# COLLEGE CATALOG

2021-22

CARL ALBERT STATE COLLEGE



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# Governance of CASC

### Oklahoma State Regents for Higher Education

The Oklahoma State Regents for Higher Education is the coordinating board for all public institutions of higher education in the state. The board consists of nine members appointed by the governor and confirmed by the state senate for nine-year terms, one expiring each year. The coordinating powers of the board include the right to prescribe standards for higher education, to approve programs of study and functions for public institutions of higher education, and to establish minimum standards for admission to public institutions in the state. The present membership is:

Chancellor Glenn D. Johnson, Oklahoma City
Dennis Casey, Morrison
Jay Helm, Tulsa
Jeffrey W. Hickman, Fairview
Ann Holloway, Ardmore
Joseph L. Parker, Jr., Tulsa
Jack Sherry, Holdenville
Steven W. Taylor, McAlester
Michael C. Turpen, Oklahoma City
Courtney Warmington, Edmond

### Board of Regents for Carl Albert State College

President Jay Falkner, Panama Belva Barber, Poteau Mark Caldwell, Poteau Carroll Huggins, Stigler Ron Lawson, Spiro Deanna Reed, Poteau Dwight Spencer, Sallisaw Lavon Williams, Poteau

### **Administration**

Jay Falkner, Ed.D. – *President*. B.B.A., Northeastern State University; M.Ed., East Central University; Ed.D., University of Arkansas

Randy Graves - Vice President of Student Affairs, Athletic Director. B.S., Southeastern Oklahoma State University; M.S., University of Texas at Tyler; additional graduate

studies, University of Texas at Tyler

William (Bill) Nowlin – Vice President of Enrollment
Management. B.S., Northeastern State University; M.Ed.,
Northeastern State University; Doctoral studies,
Oklahoma State University

**Jerry Ellis** – *Director of Telecommunications.* A.A., Carl Albert State College

**Holly Bormann** – *Marketing/Community Relations Director.* B.S., Oklahoma University; additional graduate studies, University of Mississippi

Mandy Roberts – Executive Director of CASC

Development Foundation. B.S., Oklahoma State

University; M.Ed., East Central University

Jamie Henson – Director of Sallisaw Campus. B.B.A.,

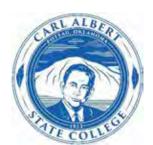
Northeastern State University; M.A., Mid-American

Christian University

Marc Willis, Ed.D. - Vice President of Academic Affairs. B.A., Northeastern State University; M.S., Northeastern State University; Ed.D., University of Arkansas

### **College Seal**

Carl Albert State College's seal depicts a young Carl Albert as the central figure in the round shaped seal with Cavanal Hill in the background. Carl B. Albert (1908-2000) served



as the 46th Speaker of the House of Representatives from 1971–1977, representing Oklahoma's 3rd Congressional District from 1947-1977. He was known as the "Little Giant from Little Dixie". In 1971, the college was renamed Carl

Albert Junior College in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the school is located.

### **Campus Directory**

Carl Albert State College's main campus is located in Poteau, Oklahoma. The Sequoyah County Campus is a branch campus located in Sallisaw, Oklahoma. The college web site publishes an *Employee Directory* which lists faculty and staff.

Carl Albert State College 1507 So McKenna, Poteau, OK 74953 918-647-1200 Operator (Main Campus) Carl Albert State College 1601 Opdyke (mailing: P.O. Box 1437), Sallisaw, OK 74955. 918-775-6977 (Sequoyah County Campus)

Website for Employee Directory:

https://www.carlalbert.edu/employee-directory/

#### **Main Office Contact Numbers**

010 (47 1221
918-647-1231
918-647-1300
918-647-1370
918-647-1390
918-647-1325
918-647-1400
918-647-1475
918-647-1372
918-647-1343
918-647-1333
918-647-1374
918-647-1325
918-647-1474
918-647-1307
918-647-1371
918-647-1300
918-647-1393

### **Campus Policies**

### Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Both Title IX and CASC Policy prohibit discrimination in services or benefits offered by the College based upon sex.

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

The following are examples of types of conduct that may constitute sexual harassment:

- Inappropriate touching, patting, or pinching
- Physical assault or coerced sexual activity
- Demands or subtle pressure for sexual favors
- Obscene phone calls, texts, email, or gestures

- Sexual Assault
- Domestic or Dating Violence
- Stalking

Any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender may discuss these concerns and file informal or formal complaints of possible violations of Title IX with the Title IX Coordinator at 918-647-1374 Holly Bormann..

Carl Albert State College provides equal employment and educational opportunity on the basis of merit without discrimination because of age, race, ethnicity, color, sex, religion, national origin, veterans' status, or disability.

In an effort to comply with the Violence Against Women Act and Civil Rights guidelines, faculty, staff, and students are required to complete training on sexual violence prevention. Faculty and staff may report incidents of discrimination based on sex to the Title IX Coordinator at 918-647-1474 Holly Bormann; incidents of discrimination based on age, race, ethnicity, color, religion, national origin, veteran's status or disability to the Human Resources Director at 918-647-1373, Will Higgins. Students may contact the campus police at 918-647-1400.

Specific policies (Harassment, Title IX (sexual misconduct/retaliation), and Discrimination Policies) may be found on the Human Resources website: (see <a href="https://www.carlalbert.edu/discover-us/human-resources/">https://www.carlalbert.edu/discover-us/human-resources/</a>

### **Students with Disabilities**

Carl Albert State College is committed to providing support services to students with disabilities. Student Disability Services collaborates with the campus community to promote equal access for academic and personal growth of the students we serve.

Our goal is to help all students with disabilities succeed and provide all CASC students with equal access to a college education and support in adjusting to the college experience.

New and currently enrolled students who are interested in receiving information about services for student with disabilities should contact the ADA Officer at 918-647-1319.

### **Equal Opportunity Policy**

To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that Carl Albert State College shall, in all manner and respects, continue to be an Equal Opportunity Employer and offer programs of Equal Educational Opportunity. This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act, The Americans with Disabilities Act, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

It is the policy of Carl Albert State College to take every

available opportunity to ensure that each applicant who is offered a position at the college shall have been selected on the basis of qualification, merit, and professional capability alone.

It is further the policy of the college to be in voluntary compliance with any and all statutes, regulations, and executive orders that deal with equal opportunity and nondiscrimination regardless of whether such statutes, regulations, or executive orders are of federal or state origin.

The college subscribes to the fullest extent to the principle of the dignity of all persons and of their labors. In order to ensure complete equal opportunity, the college shall actively recruit applicants for positions from all segments of the population. Faculty, staff, and students may report incidents to the Title IX Coordinator at 918-647-1474, Holly Bormann or the Human Resources Director at 918-647-1373, Will Higgins.

### **Academic Calendar for 2020-2021**

Summer Semester 2021	
Regular Summer Semester – 8 weeks Last day to drop without charges or transcript record	May 26 – July 22, 2021 June 2, 2021
Dates of all holidays and breaks: (no classes) Memorial Day Independence Day Holiday Finals Regular Summer Semester (8 week classes)	May 31, 2021 July 5, 2021 July 21 & 22, 2021
Fall Semester 2021	
Interim Session - 3 credit hour, 5 days Interim Session - 4 credit hour science classes, 10 days  Regular Fall Semester – 16 weeks	July 26- July 30, 2021 July 26- August 6, 2021  August 11 – December 10, 2021
Last day to drop 16 week classes without charges or record  1st 8 week classes  2nd 8 week classes	August 24, 2021 August 11 – October 6, 2021 October 7- December 10, 2021
<b>Dates of all holidays and break</b> s: (no classes; campus closed) Labor Day Fall Break Thanksgiving Break	September 6, 2021 October 14-15, 2021 November 22 - 26, 2021
Finals (1st 8 week classes) Finals (2nd 8 week classes) Finals Regular Fall Semester (16 week classes) Regular Semester ends (including final exams)	October 5 & 6, 2021 December 9 & 10, 2021 December 6 - 10, 2021 December 10, 2021
Spring Semester 2022	
Interim Session - 3 credit hour, 5 days	January 3 - 7, 2022
Regular Spring Semester – 16 weeks Last day to drop 16 week classes without charges or record 1st 8 week classes 2nd 8 week classes	January 12, 2021 – May 13, 2022 January 26, 2022 January 12 - March 9, 2022 March 10 - May 13, 2022
Dates of all holidays and breaks: (no classes) MLK, Jr. Day Spring Break Easter Break	January 17, 2022 March 14 - 18, 2022 April 14 & 15, 2022
Finals (1st 8 week classes) Finals (2nd 8 week classes) Finals Regular Spring Semester (16 week classes) Regular Semester ends (including final exams) Commencement date (graduation ceremonies)	March 8 & 9, 2022 May 12 & 13, 2022 May 9 - 13, 2022 May 13, 2022 May 7, 2022

Expanded Academic Calendar listing other dates is posted online at <a href="https://www.carlalbert.edu/student-forms/">https://www.carlalbert.edu/student-forms/</a>

### **About CASC**

### History and Location of College

Carl Albert State College (CASC) has a rich tradition of serving eastern Oklahoma since 1933 when it first opened its doors in the old Poteau High School building during the Great Depression. The college was established to offer educational opportunities to students who could not afford the cost of leaving home to obtain higher learning. Some of the first faculty members were University of Oklahoma professors who lost their teaching positions when that university was forced to curtail services because of the depressed economy. The college closed during World War II, but reopened immediately after the war to provide educational services for returning veterans and their families.

CASC has been growing ever since, from one classroom building in 1968 at its present location serving approximately 300 students, to the present 25 buildings, including 11 resident centers, serving more than 3,000 students.

Originally Poteau Junior College, the name was changed in the 1950's to Poteau Community College, and in 1971 to Carl Albert Junior College in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the school is located. On October 25, 1973, the college became part of the state system of higher education as a state-owned and state-operated institution. In May 1990, the Oklahoma Legislature approved a bill which changed the school's name to Carl Albert State College.

CASC's central campus is located in Poteau, Oklahoma, with a population of slightly more than 10,000. Poteau is the Leflore County seat, and is a 25 mile drive from Fort Smith, Arkansas, a metropolitan center of more than 80,000 people. The campus is situated at the foot of Cavanal Hill, "The World's Highest Hill." To the south lie the beautiful Kiamichi and Winding Stair Mountain ranges; to the north are the historic Cookson Hills and the foothills of the Ozark Mountains. The area is a paradise for residents and tourists seeking opportunities to fish, hunt, water ski, hike, camp, and utilize equestrian trails.

CASC's branch campus is located in Sallisaw, Oklahoma and opened in spring 1979. Initially, all classes were

taught in public school facilities. In the fall of 1990, classes were moved to a vacant elementary school building. In 1992, CASC Sallisaw began operating six classrooms to serve 170 students in its current location in the Sallisaw Industrial Park. Today, the CASC Sallisaw campus is a modern facility with state-of-the-art spacious, technology, computer labs, science labs, and a large multipurpose area that regularly hosts civic and community outreach events. In fall 2005, CASC received funding from the Higher Education Capital Bond Program for construction of a 28,000 square foot library and classroom complex on the CASC Sallisaw campus. Completion in 2007 now allows CASC Sallisaw to serve more than 1,500 students.

### **Mission Statement**

To provide affordable, accessible, exceptional education that fosters student success.

### **Strategic Plan**

The Strategic Plan of Carl Albert State College seeks to emphasize recognition of the evolutionary nature of higher education by creating a fluid strategic process which allows for constant assessment, evaluation, and progress. Rather than creating a static document which could lead to reactionary changes at predetermined intervals far in the future, CASC wished to prepare a dynamic plan that allows for timely, proactive responses.

Based upon the mission, vision, values, and goals of Carl Albert State College, five Focus Areas have been created to guide the college's planning strategies:

Focus Area 1: Preparation for Success

Focus Area 2: Academic Standards and Rigor

Focus Area 3: Assessment and Technology

Focus Area 4: Instilling Perseverance, Persistence, and Perspective

Focus Area 5: Providing a Safe Environment Conducive to Learning

### **Vision**

CASC faculty and staff will provide an exemplary learning community by creating excellent educational opportunities that are responsive to the needs of the area and enable students to achieve their aspirations and develop into successful participants in an ever-changing world.

### **Values**

- 1. **Student Centricity** a supportive learning-centered community created to meet diverse student needs in the achievement of academic and personal goals for lifelong learning opportunities
- 2. **Educational Quality** exceptional programs and services striving for continuous improvement for student success
- 3. **Integrity** honesty, courtesy, responsibility, and ethical conduct within the college community and with other constituencies
- 4. **Accessibility** a wide range of academic programs, general education, and student services to meet student needs in an efficient, effective, and economical manner
- 5. **Community Collaboration** cooperative partnerships with other educational institutions, agencies, and organizations to better the global community
- 6. **Leadership** engagement and civic responsibility at local, national and global levels

### Goals

- 1. Preparation of students for success in further educational endeavors, careers, and a life of service and leadership;
- 2. High academic standards and rigor;
- 3. Evaluative processes of educational experiences to provide data-driven assessments and outcomes;
- 4. Instilling student perseverance, independent learning, and critical thinking skills throughout college and life;
- 5. Providing a safe and conducive environment for learning;
- 6. Contemporary and effective use of technology;
- 7. Promoting local opportunities for student and community success;
- 8. Encouraging a global perspective and lifelong learning.

### **Affiliation and Accreditation**

Carl Albert State College is accredited by the Higher Learning Commission, the Accreditation Commission for Education in Nursing, and the American Physical Therapy Association. The college is also accredited or recognized by the following higher education agencies or bodies: Oklahoma State Regents for Higher Education, American Council on Education, Oklahoma State Accrediting Agency,

Oklahoma Association of Community Colleges, American Association of Community Colleges, Higher Education Alumni Council of Oklahoma, American Association of Collegiate Registrars and Admissions Officers, National Junior College Athletic Association, and the Association of Community College Trustees.

Additionally, CASC has entered into partnerships with several entities including Northeastern State University, Tahlequah, Oklahoma; Southeastern Oklahoma State University, Durant, Oklahoma; University of Arkansas at Fort Smith, Fort Smith, Arkansas; Oklahoma State University, Stillwater, Oklahoma; Oklahoma State University Institute of Technology, Okmulgee, Oklahoma; and Columbia Southern University, Orange Beach, Alabama.

The Carl Albert State College Department of Nursing Education is approved by the Oklahoma Board of Nursing. Graduates of this state program are eligible to write the National Council Licensure Examination (NCLEX) for registered nurses. Contact information is:

Oklahoma Board of Nursing 2915 N. Classen, Suite 524 Oklahoma City, OK 73106 (405) 525-2076

The Carl Albert State College Department of Nursing Education is accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact information is:

Accreditation Commission for Education in Nursing 3343 Peachtree Road NE, Suite 850 Atlanta, GA; 30326 (404) 975-5000

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education. Contact information is:

American Physical Therapy Association 1111 North Fairfax Street Alexandria, Virginia 22314

Carl Albert State College is regionally accredited by the Higher Learning Commission. Their address and telephone number is:

Higher Learning Commission North Central Association of Colleges and Schools 30 North LaSalle Street, Suite 2400 Chicago, Illinois 60602-2504 Telephone: (800) 621-7440

### Hall of Fame

Every two years, Carl Albert State College accepts nominations for the college's Hall of Fame. One or more individuals are selected to be inducted into the Hall of Fame, the highest honor awarded at CASC. These individuals are recognized for their outstanding service, for the difference they have made in the lives of students, and for bringing honor and distinction to Carl Albert State College. Bronze plaques bearing the names and pictures of the honorees are on permanent display in the F.L. Holton Business Center.

### **CASC Hall of Fame Members**

- AES Shady Point
- The Honorable Carl Albert
- Ms. Belva Brooks Barber
- Mr. Bill J. Barber
- Mr. Elbert Costner, posthumously
- Chancellor Emeritus Dr. E.T. Dunlap
- Ms. Mary Gates
- Dr. E.A. "Jack" Gedosh
- Senator Clem Hamilton, posthumously
- Representative Jim Hamilton
- Mr. Jerry Hetherington
- Mr. W. D. "Bill" Hoffman
- Mr. Billy & Ms. Starla Hoffman
- Mr. F. L. Holton, Jr.
- Mr. Steve & Ms. Pam Holton
- Mr. W.L. Lattie Hoyle
- Mr. Orville Johnson, posthumously
- Ms. Marguerite Kellogg
- Mr. George & Ms. Rosemary McBee
- Ms. Beverly McMillen
- Ms. Delores Mitchell
- Mr. George Ollie, Jr.
- Ms. Deanna Reed
- Ms. Jeanne Reed
- Mr. Vernon Roberts
- Mr. Julian J. Rothbaum
- Mr. Buddy & Ms. Doris Spencer
- Mr. Mick Thompson
- Mr. Charles L. Ward
- Dr. Joe E. White
- Mr. Tim Wilson & Ms. Kim Hoffman-Wilson

### **Endowed Professorships**

Endowed professorships are a respected tradition in higher education. Major universities have long

depended on endowed professorships to enrich academic programs. Traditionally, excellence is defined by research and publication rather than teaching excellence since these are generally the key elements in the mission of major universities. The key elements in the mission of Carl Albert State College, however, are teaching and community service.

The interest earned from the endowment each year is awarded based on the greatest contribution to teaching and academic excellence for Carl Albert State College. The instructor selected will occupy the professorship for a one-year period. When each appointment is completed, the selection process will repeat and a new award will be granted.

Classroom teaching excellence is the central activity that determines whether CASC is meeting its designed mission. The gift of an Endowed Professorship is one of the most important gifts that can be made to Carl Albert State College's academic programs.

### CASC Endowed Professorships for Teaching Excellence Awards:

- Albert H. & Pat (Hicks) Brigance
- George Herbert Walker Bush
- General Victor Cary
- Hanford F. Farrell, Sr.
- Gerald Ford
- Philip and Wanda Freeman
- E.A. "Jack" Gedosh
- Jerry & Georgia Hetherington
- Jodi Hoffman
- F.L. Holton
- J.C. and Linda Holton
- Dick LaFevers
- Veronica A. LaFevers
- Macy R. McBee
- Dave & Beverly McMillen
- Delores Mitchell
- Jimmie & Pearl Orr
- Oxley Foundation
- Roy & Jeanne Reed
- Julian J. Rothbaum
- J.T. Stites
- Charles Ward
- Eleanor White
- Walter White
- R.L. Winters
- Dean Worley

### **CASC Physical Facilities**

### **Poteau Campus**

The Carl Albert State College main campus consists of 134.33 acres near the southeast edge of the city of Poteau. Physical facilities on the campus include:

**Deanna J. Reed Science and Math Center** – Named for Deanna Reed, Carl Albert State College Regent and philanthropist. Built in 2012 it houses classrooms, laboratories, and offices for the Math and Science departments.

Hemphill Hall —The building is named for Joe Paul Hemphill, former vice president for academic affairs, being built in 1967, it is the oldest building on campus. The following departments are housed inside of Hemphill Hall: Business Office, Admissions, Enrollment Management, Financial Aid, Recruiting, Educational Opportunity Center, Student Affairs, Student Services and Telecommunications.

**Jim Jinkins Academic Center** – Named for Dr. Jim Jinkins, a former vice president of academic affairs, is located in Johnson Hall.

Johnson Hall – Named for Orville Johnson, a former president of the college. This building provides classrooms and labs for students pursuing their AAS in Physical Therapist Assistant Program, as well as the campus Mailroom, Criminal Justice and Student Support Services' offices.

Costner-Balentine Student Center – Named for the late Elbert L. Costner, an early-day president of the college, and Baysul Balentine, a long-time member of the Kiamichi Technology Center board and educator. The Costner-Balentine Student Center houses the CASC Bookstore, Café 1507, Jeanne Reed Stars and Stripes Room, Hygge Hall, and Ballroom.

Mick Thompson Fitness Center - Named for Mick Thompson who has served as an Oklahoma State Representative and as the Commissioner of the Oklahoma Banking Commission. This complex houses the new cheer and wrestling programs, which will practice and compete in the Mick Thompson Fieldhouse. Mick Thompson also houses an athlete award entry, coaches offices, concessions, Sports Medicine athlete treatment area, locker rooms, and cardiovascular and free weights weight rooms primarily for athletic programs.

Larry Dickerson Health Science Center – Named for Larry Dickerson, a former Oklahoma State Senator. This center provides classrooms and labs for students pursuing their AAS in Nursing, and classroom for the Child Development program classes.

Hamilton Complex –Named for Clem Hamilton, a former Oklahoma State Senator. This complex houses classrooms, music rooms, backstage waiting green room, the campus radio station and an auditorium that seats 522 for campus special events and graduation. The Campus Police and the Esports Arena are located in the building.

**The Dunlap Oval** – Named for E.T. Dunlap, former Chancellor for OSHRE. Located at the entrance of the college, the Dunlap Oval provides a picturesque area for relaxation and study.

Joe E. White Library - Named for Dr. Joe E. White, former President of Carl Albert State College. This facility provides individual tables and study carrels for students to read, study or do research. Computer workstations are available for students to use in searching the online catalog, electronic databases, and the Internet.

**F.L. Holton Business Center** –Named for a prominent business leader and former Carl Albert State College Regent, this facility contains classrooms, computer labs, Upward Bound, Human Resources, Carl Albert State College President's office and the Carl Albert State College Development Foundation office.

George Ollie Center for Academic Excellence - Named for George Ollie, a prominent business leader and former Carl Albert State College Trustee, this facility contains classrooms and faculty offices for the Division of Communication and Fine Arts and the Division of Social and Behavioral Sciences. The Learning Resource Center is located in this building as well as the NASNTI program and Educational Talent Search.

**Technical Occupations Building** – This building houses the Choctaw Nation Education Programs, Pervasive Parenting Center, Oklahoma Works, Department of Rehabilitation Services, and KiBois Headstart.

**Garry M. Ivey Physical Plant** – Named for a former Assistant to the President and College President, this building houses the Physical Plant Director and employees of the Physical Plant. The Physical Plant consists of Construction, Maintenance and Janitorial. This building

provides a large workshop for projects to be built in along with covered parking for the college's fleet of vehicles.

**Student Laundry** – This building provides coin-operated laundry facilities for dormitory students.

**Beverly McMillen-AES Center** - Named for Beverly McMillen, a Carl Albert State College Trustee and AES a local business. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

**Bill J. Barber Scholars Center** –Named for Bill J. Barber, a Carl Albert State College Regent and Trustee. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

**W. D. Hoffman Scholars Center** - Named for W.D. Hoffman, a Carl Albert State College Trustee. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

Kate "Katie" Ollie Leader Center — Named for Katie Ollie, a local community leader and philanthropist. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service

**Sullivan Athletic Dorm** – Named for Mike Sullivan, a former District Attorney for LeFlore and Latimer Counties. This facility houses 10 student athletes.

**Women's Athletic Dorm** - The facility houses 12 student athletes.

**Civic Athletic Dorm** - This facility houses 12 student athletes. This facility was built in part by donations from Poteau Rotary and Kiwanis Clubs.

**Athletic Dorms** – These two dorms are designed to accommodate 16 student athletes.

Nell and Lattie Hoyle Free Enterprise Living Center -

Named for Lattie and Nell Hoyle, generous supporters of Carl Albert State College. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service

**Dr. E.A. "Jack" Gedosh Dormitory** — Named for Jack Gedosh, a local philanthropist. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

George and Rosemary McBee Leader Center - Named for George McBee, a District Judge and Carl Albert State College Trustee, and his wife Rosemary, a philanthropist. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

J.C. Holton Family Leader Center - Named for J.C. Holton, a retired Carl Albert State College math instructor for 34 years, mathematics department chair, and Foundation Trustee. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service

Ross and Artie Stivers Center - Named for the late Ross and Artie Stivers, former Carl Albert State College Development Foundation Trustees. This center serves as a health, wellness, and recreational center for students, faculty, and staff members. The center is equipped with a student lounge, weight and cardio rooms, a multipurpose studio, gymnasium, batting cages, basketball court, locker/shower facilities, and office space. Additionally, a large enclosed outdoor recreation area attached to the building features a basketball court, volleyball pit, picnic area, hammock park, and a large mural showcasing the institution's namesake, Speaker Carl Albert.

**Hoffman-Wilson Center -** Named for Billy Hoffman, Carl Albert State College Development Foundation Trustee, and his wife Starla, and Kim Hoffman-Wilson, Carl Albert

State College Development Foundation Trustee, and her husband Tim Wilson. This center is a dual-purpose safe room and event center. The center can shelter up to 1,000 individuals in an emergency situation.

Baptist Collegiate Ministries – Located just off campus, the Baptist Collegiate Ministries was built by the LeFlore Baptist Association and the Southern Baptist Convention of Oklahoma. A full program of activities is scheduled weekly not only for Baptist students but also for students of other denominations and faiths.

**Choctaw Nation Headstart** - This building houses an auditorium, a kitchen, and staff offices.

#### **Sallisaw Campus**

Mayo Center – Named for the Mayo Family of Sallisaw Oklahoma. This facility houses the office of admissions, financial aid, business office, campus police, office the Vice President of Sallisaw Campus, nursing department, science department, testing center, ID machine, Federal TRiO Programs (Educational Opportunity Center, Student Support Services, Talent Search, Upward Bound, and Upward Bound Math and Science), Power I,

a multipurpose room, campus bookstore, computer lab, and classrooms.

#### Delores O'Guinn Mitchell Classroom Building and Library

– Named for Delores Mitchell a Carl Albert State College Regent and Trustee. This facility houses the Delores O'Guinn Mitchell Library, classrooms, Vike student lounge, and offices of academic advisors in the Business and Technology, Communications and Fine Arts, Social and Behavioral Science, Math and Science, and Health, Physical Education and Recreation divisions.

### **Public Relations/Marketing**

The Public Relations/Marketing Office informs the campus and communities served by Carl Albert State College of news, events, and activities relating to the college. In addition, advertising on radio, television, newspapers, and other outlets is coordinated through the PR/Marketing Office, as well as assistance with the creation of informational and promotional materials for Carl Albert State College. The Office of PR/Marketing also coordinates photography used for publicity or for public distribution.

### STUDENT AFFAIRS

Carl Albert State recognizes the role extracurricular activities play in the complete college experience. The Office of Student Affairs has been developed to contribute to the opportunities students have through involvement and participation in student organizations, student activities, and campus programming. A variety of educational, social, and recreational programs and services are offered.

Specific offices under the direction of the Vice President for Student Affairs include: Athletics, Campus Police, Clubs and Organizations including the Student Government Association, Viking ID's/parking stickers, Student Conduct, Stigler Health & Wellness Referral Services, Student Disability Services, Student Activities, Stivers Center, Outback recreation, Intramurals, Residential living, Power I, and TRiO programs.

### **Athletics and Recreation**

### **Intercollegiate Athletics**

A member of the National Junior College Athletic Association and the Oklahoma College Athletic Conference (Oklahoma-Arkansas), Carl Albert State College fields teams in DII Softball, Baseball, Men's and Women's Cross Country, and NJCAAE Esports. NJCAA non-divisional Men's Wrestling and NCA competitive co-ed cheer has been added starting F'2021. CASC students with valid Viking ID's are admitted to home athletic events free of charge. Carl Albert State College's colors are blue and white.

Copies of The Athletic Handbook can be found in the Office of Student Affairs or online at:

https://www.carlalbert.edu/student-handbooks

### **Athletic Facilities**

Viking baseball games are played on the Ivan Goodman Field at Mark Pollard Park, Lady Viking softball games are played at the Softball Complex, both Cross Country teams run at the LaFevers Cross Country Trail, and the Esports Arena is located in the Poteau Hamilton Complex. The new cheer and wrestling programs will practice and compete the Mick Thompson Fieldhouse. Mick Thompson also houses cardiovascular and weight rooms with assorted

exercise equipment primarily for athletic programs. To use any athletic facilities on campus, reservations must be made through the Athletic Director in the Office of Student Affairs.

#### The Stivers Center

The Stivers Center indoor recreation area has 3 office suites, a hi-tech student lounge with premium vending, Precor weight, Matrix cardio, and aerobics area. In addition, the following multicourt spaces are available: basketball, handball, pickleball, ping pong, racquetball, and wallyball. The Stivers Center outdoor recreation area has a covered picnic area, hammock park, lighted basketball/volleyball courts, and a photo area for a selfie with the "Little Giant" Carl Albert or for concerts. CASC provides its students a variety of intramural activities under the direction of the Stivers Center Coordinator and staff. Intramural competitions are organized on a team and individual basis, open to all students, and are offered during the fall and spring seasons.

### The Outback

The Outback recreation area is located on the Poteau campus and provides a covered pavilion, lighted basketball and volleyball courts, horseshoe pits, Frisbee golf, stickball field, concrete trail, and cross-country trail.

#### Student Center

The Costner-Balentine Student Center houses the CASC Bookstore, Café 1507, the Jeanne Reed Stars and Stripes Room, Hygge Hall for Club & Organization Meetings, a large ballroom, and small Viking Room food pantry.

### The VIKING Card: Student Identification Cards

CASC students will receive the newly launched CASC VIKING CARD upon presentation of their class schedule and photo identification to the Office of Student Affairs located in Hemphill Hall on the Poteau Campus or located at Campus Police on the Sallisaw Campus. The VIKING CARD is your CASC college ID that also offers a student refund choice with direct deposit benefits through your local bank or Herring Bank and additionally works as a debit card through Herring Bank. The College will send Financial Aid Disbursements and/or Business Office Refunds to the students' account (no paper checks). As an ID card, students will be given access to the Library, Bookstore, campus activities, athletic, fine art and special events, provide ID confirmation of identity, and housing

students will utilize in Café 1507. The printing of the first VIKING CARD is free; any replacement charge is \$10.00.

Students are cautioned to never give anyone your card number, expiration date, security or PIN number except when making purchases. Account inquiries may be made to Herring Bank at 866-348-3435. Internet banking access may be established at: <a href="https://www.herringbank.com/students/CASCvikingcard">www.herringbank.com/students/CASCvikingcard</a>

or by calling 866-335-4318.

### **Student Health Insurance**

If not medically insured, please check into *Insure Oklahoma*, as you may be eligible as a full-time college student at their website:

http://www.insureoklahoma.org/.

### **Health Services**

CASC Student Affairs is designated as the first stop for students/employees in assisting them with primary care health services and holistic health prevention measures through a partnership with The Health & Wellness Center, Inc. Please contact the Office of Student Affairs for a "Healthcare Eligibility Form".

Poteau Health & Wellness Center and Sallisaw Health & Wellness Center will provide treatment of dental, minor illness, injuries, and behavioral health services, which include alcohol counseling, drug counseling, and "Virtual Visits".

Understand that the student/employee is responsible for providing Medicaid, Private Insurance, and/or paying the minimum Office Visit Fees; CASC has no obligation for payment of the minimum Office Visit Fees.

The majority of the CASC student body lives with parents, guardians, and/or spouses and commutes to campus. Residential students are expected to have medical

insurance coverage provided by their families or other agencies so that medical services can be arranged for students in emergency situations.

First aid kits are located in each classroom building and are to be utilized when a student indicates the need to use part of the contents.

### **Student Counseling Services**

Carl Albert State College is committed to assisting students in all areas of their lives. Student success and well-being is of the utmost importance and it is our goal to improve the quality of life so that personal and academic growth can take place. CASC suggests students utilize the preventative counseling services that are provided through the Oklahoma Department of Mental Health and Substance Abuse and The Health & Wellness Center, Inc.

CASC students, up to the age of 25, that may be a threat to themselves or others, can contact the Sequel Care Crisis Line 24/7 at 918-647-6719. Students can also get assistance or chat through The National Domestic Hotline at 1-800-799-7233.

For additional assistance, please contact the Office of Student Affairs in Hemphill Hall at 918-647-1370.

### Student Handbook

The Student Handbook offers access to tools and resources which can help new and continuing students navigate CASC. Chapters of the Student Handbook are filled with useful college information about academic and student services, as well as student rights and responsibilities.

Copies of The Student Handbook can be found in the Office of Student Affairs or online at:

https://www.carlalbert.edu/student-handbooks

### STUDENT LIFE

Student life is an important part of the educational activity experience at Carl Albert State College and complement the academic program of studies. These activities include clubs/organizations, intramural sports, productions, forensics, athletics, musical programs, rallies, speakers, films, elections, and other cultural experiences and scheduled events that enhance the overall educational experience of the College. All students are encouraged to become involved in some phase of the total activity program. The Office of Student Affairs maintains a calendar of all scheduled events and activities by each student club & organization or division on each campus. A copy of the Event Calendar is also available at www.carlalbert.edu/discover-us/calendar/.

Carter Lecture Series - Established in 1986, the family of the late state Senator and Mrs. Clem M. Hamilton formed the Hamilton Lecture Series to honor their parents. When the Honorable Jimmy Carter spoke in 1989, the Hamilton Series was to end, but former President Carter was so impressed with the theme and purpose of the lectures that he pledged a sufficient endowment to continue the series. Named in honor of Carter, these lectures always present outstanding political and educational leaders.

Cultural Enrichment - CASC supports the efforts for oncampus multi-cultural activities, student club & organizations, and programs which provide educational opportunities to help develop an awareness of cultural differences, to deepen an understanding of cultural and heritage differences.

Special Events - The CASC President appoints a special events committee to coordinate annual large campus activities and events. An annual Special Events Calendar is printed at the beginning of each fall semester.

### **Clubs and Organizations**

The CASC Board of Regents extends the opportunity for self-governance to students through numerous clubs and organizations. Clubs and organizations are open to students who display interests and aptitudes in various social and educational areas.

Applications for beginning a new club may be obtained from the Office of Student Affairs. Club charters must receive the approval of the Student Government Association, the Vice President for Student Affairs, and the President of the College.

### **Residential Housing**

The Office for Student Affairs welcomes you to the fun, challenging and rewarding world of on-campus living. Our primary goal is to provide you with an environment that is safe, clean and conducive to your educational growth. This handbook section will provide valuable information about living on campus. Understanding and developing a respect for others and an awareness of your rights and responsibilities will make the adjustment to this new way of life much easier. The Residential Program staff is dedicated to working with you in order to provide a comfortable, friendly environment, which is beneficial to the residential student's aspirations and achievements.

We trust you will find in this catalog section an informative guide as you begin to explore this community, the facilities and services. Included are important residence hall rules and regulations which have been developed to serve your best interests. We ask for your cooperation, participation and contribution to ensure a quality experience for everyone. At the Office for Student Affairs, you may obtain the VIKING CARD, meal sticker, housing and meal contract, and resident parking permit.

### Scholars Center, Residential Program Housing & Athletic Housing

www.carlalbert.edu/housing/

Carl Albert State College provides the opportunity to experience the unique academic and social environment of on-campus living through the Scholars Center, Residential Program Housing and Athletic housing.

Each room, excluding athletics, includes a 12'x19' spacious bedroom and study area; an 8'x 8' bathroom with two vanity sinks, bathtub, shower, and toilet; and a 4'x 8' walkin closet; free internet service; and cable television (no satellite dishes are allowed) and telephone services are available to students who want to contract for them.

The Bill J. Barber, W.D. Hoffman, and Dr. E.A. "Jack" Gedosh Scholars Centers are ultra-modern live-in facilities on campus for 100 honors students. The Scholars Centers provide educational and leadership learning opportunities

to highly motivated students based on academic achievement and leadership ability. The President's Selections Committee selects the residents.

In addition, the Residential Program Housing (JC Holton, Beverly McMillen, Kate "Katie" Ollie, George and Rosemary McBee, and Nell and Lattie Hoyle Dorms) provides 216 students a unique base for leadership development.

CASC also maintains Athletic housing for 30 student athletes. Each room includes a spacious bedroom and study area; a bathroom with two vanity sinks, shower, and toilet; free internet service; and cable television (no satellite dishes are allowed) and telephone services are available to students who want to contract for them.

The Office of Student Affairs keeps residents informed of all current residential policies by providing a copy of the *Student Handbook* which can be found in the Office of Student Affairs or online at:

https://www.carlalbert.edu/student-handbooks

### **Security and Safety**

The Campus Police Department, a function of the Student Affairs Office, operates to protect lives and property on campus and to encourage the obeying of city, state, and national laws. CASC employs full-time police officers at the Poteau and Sallisaw campuses. Campus police officers have all power and duties vested by Oklahoma law in the protection and guarding of grounds, buildings, equipment, and other property of the college. Campus police attend all college functions and special events, such as athletic games, dances, lectures, concerts, pageants, etc.

### Annual Notification of Clery Disclosure

CASC Campus Police complies with federal law and publishes an annual Clery Report listing crime and fire occurrences on the Poteau and Sallisaw campuses. This report compiles reported crime statistics, public safety and crime prevention procedures, and programs provided to benefit individuals and community as a whole. Included in the report is the annual fire report containing statistics concerning fire incidents in the housing areas.

The report is also available on the web at <a href="https://www.carlalbert.edu/campus-police/">www.carlalbert.edu/campus-police/</a>. A paper copy can be requested at any Campus Police office or the Office of Student Affairs.

### **Drug and Alcohol Free Campus**

CASC encourages and sustains an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty, staff and visitors. The CASC enforces compliance with state law and alcoholic beverage laws on campus and at college-sponsored activities. The possession, use, or distribution of alcoholic beverages, except as expressly permitted by the law and regulations, or public intoxication are a violation of CASC policy. The consumption or possession of alcoholic beverages or illegal narcotics in any form on the campus, in CASC housing, or at student organizations or other sponsored activities for students is forbidden.

Students, faculty, staff, and visitors are subject to arrest and prosecution for violation of any federal or state underage drinking laws, including possession, intoxication, and driving under the influence (inclusive of DUI-Under 21). Education and prevention programs are sponsored on campus that deal with topics such as alcohol awareness, drug abuse, rape/date rape prevention and response.

https://www.carlalbert.edu/discover-us/humanresources >> Campus Policies

### **Tobacco Free Campus**

CASC prohibits smoking or the use of tobacco products on all college property. This includes, but not limited to, classrooms, laboratories, offices, staff work areas, hallways, restrooms, elevators, stairwells, sidewalks, parking lots, benches, college vehicles, student vehicles, etc. Tobacco products include, but is not limited to, cigarettes, cigars, chewing tobacco, pipes, hookahs, ecigarettes, vaping devices, dip, snuff, smokeless pouches, or any form of loose leaf or rolled tobacco.

https://www.carlalbert.edu/discover-us/humanresources >> Campus Policies

### **Emergency Operations Plan**

CASC operates with the philosophy that its students, staff, faculty, and guests are its most important assets and is committed to their safety. If an emergency should occur that would necessitate action by college employees or that would involve the emergency use of college facilities, equipment, or supplies, the College President or his designee will be authorized to initiate the emergency plan and to take other action required to protect the interests of the college. In the event of an immediate, emergency situation, students, staff, and faculty will be notified using multiple communication systems, including text

messaging, email alerts, phone alerts, and web-site postings. City of Poteau and Sallisaw will alert residents by storm siren for tornado emergency warnings. Emergency Operation Plan: www.carlalbert.edu/campus-police.

### **State and Federal Programs**

#### Power I

Carl Albert State College works with the community to help prepare and create a workforce that is competitive in today's economy. CASC has implemented the Power I program, which strives to increase the employability of TANF (Temporary Assistance to Needy Families) recipients within the service area. CASC partners with the Oklahoma State Regents for Higher Education, Department of Human Services, Workforce Oklahoma, Workforce Investment Act Agency, Kibois Area Transit System, and many other community partners to make Power I a successful and accessible program for those who qualify. Power I Office is housed on the Poteau and Sallisaw campuses of CASC.

### **TRiO Programs**

TRIO programs are federally funded through the U.S. Department of Education. Students who are the first-generation college students, low-income, or qualify based on other program requirements, may benefit from TRIO program services with CASC. TRIO on-campus programs are housed in Hemphill Hall, Johnson Hall, Ollie Center, and Holton Business Center in Poteau and the Mayo Center in Sallisaw.

#### Student Support Services (SSS)

Student Support Services (SSS) is a federally funded program designed to provide effective strategies to help students expand opportunities for educational success. The program includes a series of academic and personal support systems to assist students in goal setting. The program goals include providing academic services: group tutoring, academic advisement, study skills development; personal counseling services; individual counseling; financial aid information; and referrals to appropriate campus and community resources. SSS offers additional specific services, support and equipment to students with disabling conditions to assist in academic and personal success.

#### Educational Talent Search (ETS)

There are two Educational Talent Search programs at CASC on the Poteau and Sallisaw campuses. These are

federally funded program designed to identify and assist individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assist participant with the postsecondary application process. The goal of Educational Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

#### Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) serves adults with educational needs within a seven-county area of eastern Oklahoma and western Arkansas. The program is funded by the U.S. Department of Education to provide assistance in entering and/or continuing in a program of postsecondary education, such as college, technical school, and proprietary school. A variety of free resources are available to prospective students who might need assistance in the transition back to school. A few of the many free services include assistance with admission applications, major/career exploration and the Free Application for Federal Student Aid (FAFSA). EOC academic advisors act as general studies advisors for first time students. EOC has one office located on the CASC main campus in Poteau and three satellite offices located at the CASC Sallisaw campus, Fort Smith, Arkansas, and Van Buren, Arkansas.

#### Upward Bound (UB)

Upward Bound provides services to selected high school students who are potential first-generation college students and who meet specific family income criteria. Concentrated academic services are provided for six weeks each summer with periodic follow-up services provided throughout the academic year. Personal enrichment activities such as cultural events and individual tutorial services are also provided as backup enhancement to the academic program.

#### Math/Science Regional Center (UBMS)

Another federally funded program opportunity for high school students is the Upward Bound Math/Science Center. Gifted and talented students with either high interest or ability in math/science fields who meet Upward Bound guidelines can experience an intense six weeks of study each summer. Included are a variety of trips and hands-on experience at area foundations, industries, and science-related museums. Monthly activities are conducted during school year.

### **Bookstore**

Carl Albert State College Bookstore is a local bookstore serving the students, faculty, and staff of CASC. There are two locations for the student's convenience. The main campus bookstore is located on the first floor of the Costner-Balentine Student Center. The Sallisaw Campus Bookstore is located in the Mayo Center. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. We sell textbooks, school supplies, lab supplies, graduation items, spirit gear, and lots more!

### **Textbook Lookup**

Students can visit the CASC Bookstore website

<u>bookstore@carlalbert.edu</u> <u>sallisawbookstore@carlalbert.edu</u>

and get a custom list of all textbooks and supplies needed for their courses. The CASC Bookstore strives to offer students the most economical choice for textbooks as possible. Many textbooks are offered new, used, as a rental, or an e-book. The Bookstore works closely with all faculty to ensure the correct text materials and supplies are stocked and ready for the first day of class.

The CASC Bookstore offers both on-line and in store purchases for the convenience of our students. Textbooks and select merchandise can be ordered online and shipped directly to your home, or available for instore pick up.

### **Textbook Payment Policy**

The CASC Bookstore accepts all major credit cards, personal checks, and cash. A CASC Student ID is required for all bookstore purchases.

Students may charge textbooks and supplies to the balance of their Financial Aid award after tuition, fees, and if applicable, room and board charges have been covered. Bookstore personnel will verify the student's Financial Aid award, and charges. Students who are on an Academic Plan or Continued Eligibility will not be able to charge books against their financial aid until their GPA/Pace and

enrollment has been verified.

Students may contact the CASC Business Office to discuss other payment plan options.

Students whose textbooks are paid by their employer or various agencies are responsible for providing the Bookstore with a copy of an approval letter or voucher from the agency. All 3<sup>rd</sup> party billing must be made within the first four weeks of the fall and spring semesters and during the first two weeks of the summer semester.

### **Textbook Refund Policy**

Textbook refunds are given only if the class is cancelled or if the student has dropped the class. A register receipt and student ID is required for refunds. New textbooks must be in brand new condition (no highlighting or writing). Books with any markings will be given a 75% refund. No refunds on opened access codes, electronics, headphones, Instructor Notes, lab manuals or lab supplies.

The refund period is the 1<sup>st</sup> 10 days of class for the Fall and Spring semesters, and the 1<sup>st</sup> 5 days of class for the Summer semester. For an interim class, the refund period by noon on the first day of the class.

Defective textbooks should be retuned immediately for full refund or exchange. All returns are subject to Manager's discretion. After the refund period expires, textbooks may be sold at the end of the semester during Book Buy Back.

### Supplies, Novelties, and Soft Goods

A refund of 100% of purchase price or exchange for these items provided they are new and unopened. Items must be returned within one week of purchase. Sale merchandise is not returnable. Receipt is required for all returns or exchanges.

### **Textbook Buy Back**

Students may sell their used books to the Bookstore for cash during Book Buy Back. A student ID is required for buy back, but a receipt is not. This is a service provided to students during finals week of each semester. Generally, buy back is the first 3 days of finals week for the Fall and Spring semesters, and the first day of finals week for the Summer semester, exact dates and times will vary, but will be posted in advance on campus as well as the CASC Bookstore website.

New textbooks that will be used for the following semester may be sold back for 50% of the original list

price. Textbooks that were purchased at the "used" price may be sold back for 30% of the original new list price. Anything that came with the original book must be included (i.e. study guide, cd's, study cards).

Other factors that will affect the buy back price:

- If the book has been re-adopted for the upcoming semester.
- If a new edition has been issued by the publisher.
- The condition of the book (damaged bindings, water damage, excessive highlighting, or anything that keeps the book from having a resale value.)
- The current inventory the bookstore has on hand.
   Limited quantities of textbooks will be repurchased and quantities may be filled during the Buy Back session.

Wholesale is an additional service offered by the Bookstore. We are able to search several wholesale

databases to find the highest price available. Wholesale companies may purchase a book that CASC is not using, but may be at a lesser price than 50%. It is highly recommended that student sell their textbooks at the end of each semester in which they are being used.

#### **Bookstore Online Orders**

Students may visit the CASC Bookstore website for information on ordering textbooks online, Book Buy Back, or CASC gift items, and more.

https://bookstore.carlalbert.edu

### Sallisaw Campus

CASC Sallisaw Campus Bookstore is located in its new location - the Mitchell Library. The Bookstore offers the same services as the CASC Bookstore on the Poteau Campus. Online information may be found online at:

https://sallisawbookstore.carlalbert.edu

# ENROLLMENT MANAGEMENT

### Academic Advisement, Enrollment, and Counseling

Academic advisement is provided by faculty and professional personnel who are trained to assist students with academic and career decisions, as well as enrollment and counseling.

The enrollment specialists, advisors, and counselors at CASC strive to provide high quality services geared to meet the needs of new and returning students, students who have had or are now experiencing problems, students wishing to transfer to senior institutions, and students requiring some type of career or program guidance.

Students are encouraged to schedule an appointment with their academic advisor should any questions arise as to class attendance or academic performance. Advisors will follow proper channels to resolve questions and/or problems beginning with the suitable division chairperson.

### Career, Placement, and Transfer Center

The Career, Placement, and Transfer Center assists students and graduates in maximizing their efforts to prepare for a career and to aid in the smooth transition from CASC's two- year program into a four-year college or university. Services are available to all current students and alumni.

Counseling is offered in the following areas: career explorations, career planning, transfer admissions, and transfer scholarships. Job search strategies, as well as interview techniques are also the focus of the Center.

The Career, Placement, and Transfer Center is located in Hemphill Hall (HH 150).

#### Services include:

- Career counseling to clarify goals, explore opportunities and prepare for a job search
- Career information and occupational descriptions
- Current job listings in education, business, government, etc.
- Career investigation and scholarship searches
- Transfer and scholarship information for all Oklahoma four-year colleges
- Internet access to colleges and universities nationwide
- Information on Resumes, cover letters, interviewing, etc.

### **Enrollment Management Office**

This office schedules visits to all high schools in the recruiting area and acts as the campus contact for high school personnel and students wanting information about CASC.

### **International Students**

International students are required to present evidence of proficiency in the English language. Prospective students should contact the Admissions Office to request a copy of "Policy Statement on Admission of Students for Whom English Is a Second Language" before applying for admission.

### **Retention Program**

Retention efforts are coordinated in the Enrollment Management Office (Hemphill Hall 150). Retention begins at the time of enrollment where first-time freshmen students will be advised by the professional advisor who teaches their Orientation class. Continuing students and transfers will choose a faculty advisor that teaches classes in their major. These advisors are available to help students be as successful as possible while staying on track for graduation.

Faculty members and advisors work together to reach out and help students that have excessive absences and/or academic difficulty. This is done using the Early Alert System.

# ADMISSIONS AND RETENTION

The criterion below establishes minimum curricular requirements, measures, and standards for admission to Carl Albert State College. Admission to all associate programs must conform to these standards. Certain programs at CASC require additional criteria for admissions and separate application forms.

Carl Albert State College is an "open" admissions college that welcomes students from all academic backgrounds. The admissions and retention policies and procedures of Carl Albert State College have been formulated and adopted to assure the student full, comprehensive services by the institution with the ultimate goal to achieve student success.

Once admitted, students may enroll during advertised dates of enrollment. Dates may be found in the "Course Schedule" or online on CASC's home page. Students may obtain a copy of the Course Schedule in the Office of Admissions, Student Success Center, Sallisaw front office, and various other campus locations, or online (go to <a href="https://www.carlalbert.edu">www.carlalbert.edu</a> >>VIKECONNECT . While students may be admitted at any time during the semester, there are only a set number of dates enrollment takes place (typically those few weeks/months prior to the first day of semester classes). Generally, dates of enrollment are held in April through May for the summer semester, April through August for the fall semester, and October through January for the spring semester.

