

Walters State Community College

2006-2007 College Catalog and Student Handbook

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Walters State Community College



2006 - 2007 Catalog/Student Handbook

NOTE: Application for Admission is located on page 233.

Volume XXXV, No. 1 2006-2007



**Walters State Community College
500 South Davy Crockett Parkway
Morristown, Tennessee 37813-6899**

Walters State Community College is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 community colleges, and 26 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Walters State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Science, Associate of Arts, and Associate of Applied Science degrees.

Specific programs are accredited or approved by the following agencies:

- American Bar Association
- National League for Nursing, Accrediting Commission (NLNAC)
- Commission on Accreditation for Physical Therapy Education
- National Association of Industrial Technology
- Commission on Accreditation for Respiratory Care
- Association of Collegiate Business Schools and Programs
- Paramedic Commission on Accreditation of Allied Health Education Programs
- Culinary Arts American Culinary Federation, Inc.
- American Society of Health-System Pharmacists
- Commission on Accreditation of Allied Health Education Programs
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Walters State Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the college. Walters State does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Humans Resources Office at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899. Requests for accommodation of a disability should be directed to the Dean of Student Support Services at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899.

Directory for Information

(Area Code 423)

Web Address: www.ws.edu

General Inquiries/Campus Operator..... 585-2600

Student Information 318-2763 or 1-800-225-4770

Admissions 585-2685 or 1-800-225-4770

Admissions - FAX 585-6786

ACADEMIC DEPARTMENTS

Academic Assessment and Enrichment 585-6914

Behavioral/Social Sciences 585-2633

Business Careers 585-6972

Community and Economic Development 585-2675

Academic Access 585-6996

Health Programs 585-6981

Health Information Technology 585-6981

Medical Coding 585-6981

Medical Insurance Specialist 585-6981

Medical Transcription 585-6981

Nursing 585-6981

Pharmacy Technician 585-6982

Physical Therapist Assistant 585-6982

Respiratory Care 798-7941

Humanities 585-6947

Institute for Business and Industry 585-2675

Mathematics 585-6864

Library 585-6903

Public Safety 585-2665

Basic Emergency Medical Tech. 585-2665

Criminal Justice 585-2665

Law Enforcement Academy 798-7948 or 798-7950

Fire Protection 585-2665

Law Enforcement 585-2665

Paramedics 585-2672

Natural Science 585-6865

Technical Education 585-2644

Agriculture 585-2663

Computer Science 585-2654

Early Childhood Education 585-2648

Industrial Technology 585-2644

Tech Prep 585-2661

STUDENT AFFAIRS

Athletics 585-6754

Bookstore 585-6884

Clinic 585-6820

Counseling 585-6805

Counseling - FAX 318-2369

Enrollment Development 585-2691

Financial Aid 585-6811

Graduation Analyst 585-2692

Minority Student Recruitment 585-6942

Placement Services 585-6893

Placement Services - FAX 318-2344

Registration 318-2763 or 1-800-225-4770

Services for Individuals with Disabilities 585-6892

Student Records 585-2693

Student Records - FAX 585-2631

Testing 585-6804

Tutorial Services 585-6920

Veterans Information 585-2683

ADMINISTRATIVE OFFICES

Alumni Affairs 585-2629

Business Office/Bursar 585-2616

Development Office 585-2629

Campus Police 585-6752

OFF-CAMPUS OFFICES

Greeneville 423-798-7940

Sevierville 865-774-5800

New Tazewell 423-626-6200



SENATOR HERBERT WALTERS
1891-1973

Walters State Community College is named for the late statesman Herbert S. Walters, whose inspiration and leadership made possible this college which bears his name by the following resolution:

WHEREAS, The Honorable Herbert S. Walters of Morristown, Tennessee, has achieved notable distinction in public life and in the services of his state and nation, and in his contributions to education at all levels,

NOW, THEREFORE, BE IT RESOLVED, That the State Board of Education, in honor of and tribute to him, hereby designates the official name of the new state community college at Morristown, Tennessee "WALTERS STATE COMMUNITY COLLEGE."

Adopted by the State Board of Education in regular quarterly session assembled February 7, 1969.

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COLLEGE CALENDAR

2006 - 2007

FALL SEMESTER 2006

April 3 - September 1	STAR and STAR_NET Systems available for registration
August 24.....	Readmissions Committee meets 9 a.m.
August 28.....	Classes Begin
Note: Some telecourses and web-based courses begin on August 26 or 27.	
Check the class listings for specific information.	
September 1.....	Late registration/adding of additional courses ends
September 4.....	Labor Day Holiday (college closed)
† October 4.....	Last day to file an application for a December degree
October 16 - 17	Fall Break - No Classes (college open)
November 3.....	Last day to drop a course or withdraw from college
Last day for students to make up incomplete(s) grades from Spring or Summer Semester 2006	
November 10.....	Last day for instructors to turn in grade change form to their
division dean for incomplete grades given Spring or Summer Semester 2006	
November 23 - 26	Thanksgiving Holidays (college closed)
December 8.....	Fall Classes end
December 11 - 15.....	Final examinations for Fall Classes
December 18.....	All grades loaded in SIS, 9 a.m.
Faculty grade verification sign sheets due in the Student Records office	
December 23, 2005 - January 2, 2007	Christmas Holidays (college closed December 23, 2006 - January 2, 2007)
†NOTE: For graduation information, see page 46 in college catalog.	

SPRING SEMESTER 2007

November 13 - January 19.....	STAR and STAR_NET Systems available for registration
January 11	Readmissions Committee meets 9 a.m.
January 15.....	Dr. Martin Luther King, Jr. Day (college closed)
January 16.....	Classes Begin
Note: Some telecourses and web-based courses begin on January 14 or 15.	
Check the class listings for specific information.	
January 19.....	Late registration/adding of additional courses ends
January 26.....	Last day to file an application for a May or August degree
March 5 - 11	Spring Break - No Classes (college open)
March 23	Last day to drop a course or withdraw from college
Last day for students to make up incomplete(s) grades from Fall Semester 2006	
March 30	Last day for instructors to turn in grade change form to their
division dean for incomplete(s) grades given Fall Semester 2006.	
April 6	Good Friday Holiday (college closed)
April 25	Honors Day
April 27	Spring Classes End
April 30 - May 4.....	Final examinations for Spring Classes
May 2.....	Graduate grades loaded in SIS, Noon
May 4.....	Nursing Pinning Ceremony, 7 p.m.
May 5.....	Commencement, 10 a.m.
May 7.....	All grades loaded in SIS 9 a.m.
Faculty grade verification sign sheets due in the student records office	
†NOTE: For graduation information, see page 46 in college catalog.	

SUMMER SEMESTER 2007

April 2 - July 12.....	STAR and STAR_NET Systems available for registration
May 10.....	Readmissions Committee meets 9 a.m.
May 14.....	Early, Extended Early, and Full Term Session classes begin
May 15.....	Late registration/adding for these sessions ends
May 25.....	Last day to drop Early Session classes
May 28.....	Memorial Day Holiday (college closed)
June 5.....	Readmissions Committee meets 9 a.m.
June 6.....	Early Session classes end
June 7.....	Ten-Week, 1st Five-Week, and RODP Session classes begin
† June 8.....	Late registration/adding for these sessions ends
	Last day to file an application for an August degree
June 15.....	Last day to drop Extended Early Session classes
June 22.....	Last day to drop 1st Five-Week Session classes
July 4.....	Independence Day Holiday (college closed)
July 10.....	Extended Early and 1st Five-Week Session classes end
July 11.....	2nd Five-Week Session classes begin
July 12.....	Late registration/adding for this session ends
July 13.....	Last day to drop Full Term classes
July 20.....	Last day to drop Ten-Week Session classes
July 27.....	Last day to drop 2nd Five-Week Session classes
August 10.....	Ten-Week, 2nd Five-Week, Full Term, RODP Session classes end
August 13.....	All grades loaded in SIS, 9 a.m.

Faculty grade verification sign sheets due in Student Records Office

†NOTE: For graduation information, see page 46 in college catalog.

NOTICE TO STUDENTS CATALOG PROVISIONS

Walters State Community College offers the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through qualified professional faculty. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and application of appropriate study techniques to any course or program. Therefore, Walters State limits representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

CALENDAR NOTE: The calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

FEE NOTE: Certain fees and other charges as well as the refund policy could have changed since the printing of this catalog. Current fee assessments and the refund policy are printed in the current timetable of classes which may be obtained through the department of Admissions and Registration Services.

EFFECTIVE PERIOD: Degree/certificate requirements listed in this catalog are in effect for seven years from the beginning of the first academic term listed in this catalog.

This catalog is continuously under examination and revision and is not intended to state contractual terms. **This catalog does not constitute a contract between the student and Walters State Community College.**

Recent changes to information contained in this catalog may be viewed at
www.ws.edu/catalog/updates link.

General Information



LOCATION

After Walters State Community College was authorized by the 1967 General Assembly, Hamblen County was chosen by the Tennessee Higher Education Commission as a location. The Tennessee State Board of Education then chose a campus site located on the southeastern edge of the city of Morristown, two miles from the Hamblen County Courthouse. This main campus includes 134 acres of beautiful rolling land that faces east with access roads from the Appalachian Highway. This highway is the connecting link between Interstate 75 in Kentucky and Interstates 81 and 40 into North Carolina and Virginia. The college also occupies modern education facilities in Greeneville, Sevierville, and New Tazewell, Tennessee.

HISTORY

In 1957, the Pierce-Albright Report on Higher Education in Tennessee was made to the Tennessee Legislative Council. This report reflected the need for additional higher education opportunities to be provided for the average Tennessean. Upper East Tennessee was one of many places where higher education was not readily available to the citizens.

In 1963, the Tennessee General Assembly appropriated \$200,000 for use over a two-year period to implement the Pierce-Albright Report. The State Board of Education, under the direction of Commissioner J. Howard Warf, developed plans for the establishment of a group of community colleges to serve these areas without access to higher education. The goal was to have one of these colleges within a 30-40 mile commuting distance of every Tennessean. Admission to these colleges was not to be restrictive to recent high school graduates, but was to be an "open door" opportunity with colleges serving a whole community from ages 18 to 80. Acting upon the recommendations of Governor Frank G. Clement and the State Department of Education, the 1965 Tennessee General Assembly authorized the establishment of the first three of these colleges, one to be located in each of the state's three Grand Divisions. Columbia, in 1966, became the first operational community college in Tennessee, Cleveland and Jackson opened in 1967. Dyersburg and Tullahoma provided sites for the next two which opened in 1969. Walters State Community College, located in Morristown, was the sixth such college. Its opening date was September, 1970.

In 1969, the General Assembly authorized three more community colleges: Roane State in Harriman, Volunteer State in Gallatin, and Shelby State in Memphis. The nine community colleges and the regional universities were under jurisdiction of the State Board of Education. Chapter 838 of the Public Acts of 1972 authorized establishment of the State University and Community College System of Tennessee, today known as the Tennessee Board of Regents system. The elements of the system include the state universities and state community colleges which had been under the State Board of Education, the Board of Regents, and the Chancellor. The new system of governance became effective on July 1, 1972. Chattanooga State Technical Community College, the 10th community college, was added to the community college system in 1973. Since that time, the state's technical institutes have been upgraded to community college status and the addition of 26 area technology centers has made the Tennessee Board of Regents System the sixth largest system of higher education in the nation. The Tennessee Board of Regents and the Board of Trustees of the University of Tennessee System are coordinated by the Tennessee Higher Education Commission.

This sixth community college, Walters State Community College, was named for former U.S. Senator Herbert S. Walters who played a key role in the establishment of a community college in Morristown. In 1970 the campus of Walters State was under

construction and temporary quarters were used during the first year of operation. The College Center Building was completed in the fall of 1971. It was renamed the Jack E. Campbell College Center in 2005. The next major addition to the campus was the Career Technology Building which was completed in the winter quarter of 1975. The Career Technology Building was expanded and renovated in 1987 and the new facility was renamed the Technical Education Building. In 2001, this building was renamed the Clifford H. "Bo" Henry Center for Business and Technology. The Life Sciences Building, completed in December 1979, was essential to provide needed classrooms and faculty offices for a rapidly growing student body. This building, which was renamed the Math and Behavioral/Social Sciences Building, was completely renovated during the 2001-02 academic year. It re-opened to students and faculty in the fall of 2002 and was renamed the Doggett Mathematics and Behavioral/Social Sciences Building in 2004. In the summer of 1979 the construction of the Humanities Complex began. The project was completed in the fall of 1980. The Humanities Complex was renamed the Judge William H. Inman Humanities Complex in 2001. In December of 1979, the college added the Plant Operations Building to the physical facilities inventory to handle the functions of maintenance and repair. In 1994 the college began construction of the Campus Development Phase II master plan which includes a new Library, Math and Science Buildings, Public Safety Center, and Administration Building. The new Library opened in May 1997 and was named the R. Jack Fishman Library in 2004. The Natural Science Building was occupied in July 1998 and renamed the McGuffin-Jolley Natural Science Building in 2005. The college's Great Smoky Mountains Expo Center opened in March 1996 and additional support facilities were added during 1998-99.

In addition to expanding its facilities at the Morristown campus, Walters State has established three satellite campuses; the Sevier County Campus, the Greeneville/Greene County Center for Higher Education, and the Claiborne County Center for Higher Education. In 1999, the first building on the new Sevier County Campus was named Maples-Marshall Hall in honor of Mrs. Wilma Maples and her late husband Rell Maples and Mrs. Reese Marshall Ripatti. In 1995, the Walters State Greeneville/Greene County Center for Higher Education moved into the former Laughlin Hospital building in the heart of downtown Greeneville. The college opened the Claiborne County Center for Higher Education in 1995.

Walters State received accreditation by the Southern Association of Colleges and Schools in 1972 and, after completion of an effective institutional Self Study Program, received reaffirmation of accreditation in December 1976. Extensive institutional Self Studies were completed during 1985-87 and 1995-97. Subsequent to the successful Self Studies, Walters State received reaffirmation of accreditation in December 1987 and in December 1997.

VISION

Walters State Community College shall be a regional college of choice with twenty-first century campuses, dedicated to excellence in teaching and service, guided by shared values and principles, and inspired to exceed student and community expectations.

CAMPUS COMPACT

Walters State Community College: An Educationally Purposeful Community

"A place where students, faculty, administrators and staff share academic goals and work together to strengthen teaching and learning on the campus."

Walters State Community College: An Open Community

"A place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed."

Walters State Community College: A Just Community

"A place where the sacredness of the person is honored and where diversity is aggressively pursued."

Walters State Community College: A Disciplined Community

"A place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good."

Walters State Community College: A Caring Community

"A place where the well-being of each member is sensitively supported and where service to others is encouraged."

Walters State Community College: A Celebrative Community

"One in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared."

Walters State Community College: A Grateful Community

"One in which we are forever thankful for all of our generous benefactors and supporters."

MISSION

Walters State Community College, a public two-year higher education institution, is a component of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. The mission of Walters State is consistent with the college's shared vision for guiding the college into the twenty-first century and with the values expressed within the Campus Compact. Walters State is a learning centered, comprehensive community college established to provide affordable and quality higher education opportunities for the residents of upper East Tennessee. The college offers programs of study that lead to the Associate of Science, Associate of Arts, and Associate of Applied Science degrees. The college has built degree programs on a general education foundation that emphasize learning outcomes and provide information technology instruction across the curriculum. Students may receive a certificate of credit for programs of study of one year or less; students may also receive a certificate of recognition for non-credit programs and services.

Walters State provides:

1. university parallel programs that prepare students to transfer to senior institutions;
2. programs and courses in business, technical education, health, public safety, and arts and sciences that prepare students for immediate employment in support of workforce development or prepare them to transfer to another college or university;
3. continuing education and community service programs in support of professional growth, personal enrichment, and lifelong learning;
4. cultural enrichment programs and activities that promote the arts and heritage of East Tennessee and celebrate global diversity;
5. public service programs in support of economic, workforce, and community development;
6. advanced, honors, and developmental education programs for academic enrichment;
7. programs, services, and activities designed to enhance student opportunities, achievement, personal development, sense of civic responsibility, leadership skills, and general welfare;
8. research and development activities for continuous improvement of institutional effectiveness; and
9. access that utilizes traditional and non-traditional delivery systems including the institution's virtual college.

To facilitate student learning and transfer, the college maintains articulation, collaboration, and partnerships with public schools, technology centers, colleges, and universities. Service to business and industry is facilitated through the utilization of partnerships, networks, and customized programs and courses supporting the development of competitive products, services, and operations. The college provides faculty and staff of the highest quality dedicated to excellence in teaching and service.

As a comprehensive community college, Walters State provides leadership to a geographically large and diverse service area. The primary service area includes the counties of Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier, and Union. The college has a TBR approved expanded service area including other East Tennessee counties for Public Safety and Health programs. The college's strategic planning and continuous improvement system is designed to promote maximum accessibility and accountability and to enhance overall institutional effectiveness. The college assesses and responds to changing community needs and provides opportunities for enhancing the quality of life throughout the service area. Walters State remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.



Admissions and Records



STUDENT INFORMATION CENTER

The Student Information Center, located in the Jack E. Campbell College Center lobby, provides information concerning admissions, student services and other activities available to and sponsored by Walters State Community College. Individuals desiring information about the college or college activities can inquire by calling 423-318-2763 or toll-free 1-800-225-4770, Ext. 6. Information concerning the college can also be obtained by visiting the Walters State home page at: <http://www.ws.edu>

ADMISSION REQUIREMENTS

Walters State Community College subscribes to an open admissions policy and encourages those who desire to attend the college for the purpose of learning to apply for admission in accordance with provisions stated below.

Walters State Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the admission of students.

Interested individuals must:

1. Be a high school graduate or possess a GED with a composite score of 45 or above with no single score below 35. High school graduates must provide an official transcript showing graduation.

A person who is under 21 years of age and has not earned a **regular high school diploma** or has not received a **GED** will not be admitted. A student will be immediately withdrawn and refunded 100% or his/her tuition/fees upon notification that a regular high school diploma or GED has not been awarded.

A person who is 21 years of age or older and has not completed all requirements for a **regular high school diploma**, or has not received a **GED** with a composite score of 45 or above, may be admitted as a special student under the following conditions:

- a. The student may take **ONLY** developmental studies program courses, or other collegiate level courses approved by the vice president for Academic Affairs/ vice president for Student Affairs.
 - b. The student will only be permitted to accumulate 24 hours of credit before being required to produce a regular high school diploma or pass the GED, as outlined above.
2. Submit official scores from ACT (American College Testing Program) or SAT (Scholastic Aptitude Test), if the applicant is under the age of 21. The ACT or SAT must have been taken no later than three years prior to the beginning date of classes of the term for which application is being made. Exceptions to this requirement are made for Advanced Studies students who are not enrolling in an English or mathematics course and Basic Police Officer Education students. Exempt students will, however, be required to submit these scores if they change to degree-seeking status prior to reaching the age of 21. While there is no minimum score required for acceptance to Walters State, the ACT or SAT test scores are required for placement purposes. An ACT code number of 4028 has been assigned to Walters State and ACT official scores should be sent to the office of Admissions directly from ACT. Students who have not taken the ACT need to contact the Student Information Center at 1-800-225-4770, ext. 3 or the Counseling and Testing Center, 423-585-6805. If you have a disability that requires special test accommodations, please give as much advance notice as possible (at least one month). Last minute accommodation requests

are usually very difficult to arrange. Some accommodation requests may require additional documentation.

3. A student who has been suspended from another institution because of disciplinary action must be eligible to return to that institution before being admitted to Walters State Community College.
4. Admission to the college does not guarantee admission to a specific program of study. To be admitted to some programs of study, a student must meet certain standards or be approved by the dean/director of the program (i.e., Nursing).
5. Admission as a transfer student involves a consideration of the student's high school and/or college record. Consideration is also given to the conditions under which the student is withdrawing or has withdrawn from another institution. Transfer students who are residents of Tennessee will be given first consideration. Out-of-state transfer students will be considered if space is available. The conditions resulting in their request for transfer will be studied and recommendation made by the appropriate committee.

When all of the above requirements have been completed, the applicant is considered a regular student and may be admitted to the college as a candidate for a degree and receive college credit for courses completed.

STUDENT CLASSIFICATION

Students are classified as follows:

1. First-time, degree-seeking student under 21 years of age.
2. First-time, degree-seeking student over 21 years of age.
3. Transfer student - a student who has previously earned college credit from an accredited higher education institution.
4. Transient student - a student who is enrolled at another higher education institution and taking classes at Walters State Community College for the purpose of transferring the credits back to the other institution.
5. Non degree-seeking, special student.

HOW TO APPLY FOR ADMISSION

All correspondence concerning admissions should be addressed to:

DEPARTMENT OF ADMISSIONS
WALTERS STATE COMMUNITY COLLEGE
500 SOUTH DAVY CROCKETT PARKWAY
MORRISTOWN, TENNESSEE 37813-6899

A candidate for admission should request application forms early enough to allow ample time for required materials to be forwarded to the office of Admissions. Under normal conditions the applicant should apply for admission at least 60 days prior to the beginning date of classes.

When all admission documents have been received, the applicant will be sent a letter indicating acceptance for admission or will be advised by letter that further action is necessary in order to establish eligibility for admission. Applicants will be advised when testing, advising, and registration services are available.

It is strongly recommended that all new students attend the New Student Orientation program for an information session, advisement, and registration.

All applicants must submit the following:

1. A completed application for admission and a nonrefundable \$10 application fee.

2. Official copies of all transcripts. The transcript of a student graduating from a Tennessee public high school must contain a notation that the student has passed the required proficiency examination. The transcript of a Tennessee home schooled student must be an official copy from an affiliated organization as defined by state (Tenn. Code Ann. 49-50-801), or be accompanied by certification of registration with the director of the local education agency, which the student would otherwise attend. Students holding a GED must provide official scores from the agency that administered the GED examination. Students who have completed the American Council on Education (ACE) External Diploma Program (EDP) will be admitted under the same guidelines as students who have taken the GED. Students who cannot provide a satisfactory secondary school credential may substitute acceptable scores on either the GED or the ACE examination. The appropriate transcripts, certifications, or test scores to support high school graduation must be filed with the office of Admissions.
3. Official test scores of ACT or SAT, as applicable.
4. A completed Hepatitis B form.
5. Proof of Immunization - students born after 1956 must furnish documented proof of having immunity or having been immunized with two doses of MMR (measles, mumps, and rubella) vaccine unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reasons. Students who cannot show proof of immunization must secure the first immunization at the beginning of their first semester and the second immunization by the end of their first term.
6. Selective Service - pursuant to federal and state law, every male who was born on or after January 1, 1960, and is a citizen of the United States or a resident of the United States must register with the Selective Service System. Certification of this registration must be furnished to the office of Admissions. Individuals born on or after January 1, 1960, who did not register with the Selective Service System, must furnish the System with information that the failure to register was not knowing and willful. These individuals must furnish the college a copy of the response from the Selective Service System to the office of Admissions. Individuals may obtain their selective service number at: <http://www.sss.gov>.

ADDITIONAL REQUIREMENTS FOR SPECIFIC CLASSIFICATIONS

Appropriate assessment is required for enrollment in Basic, Developmental, or College-Level courses.

Assessment decisions are based on valid ACT/SAT scores. Valid ACT/SAT scores are those earned within three years prior to the first day of class of a student's entering term. No program assessment is required of any student with a valid ACT composite score of 26 or higher. ACT/SAT scores is the primary measure of placement in courses. Other assessment is used as secondary or challenge tests to provide for optimal placement decisions.

1. **Degree-seeking students less than 21 years of age** will be assessed for DE placement according to ACT scores. An ACT score that is less than 19 in the subject area of reading, writing, or math will require placement in DE or further assessment.
2. **Degree-seeking students 21 years of age or older** (who are not required to submit ACT scores).
 - a. may submit valid ACT/SAT scores and will be placed accordingly, or
 - b. will be required to complete assessment tests in reading, writing, and math.

Students in the aforementioned two classifications that have earned a GED must complete assessment testing in reading, writing, and math or present a valid ACT score.

3. **Transfer students:**
 - a. will provide an official transcript from each college previously attended. Failure to indicate previous college attendance will subject the student to dismissal from college.
 - b. without college-level English composition and/or mathematics credit will be assessed in writing and/or mathematics based on a valid ACT score or other appropriate assessment test.
 - c. admitted on probation who are not eligible for readmission at the last institution attended will be placed on probation at Walters State Community College.

Students in the aforementioned classification who plan to major in a university parallel program designed to transfer to a university need to meet the requirements outlined on pages 52 and 53 of this catalog.
4. **Transient students** will provide a completed transient student form.
5. **Non degree-seeking, special students:**
 - a. without college-level English composition credit will be assessed in writing prior to enrollment in college-level English or any course with English as a prerequisite.
 - b. without college-level mathematics credit will be assessed in mathematics prior to enrollment in college-level mathematics or any course with mathematics as a prerequisite.
 - c. who change to degree-seeking status will be assessed and other screening may be applicable under guidelines for degree-seeking students.

ENTRANCE PLACEMENT REQUIREMENTS

Walters State Community College, under the direction of the Tennessee Board of Regents, believes that accurate academic placement is essential to a student's success in college. An appropriate placement procedure through various assessments is a required component of the admissions process. The placement of a student in a college-level course depends upon having met certain academic standards. Those standards include achievement in high school courses as evidenced by the high school transcript, achievement on the ACT test, the College Level Examination Program (CLEP), and/or achievement on other tests administered by the college.

Students who consider themselves inadequately prepared to pursue a college-level course may request a change in placement, only after being referred by a faculty member in that particular course. If placement is changed to any developmental education courses, the changes become mandatory. **The decision to permit the student to enroll in any DE course is an institutional prerogative with placement decisions made by the program dean.**

If you have a disability that requires special test accommodations, please give as much advance notice as possible (**at least a month**). Last minute accommodation requests are usually very difficult to arrange. Some accommodation requests may require additional documentation.

Referred Students

1. Students who are not required to undergo assessment may request testing.
2. Instructors may recommend testing for students who did not undergo assessment and later showed deficiencies.
3. Students who have been assessed may be moved within the program based on further holistic assessment.

Students Electing DE Courses

Students who consider themselves inadequately prepared to pursue a college-level course may **request assessment to deter-**

mine whether they need developmental English, mathematics, or reading courses. They must complete the appropriate subject area placement test and **must be determined to need remediation before placement**. The decision to permit the student to enroll in any DE course is an institutional prerogative with placement decision made by the program dean.

Entrance Placement Appeal Procedure

Any student who feels that results of the assessment procedure do not accurately reflect academic ability may appeal the placement decision(s) to the Readmission Committee. The appeal may be initiated through the vice president for Student Affairs or the vice president for Academic Affairs. Students are encouraged to submit documentation of extenuating circumstances to the vice president at the time the appeal is initiated. Students must appear personally before the committee to appeal placement decisions. The committee meets at 9 a.m. on the last week day proceeding the first day of classes.

Student Challenge of Placement Test

A student may be allowed to challenge the placement test, by subject area, if, according to the dean's judgement, placement indications are inconsistent with diagnostic test results. The student will not retake the placement test, but may be placed differently according to the dean's determination. This exception to placement must be supported by documentation, and the dean must permanently waive the student's original placement.

Provisions for Open Entry/Early Exit

Students who are appropriately placed initially but who show exceptional motivation should be allowed to progress in two ways:

- a. A student may complete one course and start a second course within the same term. The student will register for the partially completed second course in the subsequent term.
- b. A student who completes requirements of two courses in a single term may be allowed to attempt the exit criteria for the second course. When a student completes two levels of course work while enrolled in a single course, the student will receive a waiver for the additional course completed.

Withdrawal from DE Courses

Persistence in the program is essential. Students, therefore, must be counseled prior to withdrawal from a course.

Grades to be Assigned

Grades to be assigned in DE courses are: A, B, C, F, I (incomplete), W (withdrawal), and IP (in progress). Students will not be allowed to audit DE courses.

Concurrent Enrollment in College-Level and DE Courses

College-level courses taken concurrently with DE courses must be carefully selected and must not require skills in which the student is currently deficient.

All students who are required to take the PLACEMENT test must register in advance by calling the Student Information Center at 1-800-225-4740, ext. 3 or the Counseling and Testing Center at 423-585-6805.

READMISSION OF FORMER STUDENTS

Former students who wish to return to the college must file a formal application for readmission. Application forms, available from the department of Admissions and Registration Services, must be completed in ink or by typewriter and returned. If the student has enrolled at another college since last attending Walters State Community College, a transcript from the other college must be submitted and approved before readmission. Applications will receive favorable consideration only if the applicant is eligible for readmission under all college regulations.

ADMISSION WITH ADVANCED STANDING

Advanced Placement

Under certain conditions advanced placement may be granted. Walters State Community College may grant advanced placement and credit for courses in which the student has demonstrated satisfactory achievement. Each applicant under this plan is to show satisfactory achievement on the Advanced Placement Test of the College Entrance Examination Board (CEEB) during the student's senior year in the secondary school, or on the College Level Examination Program (CLEP). Advanced placement in English may be obtained with an ACT English subtest score of 27 - 30 (credit for ENGL 1010) or 31 or higher (credit for ENGL 1010 and 1020). Students contemplating transfer of such credit, however, should be aware that senior institutions vary in their willingness to accept this credit and may require testing. When credit is awarded, high test scores on ACT, CEEB, and CLEP examinations will be converted to a grade of "P" and will not affect the student's quality point average.

Individual departments may recommend advanced placement based upon the achievement on departmentally designed examination together with the evaluation of the student's background.

Advanced Placement in foreign language classes will be based upon the student's previous studies. Placement in foreign language may be made at a level determined by the Foreign Language Department in consultation with the student.

Placement in mathematics may be made at a level decided by the Mathematics Division in consultation with the student. Consideration will be given to the student's background in specific courses and available test scores.

Course Exemptions

High school graduates with exceptional scholastic records or those who have been enrolled in high school accelerated or honor sections may apply to take exemption tests in beginning English, history, mathematics, science, or other subjects where exemption may be justified. Applications to take exemption tests in one or more of the subject areas must be received in letter form by the office of Admissions at least four weeks prior to the date specified for registration in the college calendar.

All course exemption requests must be approved by the vice president for Academic Affairs.

Credit for Military Service and Service Schools

A student who has been on active military service duty four months or longer may submit a copy of Separation Notice (DD Form 214) and receive two semester hours of required Physical Education credit.

Veterans and other active armed services personnel may receive degree credit on the basis of educational experiences according to the evaluation of the experience by the department of Veterans Affairs. The DD Form 214 or other documentation of such experiences must be submitted to the department of Veterans Affairs in order to have such credit established. Credit for military experience will be granted only if Walters State Community College offers comparable courses which relate to experience gained through the military education process. Students who are granted credit in this manner are required to satisfy the residence requirement by completing 18 of the last 26 hours of their degree program at Walters State.

Credit by Examination

Under certain conditions a student may be awarded credit by taking a series of departmental proficiency examinations and/or standardized tests in a particular subject area. All academic credit by examination requests must be made to the division dean and approved by the vice president for Academic Affairs. To be eligible for consideration for credit by examination, a student must register for the particular course and attend the first day of class. All examination requirements must be completed as designated by the division.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) (*Computer-Based Examination)

Examinations

CLEP Test	WSCC Course Number	Credit	Minimum Score
Composition and Literature			
American Literature	ENGL 2110 & 2120	6	50
Analyzing and Interpreting Literature	Humanities Elective	6	50
English Composition with or without Essay	Consult Department Head	6	50
English Literature	Humanities Elective	6	50
Freshman College Composition	ENGL 1010 and 1020	6	50
Foreign Languages			
French Language Level 1 (2 semesters)	FREN 1010 & 1020	6	50
French Language Level 2 (4 semesters)	FREN 2010, 2020 & Humanities Elective	12	62
German Language Level 1 (2 semesters)	GERM 1010 & 1020	6	50
German Language Level 2 (4 semesters)	GERM 2010, 2020 & Humanities Elective	12	63
Spanish Language Level 1 (2 semesters)	SPAN 1010, 1020	6	50
Spanish Language Level 2 (4 semesters)	SPAN 2010, 2020 & Humanities Elective	12	66
Social Sciences and History			
American Government	POLI 1120	3	50
History of the US I: Early Colonization to 1877	HIST 2010	3	50
History of the US II: 1865 to Present	HIST 2020	3	50
Human Growth and Development	PSYC 2420	3	50
Humanities	HUM 2010 & 2110	6	50
Introduction to Educational Psychology	EDUC 2010	3	50
Principles of Macroeconomics	ECON 2010	3	50
Principles of Microeconomics	ECON 2020	3	50
Introductory Psychology	PSYC 1310	3	50
Social Sciences and History	SOCI 1020 & HIST 2020	6	50
Introductory Sociology	SOCI 1020	3	50
Western Civilization I: Ancient Near East to 1648	HIST 1110	3	50
Western Civilization II: 1648 to Present	HIST 1120	3	50
Science and Mathematics			
Biology (consult department head to determine lab credit)	BIOL 1010 & 1020	6	50
Calculus	MATH 1910	3	50
Chemistry (consult department head to determine lab credit)	CHEM 1110 & 1120	6	50
College Algebra	MATH 1630	3	50
Natural Sciences (consult department head to determine lab credit)			
Trigonometry	PHYS 2010 & 2020	6	50
	MATH 1720	3	50
Business			
Principles of Accounting	ACCT 2210 & 2220	6	70
Introductory Business Law	BUSN 2510	3	50
Information Systems and Computer Applications	MGMT 1010 or CPSC 1100	3	50
Principles of Marketing	MKTG 1010	3	50

Advanced Placement Examinations

Test Area	WSCC Course Number	Credit (Semester Hours)	Minimum Score
Art History	ART 2040	3	3
Studio Art	ART 1110	3	3
Biology	BIOL 1010, 1011, 1020, 1021	8	3
Calculus AB	MATH 1630 & 1830	6	Choose One
	MATH 1710 & 1720 or MATH 1910	6 4	
Calculus BC	MATH 1910 & 1920	8	3
Chemistry	CHEM 1110, 1110 /1120, 1121	8	3
Economics (Macro)	ECON 2010	4	3
Economics (Micro)	ECON 2020	2	3
English Language/Comp	ENGL 1010, 1020	6	3
French Language	FREN 2010, 2020	6	3
German Language	GERM 2010, 2020		
Government (American)	POLI 1120	3	3
History (European)	HIST 1110, 1120	6	3
History (US)	HIST 2010, 2020	6	3
History (World)	HIST 1110, 1120	6	3
Music Theory	MUS 1110	3	3
Physics B	PHYS 2010, 2011		
Physics C	PHYS 2020, 2021	8	3
Psychology	PSYC 1310	3	3
Spanish Language	SPAN 2010, 2020	6	3
Statistics	MATH 1530	3	3

ADVANCED STUDIES PROGRAM

A high school student may enroll in college courses under the Advanced Studies Program. Students in this plan will complete admission requirements (with the exception of the high school diploma) prior to enrolling in college classes. The details of this plan are as follows:

1. The student must have junior or senior standing in high school.
2. The student must have a letter grade average of at least a "B" or a numerical average of at least 88.
3. Courses will not be expected to count toward the high school diploma.
4. The student must be certified by the principal/guidance counselor.
5. The courses taken must be chosen by the student in consultation with the high school counselor and the department of Admissions and Enrollment Management so as to supplement the high school program and insure academic success.
6. In addition to the above requirements, Advanced Studies students desiring to enroll in the English Composition sequence, must have taken the ACT and scored a 19 or higher in the English area. Advanced Studies students desiring to enroll in mathematics courses must have taken the ACT and have scored a 19 or higher in the mathematics area and have successfully completed two years of high school algebra.
7. Any exception to the above conditions must be approved by the high school principal, the vice president for Academic Affairs, and the vice president for Student Affairs.

