation. Credit 4

semester hours. Lab fee may apply.

**1409- DC/AC Circuits ++ - (2-4)** 151201 Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Credit 4 semester hours

**1305- Basic Fluid Power-** (2-4) 150403 Basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls. Credit 3 semester hours.

**1302- Wind Safety** (3-1) 150403 Introduction to safety procedures and practices relating to turbine towers. Includes first aid training and CPR certifications. Credit 3 semester hours.

**2459- Wind Power Delivery System ++ (2-5)** 150403 Components, equipments, and infrastructure used in the production and transmission of electricity as related to wind turbine power. Credit 4 semester hours

**2310- Wind Turbine Materials & Electro-Mechanical Equipment ++ (2-4)** 150403 Identification and analysis of the components and systems of wind turbine. 3 semester hours.

**1325- Digital Fundamentals ++ (1-2)** 151201 An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Credit 3 semester hours.

# **ACADEMIC TRANSFER PROGRAMS**

## **Suggested Transfer Curricula**

- Ranger College does not offer a major or an area of concentration in the Academic Transfer Program. The following transfer curricula are printed to serve as a guide for students whose educational goals include transfer to a four-year college or university.
- In general, all students planning to transfer to a senior college or university to earn a Bachelors Degree will need basically the same courses in the first two years with a few selected electives. All students should follow either the Associate of Arts or the Associate of Science Degree Plans.
- Students planning a Bachelors Degree, and especially those students who are undecided about a major field, are advised to follow a “liberal arts curriculum” and complete the requirements of the Core Curriculum.
- Since requirements for a specific degree vary among institutions, each student preparing for transfer would be wise to select a particular college for transfer as early as possible in his/her college career and review that institution’s catalog and specific requirements for a major and graduation so that the program of studies at Ranger College can be adjusted to the student’s specific educational plans. Students desiring assistance with degree program planning are urged to consult the Dean of Student Learning, Registrar, Dean of Campus Support or Counselor. Some programs qualify students for the Associate of Arts Degree or Associate of Science Degree and junior standing at a four-year college or university. A student who plans to graduate with an Associate of Arts Degree or Associate of Science Degree from Ranger College should review the Graduation and Core Curriculum requirements in this catalog.

## **CURRICULA**

Curricula have been arranged to provide students a general guide for selecting their courses of study. Only some of the most popular pre-professional and/or liberal arts degree programs are provided in this catalog. Advisors will assist the student at registration to design a program that is appropriate to the student’s educational objective.

## BUSINESS ADMINISTRATION

### Suggested Courses for Transfer Program

#### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Lab Science # .....	4	Math 1314 .....	3
Business 1301 .....	3	Psychology 2301 .....	3
COSC 1301/1401 .....	3/4	Physical Education .....	1
Physical Education .....	1	Lab Science .....	4
Total Hours .....	17/18	Total Hours .....	17

#### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322 .....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Accounting 2401 .....	4	Accounting 2402 .....	4
Economics 2301 .....	3	Economics 2302 .....	3
Fine Arts Elective .....	3	Speech 1315 .....	3
Physical Education .....	1	Physical Education .....	1
Total Hours .....	17	Total Hours .....	17

## COMPUTER SCIENCE

### Suggested Courses for Transfer Program

#### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Social Science # .....	3	Fine Arts Elective .....	3
COSC 1301/1401 .....	3/4	COSC 1436 .....	4
Math 1314 .....	3	Math 1314 .....	3
Physical Education .....	1	Physical Education .....	1
Total Hours .....	16/17	Total Hours .....	17

#### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322 .....	3	English 2323 or 2311 .....	3
Government 2305 .....	3	Government 2306 .....	3
Physics 2425 .....	4	Speech 1315 .....	3
Elective .....	3	Physics 2426 .....	4
Math 2313 .....	3	Math 2314 .....	3
Physical Education .....	1	Physical Education .....	1
Total Hours .....	17	Total Hours .....	17

# Social Science Elective  
PSYC 2301 or SOCI 1301

# ENGLISH

## Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Foreign Language .....	4	Foreign Language .....	4
Math 1314.....	3	COSC 1301/1401.....	3/4
Speech 1315.....	3	Physical Education.....	1
Physical Education.....	1	Total Hours .....	14/15
Total Hours .....	17		

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322.....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Lab Science .....	4	Lab Science.....	4
Psychology 2301.....	3	Sociology .....	3
Fine Arts Elective .....	3	Elective .....	3
Total Hours .....	16	Total Hours .....	16

# GOVERNMENT

## Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Foreign Language .....	4	Math 1314.....	3
Lab Science.....	4	Foreign Language .....	4
COSC 1301/1401.....	3/4	Lab Science.....	4
Total Hours .....	17/18	Total Hours .....	17

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
Sophomore English.....	3	Sophomore English.....	3
Government 2305 .....	3	Government 2306 .....	3
Sociology 1301 .....	3	Fine Arts Elective .....	3
Economics 2301.....	3	Economics 2302.....	3
Speech 1315.....	3	Psychology 2301 .....	3
Physical Education.....	1	Physical Education.....	1
Total Hours .....	16	Total Hours .....	16

# HISTORY

## Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
COSC 1301/1401 .....	3/4	Math 1314.....	3
Sociology 1301 .....	3	Foreign Language .....	4
Foreign Language .....	4	Psychology 2301.....	3
Physical Education.....	1	Physical Education.....	1
Total Hours .....	17/18	Total Hours .....	17

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
Government 2305 .....	3	Government 2306 .....	3
Sophomore English.....	3	Sophomore English.....	3
Fine Arts Elective .....	3	History 2322 .....	3
Lab Science.....	4	Speech 1315.....	3
History 2321 .....	3	Lab Science.....	4
Total Hours .....	16	Total Hours .....	16

# LIBERAL ARTS

## Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Foreign Language .....	4	Foreign Language .....	4
Physical Education.....	1	Physical Education.....	1
Lab Science.....	4	Psychology 2301.....	3
COSC 1301/1401.....	3/4	Lab Science.....	4
Total Hours .....	18/19	Total Hours .....	18

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322 .....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Foreign Language .....	4	Foreign Language .....	4
Fine Arts Elective .....	3	Speech 1315.....	3
Math 1322.....	3	Elective .....	3
Physical Education.....	1	Physical Education.....	1
Total Hours .....	17	Total Hours .....	17

# MATHEMATICS

## Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Chemistry 1411 .....	4	Chemistry 1412.....	4
Physical Education.....	1	Physical Education.....	1
Math 1314.....	3	COSC 1301/1401.....	3/4
Speech 1315.....	3	Math 1316.....	3
Total Hours .....	17	Total Hours .....	17/18