Students must meet the criteria for both the high school curricular requirements and the high school performance requirements as defined in the following sections. Students meeting both the high school curricular and the high school performance requirements are eligible for full admission.

# Admission of First-time Freshmen: Curricular Requirements

This section includes curricular requirements for students seeking an associates degree with CASC.

## High School Curricular Requirements for Admission to Programs Leading to AA/AS Degree

#### **Units Course Areas**

- 4 English (Grammar, composition, literature)
- 3 Mathematics (Algebra I, Algebra II, geometry, math analysis, trigonometry, pre-calculus, statistics and probability, calculus, Advanced Placement Statistics)
- 3 Laboratory Science (Biology, chemistry, physics or any laboratory science certified by school district; General Science may not be used to meet this requirement. Effective Fall 2004, Principles of Technology may be used. applied science courses)
- 3 History and Citizenship Skills (Including 1 unit of American History and 2 units from the subjects of History, Government, Geography, Economics, and/or non- Western culture)
- 2 Other (From any of the subjects, computer science, foreign language, or any Advanced Placement course except studio art courses. \*
- 15 Total Required Units

### \*Computer Proficiency

A computer science courses used to fulfill this requirement should include programming and convey an understanding of computer hardware. Courses that teach business computer applications will also be accepted. These courses will typically include more than one type of application, for example, word processing, databases, spreadsheets, and graphics programs. Keyboarding and other courses designed to teach typing skills may not be used.

Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications. Proficiency skills include word processing, spreadsheet, email, and web usage. This requirement may be completed through one of three options: 1) successfully complete a high school computer science course that meets the State Regents' guidelines for high school curricular requirements, or 2) satisfy an institution's computer proficiency assessment, or 3) successfully complete college- level course work that the institution designates.

State Regents policy requires students to demonstrate computer proficiency for graduation with an associates'

degree. The Office of Admissions will assess the high school transcript of all incoming freshman for computer proficiency and assign denote proficiency to the college transcript as zero credit hours and P grade. Course enrollment or departmental examination may be used to meet this requirement for graduation and will be awarded letter grade and three credit hours.

In addition to the above requirements, the following subjects are recommended for college preparation:

- 2 additional units: Speech or Fine arts (music, art, or drama)
- 1 additional unit: Lab science (as described above)
- 1 additional unit: Mathematics (as described above)
- 4 Recommended units for college bound students

### **Curricular Deficiencies**

Students pursuing admission to AA, AS, or AAS degree programs may not count remedial/development courses toward satisfaction of degree program requirements.

### Associate in Arts and Associate in Science Programs

Students lacking curricular requirements are admissible into AA or AS programs at CASC, but must remediate curricular deficiencies in the basic academic skills at the earliest possible time but within the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 college-level hour limit. Transfer students will be required to complete deficiency requirements within their first 12 cr-hrs with CASC should remediation not have been met. In addition, students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline according to CASC's Remediation and Assessment Policy. Official transcripts from all colleges previously attended must be submitted for documentation and review at time of application.

### Associate in Applied Science Programs

Students entering AAS degree programs or other certificate programs must remove high school curricular requirement deficiencies before taking courses in the same field as part of an AAS degree or certificate program according to CASC's Remediation and Assessment Policy. Students admitted under this provision may not transfer into an AA, AS or baccalaureate program without first

remediating their high school curricular deficiencies.

Admission into either of the Division of Health Science's Associate in Applied Science programs (Nursing or Physical Therapist Assistant) is based upon a competitive points system. For the most current information regarding admission into one of the Health Science programs contact the Nursing or Physical Therapist Assistant office.

### Removing High School Curricular Deficiencies

Students may remove curricular deficiencies as detailed in one of the following methods.

- By Course Remediation: Completion of Deficiency Class with "C" Grade or Better: ENGL 0111 Fast Track Reading Lab, ENGL 0113 Introduction to College Reading, ENGL 0121 Fast Track Writing Lab, ENGL 0123 Introduction to Writing, ENGL 0133 Intro to College Reading and Writing, MATH 0111 Fast Track Math Lab, MATH 0113 Developmental Math, or MATH 0123 Intermediate Algebra.
- By Testing Remediation: Testing with ACT and scoring a 19 in the appropriate ACT subject test area. Testing with Next Generation Accuplacer and scoring at the proficiency level in the appropriate subject area (see Placement Table).
- Students pursuing admissions to AA, AS, or AAS degree programs may not count remedial (developmental) courses toward satisfaction of degree program requirements

### **GED Completions**

Students with GED completions are deficient in all areas and must remediate as detailed in one of the following methods described in *Removing High School Curricular Deficiencies*.

### **Applied Courses**

The use of applied courses to meet the high school curricular requirements is to be considered an alternative. However, college bound students are encouraged to take the *4 Recommended Units for College Bound Students (see above)*. One year of Principles of Technology may substitute for one of the currently required lab science courses (teacher certified or endorsed in physics).

# Admission of First-time Freshmen: Performance Requirements

Students must meet the criteria for both high school curricular requirements and high school performance requirements as defined in these following sections. Students meeting both the high school curricular and the high school performance requirements are eligible for full admission.

This section includes performance requirements for regular admission which includes three options for admission: standardized tests, GPA in all courses plus class rank, or GPA in the State Regents' 15-units of required high school core courses.

- The ACT score used for admission purposes is the composite score without the writing component.
- The SAT score used for admission purposes is the combined critical reading and math scores without the writing component. The concordance table used to set the equivalent SAT score is updated regularly.
- Students utilizing a test other than ACT will have their scores converted to ACT equivalents.
- A GED recipient's high school class must have graduated to be eligible for admission.
- First-time entering students must meet entry-level assessment requirements before enrolling in collegelevel courses.

### Minimum High School Performance Criteria for Admission of First-Time-Entering Students at CASC

Any individual who meets the following will meet the minimum requirements for admissions to CASC. However, as an "open" admissions college, students who do not meet the minimum requirements may be admitted with conditions, such as testing with ACT, NextGeneration Accuplacer, and removal of curricular/ACT deficiencies.

### **Students Seeking Admission** to AA or AS Degree Programs

Any student who:

 Is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED;

- has met the curricular requirements as set forth in the above criteria for "High School Curricular Requirements for Admissions to Programs Leading to AA or AS Degrees"; and
- has participated in the ACT program or a similar acceptable battery of tests is eligible for admission to CASC.

### **Students Seeking Admissions** to Certificate Programs

Any student who:

- is a graduate of high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED; and
- has participated in ACT or a similar acceptable battery of tests is eligible for admission to CASC.

# International Student Admission and Admissions of Non-Native Speakers of English

International students are required to meet equivalent academic performance standards as listed above. Additionally, first-time undergraduate students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission, either as first-time students to the system or by transfer from another non-system college or university.

The State Regents adopted this policy to ensure that students will have a reasonable chance to succeed at a higher education institution based on their ability to comprehend, read, and write the English language. Official transcripts from all colleges previously attended must be submitted for documentation and review at time of application.

Students must meet one of the standards described below to demonstrate their competency in English. Institutions may not waive this admission requirement as part of the alternative admissions category within the State Regents' general policy on admission.

### First-Time Undergraduate Students Standardized Testing

Students must meet the minimum score set by the State Regents on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination. Results of the TOEFL taken at international testing centers and special testing centers will be accepted.

Students must meet the following minimum scores:

#### **Test and Minimum Score**

TOEFL Internet-Based 61
TOEFL Computer-Based 173
TOEFL Paper-Based 500
IELTS Test 5.5

### **Intensive English Program (IEP)**

Students must meet a minimum score set by the State Regents on the TOEFL administered at a special testing center or an international testing center or on the IELTS Examination. In addition, after achieving the required score and immediately prior to admission, successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level.

Students must meet the following minimum scores: (score with 12 weeks of study at IEP site)

#### **Test and Minimum Score**

TOEFL Internet-Based 48
TOEFL Computer-Based 140
TOEFL Paper-Based 460
IELTS Test 5.0

### **High School Performance**

Undergraduate students must have successfully completed the high school core requirements in or graduate from high school where English is the primary language in a country where English is a primary language and demonstrate competency through the High School Curricular Deficiencies Policy.

#### **Undergraduate Transfer Students**

Transfer students to CASC who are non-native speakers of English must have attended a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education for a *minimum of 24 semester* credit hours with passing grades and also

meet other transfer requirements. Official transcripts from all colleges previously attended must be submitted for documentation and review at time of application.

Students with *less than 24 hours* from a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education must meet the language requirements for first-time undergraduate students.

### **Special Admission**

Students admitted must meet curricular standards and high school performance criteria as defined above in *Admissions of First-Time Freshmen*. The only exceptions are students admitted in the following special admission categories.

### **Special Non-Degree Seeking Student**

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than 9 cr-hrs without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. *Retention standards and course prerequisites will be enforced.* Once the designated number of hours (9 cr-hrs cumulative) has been completed, the student is required to meet formal admission or transfer criteria for the institution of desired entry in order to enroll in additional course work and be prepared to submit official transcripts from all colleges previously attended for documentation and review.

#### Adult Admission

Students who are 21 years of age and older or on active military duty may be admitted using entry-level testing of ACT, SAT, or NextGeneration Accuplacer. Academic deficiency(s) must be satisfied through remediation within the first 24 hours of their coursework.

Any adult student who:

- is not a high school graduate but whose high school class has graduated; and
- has participated in the ACT program or similar battery of tests (SAT or NextGeneration Accuplacer) is eligible for admission to CASC.

A GED recipient's high school class must have graduated to be eligible for first-time admission.

### Home Study, Non-Recognized Accredited or Unaccredited High Schools

An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission as follows:

- Student must have participated in the ACT or SAT program and achieved the requisite composite scores.
- Student's high school class of his or her peers must have graduated.
- Student must satisfy the high school curricular requirements for CASC, as certified by the school or for home study, the parent.

### **Opportunity Admission Category**

Students who have not graduated from high school whose composite standard score on the ACT without the writing component places them at the 99th percentile of all students using Oklahoma norms, or whose combined critical reading and mathematical score on the SAT without the writing component places them at the 99th percentile of all students using national norms *may apply* for full enrollment at CASC.

99th Percentile Scores for ACT and SAT

ACT: 32

SAT: 1420 (after March 5, 2016)

However, CASC will determine admissibility based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

### **Concurrent Enrollment of High School Students**

Concurrent enrollment provides eligible high school students with an opportunity to earn college credit. Overall, concurrent enrollment is recognized as a valuable opportunity to advance the State System's commitment to expand access to higher education opportunities, produce favorable student achievement outcomes, and enhance educational efficiency.

This policy provides a framework for State System institutions to offer concurrent enrollment to eligible high school juniors and seniors. The policy specifies concurrent enrollment admission, course placement, and retention criteria; defines the environments and

conditions in which concurrent enrollment is offered; details specific standards associated with offering concurrent enrollment; and sets annual reporting requirements.

### **Eligibility Requirements**

#### Admission

A junior or senior high school student may be admitted provisionally to CASC. Minimum standards are outlined in the tables below. The ACT score is the composite score without the writing component and the SAT score is the composite score without the essay component.

### Students from Accredited High Schools Admissions

Students from accredited high schools shall meet one of the criteria listed in the table below for admissions.

### Testing Measurement and Minimum Test Score for Admissions:

National ACT	19
Pre-ACT (10th Grade)	19
Residual ACT <sup>1</sup>	19
SAT	990 <sup>2</sup>
PSAT10	990 <sup>2</sup>
Unweighted High School	ol GPA 3.0

<sup>&</sup>lt;sup>1</sup> only one Residual per year (Nov to Oct)

### Home Schooled Students and Students from Unaccredited High Schools Admissions

Home schooled students and students from unaccredited high schools shall have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school and meet the applicable criterion in the table below.

Students from unaccredited high schools or who are home-schooled shall meet one of the criteria listed in the table below for admissions.

### Testing Measurement and Minimum Test Score for Admissions:

National ACT	19
Pre-ACT (10th Grade)	19
Residual ACT <sup>1</sup>	19
SAT	990²
PSAT10	990²

<sup>&</sup>lt;sup>1</sup> only one Residual per year (Nov to Oct)

<sup>&</sup>lt;sup>2</sup> SAT on or after March 5, 2016

<sup>&</sup>lt;sup>2</sup> SAT on or after March 5, 2016

#### **Permissions**

All students must have a signed form from the high school principal or counselor stating that he/she is eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also have written permission from a parent or legal guardian. CASC documents these permissions with the Permissions Form for new or returning students

### Course Placement and Enrollment: Curricular Requirements

At minimum, concurrent students shall demonstrate college readiness in a particular subject area to be eligible to enroll in a college level course in the corresponding subject area. A high school student not demonstrating college readiness in science reasoning, mathematics, or English will not be permitted enrollment in the corresponding college subject area. A student who is unable to demonstrate college readiness in reading will not be permitted enrollment in any other collegiate course (outside the subjects of science, mathematics, and English). Concurrent enrollment students are prohibited from enrolling in any form of developmental education, including any configuration in which developmental education is embedded within a credit bearing course. A concurrent student will be eligible to enroll into college courses when the minimum testing measurement is met or exceeded (as below).

### Concurrent Enrollment: Entry Testing Cut-off Score Required to Enroll into CASC Course

#### ACT, Residual ACT1, & Pre-ACT

- 19 ACT English score -may enroll into ENGL 1113.
- 19 ACT Math score may enroll into college level Math
- 19 ACT Reading may enroll into subjects not ENGL1113, MATH, or science
- 19 ACT Science may enroll into any science when prerequisite met
  - <sup>1</sup> only one Residual per year (Nov to Oct)

### SAT<sup>2</sup>

- 510 SAT Reading+Writing may enroll into ENGL 1113
- 510 SAT Math may enroll into college level Math
- 510 SAT Reading+Writing may enroll into subjects not ENGL1113, MATH, or science

 No SAT science exam - – use Math assessment for science course enrollment
 2 SAT on or after March 5, 2016

### Secondary Testing

Secondary testing with NextGeneration Accuplacer is available to students who are first admitted to CASC with successful composite or total ACT or SAT product test score or unweighted GPA (as above), but, who fail to meet the minimum curricular subject test to enroll into a college-level course with CASC. Students who subsequently test with CASC's NextGeneration Accuplacer will be permitted to enroll into college courses when the minimum NextGen Accuplacer test score is met or exceeded (as below).

### Concurrent Enrollment: Secondary Testing Cut-off Score Required to Enroll into CASC Course

- 265 English NextGen Accuplacer, may enroll into ENGL 1113
- 265 Arithmetic NextGen, may enroll into college level Math
- 264 Quantitative Reasoning NextGen Accuplacer, may enroll into college level Math
- 260 Reading may enroll into subjects not ENGL1113, MATH, or science
- No NextGen Accuplacer Science exam use Math assessment for science course enrollment

<sup>1</sup>Students must first test with primary examinations of ACT or SAT product test.

#### Workload

A high school student admitted under the provision set forth below may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester credit-hours during a summer session or term at CASC without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, ½ high school unit shall be equivalent to three semester-credit-hours of college work.

### High School Unit Equivalent in College Credit Workload Hours

½ Unit at (high school) = 3 Credit Hours (college) 1 Unit at (high school) = 6 Credit Hours (college) Non-academic high school units are excluded from the workload calculation. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate higher education officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credithours 50 percent greater than the number of weeks in the applicable semester or 24 cr-hr maximum in the fall or spring semester and 9 in the summer semester.

- Credit Hour Overload CASC requires permission of the high school counselor to enroll their student into an overload of coursework above 19 cr-hrs (combined CASC and high school coursework) in the fall and spring terms, and above 9 cr-hrs in the summer term.
- Non-Academic Units
   While this is not a comprehensive list, CASC considers these courses as non-academic high school units and does not use them to calculate CASC semester's load: Chorus, Vocal Music, Band, FACS, Career Orientation, Driver Education, Parent/Child Development, Personal Finance, Athletics, Cheer, Speech, Drama, Library Aid, Workstudy, Office Aid, Agricultural studies, Technology, Vocational program coursework, School to Work, Capstone, Yearbook.

CASC Office of Admissions will work with the high school counselor and student to provide appropriate academic advising prior to and continuing throughout the student's enrollment.

### **Continuing Enrollment**

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a college cumulative GPA of 2.0 or above on a 4.0 scale. Students who fail to earn a college cumulative 2.0 GPA at another institution shall not be eligible for concurrent enrollment at CASC. Students transferring to CASC from another college must submit official transcripts from all colleges previously attended at time of application to confirm 2.00 completion. However, following high school graduation, student will be eligible to enroll into CASC or another institution in the State System if entrance requirements are met as an incoming freshman.

#### **Tuition Waivers**

High School Seniors who are Oklahoma Residents and

attending an Oklahoma high school are eligible for a maximum of 18 cr-hrs of tuition waiver of CASC coursework completed during their senior year. The yearly limit of 18 cr-hrs of tuition waivered may be taken in any combination over the three semester enrollment with CASC during the concurrent student's high school senior year. The senior academic year is the summer, fall, and spring semesters following the end of the junior year.

High School Juniors who are Oklahoma Residents and attending an Oklahoma high school are eligible for a maximum of 9 cr-hrs of tuition waiver of CASC coursework completed during their junior year. The yearly limit of 9 cr-hrs of tuition waivered may be taken in any combination over the fall and spring semester enrollment with CASC during the concurrent student's high school junior year. The junior the tuition waiver applies to the regular fall and spring semesters.

### **Veterans Admissions and Guidelines**

Carl Albert State College is approved to offer instructional degree programs for payment of VA education benefits under laws and regulations by the Department of Veteran Affairs as certified by the Oklahoma State Accrediting Agency to the Veterans Administration (VA). CASC is an approved institution of higher learning for eligible veteran dependents or survivors, and active service members who qualify for federally-enacted education benefits administered by the VA.

Students should first apply for VA Educational Benefits using the online "how to apply" website <a href="https://www.va.gov/education/how-to-apply">https://www.va.gov/education/how-to-apply</a> Questions may be addressed to the college's VA Coordinator or by calling the VA Muskogee Regional Office at 888-442-4551.

Once approved for benefits, the VA mails to the applicant a letter titled *Certificate of Eligibility* that specifies who is eligible to receive the benefit, under what chapter, percentage of eligibility (for post 9/11 GI BILL®), and number of months' benefit may be used. The applicant should deliver this letter to the VA Coordinator for CASC who will in turn certify the student's enrollment with the VA and, thus begins payment to the student according to Chapter of Benefit and enrollment. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.)

Students may submit the Certificate of Eligibility to the VA Coordinator any time in the term. However, applicants

should allow sufficient time for the college and VA Regional Office to process their enrollment (rule of thumb, four to six weeks *before* the first day of classes). More information about education benefits offered by VA is available at the official U.S. government Web site at <a href="https://www.va.gov/education/about-gi-bill-benefits/">https://www.va.gov/education/about-gi-bill-benefits/</a>

Students may read more information on CASC's website ( <a href="https://www.carlalbert.edu/veteran-students">https://www.carlalbert.edu/veteran-students</a> ), or the VA's website (go to

https://www.va.gov/education/about-gi-bill-benefits

#### **Military Evaluation**

All veteran students are required to submit an official copy of their previous military education and training, and official transcripts from all previous colleges attended.

New students eligible to receive credit for prior learning acquired from military training must be enrolled or eligible to re-enroll at CASC. Credit awarded to a student for prior learning will be determined after successful completion of 12 or more cr-hrs hours at the awarding institution before being placed on the student's official CASC transcript.

For transfer students, CASC accepts evaluation of military credit that are recorded on transcripts from other accredited universities and colleges.

Students may request their official Joint Services
Transcript (JST) using the JST web site, and have it
electronically delivered to the Office of Admissions &
Records for review and assignment or equivalent CASC
credit.

[ JST online: <a href="https://jst.doded.mil/official.html">https://jst.doded.mil/official.html</a> ]

All air force veterans must have their Community College of the Air Force (CCAF) transcript sent to the Office of Admissions. Students may request their official transcript from CCAF [

https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/]

#### In-State/Out-of-State Status

Chapter 31 (Veteran Readiness and Employment) VA benefit recipients will qualify for in-state status and in-state tuition is he/she 1) files with CASC a letter of intent to establish residence in Oklahoma and reside in Oklahoma while enrolled with CASC; and 2) is pursuing a degree with CASC with Chapter 31 educational assistance.

Members of the uniformed services, along with their dependent children and spouse, who provide evidence that they are full-time active duty status of more than thirty (30) days in the uniformed services stationed in Oklahoma or temporarily present through military orders. Further, when members of the armed services are transferred out-of-state, the member, their spouse and dependent children shall continue to be classified as instate as long as they remain continuously enrolled.

Regardless of the residency of the student, dependent children or spouse of a person who is currently serving as a member of the active uniformed services of the United States on full-time active duty status of more than thirty (30) days for whom Oklahoma is the home of record.

#### **Veteran Education Benefit - No Penalty Notice**

For students receiving veteran education benefit funding, CASC will not penalize the student when funds are delayed due to late payments from the VA. Instead, CASC will ensure the student remains enrolled and allowed to participate in the course and academic program.

#### Leave of Absence

Pursuant to Title 70, O.S., Section 3248, CASC shall grant a leave of absence, which shall not exceed a cumulative five (5) years, to a student who is a member of the active uniformed military services of the United States and called to active duty. The student shall be eligible to:

- Withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
- Receive an "I" for any or all courses for the period of active duty status irrespective of the student's grade at the time the "I" is awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from active duty.
- The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

### **Retention Standards**

In keeping with this philosophy of maximizing student success, CASC offers to students experiencing academic difficulties with academic assistance, such as academic and career counseling and tutoring opportunities. CASC's policies and procedures developed for retention requirements and guidelines are compliant with the Oklahoma State Regents guidelines.

### **Retention GPA Requirements**

All students must maintain a 2.0 retention/graduation GPA for the duration of the college experience with the exception of freshmen on academic notice and academic probation. A student will be placed on academic probation if the following requirements are not met:

Credit Hours Attempted	GPA Required
0 through 30 semester cr-hrs	1.7
Greater than 30 semester cr-hrs	2.0

#### **Academic Notice**

Students with 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed, remedial/developmental (pre-college) courses, and physical education activity courses.

### **Academic Probation**

Any student not maintaining satisfactory progress toward the academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

### **Academic Suspension**

Students suspended in the spring semester may attend the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. The student's transcript will note suspension at the end of the spring semester. For students who fail to achieve retention standards after the summer session, the phrase

"suspension continued" should be entered on the transcript at the end of the summer session. Only students under first-time suspension status *at CASC* are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

### **Academic Suspension Appeals**

Carl Albert has an academic suspension appeals procedure where the suspended student may document any extraordinary personal circumstances that contributed to the academic problems. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis.

Such appeals decisions are made after thoughtful deliberation. If Appeal is approved, CASC will admit suspended student under an "Entered Under Academic Probation" and require the student to maintain a 2.0 GPA average each semester attempted while on probation or raise their retention GPA to the designated level.

### **Readmission of Suspended Students**

Students who are academically suspended by CASC will not be allowed to reenter the college for at least one regular semester (fall or spring) except as noted above. Such students are readmitted on probationary status and must maintain a 2.0 GPA average each semester attempted while on probation or raise their retention GPA to the designated level.

Should a reinstated student be suspended a second time from CASC, the student is placed on Permanent Suspension and cannot return to CASC until such time as the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards.

## Reinstatement of Suspended Students from other System Institution

Carl Albert believes that all citizens with the ability and desire to attend the college be granted the opportunity to do so. Although suspended students will not be permitted readmission to the suspending institution for a minimum of one regular semester (fall or spring), research indicates that many times students suspended from one institution may succeed in a new academic environment if given the

opportunity. With this thought in mind, CASC will admit any suspended student from other institution under an "Entered Under Academic Probation" and require the student to maintain a 2.0 GPA average each semester attempted while on probation or raise their retention GPA to the designated level.

### Non-Academic Criteria for Admissions

In addition to academic criteria used by Carl Albert as basis for student admission, CASC shall consider the following non-academic criteria in deciding whether a first-time applicant or a transfer student shall be granted admission:

- Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
- Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.
- Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

If the institution finds that an applicant has any of the above, then the institution shall deny admission to applicant if it decides that any of the events described above indicates the applicant's unfitness, at the time of application, to be a student at CASC.

If an applicant is denied admission on any of the foregoing grounds, there must be **substantial evidence** supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

- Be advised of the grounds of the denial.
- Be informed of the facts which form a basis of the denial.
- Be afforded an opportunity to be heard.

Carl Albert guarantees the student may be heard before the Academic Affairs Committee or Student Affairs committee should student input for denial of admissions and review be necessary.

### Admissions of Transfer Students

The CASC Transfer and Articulation policy is designed to facilitate the transfer of students between and among other community colleges and universities within the State System, and transfer of technical coursework for students through the Statewide Articulation Agreement with Oklahoma technology centers, to ensure maximum transfer of credit hours and course work for students, and improve degree completion. (Official transcripts from all colleges previously attended must be submitted for documentation and review at time of application.)

### **Equivalency Tables**

CASC evaluates course equivalencies from published tables of courses showing transferable coursework among Oklahoma public colleges and institutions (as well as multi-state, multi-college institutions). CASC utilizes the Course Equivalency Tables published by the Oklahoma State Regents which display equivalent courses at each college and university and by academic discipline. Other colleges equivalency guides posted online include: Northeastern State University, University of Arkansas Fort Smith, The University of Oklahoma, Oklahoma State University, East Central University, Southeastern Oklahoma State University, and University of Central Oklahoma. (published guides online https://www.carlalbert.edu/transfer-guides ).

### **Transfer Agreements**

CASC is committed to providing students with seamless transfer opportunities to CASC or with four-year college and university partners. CASC has established transfer agreements with institutions in a number of degree areas across Oklahoma and a limited number in Arkansas, Missouri, and Kansas.

Students may find a list of common Transfer Institutions and their transfer guides on CASC's web pages at: <a href="https://www.carlalbert.edu/transfer-institutions/">https://www.carlalbert.edu/transfer-institutions/</a>.

### Transfer of Veteran Student Military Education and Training

In compliance to Title 38 CRF21.4253(d)(3), students using VA education benefits are required to have all prior training credit evaluated, including all postsecondary and military transcripts. CASC maintains a written record of previous education and training of the veteran, which clearly indicates appropriate credit given by CASC in the comparable term or summary record. The transcript record is cumulative in results and shows pass/fail or letter grade stated awarded.

All veteran students are required to submit an official copy of their previous military education and training, and official transcripts from all previous colleges attended. Students may request online their official Joint Services Transcript (JST) and have it delivered to the Office of Admissions Records for review of equivalencies and applicable credit.

[JST online: <a href="https://www.jst.mil/smart/signIn.do">https://www.jst.mil/smart/signIn.do</a> ]

All air force veterans need to have their Community College of the Air Force (CCAF) transcript sent to the Office of Admissions. Students may request their official transcript from CCAF:

#### [ http:www.au.af.mil.au.ccaf ].

CASC accepts military credit evaluation recorded on transcripts from other accredited universities and colleges.

### Transfer Credit Policy: Technology Centers

Carl Albert State College's policies for evaluating, awarding, and accepting credit for transfer are consistent with the college's mission and with the State's focus on aligning coursework to ensure a quality education through common learning objectives reviewed by faculty experts in the discipline.

Transfer credits from an Oklahoma Technology Center will be evaluated using the Statewide Technical Course Articulation Matrix from the Oklahoma State Regents for Higher Education (OSRHE) to help determine course transfer. Academic credit earned for courses appearing on an official transcript from an Oklahoma Technology Center with a minimum grade of C will be evaluated and subject to the approval of the College's Office of Admissions.

The Office of Admissions will follow The *Undergraduate Transfer and Articulation* policy from the OSRHE.

Transfer credits based on a different unit of credit than the one used at Carl Albert State College are subject to conversion before being transferred. Only official transcript and course evaluations performed by the Carl Albert State College's Office of Admissions are final. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.

Grade points do not transfer in and are not calculated in the Carl Albert State College's grade point average (GPA). A grade of "P" will be recorded. Credits earned will be added to the student's overall degree credit.

### Admission by Transfer within the State System

Students entering CASC by transfer from another State System institution must:

- Provide official transcript(s) from all colleges/universities previously attended.
- If transferring with less than 7 college credit hours, then, provide an official transcript from all college(s) previously attended and an official high school transcript.
- If transferring and age 21 years and younger, then, provide an official transcript from all college(s) universities previously attended and an official high school transcript to demonstrate completion of high school curricular requirements.
- If previous college hours were completed as high school concurrent, then, student will not be classified as a transfer student, but, as an incoming freshman and student must also provide an official transcript(s) from all college(s) previously attended and an official high school transcript.
- Transfer students who fail to meet CASC's retention standards upon entry will be placed on Probation upon entry and remain on Probation until the required retention standard is met or exceeded.
- Provide test scores should remediation not be satisfied at transfer college.

### Admission by Transfer from Non-State System, Degree-granting Institutions

Undergraduate students wishing to transfer to CASC may do so by meeting the entrance requirements of CASC and also meeting the following:

- Students must submit official transcript form all colleges/universities previously attended. Transcripts from colleges and universities accredited by the HLC or other regional associations will be given full value.
- Transcripts from degree-granting institutions accredited by a national association are subject to review and may transfer on a course-by-course basis. Transcripts from degree granting institutions not accredited by a regional or national association may be accepted in transfer when appropriate to the student's degree program and when the receiving institution has had an opportunity to validate the courses or programs. (Student is responsible for providing catalog, course descriptions, or syllabi to evaluate course by course transfer credit). Transferred credit will only be permitted with successful completion (an average of "C" or better) of 12 or more at CASC.

### **Transfer Probation**

The transfer applicant must be in good standing in the institution from which the applicant is transferring and, if not in good standing, then, will be placed on "Continuing on Probation" status with CASC upon entry and remain on Probation until the required retention standard is met or exceeded.

### **Non-native Speakers of English**

Transfer students who are non-native speakers of English must meet the same transfer admission standards as outlined above, dependent upon their educational background or have attended a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education for a minimum of 24 semester credit hours with passing grades and also meet other transfer requirements.

Students with less than 24 hours from a college or university where English is the primary teaching language in a country where English is the primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education must meet the language requirements for first-time undergraduate students.

### Transfer Admission and Retention policy.

Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment. Additionally, it is expected that institutions will provide the appropriate academic support services to assist such students in achieving academic success.

A student transferring to CASC with more than six attempted credit hours, excluding remedial (zero-level) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students, must meet the following requirements. Students not meeting transfer entry requirements will be placed on "Continuing on Probation" status with CASC and remain on Probation until the required retention standard is met or exceeded.

#### **Transfer Retention Standards**

GPA required	Transfer hours
7-23 cr-hrs	1.7 GPA plus satisfy all freshman
	admissions requirements
24-30 cr-hrs	1.7 GPA
31-59 cr-hrs	2.0 GPA
60 or more cr-hrs	2.0 GPA

# Transfer of Course Work from Oklahoma Technology Centers Through the Statewide Articulation Agreement

The purpose of the Statewide Articulation Agreement is to expand, not outsource through contractual arrangement or prior learning assessment, student access to Oklahoma's educational opportunities. The Statewide Articulation Agreement includes a list of technical courses, which meet technical major degree requirements at participating State System of Higher Education institutions, and which will be accepted in transfer from Oklahoma technology centers towards a college technical certificate, an associate in applied science degree, or a technology baccalaureate degree. At CASC, the certificate and associate of applied science degree is included in this Statewide Articulation Agreement. Students should verify degree transfer with the Office of Admissions.

### Career Technology Center Coursework at CASC

CASC will only post career technology center transfer coursework that it is approved to accept through the Statewide Technical Course Articulation Agreement. The following general guidelines will apply:

- Career Tech transfer courses may be applicable for technical degree major requirements or technical degree major electives, but not as general elective credit.
- If a student transfers career tech coursework through the statewide articulation agreement into a technical degree and later changes his/her major to a nontechnical degree, the career tech coursework will remain on the transcript; however, such coursework will not apply towards meeting degree major requirements, degree major electives, or general elective credit in the non-technical degree.
- The higher education institution will only post career technology center transfer credit awarded through the Statewide Technical Course Articulation Agreement as P/F.
- All transfer credit awarded through the Statewide Articulation Agreement will be appropriately identified by source and method on the official college transcript.
- The semester that is in session during the course end date will serve as the semester of transcription for transfer work awarded through the Statewide Technical Course Articulation Agreement
- All transfer credit awarded through the Statewide Articulation Agreement must be converted to credit hours. In accordance with 34 CFR §668.8(I)(1), one semester credit hour must include at least 37.5 clock hours of instruction.
- The State Regents will maintain a student transfer web site within the Student Center online and alongside the information found online in Course Equivalency Project tables. (see student center at http://www.okhighered.org/transfer-students/). This website includes course equivalency information resulting from the Course Equivalency Project and will house Career Tech equivalency data.

### **Transfer Credit Policies**

Transcripts are required from all colleges and universities previously attended. Veteran students are required to submit an official copy of their Joint Services Transcript (previous military education and training record), and official transcripts from all previous colleges attended. Transcripts from colleges accredited by the Higher Learning Commission or other regional associations will be given full value. Students who transfer to CASC with a retention/graduation GPA as detailed above and meet CASC's retention standards will be admitted in good standing. Otherwise, students who transfer to CASC with a retention/graduation GPA below CASC's retention standards will be admitted under Continuing on Probation. Student who are on probation Continuing on Probation may continue enrollment with CASC when a minimum 2.00 GPA is earned per term.

- CASC accepts all courses outlined by the transfer matrix and other courses based on a review of the institution's regional accreditation, comparable course content, and successful course completion.
- Transfer courses will be listed under the name of the transferring institution and in the academic term of enrollment. Courses will be detailed per course number, description, credit hour, grade, and CASC course equivalency.
- All veteran students may request their official Joint Services Transcript (see online request: <a href="https://www.jst.mil/smart/signln.do">https://www.jst.mil/smart/signln.do</a>) and submit it for evaluation of credit by the Office of Admissions.
- All air force veterans need to have their Community College of the Air Force (CCAF) transcript sent to the Office of Admissions. [request official CCAF transcript http://www.au.af.mil.au.ccaf.
- Military credit recorded on transcripts from other accredited universities and colleges will be transferred to CASC in full measure. Re-evaluation will be conducted only when additional credit is appropriate to student's chosen degree plan at CASC.
- Quarter hour credits will be converted to semester credit hours.
- In general, lower division coursework applies to the associate and certificate credential with CASC. Only those very few junior level courses identified by the Oklahoma State Regents' Course Equivalency tables as equivalent to lower division will be used in fulfillment of graduation requirements.
- Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment.
- Transfer coursework will be counted in full on the CASC transcript.

- Transfer coursework will be accepted and given credit, but, may not be used to confer the degree when equivalency is not established or it does not apply to the degree.
- Transfer coursework will be placed on CASC transfer after student enrollment.

### **Prior Learning Credits**

In compliance with State Regent policy, CASC recognizes the need to evaluate learning acquired from outside the traditional classroom environment, from other sources such as work experience, non-degree granting institutions, professional training, military training, or open source learning.

#### **Procedures**

Students eligible to receive credit for prior learning must be enrolled or eligible to re-enroll at CASC. Credit awarded to a student for prior learning must be validated by successful completion of 12 or more semester hours at CASC before being placed on the student's official CASC transcript.

The following are among acceptable options for validating prior learning and awarding credit:

- American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Forces, National Guide to College Credit for Workforce Training, and ACE recommendations of college credit by examination, as well as credit recommendations on the Joint Service Transcript, and other publications as recommended by ACE.
- The University of the State of New York's National College Credit Recommendation Service (CCRS).
- Standardized examinations such as the College Board Advanced Placement (AP) or College Level Examination Program (CLEP), and the Defense Activity for Non-Traditional Education Support (DANTES).
- Degree-relevant prior learning credit awarded and transcripted by other institutions accredited as degree-granting institutions.
- Assessment of individual student portfolios using Council for Adult and Experiential Learning (CAEL) or other standardized guidelines.
- Higher Level courses in the International Baccalaureate Organization Diploma Program.
- Institutionally prepared assessments developed by qualified faculty with content expertise.

 Use of the system wide assessment inventory of industry, technical, and other assessments associated with technology center programs that have been evaluated for college credit.

Information is available on Advanced Standing credit award available at the Office of Admissions. A list of subjects and test scores for AP, CLEP, and others available for equivalent credit awards may be found online at:

#### https://www.carlalbert.edu/student-forms/

Neither the ACT nor the SAT shall be utilized by Carl Albert State College for awarding credit. Direct instruction or coursework from technology centers shall not be utilized for awarding credit. Credit awarded for prior learning may be applied to a degree program subject to meeting the requirements of conferring the degree with CASC and may not exceed HLC standards and ACE recommendations. The procedures CASC uses to evaluate prior learning credit is objective to the extent that external evaluators would reach the same conclusion.

CASC awards credit for prior learning in programs for which they are approved by the State Regents. CASC assigns the course title and number to the credit awarded. Neutral grades of (P) will be used to designate credit awarded for prior learning. All awarded credit for prior learning is identified by source and method on the transcript.

The allowable number of prior learning credit that CASC may award is a maximum of 15 credit hours (25% of the associate degree). Once recorded at a State System institution, CASC transfers prior learning credit on the same basis as if the credit had been earned through regular study. However, CASC awards credit for prior learning in relevant degree programs approved by the Oklahoma State Regents. Cost to students are limited to national testing charge and departmental examination fee; no other charges are made for the administration or recording of the prior learning credit.

### **Returning Students to CASC**

All former students of CASC who are returning must simply reapply using the online application. Your records will be updated (such as name, address, major, etc). If you attended any other colleges or universities while away, you must disclose those colleges/universities on your application and provide official transcripts from those institutions at time of re-application.

Students are given a one term grace to provide official transcripts from all colleges previously attended or face a HOLD on their future enrollment. No consideration of degree award or financial aid are available until official transcripts are received in Admissions Office.

### Placement and Remediation Assessments

Carl Albert State College adheres to Oklahoma State Regent policy stating that all students must be evaluated for placement into college-level courses and remediate identified deficiency(s) within the first 24 credit hours of college enrollment and before the college-level course may be taken. Advisors are asked to examine CASC transcript, test scores, and enroll students using the following guidelines.

All curricular deficiencies must be removed in the first 24 hours of college coursework.

Students who enroll in remedial courses must receive a grade equivalent to a "P" or better to remove deficiency.

Remedial courses will not be counted toward the satisfaction of degree program requirements. Courses used to make up high school curricular deficiencies may not be counted toward the satisfaction of degree requirements. Remedial courses offered include:

ENGL-0111 Fast Track Reading Lab

ENGL-0113 Intro to College Reading

ENGL-0121 Fast Track Writing Lab

ENGL-0123 Intro to College Writing

ENGL-0133 Intro to College Reading & Writing

MATH-0111 Fast Track Math Lab

MATH-0113 Developmental Math

MATH-0123 Intermediate Algebra

Students failing to meet proficiency requirements will not be permitted to enroll in corresponding college-level course and will be removed from any college-level course when unsuccessful course completion in deficiency course is earned at end of term. Student will be notified if an administrative removal from college-level course was completed by the Office of Admissions.

CASC's Assessment Plan school uses high performance and testing measurements to evaluate a student's readiness to enroll into college-level coursework. CASC tests students upon admissions using ACT or NextGeneration Accuplacer tests and places them into English 1113 or collegelevel, or, when test scores fall below the required cutoff scores, into remedial courses. The Office of Admissions will evaluate student credentials, provide students with a summary sheet, and post results in student's electronic file.

### **Complete College America**

In an effort to move students into courses that count toward graduation, CASC supports the Complete College America and Oklahoma State Regents efforts to assist students through remediation and gateway courses in a timelier manner. CASC offers co-requisite remedial instruction in English, Math, and Reading, and accepts equivalent credits from all regionally accredited colleges/universities.

### **High School Curricular Requirements**

Students must have completed 15 units of high school curricular requirements for admission to one of Carl Albert's programs leading to associate in arts or associate in science. The only exceptions are noted in the special admission and summer provisional admission options.

CASC will admit students with one or more curricular deficiencies and require remediation of these deficiencies within the first 24 credit hours attempted. Students may remediate by successful completion of remedial courses or NextGeneration Accuplacer placement testing.

The high school curricular admission requirements were adopted by the State Regents to help ensure adequate high school academic preparation. It is the expectation of the State Regents that students applying for college entry will have successfully completed, at a minimum, the required high school course work.

Research indicates that the academic preparation a student receives in high school correlates with success in college. Specifically, students who take more high school core subjects generally score higher on the ACT and earn better grades in college than students who take a minimum number of core courses.

High school students should consider the prescribed 15 unit high school core curriculum a minimum standard. Students are encouraged to take additional core courses.

#### **Academic Deficiencies**

Students with basic academic deficiencies or lacking curricular requirements must remove basic academic skills deficiencies at the earliest possible time but in the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 credit-hour limit. Students must remove deficiencies in a discipline area before taking collegiate level work in that area.

### **Testing Measurements**

While CASC is an "open" admissions institution, CASC uses the ACT and NextGeneration Accuplacer examinations to place students into appropriate college-level courses or to identify the need for remedial or refresher classes before college course enrollments. The Office of Admissions will record test scores and provide the student with an evaluation of course placement or remedial course needs.

All incoming freshman who are 20 years and younger must test with ACT for admissions purposes. Incoming freshman who are 21 years and older may test with either ACT or NextGeneration Accuplacer.

### **ACT (American College Test)**

CASC accepts National and Residual ACT test score results for its entrance testing. CASC is a national test site with Center Code of 034300.

ACT Residual testing is available on both Poteau and Sallisaw campuses. Testing dates are advertised online, in the semester Course Schedule, or at the Retention Center on the Poteau campus or the Front Office on the Sallisaw campus. Test purchase and appointment is required to hold a seat for a test date.

ACT is comprised of four subject tests: English, Mathematics, Reading, and Science. A 19 cutoff score is required to enroll into college-level courses in those subjects according to the *Placement and Remediation Assessments* guidelines.

When student's score below the cutoff score of 19 in either subject, then, the student must remove that identified deficiency by completing the appropriate zero-level course or testing above the cutoff score with Next Generation Accuplacer according to the *Placement and Remediation Assessments* guidelines.

### **NextGeneration Accuplacer Test**

CASC administers the NextGeneration Accuplacer as an entry-level placement examination and as a secondary placement examination. NextGen Accuplacer is offered as secondary placement testing to students who are deficient through ACT or high school curricular reasons, and as entry-level placement testing to adult students who require admissions testing.

Student's under age 21 who, after having first tested with ACT for admissions, may then test with NextGen Accuplacer for additional placement testing purposes.

High school concurrent may test with NextGen Accuplacer after having first qualified for admissions under the concurrent enrollment policy and first tested with ACT or SAT.

The NextGeneration Accuplacer test is free of charge for the first two attempts and \$5 per test for each subsequent attempt.

### **SAT (Scholastic Aptitude Test)**

CASC also accepts the SAT (Scholastic Aptitude Test) results as entry testing of incoming freshman. Although no minimum SAT test score is required for admissions, SAT test results measure a student's readiness in English, Math, and Reading. SAT test results will be converted to ACT equivalents and used to determine remediation.

ACT and SAT are different testing platforms, where ACT measures achievement related to high school curricula and SAT measures general verbal and quantitative reasoning. A concordance table is available in the Office of Admissions which provides a means to compare SAT to ACT scores. To illustrate this correlation, key cutoff scores used in freshman course placement, include:

- 19 ACT Composite correlates to 990 SAT Total (administered on or after March 5, 2016)
- 510 SAT Math score correlates to a 19 ACT Math subject test score
- 510 Reading + Writing SAT score correlates to a 19 ACT English and 19 ACT Reading subject test scores

### **Deficiency Removal**

Deficiency removal is required of all students who score 18 or below on any ACT subtest area or who lack the required number of high school curricular units. Students may enroll into any subject in which the corresponding ACT is 19 or higher in that subtest/subject area or NextGeneration Accuplacer test score is above the minimum in that subject and remediate according to the *Placement and Remediation Assessments* guidelines when testing falls below the minimum cutoff score.

Students who seek deficiency removal by placement testing with the ACT or NextGeneration Accuplacer may incorporate high school performance measurements using the following assessment guidelines.

CASC's ASSESSMENT PLAN determines a students' college preparedness by evaluating their ACT or NextGeneration Accuplacer test results and high school performance measurements. Students are placed into freshman-level English, math, or science courses, or into a combination of college-level and remedial lab coursework when tests scores fall below cut-off scores. The Office of Admissions will evaluate student credentials and provide students with a summary sheet. Advisors may view results in VIKECONNECT.

The following deficiency guidelines apply:

- Students who have identified deficiency in a subject must 1) enroll into deficiency course in the first term or first 24 semester hours, 2) complete that deficiency course with a "P" grade (Passing), or 3) be currently enrolled in the deficiency course in order to enroll in the subsequent college-level course next term.
- Deficiency courses should be completed in the student's first semester or within first 24 semester
- A HOLD will be placed on student's 2<sup>nd</sup> term enrollment when student fails to complete/enroll in all deficiency course(s) in the 1<sup>st</sup> term and removed when the student is enrolled in final deficiency course(s).
- Successful completion of a deficiency course is P" (previous year's grade of "C" grade or higher was required).
- Students who earn a final grade of NP (No Pass) in any deficiency course have not met that deficiency requirement and will be administratively withdrawn from the following term's college-level equivalent.

- Student must repeat the deficiency class and earn a P (Passing) grade, or successfully repeat testing to advance to college-level course.
- For students who transfer from another college and completed similar deficiency coursework, the Admissions Office will evaluate if deficiency has been met. If deficiency has been satisfied, the transfer student may then enroll into college-level coursework with CASC.

#### **Incoming Freshman**

While CASC has an open enrollment policy, incoming freshman are assessed and placed into freshman courses or zero-level course based on multiple measures as indicated in the following table. Students should refer to the table "Course Placement Guidelines for Incoming Freshman Enrollment". Upon initial enrollment with CASC, the student's high school performance GPA and completions and ACT testing are evaluated by Office of Admissions staff and student is enrolled into freshman level courses using parameters outlined in this table.

High school concurrent students <u>are not eligible</u> for remediation or fast track enrollments or alternate measurements. Instead, concurrent students should refer to the following section and to the table for "Course Placement Guidelines for High School Concurrent Enrollment".

#### **High School Concurrent Enrollment**

Under the High School Concurrent enrolment policy, students may be admitted to CASC based on a 19 ACT Composite or 990 SAT Total or 3.00 unweighted high school GPA.

However, their initial course enrollment is allowed for subjects in which a minimum 19 ACT subject score or 510 SAT Reading + Writing or 510 SAT Math score is earned. All high school concurrent student must first test with an ACT or SAT, and then may test with NextGen Accuplacer to determine eligibility to enroll into course. (Deficiency course enrollment is not permitted for the high school concurrent student to remove high school or college deficiency.)