Courses taken while enrolled in high school will count as regular college credit upon high school graduation. Admission to Walters State Community College will be automatic upon graduation.

Advanced Studies should not be confused with the Early Admissions program as outlined by the Tennessee State Board of Education. For further information on that program, contact your local high school principal or guidance office.

EARLY ADMISSION OF FIRST-TIME FRESHMEN

1. **High School GPA.** Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.
2. **Standardized Examination Score.** Applicants must have an Enhanced ACT composite score of at least 22.
3. **Prescribed Courses.** Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.
4. **Endorsements.** Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.

ACADEMICALLY TALENTED / GIFTED PROGRAM

Academically talented/gifted students enrolled in grades nine, ten, eleven, or twelve in public or private high schools in Tennessee may, with the recommendation and approval of the high school principal, guidance counselor, and the WSCC department of Admissions and Enrollment Management, enroll in and receive regular college degree credit from Walters State if such students have a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (I.E.P.) as established by the multi-disciplinary team process.

Interested individuals should satisfy the following applicable requirements:

1. Complete a WSCC application.
2. Submit I.E.P. and Certificate of Giftedness form.
3. All required forms must be on file in the department of Admissions and Enrollment Management three weeks prior to registration before the semester of entrance.

INTERNATIONAL STUDENT ADMISSIONS POLICY

All students on F-1 (student) visas are classified as international students, whether they are applying to Walters State as freshmen or transfer students. In making application for admissions to Walters State, each international student must have items 1-5 listed below on file in the department of Admissions and Enrollment Management no later than 60 days prior to the beginning date of the term the applicant wishes to enroll:

1. A completed application for admission and a nonrefundable \$10 application fee.
2. Official copies of all transcripts, test scores, and other credentials. These documents must be accompanied by an official English translation which shows the following:
 - a. Courses of instruction in terms of years spent in school.
 - b. Types of subject matter covered with grades earned in each subject.
3. A completed Hepatitis B form.
4. Evidence of proficiency in the English language according to the following:

A first-time student must present a minimum TOEFL score of 500 on the paper exam or 173 on the computer-based exam (earned within the last two years) prior to application. The TOEFL score will not be considered until the score has been verified by the department of Admissions and Enrollment Management. Verification can only be done if the student has requested the testing agency to release their score to WSCC. WSCC institution code is 1893.

Exception: TOEFL is not required if:

- a. English is the official language of the country of citizenship.
 - b. A bachelor's or master's degree is conferred on an official transcript from a United States accredited four-year college or university.
 - c. A student can show evidence to satisfy all requirements for freshman composition with a grade of "C" or better at a regionally accredited college or university in the United States of America.
5. Evidence of financial resources adequate for one year of tuition and related expenses from a bank within the student's country of current residence.

NOTE: The I-20 Form will only be issued when the student has completed items 1-5 above.

6. Upon entering the United States, the student must submit a bank statement from a United States bank showing financial resources equivalent to one semester of tuition and maintenance fees. All international students will pay out-of-state tuition with the exception of those holding the Permanent Resident Visa, which will be reviewed at the time of admission to determine in-state/out-of-state classification.
7. **Entering students under 21 years of age** are required to take the American College Testing Program (ACT) or Scholastic Aptitude Test (SAT) battery.

Entering students 21 years of age or older are required to undergo placement assessment prior to enrollment where applicable. Contact the department of Counseling and Testing for further information.

8. Provide a copy of your I-94 Form and copies of I-20 Forms from previous schools attended in the United States.
9. The student must become familiar with regulations of the Immigration and Naturalization Service and be responsible for reporting **any** changes in enrollment to the office of the vice president for Student Affairs.
10. The student must arrive in Morristown, Tennessee, USA, at least one week prior to beginning of classes to make arrangements for housing and other matters.
11. The student must purchase student insurance after arrival at Walters State or furnish documentation reflecting comparable coverage. Forms may be secured from the office of the vice president for Student Affairs.
12. A verification from a United States licensed health agency documenting freedom from tuberculosis must be completed within 30 days from the first day of classes.
13. Students born after 1956 must furnish documented proof of having immunity or having been immunized with two doses of MMR (measles, mumps, and rubella) vaccine, unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reasons. Students who cannot show proof of immunization must secure the first immunization at the beginning of their first semester and the second immunization by the end of their first term.

TECH PREP EDUCATION

Purpose

The Tech Prep program provides students with an educational pathway that will allow them to enter postsecondary technical education with higher skills in order for the individual to complete their postsecondary education sooner or to finish with higher skills in the "normal" amount of time. The ultimate goal of Tech Prep is to provide students with the opportunity to complete a postsecondary education through a non-duplicative sequence of courses in career fields, including the opportunity for secondary students to enroll concurrently in secondary and postsecondary coursework.

Tech Prep

Tech Prep is a program of study implemented nationwide and in several foreign countries that combines four years of high school and two years of post secondary education or training leading to an associate degree or a technical certificate. The program seeks to combine college preparatory academics with highly technical courses, utilizing workbased and worksite learning, while eliminating duplication of efforts among high schools, technology centers, and community colleges equipping students with the skills for lifelong learning and higher paying high-tech careers. In order to deliver this program to the students of East Tennessee, Walters State Community College, The Tennessee Technology Center at Morristown, the 24 secondary schools in our 10 county service area, and business and industry representatives have formed the Mid-East Tennessee Tech Prep Consortium.

Tech Prep Career

According to the Perkins Act, Tech Prep careers include all occupations which fall within the fields of "engineering technology, applied sciences, mechanical, industrial, or practical art or trade, or agriculture, health occupations, business or applied economics" (1998 Perkins Act).

Definition of Tech Prep Student

- A Tech Prep student is one who has a four-year or six-year plan that includes participating in an approved official Tech Prep program designed specifically to prepare the student for a postsecondary degree, certificate, or approved apprenticeship leading to employment in related technical career fields.
- To be approved, a Tech Prep program must be governed by a consortium between secondary and postsecondary education institutions with a formal articulation agreement.

Secondary Tech Prep Student Criteria

1. Student plans to pursue an associate's degree, a certificate or approved apprenticeship in a technical career field following high school graduation (Student Six-Year Educational Plan is the record of this requirement).
2. Student enrolls in either the Dual or Technical Path.
3. Student's course of study includes at least three units in a vocational-technical area of concentration and one unit in a related vocational-technical area or four units in the same area. (Vocational-Technical Concentrator)
4. Student's course of study is a program with a formal Articulation Agreement between high school and a postsecondary institution.

Tech Prep Articulation

Articulation is a planned process that provides a transitional vehicle between secondary and post secondary institutions. It offers high school students the opportunity to receive post secondary credit for the skills they have attained at the secondary level at no cost to the student. Because area high school, technology center and Walters State instructors have reviewed what they teach and identified sufficient duplication in those courses, articulation agreements have been arranged affording eligible students free credit.

Articulation Procedures/Requirements for Credit

1. Meet with the high school counselor or teachers and determine appropriate Tech Prep curriculum plan.
2. Complete the initial four years of the Tech Prep curriculum plan and receive a high school diploma.
3. Achieve a grade of "B" or better for the technical courses within the curriculum plan.
4. Pass the secondary level final exam with a "C" or better for each course for which credit is requested.
5. Submit a completed articulation application to the Tech Prep Coordinator at Walters State.
 - a. Student must attain 80 percent of the competencies within the application for the course(s) requested for credit.
 - b. The application must be signed by the secondary instructor, counselor, and high school principal.
 - c. The secondary instructor will submit a copy of his/her final exam to the office of Tech Prep.
 - d. The counselor will submit a high school transcript with the articulation application and the student's six-year plan.
6. Meet all admission requirements and enroll at the post secondary institution within two years.
7. Complete specified hours of non-articulated credit or other conditions as outlined in Individual Program Areas, excluding remedial and developmental courses and high school deficiencies. (see Tech Prep Coordinator)
8. Upon receipt of the articulation application and upon obtaining all required post secondary signatures, the student will receive a letter of Articulation Credit from the dean of Student Information Systems and Records Services. The student will provide this letter to the post secondary advisor at the time he/she initially enrolls so that there will not be replication of course work.

Tech Prep Programs and Courses with Existing Articulation Agreements

Business

Agriculture Business

- AGRM 1110/1111 Fundamentals of Animal Science w/Lab
AGRM 1210/1211 Introduction to Crop Science w/Lab

Culinary Arts

- CULN 2100 Sanitation and Safety
CULN 2310 Culinary Arts I (Food I)
HMGT 1010 Foundations of Hospitality

Hotel and Restaurant Management

- HMGT 1010 Foundations of Hospitality

Health Programs

Nursing - RN Reserves five nursing slots

- CPSC 1100 Using Information Technology

Physical Therapist Assistant

- CPSC 1100 Using Information Technology
PTA 1010 Introduction to Physical Therapist Assistant

Public Safety

Basic Emergency Medical Technician (Technical Certificate)

- EMTB 1040 First Responder

Law Enforcement

- CRJT 1010 Overview of Criminal Justice
CRJT 2990 Special Topics in Criminal Justice
CPSC 1100 Using Information Technology

Paramedic: Technical Certificate

- EMTB 1040 First Responder
CPSC 1100 Using Information Technology

Technical Education

Computer Networking

- CPSC 1100 Using Information Technology
CPSC 1230 Introduction to Programming
CPSC 2820 CISCO Networking Fundamentals
CPSC 2830 CISCO Router Fundamentals
CPSC 2840 CISCO Advanced Routers
CPSC 2850 CISCO WAN Technologies
INTC 1085 Hardware Support

Computer Science Technology

- CPSC 1100 Using Information Technology
CPSC 1230 Introduction to Programming
INTC 1060/1061 Web Design and Development
INTC 1085 Hardware Support

Early Childhood Education

- CPSC 1100 Using Information Technology
ECED 2010 Safe, Healthy Learning Environments

Drafting and Design

- CPSC 1100 Using Information Technology
ITDD 1010/1011 Engineering Graphics I w/Lab
ITEE 1010/1011 Electrical Applications w/Lab

Electrical/Electronics

- CPSC 1100 Using Information Technology
ITDD 1010/1011 Engineering Graphics I w/Lab
ITEE 1010/1011 Electrical Applications/Lab

Manufacturing Technology

- CPSC 1100 Using Information Technology
ITDD 1010/1011 Engineering Graphics I w/Lab
ITEE 1010/1011 Electrical Applications w/Lab

Production Horticulture

Greenhouse Management

- AGRM 1410 Environmental Horticulture
AGRM 2460/2461 Turfgrass Management w/Lab

Golf Course and Turfgrass Management

- AGRM 1410 Environmental Horticulture
AGRM 2460/2461 Turfgrass Management w/Lab

Other Articulated Programs Within Tech Prep

Walters State Community College and The United States Navy

This agreement allows Navy personnel to earn an associate of applied science degree in electrical/electronics, general technology or law enforcement. This agreement enables those who are in the Navy (enlisted or formerly enlisted) or who will enter the Navy (Delayed Entry program) to receive credit for military training and experience. General Education requirements will be completed through the college by on-campus course work or through various combinations of distance learning. Credit may be awarded for training in nine Navy ratings: Nuclear Electronics Technician, Nuclear Electrician's Mate, Advanced Electronics Technician, Fire Controlman, Nuclear Machinist Mate, Submarine Electronics Technician, Submarine Fire Control, Submarine Technician, Missile Technician, Submarine Machinist Mate and Master at Arms.

East Tennessee Cooperative

This agreement allows those students in high school articulated programs with no corresponding post secondary programs to enroll at a post secondary institution where articulation can be provided. The following community colleges are a part of this articulation cooperative arrangement.

- River Valley Tech Prep Consortium (Chattanooga State Technical Community College)
- Ocoee Regional Tech Prep Consortium (Cleveland State Community College)
- Northeast Tennessee Partnership (Northeast State Technical Community College)
- Blount/Knox Consortium (Mississippi State Community College)
- Big South Fork Tech Prep Consortium (Roane State Community College)
- Mid-East Tennessee Tech Prep Consortium (Walters State Community College)

REGISTRATION FOR COURSES

Once a student has filed an application with the department of Admissions and Enrollment Management, the student will be permitted to register for classes via the STAR System or STAR_NET. The dates and procedures for registration are outlined in the *Timetable of Classes* for the semester in which the student is registering. The student is not officially enrolled until all requirements of registration have been completed.



CHANGE OF REGISTRATION (Drop - Add)

A student is allowed to change registration during the "Drop-Add" period at the beginning of each semester. After this period, courses dropped from a student's schedule will be reflected by a "W" when official procedures are followed. The last day to drop from a class is listed in the College Calendar. The following procedures are to be followed in adding or dropping courses.

1. All drop/adds will be done using the Star Telephone Registration System or the STAR_NET web-based system. Dates for drop/adds and instructions for STAR may be found in the *Timetable of Classes*.
2. Students incurring additional fees through drop/adds are responsible for paying these in the office of Business Affairs, Jack E. Campbell College Center, Room 103, before the end of the drop/add period.
3. Failure to drop a course no longer being attended by the student will result in a grade of "F" for the course.
4. If a student is dropping all classes and will be withdrawn from college for that semester, they must follow the procedures listed on page 19 of the college catalog under the heading, "Withdrawals and Honorable Dismissals".
5. Following any change of registration, it is the student's responsibility to check the change(s) for accuracy of the revised schedule. Errors in registration for courses must be addressed prior to the end of the first week of class for appropriate corrective action.

TRANSFER STUDENT

Admission as a transfer student involves a consideration of the student's high school and/or college record. Consideration is also given to the conditions under which the student is withdrawing or has withdrawn from another institution. Students not eligible for readmission at the last institution attended will have their records carefully reviewed. When accepted, they may be placed on probation and may be requested to use the Counseling Center.

Transfer students who are residents of Tennessee will be given first consideration. Out-of-state transfer students will be considered if space is available. The conditions resulting in their request for transfer will be studied and recommendation made by the appropriate committee.

TRANSFER OF CREDIT

Walters State Community College will accept credits transferred from accredited colleges. Certified transcripts of all previous records must be sent to the college at the time of the application. Credits for courses not corresponding with the curriculum at Walters State Community College will be entered on the transcript as elective credits. Credit from an institution of higher education which is not fully accredited may be accepted provisionally.

Upon arrival of a student's transcript, the transcript will initially be checked by the Coordinator of Admissions Services and Admissions Counselor for the school's accreditation status.

If the transcript is from an accredited college,

- The hours will be equated to semester hours.
- A transcript will be reviewed using established equivalency tables and additional equivalency courses that have been approved by the division dean to determine appropriate transfer equivalency.

- Courses needed for graduation or program requirements will be evaluated by the appropriate division dean.

If the transcript is from a non accredited college, the Coordinator of Admissions Services and Admissions Counselor will contact the appropriate academic dean/deans for individual course review.

Transfer courses will be entered on the student's permanent record. Grade point averages from transfer institutions will not be included with the Walters State average.

CORRESPONDENCE AND EXTENSION CREDIT

A student may not be enrolled at another college for correspondence or extension work while enrolled at Walters State unless special permission has been granted. All extension or correspondence work in progress upon admission must be reported to the department of Admissions and Enrollment Management at the time of the student's first registration. Any correspondence or extension work taken while a student is enrolled at Walters State must be approved by the vice president for Academic Affairs.

ADMISSION TO SPECIAL PROGRAMS

Certain instructional programs of the college are subject to special admission requirements which are in addition to the general admission requirements. These programs necessitate special admission requirements and are subject to change due to the availability of institutional resources. Students wishing to enter these programs of study should check with the appropriate department offering the program in order to become familiar with these special requirements.

POLICY REGARDING STUDENT RECORDS

Walters State Community College recognizes the rights of students to have access to their records and will not make unauthorized disclosure of student records, as required by the FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974.

This act and the federal regulations adopted under it give students and former students the right to inspect, review, and copy educational records released to them. The only exceptions to this rule are financial records of parents or any information therein; confidential letters and statements of recommendation which were placed in the educational records prior to January 5, 1975; records to which access have been waived by a student in writing; and "Directory Information."

"Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of education, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other information of the type above specifically approved by the institution as acceptable "Directory Information". (At the time of student's registration for courses, the student may notify the department of Admissions and Enrollment Management in writing that "Directory Information" for that student may not be released. This notification is effective only for the one semester for which that student is then registered.)

Walters State Community College will not permit access to or the release of any information in the educational records of any student who is personally identifiable other than "Directory Information" without the written consent of the student to any party other than the following: (1) Walters State Community College officials and staff who have legitimate educational interests, including the support of honor societies and academic excellence; (2) officials of other schools in which the student seeks admission;

(3) appropriate persons in connection with a student's application for or receipt of financial aid; (4) federal or state officials as defined in Paragraph 99.37 of the regulations concerning this law; (5) state and local officials authorized by State statute; (6) in response to a judicial order or subpoena; (7) a bona fide emergency if such information is necessary to protect the health or safety of a student or other persons; (8) accrediting organizations to carry out their functions; and organizations conducting studies for or on behalf of Walters State Community College for the purpose of assisting in accomplishing the college's stated goals, when such information will be used only by such organizations and subsequently destroyed when no longer needed for the intended purpose.

Upon request, a record covered by the ACT will be made available within a reasonable time, and in no event later than 30 days after the request. The student should direct the request to the official who has charge of the records. Copies are available at the student's expense. A student may also request explanation and interpretation of the records from the official in charge.

If a student feels that a particular record or file contains inaccurate or misleading information or is otherwise inappropriate, the college will afford an opportunity for a hearing to challenge the contents of the record. This request shall be submitted in writing to the college official in charge of the office which maintains that particular record. The college official receiving the written request must forward the request directly to the President of the college who will appoint a hearing committee. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of the student's choice at own expense, including an attorney. The committee, after hearing the student, will make a recommendation to the President who will be the final college authority in resolving the conflict.

Walters State Community College maintains, with the educational records of each student, a record identifying all persons except other college officials who have obtained access to the records.

RETENTION OF RECORDS

Students' academic records are maintained permanently on the Student Information System. Periodic backups are made to ensure safety of the files and are stored in a secure location. They are microfilmed annually for permanent storage. All other records are maintained according to AACRAO standards as published by the American Association of Collegiate Registrars and Admissions Officers. A copy of the retention policy is maintained in the Student Records Office (CCEN-208) and the office of the vice president for Student Affairs (CCEN-120).

Grades, transcript information, drop/adds, withdrawals, and other data perceived by the student to be in error must be protested by the student during the subsequent semester. Protests made after this time will not be reviewed.

TRANSCRIPT OF CREDITS

Transcripts of credits must be made to the Student Records Office. Requests may be made in one of two ways. An e-mail request will be honored for transcripts to be sent to an agency, school, or employer. These requests may be made by sending the request to: jim.wilder@ws.edu. The request must include the student's social security number and where the transcript is to be sent. **REQUESTS FOR PERSONAL COPIES OF TRANSCRIPTS MUST BE REQUESTED IN WRITING TO THE STUDENT RECORDS OFFICE.** Written requests for transcripts must include the student's name, social security number, the address to which the transcript is to be sent and a signature. Personal copies of transcripts will be marked "ISSUED TO STUDENT". Students should be aware that hand carried personal copies of transcripts may not be acceptable to a third party.

There is no charge for transcripts provided that requests do not exceed five copies at any one time. Transcripts in excess of five

STUDENT EDUCATIONAL RECORDS

Type of Educational Record	Information in Record	Position of Custodian	Location of Record
Academic Record	Courses taken and credits earned	Vice President for Student Affairs	CCEN-208
Admissions Office Files	Credit reports, application for degree, degree certification, degree analysis forms, and add/drop forms.	Vice President for Student Affairs	CCEN-208
Counseling Reports	Demographic, student grade report, ACT profile, high school information, counseling summary, GED test results and placement test requirement array	Executive Director of Counseling and Testing	CCEN-212
Disciplinary	Violations and penalties	Vice President for Student Affairs	CCEN-120
Health Records	Medical information	College Nurse	CCEN-127
Incident Report	Details concerning incidents and persons involved	Chief of Campus Police	Information Ctr,
Individual Personal Folders	Financial aid data	Director of Financial Aid	CCEN-212
International Student	Immigration information and recommendation	Vice President for Student Affairs	CCEN-120
Placement	Name, telephone, address, honors, work experience, military data, educational experience, and ratings of active registrants.	Dean of Student Support Services	CCEN-210
Residency Classification	Residency information	Vice President for Student Affairs	CCEN-118
Student Admissions File	Application for admissions, school transcript, college transcript(s), test scores, evaluation of transfer credit from other colleges, residency information (if applicable), selective service information, ACT profile, and miscellaneous correspondence.	Vice President for Student Affairs	CCEN-118
Test Scores	SAT and ACT Placement Test	Executive Director of Counseling and Testing	CCEN-212
Traffic Notices	Names and offenses	Chief of Campus Police	Information Ctr.
Transfer Evaluation	Transfer evaluation credit from other colleges	Executive Director of Counseling and Testing	CCEN-212
Vehicle Registration Card	I.D. of persons and vehicles	Chief of Campus Police	Information Ctr.

copies issued at any one time will be subject to a charge of \$3 each. All transcript requests must be in writing and will not be taken by telephone. In all cases, obligations to the college must be fulfilled before a transcript will be issued.

CANCELLATION OF SCHEDULED CLASSES

Any scheduled class may be discontinued by the college. The right is reserved to cancel any class when the number enrolled is deemed insufficient.

CANCELLATION OF CLASSES DUE TO WEATHER OR ROAD CONDITIONS

After gathering as much data as possible concerning weather, road conditions, and forecast between 4 a.m. and 5 a.m., the Campus Police consults with the college President and a final decision is made as to whether or not classes will be cancelled or the college closed. This decision is normally made by 5:30 a.m. A similar procedure is followed for evening classes with the final decision being made no later than 4 p.m. Once the decision has been made, information may be obtained on the *Citizen Tribune* Info Connect line, 423-581-1233, extension 1045. The radio and TV stations listed below are also contacted:

Morristown	WMXK FM 94.1, WCRK AM 1150, WMTN AM 1300, WJDT FM 106.5
Newport	WLIK, WNPC 1060
Jefferson City	WJFC AM 1480, WNOX FM 99.3
Knoxville	WIVK AM 990 FM 107.7, WATE-TV, WBIR-TV, WKXT-TV, WIMZ FM 104, WMYU FM 102
Greeneville	WGRV / WIKQ FM 94.9 AM 1340, WSMG
Rogersville	WRGS, WMCH-AM, WEYE FM 104.3
Sevierville	WSEV AM
Tazewell/WNTT	WSVQ
Tri Cities	WKPT-TV
Mountain City	WMCT 1390
Johnson City	WJHL-TV, WAE2-FM 99.3, WQUT
Kingsport	WKPT-TV, WTFM AM 1400
Oak Ridge	WOKI FM 100

In addition to the radio stations listed above, the following two numbers may also be called to determine weather related cancellations:

Student Information: 1-800-225-4770 or 423-318-2763
select option 1

Info Connect: 423-581-1233, select 1045

Weather-related cancellations will also be posted on the college's web site at www.ws.edu.

Students and employees are requested to stay in tune with the station once a decision has been made because on occasion, due to an unexpected and sudden change in the weather and road conditions, a decision is modified. In all instances decisions are made with the safety of students and employees foremost in consideration but with an attempt to have classes if possible. However, on a day or evening when classes are being conducted and weather conditions are questionable, students are advised to use individual judgement in attending. Students shall be provided an opportunity to make up work missed for absences incurred for days when conditions are questionable but classes are meeting.

Where potential abuse of the above by the student exists in the judgement of a faculty member, the burden of proof shall rest with the student. When differences arise, the vice president for Academic Affairs shall act as arbiter.

AUDIT CLASSES

Students planning to audit a course or courses must submit a completed audit card prior to the drop deadline. An audit student is one who is attending classes, does not take examination, and does not receive a grade. Students may not audit remedial/developmental classes.

Audit of any course in Health Programs will be at the discretion of the dean and the program director.

RETENTION STANDARDS

The minimum quality point average required to achieve the associate degree or certificate is 2.0.

Academic Probation

A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.

Semester Quality Hours	Minimum Cumulative GPA
0-14	no minimum
14.1-26.0	1.0
26.1-40.0	1.4
40.1-48.0	1.7
48.1-56.0	1.9
56.1 - and above	2.0

Academic Suspension

A student who has been placed on academic probation must: (1) earn a 2.0 GPA during the current and each subsequent term of enrollment, or (2) attain the cumulative standards cited above. Otherwise, the student will be suspended, or placed on academic dismissal, for one term; and the summer term cannot be counted as the term of suspension.

Readmission After Academic Suspension

In order to be readmitted to college after being placed on Academic Suspension, a student has the following options:

1. Stay out of college for one semester (summer term may not be counted as semester of suspension).
2. Appear before the Admissions and Academic Readmissions Committee to appeal academic suspension. Committee meeting dates are listed in the *Timetable of Classes* for each semester.

WITHDRAWALS AND HONORABLE DISMISSALS

Students finding it necessary to withdraw from college should do so officially in order to maintain good standing and to assure readmission or honorable dismissal. Withdrawal procedures are as follows:

1. Secure a withdrawal form from the Student Records Department.
2. Secure clearance signature (in sequence) from 1) Counseling Center, Student Financial Aid, 2) Library, 3) department of Student Records, and 4) office of Business Affairs.
3. All equipment belonging to the college must be accounted for or paid for and all financial obligations met. If it is impossible for the student to take these steps in person, they should be taken by a parent or person acting as an agent for the student. Up to the date given in the academic calendar, a student may withdraw from the college with a grade of "W".

After the date listed in the academic calendar (last day to drop a course or withdraw from college), a student may, in emergency situations, withdraw by the recommendation of the instructor and the approval of the vice president for Academic Affairs. In cases such as this, the student will be assigned a grade of "W" if passing the course or a grade of "WF" if failing the course.

A student who stops attending classes and fails to follow the proper withdrawal procedures, will be carried on the roll until the end of the semester and grades will be reported as "F".

Grades, transcript information, drop/adds, withdrawals and other data perceived by the student to be in error must be protested by the student during the subsequent semester. Protests made after this time will not be reviewed.

HIGH SCHOOL CORE UNITS REQUIRED FOR UNIVERSITY PARALLEL DEGREES

The Tennessee Board of Regents has admissions requirements for students who are entering college and who will be pursuing AA or AS degrees in university parallel programs. These requirements are in force for the following groups of students:

1. Students who graduated from high school in 1989 and thereafter.
2. Students who earned a GED certificate or External Diploma Program (EDP) after January 1, 1989.
3. Students who fit the above categories and who have accumulated 59 or fewer transfer hours as evaluated by the receiving institution, and who earned these hours during fall term 1989 and thereafter.
4. Students who change majors from an associate of applied science degree or certificate program to an AA, AS, or baccalaureate degree program.

The following groups of students are not bound by admissions requirements:

1. Students who graduated from high school prior to spring 1989.
2. Students who received a GED certificate prior to January 1, 1989.
3. Students who earned college credit prior to fall term 1989.

Walters State Courses to Remove High School Unit Deficiencies

The following table indicates procedure to remove high school unit deficiencies:

English 1	Basic or developmental courses
English 2	Basic or developmental courses
English 3	Basic or developmental courses
English 4	Basic or developmental courses
Algebra 1	Basic or developmental courses
Algebra 2	Basic or developmental courses
Geometry/Advanced Math	Math 0990 or 1720*
Natural/Physical Science	GEOL 1030/31* or ASTR 1030/31* or higher level Natural/PHYS SCI course*
Natural/Physical Science w/lab	CHEM 1000* or higher level Natural/PHYS SCI course*
Social Studies	GEOG 1000* or 1013* or 1014* or HIST 1110* or HIST 1120*
U.S. History 2020*	HIST 1000* or HIST 2010* or HIST
Foreign Language 1	FREN 1010*, GERM 1010* or SPAN 1000* or SPAN 1010*
Foreign Language 2	FREN 1020*, GERM 1020* or SPAN 1000, 1001* or SPAN 1010, 1020*
Visual/Performing Arts	ART 1000*, ART 1030*, or MUSC 1000*, MUSI 1030* or THEA 1030*

Courses used to remove high school deficiencies must be passed with a grade of "C" or higher.

*Please be aware that these courses may be used for elective credit only. Students may not use these courses to satisfy any specific course requirements in their declared program of study, i.e., a student who is deficient in foreign language 1 and 2 cannot remove the deficiency with a year of French, German, or Spanish and also use these courses to satisfy the language requirement in a university parallel program. In order to successfully complete a course taken to remove a high school unit deficiency, a student must achieve a minimum grade of "C".

Students who have questions concerning whether or not they have high school unit deficiencies should reference the categories listed below or contact the department of Admissions and Registration Services for further information concerning removal of these deficiencies.

1. ACT composite equal to or greater than 26. *These students would face the possibility of removing deficiencies only in foreign language 1 and 2 and visual and performing arts.*
2. Students with an Honors diploma. *These students are not required to remove any high school deficiencies. Please note, however, these students may require assessment due to the remedial and developmental guidelines.*
3. Transfer students with 60 or more transferable hours or holding an AA or AS degree in programs designed for transfer. *These students will not be required to remove any high school deficiencies.*
4. Students 21 years of age and older. *This group of students must have graduated from high school during or after spring 1989. These students will not have to remove deficiencies in geometry, natural or physical sciences, social studies, or U.S. History. They will, however, need to remove deficiencies in English, algebra, foreign language 1 and 2, and the visual and performing arts.*
5. Students admitted based on a GED certificate received after January 1, 1989. *These students will have to undergo the pre-test in reading, writing, and two maths. These students will not be required to remove deficiencies in geometry, natural or physical sciences, social studies, or U.S. History. They will be required to remove deficiencies in foreign language 1 and 2 and the visual or performing arts.*
6. Non-transfer (major changes) and transfer students with 59 or fewer transfer hours. *These students must either have had the pre-tests if their ACT composite is below the limit or have not had either the ACT or SAT. These students will be required to remove all high school unit deficiencies.*
7. Special students-non-degree seeking. *As long as a student is in non-degree status no deficiencies will need to be removed.*
8. Degree-seeking students who do not meet the above criteria and who are pursuing a university parallel program will need to remove all deficiencies prior to graduation.

Cost



BUSINESS REGULATIONS

Expenses are charged and payable by the semester since each semester is a separate unit of operation. A student may enroll at the beginning of any semester. Registration at the beginning of each semester is not complete until all fees have been paid, and no student may be admitted to classes without having met financial obligations. All payments are to be made by cash, check, debit card and/or Master/Visa/Discover credit card to the office of Business Affairs. Check-writing privileges will be taken from a student after having had two returned checks written by the student or on his/her behalf. There is a \$20 per check charge for any returned check given to the college. Students will be administratively withdrawn from the semester if returned checks for registration related fees are not paid within the specified time as identified in written communication by the Business Office. No student may re-enroll, graduate, or receive a transcript of records until all accounts are settled. The term "account" includes any indebtedness to the college. All fees are subject to change by the Tennessee Board of Regents.

MAINTENANCE FEES – ALL STUDENTS

Current Rates: \$91 per semester hour, not to exceed \$1,071 per semester (see note below) for the fall and spring semesters. Summer term fees are \$91 per semester hour with no maximum limit relative to fee assessment.

OUT-OF-STATE TUITION

Please see page 25 for definition of Out-of-State Student. Non-residents of Tennessee will pay out-of-state tuition in addition to maintenance fees. Out-of-state tuition is assessed in addition to maintenance fees.

Current Rates: \$278 per semester hour, not to exceed \$3,207 per semester.

Students will be classified as resident or nonresident by the **department of Admissions** for the purpose of assessing tuition charges. The definition of residency, as determined by the Tennessee Board of Regents, will apply. The domicile of a married person shall be determined independent of the domicile of the spouse. The burden of proof pertaining to residence is placed upon the student, including the responsibility of submission of documentation as required by Walters State. A student, once classified as out-of-state, shall continue to be thus classified unless a change of legal residence is established by evidence **other than presence as a student**.

If there is any question concerning residency at the time of registration, the student may be conditionally admitted and pay in-state fees. The student is required to submit appropriate documentation no later than one week after the end of regular registration. After the documentation is reviewed by the department of Admissions and Enrollment Management the student may be assessed out-of-state tuition at that time.

NOTE: For the 2006-2007 academic year, maintenance fees and out-of-state tuition may be increased. The amount of increase is not known at the time of printing this catalog. Please refer to current *Timetable of Classes* or contact the Business Office for current fee rates.

AUDIT STUDENTS

Students enrolling in regular college courses as auditors will pay the same fees as those enrolling for credit. Audit students will follow the same procedures for enrollment as other students.

INCIDENTAL FEES

Application Fee - A non-refundable fee of \$10 must accompany any application to the college for credit courses. This fee is a one-time charge and is not applicable to the registration fee.

Late Registration Fee - \$25. This fee will be charged during the entire period of late registration. Non-refundable.

Technology Access Fee - \$15 per semester hour to a maximum of \$112.50. This fee is subject to the same refund procedures as maintenance and out-of-state tuition.

Campus Access and Security Fee - \$2 per student per semester.

Student Government Activity Fee - \$5 per student per semester.

Special Course Fees (Paid to WSCC) Non-refundable.

- 1) Individual Instruction in Music - Additional charge for individual music instruction shall be as follows:
One credit hour course - \$45.
Two credit hour course - \$90.
- 2) Basic Police Recruit School - A flat charge inclusive of maintenance, incidental registration, application, and materials fees assessed for the BPRS school.
- 3) Culinary Arts Food Consumption - A flat charge inclusive of maintenance, incidental registration, application, and materials fees assessed for certain culinary arts classes. Please refer to current *Timetable of Classes*.
- 4) Regents Online Degree Program Online Course Fee: A per credit hour charge inclusive of maintenance, incidental registration, application, and materials fee assessed. Please refer to the *Timetable of Classes*.

Graduation Fee - \$25. This fee includes the cost of diploma and cap and gown. This fee must be paid at the beginning of the semester in which a student is scheduled to graduate. This fee is non-refundable and is valid for two semesters.

Diploma Replacement - \$20.

Transcript Fee - No charge for transcripts provided that requests do not exceed five copies at any one time. Transcripts in excess of five copies issued at any one time will be subject to a charge of \$3 each. Non-refundable.

Tests

- 1) General Educational Development Test (GED) - \$65.
GED Retest - \$11 for each test.
- 2) Nursing Achievement Tests
Nursing Challenge Exam
(Contact the Division of Health Programs for a listing of current test fees)
- 3) Proficiency Examination - \$65.
- 4) American College Test (Residual) - \$30.
- 5) COMPASS Retest - \$20.

Walters State reserves the right to add miscellaneous course fees for courses utilizing off-campus facilities such as bowling, aviation, etc.

NOTE: Above incidental fees are subject to change.

FEE WAIVERS / DISCOUNT PROGRAMS

1. **Tennessee Code Annotated 49-7-113. Disabled and Elderly Persons - Auditing Classes or Enrolling for Credit.**
 - a. 1. Disabled persons suffering from a permanent total disability which totally incapacitates such person from working at an occupation which brings the person an income, and persons who have retired from state service with thirty (30) or more years of service, regardless of age, or persons who will become sixty (60) years of age or older during the academic quarter or semester and, who are domiciled in Tennessee, may audit courses at any state-sup-

ported college or university without paying tuition charged, maintenance fees, or student activity fees; however, this privilege may be limited or denied by the college or university on an individual classroom basis according to space availability. Students are responsible for application fee, late fees, campus access fee, and any special course fees assessed.