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322 .....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Physics.....	4	Physics 1402 .....	4
Physical Education.....	1	Physical Education.....	1
Psychology 2301 .....	3	Fine Arts Elective .....	3
Math 2313.....	3	Math 2314.....	3
Total Hours .....	17	Total Hours .....	17

# MUSIC

## Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Lab Science .....	4	Lab Science.....	4
Music 1116 .....	1	Music 1117 .....	1
Music 1311 .....	3	Music 1312 .....	3
Individual Music Instruction.....	1	Individual Music Instruction.....	1
Music 1121 .....	1	Music 1306 or 1310 .....	3
Total Hours .....	16	Music 1122 .....	1
		Total Hours .....	19

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322 .....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Foreign Language .....	4	Foreign Language .....	4
Speech 1315.....	3	COSC 1301/1401.....	3/4
Social Science #.....	3	Math 1332.....	3
Individual Music Instruction.....	1	Individual Music Instruction.....	1
Music 2121 .....	1	Music 2122 .....	1
Total Hours .....	18	Total Hours .....	18/19

#Social Science Elective PSYC 2301, SOCI 1301

# PHYSICAL EDUCATION

Suggested Courses for Transfer Program

## Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Physical Education.....	1	Physical Education.....	1
Physical Education 1301.....	3	Physical Education Elective.....	3
Biology 1408 .....	4	Biology 1409 .....	4
Speech 1315.....	3	Psychology 2301.....	3
Total Hours .....	17	Total Hours .....	17

## Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322 .....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Physical Education.....	1	Physical Education.....	1
Physical Education Elective.....	3	COSC 1301/1401.....	3/4
Biology 2401 .....	4	Biology 2402 .....	4
Fine Arts Elective .....	3	Math 1332.....	3
Total Hours .....	17	Total Hours .....	17/18

# PRE-ENGINEERING

Suggested Courses for Transfer Program

## Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
Math 1314.....	3	Math 1316.....	3
Chemistry 1411.....	4	Chemistry 1412.....	4
Physical Education.....	1	Physical Education.....	1
History 1301 .....	3	History 1302 .....	3
COSC 1301/1401.....	3/4	COSC 1436.....	4
Total Hours .....	17/18	Total Hours .....	18

## Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322 .....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Physical Education.....	1	Physical Education.....	1
Physics 1401 .....	4	Physics 1402 .....	4
Math 2313 .....	3	Math 2314 .....	3
Speech.....	3	Fine Arts Elective .....	3
Total Hours .....	17	Total Hours .....	17

## PRE-LAW

### Suggested Courses for Transfer Program

#### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Physical Education.....	1	Physical Education.....	1
Chemistry 1411		Chemistry 1412	
or		OR	
Biology 1408 .....	4	Biology 1409 .....	4
Math 1314.....	3	Psychology 2301.....	3
Speech 1315.....	3	COSC 1301/1401.....	3/4
Total Hours .....	17	Total Hours .....	17/18

#### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322.....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Economics 2301.....	3	Economics 2302.....	3
Physical Education.....	1	Physical Education.....	1
Business 2301 .....	3	Business 2302 .....	3
Foreign Language .....	4	Foreign Language .....	4
Total Hours .....	17	Total Hours .....	17

## PRE-NURSING

### Suggested Courses for Transfer Program

#### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
Biology 2401 .....	4	Biology 2402 .....	4
Chemistry 1411.....	4	Physical Education 1304.....	3
English 1301 .....	3	English 1302 .....	3
Psychology 2301.....	3	Government 2306 .....	3
Math 1314.....	3	Home Economics 1332.....	3
Physical Education.....	1	Physical Education.....	1
Total Hours .....	18	Total Hours .....	17

# PSYCHOLOGY

## Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Lab Science.....	4	Lab Science.....	4
COSC 1301/1401.....	3/4	Psychology 2301.....	3
Math 1314.....	3	Speech 1315.....	3
Physical Education.....	1	Physical Education.....	1
Total Hours .....	17	Total Hours .....	17

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322.....	3	English 2323.....	3
Government 2305 .....	3	Government 2306 .....	3
Foreign Language .....	4	Foreign Language .....	4
Sociology 1301 .....	3	Fine Arts .....	3
Psychology 2314.....	3	Elective .....	3
Physical Education.....	1	Physical Education.....	1
Total Hours .....	17	Total Hours .....	17

# SCIENCE

## (CHEMISTRY, BIOLOGY, PHYSICS)

### Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Lab Science #.....	4	Lab Science #.....	4
COSC 1301/1401.....	3/4	Psychology 2301.....	3
Math 1314.....	3	Speech 1316.....	3
Physical Education.....	1	Physical Education.....	1
Total Hours .....	17	Total Hours .....	17

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322.....	3	English 2323.....	3
Government 2305 .....	3	Government 2306 .....	3
Physical Education.....	3	Physical Education.....	1
Lab Science #.....	4	Lab Science #.....	4
Math 2313.....	3	Math 2314.....	3
Speech 1315.....	3	Fine Arts Elective .....	3
Total Hours .....	17	Total Hours .....	17

#A science student must select two semesters each from two of the following: General Biology, Anatomy and Physiology, Chemistry, Physics

## TEACHING/ELEMENTARY

Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Lab Science #.....	4	Lab Science.....	4
Physical Education.....	1	Physical Education.....	1
Fine Arts Elective .....	3	Psychology 2301 .....	3
COSC 1301/1401.....	3/4	Speech 1315.....	3
Total Hours .....	17/18	Total Hours .....	17

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322 .....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Physical Education.....	1	Physical Education.....	1
Sociology 1301 .....	3	Math 1314.....	3
Foreign Language .....	4	Foreign Language .....	4
Elective .....	3	Elective .....	3
Total Hours .....	17	Total Hours .....	17

## TEACHING/SECONDARY

Suggested Courses for Transfer Program

### Freshman Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Lab Science #.....	4	Lab Science.....	4
Physical Education.....	1	Psychology 2301 .....	3
Fine Arts Elective .....	3	Physical Education.....	1
Elective .....	3	Elective .....	3
Total Hours .....	17	Total Hours .....	17

### Sophomore Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
English 2322 .....	3	English 2323 .....	3
Government 2305 .....	3	Government 2306 .....	3
Foreign Language .....	4	Foreign Language .....	4
Physical Education.....	1	Physical Education.....	1
Sociology 1301 .....	3	COSC 1301/1401 .....	3/4
Math 1314.....	3	Speech 1315.....	3
Total Hours .....	17	Total Hours .....	17/18

# WORKFORCE EDUCATION PROGRAMS

## ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

The following approved programs are intended to prepare the student for employment upon completion or to further the vocational and technical skills of those already employed. Some of the curricula as listed lead to Certificates of Completion and some lead to the Associate of Applied Science Degree. The student is encouraged to determine his/her educational goal and pursue the curriculum that leads to that goal. Faculty advisors will assist the student at registration to select the program that is appropriate for the student's educational objective. These programs are not planned with transfer as the desired objective, but some of the courses may be accepted by senior colleges if the student desires to pursue a bachelor's degree at a later time.