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## Placement & Remediation Assessments Course Placement Guidelines for Incoming Freshman Enrollment

ENGLISH ASSESSMENT							
		(Meet ONE)			(Alternate – meets both ACT & GPA)		
COURSE ENROLLMENT	ROLLMENT ACT Next-Gen ACCUPLACER High School GPA  Writing High School GPA			ACT English <u>and</u> High School GPA			
□ENGL 1113 Fresh Comp I (No Remediation Required)	19+	265	5+		NR		17-18 ACT <u>and</u> 3.00+ HS GPA
□ENGL 1113 & ENGL 0121	16-18	250-	264		3.00+		NR
□ENGL 1113 & ENGL 0123	0-15	200-	249		below 3.00		NR
READING ASSESSMEN	T						
		(Meet ONE)				(Alternate – meets both ACT &GPA)	
COURSE ENROLLMENT	<b>ACT</b> Reading	Next-Gen AC Reading Com		ŀ	ligh School GPA		ACT Reading <u>and</u> High School GPA
□ College-Level Courses (No Remediation Required)	19+	260	)+		NR		17-18 ACT and 3.00+ HS GPA
□ENGL 1113 & ENGL 0111	11-18	220-	259		3.00+		NR
□ENGL 1113 & ENGL 0113	0-10	200-	219	below 3.00			NR
MATHEMATICS ASSES	SMENT						
	(Me	eets one placeme	ent score <u>ANI</u>	<u>)</u> hi	gh school GPA <u>AN</u>	ID_	high school math core classes)
COURSE ENROLLMENT	ACT (Math)	Next-Gen A	ACCUPLACER (Q)	$\blacksquare$	High School GPA		High School Math Core (Successful Completions)
□College Math **  (No Remediation Required)	19+	265+	264+		NR		NR
☐MATH 1513 & MATH 0111	17-18	255-264	249-263		3.00+		Algebra I, Algebra II, & Geometry
☐MATH 1413 & MATH 0111	16-18	245-264	240-263		3.00+		Algebra I, Algebra II, & Geometry
☐MATH 0123	13-15	230-244	233-239		NR		NR
☐MATH 0123 & MATH 0111	0-12	200-229	200-232		NR		NR

 $<sup>* \ \</sup> A = Arithmetic \ \ {}^{\blacksquare}EA = Elementary \ Algebra \ \ {}^{\blacksquare}Q = Quantitative \ Reasoning, \ Algebra, \ Statistics$ 

<sup>\*\*</sup> Select MATH 1513 for all AS and AA in Business Administration degrees; Select MATH 1413 for all other AA degrees

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SCIENCE ASSESSMENT		
COURSE ENROLLMENT	ACT (Science)	Next-Gen ACCUPLACER
☐College-level science courses	19+	Science is met with College Math enrollment/eligibility
☐Appropriate Math deficiency	0-18	Science remediation is met when math deficiency is met

[ NOTE: High school GPA is unweighted. This table does not apply to concurrent enrollment. NR = not required. ]

#### Placement & Remediation Assessment Scores Table

**Course Placement Guidelines for High School Concurrent Enrollment** 

Test Subject	Minimum Subject Test Score <sup>1,2</sup>	May Enroll into:	
	ACT English = 19	ENGL 1113 Freshman Composition I	
ENGLISH	SAT Reading + Writing = 510		
	NextGen Accuplacer English = 265		
	ACT Math = 19		
MATH	SAT MATH = 510	MATH 1513 or other college-level math	
	NextGen Accuplacer Arithmetic=265 or Elem Algebra = 264		
	ACT Reading = 19		
READING	SAT Reading + Writing = 510	College level subjects not identified under English, Math or Science subject test score	
	NextGen Accuplacer Reading = 260		
		1	
SCIENCE	ACT Science = 19	College level science; prerequisites are met	

<sup>&</sup>lt;sup>1</sup>only one ACT Residual per year <sup>2</sup> SAT on or after March 5, 2016

# Residence Status of Enrolled Students

Oklahoma statute 70 O.S., Supp. 2003, §3218.9 authorizes the State Regents to establish the proposed fees to be charged at public institutions to Oklahoma residents and nonresidents alike. The policy statement set forth in the paragraphs to follow establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as resident or nonresident for fee and tuition-payment purposes.

Also, the policy statement should be helpful to prospective students in the determination of their own residence status prior to enrollment or for those nonresident students seeking to be reclassified as residents of Oklahoma after having been classified originally as nonresidents. Determination of residence status for purposes of attendance at Carl Albert State College or to any institution in The State is based primarily on the *issue of domiciliary intent*.

Since 1890, it has been public policy in Oklahoma to provide comprehensive, low-cost public higher education for citizens, in order to make educational opportunities available for Oklahoma individuals to improve themselves, to help upgrade the knowledge and skills of the Oklahoma work force, and to enhance the quality of life in Oklahoma generally. Therefore, residents of Oklahoma are afforded subsidies covering a majority of their educational costs at all colleges and universities of the State System. Nonresidents of Oklahoma are also provided substantial educational subventions, although at lower levels than those provided for permanent residents of the state.

#### **Definitions**

The following words and terms, when used in the Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

- "<u>Dependent Person</u>" is one who is under the care, custody, and support of a parent or legal guardian.
- "Foreign National" is one who is not a legal U.S. citizen.
- "Full-Time Professional Practitioner or Worker" is one who has come to Oklahoma to practice a profession on a full-time basis, conduct a business full-time, or work on a full- time basis.

- "Full-Time Student" is an undergraduate student enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in an academic year or a minimum of four credit hours in a summer session.
- "Independent Person" is one enjoying majority privileges (or is legally emancipated from the parental domicile) and who is responsible for his or her own care, custody, and support.
- "Resident of Oklahoma" is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components -- residence and the intention to remain. When these two occur, there is domicile.

#### **Principles**

- Attendance at an educational institution, albeit a continuous and long-term experience is interpreted as temporary residence; therefore, a student neither gains nor loses residence status solely by such attendance.
- 2. Students attending CASC may perform many objective acts, some of which are required by law (i.e. payment of taxes), and all of which are customarily done by some nonresidents who do not intend to remain in Oklahoma after graduation, but are situationally necessary and/or convenient (i.e. registering to vote, obtaining a driver's license). Such acts and/or declarations alone are not sufficient evidence of intent to remain in Oklahoma beyond the college experience.
- A nonresident student attending CASC on more than
  a half-time basis is presumed to be in the state
  primarily for educational purposes.
- 4. An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual classified as a resident of Oklahoma shall not be reclassified as a nonresident until 12 months

after having left Oklahoma to live in another state.

- 5. Unless residency has been established in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for resident tuition and scholarships or financial aid provided by the state, regardless of immigration status.
- 6. All married persons shall be treated as equal under this policy. Each spouse in a family shall establish his or her own residence status on a separate basis. Exceptions include: (1) when a nonresident marries an already established resident of Oklahoma, the nonresident may be considered a resident after documentation of the marriage and proof of domicile are satisfied, and (2) as provided below in item 7 and 8.
- 7. The burden of proof of establishing Oklahoma residence or domicile, including providing any supporting documentation, shall be upon the applicant. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate institutional official(s) consistent with this policy. No definitive set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.
- 8. Initial classification as a nonresident student shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as an Oklahoma resident provided that he or she can establish proof of residence in accordance with criteria and procedures as set forth in this policy.

#### **Independent Persons**

If a person enjoying majority privileges and who is independent of parental domicile can provide adequate and satisfactory proof of having come to Oklahoma with the intention of establishing domicile, that person may be granted resident student classification at the next enrollment occurring after expiration of 12 months following the establishment of domicile in Oklahoma. The spouse of such person must establish proof of his or her own domiciliary status on a separate basis, except as provided in other sections of this policy.

#### **Dependent Persons**

The legal residence of a dependent person is that of the

student's parents or the legal residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care of those other than the parents, the legal residence is that of the student's legal guardian.

**Emancipated** A dependent person may become emancipated (freed from the parental domicile) through marriage, formal court action, abandonment by parents, or positive action on the student's own part evidential of alienation of parental domicile. To qualify under the latter category, a dependent person must have completely separated from the parental domicile and have proved that such separation is complete and permanent. Mere absence from the parental domicile is not proof of its complete abandonment.

If an applicant can provide adequate and satisfactory proof of complete emancipation and having come to Oklahoma with the intention of establishing domicile, the applicant may be granted resident student classification at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

#### **Foreign Nationals**

An individual who is not a U.S. national may become eligible for classification as an Oklahoma resident provided that the individual holds lawful permanent residence status as defined by U.S. Citizenship and Immigration Services (USCIS), evidenced by whatever documents may be required under applicable federal law, who has resided in Oklahoma for at least 12 consecutive months, and who meets other applicable criteria for establishment of domicile as set forth in this policy or who has come to Oklahoma as a full-time professional practitioner or worker as described below.

In accordance with Title 70, O.S., Section 3242 (2007) (also known as HB1804 of the First Regular Session of the 51st Legislature (HB1804)), an individual who cannot present to the institution valid documentation of United States nationality or an immigration status permitting study at a postsecondary institution, but who has graduated from a public or private high school in Oklahoma, may be eligible for enrollment, resident tuition and state student financial aid if the individual meets the following criteria:

 Resided in this state with a parent or legal guardian while attending classes at a public or private high school in this state for at least two (2) years prior to graduation;

- Satisfied admission standards for the institution; and
- 3. Either:
  - a. Provides to the institution a copy of a true and correct application or petition filed with the USCIS to legalize the student's immigration status, or
  - b. Files an affidavit with the institution stating that the student will file an application to legalize his or her immigration status at the earliest opportunity the student is eligible to do so, but in no case later than:
    - One (1) year after the date on which the student enrolls for study at the institution, or
    - ii. If there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one (1) year after the date the USCIS provides such a formal process. If the student files an affidavit pursuant to subsection C(2) above, presents to the institution a copy of a true and correct application or petition filed with the USCIS no later than:
      - a) One (1) year after the date on which the student enrolls for study at the institution, or
      - b) If there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one (1) year after the date the USCIS provides such a formal process, which copy shall be maintained in the institution's records for that student.
- 4. Any student, who completes the required criteria prescribed above, shall not be disqualified on the basis of the student's immigration status from any scholarships or financial aid provided by this state.
- 5. This policy shall not impose any additional conditions to maintain resident tuition status at a postsecondary educational institution within The Oklahoma State System of Higher Education on a student who was enrolled in a degree program and first received such resident tuition status at that institution.

#### **Military Personnel**

CASC is compliant with Oklahoma State Regent policy and 38 U.S.C, Section 3679(c) and 70, O.S., Section 3247 as it relates to In-State/Out-of-State status of military personnel and their dependents.

#### **Active Duty**

Members of the uniformed services, along with their dependent children and spouse, who provide evidence that they are full-time active duty status of more than thirty (30) days in the uniformed services stationed in Oklahoma or temporarily present through military orders have in-state Oklahoma residency status. Further, when members of the armed services are transferred out-of-state, the member, their spouse and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.

Regardless of the residency of the student, dependent children or spouse of a person who is currently serving as a member of the active uniformed services of the United States on full-time active duty status of more than thirty (30) days for whom Oklahoma is the home of record.

A person who files with CASC a letter of intent to establish residence in the state and who:

- is entitled to educational or training assistance by virtue of a relationship to a person who is currently serving on active duty; and
- resides in the state while enrolled at CASC, regardless of the student's formal state of residence state or the active service member's home of record.

Former full-time active uniformed services personnel who remain in Oklahoma after their service may retain their instate status without the 12 month requirement if they establish domicile as defined in this policy.

### Discharged or Released from Active Uniformed Service (Regardless of the Home of Record)

A student who files with CASC a letter of intent to establish residence in the state and who resides in the state while enrolled with CASC shall be eligible for in-state status, regardless of the residency of the student or home of record, if the student:

 Is a person who was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed service, less than five (5) years before the date of enrollment in the course(s) Oklahoma State Regents for Higher Education 182 concerned, and is pursuing a course of education with educational assistance under Chapters 30 or 33 of Title 38 of the United States Code;

- 2. Is a person who is entitled to assistance under Section 3319 of Title 38 of the United States Code by virtue of a relationship to a person who was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed services, and enrolls in the course(s) concerned within five (5) years of the date the related person was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed services;
- Is a person who is entitled to assistance under Section 3311(b)(9) of Title 38 of the United States Code by virtue of a relationship to a person who died in the line of duty while serving in the active duty uniformed services; or
- Is a person who is pursuing a course of education with educational assistance under Chapter 31 of Title 38 of the United States Code.

#### **Discharged or Released from Active Duty**

Discharged or Released from Active Uniformed Service (Oklahoma Home of Record) Person, or dependent children or spouse of a person, who was discharged or released from a period of not fewer than ninety (90) days of active uniformed service, less than five (5) years before the date of enrollment in the course(s) concerned and for whom Oklahoma is the home of record have in-state Oklahoma residency status.

#### Military Reserve or Full-time Active Duty

Regardless of the residency of the student, dependent children or a spouse of a person who is currently serving as a member of the military reserve on full-time active duty of more than thirty (30) days and for whom Oklahoma is the home of record shall be eligible for instate status.

#### **Reserve Officer Training Corps (ROTC)**

A person who is participating in or has received a partial or full scholarship from the Air Force, Army, or the Navy/Marines ROTC shall be eligible for in-state status.

### VA Chapter 31 Veteran Readiness and Employment

For Chapter 31 (Vocational Rehabilitation and Employment) VA benefit recipients will qualify for in-state status and in-state tuition is he/she 1) files with CASC a letter of intent to establish residence in Oklahoma and reside in Oklahoma while enrolled with CASC; and 2) is pursuing a degree with CASC with Chapter 31 educational assistance.

#### VA Chapter 33 Post 9/11

A person who receives Chapter 33 VA Education benefits will receive in-state tuition status.

### Full-Time Professional Practitioner or Worker

An individual who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be immediately declared an Oklahoma resident along with the individual's spouse and dependent children without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they establish residency as described above.

Dependent children of the above professionals that establish residency as described above may maintain residence status if their parents subsequently leave the state.

A full-time professional practitioner/worker temporarily assigned to another location but maintains residency in Oklahoma (such as claiming Oklahoma for income tax purposes) shall be considered a resident for tuition and state scholarship and financial aid purposes, along with the practitioner's spouse and dependent children.

#### Reclassification

In addition to the aforementioned criteria, an independent person seeking to be reclassified as a resident of Oklahoma must meet the following criteria for current and immediately preceding year.

- The person must not have been claimed as an exemption for state and federal tax purposes by his or her nonresident parents.
- The person must be self-supporting as evidenced by having provided the majority of funds for his or her own upkeep.
- The person must have maintained a continuous residence in Oklahoma for the period set defined above.

#### **Tuition Waivers**

Nothing in this policy precludes the waiving of fees or tuition for nonresidents by any institution upon authorization by the State Regents based on criteria other than residence status provided that the residence status classification will not be affected by any such waiver alone.

# STUDENT PRIVACY DIRECTORY INFORMATION FERPA

Carl Albert State College maintains student education records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as Amended in 1995. FERPA provides the student certain rights with respect to their educational records. The primary rights afforded are:

- The right to inspect and review the education records
- The right to seek to have the records amended; and
- The right to have some control over the disclosure of information from the records.

FERPA also affords students the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

However, FERPA permits CASC disclosure without consent when the disclosure is to school officials with legitimate educational interest or a school official who needs to review an education record in order to fulfill his or her professional responsibility such as an academic program advisor or Financial Aid officer.

FERPA affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by CASC to comply with the requirements of FERPA. Students may address FERPA concerns to:

Family Policy Compliance Office U. S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

The student must submit in writing a request precisely noting the record for review or to withhold disclosure of Directory Information, and should contact the Office of Admissions.

#### **Directory Information**

Directory information is information that routinely appears in student directories, athletic programs, graduation announcements, Commencement programs, and alumni publications, and may be freely released. Directory information is not generally considered harmful or an invasion of privacy if disclosed. CASC designates the following student information as public or directory information and may release the following directory information to the public without the student's consent:

- Category I. Student's name, local and permanent address, e-mail address, phone number(s), classification, dates of attendance at CASC, enrollment status (full-time, half- time, or less than half-time), gender.
- Category II. Major field of study/degree program; educational institutions previously attended; degrees, honors, and awards granted; educational background, degree(s) held, date(s) granted, and institutions granting such degree(s); anticipated date of graduation based on completed hours.
- Category III. Date and place of birth, participation in officially recognized organizations, activities, and sports; weight and height of participants in officially recognized sports; photographs or electronic images.

This information may be disclosed by CASC for any purpose, at its discretion. Students may withhold disclosure of any or all categories of directory information under the Family Educational Rights and Privacy Act of 1974 as amended. Students requesting to *Withhold Directory Information* should contact the Office of Admissions.

#### **Non-Directory Information**

Non-directory information and educational records cannot be released without prior, written consent from the student. Some examples of non-directory information include, but are not limited to the student's:

- CASC ID number
- Social Security number
- Ethnicity, race, or nationality
- Gender
- Final Grades
- Grade point averages (GPA)
- Course schedules (including classes enrolled in, number of credit hours enrolled in)
- Academic Transcript

#### Release of Education Record or Transcript Request

Students may authorize release of their education record to a third party (other college, agency, employer, ...) by ordering an official transcript in one of three ways:

- 1) walk-in to the Office of Admissions (ID required)
- 2) complete *Transcript Reques*t form and submit to Office of Admissions for mailing (no charge), or
- 3) order electronically (for fee) using National Student Clearinghouse provider (online).

Students may mail their completed Transcript Request to:

Carl Albert State College Office of Admissions Transcript Request 1507 S McKenna Poteau, OK 74953.

The Transcript Request form may also be submitted by email attachment to <a href="mailto:admissions@carlalbert.edu">admissions@carlalbert.edu</a> . along with the student's ID.

Students may find the Transcript Request form and how to order an official transcript online on the Admissions web site at:

#### https://www.carlalbert.edu/transcript-request/.

Questions on how to order a transcript may be directed to the Office of Admissions at 918-647-1300.

A student's consent is not required to disclose academic information when the disclosure is made to

- To comply with a subpoena or judicial order
- In a health or safety emergency
- To accrediting organizations
- Releasing directory information (unless a Withhold Directory Information is on file in Office of Admissions)
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.
- To CASC school officials who have a legitimate educational interest
- To federal, state and local authorities involving an audit or evaluation of compliance with educational programs or Veterans' benefit
- In connection with financial aids
- To officials of another school where a student seeks or intends to enroll
- To organizations conducting studies for or on behalf of the college

#### Institutional Policies: Enrollment, Attendance, and Withdrawals

CASC offers an "open admissions" policy where students may be admitted at any time during an academic semester. Student must make *Application for Admissions* and provide credentials supporting admissions. Once admitted and credentials received, the next step is enrollment into classes. The dates when students may enroll are "set" and established for those few weeks/months prior to the first day of semester classes.

Specific enrollment dates are advertised online and in the published Course Schedule. Generally, dates of enrollment take place in April through May for the summer semester, April through August for the fall semester, and October through January for the spring semester.

#### **Attendance**

Students are expected to attend all classes in which they enroll and understand the attendance policy for the class they are enrolled.

CASC does not have a policy on classroom attendance, but, gives that right to the CASC instructor. On the first day of class, instructors distribute a course syllabus to students that outlines the instructor's policy and expectations on attendance for their individual class. It is the responsibility of the student to attend their class(s) and understand the impact attendance or nonattendance has on their learning and grade outcome.

#### Withdrawal Policy

Students should withdraw from any class they cannot attend. All drops must be completed with the Office of Admissions who will in turn process the withdrawal. CASC has established policies that govern withdrawals from a course made before classes begin, during the Add/Drop Period, and after the Add/Drop Period.

#### **Before Classes Begin**

Students may drop any course before classes begin without transcript record or owing tuition/fee charges.

#### Add/Drop Period

After classes begin and before the 10<sup>th</sup> day of classes in the spring or fall term or 5<sup>th</sup> day of classes in the summer term, students may drop classes without transcript record or owing tuition/fee charges.

#### "W" Grade Period

After the Add/Drop Period ends and before the last day of the 12<sup>th</sup> week of spring/fall semester or 6<sup>th</sup> week of the summer semester, students may drop and receive a "W" grade and owe 100% of their tuition/fee charges.

#### "W or F" Grade Period

After the "W" Grade Period ends and before the last day prior to Final Examination week/days, students may only drop with instructor assignment of "W or F" grade and owe 100% of their tuition/fee charges.

#### **During Finals Exams Week or Days**

Students may not withdraw from a course during Final

exams week/days and will receive the letter grade earned in the course including final exam grades.

#### **Complete Withdrawal**

After the Add/Drop Period, students may drop all of their semester classes. Students must fill out a Complete Withdrawal Form (available in the Retention Office) with exit survey and directed to a Financial Aid counselor to determine the impact of withdrawal on future aide.

#### **Course Withdrawal**

To drop one course, students should formally withdraw using Change of Enrollment forms found in the Office of Admissions.

#### Military Based Withdrawal or Leave

Military students who are called into Active Duty while enrolled with CASC may elect to either be withdrawn without charges or transcript record, or remain enrolled with an "I" grade or final grade depending on coursework completions and what is in the best interest of the student. The VA Coordinator will work with administration and with the student to ensure the student's interest is paramount and withdrawal compliance is met.

#### Veteran Education Benefit – No Penalty Notice

For students receiving veteran education benefit funding, CASC will not penalize the student when funds are delayed due to late payments from the VA. Instead, CASC will ensure the student remains enrolled and allowed to participate in the course and academic program

# FINANCIAL INFORMATION

#### **Estimated Cost of Attendance**

The cost to attend Carl Albert State College is assessed on certain variables. Students are charged tuition and fees per credit hour of enrollment. Other charges are assessed per course or per semester and vary according to coursework. Textbook and educational supplies also vary according to the course taken. While housing is not required of incoming freshman, room and board is available when local accommodations are required.

#### In-State

How much does it cost to attend CASC? The estimated cost per semester for a student attending Carl Albert State College full-time at 15 cr-hrs is \$2,745.50 for in-state tuition & fees with textbook and education supplies; or \$5,495.50 when on-campus housing is a consideration. Of course, this is just an estimate. Other costs have to be considered that will add to this estimate total, such as additional course fees or private room housing or taking more or less credit load ... all these factors that will alter this estimated cost of attendance.

Example: Oklahoma In-State Resident student enrolling in 15 credit hours per semester:

Expenses	Oklahoma Resident (in-state)		
Tuition & Fees	\$ 2,047.50		
Books & Supplies	\$ 698.00		
Room & Board	\$ 2,750.00		
Estimated Cost per Semester	\$ 5,495.50		

#### **Out-of-State**

Students who are attending CASC and residents of another state are considered an Out-of-State Non-Resident and charged, for full-time at 15 cr-hrs, \$4,6894.25 in out-of-state tuition & fees with textbook and education supplies, or \$7,644.25 when on-campus housing is a consideration.

However, a Tuition Waiver (\$143.25 per credit hour) will be awarded to Non-Resident Students that will reduce

their Estimated Cost per Semester *equal to In-State tuition* levels. (This Non-Resident Tuition Waiver does not apply to International Students).

Example: Out-of-State Non-Resident student enrolling in 15 credit hours per semester

Expenses	Non-Resident (out-of-state)
Tuition & Fees	\$ 4,196.25
Books & Supplies	\$ 698.00
Room & Board	\$ 2,750.00
Estimated Cost per Semester	\$ 7,644.25
Non-Resident Tuition Waiver Reduction	< \$2,148.75>
Reduction	
Estimated Cost per Semester (Adjusted)	\$ 5,495.50

#### Tuition and Fees - Per Credit Hour

Oklahoma Resident Tuition	\$ 100.50
Out-of-State Non-Resident Tuition	\$243.75
Mandatory Fees (defined below):	\$ 36.00
Data Processing Fee	\$ 7.00
<ul> <li>Assessment Fee</li> </ul>	\$ 3.00
Library Fee	\$ 3.00
Activity Fee	\$ 11.00
Facility Fee	\$ 11.00
Records Fee	\$ 1.00

#### **Totals Tuition & Fees per credit-hour**

\$136.50 per credit hour = Total Resident Tuition & Fee \$136.50 per credit hour = OKLAHOMA Resident Tuition + Mandatory Fees

\$136.50 per credit hour = Total Non-Resident Tuition & Fee Adjusted

Non-Resident Tuition WaiverCASC awards to all its Out-of-State students a Non-Resident Tuition Waiver of \$143.25 per credit hour that reduces charges to the comparable Resident Tuition & Fees Total of \$136.50 per credit hour.

Therefore, after the tuition waiver, Out-of-State Residents will pay In-State Tuition & Fees rates.

(This adjusted total does not apply to International Student Enrollments who are charged full Out-of-State Tuition of \$ 279.75 per credit hour.)

## Additional Charges: Per Course Added Costs \*

The following charges will be added to the *Total Tuition & Fees* costs for each semester of enrollment.

When Additional Charges apply, the additional cost is determined on a per Credit Hour or Course value, or as a per semester charge, including:

#### Amount per Credit Hour and Additional Charge per Course:

\$48.00 Web Courses Fee (online courses)

\$23.00 Remedial Fee (zero-level courses)

\$4.00 Supply/Lab Fee (HPER courses)

\$8.00 Science Lab Fee (BIO, BOT, CHEM, GEOL, PHYS, ZOO)

\$50.00 Health Science Fee (AHS, PHTA, NUR)

\$15.00 Visual & Performing Arts Fee (ART, DRMA, SPCH, MUS)

\$10.00 Occupational Health & Safety Fee (OHS)

\$10.00 Computer Science Fee (CS)

#### **Amount per Course and Additional Charge:**

\$50.00 Language Arts Division Academic Service Fee

\$75.00 Natural Sciences Division Academic Fee

\$75.00 Mathematics Division Academic Service Fee

\$50.00 HPER Division Academic Service Fee

\$50.00 Health Science Fee

\$75.00 Health Sciences Division Academic Fee

\$75.00 Physical Therapy Assistant Division Service Fee

\$50.00 Social and Behavioral Sciences Division Academic Fee

\$50.00 Business & Technical Occupations Div. Acad. Service Fee

\$50.00 Fine Arts Division Academic Service Fee

#### **Amount per Semester and Additional Charge:**

\$ 4.00 Student ID Charge (per semester for all students) \$50.00 International Student Fee (per semester)

➤ Important: Tuition and fees may change after publication of this catalog and without notice.

➤ Students may view a copy of most recent, updated Tuition & Fee Chart in the Business Office or online: https://www.carlalbert.edu/cost-to-attend/

#### **Billing and Collection Office**

The Cashier's window in the Business Office is the billing and collection point for all student accounts. The Student Accounts Manager issues invoices, receives payments, and posts charges and credits to students' accounts.

All questions concerning student accounts should be directed to the Student Accounts Manager. Please make payments in person, by mail, or with debit/credit card to:

#### Mailing Address:

<u>C</u>arl Albert State College Attn: Business Office 1507 South McKenna Street Poteau, OK 74953-5207

**Phone Payment:** 

918-647-1325

#### **Billing and Payment Schedule**

Tuition and fees payment deadline is the first day of class of all semesters. All students are encouraged to pay estimated tuition and fees at the time of enrollment. Students may receive a statement of estimated tuition and fees at the time of enrollment by coming to the Business Office located in Hemphill Hall.

Billing information may also be viewed on-line through the CASC Portal. Students may receive their CASC User Name and Password from their CASC portal account (Note: VikeConnect ends Summer 2021; myCarlAlbert Self-Service begins with Fall 2021 semester).

On the first business day after November 1 for the fall semester, April 1 for the spring semester, and July 10 for the summer semester, all students with an unpaid balance of then current semester tuition or mandatory fee charges will be accessed a late fee equal to 10% of the current semester unpaid tuition and mandatory fees.

Students with unpaid tuition and fees may continue to attend classes through final exams. However, those who have delinquent tuition and fees accounts after the payment deadline will be charged a penalty of 10% of the unpaid tuition balance. Payments must be made by the end of a semester or students may also be charged collection agency costs. Pre- enrollments for future terms may be prohibited until charges for the current semester are paid in full. Regardless of when tuition and fees are paid, the total amount is required; selective course payment is not possible. The Chief Financial Officer cannot extend the dates noted. All requests for financial assistance should be made at the CASC Student Financial Aid Office located in Hemphill Hall.

#### **Amount of Charges**

All tuition and fees are subject to change each semester; thus the published rates in this catalogue may no longer be in effect, and may increase between the preenrollment period and the first day of classes. Increases are reflected when charges are calculated after the drop/add period. Should a student pay the estimated charges before the drop/add period ends, they will still owe for the increases when they are calculated.

A financial obligation is incurred at the time a student elects to register for classes, at which time students may pay estimated tuition, fees, and other charges in the Business Office and order their ID cards in the Office of Student Affairs in Hemphill Hall (8:00 a.m. to 4:00 p.m.) Monday - Friday.

It is the student's responsibilities to ensure payment of all charges or to completely withdraw from all classes by the last day of the official drop/add period for that semester. Tuition is charged based on rates set by the Oklahoma State Regents for Higher Education and on the credit hours of enrollment.

All students except senior citizens enrolled for audit are charged an activity fee, a student facility fee, an assessment fee, a records fee, a technology services fee, and a library resources fee. Other charges that may apply include, but are not limited to, laboratory course fees, add/drop transaction fees, remedial course fees, and late-payment penalties.

#### **Scholarships**

Scholarship students must pre-enroll during the regular pre-enrollment period for all semesters for which the scholarship is to be used. Failure to do so may result in the loss of the scholarship. Students are responsible for verifying that scholarships have been applied to their accounts prior to the payment deadline to avoid late payment fees or other CASC sanctions.

#### **Student Billing Address**

The Office of Admissions and Records maintains addresses of students and provides billing addresses to the Business Office. Students must report any address changes, using their myCarlAlbert Self-Service or to the Office of Admissions. If students want late-payment bills sent to an address other than the address given at the time of enrollment, they must come in person to the Business Office and sign an authorization form, which must be renewed each semester. When the form is completed, all

mailings from the Business Office will be sent to the designated billing address.

#### **Special Billing to Third Parties**

Some third party sponsors who pay tuition and/or other charges on behalf of certain qualified students (such as employers, Vocational Rehabilitation, student financial aid awarded by organizations, some private scholarships, etc.) require that a bill be mailed directly to them from the CASC Business Office before they will make payment. In such cases, the student must provide a letter from the third party sponsor, addressed to CASC, requesting that the CASC Business Office bill the sponsor.

Students must notify the CASC Financial Aid Office during the drop/add period of each semester in order for the CASC Business Office to bill for tuition and fees before the payment deadline date. The Financial Aid and Business Offices must be notified each semester and at any time there is a change in the amount of the award or the source to be billed.

#### Student ID Cards

Student ID cards are issued by the Student Affairs Office. Students must be currently enrolled to be eligible to receive an ID card. Proof of enrollment and one picture identification card or two signature identifications are required. Lost ID cards should be reported immediately to the Business Office.

The first student ID issued to student is issued at time of enrollment and replacement cards are \$10.00.

#### **Currency and Check Requirements**

All payments must be made in U.S. currency. Checks must be payable in U.S. dollars drawn on U.S. banks. Make checks payable to Carl Albert State College. Mail payments at least seven days prior to the **PAYMENT DEADLINE DATE**. Do not remit post-dated checks because state law requires that all checks be immediately processed.

Any returned checks, unpaid by the bank for any reason, will incur an additional charge of \$25.00 per check, pursuant to Title 62, section 7.1, subsection D of the Oklahoma Statutes. CASC cannot accept a personal check as payment if a student has a returned check charged to her/his account. The Business Office does not ordinarily cash checks for students unless the checks are to be applied to the students' accounts.

#### Restrictions Resulting from Delinquent Accounts

A student's account with the Business Office is considered delinquent if the TOTAL AMOUNT DUE is not paid IN FULL by the payment deadline date. Students with delinquent accounts may not be allowed to register for future classes or receive copies of their grades and transcripts and may be denied use of college facilities. A payment on account is allowed; however, specified application of this payment is not allowed.

Payments will generally be applied to the oldest charge first. PARTIAL PAYMENT OF AN ACCOUNT DOES NOT REDUCE LATE PENALTIES, EXTEND PAYMENT DEADLINES, OR ALLOW USE OF COLLEGE FACILITIES.

#### Withdrawals from the Institution and Changes of Enrollment

To receive a full refund or a total cancellation of financial liability, students must cancel registration in writing before the end of the officially defined drop/add period for that semester. Students may cancel registration by filing a *Complete Withdrawal Form* in the Admissions Office or by submitting a letter to the Admissions Office.

Withdrawals from the institution and changes of enrollment during a defined drop/add period will result in full charges for courses added and full refund or credit for courses dropped. No refunds will be made if students completely withdraw or drop classes after the defined drop/add period for that semester, and full liability for that semester's cost will be incurred by students except as stipulated for Title IV recipients.

A signed *Change of Enrollment* must be submitted for withdrawal after the Drop/Add Period to verify course being withdrawn from and validate the identity of the person withdrawing from the course.

#### **Drop/Add Period**

Changes of schedule may be made during the first two weeks of a regular semester/term, the first week of a summer semester/term, or the first day of an accelerated session/term.

#### **Adding/Dropping Classes**

Changes in schedule during the drop/add period will result in full charges for courses added and full refund for courses

dropped. Refunds will not be made for withdrawal from classes after the defined add/drop period. Dates are published in the *Expanded Academic Calendar* 

[ https://www.carlalbert.edu/student-forms/ ]

## Fees Applicable Only for Current Semester

Fees are applicable only for the current semester. If a student withdraws and is entitled to a refund, the amount of the refund cannot be carried forward as a credit to a subsequent session.

#### **Refund Procedures**

No refunds will be made on special fee charges. No refunds will be made on Continuing Education classes if a student does not drop before the first class meeting. When the institution cancels classes, students enrolled in such classes will be entitled to 100% refund for the class that was cancelled. Refunds on overpaid accounts will not be made until after the fourth week after the end of the defined drop/add period of a regular semester and the third week after the end of the defined drop/add period of a summer term. Refunds may be picked up in the Business Office in person by the student to whom the checks are made payable, or the student can request to have the refund check mailed.

#### Fee Refund Policy for Students Entering Military Service

If a student enters military service during the term in which s/he is enrolled and s/he has not completed sufficient work for receiving her/his grades but is in good standing academically, the institution is authorized to waive enrollment fees for the student during the term in which s/he re-enrolls after her/his military service has been completed to the extent of the amount that s/he paid previously for enrollment in the term during which s/he entered military service (the institution could issue a certificate to the student for this purpose).

Alternative: If the institution feels that it is not feasible to issue a certificate, the institution is authorized to make a refund to the student for the full amount of her/his fees paid.

If a student enters military service during the term and is not in good academic standing at the time, the regular fee refund policy of the institution will apply.

# **Veteran Education Benefit – No Penalty Notice**

For students receiving veteran education benefit funding, CASC will not penalize the student when funds are delayed due to late payments from the VA. Instead, CASC will ensure the student remains enrolled and allowed to participate in the course and academic program.

#### **Payment Plan**

Carl Albert State College allows students to pay tuition, fees, meals, textbooks, and housing expenses by month or over time, making college more affordable.

Payment plans allow students to spread their out of pocket costs in monthly payments or over other time plan instead of being required to pay their costs at once. If a student would like to defer payments to allow financial aid to cover costs, they may enroll in a deferred payment plan

called *Pending Aid*. The CASC Business Office welcomes students to check with them for assistance.

#### Financial Aid Awarded by CASC

All students requiring financial assistance with the payment of tuition and fees should contact the CASC Financial Aid Office or access the Financial Aid website at <a href="https://www.carlalbert.edu/financialaid/">https://www.carlalbert.edu/financialaid/</a>. Federal Title IV Funds (Pell, SEOG, and Direct Loans) and State Funds (OTAG) that have been awarded will be processed through the Business Office as announced.

When funds are disbursed to the student accounts, all tuition and fees, room and board and/or any other charges due to CASC will be deducted. If the amount of aid awarded exceeds the total charges, the Business Office will issue a refund check to the student as announced.

# SCHOLARSHIPS & OTHER FINANCIAL AID

(Note: Some scholarship criteria may have changed subsequent to publication of this catalog.)

The Office of Financial Aid provides a range of financial assistance to CASC students, including scholarships, grants, employment, and loans. Each aid program awards assistance to students based on financial need, merit, or other eligibility requirement specific to the scholarship or program. (Transfer students must submit official transcripts from all colleges previously attended to determine/award aid). Many types and forms of scholarships are available to students at Carl Albert State College. Individuals, civic and professional groups, as well as the college itself, provide funding for scholarships. The types of financial assistance programs in which the college participates include:

- Scholarship Programs
- Federal Pell Grant & Supplemental Education Opportunity Grant (SEOG)
- Federal Work-Study Program
- Oklahoma Tuition Aid Grant (OTAG)
- Oklahoma's Promise
- BIA Grants
- Federal Direct Subsidized Loan
- Federal Unsubsidized Loan
- Federal PLUS Loans
- Oklahoma National Guard Tuition Waiver
- Veteran Affairs Education Benefits
- Other outside scholarships

#### **Scholarships**

Scholarship Application period opens November 1<sup>st</sup> for the next academic year. Deadlines for students applying for tuition waivers and cash scholarships is March 1<sup>st</sup>; students accepting these scholarships must be pre-enrolled each semester by dates set by the Office of Financial Aid. Application deadlines for the Scholars Program is set at February 1<sup>st</sup> each year.

Details on any scholarships and Scholarship Applications may be obtained from the Office of Financial Aid located

in Hemphill Hall or by accessing the Financial Aid website at www.carlalbert.edu/financial-aid-scholarships.

Tuition Waivers are a type of financial aid award where a student is not charged the tuition amount of their tuition/fee bill and the waivered amount applies only to tuition charges. Other Scholarship types may be cash based and defined as either a one-time award or divided between 2 or 4 semesters.

To be eligible for scholarships, students must submit the Scholarship Application online and submit supporting documentation including ACT Scores, High School Transcript, and other scholarship requirements. Students who have completed 16 hours or more (not including those earned under high school concurrent enrollment) before submitting their initial scholarship application are not eligible to receive an ACT tuition waiver.

ACT Tuition Waiver Scholarships are awarded based on ACT composite test scores taken within the past year and on the unweighted High School GPA of 3.00 or better. All recipients must be an Oklahoma Resident and an Oklahoma high school senior. ACT Tuition Waivers are renewable for the duration listed, and upon completion of 12 hours per semester at CASC while maintaining a 3.0 or better graduation/retention GPA.

- ACT Composite 28 and 3.50 GPA Award is \$4,800.00 Tuition Waiver Scholarship (\$1,200.00 per semester for up to 4 semesters, loaned textbooks). Available to Oklahoma High School Seniors who are Oklahoma Residents.
- ACT Composite 25-27 and 3.0 GPA —Award is \$4,000.00 Tuition Waiver Scholarship (\$1,000.00 per semester for up to 4 semesters). Available to Oklahoma High School Seniors who are Oklahoma Residents.
- ACT Composite 22-24 and 3.0 GPA —Award is \$3,200.00 Tuition Waiver Scholarship (\$800.00 per semester for up to 4 semesters). Available to Oklahoma High School Seniors who are Oklahoma Residents.
- ACT Composite 20-21 and 3.0 GPA —Award is \$1,200.00 Tuition Waiver Scholarship (\$600.00 per semester for 2 semesters only). Scholarship must be taken in the first academic year or first 2 semesters.
- ACT Composite 18-19 and 3.0 GPA —Award is \$700.00 Tuition Waiver Scholarship (\$350.00 per semester for 2 semesters only). Scholarship must be taken in the first academic year or first 2 semesters.

**RESIDENTIAL HOUSING SCHOLARSHIP (Poteau)**—Award is \$1,400.00 Housing Scholarship (\$350 per semester for up to 4 semesters) Minimum requirement: ACT composite of 19 and have a housing application on file. Limited number available.

**CASC REGENTS SCHOLARSHIP**—Award is \$500.00 Cash Scholarship one-time and up to \$1,000.00 per year in loaned textbooks. Minimum requirement: ACT composite of 24 and 3.5 GPA. (Limited availability)

OKLAHOMA REGENTS ACADEMIC SCHOLAR—Award is \$4,400.00 Cash Scholarship (\$1,100.00 cash per semester: up to 4 semesters and is transferable to any four-year state university in Oklahoma). Minimum requirement: 3.7 GPA and in top 5% of graduating class or ACT composite of 29. (Limited availability)

WILLIAM P. WILLIS SCHOLARSHIP—Award is \$2,000.00 Cash Scholarship (\$1,000.00 cash per semester for up to 2 semesters) Minimum requirement: must be Oklahoma resident and have financial need. (Limited availability)

SALLISAW COMMITTEE FOR EXCELLENCE (Sallisaw)—
Award is \$900.00 Tuition Waiver Scholarship (\$450.00 per semester: up to 2 semesters) Minimum requirement:
ACT composite of 19 and/or 2.8 GPA. (Limited availability)

# Scholarships: Scholars Program

The Carl Albert State College Scholars Program is a highly competitive scholarship for students who demonstrate strong academic and leadership capabilities. Students in the Scholars Program will have leadership roles on the Poteau campus, complete community service projects, and serve as active members in CASC clubs and organizations.

High School Seniors must apply for the Scholars Program Scholarship and submit required documents before February 1<sup>st.</sup> Students are required to have a minimum ACT Composite score of 21 and an unweighted high school GPA of 3.25 or higher. Applications are reviewed by a committee from which individuals are selected to interview. After interviews, applicants will be notified.

Scholars Program recipients must live on the Poteau campus. The Scholars Program award includes a four-semester package valued at \$11,112.00 and covers: A tuition scholarship for up to 16 hours of tuition at a value of \$6,112.00, \$3,200.00 Housing, and \$1,800.00 toward

Meal Cost. (Minimum requirement: ACT composite of 21 and 3.25 GPA).

#### **Scholarships: CASC Foundation**

Scholarships are available annually for many students who require financial assistance to attend college and have demonstrated above average skills and academic ability. Funds are provided by the Oklahoma State Regents and the CASC Development Foundation, which solicits and accepts contributions from individual and organizational donors. Most scholarships are awarded on the basis of financial need; others are awarded for academic achievement or other significant contributions to the College. A Scholarship Committee is responsible for the selection of students to receive scholarships. All funds are processed through the Business Office.

**DAVID AND DEE ABRAMS SCHOLARSHIP**—LeFlore County High School graduate.

**ADAMS ABSTRACT COMPANY SCHOLARSHIP**—LeFlore County High School graduates, 2.5 GPA, 19 ACT, renewable sophomore year.

**COLONEL GARY ADAMS, #3 CHIEF OF OKLAHOMA HIGHWAY PATROL MEMORIAL SCHOLARSHIP** —Oklahoma resident, Pre-Law Criminal Justice major, financial need, plans to pursue a career as Oklahoma State Trooper.

**AES, SHADY POINT LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**AGRI-BUSINESS SCHOLARSHIP**—Awarded to a student active in FFA or FCCLA with leadership and academic qualities.

**JIMMY AND LINDA ALFORD SCHOLARSHIP**—Red Oak or LeFlore High School graduates.

ALPHA DELTA KAPPA, LEFLORE COUNTY DELTA CHAPTER SCHOLARSHIP—Sophomore, Education major.

**BP AMERICA SCHOLARSHIP**—LeFlore, Latimer, Haskell, Pittsburg, or Sequoyah County grads; 3.2 GPA, Energy, Science, Math or Educ. major.

**BAYSUL AND ROTHA BALENTINE MEMORIAL SCHOLARSHIP**—LeFlore County graduate.

**NADINE BALESTRIERI SCHOLARSHIP**—3.5 GPA, ACT 22, and leadership and activities.

**BILL J. BARBER LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**CODY BARLOW MEMORIAL "IMPACT" SCHOLARSHIP—**Heavener high School graduate with 2.5 GPA.

**LIN BOHANAN MEMORIAL SCHOLARSHIP**—3.0 GPA, academic ability, and financial need.

**GAIL BOOTH MEMORIAL SCHOLARSHIP**—First generation college student or financial need.

ROBERT BORDEN SCHOLARSHIP—LeFlore High School graduate with financial need.

**BRANSCUM, PICKLE, BARBER MATH SCHOLARSHIP**—LeFlore County graduate, Math major.

ALBERT H. AND PAT (HICKS) BRIGANCE SCHOLARSHIP—Scholars Program student from Cameron or Keota with financial need. Transfer scholarship to Southeastern Oklahoma State University available for CASC education majors with 62 cr-hrs and 2.80 GPA.

ALBERT H. AND PAT (HICKS) BRIGANCE EDUCATION SCHOLARSHIP—2.5 GPA, financial need, and pursing a degree in Elementary, Secondary or Special Education. Transfer scholarship to Southeastern Oklahoma State University available for CASC education majors with 62 cr-hrs and 2.80 GPA.

ALBERT H. AND PAT (HICKS) BRIGANCE FAMILY SCHOLARSHIP—2.5 GPA with financial need. Transfer scholarship to Southeastern Oklahoma State University available for CASC education majors with 62 cr-hrs and 2.80 GPA.

**ELIZA KINKEAD BULGIN MEMORIAL SCHOLARSHIP**—Minority or financial need.

**ROBERT AND JEANNE BROOME LEADER SCHOLARSHIP**— Residential students residing in Leader Centers, 19 ACT.

MARIE BROWN MEMORIAL SCHOLARSHIP—Poteau High School graduate. 2.5 GPA.

**CHARLES E & MYRTLE BURNETT MEMORIALSCHOLARSHIP**—
Spiro, Heavener, or Sallisaw High School graduates, health career, or financial need.

VICTOR CARY MEMORIAL SCHOLARSHIP—Open to all.

**CHOCTAW NATION OF OKLAHOMA LEADER SCHOLARSHIP—** Residential students residing in Leader Centers, 19 ACT.

**CONCERT CHOIR SCHOLARSHIP** – CASC student participating in CASC Concert Choir.

**CASC EDUCATIONAL TALENT SEARCH SCHOLARSHIP**—Meets criteria established by ETS.

CASC GENERAL SCHOLARSHIP FUND—Open to all applicants.

**CASC NURSING FACULTY SCHOLARSHIP**—Nursing program.

**CASC PHYSICAL THERAPIST ASSISTANT AWARD**—Awarded annually to the outstanding PTA student.

**CASC STUDENT SUPPORT SERVICES SCHOLARSHIP**—SSS eligibility.

**CASC UPWARD BOUND SCHOLARSHIP**—Participant in Upward Bound, 2.5 GPA and financial need.

CASC VIKE HIKE SCHOLARSHIP-2.5 GPA.

**KATHRYN M. CARROLL MEMORIAL SCHOLARSHIP**—Academic ability, and financial need.

**ERNEST AND D'OLUS COGGINS SCHOLARSHIP**—LeFlore County student with financial need.

SAM COGGINS MEMORIAL SCHOLARSHIP—Requires a 2.5 GPA.

**THE COMMUNITY STATE BANK LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**ALLENE CONN MEMORIAL NURSING SCHOLARSHIP**—Nursing students.

**VICKIE CONN SCHOLARSHIP**—LeFlore or Sequoyah County graduate with Education major.

**RAY AND KATIE CORN MEMORIAL SCHOLARSHIP**—Pursuing a career in public service.

**DWIGHT CRAIG MEMORIAL SCHOLARSHIP**—Poteau High School graduate.

**TYLER SETH DAVLIN MEMORIAL SCHOLARSHIP**—Pursuing degree in medical field, 2.5 GPA and 19 ACT.

BROOKLYN ELAYNA DELEPLANK MEMORIAL SCHOLARSHIP – LeFlore Co. graduate with 2.5 GPA & 19 ACT pursuing degree in medical field

**DELTA KAPPA GAMMA BEATRICE BLANKENSHIP SCHOLARSHIP**—Sophomore, female, Education major.

**DICKERSON FAMILY SCHOLARSHIP**—Open to all applicants.

**GLEN L. DOWDEN MEMORIAL SCHOLARSHIP**—Heavener High School graduate.

**EARLY ACCESS SCHOLARSHIP**—Concurrent high school students in LeFlore County with financial need.

**EASTERN OKLAHOMA RESOURCE SCHOLARSHIP**—Eastern Oklahoma students with financial need.

**DAN FALKNER MEMORIAL MUSIC SCHOLARSHIP**—Visual & Performing Arts Majors and/or Show Choir Participants.

**BRAD FIELDS MEMORIAL SCHOLARSHIP**—Wister High School graduate. Scholar/athlete.

L. A. AND EVA FRENCH MEMORIAL SCHOLARHIP—Financial need.

**GUS E. FULLBRIGHT JR. MEMORIAL SCHOLARSHIP**—Preference to firemen's children in the Sallisaw area.

J.P. (JACK) GAITHER AND EVA M. GAITHER SCHOLARSHIP—Heavener High School graduate with financial need.

WILLIAM L. GANN TELECOMMUNICATIONS SCHOLARSHIP— Business or Technology major, 2.5 GPA.

**MOLLY GEDOSH MEMORIAL TUITION WAIVER**—Sophomore, Nursing students.

**SENATOR AND MRS. CLEM HAMILTON MEMORIAL SCHOLARSHIP**—Heavener graduate, 2.5 GPA and financial need.

**HAMILTON FAMILY SCHOLARSHIP**—Panama graduate, 2.5 GPA, with financial need.

**JERRY AND GEORGIA HETHERINGTON SCHOLARSHIP**—Sequoyah County graduate attending CASC Sallisaw.

**TULA HIMES MEMORIAL SCHOLARSHIP**—Preference to Hispanic students residing in dorms with financial need.

**GENEVIEVE HOLTON MUSIC SCHOLARSHIP**—Visual & Performing Arts Majors and/or Show Choir Participants residing in dorms, 2.8 GPA

STEVE AND PAM HOLTON HISPANIC STUDENT SCHOLARSHIP— Hispanic students with 3.2 GPA; Preference to Health Science fields.

**LATTIE HOYLE LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**NELL AND LATTIE HOYLE MEMORIAL MUSIC SCHOLARSHIP**Visual & Performing Arts Majors and/or Show Choir Participants.

**EVELYN M. HUTCHINSON MEMORIAL SCHOLARSHIP**—Requires 19 ACT.

**EVELYN M. HUTCHINSON MEMORIAL LEADER SCHOLARSHIP**—Residential students residing in the Leaders Center, 19 ACT.

**GARRY M. AND PAM IVEY SCHOLARSHIP**—Open to all applicants.

**JACK AND KATHERINE JOHNSON SCHOLARSHIP**—Open to all applicants.

**J. F. AND KATHRYN JOHNSTON SCHOLARSHIP**—Heavener High School graduate and participant in varsity sports.

FRIDA KAHLO ART SCHOLARSHIP—Art major with 2.5 GPA.

**KAREN KELLOGG-SHAW SCHOLARSHIP**—Cameron High School graduate with financial need.

**TONY KERBOW SCHOLARSHIP**—LeFlore County graduate with 2.5 GPA; preference to Poteau High School graduate.

**KIAMICHI ELECTRIC COOPERATIVE SCHOLARSHIP**—Parents or student customer of Kiamichi Electric Cooperative, Inc.

**BOB LEE KIDD MEMORIAL JOURNALISM SCHOLARSHIP**—Journalism major.

**LPN NURSING SCHOLARSHIP**—Nursing students who have completed the LPN Transition Program and are entering the RN Program.