2. The provisions of this section shall not apply at medical schools, dental, or pharmacy schools, and no institution of higher education shall be required to make physical alterations of its buildings or other facilities to comply with this section.
 3. Prior to admittance, the university or college involved may require an affidavit or certificate from a physician or an agency charged with compensating the disabled person or adjudicating the permanent total disability of the person who is requesting admittance to classes, that such person is permanently totally disabled as set forth herein.
 4. A student who is receiving services under federal or state vocational rehabilitation programs is not eligible for a waiver of tuition and fee benefits under this section.
- b. Subject to the same terms and conditions as provided in subsection (a), disabled persons, as defined in subsection (a), and persons who will become sixty-five (65) years of age or older during the academic quarter or semester, whichever is applicable, in which such persons begin classes and, who are domiciled in Tennessee, may be enrolled in courses for credit at state-supported colleges or universities without payment of tuition charges, maintenance fees, student activity fees or registration fees, except that the board of trustees of the University of Tennessee and the Board of Regents of the State University and Community College System may provide for a service fee which may be charged by the institutions under their respective jurisdictions, the fee to be for the purpose of helping to defray the cost of keeping the records of such students and not be exceed fifty dollars (\$50) a quarter or seventy-five dollars (\$75) a semester.

At Walters State Community College, disabled and elderly persons will be permitted to enroll only during the late registration period on a space available basis. Documentation of age or disability status must be presented at the time of registration, and the documentation of disability will include a completed Physician's Certificate of Total Disability form signed by a licensed medical doctor and as well as a statement or affidavit from the agency charged with compensating the disabled person or adjudicating the permanent and total disability of the person requesting admittance to classes.

Additionally, the person will have to satisfy requirements for admission to the college.

2. a. **State Employee Fee Waivers** - Employees of the state of Tennessee and members of the General Assembly may be eligible to enroll in one course per term on a space available basis without the payment of maintenance fees, student activity fees and technology access fees. State employees are responsible for the campus access fee and any special course fees, such as music, culinary arts, or RODP online course fees. Course enrollment will be permitted on a "space available" first-come-first-serve basis. State employees may not register or turn in the fee waiver form until the date indicated in the current *Timetable of Classes*. An original form must be completed and submitted each semester. Employer certification should not be obtained before the following dates each

semester: July 1 for Fall, November 1 for Spring, and April 1 for Summer. Forms for each semester must be received in the Business Office by the end of the second week of the semester. Employees having questions concerning this process should contact the office of Business Affairs. Questions pertaining to the fee waiver program for state or retired state employees may be directed to the Human Resources Department.

b. Employees of Tennessee Board of Regents System and the University of Tennessee System Utilizing a PC 191

- Employees of the TBR System of the University of Tennessee System may be eligible to enroll for one course per term for credit on a space available basis without the payment of maintenance, student activity, and technology access fees. Employees are responsible for the campus access fee, special course fees, such as music, culinary arts, and RODP online course fees. Employees using a fee waiver to obtain one free course per term may not register or turn in a fee waiver form until the date specified in the *Timetable of Classes*. The fee waiver forms must be presented to the office of Business Affairs at the time fees are paid. An original form must be completed and submitted each semester. Employer certification should not be obtained before the following dates each semester: July 1 for Fall, November 1 for Spring, and April 1 for Summer. Forms for each semester must be received in the Business Office by the end of the second week of the semester. Employees having questions concerning this process should contact the office of Business Affairs.

3. **Fee Discounts for Dependents of Certified Public School Teachers or State Employees** - Children under the age of 24 whose parent is employed as a full-time licensed teacher in any public school in Tennessee, a full-time employee of the State of Tennessee or deceased state employee may be eligible for a 25 percent discount of applicable registration related fees per semester. Fee discounts described herein are also available for children of retired state employees meeting a minimum specified service requirement or of state employees killed on the job or in the line of duty. Certification of eligibility to receive the discount must be provided to the college each semester. An original form must be completed and submitted each semester. Employer certification should not be obtained before the following dates each semester: July 1 for Fall, November 1 for Spring, and April 1 for Summer. Forms for each semester must be received in the Business Office by the end of the second week of the semester. Questions pertaining to participation in this program should be directed to the office of Business Affairs.

All fees, waivers and discounts are subject to change by policy of the Tennessee Board of Regents without prior notice.

4. Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits

Service members, veterans and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to

be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

REFUNDS

Students are to assume full responsibility for specific course selections and the institution assumes no responsibility for refunding in situations whereby class conflicts or errors in scheduling occur.

Refund procedures for maintenance, out-of-state tuition, and the technology access fee are as follows:

- A. Change of a student's status which warrants a refund.
 1. Change in a full-time student's schedule which results in reclassification to a part-time student.
 2. Change in a part-time student's schedule which results in a class load of fewer hours.
- B. Situations which warrant a refund.
 1. Dropping a course or courses.
 2. Withdrawing from the institution.
 3. Cancelling of a class by the institution.
 4. Death of a student.
- C. Refund Procedures
 1. Seventy-five percent of fees will be refunded for drops or withdrawals for a period of 14 calendar days beginning with and inclusive of the first official day of classes or within an equivalent period for a short term course.
 2. Twenty-five percent of fees will be refunded following expiration of the 75 percent period for a period of time extending 25 percent of the time period covered by the term. No refunds will be made beyond the 25 percent period.
 3. One hundred percent of fees will be refunded for classes cancelled by the institution.
 4. One hundred percent of fees will be refunded for withdrawals prior to the first official day of the semester or session for the summer term.
 5. One hundred percent refund in case of death.

Special procedures are in place to allow military reserve and national guard personnel who are ordered to active military service during a semester to receive a refund. A 100 percent refund of maintenance fees, out-of-state tuition, technology access, activity and access fees may be made when a student withdraws from college due to their being called to extended active duty. A copy of the official military orders must be provided with the student's withdrawal form. Questions pertaining to these procedures may be directed to the vice president for Academic Affairs, the vice president for Student Affairs or the vice president for Business Affairs.

Refunds will be processed as soon as possible at the conclusion of each respective refund period. Refund checks will normally be mailed within a period of two weeks at the close of the specified refund period. All fees except maintenance, tuition, and technology access are non-refundable. (Please refer to the current *Timetable of Classes* published each semester for specific refund periods.)

BOOKSTORE

General

The college bookstore is located in Room 124-CCEN near the cafeteria. Books and educational supplies, along with computer software, and clothing may be purchased from the college bookstore.

Hours

Bookstore hours are listed in the current *Timetable Of Classes*.

Refund Policies

1. Cash refunds will be made in the Bookstore during the first three weeks of fall and spring semesters. The cash refund period will vary with each session during the summer terms. The exact dates will be posted in the Bookstore and in the current *Timetable of Classes*.
2. A cash register receipt must be presented to receive a refund.
3. New textbooks that are in new condition warrant a 100 percent refund.
New textbooks in which writing or other defacement is present warrant a 75 percent refund.
Used textbooks warrant a 100 percent refund.
4. Requests for refunds after the cash refund period will be processed on an exception basis. Such refund requests will be processed through the office of Business Affairs, and a check will be mailed to the customer.

Textbook Buy Back

The Bookstore offers to buy back books at the end of each semester to be used in the coming semester when possible. There are many reasons that the Bookstore might not buy back a book including but not limited to: 1) more in stock than can be sold, 2) a new textbook has been adopted, 3) the textbook has media (CD's, disks, etc.) that cannot be used again and the department required the media be available to the student and 4) the textbook has pages that can be torn out and are needed in class. Hours of the buy-back will be posted on the bulletin board outside the Bookstore and in the current *Timetable of Classes*.

Bookstore on the WEB

The Bookstore is on the WEB at: <http://bookstore.ws.edu>. Access this site to get a list of textbooks and supplies needed for all classes.

MOTOR VEHICLE REGISTRATION

All motor vehicles used on campus must meet registration requirements of the state of Tennessee and display a current WSCC hang tag. The annual registration period begins August 15 of each year. A registration hang tag is issued which must be clearly displayed on the vehicle registered. Hang tags may be obtained in the Information Center upon presenting a valid I.D. card or a current fee receipt.

PARKING AND VEHICLE REGISTRATION FINES

The fine for parking and registration citations is \$15. In cases where students are protesting the citation(s), the protest must be made to the office of the vice president for Student Affairs, Room 120-CCEN, within 10 days after the date of the citation (excluding weekends and holidays).

The fine for parking in areas designated for individuals with disabilities (i.e., wheelchair symbol) will be \$100. All fines will be paid in the office of Business Affairs.

The fine for a moving vehicle violation is \$15. If the fine is not cleared (paid or protested) within 10 days of the citation date (excluding holidays and weekends), the fine is increased to \$20.

The WSCC Traffic Court, comprised of students, will review and judge all student traffic protests. Citations protested before the Traffic Court and not voided by the court must be paid.

GUIDELINES FOR THE CLASSIFICATION OF STUDENTS FOR FEE PAYING PURPOSES

Intent. It is the intent that the public institutions of higher education in the state of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified “in-state” or “out-of-state” for fees and tuition purposes and for admissions purposes.

Definitions. Wherever used in these regulations:

1. “Public higher educational institution” shall mean a university or community college supported by appropriations made by the legislature of this state.
2. “Residence” shall mean continuous physical presence and maintenance of a dwelling place within this state, provided that absence from the state for short periods of time shall not affect the establishment of a residence.
3. “Domicile” shall mean a person’s true, fixed, and permanent home and place of habitation; it is the place where the individual intends to remain, and expects to return when leaving without intentions to establish a new domicile elsewhere.
4. “Emancipated person” shall mean a person who has attained the age of 18 years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed “emancipated person”.
5. “Parent” shall mean a person’s father or mother. If there is a non-parental guardian or legal custodian of an unemancipated person, then “parent” shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.
6. “Continuous enrollment” shall mean enrollment at a public higher educational institution or institution of this state as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer session or other such inter-sessions beyond the normal academic year in order that enrollment be deemed continuous notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic year, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

Rules for Determination of Status

1. Every person having domicile in this state shall be classified “in-state” for fee and tuition purposes and for admission purposes.
2. Every person not having domicile in this state shall be classified “out-of-state” for said purposes.
3. The domicile of an unemancipated person is that of the parent(s).

4. The domicile of a married person shall be determined independent of the domicile of the spouse.

Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition

1. An unemancipated, currently enrolled student shall be reclassified out-of-state should the parent(s), having theretofore been domiciled in the state, remove from the state. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as enrollment at a public higher educational institution or institutions shall be continuous.
2. An unemancipated person whose parent is not domiciled in this state but is a member of the armed forces and stationed in this state or at Fort Campbell pursuant to military orders shall be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance working toward the degree for which the person is currently enrolled, shall not be required to pay out-of-state tuition if the parent(s) thereafter is transferred on military orders.
3. A person, who is not domiciled in Tennessee, but has a bona fide place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30 mile radius (as determined by THEC) of a city containing a two-year TBR institution, shall be classified out-of-state, but admitted without out-of-state tuition. The two-year institution may admit only up to three percent of the full-time equivalent attendance of the institution without out-of-state tuition. (THEC may adjust the number of non-residents admitted pursuant to this section every three years.) See T.C.A. 49-9-102)
4. Part-time students who are not domiciled in this state but who are employed full-time in the state, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition.
5. Military personnel and their spouses stationed in the State of Tennessee who should be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this state primarily for educational purposes.
6. Dependent children who qualify and are selected to receive a scholarship under the Dependent Children Scholarship Act (TCA 49-4-704) because their parent is a law enforcement officer, fireman or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition.

Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this state while enrolled as a full-time student at any public or private higher educational institution in this state, as such status is defined by such institution.

Evidence to be Considered for Establishment of Domicile. If a person asserts that domicile has been established in this state, the burden of proof lies with that person. Such a person is entitled to provide to the public higher educational institution by which the person seeks to be classified or reclassified in-state, any and all evidence which the person believes will sustain the burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

Appeal. The classification officer of each public higher educational institution shall be responsible for initially classifying students “in-state” or “out-of-state”. Appropriate procedures shall be established by each institution by which a student may appeal the initial classification.

Effective Date for Reclassification. If a student classified out-of-state applies for in-state classification and is subsequently so classified, in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the admissions officer on or before the last day of registration of that quarter or semester.

Effective Date. These regulations supersede all regulations concerning classification of persons for fees and tuition and admission purposes previously adopted by the Tennessee Board of Regents, and having been approved by the governor, became effective July 1, 1983.

Student Affairs



PURPOSE

The Student Affairs Division administers student development and leadership programs to support the academic program. Our prime objective is to administer the personal needs of students and to provide the services which will supplement classroom programs and offer the opportunity for students to develop themselves personally, socially, and emotionally.

ACADEMIC ADVISING

Students must see an advisor prior to registering for classes each semester. The advisor is a faculty member who teaches in the student's major field of study. Advising information is available via computer in each faculty member's office. The college catalog contains information for each college curriculum. Students seeking a technical degree will follow the curriculum in the catalog. Students seeking a four-year degree should consult with faculty advisors, the transfer institution, and the Counseling and Testing Center to determine individual requirements for transfer. The catalog information in a university parallel curriculum is not intended to represent requirements for any particular college or university. In some cases, curricula in the catalog may be modified because of licensing or accreditation standards.

Readmitted students need to complete the readmission application and then proceed to see an advisor within the student's major field of study. However, if a student attended prior to 1988, the academic advising information can be obtained only from the Student Records Department (CCEN - 208).

Transfer students will need to request that their incoming transcript(s) be evaluated through the Admissions Department/Student Information Center (CCEN-118). Once the transcript is evaluated, the transfer information will be entered into the computer so that an advisor can retrieve the transfer information during the advising session.

Walters State encourages continuous academic advising. Students should feel free to seek academic advice and mentoring throughout their college career.

INTERCOLLEGIATE ATHLETICS

Walters State is a member of both the Tennessee Junior and Community College Athletic Association and the National Junior College Athletic Association. There are 12 member schools in the TJCCAA, six in the Eastern Division and six in the Western Division. WSCC competes in the Eastern Division. In the NJCAA, WSCC is a member of Region VII, made up of 14 community and junior colleges in Tennessee and Kentucky.

Walters State has one of the most outstanding athletic programs in the nation. To reach this level of success, WSCC has hired an excellent coaching staff, recruited and awarded athletic scholarships to the area's best athletes. The teams always play exciting and competitive schedules, which draw tremendous community support. After the recent renovations, Walters State has the best athletic facilities to be found in the TJCCAA. The "Z" Buda Gymnasium has been

made a show place with all armchair seats on the floor and balcony levels. The baseball and softball complexes have state-of-the-art facilities. Team locker/meeting rooms have been built directly behind the home dugout and are accessible from the dugouts. The physical education/athletic complex is equipped with a fitness center with state-of-the-art weight training and fitness equipment, six lighted tennis courts, and two racquetball courts. There is also a well-equipped training room for treatment of athletic injuries, team locker rooms, a gymnastics area, and a baseball-batting cage and pitching machine.

Since it was founded in 1973, the Senators athletics program has earned a total of 27 national tournament appearances and won 19 TJCCAA/NJCAA Region VII state titles. This success is the result of our coaching staff. Three of our coaches have been at the college for 25-plus years and are among the winningest coaches in the nation in junior college athletics. Senators teams are consistently ranked among the top-20 best teams in the country in NJCAA polls. During the 2004-2005 season, three Senators teams were nationally ranked, and the WSCC Athletics Department was recognized as the best community college athletics program in the state, earning the prestigious TJCCAA All Sports Program Award for the 4th straight year.

Under the leadership of TJCCAA Hall-of-Fame Coach Bill Carlyle, the Senators basketball program has averaged 20-plus wins for the last 29 years. As recently as the 2005-2006 season, the Senators won the TJCCAA/NJCAA Region VII championship and earned a berth to the NJCAA national tournament. They finished the 2004-2005 season ranked no. 16 in the country. One of the most successful coaches in junior college basketball, Carlyle's teams have won over 500 games and more than 100 of his former players have signed with four-year colleges and universities. Carlyle has been named the TJCCAA Coach of the Year 14 times, and he was named the TJCCAA/NJCAA Region VII Coach of the Year for 2004-2005.

With an incredible three national tournament appearances in the 1990s, and one as recent as last year, the Lady Senators basketball program is recognized as one of the best in the country. In addition to their four trips to the national tournament, Coach Dave Kragel has led the Lady Senators to four TJCCAA/NJCAA Region VII titles, seven TJCCAA state championships and 12 Eastern Division championships. They have been nationally ranked 17 of the last 28 years, finishing as high as no. 8 in the country in 2004-2005. During his 28 years as Lady Senators head basketball coach, Kragel has averaged 20-plus wins per season and is among the top-ten winningest NJCAA women's basketball coaches in the nation. He was inducted into the TJCCAA Hall of Fame in 2004. Over 80 of his former players have signed with four-year colleges and universities.

During the 2005 season, the Senators baseball team won the TJCCAA/NJCAA Region VII Championship. Overall, the Senators baseball program has won seven conference championships, six state and region titles and earned three trips to the Junior College World Series. Senators Head Coach Ken Campbell has been named TJCCAA Coach of the Year four out of six years at WSCC. He has also been named TJCCAA/NJCAA Region VII Coach of the Year two times. Every year, numerous players from the Senators baseball program sign with four-year colleges and universities or are drafted by professional teams.

Started as recently as 1993, the Lady Senators softball program has quickly made its presence known throughout not only the state and region but also the nation. In 2004-2005, the Lady Senators finished runner-up in the TJCCAA/NJCAA Region VII tournament, their best finish ever. Coach Larry Sauceman's teams have been among the best-hitting teams in the country during his seven seasons as head coach.

The Senators golf program has qualified for the national tournament 14 times, won 15 state and region crowns and has been ranked as high as sixth in the country. The golf program has also produced a national champion. Veteran TJCCAA Hall of Fame Coach Bill Gardner has guided the golf program to national prominence. Gardner, who was the first coach hired by the college, has also coached men's basketball and baseball during his 32-year tenure with Walters State.



Several former Senators golfers have signed with four-year colleges and universities.

For the fourth year in a row, Walters State athletics has received the TJCAA All Sports Award. The award is given to the school with the best win-loss record in baseball, softball, golf, and men's and ladies' basketball. The current teams look forward to continuing "the tradition of excellence" in the 2006-2007 season.

COUNSELING AND TESTING CENTER

The Counseling and Testing Center, located in rooms 201, 207, and 217 of the Jack E. Campbell College Center, is a place where students can find encouragement and support in academic endeavors and in the establishment of a good foundation for future growth. The Center is staffed by professionally trained counselors who provide services for a wide range of educational, vocational and personal issues.

All discussions are confidential, thus allowing students to explore freely any problems or feelings which are of concern. Therefore, all students seeking an open atmosphere to address concerns are encouraged to contact any member of the counseling staff. Students interested in forming small discussion groups may do so by contacting the Center.

Services available through the Center include: career counseling, services for adult students, personal counseling, academic counseling, ACT testing, COMPASS testing, College Level Examination Program (CLEP) testing, and other testing services. Additionally, the Center offers the community an opportunity to complete a general education degree (GED). Contact the testing center at 423-585-6804 for additional information.

The Counseling Center provides job placement services to students, graduates and alumni by receiving job information from employers seeking workers from within WSCC's student population. The Counseling Center serves as a liaison between employers needing additional employees and current and former students who are in need of employment. The jobs listed may be temporary, part-time or full-time for both skilled and unskilled students. The Center provides on-campus recruitment and other opportunities. The Center will also assist graduates by distributing credentials to prospective employers to aid graduates in completing the employment process.

The Testing Center provides an assortment of assessments and services that assist in serving the educational preparation needs of current and prospective WSCC students and the community at-large. Tests available are as follows:

- **American College Testing Program Residual Test (ACT/R)** is available for individuals under 21 seeking admission to WSCC or students interested in receiving extra points for consideration of admittance into the nursing program.
- **College Level Examination Program (CLEP)** is a computer-based program offering students an opportunity to receive college credit in several general education courses.
- **Exit Examination** is a Tennessee Board of Regents mandated exit testing instrument for WSCC graduating associate degree students.
- **Nurse's Entrance Test (NET)** is a computer-based examination program designed for prospective nursing program applicants.
- **Computerized Placement Assessment and Support System (COMPASS)** test assesses the general education skills of those prospective WSCC applicants who are 21 years of age or older or who have a GED diploma.
- **General Education Development (GED)** tests offers individuals 18 years of age or older an opportunity to complete their high school equivalency diploma.

- **Regents On-Line Degree Program (RODP)** and general test proctoring services available for students participating in the state-wide program and for those enrolled in distance learning programs through other four-year institutions.

Further information on each of these programs and testing instruments may be obtained by visiting the Counseling and Testing Center in Room 207 of the Jack E. Campbell College Center on the Morristown Campus of WSCC or by calling 423-585-6800 or 1-800-225-4770, ext. 3, or by visiting the WSCC website address: ws.edu/admission/Counseling/default.asp.

RETENTION AND ENROLLMENT DEVELOPMENT

The office of Retention and Enrollment Development Services, located in Room 119-CCEN, assists potential students with the college enrollment process and current students in meeting their educational goals.

This office is responsible for planning and coordinating student marketing and recruiting activities, making initial contacts with prospective students, providing pre-admission counseling, scheduling campus visits and tours, assisting students with completing admissions requirements, and providing educational program information to high schools and local industries. Additionally, this office recruits and serves adult students who have delayed or interrupted their college education.

The office of Retention and Enrollment Development Services assists students who need one-on-one attention while enrolled at the college and those struggling with issues that could interfere with their attendance and/or progress at Walters State. This office provides student support services focuses on student retention and serves as liaison between students and faculty / staff members on campus. Students who are experiencing academic, personal or financial difficulties and those considering dropping out of college are encouraged to visit the office of Retention and Enrollment Development Services or call 423-585-6925.

Orientation of Students

Prior to their enrollment, all new students who plan to attend Walters State Community College are required to attend a "New Student Orientation" program on the main campus or a branch campus, or complete the online version of "New Student Orientation."



During these sessions, pertinent information is presented regarding Walters State's academic programs and other student services that are available. "New Student Orientation" also introduces participants to the advising and registration processes. Students meet with an advisor in their area of study for the purpose of determining the appropriate classes needed for the upcoming semester. Then, students are allowed to register through Walters State's STAR_NET, the web-based registration system.

HEALTH SERVICES

The health and safety of students is a major concern of the Student Affairs Division. The Health Clinic, located in Room 127-CCEN, across the corridor from the fitness center, functions as a basic first aid station for treatment of any minor injuries or illnesses. A registered nurse is on duty Monday-Friday from the hours of 8 a.m. - 4:30 p.m. Health education programs including AIDS and other sexually transmitted diseases education, nutrition, wellness and other health related programs are provided each semester for students, faculty and staff. Laboratory tests for anemia and blood sugar are available at no cost to students. Various types of health counseling is done with appropriate medical referrals, if needed. Family planning referrals are made to the Hamblen County Health Department and other area health departments.

SERVICES FOR INDIVIDUALS WITH DISABILITIES

In compliance with federal regulations outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 it is the policy of Walters State Community College to ensure equal educational opportunity and assess by making accommodations and other adjustments when necessary to ensure equal access for students with disabilities. While all students with disabilities are protected from discrimination, some students may not be eligible for all services provided by the department of Services for Individuals with Disabilities. The goal of Walters State Community College is to minimize the difference and maximize the student's chance for success. Walters State Community College focuses on the student as an individual and works toward equal access to all programs and services by providing reasonable accommodations and services to students. Services are designed and developed on an individual case-by-case basis. Students requesting accommodations must complete an interview form for the purpose of self-identification and **must provide proper documentation.**

At the time of self-identification, students are informed of the policies and procedures about the accommodation process along with the responsibilities of the student and Walters State Community College. **No accommodations will be made for individuals until a review of the student's documentation has been completed by the department of Services for Individuals with Disabilities.** Walters State Community College does not recognize individual educational plans (IEP) as documentation; however, information contained in the IEP may be helpful when evaluating the types of accommodations a student may utilize at Walters State Community College.

In order to establish eligibility, the documentation must include:

1. statement and description of diagnosis and date of most recent evaluation;
2. description of current impact of the disability in an academic environment; and
3. credentials of the diagnosing professional.

The professional must have specific training and expertise in a field related to the type of disability being diagnosed. For example, a psychologist, psychiatrist or educational examiner must make a

learning disability diagnosis. All documentation is and will remain confidential. Walters State Community College does not provide diagnostic evaluation for determining disabilities.

Services and accommodations provided include, but are not limited to the following:

1. extended time on tests, quizzes and in-class writing assignments;
2. tutoring services;
3. note takes, scribes, readers and assistance in arranging interpreters;
4. adaptive equipment;
5. testing isolation;
6. alternative test formats; and
7. tape recording of class lectures.

It is recommended that students who may require special accommodations make early contact with the department of Services for Individuals with Disabilities because last minute accommodations are usually very difficult to arrange. Some accommodation requests may require additional documentation. **Instructors may not provide accommodations for students prior to the receipt of educational support plans from the department of Services for Individuals with Disabilities.**

For more information, contact Services for Individuals with Disabilities at 423-585-6893.

GRADUATE FOLLOW-UP SERVICES

As part of graduation requirements, prospective graduates must complete the graduate follow-up survey during the last semester of graduation. The follow-up survey can be delivered to Student Support Services (262-CCEN). This form must be completed or your application for graduation will be void. All graduates within three-to six months of graduation will be requested to complete a completer/leaver survey form. The return of this survey provides the college and the academic departments with information that is needed to keep all programs in compliance with TBR regulations. Further information may be obtained by visiting the department of Student Support Services in 262-CCEN.

STUDENT TUTORING

The office of Student Tutoring provides free tutorial services and assists students in their classroom performance as well as demonstrates methods of academic growth and development.

The office is more than a tutorial service, it is a support unit that encourages positive attitudes toward learning. The Student Tutoring office is here to help improve student grades in general education and core course requirements, prepare for quizzes and class exams, learn good study habits, and organize time and thoughts more effectively. Services include but are not limited to: one-on-one tutoring, small group tutoring, test proctoring, and reading exams to students. The office of Student Tutoring is located in Room 261-CCEN. For more information, call 423-585-6920.

MINORITY STUDENT RECRUITMENT

The office of Minority Student Recruitment and Walters State Community College continue to create an environment that is dedicated to allowing all students to reach their full potential and development. The Minority Student Recruitment office is commit-

ted to recruiting, improving the rate retention, and increasing the graduation rate of minority students. The office conducts high school visitations, works with early outreach programs and takes part in minority community programs and events. Services provided by the office include assisting with academic advising, tracking procedures, counseling, career planning and financial aid information. The office of Minority Student Recruitment is located in 262-CCEN. For more information, call 423-585-6942.

STUDENT FINANCIAL AID

The Financial Aid Department is located on the second floor of the Jack E. Campbell College Center, Rooms 272. Financial aid application forms and information may be obtained by contacting the Financial Aid Department. Students may also apply for financial aid on the web at www.fafsa.ed.gov. Applications can also be obtained from any of the WSCC extensions, and area high school guidance counselor offices and other area colleges.

The Student Financial Aid programs at Walters State Community College are designed to aid students who find it difficult or impossible to attend college without financial assistance. Walters State offers a comprehensive program of financial aid in the form of grants, scholarships, part-time employment, and loans. The various programs, brief descriptions, eligibility requirements, and application procedures are listed on the following pages. Information concerning methods by which aid is distributed to qualifying students, satisfactory academic progress standards for financial aid recipients, refund and repayment policies for grant and loan recipients, and costs of attending WSCC (other than tuition and fees which are listed on page 22).

July 1 is the priority deadline for applying for financial aid for fall semester. Applications received before July 1 will be considered first in the allocation of financial aid funds. However, applications will be accepted at any time and awards will be made to eligible students on a first-come, first-serve basis as long as funds are available. **Students must reapply annually for all programs.**

2007-2008 Financial Aid Deadlines and Dates to Remember

Jan. 1, 2007	FAFSA forms and WSCC Scholarship Applications available
Jan. 23, 2007	Financial aid check distribution for Spring (tentative)
Feb. 1, 2007	Priority deadline for Lottery Application for Spring term
March 15, 2007	Priority deadline for scholarships and Geier applications
May 1, 2007	Priority deadline for Fall Partners in Progress Applications (Sevier County students only)
July 1, 2007	Priority deadline for FAFSA submission
Sept. 4, 2007	Priority deadline for Lottery Application for Fall term (using the FAFSA)
Sept. 4, 2007	Financial aid check distribution for Fall (tentative)
Nov. 1, 2007	Priority deadline for NEW Spring students applying for Partners in Progress (Sevier County students ONLY) and Lottery (FAFSA)

Other Things to Remember

APPLY early to increase the possibility of receiving additional funds such as TSAA and SEOG. These needs based grants are limited and awarded on first-come, first-serve basis. The best time to apply for financial aid is after you have filed your federal income tax return. Be sure to keep a copy of your tax return and W2's.

SIGN all applications, forms and statements.

READ everything sent to you regarding your financial aid awards. You may receive a request for additional information before your award can be processed.

KEEP copies of everything you submit to Financial Aid.

FEDERAL PELL GRANTS

The Federal Pell Grant program is designed to provide financial assistance to undergraduate students who need assistance to attend post high school educational institutions.

To be eligible to apply, an applicant must: (1) be a U.S. citizen or be in the United States for other than a temporary purpose and intend to become a permanent resident, (2) be enrolled in an undergraduate program of study leading to a degree or certificate, (Not all WSCC certificate programs qualify. Check with the Financial Aid Department to find out which ones qualify), and (3) have not previously received a bachelor's or professional degree from any institution.

To apply, a student must complete a Free Application for Federal Student Aid (FAFSA) and submit it to the Central Processing Center (CPS) electronically at www.fafsa.ed.gov or by mailing the paper application. Once the FAFSA application is processed by CPS, the student will receive a Student Aid Report (SAR) in the mail. If the student lists an e-mail address on their FAFSA, then the student will receive an e-mail once their application is processed by CPS. In order for WSCC to receive an electronic record of the student's FAFSA application, WSCC's school code (008863) must be listed in the college section of the FAFSA. Once the electronic record has been received and reviewed by the Financial Aid Department, the student will receive notification concerning their award. This notification may be an award letter or a request for additional information. When all guidelines have been met and a student is entitled to receive a Federal Pell Grant, the Financial Aid Department sends the student an acknowledgment letter stating their award. **Remember it is the student's responsibility** to find out if WSCC received their information electronically and all paper work has been accurately and properly submitted for the completion of their application.

WSCC CAMPUS BASED PROGRAMS

The Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study Program (FWSP) are referred to as "campus based" because financial aid department personnel at the college determine, according to applicable regulations, who will receive assistance from each of these federal programs.

Students are eligible for assistance from FSEOG, or FWSP if: (1) they are U.S. citizens or are in the United States for other than a temporary purpose and intend to become citizens, (2) they **are computed to have financial need**, (3) and enroll in an undergraduate program leading to a degree or certificate.

Campus based programs are administered in conjunction with a nationally established policy and philosophy of financial aid for education. The basis of this philosophy is the belief that parents are the primary and responsible resource for helping a



dependent student meet educational expenses. The independent student is expected to help with education costs. The college views its responsibility as supplementing or filling the gap after the family has contributed all it can. The amount of contribution expected from parents and students is related to consideration of the family's financial strength. Important considerations are net family income, number of dependents, allowable expenses and indebtedness, and assets. A determination is also made of the amount a student living with parents may reasonably be expected to contribute through savings and employment. The difference between the amount a student and the family can be expected to provide and the expenses of attending Walters State for the academic year is considered to be the student's financial need. Expenses for attending Walters State include tuition, allowances for books and supplies, miscellaneous expenses, transportation, and living expenses. These expenses (cost of attendance) are published and available upon request from the Financial Aid Department.

To assist in the determination of a student's financial need, Walters State Community College utilizes the Free Application for Federal Student Aid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant Program provides grants to students with exceptional financial need.

The amount of financial assistance a student may receive depends upon need and availability of funds.

Federal Work Study Program (FWSP)

The Federal Work Study Program provides funds for the employment of students who demonstrate need of these funds in order to continue their education.

Students who qualify for participation in this program may work during the academic year and under special conditions during periods of non-enrollment. The number of hours a student may work is determined by the Financial Aid Department based on the student's "need." Types of employment cover work opportunities in areas such as the Library, laboratories, faculty and administrative offices and in community service jobs.

Pay rates under this program are compatible with Federal Minimum Wage Standards and Walters State scales. Terms and conditions of employment will be furnished to students at the time their work assignment is made. To apply, students must complete the FAFSA application and the WSCC FWS application.

Tennessee Student Assistance Award Program

The State of Tennessee has established a grant program to assist eligible Tennessee residents who will be enrolled as undergraduate students at eligible Tennessee colleges and universities. The grant is based on financial need. It is administered through the Tennessee Student Assistance Corporation.

Those who wish to be considered for this grant must complete the Free Application for Federal Student Aid, IN TIME FOR the application to be processed before the May 1 priority deadline. To meet this deadline, applications should be filed by March 1.

Geier Settlement Grant

This state grant is designed to assist black students who need financial assistance to cover in-state tuition and fees. Priority is given to first-time students enrolling the fall semester. STUDENT MUST HAVE FILED THE FREE APPLICATION FOR STUDENT ASSISTANCE (FAFSA) to be considered. Walters State Community College must receive the results from this application before an award can be made. A separate application for this grant must be submitted to receive consideration. Applications are available in the Minority Student Recruitment (CCEN-262).

A student may be considered for an additional grant the spring semester if he meets satisfactory progress as outlined in our policies.

All awards are contingent upon the availability of funds allocated by the state of Tennessee.

WALTERS STATE WORK PROGRAM

There are a limited number of part-time work assignments on campus available to students whose academic work is satisfactory. To apply, a student must submit a Walters State Employment Application to the Human Resources Department, Room 101-CCEN.

SCHOLARSHIPS

Several scholarships are available to qualified students attending or planning to attend Walters State. These scholarships are awarded primarily on the basis of academic achievement.

WSCC Academic Work Scholarship (AWS)

Recipients of these scholarships are required to work 75 hours per semester for the payment of their in-state maintenance fees. A WSCC Scholarship Application must be submitted by March 15 in order for individuals to be considered. Applicants must be:

1. High school seniors with a grade point average of 2.9 and an ACT composite score of 19 or above, SAT Equivalent, and planning to attend Walters State full time, or
2. Current Walters State students who have completed at least one semester as full-time students while maintaining a 2.5 GPA.

Partners in Progress Program

Recipients of these awards must apply for admission and all other scholarship and financial aid programs available through Walters State. Applicants must be:

1. High school seniors with a grade point average of 2.7 or an ACT composite score of 19 or above or SAT Equivalent, and planning to attend Walters State full time.
2. Graduate of accredited Sevier County High School or state-approved private school or GED diploma.
3. Have a custodial parent or court-appointed legal guardian who resided within the boundaries of Sevier County as of September 1 prior to the student's high school graduation date.

ENDOWED SCHOLARSHIPS ADMINISTERED BY WSCC FOUNDATION

Many area individuals, businesses and organizations make contributions for academic and athletic scholarships through the Walters State Foundation. Students interested in receiving assistance from these scholarship funds need to apply by submitting the WSCC scholarship application to the WSCC Financial Aid Department. There is a March 15 priority deadline.