**Majors.** Students who wish to pursue a degree or certificate in a Workforce Education program should declare a major in one of these areas: Computer Information Technology, Office Technology, Welding Technology, Vocational Nursing, or Cosmetology. To declare a major, students should consult with an advisor or instructor in the program of interest.

**Tech Prep.** *Computer Information Technology* and *Office Technology* programs support Tech Prep. High school graduates can complete Workforce Education college credit while in high school, and those hours will be applied toward a Tech Prep certificate or degree when these stipulations are met:

- A. Student must complete appropriate high school tech Prep course(s) with a grade of "B" or better.
- B. Student must meet all admissions requirements of Ranger College
- A. Student files credit-by-articulation form with Dean of Student Learning
- B. Student completes the required number of non-developmental college hours.
- C. Student is enrolled in Ranger College Workforce Education Tech Prep "Associate of Applied Science Degree" or "Certificate" program.

**SCANS.** The Secretary's Commissions on Achieving Necessary Skills (SCANS) is a joint project of the U.S. Department of Labor and U.S. Department of Education. The purpose is to encourage a high-performance economy with high-skill, high-wage employment. This project has produced a list of SCANS skills that were determined to be needed in occupations in today's world. All Workforce Education programs at Ranger College teach SCANS skills.

The SCANS skills include foundation skills of reading, writing, mathematics, listening and speaking. Also included are the competencies of allocating resources, acquiring and using information, interpersonal skills, understanding and designing systems, and using technology.

# CERTIFICATE OF COMPLETION COMPUTER INFORMATION TECHNOLOGY ENTRY LEVEL

*Semester Hours*

ITSC 1301 (TP) Introduction to Computers .....	3
<i>or</i>	
COSC 1301/1401 Microcomputer Applications .....	3/4
ITSW 1401 (TP) Introduction to Word Processing .....	4
Approved Electives (from list*) .....	3/4
ITSC 1405 Introduction to PC Operating Systems .....	4
<i>or</i>	
ITSW 1404 Introduction to Spreadsheets .....	4
<i>or</i>	
ITSW 1407 Introduction to Database .....	4
Total Hours .....	15/16

**CAPSTONE EXPERIENCE** - Students will participate in a comprehensive capstone experience during the semester in which they complete their course work.

(TP) Course is available for Tech Prep articulated credit.

This certificate program is not subject to the requirements of the Texas Success Initiative. However, ENGL 1301 requires THEA or an approved alternate test.

\*Approved Elective(s): ITSC 1405, 1325; ITSW 1404, 1407; IMED 1416; ENGL 1301; POFT 1429; or computer programming.

# CERTIFICATE OF COMPLETION COMPUTER INFORMATION TECHNOLOGY INTERMEDIATE LEVEL

*Semester Hours*

ITSC 1301 (TP) Introduction to Computers .....	3
<i>or</i>	
COSC 1301/1401 Microcomputer Applications .....	3/4
ITSW 1401 (TP) Introduction to Word Processing .....	4
ITSC 1405 Introduction to PC Operating Systems .....	4
ITSW 1404 Introduction to Spreadsheets .....	4
ITSW 1407 Introduction to Databases .....	4
IMED 1416 Web Design I .....	4
Approved Elective (from List*) .....	3
ENGL 1301 Composition and Rhetoric .....	3
<i>or</i>	
SPCH 1315 Fundamentals of Speech .....	3
Total Hours .....	29/30

**CAPSTONE EXPERIENCE** - Students will participate in a comprehensive capstone experience during the semester in which they complete their course work.

(TP) Course is available for Tech Prep articulated credit.

\*Approved Elective(s): ITSC 1325; ACNT 1425; MATH 1314, 1332; POFT 1429; POFI 2340; or computer programming.

This certificate may or may not be subject to the Texas Success Initiative. However, ENGL 1301 requires THEA or an approved alternate test.

## ASSOCIATE OF APPLIED SCIENCE DEGREE COMPUTER INFORMATION TECHNOLOGY

First Semester	Semester Hours
ITSC 1301 (TP) Introduction to Computers .....	3
<i>or</i>	
COSC 1301/1401 Microcomputer Applications .....	3/4
ITSW 1401 (TP) Introduction to Word Processing .....	4
ITSW 1404 Introduction to Spreadsheets .....	4
ITSC 1405 Introduction to PC Operating Systems .....	4
<b>Total Hours</b> .....	<b>15/16</b>

Second Semester	Semester Hours
ITSW 1407 Introduction to Database .....	4
IMED 1416 Web Design I.....	4
<u>SPCH 1315 Fundamentals of Speech</u> .....	3
<u>ENGL 1301 Composition and Rhetoric</u> .....	3
<b>Total Hours</b> .....	<b>14</b>

Third Semester	Semester Hours
<u>Social Science Elective</u> (from list) #.....	3
ACNT 1425 Principles of Accounting.....	4
<u>Humanities / Fine Arts</u> * .....	3
ITSC 1325 Personal Computer Hardware.....	3
Approved Elective (from list**) .....	3
<b>Total Hours</b> .....	<b>16</b>

Fourth Semester	Semester hours
COSC 1436 Programming Fundamentals I.....	4
ACNT 1411 Introduction to Computerized Accounting .....	4
Approved Elective (from list**) .....	3
ITSC 2335 Application Problem Solving ## .....	3
<u>Math 1332 College Mathematics</u> .....	3
<i>or</i>	
<u>Math 1314 College Algebra</u> .....	3
<b>Total Hours</b> .....	<b>17</b>
<b>Grand Total</b> .....	<b>62/63</b>

Underline denotes general education core of 15 semester hours.

#Social Science Electives: GOVT 2305 or 2306, HIST1301 or 1302, PSYC 2301, or SOCI 1301

## CAPSTONE EXPERIENCE

(TP) Course is available for Tech Prep articulated credit.

\*From Core Curriculum

\*\*Approved Electives - ACNT 1426; BUSI 1304; ENGL 1302, 2311; POFT 1429; POFI 2340; or computer programming.

In order to enroll in this program, the student will be subject to the requirements of the Texas Success Initiative.