**LEFLORE COUNTY RETIRED TEACHERS SCHOLARSHIP—**Sophomore, LeFlore County graduate, Education major and financial need.

**G. B. AND HELEN LENN LEADERSHIP SCHOLARSHIP**—Visual & Performing Arts Majors and/or Show Choir Participants.

**PATRICK LYNCH MEMORIAL SCHOLARSHIP**—Poteau High School graduate, Education major with 2.8 GPA.

**GEORGE AND ROSEMARY McBEE LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**ELIZABETH McDOW SCHOLARSHIP**—Cameron High School graduate with scholastic achievements.

JAMES DWAINE McKENZIE MEMORIAL SCHOLARSHIP— Psychology-related field or pursuing a career working with disabled individuals.

**DAVE AND BEVERLY McMILLEN LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**MIKE MILLER MEMORIAL SCHOLARSHIP**—Visual & and Performing Arts Majors and/or Show Choir Participants.

HARRY R. AND MAY McTIER MILLFORD MEMORIAL SCHOLARSHIP—Visual & Performing Arts Majors and/or Show Choir Participants.

MISS CASC SCHOLARSHIP—Full tuition waiver and \$1,000 cash award is given to winner of Miss CASC Pageant. First runner-up receives \$500 cash scholarship. Second runner-up receives \$200 cash scholarship. Third runner-up receives \$100 cash scholarship.

**MISS CASC FOUNDATION SCHOLARSHIP** —Winner of the Miss CASC Pageant is awarded \$300 cash scholarship.

**DELORES MITCHELL NON-TRADITIONAL SCHOLARSHIP**—Non-traditional student attending Sallisaw campus, 12 hrs with 3.0 GPA, 19 ACT.

**DELORES MITCHELL SCHOLARSHIP**—Established by Delores Mitchell. Attending Sallisaw campus, 2.5 GPA and financial need.

**DR. JOHN MONTGOMERY MEMORIAL SCHOLARSHIP**—LeFlore or Sequoyah County high school graduate with 2.5 GPA, 19 ACT. Preference to minorities. Renewable sophomore year.

**FLOYD AND ERNESTINE MORRIS SCIENCE SCHOLARSHIP**—Science major.

PAULA NIETO TWIN SCHOLARSHIP—Sophomore twins.

**OG&E SCHOLARSHIP**—Requires 2.5 GPA.

**DR. FREDERICK AND MARJORIE OLIVER SCHOLARSHIP**—Nursing Program, Sallisaw campus.

**GEORGE OLLIE, JR. LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

LORENE PATTERSON MEMORIAL SCHOLARSHIP—LeFlore or

Haskell County High School graduate. 2.5 GPA.

**REVEREND MORRIS AND JENNY PIPKIN SCHOLARSHIP**—Entering ministry/music ministry, minimum age 25 years, 2.5 GPA.

**POTEAU WOMEN'S LEAGUE SCHOLARSHIP**—Show Choir or Theatre.

**JAMES RAY MEMORIAL SCHOLARSHIP**—Heavener High School graduate.

**JEANNE REED LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**JEANNE REED NURSING SCHOLARSHIP**—Nursing program. **ROY AND JEANNE REED BUSINESS SCHOLARSHIP**—Business major.

**VERNON ROBERTS MEMORIAL SCHOLARSHIP** – Poteau High School graduate.

**JULIAN ROTHBAUM AWARD FOR ACADEMIC EXCELLENCE**—Cash award presented at graduation to CASC's top academic graduate.

**SALLISAW COMMITTEE FOR EXCELLENCE**—Sequoyah County freshman attending CASC Sallisaw, 12 hrs. with 2.8 GPA and/or 19 ACT.

SEQUOYAH COUNTY EARLY ACCESS SCHOLARSHIP—
Concurrent high school students in Sequoyah County with financial need.

JEFF SHOCKLEY MEMORIAL LEADERSHIP SCHOLARSHIP— LeFlore County High School graduate, 2.5 GPA, and demonstrated leadership in school and community.

**ROBERT SMEDLEY MEMORIAL**—Visual and Performing Arts Majors and/or Show Choir Participants, 2.5 GPA, 19 ACT. Renewable.

**BUDDY SPENCER ACADEMIC SCHOLARSHIP**—Sequoyah County students attending CASC Sallisaw, 12 hrs with 3.2 GPA, 19 ACT.

**SPIRO STATE BANK LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**SPIRO STATE BANK SCHOLARSHIP**—Spiro High School graduate, 2.5 GPA, 19 ACT.

**THE HONORABLE DENNIS M. SPROUSE RECOVERY SCHOLARSHIP**—Recovering addict or a child of an addicted parent attending CASC Sallisaw, 2.0 GPA.

J. T. AND MARY JO STITES MEMORIAL SCHOLARSHIP— Sequoyah County graduate attending CASC Sallisaw, 2.5 GPA, 19 ACT. Preference veterans.

**ARTIE STIVERS LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**ROSS AND ARTIE STIVERS SCHOLARSHIP**—Howe High School graduate, 2.8 GPA, 19 ACT.

STUDENT SUPPORT SERVICES SCHOLARSHIP—SSS eligibility.

**TALENT SEARCH SCHOLARSHIP**—Meets criteria established by ETS.

LT. GLENN C. AND VERNA TAYLOR MEMORIAL SCHOLARSHIP— Nursing Program. Preference to disabled and minorities.

**RONNIE LEE TAYLOR II MEMORIAL SCHOLARSHIP**—Panama High School graduate, recommended by high school principal and counselor.

**DR. HERMAN L. THOMAS NURSING LEADER SCHOLARSHIP**— Nursing program.

**TONI FLOYD THOMPSON MEMORIAL SCHOLARSHIP**—Poteau High School graduate, 2.5 GPA.

**TUBBS SCHOLARSHIP FUND**—Sequoyah County graduate, 2.5 GPA.

**AUDRA TUCKER SCHOLARSHIP**—CASC baseball player, 3.0 GPA. **UPWARD BOUND SCHOLARSHIP**—Participant in Upward Bound, 2.5 GPA and financial need.

**SCOTT VINCENT MEMORIAL SCHOLARSHIP**—LeFlore County graduate with 3.0 GPA; preference to veteran or family member of veteran.

**THE WALTON FAMILY FOUNDATION LEADER SCHOLARSHIP**— students residing in Leader Centers, 19 ACT.

**ELEANOR C. WHITE MEMORIAL SCHOLARSHIP**—Education majors.

DR. JOE AND MELBA SUE WHITE MEMORIAL SCHOLARSHIP— 3.0 GPA, 19 ACT.

**RILLA WYATT MEMORIAL SCHOLARSHIP**—LeFlore High School graduate, academics and activities.

LYNN AND RUTH YARBOROUGH MEMORIAL SCHOLARSHIP—Preference to minorities or disabled.

#### Other Financial Aid

Carl Albert State College participates in several federally and state funded financial aid programs for college students including Federal Pell Grant, Oklahoma's Promise Scholarship, and Tuition Aid Grants.

To be eligible to receive funds under any Title IV financial aid program, a student must have a graduated high school and provide proof of graduation (official high school transcript or GED), as well as other federal criteria.

#### How and When to Apply

Applicants may apply and establish eligibility for any of the student financial aid programs by filing the Free Application for Federal Student Aid (FAFSA). Applications are available online at <a href="https://studentaid.ed.gov/sa/fafsa">https://studentaid.ed.gov/sa/fafsa</a> or on the mobile app MyStudentAid.

Students may apply each year on or after *October* 1st for the upcoming school year. Applicants are encouraged to apply early since some aid programs have limited funding. To be considered for OTAG, students should apply by February 5<sup>th</sup>.

Students can receive free assistance with financial aid through the Educational Opportunity Center (EOC) academic advisors located on the Poteau campus in Hemphill Hall, Rooms 112 and on the Sallisaw campus in the Mayo Center rooms 8004.

Processing time for the submission of the initial application to the Federal Processor is approximately 2 to 3 days

Online, or 2 to 3 weeks on Paper. If CASC's code is listed on a student's application, the CASC Financial Aid Office will receive his/her *Institutional Student Information Report* (ISIR) electronically from the processors. Once the ISIR and other required documents for verification are received by the CASC Office of Financial Aid, an additional 4 to 6 weeks of processing time may be required to receive his/her notification of eligibility.

Parents and students should be aware that Financial Aid is provided to help with educational expenses and not as a means of total support.

#### **Disbursement Method**

The amount of financial aid for which a student is eligible will be credited to his/her account.

- If the amount of aid awarded exceeds the total charges, s/he will receive the difference as a refund to their designated refund option.
- If the aid is less than the charges, s/he will be expected to pay the difference.
- If the aid package is for a full-time student for the regular nine-month academic year, one half will be awarded for the fall semester and one half for the spring semester.

For students attending less than full-time for any semester, the amounts will be pro-rated for that semester.

#### **Disbursement Schedule \***

- Summer Semester:
   First estimated date will be mid-June.
- Fall Semester:
   First estimated date will be September.
- Spring Semester:
   First estimated date will be early February.

Follow-up disbursements for each semester will be posted in the CASC Financial Aid Office as well as on the CASC website. (\* dates for disbursement are subject to change).

#### **Refund Policy**

In accordance with the college refund policy, a student who completely withdraws from CASC must notify the CASC Financial Aid Office due to the fact that s/he may be liable for a portion of the charges that have been paid using his/her financial aid.

During the first 60% of the semester, a student earns Title IV funds in direct proportion to the length of time s/he remains enrolled. A student, who remains enrolled

beyond the 60% point of a semester, earns all aid for that period.

Refunds for students receiving tuition waivers, special billings and etc. who fail to provide proof of verification to the CASC Financial Aid Office during the drop/add period of each semester, will be issued refunds according to the CASC Business Office scheduled refund policy.

#### Satisfactory Academic Progress (SAP)

In accordance with federal regulations that govern student financial aid programs at CASC, a student receiving financial aid must maintain satisfactory academic progress while obtaining a degree or certificate offered by CASC. All financial aid recipients must read and agree to CASC's Satisfactory Academic Progress (SAP) Policy before receiving any financial aid. (see SAP Policy online at: <a href="https://www.carlalbert.edu/financialaid/">https://www.carlalbert.edu/financialaid/</a>)

#### **Financial Aid Grants**

Grants are awarded based solely on financial need and do not have to be repaid unless, for example, the funds were awarded incorrectly or if a student completely withdraws before the 60% point of a semester. (Transfer students must submit official transcripts from all colleges previously submitted to determine/award aid).

#### **Federal Pell Grant**

Pell Grants are the foundation of federal student aid, to which aid from other federal and nonfederal sources might be added. Pell Grants are awarded only to undergraduate students. If a student is eligible for a Pell Grant, s/he will receive the full amount in which s/he qualifies for.

The amount of other student aid that s/he may qualify for does not affect his/her Pell Grant amount. The amount of the Pell Grant depends on a student's Expected Family Contribution (EFC), cost of attendance, whether s/he is a full-time or part-time student and whether s/he attends school for a full academic year or less. A student may receive Pell Grant funds from only one school at a time. The FAFSA application is used for this grant.

# Federal Supplemental Educational Opportunity Grant (SEOG)

SEOG is awarded to undergraduate students with exceptional financial need. The CASC Office of Financial Aid determines eligibility of this grant based on when a student applies, his/her financial need, the amount of

other aid s/he receives and the funding level that CASC receives. A student must apply for federal student aid early to be considered for this grant. The FAFSA application is used for this grant.

#### **Oklahoma Tuition Aid Grant (OTAG)**

OTAG is a need-based grant program for Oklahoma residents who attend approved colleges, universities and career technology centers in Oklahoma. OTAG is a program of the Oklahoma State Regents for Higher Education.

A student should complete the FAFSA February 5<sup>th</sup> each year to be considered for this grant. The CASC Financial Aid Office determines eligibility of this grant based on Oklahoma residency, expected family contributing of \$1,700 or less, enrollment status, and the amount of other aid s/he receives. when a student applies, his/her financial need and the amount of other aid s/he receives.

Funds are released to CASC after enrollment and eligibility has been confirmed. The FAFSA application is used for this grant.

#### Federal Work-Study (FWS)

FWS is a program that offers employment to students who need a job to meet college expenses. The jobs can be on campus or off campus. The CASC Office of Financial Aid determines eligibility based on when a student applies, his/her financial need, the amount of other aid s/he receives and the funding level that CASC receives.

A student must apply for federal student aid early to be considered for work-study funds. The FAFSA application is used for the FWS program.

#### Institutional Work-Study (IWS)

Occasionally, a student is hired by the college to work parttime in a specialized area. If a student does not qualify for federal work-study but feels that s/he has special skills to offer the college, s/he may apply for institutional employment by visiting with the Human Resources Department or individual departments on campus.

#### Vocational Rehabilitation Grant (Voc-Rehab)

Vocational Rehabilitation is a grant provided by the Oklahoma State Regents for Higher Education and administered through the Vocational Rehabilitation Division for students who qualify to receive financial assistance. These funds offer assistance to students who have certain disabilities provided the vocational objective

has been approved by a representative of the division. Students should apply through the Vocational Rehabilitation Office in the county in which they reside or through the Vocational Rehabilitation Office at CASC located in the HT Building Room 504A.

#### **Bureau of Indian Affairs (BIA)**

The Bureau of Indian Affairs administers grants and/or scholarships to eligible students through the various tribal headquarters. This program is for Indian students whose tribal membership records are maintained. A student must apply through his/her Tribal Headquarters; however, s/he will be required to apply for financial aid before any funds are awarded.

Although financial need and enrollment is considered in determining eligibility, s/he must see their tribal headquarters for other necessary requirements.

#### **Federal Student Loans**

Loans, unlike grants or work-study, are borrowed money that must be repaid, with interest. These are real loans—just like car loans or mortgages.

#### Federal Direct Subsidized Loan

The Federal Direct Subsidized Loan is provided by the U.S. Department of Education to undergraduate students that are enrolled at least half-time and show financial need. The CASC Office of Financial Aid determines eligibility based on the grade level in school, dependency status and financial need.

The interest rate for this loan changes each year; however, the U.S. Department of Education pays the interest while a student is in school at least half-time and also during the grace period.

A student has a six-month grace period after s/he graduates, drops below half-time, or withdraws before repayment begins. The loan servicer will send the student information about repayment and the date repayment begins.

It is the student's responsibility to begin repayment on time, even if s/he does not receive the information. Repayment will be made to the loan servicer. Students must complete a FAFSA and then complete a *Student Loan Request* found on myCarlAlbert Self-Service to be considered for a loan.

#### Federal Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan is provided by the U.S. Department of Education to undergraduate and graduate students that are enrolled at least half-time. Financial need is not necessary. The CASC Office of Financial Aid determines eligibility based on the grade level in school and the dependency status.

The interest rate for this loan changes each year and the student is responsible for the interest from the time the loan is disbursed until it is paid in full. A student can pay the interest while s/he is in school, or s/he can allow the interest to accrue (accumulate) while in school and have the interest added to the principal amount of the loan later. However, the amount s/he will have to repay will be higher than if the interest is paid while in school.

A student has a six-month grace period after s/he graduates, drops below half-time, or withdraws before repayment begins during which time s/he does not have to pay the principal, but will have to pay the interest unless s/he elects to have it capitalized (added to the principal loan balance) later. The loan servicer will send the student information about repayment and the date repayment begins.

It is the student's responsibility to begin repayment on time, even if s/he does not receive the information. Repayment will be made to the loan servicer. Students must complete a FAFSA and then complete a *Student Loan Request* found on myCarlAlbert Self-Service to be considered for a loan.

#### **Federal Direct PLUS Loan**

A Federal Direct PLUS Loan is provided by the U.S. Department of Education to parents for their dependent undergraduate children that are enrolled in at least half-time. Financial need is not necessary. The CASC Office of Financial Aid determines eligibility based on the parent passing a credit check as well as the parent and student meeting other general requirements.

The interest rate for this loan changes each year and there is no grace period. Generally, within sixty days after the loan is fully disbursed, the parent will begin repayment. This means interest begins to accumulate at the time the first disbursement is made.

The parent must begin repaying both principal and interest while the student is in school. The loan servicer will send the parent information about repayment and the date repayment begins; however, it is the parent's responsibility to begin repayment on time.

Repayment will be made to the loan servicer. Students must complete a FAFSA for consideration of this loan and then request a Parent Plus Loan Form from the Office of Financial Aid. Parents must also complete an application and credit check on <a href="https://www.studentaid.gov">www.studentaid.gov</a>.

### Short-Term Loans Florence Wood Student Loan Fund

The late Mrs. Florence Wood, a former instructor of English at the college, established this fund to provide small, emergency, short-term loans to CASC students. These loans are available (depending on availability of funds) for CASC students through the Office of Financial Aid for emergency situations on the basis that the student has financial aid awards that have not yet been disbursed. These loan funds must be repaid within thirty (30) to sixty (60) days. Applications for these loans are available at the Office of Financial Aid.

# ACADEMIC POLICIES AND PROCEDURES

#### **Grading**

Carl Albert State College complies with the uniform system of grading for established by the Oklahoma State System institutions. This provides a more effective and efficient system of transfer of students' credits between and among public State System institutions.

CASC academic transcript is the official document with student information that is a complete and accurate reflection of a student's academic career. It includes information such as cumulative and retention/graduation GPAs, semesters of attendance, courses taken, grades and credit hours awarded, degrees received, academic standing, academic honors, and transfer information.

#### **Grading Terms**

The following types of grading entries with respective definitions are used for transcript notations:

#### Grades Used in the Calculation of GPA

Grade	Note	Grade Points per Hour
Α	Excellent	4
В	Good	3
С	Average	2
D	Below Averag	e 1
F	Failure	0

#### Other Symbols Used on the Transcript

Grade	Note	Grade Points per Hour
Р	Pass	0
NP	No Pass	GPA Neutral
1	Incomplete	GPA Neutral
W	Withdrawal	GPA Neutral
AW	Administrative Withdrawal	GPA Neutral
AU	Audit	GPA Neutral
N	Not reported by instructor	GPA Neutral
WIP	Work in Progress	GPA Neutral

#### Other Symbols and Definitions

The following symbols are used to further explain the grading system used by Carl Albert State College.

- P The "P Grade is used to indicate credit earned through Advanced Standing examinations and military evaluations. The P is GPA neutral and counted in the total number of attempted hours for retention, and the total number of attempted and earned hours for graduation.
- **P-F** The "P-F" or Pass-Fail grade are an option for students in limited courses, including the COED and athlete based activity courses. The Pass grade indicates credit hours earned but does not contribute to the GPA. The F grade is calculated into the GPA.
- P-NP The "P-NP" or Pass-No Pass grade are an option for students in developmental coursework and special circumstances specified by CASC. The P grade indicates the student met minimum course requirements; the NP grade indicates the student did not meet minimum course requirements. For the developmental course, the P-NP grade does not add hours or contribute to the GPA. For the 1000 or 2000 level course, CASC may use the P-NP for regularly graded courses under specific and special circumstance (i.e. Spring 2020 COVID-19 grade award exceptions) with the P grade adding earned credit hours but does not contribute to the GPA. The NP grade neither adds hours or contributes to the GPA. (P-NP will be effective Summer/Fall 2021).
- N The "N" grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.
- I An "I" or incomplete grade may be used, per instructor and Academic Vice- President's approval, to indicate that additional work is necessary to complete the requirements for a course. It is not a substitute for an "F", and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The instructor, in consultation with the student, will determine remaining course assignments and deadlines, but all incomplete grades must be removed within one regular semester (e.g., a spring semester or summer term Incomplete should be completed by the end of the fall semester; a fall semester Incomplete should be

completed by the end of the spring semester). Otherwise, it remains as Incomplete on the student's permanent record and is not calculated in the GPA.

AU Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. Students may change an enrollment status from audit to credit during the Add/Drop Period (first two weeks of fall/spring term and the first week of a summer semester term). AU will not contribute to the GPA.

**W** An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the institution's allowable withdrawal period as follows:

- "W" Withdrawal Period: Students will receive a "W" grade for withdrawals made after the 10<sup>th</sup> day of classes in the fall/spring term and end the last day of the 12<sup>th</sup> week of term, or the 5<sup>th</sup> day of classes in the summer term and the last day of the 6<sup>th</sup> week of term (not to exceed 3/4 of the duration of any term).
- "W or F" Withdrawal Period: Withdrawals accepted after this deadline will be assigned either a "W" or an "F" grade depending upon the student's standing in the class. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral. The last day students are permitted to withdraw from a class is the last day of classes before Final Exams begin.

AW Administrative Withdrawal or "AW" may be assigned by the Office of Academic Affairs or the instructor to indicate that a student has been "involuntarily" withdrawn from class(es) after CASC's Add/Drop Period for health, disciplinary, or financial reasons. Administrative withdrawals are GPA neutral but can impact federal financial aid.

#### **Leave of Absence: Military**

Pursuant to Title 70, O.S., Section 3248, CASC shall grant a leave of absence, which shall not exceed a cumulative five (5) years, to a student who is a member of the active uniformed military services of the United States and called to active duty. The student shall be eligible to:

1.) Withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or

2.) Receive an "I" for any or all courses for the period of active duty status irrespective of the student's grade at the time the "I" is awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

#### **Grade Point Average**

The Retention/Graduation GPA is used by CASC to determine a student's eligibility to remain enrolled or graduate from an institution. Activity courses, forgiven course work, audited courses, and courses with grades of I, W, AW, P, NP, and N are not calculated in the Retention/Graduation GPA.

The cumulative GPA includes grades for all course work, including activity and forgiven course work, and excluding developmental courses. Courses in which the grades of I, W, AW, P, NP, and N are given are not calculated in the cumulative GPA.

#### **Remedial/Developmental Courses**

Remedial/developmental courses are coded as zero-level and college credit is not awarded for the completion of such courses. Remedial/developmental courses are assigned a letter grade by CASC and are not calculated in the retention/graduation or cumulative GPA. CASC offers developmental courses for non-college credit, including:

- MATH 0111 Fast Track Math Lab,
- MATH 0113 Developmental Math,
- MATH 0123 Intermediate Algebra,
- ENGL 0111 Fast Track Reading Lab,
- ENGL 0113 Introduction to College Reading,
- ENGL 0121 Fast Track Writing Lab, E
- NGL 0123 Introduction to College Writing, and
- ENGL 0133 Introduction to College Reading and Writing.

High School Concurrent Enrollment Students enrolled under the high school concurrent enrollment policy are not permitted to enroll into zero-level courses to remove remediation requirement while in high school.

VA Funded Student Enrollment Students who receive VA educational funds are permitted to enroll into remedial courses, but, will not receive VA education funding for

zero-level/remedial courses delivered through <u>online</u> instruction. Only on-campus, remedial courses are valid for VA funding purposes.

# Academic Forgiveness Provisions

Circumstances may justify a student being able to recover from academic problems in ways, which do not forever jeopardize the student's academic standing. Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances:

- For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention/graduation GPA under the prescribed circumstances listed below for Repeated Courses.
- There may be extraordinary situations in which a student has done poorly in up to two semesters due to extenuating circumstances which, in the judgment of the appropriate institutional officials, warrants excluding grades from those semesters in calculating the student's retention/graduation GPA under Academic Reprieve.
- A student may be returning to college after an extended absence and/or under circumstances that warrant a fresh academic start under Academic Renewal.

Students may seek academic forgiveness utilizing the following procedures outlined for Repeated Courses, Academic Reprieve, and Academic Renewal. Students may receive no more than one academic reprieve or renewal in the academic career, and only one option (reprieve or renewal) can be used. The repeated courses provision may be utilized independent of reprieve or renewal.

#### **Repeated Courses**

Carl Albert State College offers the Repeated Courses provision, where a student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of 4 courses, but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F." Both attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned.

The CASC transcript notes the original grade is forgiven and the repeated or second grade earned is used in the calculation of the retention/graduation GPA. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA. Students repeating courses above the first 4 courses or 18 credit hours of "D" or "F" repeated may do so with the original grades and repeat grades averaged.

#### **Academic Reprieve**

Carl Albert State College offers the Academic Reprieve provision allowing a student who has experienced extraordinary circumstances to disregard up to two semesters in calculation of his or her retention/graduation GPA.

A student who is currently enrollment may request an academic reprieve consistent with these guidelines:

- At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request;
- Prior to requesting academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;
- The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollments.
- If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester;
- The student must petition for consideration of academic reprieve and be currently enrolled with CASC at time of petition; and
- All courses remain on the student's transcript, but are not calculated in the retention/graduation GPA.

Course work with a passing grade included in a reprieved semester may be used to *demonstrate competency* in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

#### Academic Renewal

Carl Albert State College offers the Academic Renewal provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without

penalty and have a fresh start. Under academic renewal, course work taken prior to a date specified by the institution is not counted in the student's retention/graduation GPA.

A student who is currently enrolled may request academic renewal from CASC consistent with these guidelines:

- At least five years must have elapsed between the last semester being renewed and the renewal request;
- Prior to requesting academic renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;
- The request will be for all courses completed before the date specified in the request for renewal;
- The student must petition for consideration of academic renewal and be currently enrolled with CASC at time of petition; and
- All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

#### **Transcript and Notations**

The student's academic transcript will be a full and accurate reflection of the facts of the student's academic life and will reflect all courses in which a student was enrolled and in which grades were earned, with academic forgiveness provisions reflected in such matters as how the retention/graduation GPA is calculated.

The transcript will note the courses and semester(s) reprieved or renewed, and indicate repeated courses. Academic standing for academic probation or academic suspension will be noted on the transcript.

The official college transcript will list a Legend and Explanation of Grades consistent with State Regent policy that explain the transcript to the reader.

# Other Academic Policies and Procedures

#### Academic Course Load

It is expected that a full-time college student will spend at a minimum an amount of time each week in class attendance and study out of class approaching a 40-hour week. A person employed on a full-time basis should not simultaneously expect to maintain a full-time academic schedule. A student desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college.

"Academic Term" is the time duration of a course schedule, generally a fall or spring semester consisting of 16 weeks, a summer session consisting of four or eight weeks, or an intersession consisting of the weeks between a semester and/or session. CASC's operational academic term is the semester.

"Academic Overload" at CASC begins at 22 hours in the fall/spring term and 10 in the summer (or the number of semester-credit-hours 25 percent or more than the number of weeks in the applicable academic term).

The maximum student load is 24 credit hours in the fall/spring terms or 12 hours in the summer (or in any given term is limited to a number of semester-credit hours which is 50 percent greater than the total number of weeks in the applicable academic term).

Based on the individual student's academic program and/or academic performance, CASC may limit the student's academic load. A student simultaneously enrolled in two or more institutions should not exceed the standards set forth in this policy. The standards set forth above do not apply to academic credit awarded on the basis of advanced standing examination.

#### **Schedule Changes**

A student will be allowed, upon approval of her/his advisor, to change her/his schedule during the first 5 days of a fall or spring semester, the first 2 days of a summer semester, and the first morning of an accelerated course. In the event a student wishes to discontinue taking a course, s/he must withdraw through a regular procedure in the Office of Admissions and Records. Students changing/withdrawing from a course in the first 10 days of the fall/spring terms or 5 days of the summer term may do so without charges or grade. After this add/drop period, failure to withdraw from a class not attending may result in an "F" grade being recorded on the student's transcript.

Students may not add a course to their schedule after the first week of the fall and spring semesters, after the second day of the summer session, nor after noon of the first day of an accelerated course.

#### Classification

Students who have successfully completed 30 semester hours are classified as sophomores. Students with fewer than 30 hours are classified as freshmen.

#### **Auditing Courses**

Auditing gives a student the opportunity to participate in a course without concern for credits or grades. Students can also re-experience a course they have already been credited for taking. To audit a course, follow the guidelines below:

- Enroll with the Office of Admissions; note on enrollment form course is being audited.
- Pay the appropriate fees, which are the same as for regular registration.
- Remember that no credit or grade will be given for the course.
- Check this catalog for prerequisite courses.
   Prerequisites still apply for audited courses.
- Make all changes from credit to audit, or the reverse, before the end of the add/drop period.

Senior Citizen Waiver Area residents who are 65 years of age or older may enroll at CASC on a no-credit (AUDIT) basis without tuition or fee charges. Students are liable for the cost of the textbook, any applicable course costs, and will receive a grade of "AU" or Audit with no academic credit awarded. Senior Citizen Waiver Request form must be completed each semester (see Admissions Office or

https://www.carlalbert.edu/student-forms/).

#### **Grade Protests/ Grade Changes**

Students may challenge a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record.

Information concerning procedures is available from the Office of Admissions & Records.

#### **Change of Name and Address**

Notification regarding change of address, change of name, change in marital status, or change of citizenship should be filed promptly in the Admissions Office, Financial Aid Office, and the Business Office. Legal change of name includes legal documents such as marriage license, divorce

decree, or other court document.

# Settlement of Debts and Grade Reports

Grade reports are available online in the student's VIKECONNECT portal account and updated at the end of each semester. Before transcripts are released, all financial obligations to the college must be satisfied.

#### **Honor Students**

Honor rolls contain the names of students who have completed 12 or more credit hours (excluding zero level and physical education courses) at the close of a semester with a grade average of "B" (3.00) or better. Only Carl Albert State College courses are considered in the determination of honor role.

The Office of Admissions confirms a student's GPA and the Office of Marketing publishes student names in hometown newspapers and online. CASC publishes two honor roll lists and one national community college honor society.

President's Honor Roll
recognizes of students with an "A" grade average (4.00).
No grade can be below an A; 12 c-hrs excludes any activity or zero-level course(s).

Vice President's Honor Roll

Note President's Honor Roll

Roll recognizes students with a grade point of 3.00 and no course grade below a "C". Zero-level and physical education activity courses are excluded from grade averages.

Phi Theta Kappa (PTK) Honor Society PTK is an international honor society among community colleges that recognizes academic achievement of college students and provides scholarship and personal growth opportunities. Sponsors are located in the Education Talent Search office located on the Poteau campus.

#### **Deceased Students**

With the death of a student, education records are no longer protected under FERPA. While the release of records involving a deceased student is no longer a FERPA issue, the issue is an institutional matter. Therefore, the college maintains full discretion in deciding whether and under what conditions education records of a deceased student should be disclosed.

Registrar's Office work to determine the appropriate release of the student record and will not release education records unless presented with valid subpoena requesting student education records, by written authorization from the executor of the deceased student's estate, or verification of next of kin if an executor has not been appointed. Such individual would need to provide proof of the student's death (i.e., death certificate or obituary notice), relationship to the deceased, and reason for the request.

The request will be reviewed by the Registrar, who make the determination on a case-by-case basis.

# GRADUATION REQUIREMENTS

Carl Albert State College grants and confers degrees consistent with the policies established by the Oklahoma State Regents for Higher Education.

Students must read and understand the policy and procedures to obtain a degree from Carl Albert State College. Under the guidance and authority of the Oklahoma State Regents for Higher Education and Carl Albert State College Board of Regents, the Office of Admissions and Records supports published outlines of degree plans and confers degree accordingly.

Student may earn an associate degree at Carl Albert State College with successful completion of program requirements with at least 60 academic credit hours or the certificate with successful completion of programs requiring 35 academic credit hours or less.

Application for Graduation should be submitted during their last semester with CASC. Conferral of degree occurs after the end of the semester and based upon successful completion of program requirements (courses and total earned hours), earning a retention/graduation GPA of 2.00 or greater, having a current application for graduation on file, and removing all financial or other obligations to the college. Typically, applications are due by April 1 for a May completion, June 1 for a July completion, and November 1 for a December completion.

Upon successful degree completion, degree and date of conferral are posted to the transcript. Diplomas are issued by the Registrar's Office. Commencement exercises are scheduled once a year and generally at the end of the spring semester.

The following general rules apply to all graduate candidates:

· It is the student's responsibility to understand and

- meet all requirements for graduation.
- A student who is a candidate for a degree at end of any semester must file an Application for Graduation, and complete all courses, earn a minimum 2.00 GPA and credit hour requirements before the degree will be conferred.
- Students must pay all tuition and fee charges and remove all holds before a diploma is issued.
- To earn a degree at Carl Albert State College, 15 hours must be completed in residence at CASC. Students are required to submit official transcripts from all colleges previously attended as a factor in degree award.
- Degree or certificate programs are awarded in accordance to published catalog degree plan information approved by Carl Albert State College that is in effect at the time of entry or re-entry. All program requirements will remain in effect for as long as enrollment is uninterrupted (except summer term).
- A second associate degree from CASC may be granted by completing an additional, unique set of 15 credit hours and core coursework required in that major.
- A retention/graduation grade point average of 2.00 must be earned to meet graduation requirements. The GPA includes transfer hours from all college/universities previously attended.
- Physical education activity, zero-level, repeated or reprieved courses are not counted toward the credit hour requirement of any program.
- Through a Reverse Transfer initiative, students who
  exit CASC without earning their associates degree and
  have earned hours at other college(s), may submit
  those transcripts to CASC for degree award
  evaluation. Students must apply for Graduation and
  have earned a minimum 15 cr-hrs with CASC.
- Former CASC students may earn a degree from CASC without being currently enrolled when all requirements to earn a degree are met and application was not made. Current programs and their course requirements are considered for degree conferral.
- Students who do not wish their name to be published in the commencement program and all graduation publications must have on file in the Office of Admissions a completed form: (FERPA) "Withhold Directory Information" and their name will be withheld from Commencement and other publications.

#### **Diplomas**

The conferral of the degree is documented on the transcript and diploma. The "Diploma" is a formal document issued by an institution that certifies a student has successfully completed an instructional program. The "Transcript" is the official document issued by an institution showing student information that is a complete and accurate reflection of a student's academic career, including degrees received.

Diplomas will be ordered for all students who have submitted an *Application for Graduation* and meet all requirements for degree conferral for that graduation term. Names printed on the diploma reflects the student provided information found on the *Application for Graduation*.

#### **Honors**

Honors used for Commencement are based on the graduating student's Retention/Graduation GPA at time of Commencement. Final honors distinctions are awarded to those earning their associates degree and noted on the Diploma; honors are not attached to student's receiving the certificate credential. Final honors distinctions are:

- Highest Honors are awarded when cumulative Ret/Grad GPA is between 4.00 and 3.75.
- High Honors are awarded when cumulative Ret/Grad GPA is between 3.74 and 3.50.
- Honors are awarded when cumulative Ret/Grad GPA is between 3.49 and 3.25.

Phi Theta Kappa recognition is by membership to see PTK. All honors will be noted on the diploma and college transcript, and recognized at Commencement.

Honor cords may be purchased from the Bookstore. PTK cords may be purchased from the CASC's PTK counselor.

#### **Veteran Military Cords**

To honor their military service to the United States of America, Carl Albert State College recognizes the graduation of our military students by authorizing them to wear special red, white, and blue honor cords with their academic regalia during commencement ceremonies.

CASC invites all active duty, National Guard, Reserve and U.S. military veterans who have honorably served to receive and wear this special Military Honor Cord and be so recognized at commencement. Verification of credentials and distribution of the cord is organized with

the VA Coordinator for the college.

#### Commencement

Commencement is the ceremony which celebrates a student's academic achievement and credential award. The commencement ceremony is held once a year in May. Students invited to participate in Commencement include previous term fall graduates and those projected to successfully complete requirements at the conclusion of the spring or summer term

Students will receive a diploma cover at Commencement. Degrees are conferred after final grades are posted. Diplomas display student's name, degree award, date of conferral, Oklahoma State Regents and Carl Albert State College officers, and any Honors and PTK distinctions.

#### **Reverse Transfer**

In support of Oklahoma's participation in the COMPLETE COLLEGE AMERICA efforts, CASC is working in cooperation with other Oklahoma colleges/universities to increase the number of college graduates. Students who are attending another college and have completed a minimum of 15 credit hours with CASC may be eligible to earn their associates degree from Carl Albert State College through the *Reverse Transfer* initiative.

To evaluate a degree award through Reverse Transfer, a student must submit official transcript(s) from all colleges previously attended for evaluation of degree award in a current academic program with CASC. Students must complete a minimum 15 cr-hrs with CASC. This opportunity is valid for courses transferred from a regionally accredited two or four-year college.

# **Undergraduate Degree Requirements**

Carl Albert State College adheres to guidelines, criteria, and standards established by the Oklahoma State Regents for Higher Education in developing degree programs which will be conferred upon students satisfactorily completing prescribed courses of study. CASC confers degrees authorized by the State Regents, including:

"Associate Degree" is a credential requiring two years of full-time equivalent college work (at least 60-63 credit hours). Carl Albert State College offers three types of associate degrees—Associate in Arts, Associate in Science, and Associate in Applied Science.

"Certificate" is a recognition awarded for an organized program of study that does not lead to an academic degree.

#### **General Education Requirements**

General education is at the core of the academic curriculum for all degree-seeking students.

The general education goals of the Carl Albert State College are met by combining the general education course requirements with the coursework for each major or program as listed in the degree plans found in the General Catalog. Together, courses taken for the general education requirements and those taken for specific degrees will ensure that CASC graduates have the skills, knowledge, and attitudes to carry them successfully through their work and their personal lives.

Carl Albert State College students will be able to:

#### **Think Critically**

- Define a problem or question appropriate to context
- Gather info/data necessary to address problem/question
- Evaluate evidence/data for credibility and relevance
- Develop appropriate conclusion/solution

### Demonstrate Technological & Information Literacy

- Utilize appropriate technological tools that facilitate learning
- Access relevant info/data from applicable methods
- Evaluate info/data in terms of relevant criteria
- Communicate info/data ethically and responsibly.

#### **Communicate Effectively**

- Organize communication in applicable format
- Demonstrate content development
- Provide required support/evidence
- Express communication free of technical error

# Associate of Arts (AA) Degrees

Students recommended for the AA degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (min.60-63 hours), excluding any courses repeated or reprieved, physical education activity courses, and zero-

level courses.

#### **General Education**

Associate of Arts degree plans at CASC require a minimum of 60-63 credit hours of which a minimum 39-40 credit hours of general education are required as below. [To see specific courses transfer to another Oklahoma college or university go to <a href="https://www.okhighered.org/transfer-students/course-transfer.shtml">https://www.okhighered.org/transfer-students/course-transfer.shtml</a> - Course Equivalency Tables].

- English Composition: 6 hours, that must include ENGL1113 and ENGL1213
- U.S. History and U.S. Government: 6 hours, that must include HIST 1483/1493 and POS 1113.
- Science: 6 hours, one course must be a laboratory science.
- Humanities: 6 hours, chosen from nonperformance courses defined as humanities by the institution granting the associate degree.
- Mathematics: 3 hours (MATH 1413 is approved Math Pathways for AA majors: Child Development; Computer Information Systems; Enterprise Development; General Studies; HPER; Pre-Elementary Education; Criminal Justice; History, Political Science, and Pre-Law; Sociology/Psychology)

# Additional Elective and CASC Requirements:

- Computer Proficiency: students must demonstrate computer proficiency in computer operating systems, word processing, spreadsheets, database, and internet usage. (CASC course CS 1103 and advanced placement fulfills this requirement)
- Elective: 3 hours, at least one course from the following areas: psychology, social sciences, foreign languages, fine arts (art, music, drama).
- Elective: Additional liberal arts and sciences courses as needed to meet the minimum total of 40 credit hours required in this policy.
- Health education: 2 hours of health-related courses.

#### **Computer Proficiency**

Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications. This requirement may be completed through one of three options;

- Successfully complete a high school computer science course that meets the State Regent's high school curricular requirements, or
- Satisfy an institution's computer proficiency assessment, or

 Successfully complete college-level course: CS 1103 Microcomputer Applications

#### **Major Coursework**

The remaining 20-24 semester-credit-hours of academic work shall be applicable to the student's major objective including any prerequisite courses necessary for the anticipated upper-division program. A majority of such student credit hours should be taken in courses classified as liberal arts and sciences.

# Summary of Minimum Standards for the AA Degrees

A minimum of 15 credit hours in residence at CASC must be completed to earn an associate of arts degree. Below is the minimum number of credit hours required to earn an Associate of Arts degree:

Total semester credit hours required	60
General Education - Credit Hours:	37
Course work applicable to major	23
Credit in residence at CASC	15

#### **AA - General Education**

#### **General Education Core Requirements**

1. English Composition - 6 hours (Select Both)

ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II

2. U.S. History - 3 hours (Select One)

HIST 1483 American History 1492-1865 HIST 1493 American History 1865-Present

3. U.S. Government - 3 hours (Select One)

POS 1113 American Federal Government

4. Biological Science - 4 hours (Select One)

BIO 1114 General Biology BOT 1114 General Botany ZOO 1114 General Zoology

5. Physical Science - 4 hours (Select One)

GPS 1214 General Physical Science with Lab CHEM 1115 General Chemistry I PHYS 1114 General Physics I GEOL 1014 General Geology

6. Orientation - 1 hour (Select One)

ORI 1111 Freshman Orientation

7. Mathematics - 3 hours (Select One)

MATH 1413 Survey of Contemporary Math

8. Health, Physical Education and Recreation - 2 hours (Select One)

any HPER course, except activity courses

Computer Proficiency - 3 hours (Select One)
 CS 1103 Microcomputer Applications

10. Humanities - 6 hours (Select Two)

HUM 2113 General Humanities I
HUM 2223 General Humanities II
ART 1113 Art Appreciation
DRMA 1213 Introduction to Theatre
HIST 1113 Early Western Civilization
HIST 1123 Modern Western Civilization
MUS 1113 Music Appreciation
PHIL 1113 Introduction to Philosophy
PHIL 2123 Ethics
RLED 1113 Old Testament
RLED 1123 New Testament
RLED 2113 World Religions
Any Literature Course(s)

#### 11. Approved Elective - 3 hours

Select any one course in psychology, social sciences, foreign languages, & fine arts (art, music, drama) in conference with advisor

# Associate of Science (AS) Degrees

Students recommended for the AS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 60-63 hours), excluding any courses repeated or reprieved, physical education activity courses, and zero-level courses.

#### **General Education**

Associate of Science degree plans at CASC require a minimum of 60-63 semester- credit hours of which a minimum of 37 semester-credit hours of general education are required. [To see how specific courses transfer to another Oklahoma college or university go to <a href="https://www.okhighered.org/transfer-students/course-transfer.shtml">https://www.okhighered.org/transfer-students/course-transfer.shtml</a> - Course Equivalency Tables].

- English Composition: 6 hours, that must include ENGL1113 and ENGL1213
- U.S. History and U.S. Government: 6 hours, that must include HIST 1483/1493 and POS 1113.
- **Science**: 6 hours, must be a laboratory science.
- Humanities: 6 hours, chosen from nonperformance courses defined as humanities by the institution granting the associate degree.
- Mathematics: 3 hours (MATH 1513 is approved Math Pathways for AS majors: Allied Health; Business Administration; Biological& Pre-Professional Sciences; Math, Physical Science, & Pre-Engineering)

# Additional Elective and CASC Requirements:

- Computer Proficiency: students must demonstrate computer proficiency in computer operating systems, word processing, spreadsheets, database, and internet usage. (CASC course CS 1103 and advanced placement fulfills this requirement)
- Elective: 3 hours, at least one course from the following areas: Psychology, social sciences, foreign languages, fine arts (art, music, drama).

#### **Computer Proficiency**

Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications. This requirement may be completed through one of three

#### options;

- Successfully complete a high school computer science course that meets the State Regent's high school curricular requirements, or
- Satisfy an institution's computer proficiency assessment, or
- Successfully complete college-level course: CS 1103 Microcomputer Applications

#### **Major Coursework**

The remaining 23 semester-credit-hours of academic work shall be applicable to the student's major objective including any prerequisite courses necessary for the anticipated upper-division program. A majority of such student credit hours should be taken in courses classified as liberal arts and sciences.

# **Summary of Minimum Standards for the AS Degrees**

A minimum of 15 credit hours in residence at CASC must be completed to earn an associate of arts or an associate of science degree. Below is the minimum number of credit hours required to earn an Associate of Science degree:

TOTAL semester credit hours required	60
General Education - Credit Hours:	37
Course work applicable to major	23
Credits in residence with CASC	15

# AS - General Education General Education Core Requirements

- English Composition 6 hours (Select Both)
   ENGL 1113 Freshman Composition I
   ENGL 1213 Freshman Composition II
- 2. U.S. History 3 hours (Select One)
  HIST 1483 American History 1492-1865
  HIST 1493 American History 1865-Present
- 3. U.S. Government 3 hours (Select One)
  POS 1113 American Federal Government
- Biological Science 4 hours (Select One)
   BOT 1114 General Botany
   ZOO 1114 General Zoology
- 5. Physical Science 4 hours (Select One) CHEM 1115 General Chemistry I
- 6. Orientation 1 hour (Select One)
  ORI 1111 Freshman Orientation

- Mathematics 3 hours (Select One)
   MATH 1513 College Algebra (Pre-Calculus)
- 8. Computer Proficiency 3 hours (Select One)
  CS 1103 Microcomputer Applications

#### 9. Humanities - 6 hours (Select Two)

HUM 2113 General Humanities I
HUM 2223 General Humanities II
ART 1113 Art Appreciation
DRMA 1213 Introduction to Theatre
HIST 1113 Early Western Civilization
HIST 1123 Modern Western Civilization
MUS 1113 Music Appreciation
PHIL 1113 Introduction to Philosophy
PHIL 2123 Ethics
RLED 1113 Old Testament
RLED 1123 New Testament
RLED 2113 World Religions

#### 10. Approved Elective - 3 hours

Any Literature Course/s

Select any one course in psychology, social sciences, foreign languages, & fine arts (art, music, drama) in conference with advisor

# **Associate of Applied Science (AAS) Degrees**

The minimum standards for the awarding of associate degrees in technical-occupational areas of specialization, the AAS, at CASC shall be as follows:

Students recommended for the AAS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 60 hours), excluding any courses repeated or reprieved, physical education activity courses, and zero-level courses.

#### **General Education**

Associate of applied science degree plans at CASC require a minimum of 60 semester-credit hours of which a minimum of 19 semester-credit hours of general education are required, including:

- Composition: 6 hours, one course must include ENGL1113 and another communications course
- U.S. History and U.S. Government: 6 hours, that must include HIST 1483/1493 and POS 1113

General Education Electives: 7 hours

#### **Technical-Occupational Specialty**

The completion of 27 hours in the technical-occupational specialty subjects must be completed.

#### **Support and Related Courses**

The completion of support and related courses must be taken to bring the total to a minimum of 60 hours.

# Summary of Minimum Standards for AAS Degrees:

A minimum of 15 credit hours in residence at CASC must be completed to earn an associate of applied science degree. Below is the minimum number of credit hours required to earn an Associate of Applied Science degree:

Total semester credit hours required	60
General Education	
Technical-occupational Specialty	
Support and related courses	
Credit in resident at the awarding institution	15

#### **Academic Term: Semester**

CASC has three academic semesters in its Academic Calendar: a fall and spring semester consisting of 16 weeks, and a summer session consisting of 8 weeks. Short term class sessions include an intersession or interim consisting of the one or two weeks between semesters, and 8 or 4 week classes held within a semester.

The semester-credit-hour is the standard and traditional unit of credit to be used in evaluating a student's educational attainment and progress. One semester-hour of credit is normally awarded for completion of a course meeting for 800 instructional minutes, (50 minutes per week for 16 weeks), exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.

#### **Student Responsibility**

Students are responsible for dropping any course to which they will not attend or can no longer attend. Students are responsible for understanding deadline dates to drop courses and not be charged tuition/fees and have no transcript record of attendance. Students are expected to pay all financial obligations to the college. For those

students receiving Federal Title IV funds (Pell Grant, SEOG, loans) and who withdraw prior to the 60% completion of the term, they will be required to return all or part of federal money received (see Financial Aid section of the catalog).

Students should understand that contacting the instructor or advisor or any person other than the Office of Admissions does not constitute an official withdrawal from classes. Only written requests to withdraw made to the Office of Admissions will be considered official communications and acted upon.

#### **Withdrawal Periods**

Students may withdraw from one course or all courses during the term. Students may drop a course on-line during the add/drop period, in person at either the Poteau or Sallisaw locations; or by written communication.

#### **Add/Drop Period**

Students may add and drop classes without transcript record or financial obligation during the first 10 days of the fall or spring terms and the first 5 days of the summer term.

#### "W" Grade Period

Students may drop courses and receive an automatic letter grade of "W" from the 3<sup>rd</sup> week through the last day of the 12<sup>th</sup> week in a regular semester (2<sup>nd</sup> week to last day of 6<sup>th</sup> week in summer).

#### "W or F" Grade Period

The "W-F" period requires instructor input and spans the 13<sup>th</sup> week through the last day before finals (spring or fall terms) and the 7<sup>th</sup> week through the last day before finals in the summer term. Students may drop courses with a "W" letter grade after the instructor assigns a passing grade (A, B, C, or D) to the withdrawal. However, instructors may assign a non-passing letter grade (F) to the student's withdrawal. In this case, the student will receive an "F" grade recorded to the transcript.