THOMAS-BURCHFIEL TRUST, to be awarded to full-time degree-seeking applicants who are recent high school graduates and who are residents of Sevier County taking at least part of their coursework at the Walters State Sevier County campus.

AILEEN CATRON MEMORIAL SCHOLARSHIP to be awarded to students from the WSCC primary service area.

CITY OF PIGEON FORGE ENDOWED SCHOLARSHIP to be awarded to qualified students working in a theater or other entertainment venue within the city of Pigeon Forge.

DEPUTY RICK COYLE MEMORIAL SCHOLARSHIP to be awarded to residents of Greene County studying law enforcement.

CREDIT PROFESSIONALS INTERNATIONAL OF MORRISTOWN will award one student each from Morristown-Hamblen East and West High School, as well as a third deserving student from the area, who have plans to major in business or in another field with a business concentration.

EMILY A. CROWES SCHOLARSHIP to be awarded to WSCC students from Cocke County.

REX DOCKERY MEMORIAL SCHOLARSHIP FUND. ESTABLISHED in memory of the late Rex Dockery, a former coach in the Morristown School System. Priority for scholarship recipients is to athletes from either Morristown-Hamblen High School East or Morristown-Hamblen High School West.

ANNE AND STEVE L. DOKA ENDOWMENT FUND awarded to full-time, degree-seeking applicants who are residents of the Walters State primary service area majoring in nursing and planning a career in nursing.

ARNOLD DWIGHT ENGLAND MEMORIAL established by England / Corsair of Tazewell, TN to be awarded to children of employees.

WILLIAM D. EVERSOLE MEMORIAL SCHOLARSHIP FUND. Established in honor of the late William D. Eversole, local pharmacist. Scholarship award will be made only to pre-pharmacy majors from Jefferson, Hamblen or Cocke Counties.

LYNN FINCHUM MEMORIAL SCHOLARSHIP FUND. Established in honor of the late Lynn Finchum, a former WSCC student. Recipients must be agriculture majors from Jefferson County.

JOHN GAMBLE MEMORIAL SCHOLARSHIP to be awarded to applicants who are citizens of the primary service delivery area of WSCC.

GED EXCEL SCHOLARSHIP awarded to an outstanding GED student.

SELINA GILL SCHOLARSHIP FUND was established to provide scholarships for deserving creative writing or journalism students.

JOHN TIMOTHY (TIM) GRIZZELL MEMORIAL SCHOLARSHIP - first-time priority preference to students who desire to participate in an inter-collegiate sport while pursuing their education. Students must be from the WSCC 10-county service area and have a minimum GPA of 3.0 on a 4.0 scale.

E.J. HARDIN, JR. MEMORIAL SCHOLARSHIP to be awarded to recent high school graduates from Claiborne County.

WILLIAM H. HASTINGS / NCR SCHOLARSHIP to be awarded to full-time applicants who are the employees, spouses of employees, or the children (or legal awards) of employees of NCR Corporation in Morristown.

CLIFFORD S. HENDRY, CONSUMER CREDIT UNION, MEMORIAL SCHOLARSHIP - first priority preference to applicants who have been in residence at Holston Home, Kingswood School, Church of God Home for Children, and Free Will Baptist Home for Children. Second priority preference will be given to residents of the Consumer Credit Union service area (Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier and Union counties).

HISEY-INMAN MEMORIAL SCHOLARSHIP awarded to first-time students.

ADDIE AND MALCOLM HODGES MEMORIAL SCHOLARSHIP to be awarded to needy and deserving students in the primary service area.

HOLSTON GASES SCHOLARSHIP to be awarded to outstanding students in Hamblen, Greene, Hawkins, Cocke, or Jefferson counties who are majoring in business or manufacturing.

DR. J. EUGENE AND THELMA J. HOWARD SCHOLARSHIP awarded to full-time, degree-seeking students who are residents of Jefferson County.

JEFFREY CHAIN CORPORATION SCHOLARSHIP awarded to full-time, degree-seeking applicants who are the employees, spouses of employees, or the children (or legal wards) of employees of Jeffrey Chain Corporation in Morristown.

KAREN SUE LAWSON KOSTER MEMORIAL SCHOLARSHIP to be awarded to recent high school graduates from the WSCC primary service area and who are nursing majors.

WILLIAM E. LACY MEMORIAL ENDOWMENT SCHOLARSHIP FUND to be awarded to entering full-time freshmen.

LAKEWAY HUMAN RESOURCES MANAGEMENT ASSOCIATION awarded to full-time, degree-seeking applicants who are dependents of employees of Lakeway Personnel Management Association member firms or agencies.

LAKEWAY CHAPTER, PROFESSIONAL SECRETARIES INTERNATIONAL SCHOLARSHIP to be awarded to applicants who are residents of Hamblen and surrounding counties who intend to major in Office Administration.

XAN LEEDY MEMORIAL SCHOLARSHIP. Established in honor of the late Xan Leedy, Grainger County civic and agricultural leader. Scholarship award will be made to full-time degree seeking agriculture or agribusiness students from Grainger County who are recent high school graduates.

MISS JUANITA LOVING ENDOWED SCHOLARSHIP awarded to full-time, degree-seeking applicants who are recent high school graduates from the Walters State primary service delivery area.

GEORGE ALGER MCANDREW II MEMORIAL SCHOLARSHIP to be awarded to a full-time, first-time student who is an employee or relative of employees of the McAndrew Motor Inn in Pigeon Forge, TN.

OLEN HENDERSON MARSHALL MEMORIAL SCHOLARSHIP to be awarded to first-time students primarily from Grainger County.

DELLA JEFFERS MEDLIN SCHOLARSHIP to be awarded to full-time student of upper East Tennessee.

NANCY GRAHAM MILLER MEMORIAL SCHOLARSHIP to be awarded to a female student from Hawkins, Hancock, or Claiborne County seeking a career in the field of home economics.

NEIL D. MILLER SCHOLARSHIP. First priority preference will be given to applicants who are majoring in or who have a career goal associated with agriculture or agriculture business.

NEIL DEWOLFE MILLER SCHOLARSHIP. First priority preference will be given to applicants who are majoring in or who have a career goal associated with agriculture or agriculture business.

VIRGIL K. MILLER SCHOLARSHIP awarded to local first-time students.

WINFRED E. MOORE MEMORIAL SCHOLARSHIP to be awarded to a resident of Jefferson County.

MORRISTOWN EDUCATION PARTNERSHIP awarded to full-time applicants who are recent high school graduates and who are residents of Hamblen County.

MORRISTOWN LIONS CLUB awards a scholarship for a disabled student.

MORRISTOWN OPTIMIST CLUB awards a tuition and books scholarship to a full-time, first-time student.

DR. LUKE AND ELLEN NABERS MEMORIAL SCHOLARSHIP FUND was created by a donation from Dr. Luke Nabers to be used as an endowment fund to finance scholarships of pre-medical or nursing students.

DR. KENNETH V. PEARSON MEMORIAL SCHOLARSHIP to be awarded to first-time students.

DR. TRUETT AND WANDA PIERCE SCHOLARSHIP awarded to full-time residents of Hancock County.

THE CITY OF PIGEON FORGE ENDOWED SCHOLARSHIP FOR PROFESSIONAL ENTERTAINMENT to be awarded to students in Sevier County with preference to students working in a theater or other entertainment venue located with the city of Pigeon Forge.

EDWARD FRANKLIN PORTER MEMORIAL SCHOLARSHIP to be awarded to first-time students from Cocke County.

GEORGE EDDIE PRICE MEMORIAL SCHOLARSHIP awarded to a graduate of Morristown-Hamblen East High School.

LON F. PRICE ENDOWMENT SCHOLARSHIP to be awarded to students who demonstrate financial need not covered through other sources.

AUDREY RODDY SCHOLARSHIP awarded to local first-time students.

ROTARY CLUB OF MORRISTOWN contributes two tuition scholarships yearly.

CLARENCE SAMS MEMORIAL awarded to full-time, degree-seeking applicants who are recent high school graduates from Cocke County.

SEVIER COUNTY ENDOWMENT SCHOLARSHIPS awarded to students who are residents of Sevier County.

DEAN DARRELL AND MARY SIMMONS SCHOLARSHIP to be awarded to entering full-time freshman.

ARLENE B. SNOWDEN MEMORIAL SCHOLARSHIP to be awarded to full-time, degree-seeking applicants who are recent high school graduates in the primary service area.

FRANCES P. STAMBAUGH / PTK MEMORIAL SCHOLARSHIP awarded to a sophomore who is a member in good standing of the Phi Theta Kappa honorary society.

DOUGLAS TRIPP MEMORIAL SCHOLARSHIP awarded to a recent high school graduate majoring in Criminal Justice and planning a career in law enforcement or to active members of the Tennessee Highway Patrol who wish to continue their professional education at Walters State.

LOUISE S. TUCKER MEMORIAL ENDOWMENT FUND established by her family in honor of her receiving a nursing degree from Walters State at the age of 63. Applicants for the scholarship must have been out of high school or college at least 15 years before entering Walters State's Nursing program, must be a resident of Walters State's 10-county service area, and must enroll as a full-time student. Scholarship will be renewable up to three full years of study.

VBI, ELDON AND RUTH PEARSON SCHOLARSHIP awarded to children of VBI employees (priority), visually impaired, blind persons, or persons with visual disabilities.

BRANDON VICK MEMORIAL SCHOLARSHIP to be awarded to a student majoring in Golf Course and Turfgrass Management.

MARLENE AND STEPHANIE LYNN WARREN MEMORIAL SCHOLARSHIP awarded to full-time, degree-seeking students who are residents of Hamblen County and have expressed a career of becoming elementary school teachers.

WSCC AGRICULTURE AND ORNAMENTAL HORTICULTURE ALUMNI CLUB SCHOLARSHIP is awarded annually to an Agriculture or Ornamental Horticulture major.

Z AND ANNETTE BUDA TRUST funds a number of endowed scholarships through the WSCC Foundation as follows:

Kenneth H. Allen Memorial Scholarship

James Edward "Eddie" Bales, Jr. Scholarship awarded preferably to a student from Cosby.

Dick Brockman Memorial Scholarship

Paul Bruce Memorial Scholarship

Alex Buda Scholarship awarded preferably to a student from Newport

William C. Buda Scholarship awarded preferably to a student from Cosby.

Mrs. Zella Allen Buda Scholarship awarded preferably to a student from Cosby.

Carl Cagle Memorial Scholarship

Wayne Carpenter Memorial Scholarship

James Caton Memorial Scholarship awarded preferably to a student from Newport or Cocke County.

Dorothy Clawson Memorial Scholarship

William C. "Azzie" Clevenger Memorial Scholarship

Pauline Caton Cline Memorial Scholarship

Kyle E. Cole, Sr. Memorial Scholarship

Peggy Cowan Memorial Scholarship

Joe E. Davis Scholarship awarded preferably to a student from Newport.

Tinsley M. Davis, Sr. Memorial Scholarship

John Ed Dowling Memorial Scholarship

Mrs. John Ed Dowling Memorial Scholarship

John Dugger Memorial Scholarship

Ed Fisher Memorial Scholarship

Meredith Coyle Fox, Sr. Memorial Scholarship

Anna Williams Freeman Scholarship awarded preferably to a student from Newport.

Howard Gentry Memorial Scholarship awarded preferably to a student from Newport or Cocke County.

Mr. and Mrs. Jack Gorrell Memorial Scholarship

Mr. and Mrs. Hatcher Graham, Sr. Memorial Scholarship

Donald Hammonds Memorial Scholarship awarded preferably to a student from Newport or Cocke County.

Charles F. Hodge, Jr. Scholarship awarded preferably to a student from Newport.

Mr. and Mrs. Charles C. Hodge, Sr. Scholarship awarded preferably to a student from Newport.

Edith Balch Hodge Scholarship awarded preferably to a student from Parrottsville.

Mr. and Mrs. John C. Holder Sr. and John C. Holder, Jr. Memorial Scholarship

Alfred Holt Memorial Scholarship

Mrs. Earl Huff Memorial Scholarship

J. Woodrow Human Memorial Scholarship

Red Jessee Memorial Scholarship

Charles A. King Memorial Scholarship awarded preferably to a student from Sevier County.

Frank Lorino Memorial Scholarship

Ned Lovell Memorial Scholarship awarded preferably to a student from Newport or Cocke County.

Nancy Luttrell Memorial Scholarship

Vina Ivy Luttrell Memorial Scholarship

Evelyn McClure Memorial Scholarship

Miss Marjorie McMahan Scholarship awarded preferably to a student from Newport.

Herbert Mayes Memorial Scholarship

"Buster" Moore Memorial Scholarship

Carroll Oakes Memorial Scholarship

Leon Oakes Memorial Scholarship

Elmer E. Rines Memorial Scholarship

Gordon Sentelle Memorial Scholarship

Jack Shepherd Memorial Scholarship

Charles Max Shepherd Memorial Scholarship

Dr. Glen Shults Memorial Scholarship

Conley Sims Memorial Scholarship

Bob Travis Memorial Scholarship

Wanda Valentine Memorial Scholarship
 Bob West Memorial Scholarship
 Ernest P. Western Memorial Scholarship
 Burt Whaley Memorial Scholarship

OTHER SCHOLARSHIPS ADMINISTERED BY THE COLLEGE

ATHLETIC SCHOLARSHIPS. Athletic scholarships are available in men's basketball, women's basketball, softball, and baseball. Selection of scholarship recipients is by recommendation of the coaches with approval by the Athletic Committee and the president of Walters State Community College. Information may be obtained from the specific coach or the Walters State Department of Athletics.

GALLERY STAFF SCHOLARSHIPS are provided to the editors and photographer of the *Gallery*, Walters State student's creative writing publication.

WSCC SGA SCHOLARSHIPS are awarded to officers of the Student Government Association. A full maintenance fee scholarship is awarded to the SGA president, and half-maintenance fee scholarships are awarded to the other officers.

WSCC SHOW CHOIR SCHOLARSHIPS awarded to members of the Show Choir. Selections are determined by audition.

Federal Stafford Loans

The Federal Stafford Loan Program enables lending institutions to make long-term loans to students to help pay for their educational expenses.

Students must apply for the Free Application for Student Financial Aid (FAFSA) to determine eligibility for a loan. Additionally, a Promissory Note and WSCC Borrower's Confirmation form are required in order to certify the loan. Standard Promissory notes for Stafford Loans are available from banks, lending institutions, various banks websites and the WSCC Financial Aid office. Borrower's Confirmation forms can be requested from the WSCC Financial Aid office. Both forms must be submitted to the Financial Aid office. Do not send them directly to the lender; WSCC certifies loans prior to sending them to your requested lender.

First time WSCC borrowers are required to have the first disbursement of their loan delayed 30 days. These loans will be in two disbursements per loan period as required by federal regulations. Therefore, students should plan their borrowing accordingly. Prior to receiving the first disbursement students must complete an Entrance Interview. Forms to complete this interview are available in WSCC Financial Aid or can be completed on-line at the WSCC website.

Subsidized Federal Stafford Loans - interest is paid by the federal government while the student is in school and during the six months grace period after the student ceases to be enrolled in an eligible post-secondary educational institution on at least a half-time basis. Repayment begins six months after the student leaves school or drops below half-time.

Unsubsidized Federal Stafford Loans - are not based on need and have no interest subsidy from the federal government. Repayment of interest may be monthly or quarterly or may be capitalized quarterly.

Maximum loan amounts have been established at Walters State. Freshmen will be limited to \$2,625 and sophomores will be limited to \$3,500. Only one loan will be certified for each student in an academic year (fall and spring). **No loans will be originated for a summer semester;** however, if a loan is originated in the spring semester, the second disbursement may be received during the summer semester.

If a student is placed on financial aid removal and subsequently reinstated, a loan will not be available until one term has been

successfully completed. No loans will be certified for any student whose cumulative GPA is below 2.0.

ADDITIONAL GRANT SOURCES – Many students receive assistance through Vocational Rehabilitation, Veterans Benefits, Workforce Investment Act, the Department of Human Services Programs and the Morristown Veterans Council. Contact the *appropriate agency* for information.

SATISFACTORY PROGRESS POLICY FOR FINANCIAL AID

Walters State Community College as required by the U.S. Department of Education, has established a Satisfactory Academic Progress Standard for all recipients of financial assistance through any Title IV program (Pell, Federal Supplemental Education Opportunity Grant (SEOG), Federal Work Study Program (FWSP), Tennessee Student Assistance Award (TSAA), Federal Stafford Loan Program. Although not considered Title IV funding, these standards also apply to the Geier Grant and the Partners in Progress program. The standards require a certain grade point average and completion of course work by semester. Printed copies of the Satisfactory Progress Standards can be obtained from the WSCC Financial Aid office and are posted on the WSCC website.

TENNESSEE EDUCATION LOTTERY SCHOLARSHIP PROGRAM

Eligibility Requirements

1. Be a Tennessee residents for one year by May 1 of the year starting college.
2. Apply with the Free Application for Federal Student Aid (FAFSA) or renewal FAFSA starting January 1 for each academic year. Application available at (www.fafsa.ed.gov) Early application highly recommended.
3. Enroll in a Tennessee public college/university accredited by the Southern Association of Colleges and Schools (SACS).
4. Graduate from a Tennessee high school, home school or GED program. (Contact Financial Aid for high school grade requirements.)
5. Enroll within 16 months immediately following graduation or completion of a home school or GED program.

Retention

Eligibility shall be reviewed at the end of the semesters in which the student attempted 24, 48, 72, 96 and 120 semester hours.

1. Must have a cumulative GPA of 2.75 after 24 attempted semester hours.
2. Must have a cumulative GPA of 3.0 after 48, 72, 96, and 120 attempted semester hours.
3. Must be enrolled in fall and spring semesters and maintains satisfactory academic progress (SAP).

VETERANS' AFFAIRS

The Veterans' Affairs Department is a service oriented operation, sensitive to the needs, problems, potentials of students eligible for educational assistance benefits under the G.I. Bill.

Please contact the Veterans' Affairs Department (208-CCEN) for information concerning eligibility under the various chapters of the G.I. Bill.

SERVICES OFFERED

Counseling

Counseling is available to all veterans in the Veterans' Affairs Department whenever needed. The department works closely with the Counseling Center so that our veterans at Walters State may receive any counseling that may be needed.

Work Study Program

Funds are available, under the G.I. Bill, for work study students working for the Veterans' Affairs Department.

Tutorial Services

An eligible veteran, or dependent of a veteran, attending college on a half-time or more basis who has a deficiency in a subject may receive individual tutorial assistance in order to continue in an approved program at an educational institution. A veteran who qualifies may receive an allowance to pay for special tutorial service. The educational institution must certify that individual tutorial assistance is required, that the tutor is qualified, and the charges do not exceed the customary charge for such service.

Anyone having questions concerning eligibility or about the G.I. Bill should contact the Veterans' Affairs Department for assistance.

HOUSING

Under Tennessee Board of Regents policy, Walters State Community College assumes no responsibility for student housing. This institution is primarily a commuting college and has no dormitories, fraternity or sorority housing.

Even though the college is unable to assume responsibility for student housing, the college is vitally concerned with the welfare and well-being of all students, and desires they have accommodations commensurate with their needs. Toward this end, the office of Student Affairs maintains a housing referral list.

The prospective student, and parents, should be aware that these listings are not college-supervised nor college-inspected accommodations. Students should plan to arrive in this community in advance of the orientation and registration dates in order to secure suitable housing.

Students are required to register local addresses with the department of Admissions during registration each semester. Any change of address should be reported to the department of Admissions and Registration Services, Room 118-CCEN, or call 585-2685.

STUDENT COMPLAINTS

Students should be aware that, should they have concerns or complaints about their program or their financial aid, Walters State has an established procedure for receiving and responding to complaints from students. Students should voice their complaints in writing to the office of Student Affairs. The vice president for Student Affairs in consultation with vice presidents, deans, and directors will investigate the questioned complaint. Student complaint procedures are on file in the office of Student Affairs.

Community and Public Service



COMMUNITY AND ECONOMIC DEVELOPMENT

Statement of Purpose

The office of Community and Economic Development coordinates and administers special credit and non-degree continuing education and vocational courses, which are delivered by the **Institute for Business and Industry**, the office of **Corporate Business Solutions**, the office of **Continuing Medical Education**, **Community Service Programs** and the **Greeneville-Greene County Center for Technology** adult program. The programs offered are consistent with the mission of Walters State Community College and are designed to meet the needs of individuals, government, industry and the business community. Continuing Education Units (CEU's) and certificates of achievement are used as a means of recognizing and recording the efforts of individuals who enroll and satisfactorily complete the college's non-degree activities. These CEU's carry no credit for degree programs and are separate and distinct from the college's credit program, which leads to the associate degree. The recording of the CEU's provides a permanent record of an individual's participation in non-degree activities and on request a transcript can be provided.

Continuing Medical Education

Continuing Medical Education courses, seminars and conferences are offered to physicians, nurses, nurse practitioners and other health care professionals in the ten-county area served by Walters State Community College. Working in collaboration with area doctors, hospitals, EMS agencies and other health care providers we offer courses, seminars and conferences that are designed to refresh, upgrade existing skills, teach new skills and disseminate up-to-date information on current topics and treatments. Some clinical and general courses offered include Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Cardiopulmonary Resuscitation (CPR) Medical Terminology, National Registry Refresher Courses for EMT's and Paramedics, and Basic Spanish for Health Care Professionals, and in most cases, can be taught on-site. Training can be provided for individuals to become Certified Nurse Aids and Registered Dental Assistants. The Continuing Medical Education office will also assist in medical conference planning.

Community Service Programs

General interest, personal development and enrichment classes are offered through Community Service Programs. Courses, workshops and programs are scheduled for both adults and children, as appropriate. Serving students from the surrounding ten county area, *The Talented and Gifted Program for Children (T.A.G.)* has been offered to students, grades five through eight, since 1983. The T.A.G. Program presents approximately 36 different courses geared for and designed to challenge these students in a wide array of subjects, including, but not limited to: chemistry, biology, physics, astronomy, theater, computers, news casting and foreign languages. The Tennessee Legislature, starting January 2001, mandated the Parents, Children and Divorce education seminar. Divorcing couples, with minor children, are required to attend a parent education seminar. The *Parents, Children and Divorce* seminar is an approved four-hour parent education seminar meeting the requirements of this law. This program is offered in Greeneville, Morristown and Sevierville. Our objective is to meet and exceed the needs and interests of the communities served by Walters State Community College and we offer a diverse selection of course subjects. A few courses that the office of Community Service Programs offers are: Motorcycle Rider Education, Beginning Driver's Education, Dog Obedience, Permit to Carry a Firearm, Scuba Diving, Auctioneering, Parents, Children & Divorce, various art classes and an assortment of other courses and field trips designed for area youth.

Continuing Education Units

Walters State Community College uses Continuing Education Units (CEU's) as a means of recognizing and recording the efforts of individuals who enroll and satisfactorily complete the college's non-degree activities. These CEU's carry no credit for college degree programs and are a separate and distinct operation from the college's credit program which leads to the associate degree. The recording of the CEU's will, however, provide a permanent record of an individual's participation in non-degree activities.

The Continuing Education Unit is defined as follows: 10 contact hours of participation in an organized continuing education activity under responsible sponsorship, capable direction and qualified instruction. Continuing Education Units (CEU's) will be computed on the basis of one CEU for each 10 hours of contact. Units will be recorded to one decimal point. Thus a student enrolled in a non-degree activity which meets for a total of 12 hours would earn 1.2 CEU's.

On request, the department of Admissions and Registration Services will mail students an official transcript. In cases where an enrollee drops an activity after it has started or otherwise fails to complete it, this report will indicate an unsatisfactory (U) grade. If an enrollee chooses to officially withdraw, the request must be made to the dean of Community and Economic Development. Only in cases of official withdrawal will an enrollee receive a grade of (W) withdrawal. Enrollees satisfactorily completing a CEU course will receive a grade of (S) Satisfactory.

The value of the CEU is recognized nationally.

INSTITUTE FOR BUSINESS AND INDUSTRY

Reflective of a strong commitment to serving the needs of East Tennessee business and industry with relevant training on state-of-the-art equipment, technical assistance, and highly qualified employees, Walters State has the Institute for Business and Industry to coordinate the delivery of educational services packaged to meet the unique and exacting needs of this important constituency.

Corporate Business Solutions

By contracting with companies at convenient times and locations, the Institute for Business and Industry provides customized training packages for traditional classroom, on-site facilitation, or on-line delivery. Industrial training packages are offered in technical certifications, supervisory and leadership training, lean manufacturing, computer applications, workplace Spanish, conversational German, mechanical engineering technologies, drafting and design, and other topics. Consulting and training is available to our small business constituents in areas of start-up, web development marketing, managing employees, legal issues, and valuing a business. The staff can also provide on-site consulting on issues of software installation, network troubleshooting, database development, programming, software application assistance and others.

Industries should contact the director of Community and Economic Development to setup an appointment time to discuss training needs. While the standard outlines are available, this office provides customized corporate training solutions designed to maximize your return on investment.

Industries considering expanding or locating within the State of Tennessee are also encouraged to contact the director of Community and Economic Development. Our office is committed to providing resources needed within the community to assist our corporate customers with expansion and growth within our communities.

The Community and Economic Development director will be working closely with area Chambers of Commerce, Manufacturing Associations, Industrial Associations, Human Resource Associations and other groups to provide customized training for needs identi-

fied by the association. If your organization would like to discuss potential partnerships, please contact our office at 423-318-2740 to schedule a speaker for your next meeting.

Through a contract with Profiles International Products our office can provide pre-employment evaluation and assessment products that meet the requirements of the EEOC and ADA. Participants can be assessed for hiring, promoting, managing, and on-going evaluation. A product called the Step-One Survey offers pre-employment screening indexes for Integrity, Work Ethic, Dependability and Substance Abuse. Interviewing questions will be generated based upon the applicant's responses that meet EEOC guidelines. In addition, a product called the Profile Measures Learning Style, Interest Style, and Thinking Style. Other products can provide a 360-leadership evaluation and on-line or on-site training programs. Staff members set up assessments, develop job studies and provide training for your staff in utilizing this technology for your employees. For individuals seeking a direction, a Career Coach can be generated to match a participant's learning abilities, interest areas, and behavioral traits to the Department of Labor's National Job Database and will generate a report for career matches. To schedule a demo, or for more information, please contact our office at 423-328-2740 or come by the Jack E. Campbell College Center, Room 230.

Several exam preparation programs are offered such as the CPS, PHR, SPHR, Residential Contractors Limited License, and others.

General Business and Industry Related Courses

The Institute for Business and Industry provides quality non-credit continuing education training courses in business and industry related topics to help students advance in business knowledge, earn continuing education units, and to gain professional certifications and/or licensing. The Institute for Business & Industry works in cooperation with national and state organizations to provide up-to-date testing capabilities. General business topics include management, leadership, telephone communication, accounting/bookkeeping, residential and electrical contractors, human resource, financial planning, real estate principles, office administration skills and more.

Certified Professional Secretary (CPS)

Walters State Community College is a testing site in cooperation with the International Association of Administration Professionals (IAAP) and proctors the international exam on the first Saturday of May and the first Saturday of November. The Institute for Business & Industry offers the CPS Exam Review Courses to assist in preparing a candidate to take the CPS Examination. The exam includes Part 1 - Office Systems & Technology; Part 2 - Office Administration; and Part 3 - Management. Anyone interested in applying to take the CPS Exam should review the eligibility requirements on the IAAP web site at www.iaap-hq.org and submit the exam application by the required application deadline. For more information, call 423-585-2675 or come by the continuing education office in the Jack E. Campbell College Center, Room 224.

Computer Technology

Computer training and certification programs are available for the general public as well as exclusive customized training programs for industries. Popular application software instruction can be delivered in any of the computer training labs located in Morristown, Sevierville, Greeneville, Tazewell, and the Greeneville-Greene County Center for Technology. Participants will receive training in programming environments, operating systems, and specialized technical programs. The instructors can deliver programs designed for certification programs as well as customize instruction to meet the needs of the participants. Some of the application software taught includes **Microsoft Word, Excel, PowerPoint, Access, Outlook, FrontPage** and **Project**. Our programs for Word, Excel, PowerPoint, Outlook, Project and FrontPage utilize the Microsoft

Official Curriculum and provide certified instructors for assistant students. When Microsoft introduced the Office User Specialist programs, (M.O.S.), WSCC led the State of Tennessee in instructor certification and has continued staying current as new exams are released. The Institute for Business and Industry is designated as the IQ Center for administering the MOS exams. Some programs offer training that will lead to computer industry certification programs such as CompTIA's A+, Networking +, I-Net+, and others.

The Institute serves as the **CISCO Regional Academy Program** leaders in the upper East Tennessee area for the CISCO networking program. As the Regional Academy, the Institute for Business and Industry serves as the contact for the local high school programs. Currently, local academies have been established in high schools in Greene, Sevier, Hawkins, Grainger and Sullivan counties. The staff can train students as well as train teachers to become CISCO Certified Authorized Instructors. For more information on establishing a local academy for your high school or for more information on becoming a certified instructor, contact the office at 423-318-2740 or visit our office in the Jack E. Campbell College Center, Room 230.

In addition to training programs for popular accounting software packages such as Quickbooks, our staff members can provide on-site consulting in computer or accounting issues. Staff members participate in the Certified Pro Advisor program with Intuit.

Testing Center

As a LaserGrade/Sylvan Prometric Authorized Testing Center, the Institute for Business and Industry offers certification exams provided by the software vendors such as Microsoft, CompTIA, Linux, CISCO, Adobe, and many others. The testing center hours are from 8 a.m. - 3:30 p.m. and is located in the Jack E. Campbell College Center in Room 224. Exams may be scheduled by calling the office at 423-585-6756. Exams may also be scheduled online at each vendor's respective web site. In many of our classes, students will receive the certification exam voucher as a part of the class registration fees. Our objective is to provide the total package for the students' convenience in their personal technical development.

Hospitality Programs

In partnerships with area Chambers of Commerce, the office of Community and Economic Development has developed a series of specialized hospitality training seminars. Our programs are designed for all guest contact personnel as well as top level management teams. These seminars will teach participants what service is and how they can implement ways to exceed guest expectations and keep the customer coming back. In addition, this training will also be offered in Spanish.

Non-Credit Certificate Programs

The Institute offers non-credit certificate programs for students to prepare for careers in less than six months in the areas of Professional Administrative Assistant, Accounting Clerk, Drafting Specialist, Human Resource Specialist, Networking Technician, Medical Office Technician, Residential Electricity Technician, Certified Nurse Aide Training (C.N.A.), Construction Technology, Bookkeeping Technology, CNC/Setup Operator, Registered Dental Assistant, Banking Clerk, Industrial Maintenance.

Student's schedules are planned on classes subject to availability. When students are scheduled for an average of 12 hours per week, they are considered full-time in the non-credit continuing education division.

Approvable programs are designed to meet the requirements for a WIA and TRA/TAA participant.

For more information, call 423-585-2677 or visit the Jack E. Campbell College Center, Room 238.

GREENEVILLE/GREENE COUNTY CENTER FOR TECHNOLOGY

Vocational and Technical Courses

In April 2004, Walters State Community College entered into a contract with the Greeneville-Greene County Center for Technology to provide vocational and technical courses at the Greeneville-Greene County Center for Technology location for the adult continuing education program. Programs developed offer vocational and technical courses to business, industry, and the general public. The center is currently offering a variety of classes and program in areas of Business and Office, Health/Medical, Special Interest, Trade and Industry, and Certificate Programs. The certificate offerings include Industrial Maintenance Technician, CNC Operator/Setup Operator, Welding Technician, Residential Electricity Technician, Registered Dental Assistant, Heating and Air Conditioning. The center also has Medical Terminology, Medical Coding, Medical Transcription, Workplace Spanish, Floral Arranging, Computer Aided Drafted, Commercial Wiring, Certified Nursing Assistant, and Computer Repair. Some certification courses include PHR, CPS, MOS, IC3 and A+. Consulting and contract instruction is also available through the Center for Technology in conjunction with the corporate training solutions. For more information, call 423-585-2677 or 423-639-3790.

FACILITIES USE PROCEDURES AND POLICY

The purpose of this policy is to provide a uniform basis by which Walters State can regulate the use of campus property and facilities by affiliated and non-affiliated groups, organizations, and individuals. This policy provides a framework to provide orderly conduct of activities on campus property and in campus facilities and to prevent uses of campus properties and facilities that are contrary to federal, state, or local laws or TBR policies.

Each semester the office of Academic Affairs assigns classrooms for all academic classes held on the Morristown campus of Walters State Community College. Continuing Education and C.E.U. classes are also scheduled using facilities not being used by academic classes. The remaining facilities are available for use with priority given to student activities, then faculty/staff activities, and finally outside groups.

The office of Community and Economic Development coordinates the scheduling of facilities for all activities other than academic classes. The following are procedures for scheduling community service classes, student activities, faculty/staff activities, and outside group activities at Walters State Community College.

1. Continuing Education and C.E.U. Classes

When the office of Community and Economic Development schedules non-credit and C.E.U. classes that will meet on a regular or temporary basis or offers non-credit seminars or conferences, the individual scheduling the activity must submit an *Internal Application for Use of Facilities Form*, this form may be obtained at intranet.ws.edu or www.ws.edu/ibi and select Facilities, to the office of Community and Economic Development for approval by the dean of Community and Economic Development. On Friday of each week a *Weekly Activity Report* will be sent by e-mail in snap shot format providing information regarding the following week activities to Campus Police, Plant Operations, Public Information, Food Services and other departments requesting notification of campus activities. An electronic and hard copy will be kept on file in the office of Community and Economic Development.

2. Student Activities

Any student group desiring the use of campus facilities must fill out an *Internal Application for Use of Facilities Form*. This form must be completed and signed by the vice president for Student Affairs and forwarded to the office of Community and Economic Development. The office of Community and Economic Development will determine the facility's availability and will sign the form confirming the same. On Friday of each week, a *Weekly Activity Report* will be sent by e-mail in snap shot format providing information regarding the following week activities to Campus Police, Plant Operations, Public Information, Food Services and other departments requesting notification of campus activities. An electronic and hard copy will be kept on file in the office of Community and Economic Development.

3. Faculty and Staff

Faculty and staff desiring to use campus facilities must fill out an *Internal Application for Use of Facilities Form*, which may be obtained in the office of Community and Economic Development or at intranet.ws.edu or www.ws.edu/ibi. The office of Community and Economic Development will determine the facility's availability and will sign the form confirming the same. An approved copy will be returned to the requesting party. On Friday of each week, a *Weekly Activity Report* will be sent by e-mail in snap shot format providing information regarding the following week activities to Campus Police, Plant Operations, Public Information, Food Services and other departments requesting notification of campus activities. An electronic and hard copy will be kept on file in the office of Community and Economic Development. Campus faculty and staff are responsible for making any and all requirements and arrangements needed in support of their activity with Public Information, Plant Operations, Computer Services, Food Services, Campus Police, etc.

4. Outside Groups

Groups not related to the college or community service activities who desire to use campus facilities must secure an *External Application for Use of Facilities Form*, which may be obtained in the office of Community and Economic Development or at www.ws.edu/ibi. This form should be completed, signed, and returned. The dean of the office of Community and Economic Development will confirm the availability of the facility, assign a rental fee and with the approval of the President, sign to approve the activity. Any arrangements for food services must be made directly with Food Services or with Culinary Arts. Other special arrangements will be made by the office of Community and Economic Development. A copy of the form will be mailed as confirmation of approval of use for the activity. On Friday of each week a *Weekly Activity Report* will be sent by e-mail in snap shot format providing information regarding the following week activities to Campus Police, Plant Operations, Public Information, Food Services and other departments requesting notification of campus activities. An electronic and hard copy will be kept on file in the office of Community and Economic Development.