## ENHANCED SKILLS CERTIFICATE COMPUTER INFORMATION TECHNOLOGY

Courses	Semester Hours
ELCT Approved Computer or Business Elective .....	3
ELCT Approved Mathematics or English.....	3
ITSC 2386 Internship##.....	3
Total Hours .....	9
##Capstone Experience	

### CERTIFICATE OF COMPLETION OFFICE TECHNOLOGY LEVEL I (Probable Completion Time: 1 Semester)

Courses	Semester Hours
POFT 1429* Keyboarding and Document Formatting .....	3
POFT 1425* Business Math and Machine Applications .....	4
COSC 1301/1401 Microcomputer Applications .....	3/4
or	
ITSC 1301 (TP) Introduction to Computers .....	3
BUSI 1301 Introduction to Business #.....	3
or	
BUSI 1307 Personal Finance.....	3
Business Elective .....	3/4
Total Hours .....	17/19

#If the student is considering pursuing a one-year Accounting Office Certificate in the future, it is recommended that the student take BUSI 1307 and ACNT 1425 at this time. If the student is considering pursuing a one-year Administrative Assistant Certificate in the future, it is recommended that the student take BUSI 1301 and ITSW 1301 at this time.

CAPSTONE EXPERIENCE - Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

\*WECM Course

This certificate program is not subject to the requirements of the Texas Success Initiative.

### CERTIFICATE OF COMPLETION OFFICE TECHNOLOGY LEVEL I ADMINISTRATIVE ASSISTANT OPTION (Probable Completion Time: 1 Year)

First Semester	Semester Hours
POFT 1429 *Keyboarding & Document Formatting.....	4
POFT 1425* Business Math & Machine Applications .....	4
ITSC 1301* (TP) Introduction to Computers .....	3
or	
COSC 1301/1401 Microcomputer Applications .....	3/4

BUSI 1301 Introduction to Business .....	3
ITSW 1401* (TP) Introduction to Word Processing.....	4
Total Hours .....	18/19

Second Semester .....	Semester Hours
POFT 2401* Document Keyboarding & Formatting.....	4
POFT 1409* (TP) Administrative Office Procedures I.....	4
ITSW 1407* Introduction to Database .....	4
or	
SPCH 1315 Fundamentals of Speech .....	3
BUSI 1304 Business Correspondence .....	3
POFI 2340 Advanced Word Processing .....	3
Total Hours .....	17/18

Grand Total..... 35/37

CAPSTONE EXPERIENCE - Student will participate in a comprehensive capstone experience during the semester in which they will complete their course work.

\* WECM Course

(TP) Course is available for Tech Prep articulated credit.

This certificate is not subject to the requirements of the Texas Success Initiative.

## **CERTIFICATE OF COMPLETION OFFICE TECHNOLOGY LEVEL I ACCOUNTING OFFICE OPTION (Probable Completion Time: 1 Year)**

First Semester .....	Semester Hours
POFT 1429 *Keyboarding & Document Formatting.....	4
POFT 1425* Business Math & Machine Applications .....	4
ITSC 1301* (TP) Introduction to Computers .....	3
or	
COSC 1301/1401 Microcomputer Applications .....	3/4
BUSI 1301 Introduction to Business .....	3
or	
BUSI 1307 Personal Finance.....	3
ACNT 1425* Principles of Accounting I.....	4
Total Hours .....	18/19

Second Semester .....	Semester Hours
POFT 1409* (TP) Administrative Office Procedures I.....	4
ACNT 1426* Principles of Accounting II .....	4
ACNT 1411* Introduction to Computerized Accounting .....	4
Total Hours .....	12
Grand Total.....	30/31

CAPSTONE EXPERIENCE - Student will participate in a comprehensive capstone experience during the semester in which they will complete their course work.

\* WECM Course

(TP) Course is available for Tech Prep articulated credit.

This certificate is not subject to the requirements of the Texas Success Initiative.

# ASSOCIATE OF APPLIED SCIENCE DEGREE OFFICE TECHNOLOGY (Probable Completion Time: 2 Years)

First Semester	Semester Hours
POFT 1429* Keyboarding & Document Formatting.....	4
POFT 1425* Business Math & Machine Applications .....	4
ITSC 1301* (TP) Introduction to Computers .....	3
or	
COSC 1301/1401 Microcomputer Applications .....	3/4
BUSI 1301 Introduction to Business .....	3
or	
BUSI 1307 Personal Finance .....	3
ITSW 1401* (TP) Introduction to Word Processing.....	4
Total Hours .....	18/19
Second Semester	Semester Hours
POFT 2401* Document Formatting & Skill Building .....	4
POFT 1409* (TP) Administrative Office Procedures I.....	4
POFI 2340* Advanced Word Processing .....	3
<u>SPCH 1315 Fundamentals of Speech</u> .....	3
<u>ENGL 1301 Composition</u> .....	3
Total Hours .....	17
Third Semester	Semester Hours
ACNT 1425*Principles of Accounting I.....	4
ITSW 1404* Introduction to Spreadsheets .....	4
Free Elective .....	3
<u>MATH 1332 College Mathematics</u> .....	3
or	
<u>MATH 1314 College Algebra</u> .....	3
<u>Social Science Elective ** (See List)</u> .....	3
Total Hours .....	17
Fourth Semester	Semester Hours
ACNT 1426* Principles of Accounting II .....	4
BUSI 1304 Business Correspondence .....	3
ACNT 1411* Introduction to Computerized Accounting .....	4
ITSW 1407 * Introduction to Database .....	4
<u>Humanities/Fine Arts ***</u> .....	3
Total Hours .....	18
Grand Total.....	70/71

Underline denotes general education core of 15 semester hours.

CAPSTONE EXPERIENCE - Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

\*\*\* Core Curriculum \* WECM Course

(TP) Course is available for Tech Prep articulated credit. (Maximum of 12 credit hours)

\*\*Social Science Electives: Government 2305 or 2306 - History 1301 or 1302

Psychology 2301 - Sociology 1301

**In order to enroll in this degree program, the student will be subject to the requirements of the Texas Success Initiative.**

## ENHANCED SKILLS CERTIFICATE OFFICE TECHNOLOGY

POFT 2433* Advanced Document Formatting & Skill Building .....	4
IMED 1416 Web Design I.....	4
POFT 2388* Internship-General Office/Clerical and Typing Services .....	3
Total Hours .....	11

CAPSTONE EXPERIENCE - Students will participate in a comprehensive capstone experience during the semester in which they will complete their course work.