#### **Student Attendance**

CASC does not mandate attendance, but recognizes that irregular class attendance may adversely affect a student's grade in a course. In general, the maximum number of allowable unexcused class hours of absences a student should miss shall be the number of credits of the course. For example, a course worth three credit hours would have three clock hours of such absences.

Some courses by their nature may demand different attendance standards than those outlined above. Unexcused absences in excess of the number of credit hours may result in a student being advised to withdraw from a class. It is the responsibility of instructors to advise classes of the attendance policy for each class on the first day of class and to distribute this policy in their course syllabus.

#### No Show

Instructors are not required to drop students for absence; therefore, students should not assume that they will be dropped for absence., and should confirm their registration status prior to the add/drop deadline. Students who enroll in a course and do not attend that course during the add/drop period (1<sup>st</sup> 10 days of regular term or 5 days of summer) are considered a "no show" in the course and **may be** dropped **by the instructor** and without transcript record or financial obligation.

Students are responsible for dropping any class to which they will not attend and are advised to avoid billing issues by dropping courses in themselves and do so in writing. Students may petition the Add/Drop Committee and present documentation supporting No Show withdrawal actions after the add/drop period has passed.

#### **Administrative Withdrawal**

Instructors and administrative personnel may withdraw a student only after the add/drop period and only for extenuating circumstances such as health, disciplinary, or financial reasons and only by permission of the Vice President of Academic Affairs. The student will have an "AW" grade recorded on the transcript for that course and remain financially encumbered for the course. Administrative withdrawals are GPA neutral but can impact federal financial aid. Documentation must accompany any "AW" grade recorded with the last date of student attendance recorded.

# PROGRAMS OF STUDY

# Associate of Arts (AA) and Associate of Science (AS) Degrees

Students pursing the AA or AS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 60-63 hours), excluding any repeated or reprieved courses, physical education activity courses, and zero-level courses. The associate of arts and sciences degrees transfer as lower division coursework to baccalaureate degree granting institutions.

#### General Education (37-40 cr-hrs)

Associate of Arts and Science degree plans at CASC require a minimum of 60-63 semester- credit hours of which a minimum of 40 semester-credit hours of general education are required as below. Note: Basic general education core is listed as transferable on the State System Course Equivalency Project matrices (go to <a href="https://www.okhighered.org>Student">www.okhighered.org>Student</a> Center>Transfer Students).

#### •Major Coursework (20-24 cr-hrs)

The remaining 20-24 semester-credit-hours of academic work shall be applicable to the student's major objective including any prerequisite courses necessary for the anticipated upper-division program. A majority of such student credit hours should be taken in courses classified as liberal arts and sciences.

# Associate of Applied Science Degree (AAS)

Students recommended for the AAS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 60 hours), excluding any repeated or reprieved courses, physical education activity courses, and zero-level courses. Associate of applied science degree plans at CASC require a minimum of 60 semester-credit hours of which a minimum of 19 semester-credit hours of general education are required.

- General Education (19 cr-hrs)
- Technical-Occupational Specialty (27 cr-hrs)
- Support and Related (total minimum 60 cr-hrs)

#### In General

Students must earn 15 credit hours in residence at CASC to earn a degree with CASC. For the AAS in Nursing and Physical Therapist Assistant, prerequisite coursework is recommended but may be waived by permission of the program advisor.

Students earning a second associates degree are required to complete all Major course work and a minimum of 15 CASC completed credit hours.

#### **Certificates**

Certificates may be awarded by CASC as an academic recognition for an organized program of study that does not lead to an associates degree. Students must achieve a GPA of 2.0 and a minimum, reduced credit load, ranging from 15 to 35 credit hours.

### **ACADEMIC DEGREE PLANS**

The curriculum required for each of the following associate degree and certificate program are listed by degree type on the following pages. The major include courses basic to their field of study.

(Degree plans are posted online at www.carlalbert.edu/academics .)

#### **ASSOCIATE OF ARTS**

**Business Administration** 

Child Development

**Computer Information Systems** 

Criminal Justice

**Enterprise Development** 

**Exercise Science and Personal Training** 

**General Studies** 

Health, Physical Education & Recreation

History, Political Science, and Pre-Law

Pre-Elementary Education

Sociology/Psychology

#### **ASSOCIATE OF SCIENCE**

Allied Health

Biological and Pre-Professional Science

**Enterprise Development** 

Mathematics, Physical Sciences, and Pre-Engineering

#### ASSOCIATE OF APPLIED SCIENCE

**Applied Technology** 

Child Development

Computer Technology

Cybersecurity

Nursing

Occupational Health and Safety

**Physical Therapist Assistant** 

#### **CERTIFICATES**

Child Development

Child Development/Director's Certificate

Child Development Infant Toddler

Hospitality and Event Management

Law Enforcement Procedure

Occupational Skills

Organizational Leadership

Physical Therapist Aide

Social Services Assistant

# **ASSOCIATE OF ARTS**

**Business Administration** 

**Child Development** 

**Computer Information Systems** 

**Criminal Justice** 

**Enterprise Development** 

**Exercise Science and Personal Training** 

**General Studies** 

Health, Physical Education & Recreation

History, Political Science, and Pre-Law

**Pre-Elementary Education** 

Sociology/Psychology

Degree: Associate of Arts	Program Code: (006)
Major: Business Administration	Min Dat/Crad CDA . 200
Options: Accounting, Business Education, or Organizational Leadership	Min. Ret/Grad GPA: . 2.00 Min. Total Hours: 62
Division: Business and Technology	

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22 HOURS)
English Composition - 6 hours (Select Both)	MAJOR CORE COURSES
ENGL 1113 Freshman Composition I	Required Courses in Major Core - 12 hours (Select All)
ENGL 1213 Freshman Composition II	ACCT 2103 Financial Accounting <sup>1</sup>
	ACCT 2203 Managerial Accounting <sup>1</sup>
U.S. History - 3 hours (Select One)	ECON 2113 Principles of Macroeconomics <sup>2</sup>
HIST 1483 Am His 1492-1865 <i>or</i> HIST 1493 Am His 1865-Pr	ECON 2213 Principles of Microeconomics <sup>2</sup>
U.S. Government - 3 hours (Select One)	<b>ELECTIVE COURSES</b> (select 3 courses in chosen Option)
POS 1113 American Federal Government	Accounting Option - 10 hours
	ACCT 1103 Fundamentals of Accounting
Biological Science - 4 hours (Select One)	BUS 1013 Introduction to Business
BIO 1114, BOT 1114, or ZOO 1114	BUS 1113 Business Math
	BUS 2023 Principles of Management
Physical Science - 4 hours (Select One)	BUS 2113 Principles of Business Law I
GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014	BUS 2123 Statistics for Business and Economics
	BUS 2133 Business Communications
Orientation - 1 hour (Select One)	MATH 2523 Business Calculus I
ORI 1111 Freshman Orientation	MKTG 2103 Introduction to Marketing
	Business Education Option <sup>3</sup> - 10 hours
Mathematics - 3 hours (Select One)	BUS 2133 Business Communications
MATH 1513 College Algebra (Pre-Calculus)	GEOG 2243 Fundamentals of Human Geography
	MKTG 2103 Introduction to Marketing
Health, Physical Education & Recreation - 2 hours (Select One)	SOC 1113 Introduction to Sociology
any HPER course, except activity courses	SPAN 1113 Elementary Spanish I
	SPCH 1113 Intro to Speech Communications
Humanities - 6 hours (Select Two)	Organizational Leadership Option - 10 hours
HUM 2113 Gen Hum. I HUM 2223 Gen Hum II	(Select three or more courses in conference with advisor)
ART 1113 Art Appreciation DRMA 1213 Intro Theatre	ORGL 1113 Intro to Organizational Leadership
HIST 1113 Early West Civ HIST 1123 Mod West Civ	BUS 1013 Introduction to Business
MUS 1113 Music Apprec PHIL 1113 Intro to Philosophy	ORGL 2113 Project Management
PHIL 2123 Ethics RLED 1113 Old Testament	ORGL 2213 Project Management ORGL 2253 Organizational Behavior
RLED 1123 New Testament RLED 2113 World Religions	ORGL 2253 Organizational Behavior ORGL 2263 Human Resource Management
Any Literature Course(s)	BUS 2133 Business Communications
Approved Electives - 8 hours (Select CS 1103 and 2 Electives)	
CS 1103 Microcomputer Applications	
(any two) PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC,	
ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)	
Totals:	Totals:

#### Notation

Students are required to complete General Education and Major Requirement courses leading to this degree. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup> ACCT 1103 is prerequisite to ACCT 2103; ACCT 2103 to ACCT 2203. Sophomore enrollment for ACCT 2103/2203 recommended.

<sup>&</sup>lt;sup>2</sup> ECON 2113 is prerequisite to ECON 2213. Sophomore enrollment recommended.

<sup>&</sup>lt;sup>3</sup> Students seeking a Secondary Education degree at a four-year institution should complete the Business Education Option.

# Business Administration, AA (006)

Course	Number – Course Description		Hours
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	HIST 1483 or 1493 American History		3
	CS 1103 Microcomputer Applications		3
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	Elective in Major: recommend BUS 1113 Intro to Business or BUS 2133 Business Communications		3
		Total:	16
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	POS 1113 American Federal Government		3
	MATH 1513 College Algebra (Pre-Calculus)		3
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	Elective in Major: recommend ACCT 1103 Fundamentals of Accounting (prerequisite to ACCT 2103)		3
		Total:	15
Sanham	ore Year 1 <sup>st</sup> Semester – Fall		
	Biological Science (BIO, BOT, OR ZOO)		4
	HPER course – 2-3 hours		2-3
	ACCT 2103 Financial Accounting		3
	ECON 2113 Principles of Macroeconomics		3
	Elective in Major		3
	Elective in major	Total:	15-16
Sanham	ore Year 2 <sup>nd</sup> Semester – Spring		
30pilolii	Physical Science - (CHEM, GPS, OR PHYS)		4
	ACCT 2203 Managerial Accounting		3
	ECON 2213 Principles of Microeconomics		3
	Elective in General Education (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)		3
	Elective in Major		3
	Elective in major	Total:	16
Graduat	ion Requirements: Minimum 62 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hour	s: 62

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. Students should complete a minimum 15-16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$136.50 per credit hour = \$8,463.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree: Associate of Arts
Major: Child Development
Division: Business and Technology

Program Code: (055)

Minimum Ret/Grad GPA . . . . . 2.00
Minimum Total Hours . . . . . 62-64

GENERAL EDUCATION REQUIREMENTS	(40 HOURS)	MAJOR REQUIREMENTS	(22-24 HOURS)
English Composition - 6 hours (Select Both)		MAJOR CORE COURSES	
ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II			Select All)
ENGLIZES TRESIMAN COMPOSITION II		CD 1103 Teacher, Community and Family CD 1223 Preschool Behavior & Guidance	/ Relations <sup>2</sup>
U.S. History - 3 hours (Select One)		CD 2113 Child Growth & Development	
HIST 1483 Am His 1492-1865 <i>or</i> HIST 1493 Am His	s 1865-Pr	CD 2133 Language and Physical Skills	
U.S. Government - 3 hours (Select One)		CD 2223 Program Planning & Administra	tion <sup>2</sup>
POS 1113 American Federal Government		ELECTIVE COURSES – 7-9 hours	
		(Select two or more courses in conference with	th advisor)
Biological Science - 4 hours (Select One)		AHS 1203 Basic Nutrition	
BIO 1114, BOT 1114, or ZOO 1114		BUS 2023 Principles of Management	
Physical Science - 4 hours (Select One)		CD 2053 Child Dev Management & Budge	eting
GPS 1214, CHEM 1115, PHYS 1114/2014, or GEOG	1014	CD 2103 Children with Special Needs CD 2123 Health Care, Safety, & Nutrition	
		CD 2143 Science, Math & Social Diversity	
Orientation - 1 hour (Select One)		CD 2213 Play, Art & Music	
ORI 1111 Freshman Orientation		CD 2253 Infant and Toddler Programs	
Mathematics - 3 hours (Select One)		SOC 2133 Marriage and Family	
MATH 1413 Survey of Contemporary Math <sup>1</sup> or high	ner		
Health, Physical Education & Recreation - 2 hours (S	elect One)		
any HPER course, except activity courses			
Humanities - 6 hours (Select Two)			
HUM 2113 Gen Hum. I HUM 2223 Gen Hu	ım II		
ART 1113 Art Appreciation DRMA 1213 Intro			
HIST 1113 Early West Civ HIST 1123 Mod W MUS 1113 Music Apprec PHIL 1113 Intro to			
PHIL 2123 Ethics RLED 1113 Old Tes			
RLED 1123 New Testament RLED 2113 World I			
Any Literature Course(s)			
Approved Floatings Observe /Coloat CC 1103 and 3.5	lastinas)		
Approved Electives - 8 hours (Select CS 1103 and 2 E. Select course(s) from these course disciplines:	iectivesj		
CS 1103 Microcomputer Applications			
(any two) PSY, HIST, POS, SOC, ECON, GEOG, SPAN			
ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (	literature)		
Totals: Cı	edit Hours: 40	Totals:	redit Hours: 22-24

#### Notation:

Students are required to complete General Education and Major Requirement courses leading to this degree. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>MATH 1413 is Math Pathways requirement. However, transfer students should consider math requirement of the transfer institution. <sup>2</sup>Students who have earned a CDA Credential may apply 6 hours credit toward this AA degree.

# Child Development, AA (055)

Course	Number – Course Description		Hours
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	HIST 1483 or 1493 American History		3
	CD 1103 Teacher, Community, & Family Relations		3
	MATH 1413 Survey of Contemporary Math (Or Higher)		3
	CD 1223 Behavior, Guidance, and Readiness		3
		Total:	16
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	PSY 1113 Intro to Psychology (Recommended General Education Elective)		3
	HPER 1113 Personal Health & Wellness		3
	Physical Science - (CHEM, GPS, OR PHYS)		4
	CD 2113 Child Growth & Development		3
	·	Total:	16
Sonhom	ore Year 1st Semester – Fall		
	Biological Science - (BIO, BOT, OR ZOO)		4
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	CS 1103 Microcomputer Applications		3
	CD 2133 Language & Physical Skills		3
	CD 2223 Program Planning & Administration		3
	050	Total:	16
Sonhom	ore Year 2 <sup>nd</sup> Semester – Spring		
	POS 1113 American Federal Government		3
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	SOC 1113 Intro to Sociology (Recommended General Education Elective)		3
	Elective in Major		3
	Elective in Major		2-3
		Total:	14-15
Graduat	ion Requirements: Minimum 62-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hours	s: 62-63

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. Students should complete a minimum 15-16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$136.50 per credit hour = \$8,463.00 (Although this cost does not include textbooks, supplies, developmental coursework and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree:	Associate of Arts	Program Code: (060)
Major:	Computer Information Systems	Minimum Ret/Grad GPA 2.00
Division:	Business and Technology	Minimum Total Hours 62

GENERAL EDUCATION REQUIREMENTS	(40 HOURS)	MAJOR REQUIREMENTS	(22 HOURS)
English Composition - 6 hours (Select Both)		MAJOR CORE COURSE	
ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II		Required Courses in Major - 12 hours ( CS 1313 Programming I CS 1333 Programming II	Select All)
U.S. History - 3 hours (Select One)  HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1	L865-Pr	CS 2203 Networking I CS 2243 Internet Programming	
U.S. Government - 3 hours (Select One)		ELECTIVE COURSES - 10 hours	
POS 1113 American Federal Government		(Select three or more courses in conferen  CS 1113 Introduction to Computer Fo	
Biological Science - 4 hours (Select One)		CS 1423 Information Security	
BIO 1114, BOT 1114, or ZOO 1114		CS 1433 Introduction to Photoshop CS 1443 Animation & Interactive Me	dia
Physical Science - 4 hours (Select One)		CS 1513 Operating Systems	
GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014		CS 2013 Database Management CS 2213 Networking II	
Orientation - 1 hour (Select One)		Other CS course	
ORI 1111 Freshman Orientation			
Mathematics - 3 hours (Select One) MATH 1413 Survey of Contemporary Mathematics¹			
Health, Physical Education & Recreation - 2 hours (Sellar) any HPER course, except activity courses	ect One)		
Humanities - 6 hours (Select Two) HUM 2113 Gen Hum. I HUM 2223 Gen Hum	s II		
ART 1113 Art Appreciation DRMA 1213 Intro Th	eatre		
HIST 1113 Early West Civ HIST 1123 Mod Wes MUS 1113 Music Apprec PHIL 1113 Intro to P			
PHIL 2123 Ethics RLED 1113 Old Testa			
RLED 1123 New Testament RLED 2113 World Re			
Any Literature Course(s)			
Approved Electives - 8 hours (Select CS 1103 and 2 Election 1103 a	ctives)		
Select course(s) from these course disciplines:			
CS 1103 Microcomputer Applications	CHED CHOC		
(any two) PSY, HIST, POS, SOC, ECON, GEOG, SPAN ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (lit			
Totals:Cr	edit Hours: 40	Totals:	Credit Hours: 22

#### Notation:

<sup>1</sup>MATH 1413 is Math Pathways requirement. However, transfer student should consider math requirement of the transfer institution.

Students are required to complete General Education and Major Requirement courses leading to this degree. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

### Computer Information Systems, AA (060)

Course	Number – Course Description		Hours
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	CS 1103 Microcomputer Applications		3
	CS 1313 Programming I		3
	CS 2203 Networking I or CS 2243 Internet Programming		3
	HPER Course – 2-3 hours		2-3
		Total:	15-16
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	MATH 1413 Survey of Contemporary Mathematics		3
	Biological Science - (BIO, BOT, OR ZOO)		4
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	CS 2203 Networking I or CS 2243 Internet Programming		3
		Total:	16
Sophom	ore Year 1st Semester – Fall		
. $\square$	Physical Science - (CHEM, GPS, OR PHYS)		4
	HIST 1483 or 1493 American History		3
	POS 1113 American Federal Government		3
	Elective in Major		3
	Elective in Major		3
		Total:	16
Sophom	ore Year 2 <sup>nd</sup> Semester – Spring		
	CS 1333 Programming II		3
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	Elective in General Education (see below)		3
	Elective in General Education (see below))		3
	Elective in Major		3
	-	Total:	15
Graduat	ion Requirements: Minimum 62 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hours	: 62-63

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$136.50 per credit hour = \$8,463.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree: Associate of Arts

Major: Criminal Justice

Division: Social & Behavioral Science

Program Code: (030)

Minimum Ret/Grad GPA ..... 2.00

Minimum Total Hours ..... 62-67

GENERAL EDUCATION REQUIREMENTS	(40 HOURS)	MAJOR REQUIREMENTS	(22-27 HOURS)
English Composition - 6 hours (Select Both)		MAJOR CORE COURSES	
ENGL 1113 Freshman Composition I		Required Courses in Major - 22 hours (Sele	ect All)
ENGL 1213 Freshman Composition II		CJ 1113 Introduction to Criminal Justice	cc 7 my
		CJ 1123 Criminal Law for Law Enforceme	ent
U.S. History - 3 hours (Select One)		CJ 2023 Criminal Procedure	
HIST 1483 Am His 1492-1865 <i>or</i> HIST 1493 Am His	1865-Pr	CJ 2123 Criminal Justice Community Rela	ations <sup>1,3</sup>
		CJ 2133 Patrol Operations <sup>1,3</sup>	
U.S. Government - 3 hours (Select One)		CJ 2224 Criminal Investigation <sup>1,3</sup>	
POS 1113 American Federal Government		CJ 2253 Police Traffic Studies <sup>1,3</sup>	
Biological Science - 4 hours (Select One)		ELECCTIVE COURSES	
BIO 1114, BOT 1114, or ZOO 1114-		Elective Courses for Criminal Justice - 4-9 h	ourc
		(Select one or more courses in conference wi	
Physical Science - 4 hours (Select One)		CJ 2140 Selected Topics in Criminal Justic	-
GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014		any Criminal Justice course not required	
		ECON 2123 Fundamentals of Macroecon	
Orientation - 1 hour (Select One)		GEOG 2243 Fundamentals of Human Ge	
ORI 1111 Freshman Orientation		HIST 1113 Early Western Civilization	28. ap., 1
		SPAN 1133 Elementary Spanish I	
Mathematics - 3 hours (Select One)		Cooperative Education (8 hours max)	
MATH 1413 Survey of Contemporary Mathematics <sup>4</sup>			
Health, Physical Education & Recreation - 2 hours (Se	lect One)		
any HPER course, except activity courses	icer one,		
HPER 2213 Standard First Aid & Personal Safety <sup>2</sup>			
,			
Humanities - 6 hours (Select Two)			
HUM 2113 Gen Hum. I HUM 2223 Gen Hur	n II		
ART 1113 Art Appreciation DRMA 1213 Intro T	heatre		
HIST 1113 Early West Civ HIST 1123 Mod Wes			
MUS 1113 Music Apprec PHIL 1113 Intro to F	hilosophy		
PHIL 2123 Ethics RLED 1113 Old Test	ament		
RLED 1123 New Testament RLED 2113 World Re	eligions		
Any Literature Course(s)			
Approved Electives - 8 hours (Select CS 1103 and 2 Ele	ectives)		
Select course(s) from these course disciplines:			
CS 1103 Microcomputer Applications			
(any two) PSY, HIST, POS, SOC, ECON, GEOG, SPAN	I, CHER, CHOC.		
ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (Ii			
Totals: C		Totals: Cr	edit Hours: 22-27

# Notation:

Students are required to complete General Education and Major Requirement courses leading to this degree. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>For students entering the Collegiate Officer Program (COP), these courses have the following prerequisites: CJ 1123 & CJ 2023.

<sup>&</sup>lt;sup>2</sup>Students entering Collegiate Officer Program (COP) are required to complete HPER 2213 and CJ 2140 Selected Topics. CJ 2140 is an additional program stipulation that highlights skills required to obtain CLEET (Council on Law Enforcement Education & Training) license as a Police Officer, such as firearms and custody control.

<sup>&</sup>lt;sup>3</sup>Equivalent credit may be awarded for students with valid CLEET Certification and in pursuit of this degree.

<sup>&</sup>lt;sup>4</sup>MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

Criminal Justice, AA (030)

Course I	Number – Course Description		Hours
Freshmai	n Year 1st Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	POS 1113 American Federal Government		3
	MATH 1413 Survey of Contemporary Mathematics <sup>1</sup>		3
	CS 1103 Microcomputer Applications		3
	CJ 1113 Intro to Criminal Justice		3
		Total:	16
Freshmai	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	Biological Science - (BIO, BOT, OR ZOO)		4
	CJ 1123 Criminal Law		3
	HPER 2213 Standard First Aid and Personal Safety <sup>1</sup>		3
	Elective in General Education (see below)		3
		Total:	16
Sophomo	re Year 1st Semester – Fall		
. $\square$	Physical Science - (CHEM, GPS, OR PHYS)		4
	CJ 2023 Criminal Procedure		3
	HIST 1483 or 1493 American History		3
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	CJ 2123 Criminal Justice Community Relations		3
	·	Total:	16
Sophomo	re Year 2 <sup>nd</sup> Semester – Spring		
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	CJ 2133 Patrol Operation		3
	CJ 2253 Traffic Studies		3
	CJ 2224 Criminal Investigation		4
	Elective in General Education (see below)		1-3
	,	Total:	14-16
<sup>2</sup> Sophom	ore Year 3rd Semester – Summer (Optional: COP Program students)		
	CJ 2140	Total:	0-3
Graduati	on Requirements: Minimum 62-67 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hours	: 62-67

Note: <sup>1</sup>MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

**Note:** <sup>2</sup>Collegiate Officer Program (COP): Students entering COP must complete HPER 2213 and CJ 2140, which is an additional summer interim course (after end of Sophomore year) required to complete for COP and CLEET certification.

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$136.50 per credit hour = \$8,463.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree:	Associate of Arts	Program Code: (675)
Major:	Enterprise Development	Minimum Ret/Grad GPA 2.00
Options:	Business Administration or General Education	Minimum Total Hours 60
Division:	Rusiness and Technology	

GENERAL EDUCATION REQUIREMENTS	(37 HOURS)	MAJOR REQUIREMENTS	(23 HOURS)
Communication - 9 hours (Select All)		MAJOR CORE COURSES (Select	One Option)
ENGL 1113 Freshman Composition I		Business Administration Option	23 hours
ENGL 1213 Freshman Composition II		•	
SPCH 1113 Intro to Speech Communications		(Select all eight courses below)  ACCT 2103 Financial Accounting	4
		ACCT 2203 Financial Accounting ACCT 2203 Managerial Accounti	
Political Sciences - 6 hours (Select Two)		ECON 2113 Principles of Macroe	
HIST 1483 <i>or</i> HIST 1493		ECON 2213 Principles of Microed	
POS 1113 American Federal Government		MKTG 2103 Intro to Marketing	COHOTHICS
		BUS 2123 Statistics in Business 8	Economics
Life Sciences <sup>5</sup> – 3-4 hours (Select One)		BUS 2010 Business Capstone/Se	
BIO 1114, BIO 2155, BOT 1114, ZOO 1114, ZOO 2114, o	7 ZOO 2124		
		BUS 2010 Business/Occupationa	i internship (3 hrs)
Physical Sciences <sup>5</sup> – 3-4 hours (Select One)			
GPS 1214, CHEM 1115, GEOL 1014, PHYS 1114, or PHYS	2014	General Education Option: - 2	23 hours
		(Select six or more courses totaling (	a minimum of 23 credit
Mathematics <sup>5</sup> - 3 hours (Select One)		hours in conference with Reach advis	sor and selected from
MATH 1413 <sup>1</sup> , MATH 1513 <sup>2</sup> , or BUS 2123 <sup>3</sup>		the student's field of interest.)	
		1	
Social Science, Technology & Language - 6 hours (Select T	-	1	
SPAN 1113 Conversational Spanish or other world langu	ıage	2	
CS 1103 Microcomputer Applications		3	
Social Science Elective (ECON, HIST, GEOG, PSY, SOC)			
		4	
Humanities - 6 hours (Select Two)		5	
HUM 2113 Gen Hum. I HUM 2223 Gen Hum II		6	
ART 1113 Art Appreciation DRMA 1213 Intro Theat			
HIST 1113 Early West Civ HIST 1123 Mod West Ci		7	
MUS 1113 Music Apprec PHIL 1113 Intro to Philo		8	
PHIL 2123 Ethics RLED 1113 Old Testame			
RLED 1123 New Testament RLED 2113 World Religi	ons		
Any Literature Course(s)			
Totals: C	redit Hours: 37	Totals:	Credit Hours: 23

#### Notations:

<sup>1</sup>MATH 1413 is Math Pathways requirement for General Education Option. However, student should consider the math requirement of transfer institution.

<sup>2</sup>MATH 1513 is recommended Math Pathways requirement for the Business Administration Option. However, student should consider the math requirement of transfer institution.

<sup>3</sup>BUS 2123 is a required course in Business Administration option, but may be used to meet the General Education math requirement. <sup>4</sup>ACCT 2103 is prerequisite for ACCT 2203. ECON 2113 is prerequisite for ECON 2213.

<sup>5</sup>BIO 1114, GPS 1214, MATH 1413, and MATH 2123 apply toward completion of the Associate of Arts Degree.

Carl Albert is a part of a network of colleges participating in a unique initiative to increase the number of associate degree holders in Oklahoma. Known as REACH HIGHER, the adult working student may be admitted when at least 15 hours of college credit and all remedial coursework has been completed, and maintain a 2.00 GPA earned. Students must submit all college transcripts to the REACH Advisor for evaluation of transfer credit. Other Oklahoma college's coursework will be treated as work. - - - Our goal is met with your graduation!

Courses specified in this degree program may be completed at other Oklahoma colleges offering the Enterprise Development degree and transfer to CASC in the completion of this degree. ---- Students should check with their advisor about course offerings and availability, or follow the AA in Business Administration or General Studies "Semester by Semester Degree Plan" course sequencing recommendations.

Estimated Program Cost: Students complete this degree plan in transfer to CASC, making estimates difficult and impractical to define.

Degree:	Associate of Arts	Program Code: (074)
Major:	Exercise Science and Personal Training	Minimum Ret/Grad GPA 2.00
Division:	Health, Physical Education & Recreation	Minimum Total Hours 62-63

GENERAL EDUCATION REQUIREMENTS	(39 HOURS)	MAJOR REQUIREMENTS	(23 HOURS)
English Composition - 6 hours (Select Both)		MAJOR CORE COURSES 23 hours	(Select All)
ENGL 1113 Freshman Composition I		AHS 1203 Basic Nutrition	
ENGL 1213 Freshman Composition II		HPER 1113 Personal Health & Wel	Iness Approved
		HPER 2213 Standard First Aid & Pe	ersonal Safety
U.S. History - 3 hours (Select One)		PHTA 2363 Kinesiology	
HIST 1483 Am His 1492-1865 or HIST 1493 Am His 18	65-Pr	PHTA 2373 Therapeutic Exercise I	
		ZOO 2114 Human Physiology <sup>3</sup>	
U.S. Government - 3 hours (Select One)		ZOO 2124 Human Anatomy	
POS 1113 American Federal Government			
Biological Science - 4 hours (Select One)			
BIO 1114, BOT 1114, or ZOO 1114			
510 1114, 501 1114, 01 200 1114			
Physical Science - 5 hours (Select One)			
GPS 1214, CHEM 1025, CHEM 1115, PHYS 1114, or PH	VC 2014		
GP3 1214, CHEWI 1023, CHEWI 1113, PH 13 1114, 01 PH	13 2014		
Orientation 1 hour (Colort One)			
Orientation - 1 hour (Select One)			
ORI 1111 Freshman Orientation			
Back and a 2 have (Calast Oas)			
Mathematics - 3 hours (Select One)			
MATH 1413 Survey of Contemporary Mathematics <sup>1</sup>			
Computer Proficiency – 3 hours (Select One)			
CS 1103 Microcomputer Applications			
Humanities - 6 hours (Select Two)			
HUM 2113 Gen Hum. I HUM 2223 Gen Hum I			
ART 1113 Art Appreciation DRMA 1213 Intro The			
HIST 1113 Early West Civ HIST 1123 Mod West	Civ		
MUS 1113 Music Apprec PHIL 1113 Intro to Phi	losophy		
PHIL 2123 Ethics RLED 1113 Old Testan	nent		
RLED 1123 New Testament RLED 2113 World Reli	gions		
Any Literature Course(s)	_		
Approved Electives -6 hours (Select Two)			
Select 2 course(s) from these course disciplines:			
PSY 1113 Intro to Psychology			
SPAN 1113 Millo to 1 Sychology SPAN 1113 Conversational Spanish <sup>2</sup>			
PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC	ART MIIS		
DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)	, , , , , , , , , , , , , , , , , , , ,		
Drivin, Holvi, Fille, Reld, Spell, Livel (literature)			
Totals: Cr	edit Hours: 20	Totals:	Credit Hours: 22
Totals.	euit Hours, 33	10(a)3	Credit Hours. 25

#### Notation:

- $^{1}$ MATH 1413 is Math Pathways requirement. However, student should consider math requirement of transfer institution.
- <sup>2</sup> Recommended for Education majors.
- <sup>3</sup> Prerequisite is CHEM 1025 or CHEM 1115.

Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to make application to Nursing and PTA programs at CASC. Students should consult with their academic advisor and refer to the 4-semester-by-semester program planning guide to understand course sequencing.

### Exercise Science and Personal Training, AS (0742)

Course	Number – Course Description		Hours
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	MATH 1413 Survey of Contemporary Mathematics		3
	HPER 2213 Standard First Aid and Personal Safety		3
	CS 1103 Microcomputer Applications		3
	ZOO 1114 General Zoology		4
		Total:	17
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	CHEM 1115 General Chemistry I or CHEM 1025 <sup>1</sup>		5
	ZOO 2124 Human Anatomy		4
	HPER 1113 Personal Health & Wellness		3
		Total:	15
Sophome	pre Year 1st Semester – Fall		
	AHS 1203 Basic Nutrition		3
	Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	PHTA 2363 Kinesiology		3
	PHTA 2373 Therapeutic Exercise I		3
	Elective in General Education: PSY 1113 General Psychology (recommended)		3
		Total:	15
Sonhom	ore Year 2 <sup>nd</sup> Semester – Spring		
	HIST 1483 or 1493 American History		3
	POS 1113 American Federal Government		3
_	Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	ZOO 2114 Human Physiology		4
	Elective in General Education: SPAN 1113 Conversational Spanish (recommended if education major)		2-3
		Total:	15-16
Graduat	ion Requirements: Minimum 62-63 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hou	rs: 62-63

How to Use this "Semester-by-Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$136.50 per credit hour = \$8,463.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree: Associate of Arts

Major: General Studies

Division: Social & Behavioral Science

Program Code: (039)

Minimum Ret/Grad GPA....2.00

Minimum Total Hours......63

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (23 HC	URS)
English Composition - 6 hours (Select Both)	MAJOR CORE COURSES	
ENGL 1113 Freshman Composition I	Required Courses in Major - 23 hours	
ENGL 1213 Freshman Composition II	(Select eight courses in consultation with advisor)	
<b>U.S. History - 3 hours</b> (Select One)  HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr	Courses in consultation with advisor <sup>1</sup>	
U.S. Government - 3 hours (Select One)  POS 1113 American Federal Government		
Biological Science - 4 hours (Select One) BIO 1114, BOT 1114, or ZOO 1114-		
Physical Science - 4 hours (Select One) GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014		
Orientation - 1 hour (Select One) ORI 1111 Freshman Orientation		
Mathematics - 3 hours (Select One)		
MATH 1413 Survey of Contemporary Math <sup>2</sup>		
Health, Physical Education & Recreation - 2 hours (Select One) any HPER course, except activity courses		
Humanities - 6 hours (Select Two)		
HUM 2113 Gen Hum. I HUM 2223 Gen Hum II		
ART 1113 Art Appreciation DRMA 1213 Intro Theatre		
HIST 1113 Early West Civ HIST 1123 Mod West Civ		
MUS 1113 Music Apprec    PHIL 1113 Intro to Philosophy PHIL 2123 Ethics    RLED 1113 Old Testament		
RLED 1123 New Testament RLED 2113 World Religions		
Any ENGL Literature Course(s)		
Approved Electives - 8 hours (Select CS 1103 and 2 Electives)		
Select course(s) from these course disciplines: CS 1103 Microcomputer Applications		
(any two) PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)		
Totals: Credit Hours: 40	Totals: Credit Hou	ırs: 23

#### Notation

Students are required to complete General Education and Major Requirement courses leading to this degree. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>Students should select courses that apply to the degree program found at the college to which they will transfer.

<sup>&</sup>lt;sup>2</sup>MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

### General Studies, AA (039)

Course Number – Course Description		Hours
Freshman Year 1 <sup>st</sup> Semester – Fall		
☐ ORI 1111 Freshman Orientation		1
☐ ENGL 1113 Freshman Composition I		3
☐ HIST 1483 or 1493 American History		3
☐ CS 1103 Microcomputer Applications		3
☐ Elective in General Education (see below)		3
☐ Major Course Selection		3
	Total:	16
Freshman Year 2 <sup>nd</sup> Semester – Spring		
☐ ENGL 1213 Freshman Composition II		3
☐ MATH 1413 Survey of Contemporary Math		3
☐ POS 1113 American Federal Government		3
☐ HPER Course −2-3 hours		2-3
☐ Elective in General Education (see below)		3
☐ Major Course Selection		3
	Total:	17-18
Sophomore Year 1 <sup>st</sup> Semester – Fall		
☐ Physical Science - (CHEM, GPS, OR PHYS)		4
☐ Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
☐ Major Course Selection		3
☐ Major Course Selection		3
☐ Major Course Selection		3
,	Total:	16
Sophomore Year 2 <sup>nd</sup> Semester – Spring		
□ Biological Science (BIO, BOT, OR ZOO)		4
☐ Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
☐ Major Course Selection		3
☐ Major Course Selection		3
☐ Major Course Selection		3
	Total:	16
Graduation Requirements: Minimum 63-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hours:	63-64

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 63 credit-hours x \$136.50 per credit hour = \$8,599.50 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree:	Associate of Arts	Program Code: (016)
Major:	Health, Physical Education & Recreation	Minimum Ret/Grad GPA 2.00
Division:	Health, Physical Education & Recreation	Minimum Total Hours 63

GENERAL EDUCATION REQUIREMENTS	(39 HOURS)	MAJOR REQUIREMENTS	(24 HOURS)
English Composition - 6 hours (Select Both)  ENGL 1113 Freshman Composition I  ENGL 1213 Freshman Composition II  U.S. History - 3 hours (Select One)  HIST 1483 Am His 1492-1865 or HIST 1493 Am His 18  U.S. Government - 3 hours (Select One)  POS 1113 American Federal Government  Biological Science - 4 hours (Select One)  BIO 1114, BOT 1114, ZOO 1114		MAJOR REQUIREMENTS  MAJOR CORE COURSES  Required Courses in Major - 15 hours  HPER 1103 Introduction to HPER  HPER 1113 Personal Health and Wel  HPER 2103 Care and Prevention of A  HPER 2113 Theory of Coaching  HPER 2213 Standard First Aid and Personal Health Aid and Personal Health Aid	(Select All) Iness Athletic Injuries ersonal Safety ace with advisor)
Physical Science - 4 hours (Select One)  GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014  Orientation - 1 hour (Select One)  ORI 1111 Freshman Orientation		HPER 2133 Sports Officiating PSY 1113 Introduction to Psychology SPCH 1113 Introduction to Speech <sup>2</sup> ZOO 2114 Human Physiology ZOO 2124 Human Anatomy	_
Mathematics - 3 hours (Select One) Math 1413 Survey of Contemporary Mathematics¹  Computer Proficiency - 3 hours (Select One)CS 1103 Microcomputer Applications  Humanities - 6 hours (Select Two)HUM 2113 Gen Hum. IHUM 2223 Gen Hum IART 1113 Art AppreciationDRMA 1213 Intro TheatHIST 1113 Early West CivHIST 1123 Mod West CivHIST 1113 Music ApprecPHIL 1113 Intro to PhilPHIL 2123 EthicsRLED 1113 Old TestamRLED 1123 New TestamentRLED 2113 World ReligibleAny Literature Course(s)	atre Civ losophy nent gions		
Approved Electives - 6 hours (Select CS 1103 and 1 Election Select course(s) from these course disciplines:  CS 1103 Microcomputer Applications SPAN 1113 Conversational Spanish <sup>2</sup> PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHO DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)	PC, ART, MUS,	Totals:	Credit Hours: 24
rotals: Cre	eait Hours: 39	Totals:	Creat Hours: 24

# Notation:

<sup>1</sup>MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

Students are required to complete General Education and Major Requirement courses leading to this degree. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>2</sup> Recommended for Education majors.

Health, Physical Education & Recreation, AA (016)

Course Number – Course Description		Hours
Freshman Year 1 <sup>st</sup> Semester – Fall		
☐ ORI 1111 Freshman Orientation		1
☐ ENGL 1113 Freshman Composition I		3
☐ Math 1413 Survey of Contemporary Math		3
☐ CS 1103 Microcomputer Applications		3
☐ HPER 1103 Introduction to HPER		3
☐ HPER 2213 Standard First Aid		3
To	tal:	16
Freshman Year 2 <sup>nd</sup> Semester – Spring		
☐ ENGL 1213 Freshman Composition II		3
☐ Biological Science - (BIO, BOT, OR ZOO)		4
☐ Elective in General Education, recommend PSY 1113 Intro to Psychology¹		3
☐ Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
☐ HPER 2103 Care & Prevention of Athletic Injuries¹		3
Ti Ti	tal:	16
Sophomore Year 1st Semester – Fall		
□ Physical Science - (CHEM, GPS, OR PHYS)		4
☐ HPER 1113 Personal Health & Wellness		3
☐ HPER 1103 Introduction to HPER		3
☐ AHS 1203 Basic Nutrition		3
☐ HIST 1483 or 1493 American History		3
· ·	tal:	16
Sophomore Year 2 <sup>nd</sup> Semester – Spring		
'		2
☐ Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3 3
□ SPCH 1113 Intro to Speech¹ □ SPAN 1113 Conversational Spanish¹		3
☐ SPAN 1113 Conversational Spanish¹ ☐ POS 1113 American Federal Government		3
		3
☐ HPER 2113 Theory of Coaching  To	tal:	3 15
Graduation Requirements: Minimum 63 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs  Tota	Ηοι	ırs: 63

Note: ¹Students should select these courses for teacher education studies.

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 63 credit-hours x \$136.50 per credit hour = \$8,599.50 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree: Associate of Arts

Major: History, Political Science and Pre-Law

Division: Social & Behavioral Science

Program Code: (036)

Minimum Ret/Grad GPA .....2.00

Minimum Total Hours ...... 62-64

GENERAL EDUCATION REQUIREMENTS	(40 HOURS)	MAJOR REQUIREMENTS	(22-24 HOURS)
English Composition - 6 hours (Select Both)		MAJOR CORE COURSES	
ENGL 1113 Freshman Composition I		Required Courses in Major - 15 hours (S	Select All)
ENGL 1213 Freshman Composition II		HIST 1113 Early Western Civilization	
		HIST 1123 Modern Western Civilization	on
U.S. History - 3 hours (Select One)		HIST 1483 or HIST 1493 <sup>1</sup>	
HIST 1483 Am His 1492-1865 <i>or</i> HIST 1493 Am His 2	1865-Pr <sup>1</sup>	HIST 1063 Oklahoma History	
		POS 2113 State and Local Governmen	nt
U.S. Government - 3 hours (Select One)			
POS 1113 American Federal Government			
Dialogical Colors Albanya (Colort One)		ELECTIVE COURSES	
Biological Science - 4 hours (Select One)		Elective Courses for History and Political	Science emphasis -
BIO 1114, BOT 1114, or ZOO 1114-		7-9 hours	
Physical Science A hours (Salast One)		(Select 2 or 3 courses in conference with a	ıdvisor)
Physical Science - 4 hours (Select One) GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014		ART 1113 Art Appreciation	
GF3 1214, CHEWI 1113, FHT3 1114, 01 GEOL 1014		ECON 2113 Principles of Macroecono	mics
Orientation - 1 hour (Select One)		HIST 2723 Native American History	
ORI 1111 Freshman Orientation		PSY 1113 Introduction to Psychology	
om 1111 resiman orientation		SOC 1113 Introduction to Sociology	
Mathematics - 3 hours (Select One)		SOC 2123 Social Problems	
MATH 1413 Survey of Contemporary Mathematics <sup>2</sup>			
		Elective Courses for Pre-Law emphasis -	
Health, Physical Education & Recreation - 2 hours (Sel	ect One)	7-9 hours	
any HPER course, except activity courses	·	(Select 2 or 3 courses in conference with a	advisor)
		OHS 2203 Legal Aspects & Environme	
Humanities - 6 hours (Select Two)		BUS 2113 Principles of Business Law	intal regulations
HUM 2113 Gen Hum I HUM 2223 Gen Hun	n II	CJ Elective (choose one from: CJ 111	.3. CJ 1123. CJ 2023.
ART 1113 Art Appreciation DRMA 1213 Intro Th	neatre	CJ 2123, CJ 2133, CJ 2222, CJ 2224, or	
HIST 1113 Early West Civ <sup>3</sup> HIST 1123 Mod Wes	st Civ <sup>3</sup>	., ., ., ., ., ., ., ., ., ., ., ., ., .	,
MUS 1113 Music Apprec PHIL 1113 Intro to P			
PHIL 2123 Ethics RLED 1113 Old Testa			
RLED 1123 New Testament RLED 2113 World Re	eligions		
Any Literature Course(s)			
Approved Electives - 8 hours (Select CS 1103 and 2 Ele	ctives)		
Select course(s) from these course disciplines:			
CS 1103 Microcomputer Applications			
PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHC	DC, ART, MUS		
DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)			
Totals:CI	redit Hours: 40	Totals:	Credit Hours: 22-24

#### Notation:

 $<sup>^{1}\!\</sup>text{Both}$  HIST 1483 and HIST 1493 are required for major.

<sup>&</sup>lt;sup>2</sup>MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

<sup>&</sup>lt;sup>3</sup>Courses required in major; cannot be counted toward Humanities completions.

<sup>&</sup>lt;sup>4</sup>Courses should be taken for Pre-Law interest.

History, Political Science, and Pre-Law AA (036)

Course	Number – Course Description		Hours
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	HIST 1483 American History 1492-1865		3
	POS 1113 American Federal Government		3
	MATH 1413 Survey of Contemporary Math		3
	HIST 1113 Early Western Civilization		3
		Total:	16
Erochma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	Biological Science - (BIO, BOT, OR ZOO)		4
	HIST 1493 American History 1865 to Present		3
	HIST 1123 Modern Western Civilization		3
	CS 1103 Microcomputer Applications		3
	es 1105 Wild destributes Applications	Total:	16
Sophom	ore Year 1st Semester – Fall		
	Physical Science - (CHEM, GPS, OR PHYS)		4
	HPER Course – 2-3 hours		2-3
	Major Elective (choose courses in History & Political Science, or, Pre-Law emphasis)		3
	HIST 1063 Oklahoma History		3
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
		Total:	15-16
Sonhom	ore Year 2 <sup>nd</sup> Semester – Spring		
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
			3
	HIST XXXX State and Local Government		3
	Major Elective (choose courses in History & Political Science, or, Pre-Law emphasis)		3
	Elective in General Education (see below)		3
	•	Total:	15
Graduat	ion Requirements: Minimum 62-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hours:	62-64

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature).

Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$136.50 per credit hour = \$8,463.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree: Associate of Arts

Major: Pre-Elementary Education

Division: Social & Behavioral Science

Program Code: (013)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . 62-64

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22-24 HOURS)
English Composition - 6 hours (Select Both)  ENGL 1113 Freshman Composition I  ENGL 1213 Freshman Composition II  U.S. History - 3 hours (Select One)  HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr  U.S. Government - 3 hours (Select One)  POS 1113 American Federal Government  Biological Science - 4 hours (Select One)  BIO 1114, BOT 1114, or ZOO 1114-  Physical Science - 4 hours (Select One)  GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014  Orientation - 1 hour (Select One)  ORI 1111 Freshman Orientation  Mathematics - 3 hours (Select One)  MATH 1413 Survey of Contemporary Math or other¹  Health, Physical Education & Recreation - 2 hours (Select One)  any HPER course, except activity courses  Humanities - 6 hours (Select Two)  HUM 2113 Gen Hum. I HUM 2223 Gen Hum II  ART 1113 Art Appreciation DRMA 1213 Intro Theatre  HIST 1113 Early West Civ HIST 1123 Mod West Civ  MUS 1113 Music Apprec PHIL 1113 Intro to Philosophy  PHIL 2123 Ethics RLED 1113 Old Testament  RLED 1123 New Testament RLED 2113 World Religions  Any Literature Course(s)  Approved Electives - 8 hours (Select CS 1103 and 2 Electives)  Select course(s) from these course disciplines:  CS 1103 Microcomputer Applications	MAJOR CORE COURSES  Required Courses in Major – 22-24 hours (Select, MATH 2213, SPCH 1113, SPAN 1113, and four or more courses (12 hours) according to the Oklahoma "4 x 12" Requirements as a guide)  MATH 2213 Math Structures I SPCH 1113 Intro Speech Communications SPAN 1113 Conversational Spanish Select four or more courses in consultation with advisor²
PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)  Totals:Credit Hours: 40	Totals: Credit Hours: 22-24

# Notation:

<sup>1</sup>Math 1513 College Algebra (Pre-Calculus) is recommended. Student should consider the math requirement of the transfer institution.

<sup>2</sup>Students majoring in Elementary Education, Early Childhood, and Special Education in Oklahoma should complete courses in the following areas with a "C" grade or better at CASC: (a) 9 hours in <u>Communication</u> (English, Literature), (b) 12 hours in <u>Social Science</u> (History, Pol Sci, Geog, Econ, Psych, Soc), (c) 6 hours in <u>Math</u>, and (d) 12 hours in <u>Science</u>. - - Also, students must demonstrate proficiency in a language other than English, such as Spanish, Choctaw, Cherokee, Sign Language or other non-English languages. A minimum 3.0 is required in all liberal arts and sciences courses for admissions to Teacher Education programs in Oklahoma.

Pre-Elementary Education, AA (013)

Course	Number – Course Description		Hours
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	Math 1413 Survey of Contemporary Math		3
	CS 1103 Microcomputer Applications		3
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	HPER 2-3 hours		2-3
		Total:	15-16
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	POS 1113 American Federal Government		3
	MATH 2213 Math Structures I or other <sup>1</sup>		3
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	Biological Science - (BIO, BOT, OR ZOO)		4
		Total:	16
Carabana	Variable Consistent Fall		
· _	ore Year 1st Semester – Fall		4
	Physical Science - (CHEM, GPS, OR PHYS)		4
	SPCH 1113 Intro Speech Communications		3
	Language - (SPAN 1113 Conversational or other non-English Language course per advisor)		3
	Major course		3
	HIST 1483 or 1493 American History	T-4-1.	3
		Total:	16
Sophom	ore Year 2 <sup>nd</sup> Semester – Spring		
	Major course		3
	Elective in General Education (see below)		3
		Total:	15
Graduation Requirements: Minimum 62-643 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs  Total Hours: 6		s: 62-64	

Note: <sup>1</sup>Math 1513 is recommended.