5. TBR Policy

This policy is intended to comply with TBR Policy 03-02-00, Use of Campus Property and Facilities. In the event of a conflict between this Walters State policy and the TBR policy, the TBR policy will control. See TBR Policy on pages 208-212 of this catalog.

WELLNESS AND FITNESS CENTER

The Wellness and Fitness Center is a modern well-equipped and well-maintained facility designed to provide services and programs for the well-being of the community.

Among the services available are wellness and fitness appraisal (treadmill, bike). Some of the educational programs that are to be offered are weight management, stress management, cholesterol and blood pressure seminars, exercise and activity classes.

The benefits to any organization of a wellness program include lower medical and insurance cost; less time loss due to absenteeism, illness and injury; higher productivity; and, most important, healthy and happy people. The benefits for an individual who participates in a wellness program range from delaying the degenerative changes of aging and strengthening the heart to improving posture and increasing mental alertness.

The Walters State Community College Wellness and Fitness Center serves students, faculty and staff as well as area corporations, individuals of the community, staff and students of public schools and local health institutions.

WORKFORCE INVESTMENT ACT PROGRAM

Center for Workforce Development

Walters State Community College plays a leading role in the implementation of training and job placement services authorized in the Workforce Investment Act (WIA). This federal statute authorizes services for job seekers and area employers.

The college was selected as the Local Area 2 administrative entity by the Consortium of Local Elected Officials, comprised of the county mayors in the college's ten-county service area: Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier and Union. As such, the college is responsible for administering the program.

The Workforce Investment Board has both policy making and program oversight responsibilities. A majority of the WIB members are private business or industry representatives appointed by county mayors. The WIB also includes representatives from cooperating agencies, including the Career Center partners, education, labor and economic development agencies.

Walters State's Center for Workforce Development provides a variety of services through a network of eight career centers located throughout the service area and through youth providers in each county. Walters State has also received a waiver allowing it to serve as a WIA-approved training provider.

Five Rivers Career Centers

The Center for Workforce Development provides many services through the Five Rivers Career Center and seven affiliate centers

located throughout the ten-county area. Services available for job seekers include career counseling, referral services and job training programs. Employers can access economic statistics, receive pre-screening assessment services and participate in subsidized training programs.

Career Center partners include other non-profit and governmental agencies like the Tennessee Department of Labor and Workforce Development, Adult Education, Vocational Rehabilitation, the Tennessee Department of Human Services and Job Corps. Both employers and job-seekers benefit from this one-stop approach to providing services.

WIA Youth Services

Over 500 youth in Local Area 2 are served each year throughout the WIA Youth Program. Eligible students currently in school receive tutoring, career counseling, referral services and other assistance designed to help them earn a high school diploma and either enter the job market or pursue post-secondary education. Youth who are no longer in school receive assistance in obtaining a high school diploma or a GED and services to help them find employment or pursue higher education.

In 2003, the WIA Youth Program hosted a Summer Career Camp at the college that brought students from ten counties together to explore career options.



Academic Information



PLAN YOUR EDUCATIONAL PROGRAM

It is the responsibility of the student to select an educational program of study and register for and complete courses required in the selected program as outlined in this catalog. The faculty and counselors at Walters State Community College take pride in assisting the student in program planning and course selection. Each student will be advised by a faculty member from the department of the major field of study to assist in planning the student's program of study.

Should it be necessary to deviate from the suggested curriculum of courses, the student should consult the head of the department in the major field of study in order to prepare a course substitution request.

TRANSFER OF CREDIT

Any student planning to transfer the first two years of college level credit from Walters State to a four-year college or university should secure a copy of that institution's catalog/articulation agreement/equivalency table and reflect upon it during advising and registration to ensure that the courses selected meet the first two years' requirements at the receiving institution.

Please be advised that should there be a question regarding the transfer of credit from Walters State Community College by the four-year school, a copy of the transfer evaluation from the four-year school must be provided to the Counseling and Testing Center staff member for the purposes of discussing the course(s) in question.

For assistance regarding transfer of credit from Walters State to a four-year institution, please contact the Counseling and Testing Center, CCEN-207, by telephone at 423-585-6800 or 1-800-225-4770, ext. 3 or by visiting the Walters State web page at www.ws.edu.

ATTENDANCE REGULATIONS

Students must attend the first day of class or contact the instructor prior to the first class if they intend to remain in the class. If this procedure is not followed, the students **may** be administratively dropped from the class, and other students allowed to take their positions. Students who are withdrawn from classes under this policy will receive a drop form marked "attendance withdrawal."

Attendance at classes and other official appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments.

Absences are counted from the first scheduled meeting of the class. An explanation for the cause of all absences should be given each instructor. If possible, students should inform instructors in advance of planned absences.

IMPORTANT: Non-attendance does not constitute a withdrawal from classes or from the college. Procedures to formally drop a course or to withdraw from the college must be followed. Following these procedures may prevent students from receiving an undeserved "F" on their transcript.

ACADEMIC AND CLASSROOM MISCONDUCT

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are subject to disciplinary action. In addition to possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" for the course.

If the student believes that the accusation of academic misconduct is in error, and if the final grade has been lowered as a result, an appeal may be made by following institutional procedures.

STUDENT USE OF PERSONAL OR PORTABLE ELECTRONIC COMMUNICATION DEVICES

The importance of portable electronic communication devices is recognized as a method of communication for those students and visitors to the college with emergency needs or activities. It is also recognized that these devices permit certain individuals to attend classes and other activities that they might otherwise be unable to attend due to off-campus responsibilities or duties.

Walters State Community College assumes the primary responsibility for maintaining control over facility climate and environment. These same communication devices must not interfere with, or disrupt, the instructional process or college-sponsored activity, such as a class, guest lecture or concert. A student or visitor may wear an electronic beeper provided the device is set so that it will not produce an audible sound during classroom instruction or other college-sponsored activities.

Cellular phone use during classroom instruction or college-sponsored activity is prohibited. Cellular phones must be turned to the non-audible mode until after class, at which time calls can be received or checked.

The college has the responsibility to ensure that the facility environment remains relatively free from interruptions and disturbances. In the event of an emergency, the student or visitor should exit the room quietly and with as little disruption as possible. Students consistently bear the primary responsibility of keeping their instructors informed of any occurrence that may affect their academic performance.

PETS ON CAMPUS POLICY

Pets are not allowed on Walters State Community College campuses. Exceptions will be made only for students with identified disabilities. When exceptions are made, pets that are allowed on campus must be on a leash under the direct and positive control of the individual responsible for the pet. Such individuals will be liable for any accident or damage caused by the pet while on campus.

MINORS ON CAMPUS POLICY

Walters State Community College is an institution of higher education and as such must preserve conditions that will permit a proper learning and working environment at all times. Thus, minor children must not be left unsupervised on campus. It is not the intent of this policy to prevent children in the accompaniment of an adult from visiting the campus. However, consideration for the learning environment of the student, the work routine of staff employees, and the safety of the children requires that children may not accompany adults into classrooms, offices, or other work spaces as a baby-sitting function nor be left unsupervised in the hallways of buildings or on the grounds of the college.

In certain circumstances, children may be on campus for classes held for their benefit (EDU Camps, field trips, etc.). At such times, it is expected that the instructor or responsible adult will supervise the activities of the children, and that before and after the class an area will be designated for the children to await the arrival of their parents. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the children and to monitor the enforcement where feasible.

STUDENT LOAD

The recommended semester-hour load for the average student is 15 to 16 hours of credit. A student desiring to take more than 21 semester hours of credit must receive approval prior to registration by completing an Overload Request form with approving signatures from the advisor, division dean, and the vice president for Academic Affairs.

MINIMUM CLASS SIZE

An undergraduate course will not normally be given for fewer than 15 students except by permission of the vice president for Academic Affairs. *The college reserves the right to cancel, postpone, or combine classes when necessary.*

GRADING SYSTEM

The following grading system is used at Walters State Community College.

Grade	Quality Points Awarded Per Semester Hour
A - Highest Proficiency	4
B - High Proficiency	3
C - Proficiency	2
D - Low Proficiency	1
F - Failure	0

The scholastic standing of a student is expressed in terms of quality point ratio. A quality point ratio is the total number of quality points divided by the total number of semester hours attempted, less the number of hours repeated. To meet degree requirements, a student must maintain an overall quality point average of 2.00.

Other markings which may appear on the grade report and/or transcript are as follows:

I - Incomplete	R - Repeated
IP - In progress	W - Withdrew
AU - Audit; no grade or credit	WF - Withdrew failing
P - Passed	X - No grade reported
N/C - No Credit	

The mark "I" means that the student was passing at the end of the semester but had not completed all the course work. The student receiving an "I" should contact the instructor immediately in an effort to complete course requirements. The incomplete course requirements must be completed by a date agreed upon between the instructor and the student but no later than the drop deadline of the next semester (see College Calendar for specific dates). If the incomplete is not removed, it will be counted as an "F" and computed in the quality point average.

The mark of "IP" is used **only for developmental education** courses. It means the student has made satisfactory progress in a course but has not completely mastered the required competency levels. The "IP" is not computed in the quality point average and must be removed during the succeeding semester. If it is not removed the succeeding semester, it will be counted as an "F" and computed in the quality point average.

The mark of "P" means the student successfully completed a course but a grade was not assigned. Credit towards meeting graduating requirements is awarded for a "P" but this mark has no effect on the quality point average. The following courses are approved for a grade of "P": biology labs, physics labs, writing labs, and any other courses approved by the vice president for Academic Affairs.

The mark of "NC" means no credit. No quality points were awarded.

The mark of "R" is a transcript symbol used to indicate the student repeated a course.

The mark of "W" means the student withdrew from a course. Withdrawal from a course does not affect the quality point average. The dates the student may withdraw are specified each semester in the *Timetable of Classes*. Permission to withdraw after that date must be recommended by the instructor and approved by the vice president for Academic Affairs.

The mark of "WF" means the student withdrew from a course with a failing grade. The "WF" will be computed as an "F" in calculating the quality point average.

The mark of "X" means the instructor is unable to complete the course evaluation due to reasons beyond the student's control. Grades will be assigned when the evaluation is completed.

GRADE PROTESTS

Grades, transcript information, drop/adds, withdrawals and other data perceived by the student to be in error must be protested by the student during the subsequent semester. Protests made after this time will not be reviewed.

GRADE APPEAL PROCEDURE

Student appeals concerning a course grade should be resolved by conference between the student and the instructor who assigned the grade within 45 calendar days from the day grades are loaded in SIS as stated in the *Timetable of Classes*. If the concern is not resolved the student may begin the formal grade appeal procedure following the process below.

Grounds for Appeal

1. *Errors in calculation:* The student appeals an error made in the mathematical calculations of graded material.
2. *Errors in course practices:* The student contends that there is gross disparity between the course syllabus and the manner in which the course is conducted in regards to the treatment of the individual student.

Procedures for Appeal

1. Following the initial conference with the instructor, the student has seven calendar days to complete the Grade Appeal Form which may be obtained from the division secretary in each division. The student must sign and date the completed form in the presence of the instructor at a mutually agreed upon time.
2. The instructor's response must be submitted to the department head, if applicable, or the division dean within seven calendar days of the student's signature.
3. The response from the department head/division dean must be submitted to the student within seven calendar days of the instructor's signature. If the student wishes to appeal further, the division dean must submit the Grade Appeal Form to the vice president for Academic Affairs.
4. The response from the vice president for Academic Affairs must be submitted to the student within seven calendar days of the division dean's signature. If the student wishes to appeal further, the vice president for Academic Affairs will submit the Grade Appeal Form to the Academic Affairs Committee.
5. The Academic Affairs Committee will hear the appeal at the next regularly scheduled meeting. The Academic Affairs Committee will render a response at the conclusion of the meeting.
6. If a student wishes to further pursue the appeal, the vice president for Academic Affairs will take the appeal to the president. The president will have seven calendar days to render a decision. The president's decision is final.

The failure of the student to proceed from one level of the appeal procedure to the next level within the prescribed time limits shall be deemed to be an acceptance of the outcome previously rendered. All further considerations and proceedings regarding that particular appeal shall cease at that point.

REPEATED COURSES

For the purpose of increasing mastery in a course when such is necessary for successful performance in a subsequent course or for the purpose of increasing the quality point average, a student may repeat a course provided the grade of "C" or lower was earned in the course to be repeated. The grade received in repeating the course supersedes all previous grades. The hours attempted for repeating a course are counted only once and credited in the semester in which the course was repeated. Students are permitted to repeat a course twice (three attempts) under the preceding condition. After three attempts, the grades in the third and subsequent attempts are used in calculating the quality point average.

Students may be permitted to repeat a course in which a grade of "B" or higher was earned only with the approval of the vice president for Academic Affairs.

ACADEMIC FRESH START

Any person who has **not** been enrolled in a college or university for a period of four years and who, upon re-enrolling at Walters State Community College, maintains a 2.00 GPA and completes 15 semester hours of Level 1 course work at Walters State, may petition to have grades on **all** prior course work disregarded in calculating the cumulative grade point average. Removal of grades means removal of all credits. Upon the completion of 15 semester hours at Walters State with a 2.00 cumulative GPA, the student should complete an application for Academic Fresh Start, which may be

obtained from the Counseling and Testing Center, CCEN 212, and send a transcript to the vice president for Student Affairs to be submitted for approval to the vice president for Academic Affairs. If the request is granted, the earlier course work will not count toward meeting requirements for graduation but would appear on the student's transcript.

A student who plans to transfer to another institution should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Walters State. If assistance is needed, a student should contact the vice president for Student Affairs.

HONORS LIST

President's List: 4.00 average for 12 or more semester hours per semester in regular college level work earned at WSCC.

Dean's List: 3.50-3.99 average for 12 or more semester hours per semester in regular college level work earned at WSCC.

GRADUATION AND DEGREE REQUIREMENTS

Applications for graduation are processed through the department of Student Records. To be eligible for graduation and receive a degree or certificate from Walters State Community College, the student must have:

1. Completed a minimum of 60 semester hours required for the associate degree and the appropriate number of hours required for a certificate.
2. Earned at least a GPA of 2.00 ("C" average in all studies attempted.)
3. Fulfilled all courses required for the program as outlined in the college catalog, with 18 hours of the last 26 hours towards the degree being completed at Walters State Community College. For the Associate of Applied Science Degree program concentrations in Industrial Technology, students are required to take a minimum of 12 semester hours of technical course work at Walters State Community College.
4. Filed an application for graduation and completed the graduation packet which can be secured in the department of Student Records. This must be completed on or before the deadline outlined in the college calendar. All applicants for graduation must have a minimum of 2.00 GPA at the time of filing an intent of graduation form in the Student Records Office.
5. Paid the \$25 graduation fee in the office of Business Affairs and informed the department of Student Records of such payment by showing a dated receipt. This payment is required of all degree and certificate graduates regardless of participation in the graduation ceremony. The fee includes the cost of the diploma. It must be paid at the beginning of the semester in which a student is scheduled to graduate, is non-refundable and is valid for two semesters. However, the \$25 fee for certificate graduations will only be assessed for the first certificate. The \$25 fee will be waived for additional certificates.
6. Resolved all obligations, financial or otherwise, to the college; and returned all library and college materials.

Other guidelines pertaining to graduation are:

7. Students are allowed to graduate by meeting the requirements of the catalog under which they entered providing graduation is within seven years of the entrance. Degree

requirements set forth in a catalog shall remain in effect for the duration of the period identified on the cover of this catalog. No guarantee is implied that these requirements will be contained in total or in part in future specification of the degree.

8. Transfer credits used to satisfy Walters State's degree requirements will not be averaged with the student's grade point average at Walters State for the purpose of calculating the graduation average.
9. Students may complete requirements for more than one option within the degree program by successfully completing all course requirements. There is no additional fee for this and no additional diplomas are awarded. Students may also complete requirements for more than one degree. A minimum of 16 credit hours beyond the requirements for the first degree must be completed. A \$25 graduation fee must be paid for each separate degree, and a diploma will be awarded for the additional degree.
10. Students graduating are required to take the Academic Profile Examination. Notification as to testing dates will be provided. Students may also be required to take other tests as may be required by the institution.
11. As part of the graduation requirements, prospective graduates must complete the graduate follow-up survey during the last semester of graduation. The follow-up survey can be delivered to Student Support Services (210-CCEN). This form must be completed or the application for graduation will be voided. All graduates within three to six months of graduation will be requested to complete a completer/leaver survey form. The return of this survey provides the college and the academic departments with information that is needed to keep all programs in compliance with TBR regulations. Further information may be obtained by visiting the department of Student Support Services in 210-CCEN.
12. Students graduating in the fall, spring and summer semesters will attend the commencement exercises in May, unless special permission is granted by the department of Student Records. Students graduating at the end of the fall semester will be not receive their diploma until the commencement exercises but their permanent record will be posted as of the semester they graduate. Students completing graduation requirements at the end of the summer semester will receive their diploma in August.
13. Walters State has one commencement ceremony per year which is at the end of the spring semester. Therefore, graduation honors are calculated at the end of the fall semester to be included in the graduation program, the graduation ceremony, and all news releases concerning graduation.

SPECIAL NOTE: Students who do not graduate by the semester which is indicated on application for graduation will have application voided and must reapply for graduation during another semester.

GRADUATION HONORS

Awards and honors are based on the overall grade point average. Students graduating with the following quality point averages will receive the corresponding honor designations on their diplomas:

3.80 - 4.00	Summa Cum Laude
3.50 - 3.79	Magna Cum Laude
3.00 - 3.49	Cum Laude

ACADEMIC ACCESS

Purpose

The office of Academic Access coordinates academic credit classes at off-campus centers, at satellite campuses and on the main campus during evening hours. These classes are consistent with the college's overall mission to provide affordable, quality higher education opportunities for residents of upper East Tennessee. The Academic Access division strives to offer both accessible and flexible education within and beyond the traditional classroom. Classes, utilizing varying forms of delivery, provide lifelong learning to individuals seeking professional growth or personal enrichment in a society coping with rapidly changing life-styles.

Admission Requirements and Commitment to Instruction

Admission requirements for academic access students are identical with requirements for students in the regular daytime program. The quality of instruction governing credit courses offered during the evening on campus and at satellite locations is equivalent in all academic considerations to campus day classes.

In order to respond to community needs, the division of Academic Access welcomes suggestions and requests for arranging credit courses on campus during the evening or at off-campus locations. The office is located in Room 108A-CCEN, telephone 423-585-6899.

Evening Classes On-Campus

A variety of on-campus evening classes are offered as listed in the *Timetable of Classes* under the heading of the appropriate academic department. **Evening classes are classes that begin at 4 p.m. or later.**

Services available on campus during select hours each evening include those offered by the Student Information Office, the Counseling Center, the office of Business Affairs, the Library, and the Bookstore. The Academic Access office is open each evening until 7 p.m. Monday through Thursday on the days classes are in session.

Satellite Classes

Walters State specifically subscribes to the concept of accessibility by extending credit classes through satellite campuses and off-campus facilities as part of the delivery system. As a convenience to students, off-campus classes are organized and scheduled in locations conducive to enrollment. As a normal procedure, academic courses at satellite locations are listed by location in the *Timetable of Classes* and are offered primarily during the evening hours. However, because of community response and local needs, off-campus courses are also available during the day at certain off-campus locations. In order to determine the availability of classes at off-campus locations, students are advised to examine closely the listings of classes published in the *Timetable of Classes* by location.

Courses requiring laboratories, library materials, computers and other special resources are not offered off-campus unless the necessary resources are provided. To facilitate this scheduling, special arrangements are made for selected courses as needed. In addition, off-campus students visit the Library on the main campus and may utilize the services of the Library during the regular hours that the Library is open. Through the Internet, they may also access over 30 electronic academic data bases containing over 8000 periodicals and journals and 45,000 books in electronic format.

CLAIBORNE COUNTY CENTER FOR HIGHER EDUCATION

Purpose

The Claiborne County Center for Higher Education serves as part of the college's overall mission to provide leadership and academic opportunities to its entire service area, this extension offers day and evening academic credit classes and non-credit classes/training in cooperation with the Community Service Programs. Classes provide lifelong learning opportunities to individuals seeking to attain career and personal-development goals; consequently, these individuals are better-equipped to cope with the realities and problems arising from rapidly changing patterns of living and employment. To further its commitment to community responsiveness, the extension cooperates with other community agencies to provide training facilities for groups with specific needs. Video conference, video stream, and web-based courses along with face-to-face instructional delivery methods are utilized to bring a full range of classes to this rural area.

The Claiborne County Center is located at 907 Main Street in New Tazewell. The facility contains four general academic classrooms, a biology lab, computer science lab, an Educast classroom, administrative offices, and a student lounge area. General education courses as well as select technology courses are available to over 300 credit students.

GREENEVILLE/GREENE COUNTY CENTER FOR HIGHER EDUCATION

Purpose

The Greeneville/Greene County Center for Higher Education serves as an extension of the main campus in Morristown offering both credit and non-credit courses to the citizens of Greeneville, Greene County and portions of East Tennessee. The center allows students who are geographically remote from the central campus to take classes closer to their homes.

The campus is located at 215 North College Street in downtown Greeneville. Course offerings include most courses in the General Education core and additional technical education courses for most degree and certificate programs. A typical student would be required to complete some courses on the main campus before graduation. The facility was made available through the generous efforts of the governments of Greene County and the city of Greeneville, along with the Walters State Foundation.

The facility includes general education classrooms, administrative offices, computer, chemistry and biology laboratories, student lounge areas, and media center. In addition, the center is home for the Regional Police Academy and Respiratory Care program. East Tennessee State University offers classes in the Walters State facility. This program serves the entire ten county service area.

Over 1,000 credit students are enrolled at Greeneville Center each semester. Eighteen full-time faculty/staff members are located at the center with additional faculty traveling from Morristown to the center. Additionally, over 30 adjunct faculty teach at the center each semester. The main telephone extension is 423-798-7940.

SEVIER COUNTY CAMPUS

Purpose

The Sevier County Campus seeks to promote lifelong learning, as part of the college's overall mission, by responding to changing community needs and providing opportunities for enhancing the quality of life throughout the service area. Walters State's campus, located in Sevierville, strives to offer all classes in the general education core and technical education courses during the day and evening

for many degree and certificate programs. Additionally, the office of Community and Economic Development provides non-credit (CEU) classes/training to individuals seeking to attain career or personal development goals. Specialized programs in Culinary Arts, Hotel and Restaurant Management and Professional Entertainment are provided to address the unique educational needs of Sevier County and its surrounding communities.

The Sevier County Campus is located at 1720 Old Newport Highway in Sevierville approximately one-half mile from Highway 411. This 40,000 square foot facility was made available through the generous support of the governmental bodies and private contributions of citizens in Sevier County. It contains 10 general education classrooms, computer technology laboratories, science laboratories, an Educast classroom, a culinary arts laboratory/production kitchen, music and performing arts practice rooms/classrooms, an electronic library, student lounge areas, faculty and administrative offices. A variety of general education and select technology courses are available to over 1,300 students. Local information can be obtained by calling 865-774-5800.

Cocke County Extension

Courses offered are scheduled during the evening hours on the campuses of Cocke County High School and Ben Hooper Vocational School. Students desiring local information should call 423-623-6631.

Hawkins County Extension

Both general education and select technology courses are offered at various sites in Hawkins County. General education courses are offered during the evening hours while select technologies are offered both during the day and evening in order to meet community and industrial needs. Students desiring local information should call 423-357-8604.

Other Distance Learning Opportunities

In addition to the above specified sites, credit courses are also offered on a requested basis at other off-campus locations. Please reference the *Timetable of Classes*.

The office of Academic Access also offers other learning opportunities for students who may not wish to travel to the main campus for all classes. Three types of distance learning opportunities, video conference, video stream, and web-based courses are currently offered.

Video conferencing courses follow traditional class meeting schedules, while providing students the opportunity to attend class sessions at one of three satellite centers (Greeneville, Sevierville, and New Tazewell) or at the main campus. The instructor can deliver instruction from any of the four sites to students at all locations. Students at the distance locations can see and interact with the instructor and students at other sites via closed circuit television technology. A variety of courses using this format are offered at the four sites listed above. Additionally, selected nursing courses are transmitted from the Morristown campus to the Gray site of Northeast State Technical Community College. *Video conferencing courses are good choices for students who may be unable to travel to the main campus for a particular course.*

Web-based courses offer students the opportunity to complete all or part of the work for a particular course via the Internet. These courses may follow a modified traditional class schedule or may meet only at selected times throughout the semester. *To complete all requirements for these courses students must be able to access the Internet.* Students may access the Internet through computer facilities at the college's library on the main campus in Morristown or at the satellite campuses in Greeneville, Sevierville, and New Tazewell, or secure access on their own. *The college is not responsible for obtaining or maintaining students' individual equipment or software for accessing the Internet.*

Hybrid courses combine traditional on-ground classes with web classes by dividing class time between traditional and online instruction. Students may utilize home computers or computer labs available on each Walters State campus to access instruction and to submit assignments. *Hybrid classes are good choices for students who need to limit the number of trips to campus, but who also like having some face-to-face contact with classmates and the instructor.*

Video Streaming courses - Live Video Streaming courses follow traditional class meeting schedules, while providing students the opportunity to attend class sessions at one of three satellite centers (Greeneville, Sevierville, and New Tazewell) or at the Morristown campus. Students at the distance locations can see and interact with the instructor and students at other sites via the Internet. *Live Video Streaming courses are good choices for students who may be unable to travel to the main campus for a particular course.* **Video on Demand** classes allow students to log onto taped classes at a time different than the live scheduled class meeting time and interact with the instructor and other students through email. *On demand video streaming courses are good choices for students who may be unable to travel to a campus regularly for a particular course.*

For more information about these distance learning opportunities, please reference the *Timetable of Classes* or come by the office of Academic Access in room 108 of the Jack E. Campbell College Center, or call 423-585-6899. The office is open from 8 a.m. until 9 p.m. Monday through Thursday and from 8 a.m. until 4:30 p.m. on Fridays while classes are in session. When classes are not in session, office hours are from 8 a.m. until 4:30 p.m. Monday through Friday.

R. JACK FISHMAN LIBRARY

Purpose

The Library is an integral component of Walters State Community College whose main purpose is to provide the learning resources and related services needed by our students and faculty. All students, particularly Regents Online Degree Program (RODP) students who are being taught by a Walters State instructor, will be provided access to the instructional materials needed to complete the course. This includes both electronic and print resources. The informational resource services are provided by a comprehensive state-of-the-art system utilizing the speed and flexibility of computerized networking and the Internet system to deliver these resources wherever they are needed in the Walters State service area. Secondary emphasis is placed on providing services to citizens residing in the college's service area.

Located on the north end of the campus, the Library provides an atmosphere conducive for the pursuit of knowledge. The Library provides academic materials to the students and faculty which support and enrich the curriculum.

The staff of the Library provides orientation and professional consultation in the utilization of facilities and services. Assistance is provided to faculty, students and the community in the selection of books, periodicals, recordings, films and other related instructional materials. The Library has an Information Center which has been designated as an open academic lab for Walters State students. This lab is equipped with computer-related technology including academic software.

The Library provides to the students in a central location materials which will allow for alternative pathways to learning. To insure that the educational purposes and objectives are met, the Library strives to achieve the following:

1. Provide students a place to pursue academic and leisure interests.
2. Provide necessary supportive materials and equipment to the faculty and students.
3. Work with the faculty in selection of materials necessary for the educational program.

4. Teach students, through formal and informal classes, ways to use the Library more effectively.
5. Provide reference and advisory services to students working on Library-related academic research.
6. Make materials as accessible to students as possible.
7. Provide Internet access for students.
8. In cooperation with the Humanities and Mathematics divisions, tutorial services in these areas are available in the Library for English and mathematics students.
9. In cooperation with the Humanities division, the Library provides an art gallery for students and the community.

INFORMATION AND EDUCATIONAL TECHNOLOGIES (IET)

The office of Information and Educational Technologies (IET) provides computing, telephone, and audio/visual services to students, faculty, and staff. The facilities are comprised of a closed circuit television control center, a video information control center, and a technical equipment repair center. The staff provides audio/visual support services including maintenance and operation of sound systems in specific locations and setup and operation of televisions and/or sound systems for special occasions. The closed circuit television system provides access to taped programming in any classroom/lab equipped with a television as well as to strategic locations throughout the campus. A distributed TV-based information system provides items of interest to students, staff, and visitors at all of our campuses. Video conferencing classrooms are connected to similar video conferencing classrooms in the Clifford H. "Bo" Henry Center for Business and Technology, Doggett Mathematics and Behavioral/Social Sciences Building and a classroom at each of the other three college campuses along with the Northeast State Technical Community College Center in Gray, Tennessee. Through the use of compressed video technology, classes originating at any one of these video conferencing classrooms can be received at other video conferencing classroom locations and provide simultaneous classroom interaction. The video conferencing classroom system can also be used to provide interactive teleconferencing services to other locations within the state, the nation, and the world. The office is responsible for providing all computer and telephone services within the institution. The staff provide consulting services in all aspects of the use of computer and audio/visual technologies.

PROGRAMS OF STUDY

Walters State Community College offers university parallel programs designed to meet the needs of students who plan to transfer to a four-year institution in pursuit of the baccalaureate degree. The college also offers technical programs designed to prepare the student for entry into the job market upon completion of the program.

The degree and certificate offerings and the emphases of study available for the university parallel and technology programs at Walters State Community College are listed below.

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UNIVERSITY PARALLEL PROGRAMS

Associate of Arts, Associate of Science in Teaching and Associate of Science Degrees

ARTICULATION AND TRANSFER

Students who intend to earn a Bachelor of Arts or Bachelor of Science degree at a four-year college or university may complete the first two years at Walters State by enrolling in the Associate of Arts or Associate of Science degree programs. The administration, faculty, and staff at Walters State work closely with the student and neighboring colleges and universities to help ensure smooth and accurate transfer. Course-by-course equivalency tables and articulation agreements with some four-year colleges and universities have been developed to ease transfer and assist the student and advisor with academic program development. For more information visit the Walters State web page at www.ws.edu. Students following an articulation agreement with East Tennessee State University, Carson Newman College, Lincoln Memorial University, or the University of Tennessee-Knoxville must complete the Intent to Articulate Form in the department of Counseling and Testing and must graduate from Walters State Community College in order to have the agreement honored. Students should consult with their advisors, the Counseling Center at Walters State, or with the transfer institution for more information.

If no program articulation agreement is available for a particular school or major, students may choose to follow one of the university parallel curriculum guides (Associate of Arts or Associate of Science degree programs.) These “guides” are suggested courses of study designed to include general education and foundation courses needed for a major in a particular field at the baccalaureate level. Because each school has different requirements, the curriculum guides are not intended to represent requirements for any particular college or university. Students should consult a copy of the catalog of the senior institution to which they plan to transfer and use it during advisement and registration to make sure that the courses selected meet the first two years’ requirements at that institution. Substitutions to meet requirements at a specific institution may be requested through the advisor provided the requirements for the Associate of Arts or the Associate of Science degrees are met.

All Walters State students are advised and encouraged to complete the associate degree prior to continuing their education elsewhere.

GENERAL EDUCATION CORE REQUIREMENTS

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (The Tennessee Board of Regents System) will share a common lower-division general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. Lower-division means freshman and sophomore courses. The courses comprising the general education curriculum are contained within the following subject categories:

Associate of Arts and Associate of Science Degrees and Baccalaureate Degrees*

Communication.....	9 hours **
Humanities and /or Fine Arts.....	9 hours
(at least one course must be in literature).....	
Social / Behavioral Sciences	6 hours
History	6 hours***
Natural Sciences	8 hours
Mathematics.....	3 hours
Total	41 hours

Associate of Science in Teaching

Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication.....	3
Humanities and/or Fine Arts		
MUS 1030	Music Appreciation	
or		
ART 1030	Art Appreciation.....	3
Approved Humanities General Education elective.....		3
Approved Literature General Education elective		3
History	6
HIST 2010	American History I	
or		
HIST 2020	American History II	
or		
HIIST 2030	Tennessee History	
Behavioral/Social Sciences		
GEOG 1013	World Geography I.....	3
POLI 1120	Introduction to American Government	3
Mathematics		
Approved Mathematics General Education elective.....		3
Natural Science		
Approved Biological/Life Science w/Lab General Education electives....		4
Approved Physical Science w/Lab General Education elective		4
Total	41

*Foreign language courses are an additional requirement for the Associate of Arts (A.A.) and Bachelor of Arts (B.A.) degrees. The B.A. degree requires proficiency in a foreign language equivalent to completion of two years of college-level work. The A.A. degree requires proficiency in a foreign language equivalent to completion of one year of college-level work.

**Six hours of English Composition and three hours in English oral presentational communication are required.

***Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six hours of United States History (three hours of Tennessee History may substitute). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

Although the courses designated by Tennessee Board of Regents (TBR) institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

- Upon completion of an A.A., A.S. or A.S.T. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.

- If an A.A., A.S. or A.S.T. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight hours in the category of Natural Sciences are complete, then this "block" of the general education is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Institutional/departmental requirements of the grade of "C" will be honored. Even if credit is granted for a course, any specific requirements for the grade of "C" by the receiving institution will be enforced. Additionally, A.S.T. graduates must attain a 2.75 cumulative grade point average, successfully complete the Praxis I, score a satisfactory rating on an index of suitability for the teaching profession.
- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

Courses designated to fulfill general education by Walters State Community College are published on page 54 of this catalog. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR website www.tbr.state.tn.us under Transfer and Articulation Information.

*Programs in Natural Science and Mathematics may have more than forty-one (41) general education hours due to specific program requirements.

ASSOCIATE OF APPLIED SCIENCE AND ACADEMIC/TECHNICAL CERTIFICATE PROGRAMS

Walters State offers associate of applied science degree and academic/technical certificate programs which prepare students for a specialized career. These programs are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program.

Associate of Applied Science

Associate of Applied Science degree programs are designed to prepare students for immediate employment in a specialized area.

1. All component requirements are outcome oriented.
2. Degree major requirements are composed of a minimum of 60 semester credit hours.
3. The technical speciality component of the technical degree major consists of a minimum of 36 semester credit hours.
4. Minimum requirements as stipulated by the Tennessee Board of Regents and the Southern Association of Colleges and Schools are that each technical degree program contain 15-17 semester credit hours of general education. Each technical degree program at Walters State contains a minimum of 15 hours in general education courses. Components of this basic core of general education consists of a minimum of one course in each of the following areas:

	Semester Hours	
English Composition.....	3 hours	
Humanities and/or Fine Arts	3 hours	****
Social/Behavioral Sciences.....	3 hours	****
Natural Science/Mathematics	3-4 hours	****
One additional course from the categories of:****		
Communication, Humanities and/or Fine Arts,		
Social/Behavioral Sciences, or Natural Science/Mathematics	3-4 hours	
	15-17 hours	

****Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the associate (A.A./A.S.) and baccalaureate degrees.

Academic/Technical Certificate

Programs leading to academic/technical certificates are offered in response to the various training needs of business and industry. Program standards are determined primarily by the training needs of business and industry and depict skill proficiency in a particular employment area.