\* WECM Course

## CERTIFICATE OF COMPLETION OFFICE TECHNOLOGY MARKETABLE SKILLS ACHIEVEMENT AWARD

	Semester Hours
ACNT 1425 Accounting Principles .....	4
POFT 1425 Business Math and Machine Applications .....	4
POFT 1429 Keyboarding & Document Formatting.....	4
Total Hours .....	12

## Certificate Of Completion Welding Technology Level I

	Semester Hours
WLDG 1421 Introduction to Welding Fundamentals .....	4
WLDG 1413 Introduction to Blueprint Reading for Welders.....	4
WLDG 1428 Introduction to Shielded Metal Arc Welding .....	4
WLDG 1417 Introduction to Layout and Fabrication.....	4
WLDG 1430 Introduction to Gas Metal Arc Welding .....	4
WLDG 1434 Introduction to Gas Tungsten Arc Welding .....	4
Total Hours .....	24

This certificate level is not subject to the requirements of the Texas Success Initiative.

CAPSTONE EXPERIENCE - Students will participate in a comprehensive capstone experience during the semester in which they complete their course work.

# ASSOCIATE OF APPLIED SCIENCE DEGREE WELDING TECHNOLOGY

## FIRST YEAR

First Semester	Semester Hours
WLDG 1421 Introduction to Welding Fundamentals .....	4
WLDG 1413 Introduction to Blueprint Reading for Welders .....	4
WLDG 1428 Introduction to Shielded Metal Arc Welding .....	4
<u>COSC 1301/1401 Microcomputer Applications</u> .....	3/4
Total Hours .....	15/16

Second Semester	Semester Hours
WLDG 1417 Introduction to Layout and Fabrication .....	4
WLDG 1430 Introduction to Gas Metal Arc Welding .....	4
WLDG 1434 Introduction to Gas Tungsten Arc Welding .....	4
<u>SPCH 1315 Fundamentals of Speech</u> .....	3
Total Hours .....	15

## SECOND YEAR

First Semester	Semester Hours
WLDG 2406 Intermediate Pipe Welding .....	4
WLDG 2439 Advanced Oxy-Fuel Welding and Cutting .....	4
WLDG 2435 Advanced Layout and Fabrication .....	4
<u>Social Science Elective</u> .....	3
<u>ENGL 1301 Composition and Rhetoric</u> .....	3
Total Hours .....	18

Second Semester	Semester Hours
WLDG 2447 Advanced Gas Metal Arc Welding .....	4
WLDG 2451 Advanced Gas Tungsten Arc Welding .....	4
WLDG 2413 Welding Using Multiple Processes .....	4
<u>MATH 1332 College Mathematics</u> .....	3
<u>Humanities/Fine Arts Elective</u> .....	3
Total Hours .....	18

In order to enroll in this degree program, the student will be subject to the requirements of the Texas Success Initiative.

#Social Science Electives: GOVT 2305 or 2306, HIST 1301 or 1302, PSYC 2301, SOCI 1301

CAPSTONE EXPERIENCE - Students will participate in a comprehensive capstone experience during the semester in which they complete their course work.

Underline denotes general education core of 15 semester hours.

\* From Core Curriculum

# ASSOCIATE OF APPLIED SCIENCE DEGREE REGISTERED NURSING\*\* (Probable Completion Time: 2 Years)

**The RN program will begin in January of 2011 pending approval from the Texas State Board of Nursing**

Prerequisites	Semester Hours
PSYC 2301 Introduction to Psychology .....	3
ENGL1301 Composition I.....	3
BIOL 2401 Anatomy and Physiology I .....	4
BIOL 2420 Microbiology and Clinical Pathology .....	4
COSC 1400 Computer Application .....	4
<b>Total Hours.....</b>	<b>18</b>

Spring Semester – Year 1	Semester Hours
RNSG1423 Introduction to Professional Nursing.....	4
RNSG1460 Clinical-Nursing (RN training).....	4
RNSG 1119 Nursing Skills I.....	1
BIOL 2402 Anatomy and Physiology II .....	4
PSYC 2314 Lifespan Growth and Development .....	4
<b>Total Hours.....</b>	<b>16</b>

Fall Semester - Year 1	Semester Hours
RNSG 1129* Nursing Skills II .....	1
RNSG 1461* Clinical-Nursing (RN training).....	4
RNSG 1311 Nursing Pathophysiology .....	3
<b>Total Hours .....</b>	<b>13</b>

Spring Semester – Year 2	Semester Hours
RNSG 2514* Care of Client with Complex Health Needs .....	5
RNSG 2560* Clinical-Nursing (RN training).....	5
Humanities/Fine Arts .....	3
<b>Total Hours .....</b>	<b>13</b>

Fall Semester - Year 2	Semester Hours
RNSG 2535* Integrated Client Care Management.....	5
RNSG 2562* Clinical-Nursing (RN training).....	5
RNSG2207* Transition to Nursing Practice .....	2
<b>Total Hours .....</b>	<b>12</b>

\*Prerequisite: Successful completion of previous semester.

The Associate of Applied Science in Nursing program is subject to the requirements of the Texas Success Initiative.

**\*\*Only offered at the Brown County Center/Nursing Education Center**

# CERTIFICATE OF COMPLETION

## VOCATIONAL NURSING\*\*

Fall Semester	Semester Hours
VNSG 1115 Disease Control & Prevention.....	1
VNSG 1116 Nutrition.....	1
VNSG 1126 Gerontology.....	1
VNSG 1263 Clinical I.....	2
VNSG 1304 Foundations of Nursing.....	3
VNSG 1320 Anatomy & Physiology for Allied Health.....	3
VNSG 1323 Basic Nursing Skills.....	3
VNSG 1327 Essentials of Medication Administration.....	3
Total Hours.....	17

Spring Semester	Semester Hours
VNSG 1231* Pharmacology.....	2
VNSG 1234* Pediatrics.....	2
VNSG 1330* Maternal Neonatal Nursing.....	3
VNSG 1429* Medical-Surgical Nursing I.....	4
VNSG 1660* Clinical II.....	6
Total Hours.....	17

Summer Semester	Semester Hours
VNSG 1432* Medical-Surgical Nursing II.....	4
VNSG 1138 Mental Illness.....	1
VNSG 1661* Clinical III.....	6
Total Hours.....	11

**\*Prerequisites:**

For Semester 1 - A & P 1 or Basic A&P (non credit course)

For semesters 2 and 3 - Successful completion of previous semester.

The Vocational Nursing Certificate Program is not subject to the requirements of the Texas Success Initiative.