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$136.50 per credit hour = \$8,463.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree:	Associate of Arts	Program Code: (037)
Major:	Sociology/Psychology	Minimum Ret/Grad GPA 2.00
Division:	Social & Behavioral Science	Minimum Total Hours 62-64

GENERAL EDUCATION REQUIREMENTS	(40 HOURS)	MAJOR REQUIREMENTS	(22-24 HOURS)
English Composition - 6 hours (Select Both)		MAJOR CORE COURSES	
ENGL 1113 Freshman Composition I		Required Courses in Major - 15 hours (Sele	ect All)
ENGL 1213 Freshman Composition II	ļ	PSY 1113 Introduction to Psychology	
H.C. History 2 houses (Colort One)	ļ	PSY 2113 Intro to Behavior & Adjustmer	t
U.S. History - 3 hours (Select One) HIST 1483 Am His 1492-1865 or HIST 1493 Am His	106E Dr	PSY 2123 Developmental Psychology	
HIST 1483 AIII HIS 1492-1803 <i>UF</i> HIST 1493 AIII HIS	1802-51	SOC 1113 Introduction to Sociology	
U.S. Government - 3 hours (Select One)	ļ	SOC 2123 Social Problems	
POS 1113 American Federal Government	ļ	ELECTIVE COURSES	
Biological Science - 4 hours (Select One)	ļ	Elective Courses in Major - 7-9 hours	the autotropy
BIO 1114, BOT 1114, or ZOO 1114-	ļ	(Select two or more courses in conference wi	•
	ļ	CJ 1113 Introduction to Criminal Justice ECON 2113 Principles of Macroeconomi	
Physical Science - 4 hours (Select One)		GEOG 2243 Human Geography	LS
GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014		SOC 2133 Marriage & Family <sup>2</sup>	
	ļ	SOC 2143 Comparative Cultures <sup>2</sup>	
Orientation - 1 hour (Select One)			
ORI 1111 Freshman Orientation			
Mathematics - 3 hours (Select One)	ļ		
MATH 2123 Elementary Statistics <sup>1</sup>			
MATTI 2123 Elementary Statistics	ļ		
Health, Physical Education & Recreation - 2 hours (Se	elect One)		
any HPER course, except activity courses	,		
	ļ		
Humanities - 6 hours (Select Two)	ļ		
HUM 2113 Gen Hum. I HUM 2223 Gen Hu	m II		
ART 1113 Art Appreciation DRMA 1213 Intro T			
HIST 1113 Early West Civ HIST 1123 Mod We			
MUS 1113 Music Apprec PHIL 1113 Intro to			
PHIL 2123 Ethics RLED 1113 Old Tes			
RLED 1123 New Testament RLED 2113 World R	Religions		
Any Literature Course(s)	ļ		
Approved Electives - 8 hours (Select CS 1103 and 2 El	lectives)		
Select course(s) from these course disciplines:			
CS 1103 Microcomputer Applications	ļ		
PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CH	iOC, ART, MUS		
DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)			
Totals:	Credit Hours: 40	Totals: Cı	edit Hours: 22-24

# Notation:

Students are required to complete General Education and Major Requirement courses leading to this degree. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>MATH 2123 is a Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

<sup>&</sup>lt;sup>2</sup>Preferred elective choices

# Sociology/Psychology, AA (037)

Course	Number – Course Description		Hours
Freshma	in Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	HIST 1483 or 1793 American History		3
	PSY 1113 Introduction to Psychology		3
	SOC 1113 Introduction to Sociology		3
	MATH 2123 Elementary Statistics <sup>1</sup>		3
		Total:	16
Freshma	in Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	CS 1103 Microcomputer Applications		3
	Biological Science - (BIO, BOT, OR ZOO)		4
	SOC 2133 Marriage & Family		3
	HPER Course – 2-3 hours		2-3
		Total:	15-16
·	ore Year 1 <sup>st</sup> Semester – Fall		
	PSY 2113 Behavior & Adjustment		3
	SOC 2123 Social Problems		3
	SOC 2143 Comparative Cultures		3
	Physical Science - (CHEM, GPS, OR PHYS)		4
	Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	T-1-1	3
		Total:	16
Sophom	ore Year 2 <sup>nd</sup> Semester – Spring		
. $\square$	PSY 2123 Developmental Psychology		3
	CJ 1113 Introduction to Criminal Justice		3
	Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	POS 1113 American Federal Government		3
	Elective in General Education (see below)		2-3
	·	Total:	15
Graduat	ion Requirements: Minimum 62-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hours	s: 62-64

Note: <sup>1</sup>MATH 2123 is a Math Pathways requirement. However, student should consider the math requirement of transfer institution.

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$136.50 per credit hour = \$8,463.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

# **ASSOCIATE OF SCIENCE**

**Allied Health** 

**Biological and Pre-Professional Science** 

**Enterprise Development** 

Mathematics, Physical Sciences, and Pre-Engineering

Degree:	Associate of Science	Program Code: (032)
Major:	Allied Health	Minimum Ret/Grad GPA 2.00
Option:	Pre-Sports Medicine	Minimum Total Hours 60-66
Division:	Health Sciences	

GENERAL EDUCATION REQUIREMENTS	(37 HOURS)	MAJOR REQUIREMENTS	(23-29 HOURS)
English Composition - 6 hours (Select Both)		MAJOR CORE COURSES	
ENGL 1113 Freshman Composition I		Required Courses - 23 hours (Select	ct All)
ENGL 1213 Freshman Composition II		AHS 1113 Medical Terminology	
		AHS 1203 Basic Nutrition	
U.S. History - 3 hours (Select One)		HPER 2213 Standard First Aid & Pers	onal Safety
HIST 1483 Am His 1492-1865 <i>or</i> HIST 1493 Am His 186	5-Pr	ZOO 2114 Human Physiology <sup>2</sup>	·
		ZOO 2124 Human Anatomy	
U.S. Government - 3 hours (Select One)		Approved electives (Select two from	om below)
POS 1113 American Federal Government		AHS 2013 Pathophysiology	,
		BIO 2155 Microbiology	
Biological Science - 4 hours (Select One)		HPER 2103 Care & Prev of	Athletic Injuries
ZOO 1114 General Zoology		HPER 1113 Personal Health	າ & Wellness
Physical Science - 5 hours (Select One <sup>1</sup> )			
CHEM 1025 Gen Organic & Biochemistry			
CHEM 1115 General Chemistry I		Pre-Sports Medicine Option 29 hours	(Select All)
		AHS 1113 Medical Terminology	(Serece 7 iii)
Orientation - 1 hour (Select One)		AHS 1203 Basic Nutrition	
ORI 1111 Freshman Orientation		AHS 2113 Preventative Techniques in	n Athletic Training
		HPER 2103 Care & Prev of Athletic In	•
Mathematics - 3 hours (Select One)		HPER 2213 Standard First Aid & Pers	•
MATH 1513 College Algebra (Pre-Calculus)		PHTA 1203 Applied Anatomy & Phys	•
		PHTA 2363 Kinesiology	87
Humanities - 6 hours (Select Two)		ZOO 2114 Human Physiology <sup>2</sup>	
HUM 2113 Gen Hum. I HUM 2223 Gen Hum II		ZOO 2124 Human Anatomy	
ART 1113 Art Appreciation DRMA 1213 Intro Thea		,	
HIST 1113 Early West Civ HIST 1123 Mod West C			
MUS 1113 Music Apprec PHIL 1113 Intro to Phile			
PHIL 2123 Ethics RLED 1113 Old Testamo			
RLED 1123 New Testament RLED 2113 World Religi	ons		
Any Literature Course(s)			
Computer Proficional 2 hours			
Computer Proficiency – 3 hours CS 1103 Microcomputer Applications			
C3 1103 Microcomputer Applications			
Approved Electives - 3 hours (Select one)			
Select one course from these course disciplines:			
PSY 1113 Intro to Psychology - or -			
	ADT MILE		
PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC,	AKI, MUS,		
DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)			
Totals: Cre	dit Hours: 37	Totals: Cı	edit Hours: 23-29

#### Notation:

Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to make application to Nursing and PTA programs at CASC. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>One Chemistry course is required to earn the Allied Health degree. **PTA and Sports medicine students** and STEM majors are required to complete CHEM 1115. **For Pre-Nursing students, CHEM** 1025 may be taken in Fall 2021 term and be used in AAS Nursing program through Spring 2025. CHEM 1115 is strongly recommended for Fall 2021 and Spring 2022 term, and will be required in AAS Nursing program beginning with Fall 2025 term.

<sup>&</sup>lt;sup>2</sup> Prerequisites are: CHEM 1115 General Chemistry I.

# Allied Health, AS (032)

Course Number – Course Description		Hours
Freshman Year 1 <sup>st</sup> Semester – Fall		
☐ ORI 1111 Freshman Orientation		1
☐ ENGL 1113 Freshman Composition I		3
☐ HIST 1483 or 1493 American History		3
☐ CS 1103 Microcomputer Applications		3
☐ ZOO 1114 General Zoology		4
	Total:	14
Freshman Year 2 <sup>nd</sup> Semester – Spring		
☐ ENGL 1213 Freshman Composition II		3
☐ ZOO 2124 Human Anatomy		4
☐ MATH 1513 College Algebra (Pre-Calculus)		3
☐ POS 1113 American Federal Government		3
☐ Elective in General Education: PSY 1113 Introduction to Psychology (RECOMMENDED)		3
	Total:	16
Sophomore Year 1st Semester – Fall		
☐ CHEM 1115 General Chemistry I or CHEM 1025¹		5
☐ AHS 1113 Medical Terminology		3
☐ HPER 2213 Standard First Aid and Personal Safety		3
☐ Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
☐ Elective in Major		3
	Total:	17
Sophomore Year 2 <sup>nd</sup> Semester – Spring		
☐ ZOO 2114 Human Physiology		4
☐ AHS 1203 Basic Nutrition		3
☐ Humanities − (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
☐ Elective in Major		3
	Total:	13
Graduation Requirements: Minimum 60-66 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs  Total	Hours	60-66

**Note: PTA and Sports medicine students** and STEM majors are required to complete CHEM 1115. **For Pre-Nursing students**, CHEM 1025 may be taken in Fall 2021 term and be used in AAS Nursing program through Spring 2025. CHEM 1115 is strongly recommended for Fall 2021 and Spring 2022 term, and will be required in AAS Nursing program beginning with Fall 2025 term.

How to Use this "Semester by Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 60 credit-hours x \$127.25 per credit hour = \$7,635.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2019 in-state tuition amounts and the final costs will vary from this estimate.

**Degree:** Associate of Science

Major: Biological and Pre-Professional Sciences

Division: Math and Science

Program Code: (031)

Minimum Ret/Grad GPA . . . . 2.00 Minimum Total Hours . . . . . 61-62

GENERAL EDUCATION REQUIREMENTS (37	HOURS) MAJOR REQUIREMENTS	(24-25 HOURS)
Orientation - 1 hour	MAJOR CORE COURSES	
ORI 1111 Freshman Orientation	Required Courses in Major - (Select All)	12 Hours
English Composition - 6 hours (Select Both)	CHEM 1215 General Che	•
ENGL 1113 Freshman Composition I	MATH 1613 Plane Trigo	
ENGL 1213 Freshman Composition II	PHYS 1114 General Phy	sics I
U.S. History - 3 hours (Select One)	FLECTIVE COLLEGES (and a	et 2 eeuwees in ah eesa Ontical
HIST 1483 Am His 1492-1865 <i>or</i> HIST 1493 Am His 1865-F	r ELECTIVE COURSES (selec	ct 3 courses in chosen Option)
U.S. Government - 3 hours	Biological/ Zoology Option	
POS 1113 American Federal Government	BIO 2155 Microbiology <sup>5</sup>	
103 1113 American reactal dovernment	PHYS 1214 General Phys	
Biological Science - 4 hours	ZOO 2114 Human Physi BOT 1114 General Bota	<del>-</del> .
ZOO 1114 General Zoology <sup>1</sup>	BOT 1114 General Bota	пу
Physical Science - 5 hours	Pre-Medicine Option 12 ho	
CHEM 1115 General Chemistry I <sup>2</sup>	PHYS 1214 Gen Physics	
	ZOO 2114 Human Physi	
Mathematics - 3 hours	ZOO 2124 Human Anato	omy
MATH 1513 College Algebra (Pre-Calculus) <sup>3</sup>		
Computer Proficiency - 3 hours	Pre-Pharmacy Option 13 ho	
CS 1103 Microcomputer Applications	MATH 2265 Analytic Ge	
	BIO 2155 Microbiology	
Humanities - 6 hours (Select Two)	ZOO 2114 Human Physi	• •
HUM 2113 Gen Hum. I HUM 2223 Gen Hum II	ZOO 2124 Human Anato	omy
ART 1113 Art Appreciation DRMA 1213 Intro Theatre HIST 1113 Early West Civ HIST 1123 Mod West Civ		
MUS 1113 Music Apprec PHIL 1113 Intro to Philosop	Pre-Veterinary Medicine Op	tion 12 hours
PHIL 2123 Ethics RLED 1113 Old Testament	BIO 2155 Microbiology	5
RLED 1123 New Testament RLED 2113 World Religions	PHYS 1214 Gen Physics	II <sup>3</sup>
Any Literature Course(s)		
Approved Elective - 3 hours		
Select 1 course from these course disciplines:		
PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART	MUS	
DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)		
Totals:	ours: 37   Totals:	Credit Hours: 24-25

#### Notation:

Notes: (Fall only courses: PHYS 1114 General Physics I) and (Spring only courses: PHYS 1214 General Physics II)

(Poteau campus: BOT 1114 offered in Fall; BIO2155 in Spring) (Sallisaw campus: BIO 2155 offered in fall; BOT 1114 in spring)

Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>General Zoology satisfies the General Education biological science course requirement for all Associate of Science majors.

<sup>&</sup>lt;sup>2</sup>CHEM 1115 has a co-requisite of MATH 1513, or, MATH 1513 may be taken prior to taking CHEM 1115.

<sup>&</sup>lt;sup>3</sup>MATH 1513 prerequisite to MATH 1613; MATH 1613 prerequisite to PHYS 1114

<sup>&</sup>lt;sup>4</sup>Prerequisite of CHEM 1115; completion of ZOO 2124 strongly recommended prior to enrollment

<sup>&</sup>lt;sup>5</sup>Prerequisite of CHEM 1115

Biological and Pre-Professional Science, AS (031)

Course	Number – Course Description		Hours
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	HIST 1483 or 1493 American History		3
	ZOO 1114 General Zoology		4
	MATH 1513 College Algebra (Pre-Calculus)		3
	Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
		Total:	17
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	POS 1113 American Federal Government		3
	CHEM 1115 General Chemistry I		5
	MATH 1613 Plane Trigonometry		3
	CS 1103 Microcomputer Applications		3
		Total:	17
Sonhom	ore Year 1 <sup>st</sup> Semester – Fall		
	CHEM 1215 General Chemistry II		5
	PHYS 1114 General Physics I		4
	Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	Elective in General Education(PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)		3
		Total:	15
Sonhom	ore Year 2 <sup>nd</sup> Semester – Spring		
	Elective in Major OPTION*		3
	Elective in Major OPTION*		3
	Elective in Major OPTION*		3
	Elective in Major OPTION*		3
		Total:	12
Graduat	ion Requirements: 61-62 cr-hrs, 2.00 GPA	Total Hou	rs: 61

<sup>\*</sup>See Degree Plan and choose from respective OPTION electives per student interest and in consultation with advisor.

How to Use this "Semester by Semester Degree Plan": Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-17 per semester).

The estimated cost of this program is approximated at: 61 credit-hours x \$127.25 per credit hour = \$7,762.25 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2019 in-state tuition amounts and the final costs will vary from this estimate.

Degree:	Associate of Science	Program Code: (676)
Major:	Enterprise Development	Minimum Ret/Grad GPA 2.00
Options:	Business Administration or General Education	Minimum Total Hours 60
Division:	Business and Technology	

GENERAL EDUCATION REQUIREMENTS	(37 HOURS)	MAJOR REQUIREMENTS	(23 HOURS)
Communication - 9 hours (Select All)  ENGL 1113 Freshman Composition I  ENGL 1213 Freshman Composition II  SPCH 1113 Intro to Speech Communications  Political Sciences - 6 hours (Select Two)  HIST 1483 or HIST 1493  POS 1113 American Federal Government  Life Sciences - 3-4 hours (Select One <sup>4</sup> )  BIO 1114, BIO 2155, BOT 1114, ZOO 1114, ZOO 2114  Physical Sciences - 3-4 hours (Select One <sup>4</sup> )  GPS 1214, CHEM 1115, GEOL 1014, PHYS 1114, or PH  Mathematics - 3 hours (Select One)  MATH 1413, MATH 1513¹, or BUS 2123²  Social Science, Technology & Language - 6 hours (Select One)  SPAN 1113 Conversational Spanish or other world land CS 1103 Microcomputer Applications  Social Science Elective (suggest areas in economics, Page 11 and Physical Science Elective (suggest areas in economics, Page 12 and Physical Science Elective (suggest areas in economics, Page 12 and Physical Science Elective (suggest areas in economics, Page 12 and Physical Science Elective (suggest areas in economics, Page 12 and Physical Science Elective (suggest areas in economics, Page 12 and Physical Science Elective (suggest areas in economics, Page 12 and Physical Science Elective (suggest areas in economics, Page 12 and Physical Science Elective (suggest areas in economics, Page 12 and Physical Science Elective (suggest areas in economics, Page 12 and Physical Science Elective (suggest areas in economics).	t <i>Two)</i> nguage	MAJOR CORE COURSES (Select Business Administration Option (Select all eight courses below) ACCT 2103 Financial Accounting ACCT 2203 Managerial Accounting ECON 2113 Principles of Macro ECON 2213 Principles of Micro MKTG 2103 Intro to Marketing BUS 2123 Statistics in Business BUS 2010 Business Capstone/S BUS 2010 Business/Occupation	23 hours  g <sup>4</sup> ting <sup>4</sup> ecconomics <sup>4</sup> economics eminar (2 hrs) hal Internship (3 hrs)  23 hours a minimum of 23 credit visor and selected from
MATH 1413, MATH 1513 <sup>1</sup> , or BUS 2123 <sup>2</sup> Social Science, Technology & Language - 6 hours (Selection SPAN 1113 Conversational Spanish or other world language - CS 1103 Microcomputer Applications	nguage	the student's field of interest.)  1 2	
geography, psychology, or sociology)  Humanities - 6 hours (Select Two)  HUM 2113 Gen Hum. I HUM 2223 Gen Hum ART 1113 Art Appreciation DRMA 1213 Intro The HIST 1113 Early West Civ HIST 1123 Mod West	II eatre : Civ	4	
MUS 1113 Music ApprecPHIL 1113 Intro to Phile 2123 Ethics RLED 1113 Old Testa RLED 1123 New Testament RLED 2113 World Relationary Literature Course(s)	ment ligions		

#### Notations:

Carl Albert is a part of a network of colleges participating in a unique initiative to increase the number of associate degree holders in Oklahoma. Known as REACH HIGHER, the adult working student may be admitted to this new program venture when at least 15 hours of college credit and all remedial coursework has been completed, and maintain a 2.00 GPA earned. Students must submit all college transcripts to the REACH Advisor for evaluation of transfer credit. Other Oklahoma college's coursework will be treated as CASC coursework. --- Our goal is met with your graduation!

Please note that courses for this program are available at the MAIN campus in Poteau, Oklahoma. Note that some courses may not be available at the Sallisaw campus; most courses are available online with CASC. Courses specified in this degree program may be completed at other Oklahoma colleges offering the Enterprise Development degree and will transfer to CASC in the completion of this degree. Students should check with their advisor about course offerings and availability, or follow the AA in Business Administration or General Studies "Semester-by-Semester Degree Plan" course sequencing recommendations as appropriate.

<sup>&</sup>lt;sup>1</sup>MATH 1513 is recommended. However, student should consider the math requirement of the four-year transfer institution.

<sup>&</sup>lt;sup>2</sup>BUS 2123 is a required course in Business Administration option, but may be used to meet the General Education math requirement.

<sup>&</sup>lt;sup>3</sup>ACCT 2103 is prerequisite for ACCT 2203. ECON 2113 is prerequisite for ECON 2213.

<sup>&</sup>lt;sup>4</sup>BIO 1114, GPS 1214, MATH 1413, and MATH 2123 apply toward completion of the Associate of Arts Degree.

**Degree:** Associate of Science

Major: Mathematics, Physical Science, & Pre-Engineering

Division: Math and Science

Program Code: (029)

Minimum Ret/Grad GPA . . . . 2.00 Minimum Total Hours . . . . . 61-63

GENERAL EDUCATION REQUIREMENTS (37 HOURS)	MAJOR REQUIREMENTS (24-26 HOURS)
English Composition - 6 hours (Select Both)	MAJOR CORE COURSES
ENGL 1113 Freshman Composition I	Required Courses in Major – 13 hours (Select All)
ENGL 1213 Freshman Composition II	MATH 1613 Plane Trigonometry
	MATH 2265 Analytic Geometry and Calculus I
U.S. History - 3 hours (Select One)	MATH 2275 Analytic Geometry and Calculus II
HIST 1483 Am His 1492-1865 <i>or</i> HIST 1493 Am His 1865-Pr	, ,
U.S. Government - 3 hours	ELECTIVE COURSES (Select 3 courses in one Option)
POS 1113 American Federal Government	(
	Mathematics Option – 11-13 hours
Biological Science - 4 hours (Select One)	CHEM 1215 General Chemistry II <sup>3</sup>
BOT 1114 or ZOO 1114	PHYS 1114 or PHYS 2014 <sup>1</sup>
Physical Calculus - Ethania	PHYS 1214 or PHYS 2114 <sup>1</sup>
Physical Science - 5 hours CHEM 1115 <sup>2</sup>	2 5 1 1 2 11 44 42 1
CHEWI 1113-	Pre-Engineering Option – 11-13 hours
Orientation - 1 hour	PHYS 2014 - Engineering Physics I
ORI 1111 Freshman Orientation	PHYS 2114 - Engineering Physics II
OW IIII Westman offendation	CHEM 1215 General Chemistry II <sup>3</sup>
Mathematics - 3 hours	Physical Science Ontion (Chamistry & Physics) 11 12 hours
MATH 1513 College Algebra (Pre-Calculus) <sup>2</sup>	Physical Science Option (Chemistry & Physics) – 11-13 hours CHEM 1215 General Chemistry II <sup>3</sup>
	PHYS 1114 Gen Physics I or PHYS 2014 Eng Physics I <sup>1</sup>
Computer Proficiency - 3 hours	PHYS 1214 Gen Physics I or PHYS 2014 Eng Physics I PHYS 1214 Eng Physics II
CS 1103 Microcomputer Applications	PHYS 1214 Gen Physics II of PHYS 2114 Eng Physics II-
Humanities - 6 hours (Select Two)	
HUM 2113 Gen Hum. I HUM 2223 Gen Hum II	Notes to Advisee:
HUM 2113 Gen Hum. I HUM 2223 Gen Hum II	Math prerequisite sequence: MATH 1513 is a prerequisite to MATH 1613 which is prerequisite to MATH 2265 which
ART 1113 Art Appreciation DRMA 1213 Intro Theatre	is prerequisite to MATH 2275
HIST 1113 Early West Civ HIST 1123 Mod West Civ	Fall only courses: MATH 2265, PHYS 1114, PHYS 2014
MUS 1113 Music Apprec PHIL 1113 Intro to Philosophy	Spring only courses: MATH 2275, PHYS 1214, PHYS 2114
PHIL 2123 Ethics RLED 1113 Old Testament	
RLED 1123 New Testament RLED 2113 World Religions	
Any Literature Course(s)	
Approved Elective - 3 hours	
Select 1 course from these course disciplines:	
PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS	
DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature)	
Totals: Credit Hours: 37	Totals: Credit Hours: 24-26
Totalo.	1014151

#### Notation:

Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester-by-semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>Receiving institution's degree plan should be consulted to see which Physics (General or Engineering) is required.

<sup>&</sup>lt;sup>2</sup>CHEM 1115 has a co-requisite of MATH 1513, or, MATH 1513 may be taken prior to taking CHEM 1115.

<sup>&</sup>lt;sup>3</sup>Math Ed majors may need GEOG-2243 Fundamentals of Human Geography, instead of CHEM 1215.

Math, Physical Sciences, and Pre-Engineering, AS (029)

Course Number – Course Description		Hours
Freshman Year 1 <sup>st</sup> Semester – Fall		
☐ ORI 1111 Freshman Orientation		1
☐ ENGL 1113 Freshman Composition I		3
☐ Biological Science - (BOT 1114 or ZOO 1114)		4
☐ MATH 1513 College Algebra (Pre-Calculus)		3
☐ CS 1103 Microcomputer Applications		3
☐ Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	Total:	17
Freshman Year 2 <sup>nd</sup> Semester – Spring		
☐ ENGL 1213 Freshman Composition II		3
☐ CHEM 1115 General Chemistry I		5
☐ MATH 1613 Plane Trigonometry		3
☐ HIST 1483 or 1493 American History		3
☐ Elective in General Education: PSY 1113 Intro to Psychology (RECOMMENDED)		3
, , ,	Total:	17
Sophomore Year 1 <sup>st</sup> Semester – Fall		
☐ Math 2265 Analytic Geometry and Calculus I		5
☐ Elective in Major Option: CHEM 1215 General Chemistry II or GEOG 2243 Fund. Of Human Geography¹		3-5
☐ Elective in Major Option: PHYS 1114 General Physics or PHYS 2014 Engineering Physics I <sup>2</sup>		4
, , <u> </u>	Total:	12-14
Sophomore Year 2 <sup>nd</sup> Semester – Spring		
□ POS 1113 American Federal Government		3
☐ Math 2275 Analytic Geometry and Calculus II		5
☐ Elective in Major Option: Physics 1214 General Physics II or PHYS 2114 Engineering Physics II²		4
☐ Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)		3
	Total:	15
Program Requirements: 61-63 cr-hrs, 2.00 GPA	otal Hour	s: 61-63

<sup>&</sup>lt;sup>1</sup> Math Ed majors may need GEOG-2243 Fundamentals of Human Geography, instead of CHEM 1215.

How to Use this "Semester-by-Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-17 per semester).

The estimated cost of this program is approximated at: 61 credit-hours x \$127.25 per credit hour = \$7,762.25 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2019 in-state tuition amounts and the final costs will vary from this estimate.

<sup>&</sup>lt;sup>2</sup> Receiving institution's degree plan should be consulted to see which Physics (General or Engineering) is required.

# **ASSOCIATE OF APPLIED SCIENCE**

# **Applied Technology**

Partner Options with Kiamichi Technology Center:

**Business Services** 

**Culinary Arts** 

**Health Sciences** 

**Public Safety** 

**Technical Occupations** 

**Naval Services** 

**Child Development** 

**Computer Technology** 

**Cybersecurity** 

**Nursing** 

**Occupational Health and Safety** 

**Physical Therapist Assistant** 

Degree:	Associate of Applied Science	Program Code: (875)
Major:	Applied Technology	Misimum Bal/Gard CBA 200
Option:	Business Services	Minimum Ret/Grad GPA 2.00 Minimum Total Hours 62
Division:	Business and Technology	

GENERAL EDUCATION REQUIREMENTS: (19 HOURS)						
Communications - 6 hours (Select Both)  ENGL 1113 Freshman Composition I  ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication						
U.S. History - 3 hou HIST 1483 Ame	•	•	HIST 1493 American History 1865-Pr			
U.S. Government - 3 hours (Select One) POS 1113 American Federal Government						
Orientation - 1 hou ORI 1111 Fresh	•	•	011 Information Literacy I or BUS 1111 Personal Finance			
Approved Electives - 6 hours (Select Two) Select 2 courses taken from CASC course disciplines:ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCHART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH						
SPECIALIZED CO	OURSE REC	QUIREMENT	'S: (43 HOURS)			
KTC Program	Technical Block Credits	General Education Credits	Technical Support Courses			
Business	15	19	Any 28 credit hours:  ACCT 1103 Fund of Accounting  ACCT 2103 Financial Accounting  ACCT 2203 Managerial Accounting  CS 2003 Electronic Spreadsheets  BUS 1013 Intro to Business  BUS 1133 Customer Service  BUS 2113 Principles of Management  BUS 2133 Bus Communications  ECON 2113 Macroeconomics  MATH 1523 Functions & Modeling  MKTG 2103 Intro to Marketing			

Degree:	Associate of Applied Science	Program Code: (875)
Major:	Applied Technology	Minimum Ret/Grad GPA 2.00
Option:	Culinary Arts	Minimum Total Hours 62
Division:	Business and Technology	

GENERAL EDUCATION REQUIREMENTS: (19 HOURS)				
	eshman Comp	osition I	PCH 1113 Introduction to Speech Communication	
U.S. History - 3 ho			HIST 1493 American History 1865-Pr	
U.S. Government POS 1113 Am	:- <b>3 hours</b> <i>(Se</i> erican Federa	,		
Orientation - 1 ho	•	•	11 Information Literacy I or BUS 1111 Personal Finance	
Approved Electives - 6 hours (Select Two) Select 2 courses taken from CASC course disciplines:ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCHART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH				
SPECIALIZED (	OURSE RE	OUIREMENT	S: (43 HOURS)	
KTC Program	Technical Block	General Education	Technical Support Courses	
	Credits	Credits		
Culinary Arts	15	19	Any 28 credit hours :  BUS 1013 Introduction to Business  BUS 1113 Business Math  BUS 1133 Customer Service  PHIL 2123 Ethics	
			<ul> <li>MKTG 2103 Introduction to Marketing</li> <li>SOC 1113 Introduction to Sociology</li> <li>4 courses or 10 cr-hrs from:</li> <li>ACCT, AHS, BUS, CS, MATH, PSY, SOC</li> </ul>	

Degree:	Associate of Applied Science	Program Code: (875)
Major:	Applied Technology	Minimum Ret/Grad GPA 2.00
Option:	Health Sciences	Minimum Total Hours 62
Division:	Business and Technology	

GENERAL EDUCATION REQUIREMENTS: (19 HOURS)
Communications - 6 hours (Select Both) ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication
U.S. History - 3 hours (Select One)  HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Pr
U.S. Government - 3 hours (Select One)  POS 1113 American Federal Government
Orientation - 1 hour (Select One)  ORI 1111 Freshman Orientation or LIB 1011 Information Literacy I or BUS 1111 Personal Finance
Approved Electives - 6 hours (Select Two) Select 2 courses taken from CASC course disciplines:
ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH
ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH

# **SPECIALIZED COURSE REQUIREMENTS: (43 HOURS)**

KTC Program	Technical Block Credits	General Education Credits	Technical Support Courses	
EMR/EMT	15	19	Any 28 credit hours :  AHS 1203 Basic Nutrition AHS 1403 Basic Pharmacology BIO 2155 Microbiology <sup>1</sup> ZOO 2114 Human Physiology	ZOO 2124 Human Anatomy Select 3 from these course disciplines: AHS, BUS, CS, MATH, PSY, SOC
Medical Assisting with Phlebotomy	21	19	Any 22 credit hours:  AHS 1203 Basic Nutrition BIO 2155 Microbiology¹ HPER 1113 Pers Health & Wel HPER 2103 Care & Prevention HPER 2213 Standard First Aid	<ul> <li>ZOO 2114 Human Physiology</li> <li>ZOO 2124 Human Anatomy</li> <li>Select from these course disciplines:</li> <li>AHS, BUS, CS, MATH, PSY, SOC</li> </ul>
Pharmacy Technician	15	19	Any 28 credit hours :  AHS 1203 Basic Nutrition BIO 2155 Microbiology¹ ZOO 2114 Human Physiology	ZOO 2124 Human Anatomy Select 4 from these course disciplines AHS, BUS, CS, MATH, PSY, SOC
Paramedic Radiologic Technologist Biomedical Sciences Surgical Technology	27	19	Any 16 credit hours :  AHS 1203 Basic Nutrition BIO 2155 Microbiology <sup>1</sup>	ZOO 2114 Human Physiology ZOO 2124 Human Anatomy
Medical Coding	27	19	Any 16 credit hours :  ACCT 2103 Financial Accounting AHS 1113 Medical Terminology BUS 2133 Bus Communications	CS 1103 Microcomputer Applications Select from these course disciplines: ACCT, AHS, BUS, CS, MATH, PSY, SOC

Note: <sup>1</sup> Course prerequisites: <u>BIO 2155</u>: CHEM 1115 is prerequisite

Degree: Associate of Applied Science

Major: Applied Technology
Option: Public Safety
Division: Business and Technology

Technical Block courses will vary per Industry recognized Certification or Licensure and program option. See Registrar's Office for current list of Kiamichi CareerTech approved programs and corresponding CASC program block application. Students are required to complete General Education and Technical Support course. This program is available by permission only and documents work experience related to business/industry or Navy education. No semester-by-semester guide is provided.

GENERAL EDUCATION REQUIREMENTS: (19 HOURS)					
Communications - 6 hours (Select Both)  ENGL 1113 Freshman Composition I  ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication					
U.S. History - 3 ho	•	•	HIST 1493 American History 1865-Pr		
U.S. Government POS 1113 Am	:- <b>3 hours</b> ( <i>S</i> eerican Federa	,			
Orientation - 1 ho	•	•	011 Information Literacy I or BUS 1111 Personal Finance		
Approved Electives - 6 hours (Select Two) Select 2 courses taken from CASC course disciplines:ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCHART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH					
SPECIALIZED (	OURSE RE	THREMENT	'S: (43 HOURS)		
KTC Program	Technical Block Credits	General Education Credits	Technical Support Courses		
Criminal Justice	15	19	Any 28 credit hours:  CJ 1113 Intro to Criminal Justice CJ 1123 Crim Law for Law Enforcement CJ 2023 Criminal Procedure CJ 2224 Criminal Investigation PSY 1113 Intro to Psychology SOC 1113 Intro to Sociology Select 3 from these course disciplines: ACCT, AHS, BUS, CS, MATH, PSY, SOC ACCT, AHS, BUS, CS, MATH, PSY, SOC ACCT, AHS, BUS, CS, MATH, PSY, SOC		
Approved Oklahoma CareerTech Certification or Licensure:					

Degree:	Associate of Applied Science	Program Code: (875)
Major:	Applied Technology	Minimum Ret/Grad GPA 2.00
Option:	Technical Occupations	Minimum Total Hours 62
Division:	Business and Technology	

GENERAL EDUCATION REQUIREMENTS: (19 HOURS)						
Communications - 6 hours (Select Both) ENGL 1113 Freshman Composition I						
ENGL 1213 Fr	eshman Comp	oosition II or SI	PCH 1113 Introduction to Speech Communication			
	U.S. History - 3 hours (Select One)  HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Pr					
U.S. Government POS 1113 Am		,				
Orientation - 1 ho	•	•	011 Information Literacy I or BUS 1111 Personal Finance			
Approved Electives - 6 hours (Select Two) Select 2 courses taken from CASC course disciplines:ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCHART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH						
CDECIALIZED (	COLIDEE DE		rs. (42 HOURS)			
KTC Program	Technical Block Credits	General Education Credits	Technical Support Courses			
NOCTI Certified	27	19	Any 16 credit hours:			
or Industry-			BUS 1013 Introduction to Business			
Standard			CS 1103 Microcomputer Applications			
Licensure			MATH 1413 Survey Contemporary Math			
			PSY 1113 Introduction to Psychology			
			SOC 1113 Introduction to Sociology			
			COED 1111 Supervised Work Experience			
			Select any from these course disciplines (as needed):ACCT, AHS, BUS, CJ, CS, MATH, PSY, SOC			
Approved Oklahoma CareerTech Certification or Licensure:						

Degree:	Associate of Applied Science	Program Code: (875)
Major:	Applied Technology	Minimum Ret/Grad GPA 2.00
Option:	Naval Services	Minimum Total Hours 62
Division:	Business and Technology	

Technical Block courses will vary per Industry recognized Certification or Licensure and program option. See Registrar's Office for current list of Kiamichi CareerTech approved programs and corresponding CASC program block application. Students are required to complete General Education and Technical Support course. This program is available by permission only and documents work experience related to business/industry or Navy education. No semester-by-semester guide is provided.

CENEDAL EDII			
GENERAL EDU	CATION RE	QUIREMEN'	TS: (19 HOURS)
Communications	•	,	
ENGL 1113 Fr	•		
ENGL 1213 Fr	eshman Comp	osition II or SI	PCH 1113 Introduction to Speech Communication
U.S. History - 3 ho		-	HIST 1493 American History 1865-Pr
U.S. Government POS 1113 Am	- <b>3 hours</b> (Se erican Federa	-	
Orientation - 1 ho		•	111 Information Literacy I or BUS 1111 Personal Finance
Approved Elective Select 2 courses toART, ENGL, HIART, ENGL, HI	aken from CAS ST, HPER, HUN	SC course discip И, MUS, PSY, SC	DC, SPCH
SPECIALIZED C	COURSE REC	QUIREMENT	S: (43 HOURS)
KTC Program	Technical	General	Technical Support Courses
	Block	Education	
		Education	
	Credits	Credits	
U.S. Navy	Credits 27		Any 14 credit hours:
U.S. Navy occupation		Credits	Any 14 credit hours: BUS 1013 Intro to Business
•		Credits	, ·
•		Credits	BUS 1013 Intro to Business
•		Credits	BUS 1013 Intro to Business BUS 1113 Business Math
•		Credits	BUS 1013 Intro to Business BUS 1113 Business Math CJ 1113 Intro to Criminal Justice
•		Credits	BUS 1013 Intro to Business BUS 1113 Business Math CJ 1113 Intro to Criminal Justice CS 1103 Microcomputer Applications
•		Credits	BUS 1013 Intro to Business BUS 1113 Business Math CJ 1113 Intro to Criminal Justice CS 1103 Microcomputer Applications CS 1313 Programming I
•		Credits	BUS 1013 Intro to Business BUS 1113 Business Math CJ 1113 Intro to Criminal Justice CS 1103 Microcomputer Applications CS 1313 Programming I CS 2203 Networking I
•		Credits	BUS 1013 Intro to Business BUS 1113 Business Math CJ 1113 Intro to Criminal Justice CS 1103 Microcomputer Applications CS 1313 Programming I CS 2203 Networking I BUS 1013 Intro to Business
•		Credits	BUS 1013 Intro to Business BUS 1113 Business Math CJ 1113 Intro to Criminal Justice CS 1103 Microcomputer Applications CS 1313 Programming I CS 2203 Networking I BUS 1013 Intro to Business PSY 1113 Intro to Psychology

Degree: Associate of Applied Science

Major: Child Development

Division: Business and Technology

Program Code: (012)

Minimum Ret/Grad GPA....2.00

Minimum Total Hours...... 63

GENERAL EDUCATION REQUIREMENTS (21 HOURS)	MAJOR REQUIREMENTS (42 HOURS)
GENERAL EDUCATION REQUIREMENTS  Communications - 3 hours (Select One)  ENGL 1113 Freshman Composition I  U.S. History - 3 hours (Select One)  HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr  U.S. Government - 3 hours (Select One)  POS 1113 American Federal Government  Orientation - 1 hour (Select One)  ORI 1111 Freshman Orientation  Computer Proficiency - 3 hours (Select One)  CS 1103 Microcomputer Applications  Approved Electives - 8 hours  Select any two or three courses from the following areas in conference with advisor  Behavioral Science (PSY, SOC)  Business (ACCT, BUS)	Required in Technical-Occupational Specialty 27 hours (Select All)  CD 1103 Teacher, Community and Family Relations¹ CD 1223 Preschool Behavior & Guidance CD 2053 Child Dev Management & Budgeting CD 2113 Child Growth & Development CD 2223 Program Planning & Administration¹ CD 2103 Children with Special Needs CD 2123 Health Care and Safety CD 2143 Science, Math & Social Diversity CD 2213 Play, Art & Music  Occupational Support Courses – 15 hours (Select five or more courses in conference with advisor) AHS 1203 Basic Nutrition CD 2050 Current Topics in Child Development CD 2133 Language and Physical Skills CD 2253 Infant and Toddler Programs SOC 2133 Marriage and Family Cooperative Education (3 hours max)
Communications (ENGL 1213, SPCH 1113)  HPER (any HPER, except activity courses)  Mathematics (MATH) Science (BIO, BOT, CHEM, GPS, ZOO)  Totals:	Totals: Credit Hours: 42

#### Notation:

Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate of applied science degree are prepared to enter the workforce. If student intends to pursue a four-year degree should complete the associate of arts degree plan prior to transfer. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this AAS degree.

#### Semester-by-Semester Degree Plan

#### Child Development, AAS (012)

Course	Number – Course Description		Hours
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	HIST 1483 or 1493 American History		3
	CD 1103 Teacher, Community, & Family Relations		3
	CD 1223 Behavior, Guidance, and Readiness		3
	CD 2053 Child Development Management & Budgeting		3
		Total:	16
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	POS 1113 American Federal Government		3
	CS 1103 Microcomputer Applications		3
	CD 2103 Children with Special Needs		3
	CD 2113 Child Growth & Development		3
	CD 2223 Program Planning & Administration		3
	Elective in General Education: HPER – 2-3 credits		2-3
		Total:	17-18
Sonhome	ore Year 1 <sup>st</sup> Semester – Fall		
	Elective in General Education: PSY 1113 Intro to Psychology or SOC 1113 Intro to Sociology		3
	ENGL 1213 Freshman Composition II		3
	CD 2123 Heath Care & Safety		3
	CD 2213 Play, Art, & Music		3
	CD 2143 Science, Math, & Social Diversity		3
_	,,,,	Total:	15
Sonham	ore Year 2 <sup>nd</sup> Semester – Spring		
Sopriorii	Elective in Major: CD 2133 Language and Physical Skills (RECOMMENDED)		3
	Elective in Major: CD 2133 Language and Physical Skills (RECOMMENDED)		3
	Elective in Major: SOC 2133 Marriage & Family (RECOMMENDED)		3
	Elective in Major: AHS 1203 Basic Nutrition (RECOMMENDED)		3
	Elective in General Education: BUS 1013 Intro to Business (RECOMMENDED)		3
	LIECTIVE III GEHELBI LUUCBUOII. BOS 1013 IIITIO TO BUSINESS (NECOIVIIVIENDED)	Total:	5 15
Graduat	on Requirements: Minimum 63-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hours	: 63-64

How to Use this "Semester-by-Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 63 credit-hours x \$136.50 per credit hour = \$8,599.50 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree:	Associate of Applied Science	Program Code: (040)
Major:	Computer Technology	Minimum Ret/Grad GPA 2.00
Option:	Programming and Office Technology	Minimum Total Hours 61
Division:	Business and Technology	

GENERAL EDUCATION REQUIREMENTS	(19 HOURS)	MAJOR REQUIREMENTS	(42 HOURS)
English Composition - 6 hours (Select Both)  ENGL 1113 Freshman Composition I  ENGL 1213 Freshman Composition II  U.S. History - 3 hours (Select One)  HIST 1483 Am His 1492-1865 or HIST 1493 Am His  U.S. Government - 3 hours (Select One)  POS 1113 American Federal Government  Orientation - 1 hour (Select One)  ORI 1111 Freshman Orientation  Approved Electives - 6 hours (Select CS 1103 and 1 E Select 2 courses from these course disciplines:  CS 1103 Microcomputer Applications  PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CH	s 1865-Pr lective)	PROGRAMMING OPTION Required Courses - 21 hours (Select All)  CS 1313 Programming I  CS 1333 Programming II  CS 2013 Database Management  CS 2203 Networking I  CS 2213 Networking II  CS 2243 Internet Programming  CS 1433 Introduction to Photoshop  Elective Courses - 21 hours (Select seven or more courses in conference with  BUS 1133 Customer Service  Approved Business Elective(s)  Approved Computer Science Elective(s)  Approved Elective  COED Cooperative Education (3 hours maxing)  OFFICE TECHNOLOGY OPTION  Required Courses in Major - 21 hours (Select All)  ACCT 1103 Fundamentals of Accounting  ACCT 2103 Financial Accounting  BUS 2113 Principles of Business Law  BUS 2133 Business Communications  CS 2003 Electronic Spreadsheets  CS 2013 Database Management  BUS 1133 Customer Service  Elective Courses - 21 hours	n advisor) mum)
		Elective Courses - 21 hours (Select seven or more courses in conference with ACCT 2203 Managerial Accounting Approved Business Elective(s) Approved Computer Science Elective(s) Approved Office Science Elective Approved Elective COED Cooperative Education (3 hours maxing	
Totals:	Credit Hours: 19	Totals: Cre	edit Hours: 42

 $Students\ should\ complete\ the\ major\ core\ 43\ hours\ listed\ in\ either\ Programming\ Option\ or\ Office\ Technology\ Option.$ 

Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's of applied science degree are prepared to enter the workforce after degree completion. Students should check with their academic advisor for employment opportunities. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

#### **Semester by Semester Degree Plan**

#### Computer Technology, AAS (040)

Course Number – Course Description	Hours
Freshman Year 1st Semester – Fall	
□ ORI 1111 Freshman Orientation	1
☐ ENGL 1113 Freshman Composition I	3
☐ HIST 1483 or 1493 American History	3
☐ CS 1103 Microcomputer Applications	3
☐ CS 2203 Networking I	3
☐ Elective in Major - (BUS 1133, BUS, CS, ACCT, ECON)	3
Total	16
Freshman Year 2 <sup>nd</sup> Semester – Spring	
☐ ENGL 1213 Freshman Composition II	3
□ POS 1113 American Federal Government	3
☐ CS 2213 Networking II	3
☐ CS 1313 Programming I	3
☐ Elective in General Education (see below)	3
Total:	15
Sophomore Year 1st Semester – Fall	
☐ CS 1333 Programming II	3
☐ CS 1433 Introduction to Photoshop	3
☐ CS 2013 Database Management	3
☐ Elective in Major - (BUS 1133, BUS, CS, ACCT, ECON)	3
☐ Elective in Major - (BUS 1133, BUS, CS, ACCT, ECON)	3
Total:	15
Sophomore Year 2 <sup>nd</sup> Semester – Spring	
☐ CS 2243 Internet Programming	3
☐ Elective in Major - (BUS 1133, BUS, CS, ACCT, ECON)	3
☐ Elective in Major - (BUS 1133, BUS, CS, ACCT, ECON)	3
☐ Elective in Major - (BUS 1133, BUS, CS, ACCT, ECON)	3
☐ Elective in Major - (BUS 1133, BUS, CS, ACCT, ECON)	3
Total:	15
Graduation Requirements: Minimum 61 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs  Total	Hours: 61

**Note**: Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

How to Use this "Semester by Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 61 credit-hours x \$136.50 per credit hour = \$8,326.50 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree:	Associate of Applied S	Science		Program Code: (015)	
Major:	Cybersecurity				
Division:	Business and Technology			Minimum Ret/Grad GPA 2.00 Minimum Total Hours 61	
DIVISION.	Business and Technology			Willimum Total Hours 61	
GENERAL EDUCA	ATION REQUIREMENTS	(19 HOURS)	MAJOR REQUIREMEN	TS (42 HOURS)	
English Compos	ition - 6 hours (Select Both)		Required Courses – 22	1 hours	
ENGL 1113 I	Freshman Composition I		CJ 1113 Intro to C	riminal Justice	
ENGL 1213 I	Fresh Comp II or SPCH 1113 Intro to	Speech Comm	CS 1113 Intro to C		
			CS 1313 Programm	ming I	
U.S. History - 3 I	hours (Select One)		CS 1423 Informati	ion Security	
HIST 1483 A	m His 1492-1865 <i>or</i> HIST 1493 Am I	His 1865-Pr	CS 1513 Microcon	nputer Operating Systems	
			CS 2203 Networki	ng I	
U.S. Governmer	nt - 3 hours (Select One)		CS 2513 Intro to L	inux	
POS 1113 A	merican Federal Government				
Orientation - 1 h	nour (Select One)		Technical Support Co	urses – 21 hours	
ORI 1111 Fr	eshman Orientation		BUS 1133 Customer Service		
			BUS 2133 Business Communication		
Approved Electi	ves - 6 hours (Select CS 1103 and 1	Elective)	CJ 2023 Criminal Procedures		
Select 2 courses	from these course disciplines:		CS 1333 Programming II		
CS 1103 Mid	crocomputer Applications		CS 2213 Networking II		
PSY, HIST, P	OS, SOC, ECON, GEOG, SPAN, CHER,	CHOC, ART, MUS	CS 2243 Internet Programming		
DRMA, HUN	Л, PHIL, RLED, SPCH, ENGL (literature	2)	CS 2613 Ethical Hacking		
			CS 2203 Networki	ng I	
Totals:		Credit Hours: 19	Totals:		

Students are required to complete the following General Education and Major Requirement courses. Students who complete an associates of applied science program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.