NOTES

1. See General Education courses on page 54.
2. A student interested in transferring to a baccalaureate degree program should see an advisor at Walters State and/or contact the appropriate department at the transfer institution for specifics. A student admitted to a technical education program is not required to complete high school units of study required for the student who plans to attend a university. **If a technical degree program student later decides to attend a state university, the high school deficiencies must be made up prior to being admitted to the university.**
3. Credit hours earned in remedial or developmental education courses are institutional credit; they are not applicable to credit hours required for an associate degree or academic/technical certificate.

GENERAL EDUCATION

Statement of Purpose

Walters State Community College requires a core of general education courses as part of each degree program. The purpose of general education is to provide students with a common set of learning experiences as a foundation for:

- solving problems of everyday life,
- participating intelligently in civic affairs,
- preparing for jobs, vocations, or professions and
- recognizing major elements of human culture.

What students need to know and be able to do to function in an increasingly technological workplace and in everyday life has its basis in both competencies and areas of understanding as a preparation for lifelong learning.

Competencies

Students completing the general education core will minimally demonstrate competencies in each of the following areas:

1. The ability to **read** effectively, to differentiate one's personal opinions from a writer's, and to develop a functional vocabulary;
2. The ability to **write** clear, coherent, and grammatically correct expository prose and record, analyze, interpret and transmit information;
3. The ability to **communicate orally** and advocate effectively in a clear, persuasive, and grammatically correct manner;
4. The ability to analyze/discuss/and use quantitative information, demonstrate a reasonable level of facility in **mathematical** problem solving and recognize connections between mathematics and other disciplines;
5. The ability to use the **information technologies** including word processing, graphical presentation, electronic communication and information gathering.

Areas of Understanding

Walters State Community College graduates will demonstrate a general understanding of the relationships between the various areas of academic study. In addition to the competencies referenced earlier, WSCC graduates will have:

- Acquired scientific and mathematical ways of thinking necessary for informed decision making;
- Developed through the multiple perspectives of different academic disciplines a perception of self in a social-historical and multi-cultural context;
- Developed an appreciation of beauty in nature, in literature, in music, and in other art forms;
- Recognized the value and dignity of being human, making ethical decisions, and behaving as responsible citizens and community members in a democratic society, and;
- Improved abilities of critical thinking, problem solving, higher order thinking and reasoning.

Associate of Arts (A.A.) and Associate of Science (A.S.) Degrees

Communication.....	9 hours	*
Humanities and/or Fine Arts.....	9 hours	**
Social/Behavioral Sciences.....	6 hours	
History.....	6 hours	***
Natural Sciences.....	8 hours	
Mathematics.....	3 hours	
	<u>41 hours</u>	

* Six (6) hours of English composition and three (3) hours in English oral presentational communication are required.

**One course in literature is required.

***Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six (6) hours of American History (three hours of Tennessee History may substitute). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

Foreign language courses will be an additional requirement for the Associate of Arts and the Bachelor of Arts degrees.

Associate of Applied Science (A.A.S.) Degrees

English Composition.....	3 hours	
Humanities and/or Fine Arts.....	3 hours	****
Social/Behavioral Sciences.....	3 hours	****
Natural Science/Mathematics.....	3 hours	****

One additional course from the categories of:****

Communication, Humanities and/or Fine Arts,
Social/Behavioral Sciences, or Natural Science/

Mathematics..... 3-4 hours

15-17 hours

****Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the associate (A.A./A.S.) and Baccalaureate degrees.

Associate of Science Teaching (A.S.T.) Degree

Communication	
ENGL 1010	Composition I.....3
ENGL 1020	Composition II.....3
SPCH 2010	Introduction to Speech Communication.....3
Humanities and/or Fine Arts	
MUS 1030	Music Appreciation
or	
ART 1030	Art Appreciation.....3
Approved Humanities General Education elective.....	3
Approved Literature General Education elective.....	3
History6
HIST 2010	American History I
or	
HIST 2020	American History II
or	
HIST 2030	Tennessee History
Behavioral/Social Sciences	
GEOG 1013	World Geography I.....3
POLI 1120	Introduction to American Government.....3
Mathematics	
Approved Mathematics General Education elective.....	3
Natural Science	
Approved Biological/Life Science w/Lab General Education electives....	4
Approved Physical Science w/Lab General Education elective.....	4
Total.....	41

GENERAL EDUCATION COURSES

COMMUNICATION

ENGL 1010	Composition I
ENGL 1020	Composition II
SPCH 2010	Introduction to Speech Communication

HUMANITIES AND/OR FINE ARTS

ART 1030	Art Appreciation
ART 2040	Art History Survey I
ART 2050	Art History Survey II
ENGL 2110	American Literature I
ENGL 2120	American Literature II
ENGL 2410	Western World Literature I
ENGL 2420	Western World Literature II
HUM 2010	Humanities: The Human Adventure I
HUM 2110	Humanities: The Human Adventure II
MUS 1030	Music Appreciation
PHIL 1030	Human Nature and Life
PHIL 2020	Self and Values
PHIL 2210	Religions and Cultures
THEA 1030	Introduction to Theatre

SOCIAL/BEHAVIORAL SCIENCE

ECON 2010	Principles of Economics I
ECON 2020	Principles of Economics II
GEOG 1012	Introduction to Cultural Geography
GEOG 1013	World Geography I
GEOG 1014	World Geography II
PHED 2000	Personal Wellness
POLI 1120	Introduction to American Government
POLI 2010	Introduction to Political Science
PSYC 1310	Introduction to Psychology
PSYC 2420	Developmental Psychology
SOCI 1020	General Sociology, Institutions and Society
SOCI 1240	Cultural Anthropology
SOCI 2020	Social Problems and Human Values

HISTORY

HIST 1110	Survey of World Civilization I
HIST 1120	Survey of World Civilization II
HIST 2010	American History I
HIST 2020	American History II

NATURAL SCIENCES

ASTR 1030/31	Astronomy and Lab
BIOL 1010/11	General Biology I and Lab
BIOL 1020/21	General Biology II and Lab
BIOL 1110/11	Organization and Function of the Cell and Lab
BIOL 1120/21	Biodiversity and Lab
BIOL 2010/11	Human Anatomy and Physiology I and Lab
BIOL 2020/21	Human Anatomy and Physiology II and Lab
BIOL 2210/11	General Botany and Lab
CHEM 1000/01	Basic Chemistry and Lab
CHEM 1010/11	Introductory Chemistry and Lab
CHEM 1110/11	General Chemistry I and Lab
CHEM 1120/21	General Chemistry II and Lab
GEOL 1030/31	Geology and Lab
PHYS 2010/11	General Physics I and Lab
PHYS 2020/21	General Physics II and Lab
PHYS 2110/11	Physics I and Lab
PHYS 2120/21	Physics II and Lab

MATHEMATICS

MATH 1530	Probability and Statistics
MATH 1630	Finite Mathematics
MATH 1710	Pre-Calculus (Algebra)
MATH 1720	Pre-Calculus (Trigonometry)
MATH 1830	Calculus A
MATH 1910	Calculus I

Associate of Arts/ Associate of Science degree programs are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

Associate of Science in Teaching is a jointly developed degree through the TBR community colleges. Currently, students in the community colleges follow articulation agreements worked out with nearby four-year teacher preparation colleges. With the A.S.T., students will be able to enroll in any TBR teacher education program. Students intending to transfer to the UT system or private institutions should consult a faculty advisor on the appropriateness of this program for transfer.

Associate of Applied Science and Academic/Technical Certificate programs are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program. A student admitted to an Associate of Applied Science program is not required to complete high school units of study required for admission to a university. However, should the student later decide to attend a state university, the requirements must be completed prior to admission to a baccalaureate program.

See an advisor for assistance in planning your academic program.

COMPUTER COMPETENCY REQUIREMENT

Walters State Community College is committed to the importance of computer competency. The college requires all degree-seeking students to demonstrate computer competency either by passing an exam or by successfully completing a designated computer course.

During the first thirty (30) hours of college-level course work at Walters State, students will discuss with their advisor the requirements in their major for proving computer competency. The advisor will determine which steps a student should follow to show proof of computer competency. For specific information, students can access the WSCC website www.ws.edu and click on the "computer competency" page.

WALTERS STATE ON-LINE COURSES

Walters State offers the A.S. General degree on-line. Many other courses required to complete the Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Applied Science (A.A.S.) degrees at Walters State can be taken as web based courses as a part of the college's Virtual College program. Web based courses offer students the opportunity to complete all or part of the work for a particular course via the Internet. These courses may follow a modified traditional class schedule or may meet only at selected times throughout the semester. Some courses may not require any on-campus meetings. To complete all requirements for these courses, students must be able to access the Internet. Students may access the Internet through computer facilities at the college's library on the Morristown campus or at the satellite campuses in Greeneville, Sevierville, and New Tazewell, or secure access on their own. *The college is not responsible for obtaining or maintaining students' individual equipment or software for accessing the Internet.* A list of web based courses offered for a particular semester and required on-campus meeting schedules can be accessed through the Virtual College web site at: <http://vc.ws.edu>, or by referring to the college's printed *Timetable of Classes*.



THE REGENTS ON-LINE DEGREE PROGRAM

Beginning Fall 2001, the Tennessee Board of Regents colleges and universities joined together in offering Regents On-line Degree Programs (RODP). Courses completed in the Regents On-line Degree Programs will be entirely on-line and will be completely transferable among all the participating institutions which are fully accredited.

Walters State Community College joins with the other Tennessee Board of Regents institutions in offering the Regents On-line Degree Program (RODP). The five on-line degrees offered by Walters State are:

- Associate of Applied Science in Professional Studies Concentration in Information Technology
- Associate of Applied Science in Early Childhood Education
- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel) for Teacher Aides and Paraprofessionals

For specific program information go to: <http://www.tn.regentsdegrees.org/campus/wscc>

ACADEMIC DIVISIONS

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ACADEMIC ASSESSMENT AND ENRICHMENT

The office of Academic Assessment and Enrichment provides administration and leadership for the college's developmental education program and honors program relative to meeting the institution's stated mission. These programs are guided in meeting the special academic needs of its student constituency by a well-defined statement of purpose consistent with the overall mission of the college.

DEVELOPMENTAL EDUCATION

The Developmental Education program provides assistance to students in developing those academic and social skills necessary for the successful completion of college work. Courses and activities are designed for students who lack minimum skills, as defined by the Tennessee Board of Regents, in reading comprehension, writing communication, mathematical computation, and study skills. Services provided include academic assessment, academic placement, and counseling-related programs and activities. This division is decentralized and integrated throughout the academic and student affairs units.

Mathematics Program

The Developmental Mathematics program, a part of the Mathematics Division, assists students in developing the ability to perform mathematical computations, use measurements, make estimates and approximations, judge reasonableness of results, formulate and solve mathematical problems, select appropriate approaches and problem-solving tools, and use elementary concepts of probability and statistics. Developmental Mathematics courses are intended for students who need additional preparation in mathematics prior to enrolling in college level courses. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree or technical certificate program. Some special admissions, registration, and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the office of Academic Assessment and Enrichment, 201-CCEN, 423-585-6914.

Developmental Mathematics (DSPM)

The following is a listing of Developmental Mathematics (DSPM) courses. Please refer to page 151 for a complete listing of course descriptions and credit hours.

DSPM 0700	Basic Mathematics
DSPM 0800	Elementary Algebra
DSPM 0850	Intermediate Algebra

Reading Program

The Developmental Reading program, a part of the Humanities Division, assists students in developing the ability to read effectively, recognize different purposes and methods of writing, differentiate personal opinions and assumptions from a writer's, use texts and reference materials, and develop a functional college-level vocabulary. Developmental Reading courses are intended to help students develop the ability to read effectively at a level necessary to successfully complete college level studies. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree or technical certificate program. Some special admissions, registration and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the office of Academic Assessment and Enrichment, 201-CCEN, 423-585-6914.

Developmental Reading (DSPR)

The following is a listing of Developmental Reading (DSPR) courses. Please refer to page 164 for a complete listing of course descriptions and credit hours.

DSPR 0700	Basic Reading
DSPR 0800	Developmental Reading

Sections with the suffix **ESL** (English as a Second Language) are for students whose native language is not English. These sections will stress idiomatic language through exercises and listening as well as speaking.

Writing Program

The Developmental Writing program, a part of the Humanities Division, assists students in developing the ability to write effectively utilizing standard English, vary writing style, and improve the ability to gather information. Developmental writing courses are intended for students who need additional preparation in writing and spelling prior to enrolling in college level courses using these skills. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree or technical certificate program. Some special admissions, registration, and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the office of Academic Assessment and Enrichment, 201-CCEN, 423-585-6914.

Developmental Writing (DSPW)

The following is a listing of Developmental Writing (DSPW) courses. Please refer to page 138 for a complete listing of course descriptions and credit hours.

DSPW 0700	Basic Writing
DSPW 0800	Developmental Writing

Sections with the suffix **ESL** (English as a Second Language) are for students whose native language is not English. These sections will stress idiomatic language through exercises and listening as well as speaking.

English as a Second Language (ESL)

- As a result of tests and interviews, non-native English speakers will be placed in the appropriate **ESL writing, reading, and language laboratory** sections and other classes. The core 9-hour program is required of all beginning ESL students.
- ESL students enrolled in 0700 reading and writing courses are limited to the core courses until satisfactory completion. However, ESL students enrolled in 0800 level writing and/or reading classes may begin their math sequence and the required study skills course.
- Students enrolled in 0800 level writing courses may take, in addition to study skills and math classes, any of the following courses.

KEYBOARDING

OADM 1040	Keyboarding	3 credits
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ART ACTIVITIES

ART	2410	Ceramics I	3 credits
ART	2420	Ceramics II	3 credits
ART	2510	Painting I	3 credits
ART	2520	Painting II	3 credits
ART	2610	Sculpture I	3 credits
ART	2620	Sculpture II	3 credits
ART	2710	Printmaking I	3 credits
ART	2720	Printmaking II	3 credits

MUSIC ACTIVITIES

MUS	1050	Concert Choir	1 credit
MUS	1060	College-Community Chorale	1 credit
MUS	1912, 1922, 1932, 1933, 1934, 1935, 1936, 1937	Individual Music Instruction in Voice, Keyboard, Instrument, Guitar, Woodwinds, Brass, Percussion, or Strings	1-2 credits

PHYSICAL ACTIVITIES

PHED	1010	Physical Conditioning	1 credit
PHED	1020	Adaptive Physical Education	1 credit
PHED	1110	Archery	1 credit
PHED	1210	Badminton	1 credit
PHED	1250	Tennis	1 credit
PHED	1410	Bowling	1 credit
PHED	1610	Golf	1 credit
PHED	1710	Soccer	1 credit
PHED	1810	Karate	1 credit

4. Students will be allowed to enroll in other college level courses only upon successful completion of DSPW 0800 plus any other required developmental courses **and passing the TOEFL.**

Learning Strategies Program

The Learning Strategies program, a part of the Behavioral/Social Science Division, assists students in the development of multiple study skills including setting goals and priorities, following schedules, locating and using resources external to the classroom, using general special vocabularies for reading, writing, speaking, listening, computing, and note taking. The program focuses attention on learning to utilize college resources, test-taking, and facilitating abilities of recall. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree or academic/technical certificate program. Some special admissions, registration, and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the office of Academic Assessment and Enrichment, 201-CCEN, 423-585-6914.

Please refer to page 135 for a complete listing of course descriptions and credit hours.

DSPS 0800 Learning Strategies

Assessment, Testing, Orientation, Counseling, and Retention

The Assessment, Testing, Orientation, and Counseling program is a part of the organizational areas of Counseling and Testing and Student Information. The program identifies students deficient in one or more of the areas of reading, English, or mathematics; assesses appropriate students for placement and for counseling-related services for academic and personal guidance, vocational, developmental, transitional, career, and/or emotional concerns.

The office of the program director provides a broad range of academic and student services. Additionally, the office of the program director provides research for program decision-making, reporting retention and enrollment data, monitoring developmental education class attendance, and monitoring college-wide student retention.

HONORS PROGRAM

The purpose of the Honors Program is to enhance the highest level opportunities of academic excellence by providing an enriched curriculum and educational experience for superior students desiring to intensify their academic pursuits. Honor students will experience the highest level of academic challenge and quality from dedicated faculty who share a commitment of excellence in teaching and service.

Acceptance in the Honors Program - Terms and Conditions

To be accepted and to maintain good standing in the Walters State Campus Honors Program, a student must have an ACT composite score of 24 and complete the honors core program. Students who are 21 years of age or older without an ACT composite of 24 may submit both a score of 68 or above on the writing portion and a 50 or above on the algebra portion of the Computer Placement Assessment and Support System (COMPASS) in place of the ACT. After one or more semesters at Walters State, a student with a cumulative grade point average of 3.5 in 12 or more college-level hours may apply.

Honors Course Requirement

Successfully complete a total of 18 Honors credits including the Honors required courses or equivalent.

Grade Point Average

Maintain a 3.25 cumulative grade point average (GPA) per year and earn a 2.8 or higher in any one term. Grades are monitored after each term.

Additional information may be obtained in the office of Academic Assessment and Enrichment, 201-CCEN or call 423-585-6914.

DIVISION OF BEHAVIORAL/SOCIAL SCIENCES

Purpose

The Behavioral/Social Sciences division provides a curriculum designed to examine those social aspects of human culture that relate to the individual, the group, and organization in the environment. The behavioral/social sciences, collectively, provide: 1) preparation for elementary and secondary teaching; 2) study of human spatial variation in relationship to the physical environment; 3) examination of the past record of human social life and its relationship to change, and continuity; 4) study of national and international political cultures and institutions; 5) examination of individual mind processes and theories of human behavior; 6) study of groups, social institutions, culture, and bureaucracies; 7) a wide variety of sports and fitness activities emphasizing health and physical fitness; and 8) human development courses designed to improve study skills and increase the likelihood of student success.

DEGREES OFFERED IN DIVISION

GENERAL

This program of study serves as a foundation for those students who need a broad, general liberal education, with the ultimate goal of transfer to another higher education institution.

Degree: Associate of Science Emphasis: General

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature General Education elective ¹		3
History		
Approved History General Education electives ²		6
Behavioral/ Social Sciences		
Approved Behavioral/Social Science elective ¹		6
Mathematics		
Approved Mathematics General Education elective ¹		3
Natural Science		
Approved Natural Science w/Lab General Education electives ¹		8
Area of Emphasis Requirements (19 hours)		
EDUC 1010	Freshman Experience	1
or		
PHED	Physical Education Activity	
ELECTIVES ³	18
Total Credit Hours		60

¹General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

²See senior institution for history requirements.

³Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

AMERICAN STUDIES

This program of study serves as a foundation for those students who need a broad, diverse liberal education, with the ultimate goal of transfer to another higher education institution. Students typically enter this degree with the intent of majoring in Interdisciplinary Programs at the transfer institution.

Degree: Associate of Science

Emphasis: American Studies

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2110 American Literature I		3
PHIL 2210 Religions and Cultures		3
Approved Humanities General Education elective ^{1,3}		3
History		
Approved History General Education electives ²		6
Behavioral/Social Sciences		
POLI 1120 Introduction to American Government		3
SOCI 1020 General Sociology, Institutions and Society		3
Mathematics		
Approved Mathematics General Education elective ^{1,3}		3
Select from:		
MATH 1530	Probability and Statistics	
MATH 1630	Finite Mathematics	
MATH 1710	Pre-Calculus (Algebra)	
Natural Science		
Approved Natural Science w/Lab General Education electives ¹		8
Area of Emphasis Requirements (19 hours)		
ENGL 2120	American Literature II	3
EDUC 1010	Freshman Experience	1
SOCI 2110	Family, Society, and the Individual	3
or		
SOCI 1240 Introduction to Cultural Anthropology		
Foreign Language (Intermediate Sequence)		6
CPSC 1100	Using Information Technology	3
ELECTIVES ³	3
Select from:		
Behavioral/Social Science		
PHED Activity		
Total Credit Hours		60

¹General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

²See senior institution for history requirements.

³Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 satisfies the college's computer competency requirement.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

GEOGRAPHY

Geography, through a study of the physical environment and spatial variation in human activity, provides a program of study about the relationship between the natural and social sciences.

Degree: Associate of Science

Emphasis: Geography

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Literature General Education electives ^{1,3}		3
Approved Humanities General Education electives ^{1,3}		6
Select One Course From:		
PHIL 1030	Human Nature and Life	
PHIL 2020	Self and Values	
PHIL 2210	Religions and Cultures	
Select One Course From:		
ART 2040	Art History Survey I	
ART 2050	Art History Survey II	
MUS 1030	Music Appreciation	
Literature (different than course used for literature requirement)		
History		
Approved History General Education electives ²		6
Behavioral/Social Sciences		
POLI 2010	Introduction to Political Science	3
SOCI 1020	General Sociology, Institutions and Society	3
Mathematics		
Approved Mathematics General Education elective ^{1,3}		3
Select from:		
MATH 1530	Probability and Statistics	
MATH 1630	Finite Mathematics	
MATH 1710	Pre-Calculus (Algebra)	
Natural Science		
Approved Natural Science w/ Lab General Education electives ¹		8
Area of Emphasis Requirements (19 hours)		
CPSC 1100	Using Information Technology	3
or		
PHED 2000	Personal Wellness	
EDUC 1010	Freshman Experience	1
or		
PHED Activity Course		
GEOG 1012	Introduction to Cultural Geography	3
GEOG 1013	World Geography I	3
GEOG 1014	World Geography II	3
ELECTIVES ³	6
Select from:		
Foreign Language (Intermediate Sequence)		
Behavioral and Social Science		
Literature		
Mathematics		
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

HISTORY

History provides an objective lesson in how the past affects the present. The study of history involves an examination of the past record of human life, a sense of cause and effect, continuity and change, and events that have led to the present.

Degree: Associate of Science

Emphasis: History

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Literature General Education electives ^{1,3}		3
Approved Humanities General Education electives ^{1,3}		6
Select One Course From:		
PHIL 1030	Human Nature and Life	
PHIL 2020	Self and Values	
PHIL 2210	Religions and Cultures	
Select One Course From:		
ART 2040	Art History Survey I	
ART 2050	Art History Survey II	
MUS 1030	Music Appreciation	
THEA 1030	Introduction to Theatre	
Literature (different than course used for literature requirement)		
History		
HIST 2010	American History I	3
HIST 2020	American History II	3
Behavioral/Social Science		
POLI 1120	Introduction to American Government	3
PSYC 1310	Introduction to Psychology	3
Mathematics		
Approved Mathematics General Education elective ^{1,3}		3
Select from:		
MATH 1530	Probability and Statistics	
MATH 1630	Finite Mathematics	
MATH 1710	Pre-Calculus (Algebra)	
Natural Science		
Approved Natural Science General Education elective ¹		8
Area of Emphasis Requirements (19 hours)		
Select one course from: ²		3
GEOG 1012	Introduction to Cultural Geography	
GEOG 1013	World Geography I	
GEOG 1014	World Geography II	
HIST 1110	Survey of World Civilization I	3
HIST 1120	Survey of World Civilization II	3
EDUC 1010	The Freshman Experience	1
or		
PHED Activity course		
ELECTIVES ³	9
Select from:		
CPSC 1100 Using Information Technology		
Intermediate Foreign Language Sequence		
Behavioral/Social Science		
Literature		
Mathematics		
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

POLITICAL SCIENCE

Political Science focuses on the study of political cultures and political institutions as a preparation for citizenship in the community, nation and world.

Degree: Associate of Arts

Emphasis: Political Science

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication.....	3
Humanities and/or Fine Arts		
	Approved Humanities General Education elective ^{1,3}	6
Select one course from:		
PHIL 1030	Human Nature and Life	
PHIL 2020	Self and Values	
PHIL 2210	Religions and Cultures	
Select one course from:		
ART 1030	Art Appreciation	
ART 2040	Art History I	
ART 2050	Art History II	
MUS 1030	Music Appreciation	
HUM 2010	Human Adventure I	
HUM 2110	Human Adventure II	
THEA 1030	Introduction to Theatre	
	Approved Literature General Education elective ¹	3
History		
	Approved History General Education electives ²	6
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
	Approved Behavioral/Social Science General Education elective ^{1,3}	3
Mathematics		
	Approved Mathematics General Education elective ^{1,3}	3
Natural Science		
	Approved Natural Science w/ Lab General Education electives ¹	8
Area of Emphasis Requirements (19 hours)		
POLI 1120	Introduction to American Government	3
POLI 2010	Introduction to Political Science.....	3
POLI 2990	Problems in Political Science	3
FOREIGN LANGUAGE (Intermediate sequence)		6
EDUC 1010	Freshman Experience.....	1
or		
PHED	Physical Education Activity	
CPSC 1100	Using Information Technology.....	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. **CPSC 1100** satisfies the college's computer science requirement.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

SPECIAL COURSE OFFERING

MILITARY SCIENCE

Military Science operates as a cooperative effort with Carson-Newman College and provides information on courses pertaining to the nature and function of the US Military including military history of the United States, leadership, management and basic officership. Students who successfully complete the military science courses at WSCC may be able to enter Advanced Reserve Officer Training Corps programs at Carson-Newman or other four-year colleges and universities.

Department of Education

Purpose

The department of Education introduces aspiring teachers to the best practices to facilitate teacher leadership. The two-year program is designed to help students gain acceptance into the teacher preparation programs at four-year institutions. The learning strategies component forms the springboard for the continual processes of personal, intellectual, and academic development and exists to help students discover their innate ability to learn. Further, the physical education, health, and recreation component adheres to fundamental and applied concepts of scientific study in the historical, social, psychological, environmental, experiential, and physical way of thinking and learning by offering educational, sports, and fitness activity classes with the emphasis on "wellness and fitness for life". The department curriculum is designed to meet academic, professional, physical, social, and emotional needs of students.

ELEMENTARY EDUCATION

This two-year program is designed to help students gain acceptance into teacher preparation programs at four-year institutions.

Degree: Associate of Science

Emphasis: Elementary Education

Course No.	Course Title	Credit Hours
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General Education Requirements (41 hours)

Communication

ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3

Humanities and/or Fine Arts

Approved Humanities General Education electives ^{1,3}	6
Approved Literature General Education elective ^{1,3}	3

History

Approved History General Education electives ²	6
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Behavioral/ Social Sciences

Approved Behavioral/Social Science elective ^{1,3}	6
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Select from:

POLI 1120 Introduction to American Government

or

POLI 2010 Introduction to Political Science

SOCI 1020 General Sociology

or

SOCI 2020 Social Problems and Human Values

GEOG 1012 Cultural Geography

or

GEOG 1013 World Regional Geography I

or

GEOG 1014 World Regional Geography II

Mathematics

MATH 1530	Probability and Statistics	3
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Natural Science

Approved Natural Science w/Lab General Education electives ^{1,3}	8
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Select from:

ASTR 1030/31 Astronomy w/Lab

BIOL 1010/11 General Biology I w/Lab

BIOL 1020/21 General Biology II w/Lab

CHEM 1000/01 Basic Chemistry w/Lab

GEOL 1030/31 Geology w/Lab

Area of Emphasis Requirements (19 hours)

EDUC 2010	Psychology of Human Development for Teachers	3
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or

EDUC 2300 Foundations of Education

EDUC 2100	Orientation to the Profession of Education	1
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Mathematics Elective ³	3
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Select from:

MATH 1410 Number Concepts and Algebraic Structures

MATH 1420 Problem Solving, Geometry and Statistics

MATH 1630 Finite Mathematics

MATH 1710 Pre-Calculus (Algebra)

MATH 1720 Pre-Calculus (Trigonometry)

Psychology Elective ³	3
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Select from:

PSYC 1310 Introduction to Psychology

PSYC 2410 Psychology of Childhood and Adolescence

PSYC 2420 Developmental Psychology

Major Electives ³	9
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Select from:

PHED 2810 Skill and Teaching of Elementary Activities and Movement Education

EDUC 2010 Psychology of Human Development for Teachers

EDUC 2300 Foundations of Education

EDUC 2910 Field Study in Education

SPED 2010 Introduction to Special Education

HLTH 2310 Safety and First Aid

Intermediate Foreign Language Sequence

Mathematics

Literature

Total Credit Hours

60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and migrate to the "computer competency" page.

- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

ASSOCIATE OF SCIENCE IN TEACHING

The Associate of Science in Teaching degree is a jointly developed degree through the TBR community colleges. Currently, students in the community colleges follow articulation agreements worked out with nearby four-year teacher preparation colleges. With the AST, students will be able to finish at any community college and be able to enroll in any TBR teacher education program. Students intending to transfer to the UT system or private institutions should consult a faculty advisor on the appropriateness of this program for transfer.

Degree: Associate of Science in Teaching

Emphasis: K-6

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
MUS 1030	Music Appreciation	3
or		
ART 1030	Art Appreciation	3
Approved Humanities General Education elective ¹		
Approved Literature General Education elective ¹		
History		
HIST 2010	American History I	6
or		
HIST 2020	American History II	6
or		
HIST 2030	Tennessee History	6
Behavioral/ Social Sciences		
GEOG 1013	World Geography I	3
POLI 1120	Introduction to American Government	3
Mathematics		
Approved Mathematics General Education elective ¹		
Natural Science		
Approved Biological/Life Science w/Lab General Education elective ¹ ...		
Approved Physical Science w/Lab General Education elective ¹		
Area of Emphasis Requirements (19 hours)		
Introduction to Education (see advisor)		
MATH 1410	Number Concepts and Algebraic Structures	3
MATH 1420	Problem Solving, Geometry and Statistics	3
Developmental Psychology, Educational Psychology, Life Span		
Development, or Human Growth and Development (PSYC 2420 or		
EDUC 2010)		
SPED 2010	Introduction to Special Education	3
or		
ECED 2060	Development of the Exceptional Child	3
ASTR 1030/1031	Astronomy w/Lab	4
or		
GEOL 1030/1031	Geology w/Lab	4
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

Additional Degree Requirements

- Attainment of 2.75 cumulative grade point average
- Successful completion of Praxis I
- Satisfactory rating on an index of suitability for the teaching profession (procedure will be developed through collaboration between university and community college representatives)

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

PHYSICAL EDUCATION, HEALTH AND RECREATION

Physical Education, Health, and Recreation offers educational, sports, and fitness activity classes with the emphasis on "Fitness for Life." The curriculum is designed to meet the physical, social and emotional needs of students.

Degree: Associate of Science

Emphasis: Physical Education, Health and Recreation

Course No.	Course Title	Credit Hours
General Education Courses (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2420	Western World Literature II	3
Approved Humanities General Education elective ^{1,3}		
Select one course from:		
PHIL 1030	Human Nature and Life	3
PHIL 2020	Self and Values	3
PHIL 2210	Religions and Cultures	3
Select one course from:		
ART 1030	Art Appreciation	3
MUS 1030	Music Appreciation	3
HUM 2010	Human Adventure I	3
HUM 2110	Human Adventure II	3
History		
Approved History General Education electives ²		
Behavioral/Social Sciences		
PSYC 2420	Developmental Psychology	3
Approved Behavioral/Social Science Elective ¹		
Select one course from:		
ECON 2010	Principles of Economics	3
POLI 1120	Introduction to American Government	3
PSYC 1310	Introduction to Psychology	3
SOCI 1020	General Sociology, Institutions	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
BIOL 2010	Human Anatomy and Physiology I	3
BIOL 2011	Human Anatomy and Physiology I Lab	1
BIOL 2020	Human Anatomy and Physiology II	3
BIOL 2021	Human Anatomy and Physiology II Lab	1
Area of Emphasis Requirements (19 hours)		
PHED 2010	Introduction to Health, Physical Education and Recreation	3
EDUC 2100	Orientation to the Profession of Education	1
EDUC 2910	Field Study in Education	3
EDUC 2300	Foundations of Education	3
or		
EDUC 2010	Psychology of Human Development for Teachers	3
Behavioral/Social Science Elective		
Select from:		
ECON 2010	Principles of Economics I	3
PSYC 1310	Introduction to Psychology	3
POLI 1120	Introduction to American Government	3
SOCI 1020	General Sociology, Institutions and Society	3
ELECTIVES³		
Select from:		
PHED 1910	Aquatics	3
PHED 2000	Personal Wellness	3
PHED 2110	Human Motor Behavior	3
PHED 2320	Care and Treatment of Athletic Injuries	3
PHED 2810	Skills and Teaching of Elementary Activities and Movement Education	3
MATH 1630	Finite Mathematics	3
SPED 2010	Introduction to Special Education	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Additional coursework and activity courses will need to be taken to prepare for transfer to some four-year institutions. See your advisor in the Behavioral and Social Sciences Division for more information.
- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

SECONDARY EDUCATION

This two-year program is designed to help students gain acceptance into teacher preparation programs at four-year institutions.

Degree: Associate of Science

Emphasis: Secondary Education

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ^{1,3}		6
Approved Literature General Education elective ^{1,3}		3
History		
Approved History General Education electives ²		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science electives ^{1,3}		6
Mathematics		
Approved Mathematics General Education elective ^{1,3}		3
Natural Science		
Approved Natural Science w/Lab General Education electives ^{1,3}		8
Area of Emphasis Requirements (19 hours)		
EDUC 2010	Psychology of Human Development for Teachers	3
or		
EDUC 2300	Foundations of Education	
EDUC 2100	Orientation to the Profession of Education	1
ELECTIVES ³	15
Select from:		
SPED 2010	Introduction to Special Education	
EDUC 2010	Psychology of Human Development for Teachers	
EDUC 2300	Foundations of Education	
EDUC 2910	Field Study in Education	
	Foreign Language (Intermediate Sequence)	
	Literature	
	Mathematics	
Total Credit Hours		60

¹General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

SPECIAL EDUCATION

This two-year program is designed to help students gain acceptance into teacher preparation programs at four-year institutions.

Degree: Associate of Science

Emphasis: Special Education

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ^{1,3}		6
Approved Literature General Education elective ^{1,3}		3
History		
Approved History General Education electives ²		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science electives ^{1,3}		6
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
Approved Natural Science w/Lab General Education electives ^{1,3}		8
Select from:		
ASTR 1030/31	Astronomy w/Lab	
BIOL 1010/11	General Biology I w/Lab	
BIOL 1020/21	General Biology II w/Lab	
CHEM 1000/01	Basic Chemistry w/Lab	
GEOL 1030/31	Geology w/Lab	
Area of Emphasis Requirements (19 hours)		
EDUC 2010	Psychology of Human Development for Teachers	3
or		
EDUC 2300	Foundations of Education	
EDUC 2100	Orientation to the Profession of Education	1
SPED 2010	Introduction to Special Education	3
ELECTIVES ³	12
Select from:		
EDUC 2010	Psychology of Human Development for Teachers	
EDUC 2300	Foundations of Education	
EDUC 2910	Field Study in Education	
HLTH 2310	Safety and First Aid	
PSYC 2420	Development Psychology	
	Foreign Language (Intermediate Sequence)	
	Literature	
	Mathematics	
Total Credit Hours		60

¹General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

EARLY CHILDHOOD EDUCATION

The Early Childhood Education program prepares students to assume management, supervisory and teaching positions in child development early learning center programs and/or transfer to a baccalaureate program at a four-year institution. The program is also designed to meet the education and retraining needs of those already employed in early childhood occupations.

Degree: Associate of Science

Emphasis: Early Childhood Education

Course No.	Course Title	Credit Hours
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General Education Requirements (41 hours)

Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education elective ^{1,2}	6
	Approved Literature General Education elective ^{1,2}	3
History		
	Approved History General Education electives ^{1,2}	6
Behavioral/ Social Sciences		
	Approved Behavioral/Social Science General Education elective ^{1,2}	6
Mathematics		
	Approved Mathematics General Education elective ^{1,2}	3
Natural Science		
	Approved Natural Science w/Lab General Education electives ^{1,2}	8

Area of Emphasis Requirements (19 hours)

With the recommendation of an Early Childhood Education advisor, students will choose 19 hours of early childhood education or related coursework based on the requirements of the senior institution to fulfill their area of emphasis.