**\*\*Only offered in Early and Comanche.**

# ASSOCIATE OF APPLIED SCIENCE DEGREE WIND ENERGY TECHNOLOGY

Degree offered through TSTC

First Semester	Semester Hours
LEAD 2200 Corporate & Community Development.....	2
WIND 1300 Introduction to Wind Energy.....	3
CETT 1402 Electricity Principles +.....	4
MATH 1314 College Algebra .....	3
ENGL 1301 English Comp 1 .....	3
Total Hours .....	15

Second Semester	Semester Hours
CETT 1409 DC/AC Circuits ++ .....	4
ELMT 1305 Basic Fluid Power .....	3
WIND 1302 Wind Safety .....	3
ELECTIVE Behavioral/Social Science.....	3
ELECTIVE Humanities/Fine Arts.....	3
Total Hours .....	16

Third Semester	Semester Hours
WIND 2310 Wind Turbine Materials & Electro-Mechanical Equipment ++ .....	3
WIND 2459 Wind Power Delivery System ++.....	4
CETT 1270 Digital Fundamentals ++.....	2
ELECTIVE Communications .....	3
Total Hours .....	12

### Capstone Semester at TSTC Sweetwater

Fourth Semester	Semester Hours
WIND 2455 Wind Turbine Troubleshooting & Repair ++.....	4
ELMT 1201 Programmable Logic Controllers .....	4
WIND 1470 Wind Turbine SCADA and Networking .....	3
INMT 1417 Industrial Automation ++.....	3
CMPT 2250 Industry Certification Prep.....	2
Total Hours .....	16

Fifth Semester	Semester Hours
POFT 1120 Job Search Skills .....	1
ELMT 1391 .....	3
Total Hours .....	4

+ Denotes Co-requisite ++ Denotes Prerequisite

# ASSOCIATE DEGREE NURSING PROGRAM PROGRAM CURRICULUM

1 <sup>ST</sup> Semester	Semester Hours
Introduction to Professional Nursing.....	4
Clinical-Nursing (RN training).....	4
Nursing Skills I.....	1
Anatomy and Physiology II.....	4
Lifespan Growth and Development.....	3
Total Hours.....	16

2 <sup>nd</sup> Semester	Semester Hours
Care of Client with Common Health Needs.....	5
Nursing Skills II.....	1
Clinical-Nursing (RN training).....	4
Nursing Pathophysiology.....	3
Total Hours.....	13

3 <sup>rd</sup> Semester	Semester Hours
Care of Client with Complex Health Needs.....	5
Clinical-Nursing (RN training).....	5
Humanities/Fine Arts Elective.....	3
Total Hours.....	13

4 <sup>th</sup> Semester	Semester Hours
Integrated Client Care Management.....	5
Clinical-Nursing (RN training).....	5
Transition to Nursing Practice.....	2
Total Hours.....	12

**NOTE:** This program has the following prerequisite courses:

Course	Semester Hours
Introduction to Psychology.....	3
Composition I.....	3
Anatomy and Physiology I.....	4
Microbiology and Clinical Pathology.....	4
Computer Applications.....	4
Total Prerequisite Hours.....	18

**CERTIFICATES OF COMPLETION  
COSMETOLOGY\*\*  
Cosmetology Operator Certificate**

Course Number	Title	Contact Hours	Credit
CSME 1310	Introduction to Haircutting and Related Theory.....	144	3
CSME 1401	Orientation to Cosmetology .....	128	4
CSME 1405	Fundamentals of Cosmetology .....	128	4
CSME 1443	Manicuring and Related Theory.....	144	4
CSME 1447	Principles of Skin Care/Facials and Related Theory .....	160	4
CSME 1451	Artistry of Hair, Theory and Practice.....	128	4
CSME 1553	Chemical Reformation and Related Theory .....	176	5
CSME 2237	Advanced Cosmetology Techniques .....	128	2
CSME 2343	Salon Development .....	96	3
CSME 2441	Preparation of Texas Department of Licensing and Regulations Examination.....	144	4
CSME 2501	The Principles of Hair Coloring Related Theory.....	<u>176</u>	<u>5</u>
TOTAL HOURS.....		<u>1552</u>	<u>42</u>

Operator Certificate is not subject to the requirements of the Texas Success Initiative.

**Cosmetology Instructor Certificate**

Course Number	Title	Contact Hours	Credit Hours
CSME 1434	Cosmetology Instructor.....	1144	4
CSME 1435	Orientation to the Instruction of Cosmetology .....	128	4
CSME 2414	Cosmetology Instructor II.....	128	4
CSME 2415	Cosmetology Instructor III .....	128	4
CSME 2444	Cosmetology Instructor IV.....	128	4
CSME 2445	Instructional Theory and Clinic Operation.....	<u>128</u>	<u>4</u>
TOTAL HOURS.....		784	24

\*A student who wishes to apply for the Cosmetology Instructor Certificate must first be a state-certified Cosmetologist.

Instructor Certificate is not subject to the requirements of the Texas Success Initiative.

**\*\*Only offered in Brownwood.**

## **EVENING AND ON-LINE COURSES**

Ranger College offers a variety of academic, developmental, vocational, and technical courses in the evening time periods during both the long terms and the summer terms. Courses are offered on-campus and in the surrounding areas.

- Ranger College offers a limited number of on-line academic and technical courses during both the long terms and the summer terms. Students in these courses will do most of their class work at home; however, they may be required to take exams in the presence of the instructor. Students may be required to attend class on the Ranger campus or at one of the Ranger College centers a few times during the semester for orientation and to take exams.
- These courses carry the same credit and have similar requirements as corresponding regular day classes. Admission requirements, prerequisites, and tuition and fee requirements of the regular day courses apply to evening courses. In addition, a small on-line fee is charged to all students in on-line courses.
- The evening course faculty are selected from the day school faculty, from outstanding high school faculty in the area, and from leading business and professional men and women. The faculty members are chosen for their educational competence and ability.
- For class information or registration procedures, the student should write to the Office of the Registrar or call (254) 647-3234, ext. 215. Dropping courses or withdrawing from the College may be done in person or in writing. Official withdrawal by the date stated in the catalog will result in a grade of W. Failure to officially withdraw may result in a grade of F.

## **CONTINUING EDUCATION**

Ranger College recognizes that learning is a life-long process. Opportunity is thus provided for adults to assume or resume intellectual interests, increase vocational competence, develop worthwhile hobbies and improve the general quality of their lives. The College strives to serve the interests of the community and meet the needs of those who seek further education.