Degree: Associate of Applied Science		Program Code: (041	)
Major: Nursing			
Division: Health Sciences		Minimum Ret/Grad Minimum Total Hou	
Division. Treatm sciences		Willimian Total Floa	113 07-00
GENERAL EDUCATION REQUIREMENTS (28 HOURS)	MAJOR REQUIREMEN	ITS	(39-40 HOURS)
English Composition - 6 hours (Select Both)	Required Courses – 39	9-40 hours	
ENGL 1113 Freshman Composition I	(Select courses in conf	erence with advisor	·)
ENGL 1213 Freshman Composition II	NUR 1101 Role Transition in Nursing <sup>1</sup>		
II C. History, 2 hours (Colort One)	NUR 1129 Health-	-	
U.S. History - 3 hours (Select One)  HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr	NUR 1219 Health NUR 2119 Health-		
11131 1403 AII11113 1432 1003 07 11131 1433 AII11113 1003 11	NUR 2219 Health-		
U.S. Government - 3 hours (Select One)	AHS 1203 Basic No		
POS 1113 American Federal Government			
Physical Science - 5 hours (Select One)  CHEM 1025 Gen Organic and Biochemistry  Biological Science - 8 hours (Select Both)  ZOO 2114 Human Physiology <sup>2</sup> ZOO 2124 Human Anatomy  Required Courses in General Education - 3 hours (Select One)  PSY 1113 Introduction to Psychology			
Totals: Credit Hours: 28	Totals:	Cro	edit Hours: 39-40

#### Notation:

Special Graduation Note: "C" grade or better is required in all coursework.

(Degree Program Changes: Students should consult with the Nursing Department for any program changes not defined at time of publication).

. Students who complete an associates of applied science program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.

<sup>&</sup>lt;sup>1</sup>Course is required with successful Advanced Placement into NUR 1219 or NUR 2119

<sup>&</sup>lt;sup>2</sup>Prerequiste is CHEM 1025 (for nursing majors only)

#### Semester-by-Semester Degree Plan

#### Nursing, AAS (041)

Course	Number – Course Description		Hours
Freshma	n Year (prior to Fall)		
	CHEM 1025 General Organic and Biochemistry		5
	ZOO 2124 Human Anatomy		4
	PSY 1113 Intro to Psychology		3
	AHS 1203 Basic Nutrition		3
		Total:	15
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ENGL 1113 Freshman Composition I		3
	ZOO 2114 Human Physiology		4
	NUR 1129 Health Illness Nursing I		9
		Total:	16
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	NUR 1219 Health Illness Nursing II		9
	, and the second	Total:	12
Freshma	n Year (Summer Semester)		
	NUR 1101 Role Transition in Nursing (valid only for Advanced Placement Students)	Total:	0-1
			0.2
30piloili	ore Year 1st Semester – Fall POS 1113 American Federal Government		3
	NUR 2119 Health Illness Nursing III		9
	NON 2113 Health lilless (valsing iii	Total:	12
Conhara	ve Veer 2nd Competer Caring		
	ore Year 2 <sup>nd</sup> Semester – Spring		2
	HIST 1483 or 1493 American History NUR 2219 Health Illness Nursing IV		3
	MON 2213 Health Hilless Manshill IA	Total	12
Graduati	on Requirements: Minimum 67-68 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hours	
Gradati	Minimum "C" grade required in all coursework	10tai 110uis	5. U <i>1</i> — UO
	willing C grade required in an coarsework		

How to Use this "Semester-by-Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

Students should consult the Nursing Department for a breakdown of tuition, fees, textbook charges, exam fees, uniforms, travel, supplies, and other expenses .... ... Actual program cost will vary from this estimate.

Degree: Associate of Applied Science

Major: Occupational Health & Safety

Division: Social & Behavioral Sciences

Program Code: (107)

Minimum Ret/Grad GPA.... 2.00

Minimum Total Hours...... 62-63

GENERAL EDUCATION REQUIREMENTS (26-27 HOURS)	MAJOR REQUIREMENTS (36 HOURS)
English Composition - 6 hours (Select Both)	Required Courses - 36 hours (Select All)
ENGL 1113 Freshman Composition I	BUS 2023 Principles of Management
ENGL 1213 Freshman Composition II	OHS 1313 Introduction to Health and Safety
	OHS 1413 Physical Hazards Controls
U.S. History - 3 hours (Select One)	OHS 2003 Introduction to Fire Science
HIST 1483 Am His 1492-1865 <i>or</i> HIST 1493 Am His 1865-Pr	OHS 2103 OSHA: Construction Industry & Safety Regulations
	OHS 2203 Legal Aspects and Environmental Regulations
U.S. Government - 3 hours (Select One)	OHS 2303 Introduction to Hazardous Materials and Waste
POS 1113 American Federal Government	OHS 2333 Safety Program Training Presentation Techniques
<del></del>	OHS 2403 Principles of Industrial Hygiene
Math – 3 hours (Select One)	OHS 2413 Ergonomics and Human Factors in Safety
MATH 1413 Survey of Contemporary Math	OHS 2423 Safety Program Management
MATH 1513 College Algebra (Pre-Calculus)	OHS 2433 Risk Management
Orientation - 1 hour (Select One)	
ORI 1111 Freshman Orientation	
Science – 4-5 hours (Select One)	
CHEM 1115 General Chemistry w/ Lab <sup>1</sup>	
GPS 1214 General Physical Science	
Required Courses in General Education – 6 hours	
PSY 1113 Intro to Psychology or SOC 1113 Intro to Sociology	
and	
SPCH 1113 Introduction to Speech Communications	
Totals: Credit Hours: 26-27	Totals: Credit Hours: 36

<sup>&</sup>lt;sup>1</sup>Note: For students transferring to a four-year college, CHEM 1115 is recommended.

Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's of applied science degree are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.

#### Semester-by-Semester Degree Plan

Occupational Health and Safety, AAS (107)

Course	Number – Course Description		Hours
Freshma	n Year 1 <sup>st</sup> Semester – Fall		
	ORI 1111 Freshman Orientation		1
	ENGL 1113 Freshman Composition I		3
	OHS 1313 Introduction to Health and Safety		3
	OHS 2303 Introduction to Hazardous Materials and Waste		3
	MATH 1413 or Math 1513		3
	OHS 2003 Introduction to Fire Science		3
		Total:	16
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	HIST 1483 or 1493 American History		3
	BUS 2023 Principles of Management		3
	OHS 1413 Physical Hazards Controls		3
	OHS 2203 Legal Aspects and Environmental Regulations		3
	υ το	Total:	15
Sonhome	ore Year 1st Semester – Fall		
	CHEM 1115 General Chemistry I or GPS 1214 General Physical Science <sup>1</sup>		4-5
	POS 1113 American Federal Government		3
	OHS 2423 Safety Program Management		3
	OHS 2413 Ergonomics and Human Factors in Safety		3
	OHS 2103 OSHA: Construction Industry & Safety Regulations		3
		Total:	16-17
Sonhome	ore Year 2 <sup>nd</sup> Semester – Spring		
Sopriorii	PSY 1113 Intro to Psychology or SOC 1113 Intro to Sociology		3
	SPCH 1113 Introduction to Speech Communications		3
	OHS 2333 Safety Program Training Presentation Techniques		3
	OHS 2403 Principles of Industrial Hygiene		3
	OHS 2433 Risk Management		3
J	5.15 <u>2.155 11.511 11.5116</u>	Total	15
Graduati	ion Requirements: Minimum 62-63 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hour	s: 62-63

<sup>1</sup>Note: For students transferring to a four-year college, CHEM 1115 is recommended.

How to Use this "Semester by Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$136.50 per credit hour = \$8,463.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only). Actual program cost is based on Fall 2021 in-state tuition amounts and the final costs will vary from this estimate.

Degree: Associate of Applied Science
Major: Physical Therapist Assistant
Division: Health Sciences

Program Code: (051)

Minimum Ret/Grad GPA....2.00
Minimum Total Hours......65

GENERAL EDUCATION REQUIREMENTS	(23 HOURS)	MAJOR REQUIREMENTS	(42 HOURS)
English Composition - 6 hours (Select Both)		Required Courses – 42 hours	
ENGL 1113 Freshman Composition I		(Select All)	
ENGL 1213 Freshman Composition II		PHTA 1113 Introduction to Physical Ther	ару
		PHTA 1203 Anatomy and Physiology for	PTA's
U.S. History - 3 hours (Select One)		PHTA 1231 Clinical Orientation	
HIST 1483 Am His 1492-1865 <i>or</i> HIST 1493 Am His 186	5-Pr	PHTA 1283 Physical Disabilities	
		PHTA 1292 Physical Therapy Procedures	ı
U.S. Government - 3 hours (Select One)		PHTA 2332 Clinical Experience I	
POS 1113 American Federal Government		PHTA 2343 Physical Therapy Procedures	II .
		PHTA 2353 Neurology and Pathology	
Biological Science - 8 hours (Select Both)		PHTA 2363 Kinesiology	
ZOO 2114 Human Physiology <sup>1, 2</sup>		PHTA 2373 Therapeutic Exercise I	
ZOO 2124 Human Anatomy <sup>1</sup>		PHTA 2413 Rehabilitation	
200 2124 Haman Anatomy		PHTA 2432 Clinical Experience II	
Required Course in General Education - 3 hours (Select O	lna)	PHTA 2442 Psychosocial Aspects of Phys	ical Thorany
PSY 1113 Introduction to Psychology	ile)	PHTA 2442 Psychosocial Aspects of Phys	icai illerapy
F31 1113 Introduction to Psychology		PHTA 2482 PTA Seminar	
		PHTA 2534 Clinical Experience III	
		PHTA 2554 Cliffical Experience III	
Totals: Cr	edit Hours: 23	Totals: Ci	redit Hours: 42

#### Notation:

Special Graduation Note: "C" grade or better is required in all coursework.

Students are required to complete the following General Education and Major Requirement courses. Students who complete an associates of applied science program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>By permission of Science or Health Science advisor

<sup>&</sup>lt;sup>2</sup>Prerequisite of CHEM 1115

#### Semester-by-Semester Degree Plan

Physical Therapist Assistant, AAS (051)

Course Number – Course Description		Hours
Freshman Year 1 <sup>st</sup> Semester – Fall		
☐ ENGL 1113 Freshman Composition I		3
☐ ZOO 2124 Human Anatomy		4
☐ PSY 1113 Intro to Psychology		3
☐ PHTA 1283 Physical Disabilities		3
☐ PHTA 1113 Introduction to Physical Therapy		3
	Total:	16
Freshman Year 2 <sup>nd</sup> Semester – Spring		
☐ ENGL 1213 Freshman Composition II		3
☐ ZOO 2114 Human Physiology		4
☐ HIST 1483 or 1493 American History		3
☐ PHTA 1203 Anatomy and Physiology for PTA's		3
☐ PHTA 1231 Clinical Orientation		1
☐ PHTA 1292 Physical Therapy Procedures I		2
	Total:	16
Freshman Year (Summer Semester)		
□ POS 1113 American Federal Government	Total:	3
Sophomore Year 1 <sup>st</sup> Semester – Fall		
☐ PHTA 2332 Clinical Experience I		2
☐ PHTA 2343 Physical Therapy Procedures II		3
☐ PHTA 2353 Neurology and Pathology		3
☐ PHTA 2363 Kinesiology		3
☐ PHTA 2373 Therapeutic Exercise I		3
☐ PHTA 2432 Clinical Experience II		2
	Total:	16
Sophomore Year 2 <sup>nd</sup> Semester – Spring		
☐ PHTA 2413 Rehabilitation		3
☐ PHTA 2442 Psychosocial Aspects of Physical Therapy		2
☐ PHTA 2473 Therapeutic Exercise II		2
☐ PHTA 2482 PTA Seminar		3
☐ PHTA 2534 Clinical Experience		4
	Total	14
Graduation Requirements: Minimum 65 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs	Total Hou	rs: 65
Minimum "C" grade required in all coursework		

How to Use this "Semester by Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in four semesters (15-16 per semester).

Students should consult the PTA Department for a breakdown of tuition, fees, textbook charges, exam fees, uniforms, travel, supplies, and other expenses .... -- Actual program cost will vary from this estimate

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# **CERTIFICATES:**

**Child Development** 

**Child Development/Director's Certificate** 

**Child Development Infant Toddler** 

**Hospitality and Event Management** 

**Law Enforcement Procedures** 

**Occupational Skills** 

**Organizational Leadership** 

**Physical Therapist Aide** 

**Social Service Assistant** 

Degree:	Certificate	Program Code: (048)
Major:	Child Development	Minimum Ret/Grad GPA 2.00
Division:	Business and Technology	Minimum Total Hours 18

GENERAL EDUCATION REQUIREMENTS	(3 HOURS)	MAJOR REQUIREMENTS	(15 HOURS)
Communications - 3 hours (Select One) ENGL 1113 Freshman Composition I		Required Courses - 15 hours (Select All)  CD 1103 Teacher, Community and Famile CD 1223 Preschool Behavior & Guidance CD 2113 Child Growth & Development <sup>2</sup> CD 2133 Language and Physical Skills ** CD 2223 Program Planning & Administra	.2
Totals: Cre	edit Hours: 3	Totals: Cr	edit Hours: 15

Students are required to complete the following General Education and Major Requirement courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability. Students may refer to the 4-semester-by-semester program planning guide to understand course sequencing.

#### Semester-by-Semester Degree Plan

Child Development, Cert (048)

Course Number – Course Description	Hours
Freshman Year 1 <sup>st</sup> Semester – Fall	
☐ CD 1103 Teacher, Community, & Family Relations <sup>1, 2</sup>	3
☐ CD 1223 Behavior, Guidance, and Readiness <sup>2</sup>	3
☐ CD 2113 Child Growth & Development <sup>2</sup>	3
To	al: 9
Freshman Year 2 <sup>nd</sup> Semester – Spring	
☐ ENGL 1113 Freshman Composition I	3
☐ CD 2133 Language and Physical Skills	3
☐ CD 2223 Program Planning & Administration¹	3
Tot	al: 9
Graduation Requirements: 18 cr-hrs, 2.00 GPA  Total	lours: 18

#### Notation:

Completion of this certificate builds the foundation for two additional Certificate programs: Infant Toddler Certificate and Child Development/Director's Certificate.

How to Use this "Semester-by-Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Coursework are listed in order the course should be taken and in what term the course should be taken. While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

**Estimated Program Cost:** Students can complete this degree in 2 to 4 semesters The estimated cost of this program is approximated at: 18 credit-hours  $\times$  \$127.25 per credit hour = \$2,290.50 (Please know that the final costs will vary from this estimate).

<sup>&</sup>lt;sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>&</sup>lt;sup>2</sup> Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

<sup>(\*\*</sup> Course requirement will be replaced with CD 2123 Health Care & Safety pending approval of OSRHE, anticipate December 2019).

<sup>&</sup>lt;sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>&</sup>lt;sup>2</sup> Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

Degree:	Certificate	Program Code: (065)
Major:	Child Development/Director's Certificate	Minimum Ret/Grad GPA 2.00
Division:	Business and Technology	Minimum Total Hours 24

GENERAL EDUCATION REQUIREMENTS	(6 HOURS)	MAJOR REQUIREMENTS	(18 HOURS)
Communications - 3 hours (Select One) ENGL 1113 Freshman Composition I Computer Proficiency - 3 hours (Select One)		Required Courses 18 hours (Select All)  CD 1103 Teacher, Community and Family Relations <sup>1,2</sup> CD 1223 Preschool Behavior & Guidance <sup>2</sup> CD 2113 Child Growth & Development <sup>2</sup>	
CS 1103 Microcomputer Applications		CD 2133 Language and Physical Skills CD 2053 Child Dev Management and Budgeting CD 2223 Program Planning & Administration <sup>1</sup>	
Totals: Cred	lit Hours: 6	Totals: Cı	redit Hours: 18

Students are required to complete the following General Education and Major Requirement courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability

#### Semester-by-Semester Degree Plan

Child Development/Director's Certificate, Cert (065)

Course Number – Course Description	ŀ	Hours
Freshman Year 1 <sup>st</sup> Semester – Fall		
☐ CD 1103 Teacher, Community, & Family Relations <sup>1,2</sup>		3
☐ CD 1223 Behavior, Guidance, and Readiness <sup>2</sup>		3
☐ CD 2113 Child Growth & Development <sup>2</sup>		3
Tot	al:	9
Freshman Year 2 <sup>nd</sup> Semester – Spring		
☐ ENGL 1113 Freshman Composition I		3
☐ CD 2133 Language and Physical Skills		3
☐ CD 2223 Program Planning & Administration <sup>1</sup>		3
Tot	al:	9
Sophomore Year 1st Semester – Fall		
□ CD 2053 Child Development Management and Budgeting		3
☐ CS 1103 Microcomputer Applications		3
Tot	al:	6
Graduation Requirements: 24 cr-hrs, 2.00 GPA  Total	Hours:	: 24

#### Notation:

How to Use this "Semester-by-Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Coursework are listed in order the course should be taken and in what term the course should be taken. While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

**Estimated Program Cost:** Students can complete this degree in 2 to 4 semesters The estimated cost of this program is approximated at:  $24 \text{ credit-hours } \times $136.50 \text{ per credit hour} = $3,276.00$  (Please know that the final costs will vary from this estimate).

<sup>&</sup>lt;sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>&</sup>lt;sup>2</sup>Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

<sup>&</sup>lt;sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>&</sup>lt;sup>2</sup>Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

Degree:	Certificate	Program Code: (066)
Major:	Child Development Infant Toddler	Minimum Ret/Grad GPA 2.00
Division:	Business and Technology	Minimum Total Hours 24

GENERAL EDUCATION REQUIREMENTS (3 H	HOURS)	MAJOR REQUIREMENTS	(21 HOURS)
Communications - 3 hours (Select One) ENGL 1113 Freshman Composition I	·	Required Courses 21 hours (Select All)  CD 1103 Teacher, Community and Family Relation CD 1223 Preschool Behavior & Guidance 2 CD 2113 Child Growth & Development 2 CD 2133 Language and Physical Skills CD 2223 Program Planning & Administration 1 CD 2253 Infant Toddler Programs CD 2123 Health Care, Safety, & Nutrition	ons <sup>1,2</sup>
Totals: Credit I	Hours: 3	Totals: Cre	edit Hours: 21

Students are required to complete the following General Education and Major Requirement courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability

#### Semester-by-Semester Degree Plan

Child Development Infant Toddler, Cert (066)

Course Number – Course Description	Hours
Freshman Year 1st Semester – Fall	
☐ CD 1103 Teacher, Community, & Family Relations <sup>1,2</sup>	3
☐ CD 1223 Behavior, Guidance, and Readiness <sup>2</sup>	3
☐ CD 2113 Child Growth & Development <sup>2</sup>	3
Total:	9
Freshman Year 2 <sup>nd</sup> Semester – Spring	
☐ ENGL 1113 Freshman Composition I	3
☐ CD 2133 Language and Physical Skills	3
☐ CD 2223 Program Planning & Administration <sup>2</sup>	3
Total:	9
Sophomore Year 1st Semester – Fall	
☐ CD 2253 Infant Toddler Programs	3
☐ CD 2123 Health Care, Safety, & Nutrition	3
Total:	6
Graduation Requirements: 24 cr-hrs, 2.00 GPA  Total Hot	urs: 24

#### Notation:

How to Use this "Semester-by-Semester Degree Plan": Courses in this semester-by-semester breakdown are listed with several thoughts in mind. Coursework are listed in order the course should be taken and in what term the course should be taken. While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

Estimated Program Cost: Students can complete this degree in 2 to 4 semesters The estimated cost of this program is approximated at: 24 credit-hours x \$136.50 per credit hour = \$3,276.00 (Please know that the final costs will vary from this estimate).

<sup>&</sup>lt;sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>&</sup>lt;sup>2</sup>Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

<sup>&</sup>lt;sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>&</sup>lt;sup>2</sup>Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

Degree:	Certificate	Program Code: (070)
Major:	Hospitality and Event Management	Minimum Ret/Grad GPA 2.00
Division:	Business and Technology	Minimum Total Hours 16

GENERAL EDUCATION REQUIREMENTS (0 HO	S) MAJOR RE	QUIREMENTS		(16 HOURS)
(None Required)	CS 110 SPCH 1 BUS 11 ORGL ORGL 2	Courses 16 hours  3 Microcomputer A  1113 Intro to Speec  133- Customer Serv  1113 Organizationa  2113 Project Manag  1111 Supervised Wo	h Communication rice <sup>1</sup> al Leadership gement	
Totals: Credit Hou	:: 0 Totals:		Cı	redit Hours: 16

**Estimated Program Cost:** Students can complete this degree in 2 to 4 semesters The estimated cost of this program is approximated at: 16 credit-hours x \$136.50 per credit hour = \$2,184.00 (Please know that the final costs will vary from this estimate).

Students are required to complete the following courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.

 Degree:
 Certificate
 Program Code: (073)

 Major:
 Law Enforcement Procedures
 Minimum Ret/Grad GPA....2.00

 Division:
 Business and Technology
 Minimum Total Hours...... 16

GENERAL EDUCATION REQUIREMENTS (0 HOL	JRS)	MAJOR REQUIREMENTS	(16 HOURS)
(None Required)		Required Courses 16 hours (Select All)  CS 1103 Microcomputer Applications SPCH 1113 Intro to Speech Communication CJ 1113 Intro to Criminal CJ 1123 Criminal Law for Law Enforcement CJ 2023 Criminal Procedure COED1111 Supervised Work Experience	
Totals: Credit Hou	ırs: 0	Totals: Cr	edit Hours: 16

#### Notation:

**Estimated Program Cost:** Students can complete this degree in 1 or 2 semesters The estimated cost of this program is approximated at: 16 credit-hours x \$136.50 per credit hour = \$2,184.00 (Please know that the final costs will vary from this estimate).

Students are required to complete the following courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>BUS 1133 is only offered in spring semester

Degree:	Certificate	Program Code: (072)
Major:	Occupational Skills	Minimum Ret/Grad GPA 2.00
Division:	Business and Technology	Minimum Total Hours 16

GENERAL EDUCATION REQUIREMENTS	(3 HOURS)	MAJOR REQUIREMENTS (	13 HOURS)
General Education Courses (Select All) ENGL 1113 Freshman Composition		Required Courses 13 hours (Select All)  CS 1103 Microcomputer Applications  SPCH 1113 Intro to Speech Communication  MKTG 2103 Principles of Marketing <sup>1</sup> BUS 1133- Customer Service <sup>1</sup> COED1111 Supervised Work Experience	
Totals: Cred	lit Hours: 3	Totals: Credit	Hours: 13

**Estimated Program Cost:** Students can complete this degree in 1 or 2 semesters The estimated cost of this program is approximated at:  $16 \text{ credit-hours } \times $136.50 \text{ per credit hour} = $2,184.00$  (Please know that the final costs will vary from this estimate).

Students are required to complete the following courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.

Degree:	Certificate	Program Code: (069)
Major:	Organizational Leadership	Minimum Ret/Grad GPA 2.00
Division:		Minimum Total Hours 16

GENERAL EDUCATION REQUIREMENTS	0 HOURS)	MAJOR REQUIREMENTS	(16 HOURS)
(None Required)		Required Courses 16 hours (Select All)  CS 1103 Microcomputer Applications  MKTG 2103 Introduction to Marketing <sup>1</sup> ORGL 1113 Organizational Leadership  ORGL 2113 Project Management  ECON 2113 Principles of Macroeconomics  COED1111 Supervised Work Experience	
Totals: Cred	it Hours: 0	Totals: Ci	redit Hours: 16

Notation:

**Estimated Program Cost:** Students can complete this degree in 1 or 2 semesters The estimated cost of this program is approximated at: 16 credit-hours x \$136.50 per credit hour = \$2,184.00 (Please know that the final costs will vary from this estimate).

Students are required to complete the following courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.

<sup>&</sup>lt;sup>1</sup>MKTG 2103 & BUS 1133 are only offered in Spring Semester

<sup>&</sup>lt;sup>1</sup>MKTG 2103 is only offered in Spring Semester

Degree:	Certificate	Program Code: (067)
Major:	Physical Therapist Aide	Minimum Ret/Grad GPA 2.00
Division:	Health Sciences	Minimum Total Hours 35

GENERAL EDUCATION REQUIREMENTS (23	HOURS)	MAJOR REQUIREMENTS	(12 HOURS)
English Composition - 6 hours (Select Both) ENGL 1113 Freshman Composition I  _ENGL 1213 Freshman Composition II  U.S. History - 3 hours (Select One)  _HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1869  U.S. Government - 3 hours (Select One)  _POS 1113 American Federal Government	5-Pr	Required Courses – 12 hours (First Year — PHTA 1113 Introduction to Physical T — PHTA 1203 Applied Anatomy and Phy — PHTA 1231 Clinical Orientation — PHTA 1283 Physical Disabilities — PHTA 1292 Physical Therapy Procedu	herapy rsiology
Science – 8 hours (Select Both)  ZOO 2124 Human Anatomy ZOO 2114 Human Physiology <sup>1,2</sup>			
Required Course in General Education – 3 hoursPSY 1113 Introduction to Psychology			
Totals: Credi	t Hours: 23	Totals:	· Credit Hours: 12

Special Graduation Note: "C" grade or better is required in all coursework.

Students are required to complete the following General Education & Major Requirement courses. Only currently admitted, former, or graduated PTA students are eligible for the certificate upon first year of the PTA program. Please consult PTA director for information.

#### Semester-by-Semester Degree Plan

Physical Therapist Aide, Cert (067)

Course Number – Course Description			Hours
Freshma	n Year 1st Semester – Fall		
	ENGL 1113 Freshman Composition I		3
	PHTA 1113 Introduction to Physical Therapy		3
	PHTA 1283 Physical Disabilities		3
	PSY 1113 Intro to Psychology		3
	ZOO 2124 Human Anatomy		4
		Total:	16
Freshma	n Year 2 <sup>nd</sup> Semester – Spring		
	ENGL 1213 Freshman Composition II		3
	HIST 1483 or 1493 American History		3
	PHTA 1203 Anatomy and Physiology for PTA's		3
	PHTA 1231 Clinical Orientation		1
	PHTA 1292 Physical Therapy Procedures I		2
	ZOO 2114 Human Physiology		4
		Total:	16
Freshma	n Year (Summer Semester)		
	POS 1113 American Federal Government	Total:	3
Graduati	on Requirements: 35 cr-hrs, 2.00 GPA	Total H	lours: 35

**How to Use this "Semester by Semester Degree Plan"**: Courses are listed in the order courses should be taken and in what term. Students must be admitted to the PTA program and enrolled with the assistance of their academic advisor.

**Estimated Program Cost:** Students can complete this degree in 2 semesters. Students should consult the PTA Department for a breakdown of tuition, fees, textbook charges, exam fees, uniforms, travel, supplies, and other expenses ...

<sup>&</sup>lt;sup>1</sup>By permission of Science or Health Science advisor

<sup>&</sup>lt;sup>2</sup>Prerequisite of CHEM 1115

Degree:	Certificate	Program Code: (071)
Major:	Social Services Assistant	Minimum Ret/Grad GPA 2.00
Division:	Social & Behavioral Sciences	Minimum Total Hours 16

GENERAL EDUCATION REQUIREMENTS (3 HOURS)	MAJOR REQUIREMENTS (13 HOURS)
General Education Courses 3 hours (Select All) ENGL 1113 Freshman Composition I	Required Courses 13 hours (Select All)  CS 1103 Microcomputer Applications  SPCH 1113 Intro to Speech Communication  SOC 1113 Introduction to Sociology  SOC 2123 Social Problems  COED1111 Supervised Work Experience
Totals: Credit Hours: 3	Totals:Credit Hours: 13

**Estimated Program Cost:** Students can complete this degree in 1 or 2 semesters The estimated cost of this program is approximated at:  $16 \text{ credit-hours } \times $136.50 \text{ per credit hour} = $2,184.00$  (Please know that the final costs will vary from this estimate).

Students are required to complete the following courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability. Students may refer to the 4-semester-by-semester program planning guide to understand course sequencing.

# COURSE DESCRIPTIONS

Courses are grouped by subject area and defined by its four-digit course number, course title, and course description. The number of credit hours awarded per semester are identified in parenthesis following the course title. Following the course description, prerequisites are identified and the expected term(s) when the course is offered, where Su=Summer, Fa=Fall, Sp=Spring, and D=On Demand. Student should check the course schedule to verify course offering per term and per campus. Not all courses are offered each semester. Some courses are only offered on the Poteau or Sallisaw or web campus, and some require permission of instructor.

#### **Accounting**

ACCT 1103 - Fundamentals of Accounting (3) This course covers record keeping for small businesses. Double-entry system is used and an emphasis is placed on special journals and financial reports. This course can be used as a preparatory course for Accounting 2103 and for technical students who have had no previous training or experience in bookkeeping. [Fa, Sp]

ACCT 2103 - Financial Accounting (3) This course is an introductory course in financial accounting emphasizing the accounting process and the preparation of financial statements. Major topics include accounting concepts, cash, receivables, inventory, asset acquisition and depreciation, liabilities, bonds, and cash flow. Recommended: ACCT 1103 is recommended, but, not required. [Su, Fa, Sp]

**ACCT 2203 - Managerial Accounting (3)** This course is an introductory course in managerial accounting. Major topics include planning and control, decision making, and cost accounting. Prerequisite: ACCT 2103. [Su, Fa, Sp]

#### **Allied Health Sciences**

AHS 1013 - Introduction to Health Professions (3) This course provides students with a foundation regarding health careers common in the United States of America. The content will include a synopsis of the history of health care and of each of the discussed careers as well as information necessary to understand the basic practice and methods for entering the health career. Prerequisites:

None. [Sp]

AHS 1113 - Introduction to Medical Terminology (3) This course will provide a foundation for the recognition and development of common medical terms, definitions, and their proper usage. The principles of medical terminology and building a working vocabulary of medical terms in a logical and orderly manner are the foundation for this course. Prerequisites: None. [Su, Fa, Sp]

AHS 1203 - Basic Nutrition (3) A study of normal nutrition relating to physical development & health for all ages of the life cycle with an emphasis on the function of nutrients & their requirements for digestion, absorption and metabolism. The course provides an introduction to weight management, medical nutrition therapy & food safety. Factors that affect overall nutritional status is presented. Prerequisites: None. [Su, Fa, Sp]

AHS 1403 - Basic Pharmacology (3) This course has been designed to assist beginning health care professionals in learning about the most common medications used, safely administering these medications, and the patient teaching that needs to be implemented for those taking the medication. Prerequisites: None. [Fa, Sp]

AHS 2013 – Pathophysiology (3) This course is designed to build on knowledge obtained by the student in Human Anatomy & Human Physiology courses. This course focuses on changes & responses of the human body resulting from pathological processes. Prerequisites: ZOO 2114 and ZOO 2124 or equivalent. [Fa, Sp]

#### AHS 2113 - Preventative Techniques in Athletic Training

(3) This course is designed to educate the student in the applications, indications, contraindications, and professional practices of athletic taping, bracing, splinting, and casting. An in depth study of musculoskeletal anatomy and care and prevention of injury occurring to the physically active will be incorporated. The student will also obtain experience with collision and contact sports in the collegiate and secondary school setting. Prerequisites: Instructor approval. [F]

#### Art

ART 1113 - Art Appreciation (3) This course is a study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgment making in evaluation of art from different times and places are emphasized in this course. [Su, Fa, Sp]

#### **Biology**

**BIO 1114 - General Biology (4)** Designed for non-science majors, this course is an introduction to the foundation of life and the laws of nature as revealed in organisms. This course examines the general concept of fundamental facts, principles, and theories of the biological sciences with particular emphasis on those aspects that apply to man. 3 hours theory, 2 hours laboratory. [Fa, Sp]

BIO 2155 – Microbiology (5) This course is an introduction to the study of microbes and includes their biochemical, environmental, medical, and social importance. Laboratory study is concerned with morphology, biochemistry, utilization, & control of microorganisms. Lecture 3 hours. Laboratory 4 hours. Prerequisites: 4 hours Biological Science, CHEM 1115. [Fa, Sp]

#### **Botany**

**BOT 1114 - General Botany (4)** Designed for students with majors and minors in biological science, this course presents the major concepts of biology and its processes as illustrated by the living plant. 3 hours theory, 2 hours laboratory. [Sp]

#### **Business**

**BUS 1013** - **Introduction to Business (3)** This is an introductory course for students of economics and business, and surveys basic principles, forms, and practices involved in administration of the business firm, as well as forms of ownership, and financing and marketing options. [Fa, Sp]

BUS 1111 – Personal Finance (1) This course will provide students with the awareness and fundamental understanding of several key aspects of personal finances to be successful throughout their personal and professional lives. This course will also benefit the student by equipping them with the requisite skills to make informed decisions in the management of personal assets that will ultimately maximize the value of their financial resources. [Fa, Sp]

**BUS 1113 - Business Mathematics (3)** This course is a review of the fundamental principles of mathematics and application of these principles to business processes. Topics covered include bank records, percentage, payroll records, discounts, commissions, markup, interest, taxes, insurance, inventories, depreciation, stocks, bonds, and annuities. [Su, Fa, Sp]

**BUS 1133 - Customer Service (3)** This course presents ways to evaluate and provide effective customer service and examines strategies for improvement. [Sp]

**BUS 2023 - Principles of Management (3)** An introduction to the basic theory and principles of management, this course emphasizes the functions of management planning, organizing, staffing, decision making, communicating, motivating, leading, and controlling through a survey approach to current trends in management and possible future developments in organization and administration. [Fa, Sp]

BUS 2113 - Principles of Business Law I (3) This course is an introduction to the legal environment of business. Major topics include the court system, contracts, business organization, & labor. A review of several court cases examines how the legal environment, government regulation, & e-commerce influence business decisions. [Fa]

BUS 2123 – Statistics for Business and Economics (3) This course will cover methods of collecting, analyzing, and presenting data. Topics will include descriptive statistics (histograms, pie charts, pictograms, graphs, etc.); summary statistics (central tendency – mean, median, mode; variability – variance, standard deviation, range); basic probability concepts; statistical distributions; Binomial Distribution; Normal Distribution; distribution of the sample mean (proportion); confidence intervals; hypothesis testing (generally one population Normal & binomial, and difference in means or proportions situation). Prerequisite: MATH 0123 or equivalent. [Fa, Sp]

BUS 2133 - Business Communications (3) This course is a survey course of communications skills needed in the business environment. Course content includes composing business documents, delivering oral presentations, and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. Prerequisites: ENGL 1113 and CS 1103 or equivalent. [Fa, Sp]

#### BUS 2153 - Fundamentals of Healthcare Administration

(3) This course will provide a broad overview of the healthcare delivery system within the United States. This course will introduce students to the fundamental concepts of healthcare organizations and traditional leadership within the healthcare delivery system. In this course, special emphasis will be placed on the

development of leadership proficiencies through a broad range of topics including health information management, group practice, accountable care organizations, and small to large healthcare delivery facilities. This course is designed to equip students to become conversant with the social, political, economic, demographic, cultural, financial, and technological forces that shape the organization and operation of the healthcare system. [D]

#### **Child Development**

- CD 1103 Teacher, Community and Family Relations (3) This course is enables students to develop the skills and techniques for working with parents and community in relation to the child care setting. This course also includes methods for communication, parent involvement, family relations, and parent education. [Su, Fa, Sp]
- CD 1121 Childcare Services: Individual Practicum (1) This course is designed to produce within the individual an awareness of the importance of personal development, competence, and confidence in the field of early childhood development. [D]
- CD 1131 Childcare Services: Organization Practicum (1) This course is aimed at producing an early childhood professional who recognizes the significance of responsive interactions with colleagues and children on sight and team development in meeting the need of the clientele. [D]
- CD 1141 Childcare Services: Community Practicum (1) This course focuses on developing the student's knowledge of constructive interpersonal relations with parents and community at large. In addition, this course furthers the students' understanding of the organization's role and its position within the larger community. [D]
- CD 1151 CDA Assessment (1) This course is designed to present informative information on processes and procedures in obtaining the Child Development Associate Credential. A program outline using the CDA. Competency Standards book will be the guideline for the teaching objectives. [D]
- CD 1223 Preschool Behavior and Guidance (3) This course is a study of observing and recording common behavior in children during their early years. Students will learn to keep records and assessments, and will focus on understanding their development and behavior through different guidance techniques. This course will also provide opportunity to use the Oklahoma Early Learning

- Guidelines to support their work with ages Three through Five. The purpose of the Early Learning Guidelines (ELG) ages Three through Five was created to serve as a foundation to connect what is taught with what is appropriate for very young children. [Fa, Sp]
- CD 2053 Child Development Management and Budgeting (3) This course is designed for the Child Care Center or Home owner who does their own paperwork. The information provided in the course shows the owner how to setup a budget using Excel and how to allocate resources for each category. Sample files are provided to show the actual procedure. [Su, Fa, Sp]
- **CD 2103 Children with Special Needs (3)** This course enables students to understand the physical and psychological needs of handicapped children, and to implement a learning environment to help meet their needs through selected activities. [Fa, Sp]
- CD 2113 Child Growth and Development (3) This course introduces students to the developmental stages of preschool children growth and their relationship to the world in which they live. The curriculum incorporates the physical, social, emotional, and intellectual needs of young children. [Su, Fa, Sp]
- CD 2123 Health Care and Safety (3) This course enables students to develop skills needed to teach health, safety, and the required nutritional needs of the preschool child. This course includes health & safety practices, as well as evaluation of nutritional learning experiences including mealtime and supplemental concepts. [Su, Sp]
- **CD** 2133 Language and Physical Skills (3) This course examines teaching techniques appropriate in literature and motor skills for preschool children with emphasis on selected activities that will enhance learning skills for the preschool age child. [Su, Fa, Sp]
- CD 2143 Science, Math and Social Diversity (3) This course teaches learning experiences in math, science, and social sciences using real world situations incorporating hands-on learning methods suitable for a preschool child's mental health. [Fa]
- **CD** 2213 Play, Art, Music (3) This course introduces students to various ideas & techniques that would enhance a preschool child's expression, fostering the individual needs of each child through play, art, & music. [Fa]
- CD 2223 Program Planning and Administration (3) This course is designed to teach students how to develop,

plan, and administer a childcare program. Emphasis will include evaluating lesson plans using short- and long-range goals of the child care program. Students will also learn the philosophy of different programs in the field of child. [Su, Fa, Sp]

CD 2253 - Infant /Toddler Program (3) This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. This course will also provide opportunity to use the Oklahoma Early Learning Guidelines to support their work with infants and toddlers. The purpose of the Early Learning Guidelines (ELG) for Infants and Toddlers was created to serve as a foundation to connect what is taught with what is appropriate for very young children. [Fa, Sp]

#### Chemistry

CHEM 1025 - General and Organic Biochemistry (5) A survey of selected topics in chemistry. A brief intro to fundamental principles, unit conversion, Atomic structure, chemical bonding, periodic law acids, bases, pH, chemical equilibrium, electrolytes, and properties of solution as applied in the life sciences and allied health areas. The course also introduces topics from organic and biochemistry. The relationships between chemical principles & human health is emphasized throughout the course. Includes math manipulations required to solve chemical problems. Prerequisite: math remediation must be met. 3 hours theory, 4 hours laboratory. [Fa, Sp]

**CHEM 1115 - General Chemistry I (5)** This course covers important elements, their history and occurrence; common methods of preparations, properties, and practical uses of many of the commonly used acids, bases, salts; & the theory of inorganic chemistry. Co-requisite: MATH 1513. 3 hours theory, 4 hours laboratory. [Fa, Sp]

CHEM 1215 - General Chemistry II (5) A continuation of Chemistry 1115, this course covers chemical kinetics, thermodynamics, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry. Prerequisite: CHEM 1115. 3 hours theory, 4 hours laboratory. [Fa, Sp]

#### **Cherokee Language**

**CHER 1112 - Basic Cherokee I (2)** This course is the introductory course in the Cherokee language. Basic Cherokee will introduce 84 characters, called the *syllabary*, and the sounds associated with the individual characters.

Aspects of the Cherokee culture will be introduced through classroom activities & guest speakers. [D]

**CHER 1122 - Basic Cherokee II (2)** This course is the introductory course in the Cherokee language. Basic Cherokee will introduce 84 characters, called the *syllabary*, and the sounds associated with the individual characters. Aspects of the Cherokee culture will be introduced through classroom activities & guest speakers. [D]

#### **Choctaw Language**

**CHOC 1113 - Choctaw Language I (3)** This beginning course includes listening and simple speaking skills, practice of basic grammar and reading, and writing simple sentences. [D]

CHOC 1213 - Choctaw Language II (3) This course is a semester-long course intended for students who have successfully completed Choctaw I Beginning Course. This course introduces many important grammatical points of the Choctaw language that differ conceptually from their English counterparts, and is in that way more challenging than the first course. In this course, more complex written materials will be added: the student will notice that translation between Choctaw and English is not accomplished by mapping words one-to- one from one language to the other, but by understanding the concept in one language, and finding an equivalent concept in the other. The student will grow to appreciate the sophistication of the Choctaw language, with its many distinctions in both the grammar and the lexicon. At the end of this course, the student will understand the construction of a variety of complex sentences, have a large vocabulary, understand word formation, and have mastered an acceptable pronunciation. [D]

CHOC 1513 - Choctaw Language and Culture I (3) This course provides a basic introduction to Choctaw language and culture. [Fa, Sp]

CHOC 1613 - Choctaw Language and Culture II (3) Intermediate Choctaw is a semester Language course intended for students who have successfully completed Choctaw I beginning course. [Fa, Sp]

#### **Criminal Justice**

CJ 1113 – Introduction to Criminal Justice (3) Students examine the historical development of criminal justice, police functions, trial procedure, constitutional law, imprisonment, probation and parole, and government agencies. [Fa, Sp]

- CJ 1123 Criminal Law for Law Enforcement (3) This course is an introductory class in Criminal Justice majors. It will examine substantive criminal law defining common law, statutory crimes and punishment. They will also examine the nature of the criminal acts of substantive criminal law, defining the necessary elements and punishments of each act. [Fa, Sp]
- CJ 2023 Criminal Procedures (3) This course focuses on the rules, principles, and concepts governing the enforcement of arrest, search, and seizure. Procedural controls incidental to the investigation of criminal offenses arrest, search, and seizures in the administration of justice. [Fa, Sp]
- CJ 2123 Police Community Relations (3) An examination of the relationship between police bureaus and the communities they serve. The role of law enforcement in implementing programs to address social problems, cultural issues, and promoting community relations. [Fa]
- CJ 2133 Patrol Operations (3) The role of patrol operations in the law enforcement organization is studied. Skills, knowledge, and theories necessary for efficient patrol work are included. [Sp]
- **CJ 2140 Selected Topics in Criminal Justice (1-3)** This course deals with various topics designed to approach issues in criminal justice based on students' needs. [Su]
- CJ 2222 Criminal Justice Communication (2) This course introduces theory and provides practice in preparation of police officers with an emphasis on composition and clear, concise communication. [Sp]
- **CJ 2224 Criminal Investigation (3)** The role of the crime laboratory in the law enforcement organization, scientific crime detection, recording the crime scene, collection, and identification and transporting of evidence are covered in this class. [Fa, Sp]
- CJ 2253 Police Traffic Studies (3) The police role in highway traffic safety activities, theories, structure & process of enforcement, engineering & education in accident prevention & loss reduction will be studied. [Sp]

#### **Cooperative Education**

**COED 1001 - Seminar (1)** Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and

approval of advisor required. [D]

**COED 1021 - Seminar (1)** Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required. [D]

coed 1111 - Supervised Work Experience (1) Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 6 to 11 hours per week for 16 weeks if this course is taken in a spring or fall semester and 18 to 15 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required. [D]

coed 1122 - Supervised Work Experience (2) Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 12 to 17 hours per week for 16 weeks if this course is taken in a spring or fall semester and 16 to 22 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required. [D]

**COED 2031 - Seminar (1)** Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required. [D]

COED 2041 - Seminar (1) Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required. [D]

coed 2133 - Supervised Work Experience (3) Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 18 to 23 hours per week for 16 weeks if this course is taken in a spring or fall semester and 23 to 29 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required. [D]

coed 2144 - Supervised Work Experience (4) Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 24 hours or more per week for 16 weeks if this course is taken in a spring or fall semester and 30 hours or more per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required. [D]

#### **College Success**

**COSU 1103 - College Success (3)** Designed to aid students in adjustment to college, this course develops and sharpens students' skills necessary for success in college. Units covered include personal evaluation, study skills, research skills, thinking, and decision-making. [Fa]

#### **Computer Science**

- CS 1103 Microcomputer Applications (3) This course is designed to give the student hands-on experience with word processing, electronic spreadsheets, presentation software, and data base management software. Exploration of the Internet and a brief overview of microcomputer concepts will be Windows based. This course can be used to satisfy a Computer proficiency requirement at some four-year institutions. [Su, Fa, Sp]
- CS 1113 Introduction to Computer Forensics (3) This course is designed as an overview of computer forensics and investigation tools and techniques. Topics will include crime and incident scene processing, data acquisition, computer forensics analysis, file recovery, investigative report writing, and evidence control. In addition, students will be introduced to available computer forensics hardware and software tools. The basics of operating systems, file structure, and digital processes will be covered during the basics phase of this course. [Fa, Sp]
- CS 1313 Programming I (3) This course is designed as a study of structured programming techniques utilizing the C language. The course provides an overview of classes, objects, encapsulation, and methods. The course will also include fundamental control structures, files, input and output, and end with the study of arrays and collections. Outside computer practice is required. [Fa]
- CS 1333 Programming II (3) A continuation of CS 1313 a course in object oriented programming utilizing "C#" language. This course includes memory allocation, linked lists, stacks, queues, binary trees, polymorphism, inheritance, and encapsulation. This course also provides

- an overview of design processes used in object oriented programming as well as debugging and exception handling. Prerequisite: CS 1313. [Sp]
- **CS** 1423 Information Security (3) This course provides an overview of the threats and vulnerabilities of information systems and provides guidelines of the responsibilities of personnel and the basic tools for information security. An outline of training and expertise needed in organizations to reach and maintain a state of acceptable security is covered. This course gives the basis for future information security courses. [Fa]
- CS 1433 Introduction to Photoshop (3) This course introduces student to concepts and features of Adobe Photoshop. Students will learn to edit existing images and create original graphics for print and web publications. Prerequisites: CS 1103. [Fa]
- CS 1443 Animation and Interactive Media (3) This course is an applied course in computer-based interactive media and animation. The course will cover basic animation techniques including: image sequencing, tweened animation and dynamic motion. The course also encompasses action scripting, keyboard navigation, and interactive design for developing media user interfaces. [Sp]
- CS 1513 Operating Systems (3) This course is an introduction to modern operating systems and their basic components. These components will include Memory Management, Process Management, Device Management, File Management, System Security, and System Management. The course will explore the different methods utilized to manage these components within Windows, Linux, and Android operating systems. Theory/Lab. [Fa]
- **CS** 2003 Electronic Spreadsheets (3) This course is designed to provide students with hands-on experience in using electronic spreadsheets. The student is introduced to the spreadsheet access system, help facility, entering cell entries, cell ranges and blocks, entering formulas, using functions, importing/exporting files, MACROS, and other spreadsheet concepts. Outside computer practice is required. Prerequisite: CS 1103 [Fa]
- **CS** 2013 Data Base Management (3) This course is designed to provide students with hands-on experience in using data base management systems. The student is introduced to planning and creating a database, data structures, sorting and selecting data, report generation,

command structures, data management, and other database concepts. Outside computer practice is required. Prerequisites: CS 1103 or equivalent. [Sp]

- **CS** 2203 Networking I (3) This course gives the student the fundamental knowledge needed to design, configure and implement a Local Area Network (LAN). An emphasis is placed on the integration of available software and hardware elements of various network architectures. [Fa]
- CS 2213 Networking II (3) This course is a continuation of CS2203 and will present practical applications of LAN software installation and network administration in a laboratory environment. Problem solving skills will be emphasized along with actual troubleshooting scenarios and students will be required to solve problems introduced on lab networks. Prerequisites: CS 2203. [Sp]
- CS 2243 Internet Programming (3) This course is an introduction to the Internet and Web Page Development. Topics will include protocols, Internet applications, and html Web Page development. Client Side programing will also be covered using JavaScript. The course will be concluded with Cascading Style Sheets (CSS) as a method of web site content management. Prerequisite: CS 1103. [Fa]
- **CS 2253 Game Development (3)** This course will examine game development in a 3D environment. The course will utilize the leading industry application for game development. The course will explore from the basics of 3D game theory to application development using interactive design with human interfaces. [D]
- CS 2413 Mobile Forensics (3) This course is an overview of mobile forensics and investigative tools and techniques. Topics include the acquisition and forensics analysis of mobile devices to recover digital evidence of investigative interest. Focus is given to the extraction process including isolation and processing methods from manual extraction to logical analysis. Students will forensically analyze iOS and Android devices. [D]
- **CS 2513 Introduction to Linux (3)** This Course is an introduction to the LINUX operating system. It covers the kernel, filesystems, shells and user utilities and introduces students to the fundamentals of shell programming, processes, communications, and basic security. This course will be an applied activity course with the primary focus on command line usage. [D]
- CS 2613 Ethical Hacking (3) Ethical Hacking is the

process of evaluating the security of computer systems by looking for vulnerabilities and weaknesses. Evaluation of computer systems will use concepts, knowledge, and tools used by malicious individuals to target systems but using lawful practices. Assessment of vulnerabilities and mitigation skills will be developed as part of this course. [D]

#### **Drama**

**DRMA 1001** - **Theatre Lab** (1) This course applies principles of drama through participation in dramatic productions. Approval of production director. [D]

**DRMA 1011 - Theatre Lab (1)** Study of the principles of drama through participation in different dramatic productions is continued. Approval of production director. [D]

**DRMA 1213 - Introduction to Theatre (3)** Character, plot thematic, historical, and production analyses of various types of play scripts; understanding the work of various theatre artists, and developing appreciative audiences are the primary goal of this course. [Fa, Sp]

**DRMA 1413** - **Acting I** (3) Students study the basic principles of stage movement and vocal interpretation of scenes from plays. [D]

**DRMA 1423 - Acting II (3)** A continuation of Drama 1413, this course emphasizes stage and voice presentations for play productions. Prerequisite: DRMA 1413. [D]

**DRMA 2011 - Theatre Lab (1)** Students complete further study of the principles of drama through participation in additional productions. Prerequisite: Approval of production director. [D]

**DRMA 2021 - Theatre Lab (1)** Students do additional study of the principles of drama through participation in acting and/or technical assignments in dramatic productions. Prerequisite: Approval of production director. [D]

**DRMA 2413 - Oral Interpretation (3)** Students work on selection, analysis, rehearsal, and performance of poetry, prose, and/or drama. [D]

#### **Economics**

ECON 2113 - Principles of Macroeconomics (3) An introduction to modern macroeconomic theory, this course covers current problems of the aggregate economy. Major topics include the determination of national income, employment, inflation, monetary & fiscal policy,

economic growth, finance, & economic fluctuations. [Fa, Sp]

ECON 2213 - Principles of Microeconomics (3) An introduction to modern microeconomic theory, this course analyzes market structure and behavior of firms in a competitive environment. Major topics include demand and supply relationships, consumer behavior, income distribution, pricing, markets, and international trade. Prerequisite: ECON 2113. [Su, Fa, Sp]

#### **Electronics**

ET 1013 – Fundamentals of AC/DC Electronics (3) A study of solving problems relating to AC and DC circuits, Studies include Ohm's law, series, parallel, and combination circuits. Students will be introduced to capacitance, inductance, and alternating principles. No prerequisite. [D].