Approved area of emphasis hours ²	19
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Total Credit Hours	60
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¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on "computer competency."
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Degree: Associate of Applied Science

Emphasis: Early Childhood Education

Course No.	Course Title	Credit Hours
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General Education Requirements (16 hours)

Communication		
ENGL 1010	Composition I	3
Humanities and/or Fine Arts		
	Approved Humanities General Education elective ¹	3
Behavioral/ Social Sciences		
	Approved Behavioral/Social Science General Education elective ¹	3
Mathematics		
	Approved Mathematics General Education elective ¹	3
Natural Science		
	Approved Natural Science w/Lab General Education elective ¹	4

Area of Emphasis Requirements (44 hours)

One approved General Education elective		3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
ECED 1010	Introduction to Early Childhood Education	2
ECED 2010	Safe, Healthy Learning Environment	3
ECED 2015	Early Childhood Curriculum	3
ECED 2020	Infant, Toddler, Child Development	3
ECED 2040	Family Dynamics and Community Involvement	3
ECED 2060	Development of Exceptional Children	3
ECED 2070	Developmental Assessment	3
ECED 2080	Language and Literacy in Early Childhood	3
ECED 2085	Math and Science in Early Education	3
ECED 2130	Clinical Practicum I	2
ECED 2140	Clinical Practicum II	2
ECED 2150	Clinical Practicum III	2
ELECTIVE ¹	ECED Elective	3

Select from:

ECED 2030	Infant and Toddler Care
ECED 2050	Psychomotor Development
ECED 2090	Creative Development
ECED 2100	The Mentoring Teacher
ECED 2110	Advanced Learning Environments
ECED 2120	Administration of Childcare Centers
ENGL 2230	Literature for Children
ECED 2990	Special Problems in Early Childhood Development

Total Credit Hours	60
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¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on "computer competency."
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Degree: Technical Certificate**Emphasis: Early Childhood Education**

The Early Childhood Education Certificate prepares those who work with or plan to work with preschool children and their families in a variety of child care provider settings/agencies. The program is based upon the criteria developed by the National Association for the Education of Young Children. The program provides the student with training to obtain the competencies required to successfully complete the National Child Development Associate (CDA) credentialing process.

Course No.	Course Title	Credit Hours
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Certificate Requirements

ECED 2010	Safe, Healthy Learning Environment.....	3
ECED 2015	Early Childhood Curriculum	3
ECED 2040	Family Dynamics and Community Involvement.....	3
ECED 2080	Language and Literacy in Early Childhood	3
ECED 2085	Math and Science in Early Education.....	3
ECED 2130	Clinical Practicum I.....	2
ECED 2140	Clinical Practicum II.....	2
ELECTIVE	ECED Elective	3

Select from:

ECED 2030	Infant and Toddler Care
ECED 2050	Psychomotor Development
ECED 2090	Creative Development
ECED 2100	The Mentoring Teacher
ECED 2120	Administration of Childcare Centers

Total Credit Hours	22
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Department of Psychology, Sociology, and Social Work

Purpose

The department of Psychology, Sociology, and Social Work has created programs of study designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree. The degrees of study within the department include the Associate of Science degree in Psychology, Sociology/Anthropology, African-American Studies, and Social Work. The foundation of the curricula is General Education, with courses that emphasize skill development in areas such as cultural diversity, research, human behavior, social problems, and service learning. The faculty continuously seek ways to combine classroom knowledge with technology and hands-on experience, which in the long run, only produce knowledgeable students.

AFRICAN-AMERICAN STUDIES

This program of study serves as a foundation for those students who need a broad, diverse liberal education, with the ultimate goal of transfer to another higher education institution. Students typically enter this degree with the intent of majoring in Interdisciplinary Programs at the transfer institution.

Degree: Associate of Science

Emphasis: African-American Studies

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
	Approved Humanities General Education elective ¹	3
History		
	Approved History General Education electives ²	6
Behavioral/Social Sciences		
PSYC 1310	Introduction to Psychology	3
SOCI 1020	General Sociology, Institutions and Society	3
Mathematics		
MATH 1630	Finite Mathematics	3
Natural Science		
	Approved Natural Science w/Lab General Education electives ¹	8
Area of Emphasis Requirements (19 hours)		
SOCI 1240	Introduction to Cultural Anthropology	3
SOCI 1005	Cultural Studies: The African-American Experience I and	3
SOCI 1010	Cultural Studies: The African-American Experience II	3
or		
HUM 2020	Introduction to African-American Studies I and	
HUM 2030	Introduction to African-American Studies II	
ELECTIVES ³	10
Select from:		
CPSC 1100	Using Information Technology	
EDUC 1010	Freshman Experience	
POLI 2010	Introduction to Political Science	
ECON 2010	Principles of Economics I	
	Foreign Language (Intermediate Sequence)	
	Physical Education Activity	
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

• Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.

• High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

PSYCHOLOGY

Psychology focuses on the study of behavior and mental processes. Facts, theories, and hypotheses about people are examined within the framework of psychological research and knowledge.

Degree: Associate of Science

Emphasis: Psychology

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
PHIL 2020	Self and Values	3
	Literature ¹	3
	Approved Humanities General Education elective ¹	3
History		
	Approved History General Education electives ²	6
Behavioral/ Social Sciences		
PSYC 1310	Introduction to Psychology	3
SOCI 1020	General Sociology, Institutions and Society	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
	Approved Natural Science w/Lab General Education electives ¹	8
Area of Emphasis Requirements (19 hours)		
PSYC 2310	Abnormal Psychology	3
PSYC 2420	Developmental Psychology	3
ELECTIVES ³	13
Select from:		
PSYC 2220	The Psychology of Human Sexuality	
PSYC 2320	The Psychology of Helping	
PSYC 2340	Psychology of Adjustment	
PSYC 2410	Psychology of Childhood & Adolescence	
PSYC 2990	Problems in Psychology	
SOCI 1240	Introduction to Cultural Anthropology	
SOCI 2020	Social Problems and Human Values	
SOCI 2110	The Family, Society, and the Individual	
CPSC 1100	Using Information Technology	
MATH 1630	Finite Mathematics	
MATH 1830	Calculus A	
MATH 1910	Calculus I	
EDUC 1010	Freshman Experience	
PHED 2000	Personal Wellness	
	Physical Education Activity	
	Foreign Language (Intermediate sequence)	
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

• Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.

• High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

SOCIOLOGY

Sociology uses social science perspectives and methods to study human behavior, cultures, and societies. Sociology provides preparation for those working with global and local social institutions, policies, and problems. This degree prepares the student for transfer to a senior institution.

Degree: Associate of Science

Emphasis: Sociology/Anthropology

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History		
Approved History General Education electives ²		6
Behavioral/Social Sciences		
PSYC 1310	Introduction to Psychology	3
SOCI 1020	General Sociology, Institutions and Society	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
Approved Natural Science w/Lab General Education electives ¹		8
Area of Emphasis Requirements (19 hours)		
SOCI 1240	Introduction to Cultural Anthropology	3
SOCI 2020	Social Problems and Human Values	3
SOCI 2110	The Family, Society and the Individual	3
ELECTIVES ³		10
Select from:		
PHIL 2020	Self and Values	
PHIL 1030	Human Nature and Life	
PHIL 2210	Religions and Cultures	
CPSC 1100	Using Information Technology	
EDUC 1010	Freshman Experience	
PHED 2000	Personal Wellness	
MATH 1630	Finite Mathematics	
MATH 1830	Calculus A	
MATH 1910	Calculus I	
PHED	Any Physical Education Activity	
	Foreign Language (Intermediate sequence)	—
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

SOCIAL WORK

The social work curriculum is designed to prepare students to transfer to colleges and universities offering a bachelor's degree in social work. The associate of science degree builds on a liberal arts base and includes an array of courses from such fields as psychology, sociology, political sciences and economics.

Degree: Associate of Science

Emphasis: Social Work

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
PHIL 2020	Self and Values	3
Approved Humanities General Education elective ¹		3
Approved Literature General Education elective ¹		3
History		
Approved History General Education electives ²		6
Behavioral/Social Sciences		
PSYC 1310	Introduction to Psychology	3
SOCI 1020	General Sociology, Institutions and Society	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
Approved Natural Science w/Lab General Education electives ¹		8
Area of Emphasis Requirements (19 hours)		
POLI 1120	Introduction to American Government	3
PSYC 2320	Psychology of Helping	3
SOWK 1010	Introduction to Social Work	3
ELECTIVES ³		10
Select from:		
SOWK 2020	Social Welfare	
SOWK 2045	Social Work with Families and Children	
ECON 2010	Principles of Economics I	
CPSC 1100	Using Information Technology	
EDUC 1010	Freshman Experience	
PSYC 2410	Psychology of Childhood and Adolescence	
PSYC 2420	Developmental Psychology	
SOCI 2110	The Family, Society and the Individual	
SOCI 2020	Social Problems and Human Values	
SOCI 1240	Introduction to Cultural Anthropology	
MATH 1630	Finite Mathematics	
PHED	Any Physical Education activity	
	Foreign Language (Intermediate sequence)	—
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirement.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

DIVISION OF BUSINESS

Purpose

The Division of Business provides educational programs designed to prepare individuals to assume positions in business/industry and government, skills development training for the currently employed and appropriate academic course work for those who plan to transfer to a four year institution of higher education. All business programs are accredited by the Association of Collegiate Business Schools and Programs.

Degree: Associate of Science

Emphasis: Business

The Associate of Science – Business degree is designed to offer flexibility in selecting courses that will meet the requirements for the first two years of a Bachelor of Science degree in Business Administration. The outline below is general in nature and is designed for use in conjunction with guidance from a business faculty advisor. Because senior institution requirements change often and without notice, students should regularly see a faculty advisor for the most current information available.

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Literature ¹	3
Approved Humanities General Education electives ¹	6
History		
Approved History General Education electives ²	6
Behavioral/ Social Sciences		
ECON 2010	Principles of Economics	4
Approved Behavioral/Social Science General Education elective ¹	2
Mathematics		
Approved Mathematics General Education elective ¹	3
Natural Science		
Approved Natural Science w/Lab General Education electives ¹	8
Area of Emphasis Requirements (19 hours)		
ACCT 2110	Introductory Accounting I	3
ECON 2210	Business Statistics	3
Select one (1) course from:		
MGMT 1100	Business Computer Applications	3
or		
MGMT 1110	Electronic Spreadsheet and Database Applications	3
or		
CPSC 1100	Using Information Technology	3
ELECTIVES³		
Mathematics	3
Required by Transfer Institution	7
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. Some four-year colleges require a specific computer applications course, and students should consult an articulation agreement or a business advisor before selecting a computer applications course. For additional information, visit www.ws.edu and click on "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

MANAGEMENT/ACCOUNTING

The Accounting concentration is designed to prepare students for a successful career as an **Accounting Paraprofessional**.

Degree: Associate of Applied Science

Emphasis: Management

Concentration: Accounting

Course No.	Course Title	Credit Hours
General Education Requirements (15 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
Humanities and/or Fine Arts		
Approved Humanities General Education elective ¹	3
Behavioral/ Social Sciences		
Approved Behavioral/Social Science General Education elective ¹	3
Mathematics		
MATH 1630	Finite Mathematics	3
Area of Emphasis Requirements (45 hours)		
ACCT 2110	Introductory Accounting I	3
ACCT 2120	Introductory Accounting II	3
ACCT 2550/2551	Tax Practice w/Lab	4
ACCT 2560/2561	Accounting Practice I w/Lab	4
ACCT 2570/2571	Accounting Practice II w/Lab	4
ACCT 2580/2581	Accounting Practice III w/Lab	4
ECON 2010	Principles of Economics I	4
ECON 2210	Business Statistics	3
MATH 1830	Calculus A	3
MGMT 1100	Business Computer Applications	3
MGMT 1110	Electronic Spreadsheets and Database Applications	3
MGMT 2210	Principles of Management and Quality Improvement	3
SPCH 2010	Introduction to Speech Communication	3
ELECTIVE ²	1
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. In this program, **MGMT 1100** Business Computer Applications is **required** to satisfy computer competency and must be taken during the first 30 hours.
- Developmental education courses must be taken every semester until completed.

MANAGEMENT/AGRICULTURE BUSINESS

The Agriculture Business concentration emphasizes the development of agriculture business and production agriculture.

Degree: Associate of Applied Science

Emphasis: Management

Concentration: Agriculture Business

Course No.	Course Title	Credit Hours
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General Education Requirements (16 hours)

Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		
Behavioral/ Social Sciences		
ECON 2010	Principles of Economics I	4
Mathematics		
MATH 1630	Finite Mathematics	3

Area of Emphasis Requirements (44 hours)

ACCT 2110	Introductory Accounting I	3
AGRM 1010	Perspectives in Agriculture	3
AGRM 1110/1111	Fundamentals of Animal Science w/Lab	4
AGRM 1210/1211	Introduction to Crop Science w/Lab	4
AGRM 1710/1711	Agriculture Economics w/Lab	3
AGRM 2030/2031	Soil Science w/Lab	4
AGRM 2140/2141	Farm Animal Health and Management Practices w/Lab	4
MGMT 1100	Business Computer Applications	3
MGMT 2210	Principles of Management and Quality Improvement	3
SPCH 2010	Introduction to Speech Communication	3
ELECTIVES ²	Agriculture	10
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. In this program **MGMT 1100** Business Computer Applications is required to satisfy computer competency and must be taken during the first 30 hours.

- Developmental education courses must be taken every semester until completed.

MANAGEMENT/BUSINESS ADMINISTRATION

The Business Administration concentration prepares graduates for entry-level positions and/or career advancement in business, industry, and government.

Degree: Associate of Applied Science

Emphasis: Management

Concentration: Business Administration

Course No.	Course Title	Credit Hours
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General Education Requirements (16 hours)

Communication		
ENGL 1010	Composition I	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		
Behavioral/ Social Sciences		
ECON 2010	Principles of Economics I	4
Mathematics		
MATH 1630	Finite Mathematics	3

Area of Emphasis Requirements (44 hours)

ACCT 2110	Introductory Accounting I	3
ACCT 2120	Introductory Accounting II	3
BUSN 1310	Business Communications and Correspondence	3
BUSN 2010	Business Functions	4
BUSN 2510	Legal Environment of Business	3
ENGL 1020	Composition II	3
MGMT 1100	Business Computer Applications	3
MGMT 1110	Electronic Spreadsheets and Database Applications	3
or		
MGMT 2110	Advanced Word Processing and Desktop Publishing	
MGMT 2210	Principles of Management and Quality Improvement	3
MGMT 2530	Human Relations	3
MGMT 2590	Business Presentations	3
ELECTIVES ²	10

Select from:

BANK 1010	Principles of Banking
BUSN 1290	Professional Development and Business Ethics
ECON 2020	Principles of Economics II
ECON 2210	Business Statistics
LAW 1110	Introduction to Paralegal Practice, Professional Ethics and Legal Office Management
MGMT 2500	PowerPoint Presentations and Web Page Design
MGMT 2570	Human Resource Management
MGMT 2980	Students in Free Enterprise Practicum
MKTG 1010	Marketing Management
RELS 2110	Real Estate Principles I
RELS 2120	Real Estate Principles II

Total Credit Hours **60**

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. In this program **MGMT 1100** Business Computer Application is required to satisfy computer competency and must be taken during the first 30 hours.
- Developmental education courses must be taken every semester until completed.

MANAGEMENT/PARALEGAL STUDIES

The Paralegal Studies program prepares students to work under the supervision of an attorney in private law offices, government agencies or corporate law departments performing delegated legal work including legal research, document preparation, client interviewing, factual investigation and case management utilizing current technology and in compliance with ethical and professional standards.

Degree: Associate of Applied Science

Emphasis: Management

Concentration: Paralegal Studies (Approved by the American Bar Association)

Course No.	Course Title	Credit Hours
General Education Requirements (15 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
Humanities and/or Fine Arts		
	Approved Humanities General Education elective ¹	3
Behavioral/ Social Sciences		
	Approved Behavioral/ Social Sciences General Education elective ¹	3
Mathematics		
	Approved Mathematics General Education elective ¹	3
Area of Emphasis Requirements (45 hours)		
ACCT 2110	Introductory Accounting I	3
LAW 1110	Introduction to Paralegal Practice: Professional Ethics and Legal Office Management	4
LAW 1120	Legal Research Skills	3
LAW 1130	Civil Litigation, Evidence and Investigation Skills for Paralegals	4
LAW 1140	Torts, Workers Compensation and Employment Law	4
LAW 1150	Contract Law	2
LAW 1160	Business Organizations	2
LAW 1170	Real Property Law and Title Search Skills for Paralegals	2
LAW 1180	Wills, Trusts & Estate Administration for Paralegals	2
LAW 1185	Secured Transactions, Collection Methods and Bankruptcy Law	2
LAW 1190	Legal Writing Skills	2
MGMT 1100	Business Computer Applications	3
MGMT 2210	Principles of Management and Quality Improvement	3
SPCH 2010	Introduction to Speech Communication	3
ELECTIVES ²	6
Select from:		
LAW 2010	Criminal Litigation and Procedure	
LAW 2020	Domestic Relations, Administrative Law, and ADR	
LAW 2040	Legal Externship	
LAW 2050	Selected Topics in the Law	
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. In this program, **MGMT 1100** Business Computer Applications is required to satisfy computer competency and must be taken during the first 30 hours.
- Developmental education courses must be taken every semester until completed.

OFFICE ADMINISTRATION

The Office Administration program prepares students for administrative office positions which require abilities in researching and compiling data, composing internal and external communications, preparing mailable documents via computer, desktop publishing, managing records electronically and manually, and utilizing managerial skills.

Degree: Associate of Applied Science

Emphasis: Office Administration

Course No.	Course Title	Credit Hours
General Education Requirements (15 hours)		
Communication		
ENGL 1010	Composition I	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education electives ¹	3
Behavioral/ Social Sciences		
	Approved Behavioral/ Social Sciences General Education electives ¹	3
Mathematics		
	Approved Mathematics General Education elective ¹	3
Area of Emphasis Requirements (45 hours)		
ACCT 1410	Small Business Record Keeping	3
BUSN 1010	Introduction to Business	3
BUSN 1290	Professional Development and Business Ethics	3
BUSN 1310	Business Communications and Correspondence	3
BUSN 2510	Legal Environment of Business	3
MGMT 1110	Electronic Spreadsheets and Database Applications	3
MGMT 2110	Advanced Word Processing and Desktop Publishing	3
MGMT 2210	Principles of Management and Quality Improvement	3
MGMT 2500	PowerPoint Presentations and Web Page Design	3
OADM 1010	Document Preparation I	3
OADM 1020	Document Preparation II	3
OADM 1210	Administrative Office Procedures and Simulation	3
OADM 2310	Word Processing Transcription	3
OADM 2990	Office Administration Internship	3
ELECTIVES ²	Office Administration/ Management	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. In this program **MGMT 1110** Electronic Spreadsheets and Databases is required to satisfy computer competency and must be taken during the first 30 hours.
- Developmental education courses must be taken every semester until completed.

Department of Hospitality Business

Purpose

The Hospitality Business Department prepares graduates for management positions in one of the most dynamic and fastest growing employment fields. The Rel Maples Institute for Culinary Arts gives students experience in food preparation, cooking, baking, kitchen or restaurant management and non-commercial foodservice. Students completing the Hotel and Restaurant Management concentration gain experience in all operations of a "full service" lodging facility.

MANAGEMENT/CULINARY ARTS

The Rel Maples Institute for Culinary Arts, accredited by the American Culinary Federation, prepares students for a successful career in food preparation, cooking, baking, kitchen or restaurant management, and non-commercial food service. A wide variety of careers are available in the food service industry.

Degree: Associate of Applied Science

Emphasis: Management

Concentration: Culinary Arts (Accredited by the American Culinary Federation)

Course No.	Course Title	Credit Hours
General Education Requirements (15 hours)		
Communication		
ENGL 1010	Composition I	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education elective ¹	3
Behavioral/ Social Sciences		
	Approved Behavioral/Social Science General Education elective ¹	3
Mathematics		
	Approved Mathematics General Education elective ¹	3
Area of Emphasis Requirements (45 hours)		
ACCT 2110	Introductory Accounting I	3
CULN 2100	Sanitation and Safety	2
CULN 2200	Nutrition and Menu Planning	3
CULN 2310	Culinary Arts I	3
CULN 2400	Bakery Skills	3
CULN 2910	Culinary Internship	1
HMG 1010	Foundations of Hospitality	3
HMG 2820	Purchasing for Food Service Managers	3
MGMT 1100	Business Computer Applications	3
MGMT 2210	Principles of Management and Quality Improvement	3
*Select either the Hot Foods or the Baking/Pastry option		18
Total Credit Hours		60

*Hot Foods Option 18 hours

CULN 2210	Tableservice and Beverage Management
CULN 2320	Culinary Arts II
CULN 2330	Culinary Arts III
CULN 2350	American Regional Cuisine
CULN 2550	Garde-Manager and Catering
CULN 2600	International Cuisine and Buffets

*Baking/Pastry Option 18 hours

CULN 2410	Advanced Baking and Pastry Skills
CULN 2440	Art of Decorating Cakes
CULN 2420	Artisan and Specialty Breads

Choice of three electives:

CULN 2430	Chocolate Skills
CULN 2710	Plated Desserts and Presentations
CULN 2460	European Cakes and Tortes
CULN 2510	Hot and Cold Desserts
CULN 2450	Confection Artistry

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. In this program **MGMT 1100** Business Computer Applications is **required** to satisfy computer competency and must be taken during the first 30 hours.
- Developmental education courses must be taken every semester until completed.
- College credit may be given for the Certified Executive Chef or Certified Pastry Chef designation awarded by the American Culinary Federation. See a faculty advisor for additional information.

MANAGEMENT/HOTEL AND RESTAURANT MANAGEMENT

The Hotel and Restaurant Management concentration is a comprehensive degree program offering course work in competencies encompassing all operations of a "full service" lodging facility. The program includes practical courses in food preparation and management courses in lodging and food and beverage. In addition, the program includes a business core requirement, affording students with a broader base of business skills useful in the industry. The program will prepare students to enter various phases of the hospitality industry, one of the most dynamic and fastest growing fields open to college graduates today.

Degree: Associate of Applied Science

Emphasis: Management

Concentration: Hotel and Restaurant Management

Course No.	Course Title	Credit Hours
General Education Requirements (15 hours)		
Communication		
ENGL 1010	Composition I	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education elective ¹	3
Behavioral/ Social Sciences		
	Approved Social Science General Education elective ¹	3
Mathematics		
	Approved Math General Education elective ¹	3
Area of Emphasis Requirements (45 hours)		
ACCT 2110	Introductory Accounting I	3
BUSN 1310	Business Communications and Correspondence	3
BUSN 2510	Legal Environment of Business	3
CULN 2200	Nutrition and Menu Planning	3
CULN 2210	Table Service and Beverage Management	3
HMG 1010	Foundations of Hospitality	3
HMG 1060	Hospitality Housekeeping and Engineering	3
HMG 2310	Hospitality Food Production	3
HMG 2640	Hospitality Human Resource Management	3
HMG 2670	Front Office Procedures	3
HMG 2770	Hospitality Sales and Marketing	3
HMG 2805	Convention Management and Service	3
HMG 2820	Food and Beverage Controls	3
MGMT 1100	Business Computer Applications	3
MGMT 2210	Principles of Management and Quality Improvement	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- Developmental education courses must be taken every semester until completed.

CULINARY ARTS

The Culinary Arts technical certificate is designed to provide fundamental skills in food preparation, cooking and baking. Employment is broadly available for people with creativity, imagination and the willingness to work. The course work completed for the technical certificate will apply to the Associate of Applied Science degree in Culinary Arts.

Degree: Technical Certificate

Emphasis: Culinary Arts

Course No.	Course Title	Credit Hours
CULN 2100	Sanitation and Safety	2
CULN 2310	Culinary Arts I	3
CULN 2400	Bakery Skills	3
HMGD 2820	Purchasing for Food Service Managers.....	3
*Select either the Hot Foods or Baking/ Pastry option		<u>12</u>
Total Credit Hours		23

*Hot Foods Option 12 hours

CULN 2200	Nutrition and Menu Planning
CULN 2210	Tableservice and Beverage Management
CULN 2320	Culinary Arts II
CULN 2330	Culinary Arts III

*Baking/Pastry Option 12 hours

CULN 2410	Advanced Baking and Pastry Skills
CULN 2440	Art of Decorating Cakes
CULN 2420	Artisan and Specialty Breads
CULN 2720	Plated Desserts and Presentations

DIVISION OF HEALTH PROGRAMS

Purpose

The Health Programs division provides education leading to the associate of applied science degree in nursing, physical therapist assistant, health information technology, and respiratory care. Students may also earn a technical certificate for pharmacy technician, medical coding, medical insurance specialist, and medical transcription. Completion of these programs enables the student to take licensure or certification examinations for these health care careers.

CRIMINAL BACKGROUND CHECK REQUIREMENT

Criminal background checks may be a requirements for training at some affiliated clinical sites. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at a facility. Additionally, a criminal background may preclude licensure or employment.

If you are assigned to a clinical affiliate requiring a criminal background check, you will be required to provide the requested information. Acceptance of you as a student in the clinical facility will be at the clinical affiliate's discretion. As a student, you will be responsible for the cost of any required background checks.

If a clinical affiliate denies your presence in the facility, you will not be able to complete the clinical/practicum experience and you will be withdrawn from the program.

The specifications for the background check are at the discretion of the clinical affiliate. Should the affiliate not require a specific vendor for the check, the program director will provide a list of available vendors to purchase the required criminal background check.

The cost of the criminal background check will average \$50 to \$100. The exact amount may vary based on the affiliate specifications and individual student differences.

As a student you will not be allowed access to a clinical facility for any student experience until the clinical facility has authorized your presence.

Purpose

The Nursing program provides a quality nursing education to the geographically large and rural service area of East Tennessee. The Nursing program prepares individuals to apply to take the National Council Licensing Exam for Registered Nurses (NCLEX-RN) given by the State Board of Nursing to become registered nurses and assume positions in the healthcare industry.

Degree: Associate of Applied Science

Emphasis: Nursing

GENERAL ADMISSION REQUIREMENTS

Any student desiring to pursue an Associate Degree in Nursing must:

1. Apply, meet admission requirements and be accepted by Walters State Community College.
2. Indicate Nursing as the desired major on the WSCC application form.
3. Follow college policy for advising prior to registration.
4. Successfully complete all required developmental courses no later than the end of spring semester the year the student elects to participate in the selection process. (Note: Career Mobility students see Career Mobility section for requirement deadlines.)
5. Successfully complete BIOL2010 and 2011, BIOL2020 and 2021 no later than the end of spring semester the year the student elects to participate in the selection process. A grade of "C" or better must be achieved in all science courses. Biological science courses previously taken must have been completed within the last 10 years. (Note: Career Mobility students see Career Mobility section for requirement deadlines.)
6. Complete computer competency requirement.
7. Students cannot audit any nursing course without the approval of the dean of Health Programs/director of Nursing and/or chair of the Nursing Admission and Progression Committee.

Any exceptions to the above admission policies must be approved by the Admission and Progression Committee.

Consideration is given to Tech Prep students.

CLINICAL NURSING PROGRAM APPLICATION REQUIREMENTS

A student who has completed the above referenced requirements and has maintained an overall 2.5 GPA, excluding developmental

education courses, is eligible to apply for admission to the clinical nursing program. To apply for admission into the clinical nursing program, the student must complete and return to the director of Nursing a "Request for Admission into Clinical Nursing" form. This form must be filed no later than January 31 of the year the student elects to participate in the selection process for the fall semester nursing class. The student must attach to the form a current transcript of all the college courses taken.

SELECTION TO THE CLINICAL NURSING PROGRAM

1. Selection of each class will be made by the Admission and Progression Committee whose membership consists of:
 - a. Dean of Health Programs
 - b. Director of Nursing
 - c. Four nursing faculty (rotating)
 - d. Vice President for Academic Affairs (ex officio)

The Admissions and Progression Committee will rank each student on the basis of predetermined criteria. The criteria include but are not limited to: (a) first grades received in the required biology courses; (b) number of successfully completed courses beyond those required for admission to the clinical nursing program, and (c) overall grade point average in required college courses excluding developmental course grades. Additional ranking points can be obtained for either 1) ACT/ACT Residual score of greater than 19 or 2) Nurse Entrance Scores (NET) in Essential Math Skills, Reading Comprehension and Critical Thinking greater than 50%. All test scores must be less than 3 years old.* The committee may also require a personal interview and conduct reference checks. The top ranked applicants will be selected for each class. Decisions made by the committee are final.

2. Transfer Students - Individuals who have attended other colleges and desire to transfer into the WSCC clinical nursing program will be considered on an individual basis. Transfer requests should be submitted to the director of Nursing. Transfer students must meet the same standards and criteria as others desiring to pursue an associate degree in nursing at WSCC. A student may be required to audit a designated nursing course.
3. Transfer and Returning Students - Credit for nursing courses must have been earned within the past five years to be considered. Credit for biology courses must have been earned within the past 10 years to be considered.
4. WSCC and transfer students selected for the fall semester class will be notified in writing.
5. Students notified of admission into the clinical nursing program must return the following by the date specified

on the form: (a) a signed and dated acknowledgment of the Drug/Alcohol Abuse Policy and consent forms, and (b) a comprehensive health exam with complete hepatitis series. Students who do not respond or who do not plan to attend will have their positions filled by other applicants selected by the director of Nursing from the list recommended by the Admissions and Progression Committee.

6. Students not selected for admission may reapply for admission.
7. Contact the director of Nursing, TECH 106D for additional information.

**ACT RESIDUAL and NET testing can be scheduled through the counseling and testing office at WSCC.*

PROGRESSION/RETENTION POLICIES

To remain in good standing once admitted to the clinical nursing program, the student must:

1. Adhere to all WSCC, nursing department, and clinical agencies policies.
2. Earn a "C" or better in each required nursing and biology course and maintain a minimum GPA of 2.0.
3. Satisfactorily complete the theory, clinical and/or skills requirements of each nursing course. A grade of "D" or "F" in theory will result in a grade of "F" for clinical. An unsatisfactory in clinical will result in a grade of "F" for the entire course.
4. Exhibit safe clinical behavior.
5. Demonstrate professional, ethical and legal conduct.
6. Maintain professional liability insurance.
7. Maintain current Basic Life Support (BLS) or CPR/AED for the Professional Rescuer Course Completion card.
8. Complete BIOL 2510/2511 (Microbiology and lab) with a minimum grade of "C" before progressing into the third semester of clinical nursing.
9. Submit to a drug test if requested by the dean of Health Programs or director of Nursing at any time during the program. A positive drug test is grounds for immediate dismissal.
10. Individuals convicted to a crime other than a minor traffic violation could be ineligible for registered nurse licensure in the state of Tennessee even though they have successfully completed the Nursing program. (See Criminal Background Check Requirement.)
11. Have a yearly comprehensive health exam and submit the required form to the director of Nursing by the designated date.

READMISSION POLICIES

A student who has received a "D" or "F" in a clinical nursing course or who has withdrawn from the clinical nursing program may apply for readmission.

The readmission policies are:

1. A student must schedule an appointment with their faculty advisor or with the director of Nursing and complete exit interview process. Failure to complete the exit interview process **may** render the student ineligible to pursue readmission.
2. A student must request in writing to the director of Nursing to be considered by the Admission and Progression Committee according to the following schedule: (a) apply by January 31 for readmission to a fall semester nursing course; (b) apply by September 30 for readmission to a spring semester nursing course. Students will be notified by letter of the date and time they are to meet with the Admission and Progression Committee. It is the responsibility of the student to ensure the nursing program has the correct mailing address.
3. A student is eligible to appear before the Admissions and Progression Committee two times. If readmission is not granted after the second application, the student becomes ineligible for readmission.
4. The committee may allow a student to be readmitted without an interview under the following circumstances: obvious

physical illness/disability necessitating the student's withdrawal or student physical or psychological problems with physician documentation.

5. Only one readmission to the clinical nursing program is permitted.
6. If a student elects to apply for readmission, auditing a designated nursing course may be required to increase the probability of success.
7. A student who fails NURS 1180/1181 (Transition to Nursing) may request admission into the first semester of Nursing. No readmission to NURS 1180/1181 will be allowed.
8. A student with previous unsatisfactory clinical performance must be evaluated and recommended for readmission by a consensus of the nursing faculty.
9. A student who has received two grades of "D" or below in clinical nursing courses will not be eligible for readmission.
10. A student must have a cumulative 2.0 GPA or higher to be considered for readmission.
11. A student repeating a clinical nursing course must repeat both the theory and clinical components of the course.
12. A student may be readmitted only if space is available.
13. Any exceptions to the above policies must be approved by the Admission and Progression Committee.

HEALTH AND PHYSICAL CONSIDERATIONS FOR NURSING STUDENTS

Because the college seeks to provide in as much as possible a reasonably safe environment for its health career students and their patients, a student may be required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

All Tennessee Board of Regents Nursing programs have adopted the following core performance standards. Admission to and progression in nursing programs is not based on these standards but should be used to assist the student in determining whether accommodations or modifications are necessary. The standards are:

1. Critical thinking ability sufficient for clinical judgement.
2. Interpersonal abilities sufficient to effectively interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Visual ability sufficient for observation and assessment necessary in nursing care.
8. Tactile ability sufficient for physical assessment.

If a student believes that one or more of the standards cannot be met without accommodation or modification, the nursing program will determine whether or not accommodations or modification can be reasonably made. A student should contact the Director of Nursing for assistance.

LEGAL LIMITATION FOR LICENSURE

Graduates of the program will be eligible to apply to take the licensure exam to become a registered nurse. However, individuals who have been convicted of a crime other than a minor traffic violation could be ineligible for registered nurse licensure in the State of

Tennessee, even though they have successfully completed the nursing program.

The program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, Suite 33, New York, NY 10006. Telephone: 800-669-1656, ext. 493; Fax: 212-812-0390; Internet: www.nlnac.org.

Course No.	Course Title	Credit Hours
General Education Requirements (17 hours)		
Communication		
ENGL 1010	Composition I	3
Humanities and/or Fine Arts		
Approved Humanities/Fine Arts General Education elective ¹		3
Behavioral/ Social Sciences		
PSYC 1310	Introduction to Psychology	3
Natural Science/Mathematics		
BIOL 2010 ²	Human Anatomy and Physiology I.....	3
BIOL 2011 ²	Human Anatomy and Physiology I Lab.....	1
BIOL 2020 ²	Human Anatomy and Physiology II.....	3
BIOL 2021 ²	Human Anatomy and Physiology II Lab.....	1

Area of Emphasis Requirements (48 hours)

SPCH 2010	Introduction to Speech Communication	3
MATH 1530	Probability and Statistics	3
BIOL 2510	Introduction to Microbiology	3
BIOL 2511	Introduction to Microbiology Lab.....	1
NURS 1100	Nursing Concepts and Processes	1
NURS 1150	Nursing Skills.....	1
NURS 1160/1161	Introduction to Nursing Process	4
NURS 1130	Pharmacology	3
NURS 2600/2601	Nursing Process I.....	10
NURS 2610/2611	Nursing Process II	10
NURS 2620/2621	Nursing Process III.....	5
NURS 2630/2631	Nursing Process IV.....	4

Total Credit Hours 65

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² These courses are **pre-clinical nursing requirements**.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework and **before** applying for progression to clinical nursing. For additional information, visit www.ws.edu and click on the "computer competency" page.
- Developmental education courses must be taken every semester until completed.
- See criminal background check requirement statement on page 74.