- The College offers two types of continuing education courses: vocational and/or hobby courses. Vocational courses offered at night or in short course format carry Continuing Education Unit (C.E.U.) credits, but not college credit. Courses of this type are used for securing or renewing occupational certificates, upgrading job skills, or acquiring new job skills. These courses are offered when there is a need and demand and when instructors and facilities are available. Vocational or hobby courses designed for enrichment or leisure time activities are not graded and carry no credit. Courses and programs of general interest to the community are provided when an instructor, facilities, and resources are available.
- Admission to the Continuing Education courses are normally on a “space available” basis and fees are set for each individual course. For information regarding currently offered Continuing Education courses, enrollment, or fees, the student should contact the Director of Continuing Education at (254) 965-8875.

## **ADMINISTRATION AND FACULTY BOARD OF REGENTS**

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Mr. Waymond Greenwood ..... Vice-Chair  
Mr. A.J. Ratliff ..... Secretary  
Mr. Ron Butler ..... Member  
Mr. Randy Fambro ..... Member  
Mr. Jackie Stephens ..... Member  
Mrs. Sandi Herod ..... Member  
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Dr. Don Bostic ..... Executive V.P. Brown County  
Mr. Van Evans ..... Associate V.P. Stephenville  
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Mr. John Slaughter ..... Dean of Enrollment Management/Registrar  
Mr. Jack Allen ..... Athletic Director  
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Mr. Bubba Adams ..... Dean of Student Learning  
Ms. Marnita Guinn ..... Dean of Associate Degree Nursing

## **DEPARTMENT/CENTER ADMINISTRATION**

Ms. Patti Davis .....Chair, Division of Vocational Nursing

Mrs. Linda Gann .....Chair, Division of Workforce Education

Dr. Jerry Glidewell .....Chair, Division of Science

Dr. John Gresham .....Chair, Division of Mathematic

Mr. Solomon Cross .....Chair, Division of Fine Arts

Dr. Roger Jones .....Chair, Division of Humanities, Social &  
Behavioral Science

Mr. Johnny Gann .....Chair, Division of Physical Education

Dr. Elizabeth Price .....Coordinator of Developmental Studies

# FACULTY

- Allen, Jack.....Athletic Director  
Bachelor of Science, Sam Houston State  
Masters of Arts, Sam Houston State
- Barker, Charlie.....Assistant Rodeo Coach
- Boone, Christopher.....Wind Energy Instructor  
Associate of Wind Energy
- Brooks, Wally.....Volleyball Coach  
Associate of Science, Eastfield College  
Bachelor of Science, Texas A&M Commerce  
Master of Science, Texas A&M Commerce
- Burcham, Connie.....Assistant Professor, Vocational Nursing  
Licensed Vocational Nurse, Brownwood High School  
Diploma, Mary Meek School of Nursing
- Cook, Glenda.....Assistant Professor, Cosmetology  
Operator License, Gary’s Beauty College  
Instructor’s License, Cisco Junior College
- Cross, Solomon.....Director of Music and Choral Activities  
Bachelor of Music in Vocal Performance, University of Houston  
Master of Music in Vocal Performance, New England Conservatory of Music
- Cuellar, Emilia.....Cosmetology Instructor  
Certificate, Cosmetology Instructor
- Cuellar, Norma.....Cosmetology Instructor  
Certificate, Cosmetology Instructor
- Czajkowski, Lisa.....Assistant Softball Coach  
Associate of Liberal Arts, Ranger College  
Bachelor of Science, Tarleton State University
- Davis, Patty.....Assistant Professor, Nursing  
Associate Degree in Nursing, Howard College
- Evans, Van.....Assistant Professor, CIT  
Bachelor of Science, University of El Paso  
Master of Science, Tarleton State University
- Flournoy, Kathleen.....Assistant Professor, History  
Bachelor of Arts, University of Arizona  
Bachelor of Arts, Tarleton State University  
Bachelor of Science, Tarleton State University (Elementary Education)  
Master of Arts, Tarleton State University (History)  
Master of Arts, University of Arizona (Anthropology—Museum Studies)
- Gann, Johnny.....Assistant Professor, Physical Education  
Bachelor of Science, Tarleton State University  
Master of Education, Tarleton State University

Gann, Linda ..... Associate Professor, Business  
Bachelor of Business Administration, Tarleton State University  
Master of Education, Tarleton State University  
Master of Business Administration, Tarleton State University

Glidewell, Jerry ..... Associate Professor, Biology  
Bachelor of Science, University of Texas at Arlington  
Master of Arts, University of Texas at Arlington  
Doctor of Philosophy, North Texas State University

Gresham, John H. .... Professor, Mathematics  
Bachelor of Science, Tarleton State University  
Master of Science, Texas Christian University  
Doctor of Philosophy, Texas Christian University

Harris, Curtis ..... Associate Athletic Director  
Bachelor of Science, Abilene Christian University

Harris, Melissa ..... Instructor, Vocational Nursing  
Licensed Vocational Nurse, Ranger College

Hawvermale, Lance ..... English Instructor  
Bachelor of Arts in English, Northwestern Oklahoma State University  
Bachelor of Arts in History, Northwestern Oklahoma State University  
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Cosmetology and Instructor Certification

Jacobo, Bonnie ..... CIS Lab Instructor  
Associate of Applied Science, Ranger College

Johnson, Terry ..... Biology Instructor Brownwood  
Bachelor of Science, Tarleton State  
Master of Science, Tarleton State

Jones, Hershel ..... Cross Country Coach  
Bachelor of Science, McMurry University

Jones, Roger ..... Associate Professor, English  
Bachelor of Arts in English, Kenyon College  
Master of Arts in English, Southern Illinois University  
Doctor of Philosophy, Texas A & M University

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Associate of Science, Northeast Texas Community College  
Bachelor of Science, Tarleton State University

Lowrance, Vicki ..... Psychology  
Bachelor of Behavioral Science, Hardin-Simmons University  
Master of Education, Hardin-Simmons University

Nedbalek, David ..... Director, Continuing Ed

Nielson, Stephen ..... Instructor, Physical Education  
Bachelor of General Studies, Indiana University

Peebles, Tom .....Associate Professor, Welding Technology  
Associate of Science, Ranger College  
American Welding Society Certificate

Price, Elizabeth.....Assistant Professor, Reading  
Bachelor in Behavioral Science, Hardin Simmons University  
Master in Education, Texas Wesleyan University  
Doctor of Philosophy, Capella University

Rust, Llew .....Instructor, Physical Education  
Bachelor of Science, Texas State University

Sargent, Mickey.....Assistant Professor, Mathematics  
Bachelor of Science in Business, Howard Payne University  
Bachelor of Science in Mathematics, Sul Ross State University  
Master of Science Teaching, Tarleton State University

Simpson, Terry.....Assistant Coach  
Bachelor Degree, West Texas A&M

Slaughter, John .....Psychology  
Bachelor of Science, Abilene Christian University  
Master of Science, Abilene Christian University