#### **English**

ENGL 0111 - Fast Track Reading Lab (0) This course is a one-hour per week lab designed for students who have not proven reading through the ACT, COMPASS, NextGeneration Accuplacer testing, but have demonstrated knowledge of reading skills and comprehension through a 17 or higher of the ACT, a comparable NextGeneration Accuplacer/COMPASS score, or high school GPA. The lab is to be taken in conjunction with a history course and must be completed in order to remove the reading deficiency. Content will focus on comprehension skills and building vocabulary. [Su, Fa, Sp]

**ENGL 0113 - Introduction to College Reading (0)** This course uses diagnostic and developmental procedures for the general improvement of critical thinking skills, reading proficiency, and communication. [Su, Fa, Sp]

ENGL 0121 - Fast Track Writing Lab (0) This course is a one-hour per week lab designed for students who have not proven writing through the ACT, COMPASS, or NextGeneration Accuplacer testing, but have demonstrated knowledge of writing skills through a 17 or higher of the ACT, a comparable NextGeneration Accuplacer/COMPASS score, or high school GPA. The lab is to be taken in conjunction with a ENGL 1113 Freshman Composition course and must be completed in order to remove the writing deficiency. Content will focus on developing writing skills. [Su, Fa, Sp]

**ENGL 0123 - Introduction to College Writing (0)** This course is an in-depth examination into the fundamentals

of composition. Students are encouraged to approach writing as a process, while reviewing and correctly implementing grammar, punctuation, and sound sentence structure. Finally, the course will introduce students to expository writing in order to adequately prepare them for Freshman Composition. [Su, Fa, Sp]

**ENGL 0133 Introduction to College Reading and Writing (0)** This course is a basic review of grammar and elements of mechanical form and practice in reading and writing to help students who are deficient in high school curricular standards. [Su, Fa, Sp]

**ENGL 1113 - Freshman Composition I (3)** An intensive review of the principles of grammar and basic language mechanics, this course includes training for effective communication skills with emphasis on expository writing and study of selected specimens of literature. [Su, Fa, Sp]

**ENGL 1213 - Freshman Composition II (3)** A continuation of ENGL 1113, this course increases emphasis on the study of selected specimens of literature and on the writing of expository research papers. Prerequisite: ENGL 1113. [Su, Fa, Sp]

**ENGL 2153** - **Creative Expression (3)** Instruction is designed to improve the writing skills of students through the creative expression of their own thoughts and emotions through poetry and/or prose. [D]

**ENGL 2413 - Introduction to Literature (3)** This course is a study of selected world literary genre-short story, essay, biography, poetry, and drama-and the criteria for evaluating literature; extensive reading is required. Prerequisite: ENGL 1113 or consent of Division Chairperson. [Fa, Sp]

**ENGL 2433 - Masterpieces of World Literature I (3)** This course is a study of selected masterpieces of western literature from the Greeks to the Renaissance. Extensive reading is required. Prerequisites: ENGL 1113 or consent of Division Chairperson. [Fa]

**ENGL 2443 - Masterpieces of World Literature II (3)** Selected masterpieces of western literature from the Renaissance to the present are studied in this course. Extensive reading is required. Prerequisites: ENGL 1113 or consent of Division Chairperson. [Sp]

**ENGL 2543 - English Literature to 1800 (3)** This course is a survey of British literature between 449 and 1800. Extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson. [D]

**ENGL 2653 - English Literature from 1800 (3)** This course is a survey of British literature from 1800 to the present. Extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson. [D]

**ENGL 2773 - American Literature to the Civil War (3)** This course is a survey from colonial times to the Civil War. Extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson. [D]

**ENGL 2883 - American Literature since Civil War (3)** This course is a survey of American literature from the Civil War to the Twentieth Century. Extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson. [D]

**ENGL 2913 - Short Story (3)** This course studies the origin and development of the short story. This course requires extensive reading. Prerequisite: ENGL 1113 or consent of Division Chairperson. [D]

#### Geography

**GEOG 2243** - **Fundamentals of Human Geography (3)** This course is an introduction to basic geographic concepts and an emphasis on the interrelationships of people with their physical and cultural environment. [Su, Fa, Sp]

#### Geology

**GEOL 1014 - General Geology (4)** This course examines the composition and structure of the earth and history of modification of its surface by internal and external processes. [D]

#### **General Physical Science**

GPS 1214 - General Physical Science with Lab (4) Designed with a laboratory for non-science majors, this course uses lectures & demonstration to assist students in interpreting physical environment & covers important topics in astronomy, chemistry, geology, and physics. 3 hours Theory and 2 hours Laboratory. [Su, Fa, Sp]

#### **History**

**HIST 1063 - Oklahoma History (3)** This course studies exploration, Indian treaties, coming of the white man, territorial days, and development since statehood is included in the study of the state's history. [Fa, Sp]

HIST 1113 - Early Western Civilization (3) Ancient and medieval civilization in their economic, cultural, and political aspects are studied in this course with emphasis on contributions of Greece and Rome. [Fa, Sp]

HIST 1123 - Modern Western Civilization (3) European background, influences of the frontier, growth of nationalism, development of institutions, and problems of readjustment in the Twentieth Century are the main elements of this course. [Fa, Sp]

**HIST 1483** - **American History 1492-1865** (3) This is a survey course in American history from the colonial period through the Civil War. [Fa]

HIST 1493 - American History 1865-Present (3) This is s survey course in American history since the Civil War and includes political issues, which underlie America's domestic problems and the rise of the United States as a world power. [Fa, Sp]

HIST 2723 – Native American History (3) This survey will provide students with a basic understanding of the history of Native North Americans from antiquity to the present. It focuses primarily, but not exclusively, on areas that became the United States. Students examine and discuss significant cultural, economic, and political developments among diverse populations of indigenous peoples; explore and compare distinct cultures that existed in North America prior to European contact; examine conflicts Indian Nations faced after contact, their significant and diverse contributions to the American nation state, and their unique methods to maintain aspects of their cultures in an often hostile environment.

#### Health, Physical Education & Recreation

HPER 1103 - Introduction to HPER (3) This course acquaints students with the profession of physical education. This course includes history, philosophy, terminology, objectives, teacher qualifications, vocational opportunities, expected competencies, skill testing, and modern trends that are significant to the total educational program and have an impact on society. [Fa, Sp]

HPER 1113 - Personal Health and Wellness (3) This course is the study of basic health knowledge and daily practices, including physical fitness leading to lifelong wellness. Social health issues such as AIDS, drug abuse, and alcohol abuse are examined. [Su, Fa, Sp]

**HPER 1121 - Freshman Men's Baseball (1)** This course is designed for varsity competition for freshman men in baseball. Prerequisite: Permission of instructor [D]

**HPER 1131 - Freshman Softball (1)** This course is designed for freshman varsity competition in softball. Prerequisite: Permission of instructor [ D]

**HPER 1331 – Cardiopulmonary Resuscitation (1)** This is a basic rescue course designed to instruct students to properly administer CPR to infants, children, and adults. [D]

**HPER 2031 - Sophomore Softball (1)** This course is designed for sophomore varsity competition in softball. Prerequisite: Permission of instructor. [D]

HPER 2103 - Care and Prevention of Athletic Injuries (3) This course is designed to provide entry-level knowledge and skills in the profession of athletic training and the matters of athletic injury. Topics of the course will include anatomy, physiology, biomechanics, injury physiology, exercise physiology, strength and conditioning, and care and prevention of injury occurring to the physically active. [Su, Fa, Sp]

**HPER 2113 - Theory of Coaching (3)** The theory of and practice in fundamentals, methods of training, and coaching of basketball, baseball, football, and select other sports are presented. [Sp]

**HPER 2121 - Sophomore Men's Baseball (1)** This course is designed for varsity competition for sophomore men in baseball. Prerequisite: Permission of instructor [D]

**HPER 2131 - Sophomore Softball (1)** This course is designed for sophomore varsity competition in softball. Prerequisite: Permission of instructor. [D]

**HPER 2133 - Sports Officiating (3)** The interpretation of football and basketball rules and instruction in officiating athletic games and meets is examined. [Fa, Sp]

HPER 2213 - Standard First Aid and Personal Safety (3) Topics and techniques taught include immediate and temporary treatment for accidental injuries and sudden illness, with special emphasis placed on personal safety and prevention of illness and accidents. This course includes theory and laboratory sessions. [Su, Fa, Sp]

**HPER 2513 - Motor Learning (3)** The study of the concept of motor skill development is discussed as well as the application of the learning theory to physical activity. [D]

HPER 2813 - Drug Education (3) Analysis and evaluation of scientific data on the health effects of the use of nutrients, alcohol, narcotics, tobacco, and other dangerous drugs are studied. Current topics related to the use of these substances are included. [D]

#### **Humanities**

HUM 2113 - General Humanities I (3) A study of the

significant ideas of western man as manifest in art, music, literature, & philosophy, this course covers a period of time from pre-historic man to the Renaissance. [Su, Fa, Sp]

**HUM 2223 - General Humanities II (3)** This course covers a period of time from the Renaissance to the Twentieth Century. [Su, Fa, Sp]

#### Leadership

LEAD 1413 - CASC Leadership I (3) This course brings together student and community with the opportunity to learn about the local communities' structure. Students are provided with leadership tools that will aid them in academics, campus activities, and the local community interactions. Leadership topics will include character, conflict resolutions, partnerships, time management, college orientation, and other team building projects involving civic, college, or community assignments. Course satisfies orientation degree requirements. [Fa]

#### Library

**LIB 1011 - Information Literacy I (1)** Information literacy examines information structures and organization, as well as skills needed for effectively identifying, acquiring, evaluating, using and communicating information in various formats. [Fa, Sp]

LIB 1111 - Information Literacy II (1) Information literacy II builds upon the content learned in Information Literacy I and is designed to provide the basic research and information seeking skills commonly used in research for college courses. [D]

#### **Mathematics**

MATH 0111 - Fast Track Math Lab (0) This course is a one hour per week lab designed for students who have not proven math proficiency through ACT or placement testing, but who have demonstrated intermediate algebra skills. Lab is taken in conjunction with MATH 1513 & must be completed in order to remove math deficiency. Content focuses on algebra skills that will complement content from MATH 1513. [Fa, Sp]

MATH 0113 - Developmental Math (0) Arithmetic fundamentals and applications, elementary algebra, number systems, basic geometry, formulas, tables, and graphs are studied. [Su, Fa, Sp]

MATH 0123 - Intermediate Algebra (0) Elementary algebra is rapidly reviewed and includes the study of real numbers, polynomials, algebraic fractions, exponents,

roots, radicals, first-and second-degree equations, functions, graphing, and linear systems of equations. [Su, Fa, Sp]

MATH 1413 - Survey of Contemporary Math (3) An overview of mathematics for the non-mathematics major is examined including an explanation of the basic nature of algebra, calculus, number theory, geometry, and other areas of mathematics. This course also includes introduction logic, postulation systems, and other thought structures used in mathematics and practical applications of mathematics to everyday problems using calculators, arithmetic, simple algebra, and statistics. (May not be taken for major credit in mathematics) Prerequisites: MATH 0123 or equivalent. [F, Sp]

MATH 1513 - College Algebra (Pre-Calculus) (Pre-Calculus) (3) This brief review and continuation of Intermediate Algebra includes the study of nonlinear relations and functions, exponential and logarithmic functions, systems of equations, matrices and determinants, sequences and series, and partial fractions. Prerequisite: MATH 0123 or equivalent. [Su, Fa, Sp]

MATH 1523 – Modeling and Functions (3) This course includes applications of linear, polynomial, rational, exponential, and logarithmic functions and examine those functions when represented symbolically, numerically, graphically, and in words. Technology is used for graphing functions, solving equations, and modeling data using regressions. [D]. Prerequisites: MATH 0123 or equivalent.

MATH 1613 - Plane Trigonometry (3) This course examines a two-dimensional study of angular measure, trigonometric solution of right and oblique triangles, logarithms, trigonometric and inverse trigonometric equations, complex numbers, graphing trigonometric functions, and polar coordinates. Prerequisites: MATH 0123 and MATH 1513 or their equivalents. [Su, Fa, Sp]

MATH 2123 – Elementary Statistics (3) This course will cover methods of collecting, analyzing, and presenting data. Topics will include descriptive statistics (histograms, pie charts, pictograms, graphs, etc.); summary statistics (central tendency-mean, median, mode; variability-variance, standard deviation, range); basic probability concepts; statistical distributions; Binomial Distribution; Normal Distribution; distribution of the sample mean (proportion); confidence intervals; hypothesis testing (generally one population Normal & binomial, and difference in means or proportions). Prerequisites: MATH

0123 or equivalent. [D].

MATH 2213 - Math Structures I (3) This course includes a study of the origins of numerals and number systems; sets; relations and their properties, and systems of whole numbers, integers, rational numbers; and intuitive geometry. Prerequisite: MATH 0123 or equivalent. [Fa]

MATH 2265 - Analytic Geometry and Calculus I (5) This course covers rectangular coordinates, straight lines and conic sections, polar coordinates, general equations of the second degree, function, limits, derivatives, differentials, indefinite and definite integrals, and applications. Prerequisites: MATH 1513 and MATH 1613. [Fa]

MATH 2275 - Analytic Geometry and Calculus II (5) This course is a continuation of MATH 2265 and covers further applications of the integral, conic sections, parametric equations, polar coordinates, limits and continuity, indeterminate forms of limits, infinite series, vectors, partial derivatives, and multiple integrals. Prerequisite: MATH 2265. [Sp]

MATH 2413 - Math Structures II (3) This course studies the fundamental structure of mathematics for non-mathematics majors. Topics include: number theory; probability; statistics and graphing; and geometric concepts including properties of standard shapes, area, and volume formulas. Prerequisite: MATH 2213 or MATH 1513. [D]

#### Marketing

MKTG 2103 - Introduction to Marketing (3) This course is designed to provide students with an understanding of theories, research, and practice when dealing with marketing, and the concepts associated with marketing. Topics covered include selling, advertising, marketing, target markets, product mix, promotions, and marketing mix. Emphasis on consumer behavior, market opportunities, marketing research and strategies, and marketing plans is also covered as part of this course. [Sp]

#### Music

**MUS** 1113 - Music Appreciation (3) This course is designed to create an interest in the enjoyment of music through better understanding of the great composers and their works. [Su, Fa, Sp]

MUS 1121 - Freshman Show Choir I (1) The show choir is a touring vocal ensemble; public performances are required in this course. Prerequisite: Permission of instructor. [Fa, Sp]

MUS 1141 – Freshman Concert Choir I (1) This course is designed to provide opportunities for students to perform in a concert choir; this course bases music choices on the needs, skills, and experience of participants. Public performances are part of this course. [Fa, Sp]

MUS 1221 - Freshman Show Choir II (1) The show choir is a touring vocal ensemble; learning additional music and continuing public performances are required in this course. Prerequisite: MUS 1121 and/or permission of instructor. [Fa, Sp]

MUS 1241 – Freshman Concert Choir II (1) This continuation of MUS 1141 expands repertoire and offers additional opportunities for public performances. [Fa, Sp]

MUS 2121 - Sophomore Show Choir I (1) The show choir is a touring vocal ensemble. Learning a new program and participating in additional public performances are required in this course. Prerequisite: Permission of instructor. [Fa, Sp]

MUS 2141 – Sophomore Concert Choir I (1) This continuation of MUS 1241 expands repertoire and offers additional opportunities for public performances. [Fa, Sp]

MUS 2221 - Sophomore Show Choir II (1) The show choir is a touring vocal ensemble. Additional music and continuing public performances are required in this course. Prerequisite: Permission of instructor. [Fa, Sp]

MUS 2241 – Sophomore Concert Choir II (1) This continuation of MUS 2141 expands repertoire and offers additional opportunities for public performances.. [Fa, Sp]

#### **Nursing**

NUR 1101 - Role Transition in Nursing (1) This course is designed to facilitate the transition of advanced placement students into the Associate in Applied Science in Nursing program. The course introduces the philosophy and framework of the CASC nursing program. It includes the nursing process, assessment of the client and roles and functions of the registered nurse. The course will include laboratory experiences to apply physical assessment and the nursing process. Prerequisites: Admission with Advanced Standing (LPN or Transfer), ENGL 1113, ENGL 1213, PSY 1113, AHS 1203, CHEM 1115, MATH 1513, ZOO 2114, and ZOO 2124. 2.5 hours theory, 0.5 hours Lab/Clinical. [Fa]

**NUR 1103 - Role Transition in Nursing (1)** This course is designed to facilitate the transition of advanced placement students into the Associate in Applied Science

in Nursing program. The course introduces the philosophy and framework of the CASC nursing program. It includes the nursing process, assessment of the client and roles and functions of the registered nurse. The course will include laboratory experiences to apply physical assessment and the nursing process. Prerequisites: Admission with Advanced Standing (LPN or Transfer), ENGL 1113, ENGL 1213, PSY 1113, AHS 1203, CHEM 1115, MATH 1513, ZOO 2114, and ZOO 2124. 2.5 hours theory, 0.5 hours Lab/Clinical. [Fa]

NUR 1129 - Health Illness Nursing I (9) This first nursing clinical course provides instruction in basic nursing skills and supporting scientific principles which create the foundation for other nursing courses. In this course the student is introduced to and applies the nursing process and physical assessment skills to the older adult client in the community and long term care setting. Content focus of the course includes the concepts of: human needs, practice, the health-illness continuum, nursing interpersonal and therapeutic communication, life cycle, and beginning pharmacology. Legal and ethical nursing content is included as a basis for accountability. This course provides campus lab practice and check-off for selected nursing skills. Credit: 9 semester hours; 5 hours theory, and 4 hours laboratory. Pre-requisite: CHEM 1025, ZOO 2124, AHS 1203, PSY 1113. [Fa]

NUR 1219 - Health Illness Nursing II (9) This clinical course allows the student to apply nursing skills and theory to nursing care of clients in acute care and community-based settings. The course focuses on nursing care delivery to the medical/surgical client and childbearing family. The course expands the student's knowledge base of the health-illness continuum, human needs, life cycle, and pharmacology. The nursing process, interpersonal and therapeutic communication and principles of learning/teaching are used in the delivery of nursing care. Emphasis is placed on the maintenance and restoration of health and encouragement of an appropriate level of self-care for clients. The nursing student develops an awareness of cultural influences on family structure and health maintenance. The campus laboratory is used to advance nursing skills. Credit: 9 semester hours; 5 hours theory, laboratory/clinical. Prerequisite: NUR 1129 (or advanced standing). ZOO 2114. [Sp]

Nursing 2119 Health Illness Nursing III (9) This clinical nursing course provides content and clinical experience

related to nursing care of clients with alterations in health, including mental health, throughout the lifecycle. The course provides clinical experiences in medical, surgical, and mental health nursing while developing complex nursing skills. Content focuses on caring for the ill child and adult and teaching families and clients to meet their own health care needs. Utilizing the nursing process, the student expands their ability to develop individualized plan of care to a variety of needs, feelings and behaviors expressed by the client. Clinical skills advance to more complex procedures. Prerequisites: NUR 1129 and NUR 1219 or equivalent. 5 hours theory, 4 hours laboratory/clinical. [Fa]

NUR 2219 - Health Illness Nursing IV (9) This clinical nursing course provides content and clinical experience related to management, and critical care concepts. This course emphasizes assisting clients toward attainment and maintenance of optimum levels of health, managing nursing care for groups of clients, working with a team of health care providers, and performing complex nursing procedures and decision-making skills. An understanding of the nurse's legal, ethical, and professional responsibilities is expanded. Students use informatics, communication in learning/teaching principles to enhance care. Through active participation in a variety of formats, the students will have an opportunity to explore the complexity of health care issues facing society. This is considered the capstone course of the nursing program. Prerequisites: NUR 1129, NUR 1219, NUR 2119 or equivalent. 5 hours theory, 4 hours laboratory/clinical. [Sp]

#### **Occupational Health and Safety**

OHS 1313 - Introduction to Health and Safety (3) This course is an introductory identifying appropriate procedures to minimize or eliminate injuries and illness in the workplace, incorporate job safety analysis (JSA) and appropriate training, and name elements of an effective safety culture. [Fa]

OHS 1413 - Physical Hazards Controls (3) This course is the study of physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis is placed on the regulation codes and standards associated with the control of physical hazards. [Sp]

OHS 2003 - Introduction to Fire Science (3) This course is the study of the principles of fire protection and fire prevention as they apply to business and industry.[Fa]

OHS 2103 - OSHA: Construction Industry and Safety Regulations (3) This course is the study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry. [Fa]

#### **OHS 2203 - Legal Aspects and Environmental Regulations**

(3) This course will provide a foundation for understanding and analyzing today's environmental problems. Discusses environmental systems, human population growth, biodiversity, air and water quality, waste disposal, conservation, pollution, energy, and sustainability. Includes, review of employer's legal responsibilities and proactive measures to ensure compliance with OSHA's General Duty Clause. [Sp]

OHS 2303 - Introduction to Hazardous Materials and Waste (3) This course is the study of hazardous waste management issues, programs, regulations, hazards, identification, characterization, storage, disposal, and treatment options. Includes relevant methods associated with hazardous wastes in the corporate, industrial, or municipal setting. [Fa]

OHS 2333 - Safety Program Training Presentation Techniques (3) Principles of developing and presenting effective industrial/business training are explored in this course. Emphasis is placed on instructor qualifications and responsibilities, principles of teaching including the use of teaching aids and presentation skills. [Sp]

OHS 2403 - Principles of Industrial Hygiene (3) This course introduces basic concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration and equipment use. It also provides a study of the control of occupational hazards and sample collection and evaluation methods. Prerequisites: OHS1313 and 2003; complete general education MATH requirement. [Sp]

OHS 2413 - Ergonomics and Human Factors in Safety (3) This course is an in-depth study of relationship of human behavior and ergonomics as applied to workplace safety. [Fa]

OHS 2423 - Safety Program Management (3) This course examines major safety management issues that impact the workplace including safety awareness, loss control, regulatory issues and human behavior modification. [Fa]

OHS 2433 - Risk Management (3) This course is the study for developing fundamental elements and techniques for managing an effective safety system, controlling workers'

compensation costs, and learning to create a budget for your safety efforts. [Sp]

#### **Organizational Leadership**

ORGL 1113 – Organizational Leadership (3) A survey course covering leadership theory as currently practiced informal organizations. Includes examination of leadership models, power, and influence, team leadership, leadership skill development, decision-making techniques, and goal implementation. [D]

**ORGL 2113 – Project Management (3)** An exploration of the responsibility of management in conception, design, implementation, and management of the overall objectives, culture, environment, and processes of organizations involved in the processes of project management. [D]

ORGL 2253 – Organizational Behavior (3) Behavioral concepts such as leadership, motivation, personality, decision-making, interpersonal and intergroup behavior, that are relevant to the study of organizational and managerial behavior. Provides an understanding of the components and dynamics or organizational behavior essential to any manager. [D]

**ORGL 2263 – Human Resource Management (3)** An introduction to the development, application, and evaluation of policies, procedures, and programs for the recruitment, selection, development, and utilization of human resources in an organization [D]

#### Orientation

**ORI 1111 - Freshman Orientation (1)** A course required in the personal adjustment of all freshmen, this course considers academic, social, vocational, and other basic problems common to first-year college students. [Fa, Sp]

#### **Philosophy**

**PHIL 1113 - Introduction to Philosophy (3)** This course is an elementary study of ethical concepts and theories, theories of reality, and principles of communication and argument. [Su, Fa, Sp]

**PHIL 2123 – Ethics (3)** This course is a study of the basic ethical systems such as hedonism, formalism, Christianity, stoicism, and Nietzschean ethics and includes an analysis of such terms as good, right, duty, justice, love, and courage. [Su, Fa, Sp]

#### **Physical Therapist Assistant**

PHTA 1113 - Introduction to Physical Therapy (3)

History, philosophy, ethics, settings, and trends in Physical Therapy are studied. This course also delineates roles of the health care team and of Physical Therapy personnel and interpersonal skills needed to function as a health care provider and team member. Principles and procedures of basic patient care skills, documentation, and medical terminology are included. Prerequisite: Permission of Instructor. 2 hours theory, 1 hour laboratory. [Fa]

PHTA 1203 - Applied Anatomy and Physiology (3) A supplementary study of the human body's structure and function as they relate to the practice of Physical Therapy, this course emphasizes musculoskeletal, circulatory, and nervous systems. Instruction in palpation is also included. Prerequisites: PHTA 1113, ZOO 2124, concurrent enrollment in ZOO 2114, and required PHTA courses or permission of instructor. 2 hours theory, 1 laboratory. [Sp]

PHTA 1231 - Clinical Orientation (1) An orientation and observation of physical therapy services, this course includes observation of selected treatment facilities and skills and introduction to medical documentation. Prerequisites: PHTA 1113, ZOO 2124, concurrent enrollment in ZOO 2114, and required PHTA courses or permission of instructor. 1 hour theory. [Sp]

PHTA 1283 - Physical Disabilities (3) A study of selected anatomical, physiological, and pathological factors which relate to specific clinical conditions seen in physical therapy. Prerequisites: Zoology 2124, concurrent enrollment in ZOO 2114, PHTA 1113, & required PHTA courses or permission of instructor. 3 hours theory. [Fa]

PHTA 1292 - Physical Therapy Procedures I (2) Theory, physiology, and application of heat, cold, light, water, electricity, mechanical compression/distraction, and massage in therapeutic treatment. Overview of medical physics. Prerequisites: ZOO 2124, PHTA1113, concurrent enrollment in ZOO 2114 and required PHTA courses or permission of instructor. 1 hour theory, 1 hour laboratory. [Sp]

PHTA 2332 - Clinical Experience I (2) Supervised clinical experience, including observation and application of physical therapy services, is the core of this course that also includes group discussion of selected clinical cases in a seminar format. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours laboratory. [Fa]

PHTA 2343 - Physical Therapy Procedures II (3) A study of principles of movement during rehabilitation of cardiac

patients, wound care patients, respiratory patients and other techniques used in rehabilitation. Theory and therapeutic application of rehabilitative equipment and treatment techniques for different diagnoses. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory. [Fa]

PHTA 2353 - Neurology and Pathology (3) This course covers two main components: Pathology - a study of the structural and functional changes in tissues and organs of the body in conditions seen in the practice of Physical Therapy; Neurology - a comprehensive review of the anatomy and physiology of the nervous system and the muscular-skeletal system. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 3 hours theory. [Fa]

PHTA 2363 – Kinesiology (3) A study of anatomical structures and movement as related to physical therapy procedures, this course covers the basic principles of the relationship between joint motion and mechanical action and application of principles with emphasis on the analysis and bio-mechanics of all human motion. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory. [Fa]

PHTA 2373 - Therapeutic Exercise I (3) This course is designed to provide entry level knowledge of Therapeutic Exercise. The student will begin an investigation of the fundamentals of Exercise Physiology, Range of Motion, Proprioceptive Neuromuscular Facilitation, Anaerobic Exercise, and Aerobic Exercise and their role in Physical Therapy. Practical applications of exercise and exercise equipment will follow accordingly. [Fa]

PHTA 2413 – Rehabilitation (3) A study of the principles and treatments of selected physical disabilities and diseases, this course covers theory and therapeutic application of rehabilitative techniques and equipment. Includes a study of principles of movement during bed mobility, walking, and activities of daily living as well as theory and therapeutic application of the following rehabilitative equipment: slings, walkers, splints, canes, wheelchairs, crutches, orthotics, and prosthesis. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory. [Sp]

PHTA 2432 - Clinical Experience II (2) Supervised clinical experience in clinical observation and application of physical therapy services is the core of this course. Group discussion of selected clinical topics in a seminar format is included. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours laboratory. [Sp]

PHTA 2442 - Psychosocial Aspects Physical Therapist (2)
This course is designed to develop the Student Physical
Therapist Assistant in becoming a professional by building
evidence based directives in Professionalism,
Communication Skills, Understanding Human Behavior in
Healthcare, Ethics, Abuse, Legal Concerns, and Cultural
and Generational Diversity. [Sp]

PHTA 2473 - Therapeutic Exercises II (3) A continuation of Therapeutic Exercise I and additional theory and application of exercise techniques, this course emphasizes treatment of orthopedic disabilities. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. [Sp]

PHTA 2482 – Seminar (2) This course synthesizes knowledge gained from each course taken within the PTA curriculum to better prepare the graduate for entry level career positions. The student will learn how to organize and review the material that has been presented in the PTA curriculum. The student will undergo a curriculum review process, log formative feedback, and self-reflect to identify learning needs and individual weaknesses regarding content of PTA courses and the NPTE-PTA exam. This course is intended to prepare the student to successfully complete the National Physical Therapist Assistant Exam (NPTE), continue to develop a commitment to lifelong learning, and navigate various forms and fees required for licensure in the state of their choice. [Sp]

PHTA 2534 - Clinical Experience III (4) This course emphasizes supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy facilities. Prerequisites: Completion of all PHTA courses with a grade of C or higher or permission of instructor. 4 hours laboratory. [Sp]

PHTA 2536 - Clinical Experience III (6) This course emphasizes supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy facilities. Weekly assignments via E-mail and World Wide Web. 2 hours lecture, 4 hours lab. Prerequisites: Completion of all PHTA courses with a grade

of C or higher or permission of instructor. [Sp]

#### **Physics**

**PHYS 1114 - General Physics I (4)** This is algebra and trigonometry based course. It includes mechanics, thermodynamics, and/or waves. Prerequisite: MATH 1613. 3 hours theory, 2 hours laboratory. [Fa]

**PHYS 1214 - General Physics II (4)** This is an algebra and trigonometry based course. It includes electricity and magnetism, light, thermodynamics, and/or waves. It may also include modern physics. Prerequisite: MATH 1613. 3 hours theory, 2 hours laboratory. [Sp]

PHYS 2014 - Engineering Physics I (4) This is a calculus-based course. It includes mechanics, heat, and thermodynamics. Prerequisite: MATH 2265 or concurrent enrollment. 3 hours theory, 2 hours laboratory. [Fa]

PHYS 2114 - Engineering Physics II (4) This is a calculusbased course. It includes electricity, magnetism, and geometrical and physical optics. Prerequisite: MATH 2265 or concurrent enrollment. 3 hours theory, 2 hours laboratory. [Sp]

#### **Political Science**

**POS** 1113 - American Federal Government (3) This course is a study of the origin and framework of the federal government. [Su, Fa, Sp]

**POS 2113 State and Local Government (3)** This course serves as an introduction to the organization, structure, functions, and administration of state and local governments. [D]

#### **Psychology**

**PSY 1113 - Introduction to Psychology (3)** A survey of the major areas of study in psychology as a science, this course covers motivation, learning, physiology, personality, abnormal behavior, perception, memory, and cognitive/thought process. [Su, Fa, Sp]

PSY 1123 - Psychology of Development Leadership Behavior (3) This is a course in human development psychology designed to meet specific needs of students through participation in activities. The focuses of this course will be on the development of group dynamics, leadership, and human relations skills. Students will be required to participate in the management experience of planning, execution, and evaluation of activities. The theoretical body of knowledge regarding leadership development and growth in group dynamics and

management skills will be emphasized. [D]

PSY 2113 - Introduction to Behavior and Adjustment (3) This course is designed to help the individual discover the factors that influence the dealing with personal problems and adjustment and maintaining mental stability. Discussion will include the analysis of psychological, physiological and, sociological implications that influence behavior. [Fa, Sp]

PSY 2123 - Developmental Psychology (3) A theoretical and research-based course focusing on the principles and patterns of development throughout the life span, this course gives special consideration to social, emotional, physiological, and cognitive aspects of human development. Prerequisite: PSY 1113 or consent of Division Chairperson. [Fa, Sp]

#### **Religious Education**

**RLED 1113 - Old Testament (3)** This course is a survey of Old Testament literature with special attention given to literary form, historical background, and religious message. [F, Sp]

**RLED 1123 - New Testament (3)** This course is a survey of New Testament literature, with special attention given to literary form, historical background, and religious message. [F, Sp]

RLED 2113 - World Religions (3) This course is a survey and comparison of the world's major religions, including-but not limited to -- Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. [Sp]

#### Sociology

**SOC 1113** - **Introduction to Sociology (3)** This course is a general survey of the fundamental concepts of sociology, the elements and processes of social interaction, and the application of sociological principles to social institutions, groups, and problems. [Su, Fa, Sp]

**SOC 2123 - Social Problems (3)** This course surveys and analyzes human institutions and aspects of major social problems that confront the community today. [Fa, Sp]

**SOC 2133 - Marriage and Family (3)** The history of the family as a social and educational institution is the focus of this course and includes problems confronting the modern family. [Fa, Sp]

**SOC 2143 - Comparative Cultures (3)** This course examines inter-group relations between dominant groups and minority groups. [F, Sp]

#### **Spanish**

**SPAN 1113 - Conversational Spanish I (3)** Designed to fulfill foreign language requirements for teacher education certification, this course will emphasize frequently-used vocabulary, practical applications, of grammar, illustrated language contexts, and engaging activities to successfully develop good communication.[Fa, Sp]

SPAN 1133 – Elementary Spanish I (3) This course is an introduction to the productive (speaking and/or writing) and receptive (listening/visual comprehension) skills appropriate to the Spanish language. The course is a study of pronunciation, fundamentals of grammar, idioms used in everyday life, composition, reading of basic stories, and appreciation of life and literature of Latin America and the U.S. Southwest. [D]

**SPAN 1223 - Conversational Spanish II (3)** This course is a continued study of Conversational Spanish I. Prerequisites: SPAN 1113. [Sp]

SPAN 1233 – Elementary Spanish II (3) This is a second-level introductory Spanish language course. The course is an expansion of the fundamentals of grammar, oral, written composition, and practical conversation used in translation for further acquaintance of the student with culture and language of Latin America and the U.S. Southwest. Prerequisite: SPAN 1133. [D]

#### **Speech**

**SPCH 1001 - Intercollegiate Forensics I (1)** Students participate in intercollegiate speech contests. Prerequisite: Approval of Director of Forensics. [Fa, Sp]

SPCH 1113 - Introduction to Speech Communication (3) This course covers principles and techniques of preparing

for and participating in communication behavior in conversation, the interview, group discussion and public speech. [Su, Fa, Sp]

**SPCH 2011 - Intercollegiate Forensics II (1)** Students participate in intercollegiate speech contests. Prerequisite: Approval of Director of Forensics. [D]

**SPCH 2223 - Group Discussion (3)** Small group communication theory is applied to problem solving and decision-making. This course includes projects in researching, conducting, and evaluating group discussions. [Sp]

#### Zoology

**ZOO 1114 - General Zoology (4)** Designed for students with majors and minors in biological science, this course presents the major concepts of biology as illustrated by animal life and studies selected vertebrates as laboratory animals. Prerequisites: none. 3 hours Theory, 2 hours Laboratory. [Fa, Sp]

**ZOO 2114 - Human Physiology (4)** This course examines the functions of the human body systems in maintaining the ultimate goal, homeostasis. Prerequisites: CHEM 1115 or CHEM 1025 for nursing majors. 3 hours Theory, 2 hours Laboratory. [Su, Fa, Sp]

**200 2124** - **Human Anatomy (4)** An introductory study of the gross anatomy of the human body and its systems is presented. This course includes laboratory studies of the human skeleton, models and other visual aids and dissection of selected mammalian examples with reference to man. Prerequisites: none. 3 hours Theory, 2 hours Laboratory. [Su, Fa, Sp]

# FACULTY AND STAFF

# CASC Academic Division Chairpersons

**William Carroll** - Health Sciences; and Health, Physical Education & Recreation

B.S., Kansas Newman College; M.P.T., Wichita State University; graduate studies, Oklahoma State University

William L. Gann - Business and Technology

B.S., Northeastern State University, M.Ed., East Central State University; graduate studies, Northeastern State University, Central State University, Oklahoma State University; C.E.T, C.T.T., F.C.C., G.R.T.

**Brook Wiersig** - Math and Science

B.S., University of Central Oklahoma M.S. Northeastern State University; additional graduate studies, Bridgewater State University

Kristi McConnell - Social and Behavioral Sciences
B.S., M.S. Southeastern Oklahoma State University
Crystal Robertson - Communication and Fine Arts
B.A., Northeastern State University; M. Ed., East
Central University; graduate studies, American
Public University

### **Directory of Faculty**

**Beverly Afzali** – Instructor, Division of Math and Science. B.S. SciEd, M.Ed., Northeastern State University; additional graduate studies, Northeastern State University

Maurica Anderson – Instructor, Division of Health Sciences, Assistant Director of Nursing Program. B.S., University of Arkansas-Fort Smith; M.S., University of Oklahoma

**T. Jack Armstrong** - Instructor, Division of Business and Technology. B.A. Ed, East Central State College; M.B.A., Oklahoma City University

**Chelsie Barnes** - Instructor, Division of Health Sciences; and, Health, Physical Education & Recreation. B.S., East Central University; M.S., LAT, ATC, Southeastern Oklahoma State University

**Talia Branham** - Instructor, Division of Math & Science. B.S., Oklahoma State University; M.Ed. Northeastern State University

**Harley Boyd** – Instructor, Division of Social & Behavioral Sciences. B.A., University of Central Oklahoma; M.A.,

University of Central Oklahoma

**Chad Brown** – Instructor, Division of Social & Behavioral Sciences. B.S., Northeastern State University; additional graduate studies, Oklahoma City University

**Patrick Brown** - Instructor, Division of Math & Science. B.Ed., East Central University; M.A. Biola University; additional graduate studies, Northwestern Oklahoma State University

**Sarah Brown** - Instructor, Division of Communications & Fine Arts. B.A., Grace College; M.A. Biola University; additional graduate studies, Northwestern Oklahoma State University

**Terri Carroll** - Director, Library Services, B.L.S., University of Oklahoma; M.L.S, Texas Woman's University **William Carroll** - Division Chairperson and Instructor, Division of Health Sciences. B.S., Kansas Newman College; M.P.T., Wichita State University; additional graduate studies, Oklahoma State University

**Darrin Clark** – Instructor, Division of Social & Behavioral Sciences. B.A., University of Arkansas Fort Smith; M.A., University of Arkansas Little Rock

**Denise Crakaal** – Instructor, Division of Health Sciences. B.S.N., Northeastern State University; M.S.N., Southern Nazarene University

**Marcia Cullum** - Instructor, Division of Health Sciences, Director of Nursing Program; B.S.N., M.S.N., University of Central Arkansas

Patricia Dollar - Instructor, Division of Health Sciences, Nursing Program; B.S.N., Oklahoma Wesleyan University William L. (Bill) Gann — Division Chair and Instructor, Business and Technology. B.S., Northeastern State University, M.Ed., East Central State University; Graduate Study, Northeastern State University, Central State University, Oklahoma State University; C.E.T, C.T.T., F.C.C., G.R.T.

**Lois Gotes** - Instructor, Division of Health Sciences, Nursing Program. B.S.N., Northeastern State University; M.S.N., University of Phoenix, N.P. Adult, University of Central Arkansas

**Susan Hill** - Instructor, Division of Communications & Fine Arts. B.A., Northeastern State University; M.A., Southwestern Baptist Theological Seminary; additional graduate studies, Northwestern Oklahoma State University

**Jeri Hobday** - Instructor, Division of Health Sciences, PTA Program. B.S., University of Texas Health Science Center at San Antonio; M.S., University of Arkansas

Steve Hughes - Instructor, Division of Math & Science.

B.S., University of Oklahoma; M.S., Northeastern State University

**Savanah Knight** - Instructor, Division of Business and Technology. B.Ed., Northeastern State University; additional graduate studies, East Central University

**Renay Lewis** - Instructor, Division of Business and Technology. B.S.; John Brown University; M.Ed., North Central University

**Stephanie Mann** - Instructor, Division of Health Sciences, Nursing Program. B.S.N., University of Arkansas; M.S.N., Walden University; additional doctoral studies, Walden University

**Kristi McConnell** – Division Chair and Instructor, Division of Social & Behavioral Sciences. B.S., M.S. Southeastern Oklahoma State University

**Kristal Newlin** - Instructor, Division of Health Sciences, Nursing Program. B.S.N., Northeastern State College; M.S.N., Northeastern State University

**Sherin "Shanaka" Paranahewage** - Instructor, Division of Math & Science. B.S., University of Kelaniya; Ph.D., Oklahoma State University

**Samantha Piper** –Instructor of Communication & Fine Arts. B.S., M.A. Eastern New Mexico University

**Paul Pulley** –Instructor of Health, Physical Education & Recreation, and Baseball Coach; B.S., West Texas A&M University; M.Ed., Southwestern Oklahoma State University

**Allexcia Rankin** - Instructor, Division of Social & Behavioral Sciences. B.A., University of Arkansas Fort Smith; M.A., Texas Christian University; Doctoral Studies, Grand Canyon University

**Hali Repass** - Instructor, Division of Business and Technology. B.S., M.B.A, Texas A&M, Commerce

**Kendal Repass** - Instructor, Division of Health Sciences, Director of PTA Program. MS, LAT, ATC, Texas A & M University, Commerce

**Natalie Reynolds** - Instructor, Division of Math & Science. B.S., Oklahoma State University; M.Ed., East Central University; additional graduate studies, Montana State University

**Crystal Robertson** – Division Chair and Instructor of Communication & Fine Arts. B.A., Northeastern State University; M. Ed., East Central University; additional graduate studies, American Public University

**Vicky Russell** - Instructor, Division of Health Sciences, Nursing Program. B.S., California State University; M.S.N., University of Phoenix

Katherine Salisbury – Instructor, Division of

Communication & Fine Arts. B.S., Northeastern State University; M.Ed., Northeastern State University

**Rebecca Sanders** - Instructor, Division of Health Sciences, Nursing Program. B.S.N., Oklahoma Wesleyan; M.S.N, Gonzaga University; NP-family, Gonzaga University

**Daniel Smith** - Instructor, Division of Business and Technology. B.S., Northeastern State University; M.B.A., Oklahoma Baptist University

**Tommy Smith** - Instructor, Division of Business and Technology. B.S., Northeastern State University; M.Ed., East Central University

**Kristin Snyder** – Instructor, Division of Social & Behavioral Sciences. B.S., Northeastern State University; M.Ed., East Central University

**Cara Stewart** - Instructor, Division of Health Sciences, Nursing Program. B.S.N., Northeastern State University; M.S.N., Northeastern State University

**Christina Walters** - Instructor, Division of Math. B.S., Northeastern State University; M.A. Southern Nazarene; additional graduate study, University of Arkansas and Chadron State College

**Brooke Wiersig** - Instructor, Division of Math & Science. B.S., University of Central Oklahoma M.S. Northeastern State University; additional graduate studies, Bridgewater State University

**Rob Wylie** - Instructor, Division of Math & Science. B.S., Southeastern State University; M.S., Oklahoma State University

**Shirley Harrod Yandell** - Instructor, Division of Communications & Fine Arts. B.A., M.A., Northeastern State University; additional graduate study, Tulsa University

### **Professional Staff**

**Crystal Armstrong** – Assistant Director of Financial Aid, B.S. Northeastern State University

**Randy Armstrong** – Recruiter, B.G.S, Northeastern State University

**Verna Corley** - Coordinator, Scholars for Excellence, B.S., Northeastern State University

**Amber Cottrell** – Admissions Management Information System Supervisor, B.S., Oklahoma State University

**Dee Ann Dickerson** – Registrar, B.S., University of Oklahoma; M.B.A., Northeastern State University

**Caleb Dolan** – Enrollment Management & Marketing Media Specialist

**Terri Hardin** - Manager, Bookstore, B.S., John Brown University

**Will Higgins** – Human Resources Director/SAS Executive Director; B.S., Northeastern State University, M.S. Studies, Northeastern State University, PHR certification courses, SHRM

**Alicia Hoffman,** Director of Libraries, B.A. Northeastern State University, M.Ed, East Central University

**Rachel Johnson** – Enrollment & Advisement Center Director/Carl Perkins Coordinator, B.S. and M. S. Southern Arkansas University

**Kelly Kellogg** - Institutional Effectiveness, Assessment Specialist, B.A. and .M.Ed. East Central University

**Charles Lewis** - Director of Physical Plant, B.S., John Brown University

**Jeremy Minor** – Director of Financial Aid, B.A., Liberty University

**Shara Olive** – Activity Director/Student Life Assistant, B.A., Northeastern State University

**Mandy Roberts** - Executive Director, CASC Foundation, B.S., Oklahoma State University; M.Ed., East Central University

**Allen Scroggins** – Enterprise Software Administrator, B.S., Northeastern State University

**Tonya Sutton** – Assistant Library Director, Library Services, B.A., University of Oklahoma

**Thomas Vongnarath** – Director of Food Services, B.S., Oklahoma State University

**Amanda Wilson** – Business Office Manager, B.A. Northeastern State University

## **Grant-funded Programs Staff**

#### **Student Support Services**

Kimberly Hughes - Coordinator, Student Support Services, B.A., University of Oklahoma; M.S., Northeastern State University

SSS Staff: Kristin Peerson, Sallisaw; Sheryl Scott Jones, Poteau

#### **Educational Opportunity Center**

Cara Comer - Coordinator, Educational Opportunity Center, B.S., M.S. John Brown University

EOC Staff: Laura Smith, Poteau; Eric Raible, Sallisaw; Marsha Fanning, Ft. Smith; Chad Rogers, Van Buren

#### **Educational Talent Search**

Paul Marshall - Coordinator, Educational Talent Search, Sallisaw Campus, B.S., Northeastern State University ETS Staff: Caylyn Bair, Sallisaw

Melana Ridenour - Coordinator, Educational Talent

Search, Poteau Campus, B.A., Oklahoma Panhandle State University, M.A., University of Phoenix

ETS Staff: Angie Neal, Poteau; Annette Staats, Poteau

#### **TRIO Programs**

Michelle White - Director, TRIO Programs, B.A., University of Oklahoma; M.Ed., East Central University

#### **Upward Bound**

Melinda Steelman-Pierce - Coordinator, Upward Bound, Poteau Campus, B.S., Northeastern State University

UPBD Staff: Marsha Caughern, Heather Baldwin, Melissa Steele

#### **Upward Bound Math Science**

Tara Foos - Coordinator, Upward Bound Math/Science, Poteau Campus, B.A., John Brown University

**UPBDMS Staff: Cassandra White** 

#### **Scholars for Excellence Childcare Program**

Verna Corley – Director, Scholars for Excellence Childcare Program

#### **POWER I**

Ramona Smith - Director, Power I, B.S., Northeastern State University; M.A., Management and M. A., Human Resources Management, Webster University

POWER I: Ashley Watts, Sallisaw

#### NASNTI

Micky Solomon – Director, NASNTI STEM Program, B.S., Rogers State University; M.A., American Public University

NASNTI: David Nguyen, Mallory Caughern

#### **State Assessment Services**

Will Higgins – Executive Director of State Assessment Services (SAS).

SAS Staff: Janet Boggs, Justus Christie, Jason Cowger, Hub Crelia, Doyle Davies, Kelvin Davis, Frankie Evans, Bobby Gabehart, Jackie McDaniel, Stephen Muniz, Lisa Perry, John Reed III, Jamie Reynolds, Kimberly Robinson, Thomas Trent, Shannon Vickers, Jerra Wright

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