Washburn, Dava.....Assistant Professor, English  
Bachelor of Arts, Texas Tech University  
Master of Arts, Texas Tech University  
Doctor of Philosophy, Mississippi State University

## ADMINISTRATIVE SUPPORT STAFF

Adams, Billy.....	Dean of Student Learning
Associate of Arts, Cisco Junior College	
Bachelor of Science, Regis University	
Master of Business Administration, Regis University	
Graduate work Tarleton State University	
Bailey, Nell.....	Secretary to Dean of Students
Bachelor of Science in Biology, Tarleton State University	
Beltran, Jamie.....	Soccer Coach
Brown, Larry.....	Men's Basketball Coach
Burns, Shirley.....	Secretary, Registrar's Office
Certificate of Completion (2), Ranger College	
Cherry, Evonne.....	Bursar
Cody, Tina.....	IT Network Manager
Culverhouse, Robert.....	Assistant Registrar
Cunningham, Michael.....	Director of Learning Resources
Bachelor of Arts. St. Leo College	
Master of Library Science, University of Southern Mississippi	
Graduate Work, Tarleton State University	
Czajkowski, Lisa.....	Director Regents Hall
Deweese, Marty.....	Director of Myerson Hall
Staff.....	Director of Ranger Hall
Edwards, Kenneth.....	MCG Technician
Gann, Johnny.....	Dean of Students
Bachelor of Science, Tarleton State University	
Master of Education, Tarleton State University	
Guinn, Marnita.....	Dean of Associate Degree Nursing
ADN and BSN, Angelo State University	
PhD Candidate, Texas Women's University	
Hilton, Don.....	Director of Financial Aid
Bachelor of Science, Abilene Christian University	
Hodge, Anita.....	MCG Technician
Knight, Louise.....	Accounting Clerk/Accounts Payable
Lemaster, Charles.....	Director of MCG

Lewis, Steve.....Assistant to the Director of MCG

Lopez, Ray.....MCG Technician

Lumetta, Kyle.....MCG Technician

Lowrance, Vicki ..... Director of Academic Counseling and Testing  
Bachelor of Behavioral Science, Hardin-Simmons University  
Master of Education, Hardin-Simmons University

Neely, Beverly ..... Library Assistant

Rogers, Marilyn.....Payroll

Slaughter, John .....Dean of Enrollment Management/Registrar (Registrar)  
Bachelor of Science in Psychology, Abilene Christian University  
Master of Science in Psychology, Abilene Christian University

Tankersley, Kathy.....Secretary to Director of Financial Aid

Van Horne, Etl.....Nursing, Brownwood

Vasquez, Sonia.....MCG Technician

Wilson, Dianne ..... Office Manager to Dean of Student Learning  
Associate of Applied Science, Ranger College

Wilson, Justin.....Director of Nicksick

Yeats, Alta.....Secretary to the Director of Cosmetology Program –Brownwood

Yeck, Laura.....Institutional Effectiveness/Human Resources/  
Director of Wagley  
Bachelor of Science, BYU Idaho

# INDEX

A	
Absence Policy .....	33
Academic Honors .....	37
Academic Testing .....	55
Academic Fresh Start.....	15
Academic Grievance.....	36
Academic Transfer Programs .....	85
Adding Courses .....	27
Administration .....	107
Administrative Staff .....	109-115
Admission Requirements .....	12-15
Advanced Placement.....	27
Advising .....	54
Associate Degree Nursing .....	22
Athletics.....	56
Athletics Disclosure Act.....	56
Attendance at Commencement .....	43
Audit.....	21
B	
Baseball .....	56
Basketball .....	56
Board of Regents .....	107
C	
Cafeteria .....	43
Calendar.....	5-10
Campus Security Act .....	57
Continuing Education Fees .....	19
Continuing Education .....	108
Core Curriculum Requirements .....	39
Cosmetology Program .....	26
Counseling.....	54
Course Descriptions.....	61-86
Credit-by-Examination .....	27
D	
Dean's List.....	37
Disabilities/Student.....	54
Distance Education .....	16
Dropping Courses .....	27
Dual Credit .....	14
E	
Early Admissions.....	13
Enroll, How to .....	16
Evening Courses .....	108
Experiential Learning .....	27
F	
Faculty .....	111-113
Financial Aid .....	44
Financial Aid/ Academic Progress....	49
Foreword.....	3
G	
General Information.....	11
Grading, System of .....	34
Graduate Guarantee Program.....	42
Graduation Under a Particular Catalog.....	38
Graduation with Honors.....	37
Graduation Requirements .....	40
Grants.....	45
Guarantee of Job Competency .....	42
H	
Health Services .....	44
History of College.....	11
Honors Program .....	37
Housing Administration Fee .....	43
I	
Installment Plan .....	19
Insurance.....	43
Intent to Graduate .....	43
Institutional Mission .....	3
J	
Job Placement Services.....	55
L	
Leave of Absence.....	54
Library Services.....	55
Living/Dining Accommodations.....	43
Load Hours. ....	17
Location .....	11
M	
Mandatory Testing/Remediation.....	38
Meal Plan.....	43
Music Activities.....	57

N	
Non-Credit Courses .....	108

O	
On-line Classes .....	108
Organizations .....	56
Orientation .....	75
Overdue Financial Obligations .....	21
Overloads .....	17

P	
Pell Grants .....	45
Pell Grant Disbursement .....	52
Phi Theta Kappa .....	57
President’s List .....	37
Privacy Act .....	57
Probation, Academic .....	35

R	
Refund Policy .....	29
Registered Nursing .....	23
Religious Holy Days .....	34
Repeating a Course .....	35
Return of Title IV Funds Policy .....	31
Room and Meals .....	22

S	
Scholarships .....	47
Security Cameras .....	58
SOC .....	36
Softball .....	56
Student Classification .....	16
Student Records/Policy .....	58
Student Government .....	57
Student Load .....	17
Student Services .....	43
Students Right-to-Know .....	57
Suspension, Academic .....	35

T	
Tech Prep .....	94
Texas Exemptions and Waivers .....	47
Texas Success Initiative (THEA) .....	38
Transfer Programs .....	87
Transfer Disputes .....	60
Transfer Policy .....	28
Transfer Curricula .....	59
Tuition and Fees .....	17-19
Tuition Rebates for Certain Undergraduates .....	32

V	
Veteran’s Benefits/Services .....	52
Vocational Nursing Program .....	25

W	
Wind Energy .....	26
Withdrawal From The College .....	29
Work Study .....	47

## **NOTES:**