Programs with limited enrollment give priority to permanent Tennessee residents eligible for admission, then eligible U.S. citizens who are out-of-state residents, and then to eligible international students.

The applicant must meet WSCC General Education and developmental education requirements. Upon admission to the clinical nursing courses, the program requires four academic semesters.

CAREER MOBILITY PROGRAM

The Career Mobility Program is an accelerated curriculum track for the licensed practical nurse (LPN) that recognizes the knowledge and skills of the LPN. Individuals seeking admission to the program must meet college admission requirements, be a graduate of a practical nursing program and meet the same academic requirements in the pre-clinical, science and general education courses as students admitted under the regular nursing program. ***Applicants must be a recent graduate of an LPN program (one year) or have a total of one or more year's work experience as an LPN within the last three years. All required developmental courses, BIOL 2010/2011, BIOL 2020/2021 and computer competency must be successfully completed by January 31 of the year the student elects to participate in the selection process.** Upon completion of NURS 1180/1181 with a grade of "C" or higher, credit will be awarded for NURS 1170 (Nursing Process-CM) and the student will then be admitted into the second year of the clinical nursing program.

*** Pending TBR approval.**

Course No.	Course Title	Credit Hours
General Education Requirements (17 hours)		
Communication		
ENGL 1010	Composition I	3
Humanities and/or Fine Arts		
Approved Humanities/Fine Arts General Education elective ¹		3
Behavioral/ Social Sciences		
PSYC 1310	Introduction to Psychology	3
Natural Science/Mathematics		
BIOL 2010 ²	Human Anatomy and Physiology I.....	3
BIOL 2011 ²	Human Anatomy and Physiology I Lab.....	1
BIOL 2020 ²	Human Anatomy and Physiology II.....	3
BIOL 2021 ²	Human Anatomy and Physiology II Lab.....	1

Area of Emphasis Requirements (48 hours)

SPCH 2010	Introduction to Speech Communication	3
MATH 1530	Probability and Statistics	3
BIOL 2510	Introduction to Microbiology	3
BIOL 2511	Introduction to Microbiology Lab.....	1
NURS 1170	Nursing Process - CM	Transition Credit 13
NURS 1180/1181	Transition to Nursing	6
NURS 1130	Pharmacology	3
NURS 2610/2611	Nursing Process II	10
NURS 2620/2621	Nursing Process III.....	5
NURS 2630/2631	Nursing Process IV.....	4

Total Credit Hours 65

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework and **before** applying for progression to clinical nursing. For additional information, visit www.ws.edu and click on the "computer competency" page.

Department of Health Information Technology

Purpose

The Health Information Technology Department prepares individuals as entry-level registered health information technicians (RHIT), entry-level coders, entry-level insurance billers, and entry-level medical transcriptionists to meet the health care community needs for these job positions in Walters State's service area.

Degree: Associate of Applied Science

Emphasis: Health Information Technology

The Health Information Technology program prepares individuals with an associate of applied science degree who meet entry-level competencies for registered health information technicians (RHIT).

The Health Information Technology program is a two year associate of applied science degree designed to prepare individuals to manage and code the medical information obtained in the medical records, organize the coded information for reimbursement purposes, abstract other data to meet administrative and governmental requirements, and manage medical and legal inquiries for medical information. Graduates of this program will be prepared for a variety of positions in the health information services market. The program is designed to offer a wide variety of learning experiences including classroom lecture, use of computers and software designed for health information technology, and directed clinical practice in various medical settings.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

ADMISSION, RETENTION AND GRADUATION REQUIREMENTS

1. Apply, meet admission requirements and be accepted by Walters State Community College.
2. Indicate Health Information Technology as the desired major on the WSCC application form.
3. See an advisor from the Health Programs Division prior to registering for classes and obtain clearance to register.
4. Complete all required developmental education courses prior to making application for the Health Information Technology program.
5. In addition, admission to an allied health program requires the following: (a) a completed physical health form; (b) evidence of malpractice liability insurance; and (c) a signed and dated acknowledgement of the Drug / Alcohol Abuse Policy and consent forms. The physical health form, malpractice insurance, and Tennessee Professional Assistance Fees are at the student's expense.
6. Each student enrolled in the Health Information Technology program will be monitored, advised and counseled. Students' grades will be evaluated at the end of each semester by the director of the program. A student must maintain the following standards or be dismissed from the program: (a) a grade of "C" or better in each course; (b) complete designated prerequisite / corequisite courses.
7. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.
8. Successful completion of BIOL2010/2011 and BIOL2020/2021 with a grade of "C" or better is a prerequisite to HITC 2050/ HITC 2060.

Course No.	Course Title	Credit Hours
General Education Requirements (17 hours)		
Communication		
ENGL 1010	Composition I	3
Humanities and /or Fine Arts		
	Approved Humanities/Fine Arts General Education elective ¹	3
Behavioral/ Social Sciences		
	Approved General Education Behavioral/Social Science elective ¹	3
Natural Science/Mathematics		
BIOL 2010	Human Anatomy and Physiology I.....	3
BIOL 2011	Human Anatomy and Physiology I Lab	1
BIOL 2020	Human Anatomy and Physiology II	3
BIOL 2021	Human Anatomy and Physiology II Lab.....	1

Area of Emphasis Requirements (47 hours)

HITC 1021	Coding Lab I	2
HITC 1041	Coding Lab II	2
HITC 2010	Fundamentals of Health Information Management.....	3
HITC 2020/2021	Applications in Healthcare Information Systems	3
HITC 2030/2031	Quality Improvement and Assessment in Healthcare	3
HITC 2040	Health Statistics and Registries.....	2
HITC 2050	Health Information Technology Practice I.....	3
HITC 2060	Health Information Technology Practice II	3
HITC 2070	Supervisory and Legal Aspects.....	3
MDCD 1010	Basic ICD-9-CM Coding.....	3
MDCD 1020	Basic CPT/HCPCS Coding.....	3
MDCD 1030	Intermediate ICD-9-CM Coding	3
MDCD 1040	Advanced Coding for Reimbursement.....	3
MDTR 1010	Medical Terminology.....	5
MDTR 1030	Fundamentals of Medical Science	3
CPSC 1100	Using Information Technology	3

Total Credit Hours **64**

¹General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 satisfies the college's computer science requirement.
- Developmental education courses must be taken every semester until completed.
- See criminal background check requirement statement on page 74.



Degree: Technical Certificate

Emphasis: Medical Coding

The Medical Coding Technical Certificate program prepares individuals to understand coding principles and guidelines, medical terminology, and regulatory changes for coding at entry-level competencies for coders in various healthcare settings.

Numerous career opportunities exist in hospitals, physician's offices, clinics, nursing homes, home health agencies and other healthcare settings. Graduates are eligible to apply to take the Certified Coding Associate (CCA) exam offered by the American Health Information Management Association.

ADMISSION, RETENTION AND GRADUATION REQUIREMENTS

1. All students admitted into the Medical Coding Technical Certificate program will meet the same criteria as established for any technical certificate program offered by Walters State Community College. Primary among these criteria is graduation from high school or a passing score on the GED assessment.
2. Indicate Medical Coding as the desired major on the WSCC application form.
3. Each student enrolled in the Medical Coding Certificate program will be monitored, advised and counseled. Student's grades will be evaluated at the end of each semester by the director of the coding program. A student must maintain the following standards or be dismissed from the program: (a) a grade of "C" or better in each course; (b) complete designated prerequisite/corequisite courses.
4. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.
5. In addition, admission into an allied health program requires the following: (a) a completed physical health form; (b) evidence of malpractice liability insurance; and (c) a signed and dated Acknowledgement of the Drug/Alcohol Abuse Policy and Consent forms. The physical health form, malpractice insurance, and Tennessee Professional Assistance Fees are at the student's expense.

Course No.	Course Title	Credit Hours
HITC 2010	Fundamentals of Health Information Management.....	3
MDCD 1010	Basic ICD-9-CM Coding	3
MDCD 1020	Basic CPT/HCPSCS Coding	3
MDCD 1030	Intermediate ICD-9-CM Coding.....	3
MDCD 1040	Advanced Coding for Reimbursement	3
MDTR 1010	Medical Terminology	5
MDTR 1030	Fundamentals of Medical Science	3
Total Credit Hours		23

NOTES

- See criminal background check requirement statement on page 74.

Degree: Technical Certificate

Emphasis: Medical Insurance Specialist

The Medical Insurance Specialist Technical Certificate program prepares individuals to follow billing procedures, basic coding, insurance guidelines, medical terminology, and regulatory changes for insurance billing at entry-level competencies for insurance billers in various healthcare settings. Employment of individuals with these skills is essential for healthcare providers, whether the provider is a physician, clinic, hospital or nursing home. A concentrated amount of time is dedicated to those skills to provide the students with optimal knowledge and skill to function in the marketplace. The program is designed to offer a wide variety of learning experiences including classroom lecture, computerized software and clinical practicum.

ADMISSION, RETENTION AND GRADUATION REQUIREMENTS

1. All students admitted into the Medical Insurance Specialist Technical Certificate program will meet the same criteria as established for any technical certificate program offered by Walters State Community College. Primary among these criteria is graduation from high school or a passing score on the GED assessment.
2. Indicate Medical Insurance Specialist as the desired major on the WSCC application form.
3. Each student enrolled in the Medical Insurance Specialist Certificate program will be monitored, advised and counseled. Student's grades will be evaluated at the end of each semester by the director of the medical insurance specialist program. A student must maintain the following standards or be dismissed from the program: (a) a grade of "C" or better in each course; (b) complete designated prerequisite/co-requisite courses.
4. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.
5. In addition, admission into an allied health program requires the following: (a) a completed physical health form; (b) evidence of malpractice liability insurance; and (c) a signed and dated Acknowledgement of the Drug/Alcohol Abuse Policy and Consent forms. The physical health form, malpractice insurance, and Tennessee Professional Assistance Fees are at the student's expense.

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology	3
MDCD 1010	Basic ICD-9-CM Coding	3
MDCD 1020	Basic CPT/HCPSCS Coding	3
MDIS 1010	Physician Office Billing.....	3
MDIS 1020	Insurance Procedures Practicum	3
MDTR 1010	Medical Terminology	5
MDTR 1030	Fundamentals of Medical Science	3
Total Credit Hours		23

NOTES

- See criminal background check requirement statement on page 74.

Degree: Technical Certificate

Emphasis: Medical Transcription

The Medical Transcription Technical Certificate program prepares individuals who meet entry-level competencies for medical transcriptionists in various healthcare settings to understand medical concepts, medical terminology, and accurately transcribe medical reports.

Numerous career opportunities exist in hospitals, physician's offices, clinics, home health agencies and transcription services. Graduates are eligible to apply to take the American Association for Medical Transcription certification examination.

ADMISSION, RETENTION AND GRADUATION REQUIREMENTS

1. All students admitted into the Medical Transcription Technical Certificate program will meet the same criteria as established for any technical certificate program offered by Walters State Community college. Primary among these criteria is graduation from high school or a passing score on the GED assessment.
2. Indicate Medical Transcription as the desired major on the WSCC application form.
3. Each student enrolled in the Medical Transcription Certificate program will be monitored, advised and counseled. Student's grades will be evaluated at the end of each semester by the director of the Medical Transcription program. A student must maintain the following standards or be dismissed from the program: (a) a grade of "C" or better in each course; (b) complete designated prerequisite/corequisite courses.
4. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.
5. In addition, admission into an allied health program requires: (a) completed physical health form; (b) evidence of malpractice liability insurance; and (c) a signed and dated acknowledgement of the Drug/Alcohol Abuse Policy and consent forms. The physical health form, malpractice insurance and Tennessee Professional Assistance fees are at the student's expense.

Course No.	Course Title	Credit Hours
OADM 1040	Keyboarding	3
MDTR 1010	Medical Terminology	5
MDTR 1020	Basic Medical Transcription Lab	4
MDTR 1030	Fundamentals of Medical Science	3
MDTR 1040	Advanced Medical Transcription Lab	5
MDTR 1050	Clinical Practicum	3
Total Credit Hours		23

NOTES

- See criminal background check requirement statement on page 74.

Degree: Technical Certificate

Emphasis: Pharmacy Technician

The Pharmacy Technician educational program prepares individuals to take the national exam to become Certified Pharmacy Technicians. As an integral part of this community college, the department of Pharmacy Technology accepts each student as an individual and endeavors to provide the guidance, which will enable development and maturation in realizing his or her potential in the field of Pharmacy Technology.

ADMISSION, RETENTION AND GRADUATION REQUIREMENTS:

1. Students applying to the program must meet the college's general admission requirements. Pharmacy Technician students are not required to take or complete the college's Compass Exam or any basic/developmental courses prior to enrolling in the program.
2. Student should indicate Pharmacy Technician (PHAR) as their major.
3. Prior to enrolling for PHAR courses a student must complete the Criminal Conviction Statement and the Alcohol and Chemical Abuse Statement forms. These forms may be obtained from the program faculty.
4. The student will complete a work history / experience form and identify one professional reference. These forms may be obtained from the program faculty.
5. After completion of the pharmacy technician admission procedure, the student's application for admission will be reviewed by the Pharmacy Technician Admission Committee. The committee will consist of the pharmacy technician faculty and will be chaired by the program director. The committee will select qualified candidates based on the admission criteria including: a) admission to Walters State Community College; b) Pharmacy Technician major; c) no history of criminal conviction; d) signed alcohol and chemical abuse form; e) positive reference checks.

Exceptions can be made at the discretion of the program faculty for a student who chooses to take a non-clinical based pharmacy technician course as an elective or enrichment.

6. While in the program, students must comply with the college's policies and successfully meet program curriculum requirements.
7. Prior to the clinical training phase of the program, the student must obtain the following: a physical examination, laboratory tests, immunizations, and liability insurance, all at the student's expense. Liability insurance is obtained in the amount specified by the program's director. Registration with the Board of Pharmacy at the student's expense may be required.
8. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

Course No.	Course Title	Credit Hours
PHAR 1000	Pharmacy Oriented Anatomy and Medical Terminology	2
PHAR 1010/1011	Intro to Pharmacy Technician Practice	2
PHAR 1020/1021	Pharmacy Calculations and Lab	3
PHAR 1030	Pharmacology and Therapeutics	3
PHAR 1050	Principles of Pharmacy Practice	3
PHAR 1060/1061	Sterile Product Technology and Lab	2
PHAR 1070	Pharmacy Jurisprudence and Ethics	2
PHAR 2055	Institutional Pharmacy Practice	3
PHAR 2080	Retail Pharmacy Practice	3

Total Credit Hours

23

NOTES

- See criminal background check requirement statement on page 74.

Degree: Associate of Applied Science

Emphasis: Physical Therapist Assistant

The Physical Therapist Assistant program prepares students to apply to take the National Licensing Examination for Physical Therapist Assistants and perform physical therapy and related duties under the supervision of a physical therapist in the United States' health care industry. Physical therapist assistants (PTA) perform physical therapy procedures such as exercise, heat and cold treatments, or gait training in order to improve patients' function. Patients with diagnoses of fractured bones, strokes, arthritis, sports-related injuries, burns, cerebral palsy, or other dysfunctions of the neuro-musculoskeletal systems are frequent candidates for physical therapy treatment. Physical therapist assistants may be employed to work with physical therapists in hospitals, private physical therapy practices, home health agencies, school, and nursing home facilities. At this time there are numerous job opportunities for the PTA nationwide. Annual starting salaries for the PTA in the Upper East Tennessee area average \$26,000-\$29,000.

LEGAL LIMITATION FOR LICENSURE

Graduates of the program will be eligible to apply to take the National Licensing Examination to become physical therapist assistants. Obtaining a passing score on the national examination is required to practice as a physical therapist assistant in the state of Tennessee. Physical therapist assistants may not practice unless under the supervision of a physical therapist. This program is accredited by the Commission on Accreditation in Physical Therapy Education.

GENERAL ADMISSION REQUIREMENTS

Any student desiring to pursue an associate degree in Physical Therapist Assistant Technology must:

1. Apply, meet admission requirements, and be accepted by Walters State Community College.
2. Indicate Pre-Physical Therapist Assistant as the desired major on the WSCC application form.
3. Follow college policy for advising prior to registration.
4. Complete all required developmental courses.
5. Successfully complete BIOL 2010 and 2011, BIOL 2020 and 2021, and MATH 1530 or 1630 no later than the end of spring semester of the year the student elects to participate in the selection process for fall semester PTA class. A grade of "C" or better must be achieved in each required science course, with a GPA of at least 2.0 in the other general education requirements completed. Biological science courses previously taken must have been completed within the last 10 years.
6. Students cannot audit any PTA courses without the approval of the department director and the dean of Health Programs.

PHYSICAL THERAPIST ASSISTANT SPECIALTY COURSES PROGRAM APPLICATION REQUIREMENTS:

A student who has completed the above general education requirements and has maintained an overall 2.0 GPA, excluding developmental courses, is eligible to apply to the PTA Specialty Courses Program. To apply to the PTA Specialty Courses Program, the student must complete and return to the director of the PTA program a "Physical Therapist Assistant Specialty Courses Program Application". This form must be received by the program no later than April 30 of the year the student elects to participate in the selection process for fall semester PTA class.

SELECTION TO THE PHYSICAL THERAPIST ASSISTANT SPECIALTY COURSES PROGRAM

1. Selection of each class will be made by the Admissions Committee whose membership consists of:
 - a. Physical Therapist Assistant Program Director
 - b. Academic Coordinator of Clinical Education for the PTA program
 - c. Adjunct/laboratory faculty for the PTA program
 - d. Dean of Health Programs (ex officio)
 - e. Vice President for Academic Affairs (ex officio)

The Admission Committee will rank each student on the basis of

predetermined criteria. The criteria include but are not limited to: (a) number of successfully completed general education requirements for the PTA program; (b) grade point average in the general education requirements taken; (c) prior number of successfully completed college hours; (d) full-time work experience as a physical therapy aide or technician of at least 3 months or 20 hours of observation in a physical therapy practice under the supervision of a physical therapist or physical therapist assistant (e) reference from the supervising physical therapist or physical therapist assistant under whom a student worked or observed; (f) a personal interview of the top ranked applicants (based on the criteria in (a) – (e)), by practicing physical therapists and physical therapist assistants.

2. Transfer students- Individuals who have attended college other than Walters State and desire to transfer into the WSCC PTA program will be considered on an individual basis. Transfer requests should be submitted to the director of the PTA program. A student may be required to audit designated PTA courses. Students who have failed in another physical therapist assistant program (or other health care career program) must disclose this in the PTA program admissions packet.
3. Basic science courses over 10 years old, or specific PTA courses over 5 years old may not be eligible for selection criteria. Students who are transferring kinesiology from another institution and who are admitted into the program will be required to complete additional assignments during the fall semester in the program.
4. Students selected to the program for the fall semester will be notified in writing by July 15.
5. Students notified of admission into the Physical Therapist Assistant Specialty Course Program must return the following by the dated specified on the form: (a) sign, date and return an acknowledgment of the Drug/Alcohol Abuse Policy and Consent form; and (b) a comprehensive health examination at student expense by a physician with required lab tests and immunizations or records of immunizations. Students who do not respond or who do not plan to attend will have their positions filled by other applicants based on the criteria rankings.
6. Students not selected for admission may reapply for a subsequent class.
7. Contact the director of the Physical Therapist Assistant Program for additional information, 423-585-6981 or in TECH 104 on the Morristown campus.

The Physical Therapist Assistant Program accepts 16-20 new students each fall semester. The number of students accepted into the program is limited. Programs with limited enrollment such as the PTA program cannot accept out-of-state residents if there are Tennessee residents eligible for admission. Contact the Director of the Physical Therapist Assistant Program for further information.

PROGRESSION/RETENTION POLICIES

To remain in good standing once admitted to the PTA specialty courses program, the student must:

1. Adhere to all WSCC, PTA program, and clinical agencies policies.
2. Earn a "C" or better in each PTA specialty course and maintain a 2.0 GPA overall.
3. Satisfactorily complete the theory, clinical and skills requirements of each PTA specialty course, including exhibiting safe and competent clinical behavior as defined by written criteria given to each PTA student. A grade of "F" in any course will deny the student the ability to continue in the program.
4. Demonstrate professional, ethical, and legal conduct.
5. Maintain professional liability insurance.
6. Maintain current Basic Life Support (BLS) or CPR/AED for the Professional Rescuer.
7. Successfully complete any general education requirements for graduation prior to the beginning of the final semester of the PTA Specialty Courses, including computer competency.
8. Submit to a drug test if requested by the Dean of Health Programs or director of the Physical Therapist Assistant Program at any time during the program. A positive drug test is grounds for immediate dismissal.

9. Individuals who have been convicted of crimes other than minor traffic violations could be ineligible for physical therapist assistant licensure in the State of Tennessee, even though they have successfully completed the Physical Therapist Assistant Program. (See Criminal Background Check Requirement in the Health Programs portion of the catalog.)
10. Have a yearly comprehensive health examination and submit the required form to the director of the PTA program by the designated date.

READMISSION POLICIES

A student who has earned an "F" in a physical therapist assistant specialty course or who has withdrawn from the program may apply for readmission under the following considerations:

1. To be considered for readmission to the PTA program after academic/ clinical failure by the end of the first semester, a student will be required to proceed through the regular selection and acceptance procedures along with all other candidates for the following year.
2. A student who is unsuccessful academically or clinically after the first semester must complete the following: (a) a written request to the PTA program director for consideration of readmission; (b) attend a readmissions committee hearing to be scheduled by the committee. The program director will respond in writing and will provide the student with date, location, and time of readmission hearing.
3. Procedures for readmission hearings are as follows: (a) The student must confirm the intention to attend by telephone or regular mail a minimum of 3 days prior to the hearing date. If confirmation is not received, the hearing will be canceled; (b) the student should prepare an outline to be presented to the committee on reasons for failure and steps taken by the student to ensure success if readmitted. The student will be informed of the committee's decision in a timely manner.
4. Readmission committee is composed of the PTA academic faculty and faculty from other Health Programs (minimum of 3 additional faculty).
5. First-time students will be given priority in clinical rotation placement. Second-time (readmitted) students will be placed in clinicals when space is available. This may mean a delayed graduation date. Every effort will be made to place all students in clinicals during scheduled times.
6. If a student is readmitted to the PTA program, auditing of designated PTA courses may be required.
7. A student must have a cumulative GPA of at least 2.0 to be considered for readmission.
8. Any student is allowed only two attempts to complete the PTA program. A student who is unsuccessful during a second attempt of the program will not be allowed to re-apply or to have a readmission hearing.

HEALTH AND PHYSICAL CONSIDERATIONS FOR PHYSICAL THERAPIST ASSISTANT STUDENTS

Because the College seeks to provide in as much as possible a reasonably safe environment for its health career students and their patients, a student may be required during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

The practicing PTA must be capable of long periods of concentration in selecting correct techniques, equipment and safety measures to assure maximum care and safety of the patient. Therefore, the applicant must be able to exercise independent judgment under both routine and emergency conditions. A person abusing alcohol or conscious altering drugs could not meet these criteria. The following core performance standards have been adopted by the PTA program. Admission to and progression in the PTA program is not based on these standards but should be used to assist the student in determining whether accommodations or modifications are necessary. If a student believes that one or more of the standards cannot

be met without accommodation or modification, the physical therapist assistant program will determine whether reasonable accommodations or modifications can be made. The student should contact the Director of the Physical Therapist Assistant Program, and/or the Office of Services for Individuals with Disabilities and Placement Services.

The standards are:

1. Critical thinking ability sufficient for clinical judgment;
2. Interpersonal abilities sufficient to interact effectively with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds;
3. Communication abilities sufficient for effective interaction with others in verbal and written form;
4. Physical abilities sufficient to effectively move from room to room and maneuver in small spaces;
5. Gross and fine motor abilities sufficient to provide safe and effective physical therapy care;
6. Auditory abilities sufficient to monitor and assess health needs;
7. Visual ability sufficient for observation and assessment necessary in physical therapy care;
8. Tactile ability sufficient for accurate physical assessment.

Students are strongly encouraged to carry a personal health insurance policy, which is required by a majority of clinical affiliation sites. Completion of this program does not guarantee employment. The applicant should realize relocation may be necessary in order to obtain employment.

Course No.	Course Title	Credit Hours
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General Education Requirements (20 hours)

Communication		
ENGL 1010	Composition I3	
Humanities and/or Fine Arts		
Approved General Education Humanities/Fine Arts elective ¹		3
Behavioral/ Social Sciences		
PSYC 2420	Developmental Psychology	3
Mathematics		
MATH 1530 ²	Probability and Statistics	3
or		
MATH 1630	Finite Mathematics	
Natural Science		
BIOL 2010 ²	Human Anatomy & Physiology I	3
BIOL 2011 ²	Human Anatomy & Physiology I Lab	1
BIOL 2020 ²	Human Anatomy & Physiology II	3
BIOL 2021 ²	Human Anatomy & Physiology II Lab	1

Area of Emphasis Requirements (46 hours)

PTA 1010	Intro to PTA	2
PTA 1020/1041	Kinesiology/Lab	4
PTA 1100/1101	Modalities/Lab	4
PTA 1200/1201	Orthopedic Conditions/Lab	6
PTA 1300/1301	Neurological Conditions I/Lab	3
PTA 1331	Clinical I	2
PTA 2120/2121	Medical Surgical Conditions/Lab	5
PTA 2300/2301	Neurological Conditions II/Lab	4
PTA 2331	Clinical II	3
PTA 2500/2501	Correlative PTA Procedures	3
PTA 2431	Clinical III4	
PTA 2531	Clinical IV	6
Total Credit Hours		66

¹ General Education electives in each category must be chosen from approved courses listed on page 54 in the catalog.

² These courses are **prerequisites** for the Physical Therapist Assistant program.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- Developmental education courses must be taken every semester until completed.
- See criminal background check requirement statement on page 74.

Programs with limited enrollment give priority to permanent Tennessee residents eligible for admission, then eligible U.S. citizens who are out-of-state residents, and then to eligible international students. The applicant must meet WSCC general education and developmental education requirements.

Degree: Associate of Applied Science

Emphasis: Respiratory Care

The Respiratory Care program provides a quality respiratory care education to the geographically large and rural service area of East Tennessee. The program prepares individuals to apply to take the National Board for Respiratory Care's Certification for Entry Level Respiratory Therapists and assume positions in the health care industry.

GENERAL ADMISSION REQUIREMENTS

Any student desiring to pursue an Associate of Applied Science in Respiratory Care must:

1. Apply, meet admission requirements and be accepted by Walters State Community College.
2. Indicate Respiratory Care as the desired major on the WSCC application form.
3. See an advisor from the division of Health Programs prior to registering for classes and obtain clearance to register.
4. Complete all required developmental education courses prior to beginning the clinical portion of the respiratory care program. A student may **apply** to the program before completing all required developmental courses.
5. Complete BIOL 2010/2011, BIOL 2020/2021, and CPSC 1100 prior to beginning the clinical portion of the respiratory care program. Credit for biology courses must be within 10 years to be considered. A student may **apply** to the program before completing these courses.
6. Students cannot audit any respiratory care course without the approval of the dean of Health Programs/program director of Respiratory Care.

Any exceptions to the above policies must be approved by the Respiratory Care Admission Committee.

CLINICAL RESPIRATORY CARE PROGRAM APPLICATION REQUIREMENTS

A student who has completed the above referenced requirements and has maintained an overall 2.0 GPA, excluding developmental education courses, is eligible to apply for admission to the clinical respiratory care program. To apply for admission into the clinical respiratory care program, the student must complete and return to the program director of Respiratory Care a Request for Admission into Clinical Respiratory Care form. This form must be filed no later than April 30 of the year the student elects to participate in the selection process for the summer term respiratory care class.

SELECTION TO THE CLINICAL RESPIRATORY CARE PROGRAM

1. Selection of each class will be made by a quorum of the Admission Committee whose membership consists of:
 - a. Respiratory Care Program Director
 - b. Respiratory Care Director of Clinical Education
 - c. Respiratory Care Program Medical Director
 - d. Respiratory Care Advisory Committee Member (rotating)
 - e. Dean of Health Program (ex officio)
 - f. Vice President for Academic Affairs (ex officio)

The Admission Committee will rank each student on the basis of predetermined criteria. The criteria include but are not limited to: (a) first grades received in the required biology courses; (b) number of successfully completed courses beyond those required for admission to the clinical respiratory care program; and (c) overall grade point average excluding developmental education grades. The committee may also require a personal interview and conduct reference checks. The top ranked applicants will be selected for each class. Decisions made by the committee are final.

2. Transfer Students - Individuals who have attended other colleges and desire to transfer into the WSCC clinical respiratory care program will be considered on an individual basis. Transfer requests should be directed to the program director of Respiratory Care. Transfer students must meet the same standards and criteria as others desiring to pursue an associate degree in Respiratory Care at WSCC. A student may be required to audit a designated respiratory care course.
3. Transfer and Returning Students - Credit for respiratory care courses must have been earned within the last five years to be considered. Credit for biology courses must have been earned within the past 10 years to be considered.
4. WSCC and transfer students selected for the summer term class will be notified in writing on or before May 15 of each year.
5. Students notified of admission into the clinical respiratory care program must return the following by the date specified on the form: (a) an acceptance form indicating intent to be included in the summer class; (b) a signed and dated acknowledgment of the Drug / Alcohol Abuse Policy and consent forms; and (c) a comprehensive health examination with complete hepatitis series. Students who do not respond or do not plan to attend will have their positions filled by other applicants selected by the program director from the list recommended by the Admission Committee.
6. Students not selected for admission may reapply for a subsequent class.
7. Contact the program director at the Walters State Greeneville Center, Room 249, 423-798-7941 for additional information.

PROGRESSION/RETENTION POLICIES

To remain in good standing once admitted to the clinical respiratory care program, the student must:

1. Adhere to all WSCC, respiratory care program, and clinical agencies policies.
2. Earn a "C" or better in each required respiratory care and biology course and maintain a minimum GPA of 2.0.
3. Satisfactorily complete the didactic, laboratory and clinical requirements in each course. A grade of "D" in any respiratory care course will result in dismissal from the program.
4. Exhibit safe clinical behavior as described in the appropriate course syllabi.
5. Demonstrate professional, ethical and legal conduct.
6. Maintain professional liability insurance.
7. Maintain CPR certification.
8. Submit to a drug test if requested by the program director at any time during the program. A positive drug test is grounds for immediate dismissal. Specific policy and procedure for drug and alcohol testing is listed in the *Respiratory Care Student Handbook*.
9. Have a yearly comprehensive health exam and submit the required form to the program director by the designated date.

READMISSION POLICIES

A student who has received a "D" or "F" in a clinical respiratory care course or who has withdrawn from the clinical respiratory care program may be readmitted. The following apply:

1. A student must request in writing to the program director to be considered by the Admission Committee according to the following schedule: (a) apply by January 31 for readmission to the summer term respiratory care courses; (b) apply by July 30 for readmission to a fall semester respiratory care course; (c) apply by November 1 for readmission to a spring semester respiratory care course. A student is eligible to appear before the Admission Committee two times. If readmission is not granted after the second application, the student becomes ineligible for readmission.
2. Only one readmission to the clinical respiratory care program is permitted.

3. If a student elects to apply for readmission, auditing a designated respiratory care course may be required to increase the probability of success.
4. A student with previous unsatisfactory clinical performance must be reevaluated and recommended for readmission by a consensus of the respiratory care faculty.
5. A student who has received two grades of "D" or below in respiratory care courses will not be eligible for readmission.
6. A student must have a cumulative 2.0 GPA or higher to be considered for readmission.
7. A student repeating a respiratory care course must repeat both the classroom and laboratory components of the course if applicable.
8. A student may be readmitted only if space is available.
9. Any exceptions to be above possibilities must be approved by the Admission Committee.

HEALTH AND PHYSICAL CONSIDERATIONS FOR RESPIRATORY CARE STUDENTS

Because the college seeks to provide in as much as possible a reasonably safe environment for its health care students and their patients, a student may be required, during the course of their program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

All Tennessee Board of Regents Respiratory Care programs have adopted the following core performance standards. Admission to and progression in the respiratory care program is not based on these standards but should be used to assist the student in determining whether accommodations or modifications are necessary. The standards are:

1. Critical thinking ability sufficient for clinical judgement.
2. Interpersonal abilities sufficient to effectively interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to monitor and assess health needs.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Visual ability sufficient for observation and assessment necessary in respiratory care.
8. Tactile ability sufficient for physical assessment.

If a student believes that one or more of the standards cannot be met without accommodations or modification, the respiratory care program will determine whether or not accommodations can be reasonably made. A student should contact the dean of Health Programs for assistance.

LEGAL LIMITATION FOR LICENSURE

Graduates of the program will be eligible to apply to take the licensure exam to become a Certified Respiratory Therapist. However, individuals who have been convicted of a crime other than a minor traffic violation could be ineligible for a license as a respiratory therapist in Tennessee, even though they have successfully completed the respiratory care program.

The program is accredited by the Committee on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244. Telephone 1-817-283-2835.

Course No.	Course Title	Credit Hours
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General Education Requirements (24 hours)

Communication		
ENGL 1010	Composition I3	
Humanities and/or Fine Arts		
Approved General Education Humanities/Fine Arts elective ¹		3
Behavioral/ Social Sciences		
PSYC 1310	Introduction to Psychology	3
Mathematics		
MATH 1530	Probability and Statistics	3
or		
MATH 1630	Finite Mathematics	
Natural Science		
BIOL 2010 ²	Human Anatomy & Physiology I	3
BIOL 2011 ²	Human Anatomy & Physiology I Lab	1
BIOL 2020 ²	Human Anatomy & Physiology II	3
BIOL 2021 ²	Human Anatomy & Physiology II Lab	1
BIOL 2510	Introduction to Microbiology	3
BIOL 2511	Introduction to Microbiology Lab	1

Area of Emphasis Requirements (38 hours)

CPSC 1100 ²	Using Information Technology	3
RESP 2010	Respiratory Care I	3
RESP 2011	Respiratory Care I Lab	1
RESP 2022	Clinical Practice I	1
RESP 2040	Cardiopulmonary Anatomy & Physiology	4
RESP 2050	Respiratory Care II	3
RESP 2051	Respiratory Care II Lab	1
RESP 2052	Clinical Practice II	3
RESP 2060	Respiratory Care III	3
RESP 2061	Respiratory Care III Lab	1
RESP 2062	Clinical Practice III	7
RESP 2066	Cardiopulmonary Diagnostic Testing	3
RESP 2090	Pathology of Respiratory Diseases	4

Total Credit Hours

61

¹ General Education electives in each category must be chosen from approved courses listed on page 54 in the catalog.

² These courses are **prerequisites** for the Respiratory Care program.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 meets the college's computer competency requirement.
- Developmental education courses must be taken every semester until completed.
- See criminal background check requirement statement on page 74.

Programs with limited enrollment give priority to permanent Tennessee residents eligible for admission, then eligible U.S. citizens who are out-of-state residents, and then to eligible international students. The applicant must meet WSCC general education and developmental education requirements. Upon admission to the clinical respiratory courses, the program requires three academic semesters.

DIVISION OF HUMANITIES

Purpose

The Humanities Division encourages individuals to analyze, interpret and refine their experiences as they seek to determine who they are and what their lives ought to mean. The program assists the student in the acquisition of theoretical and practical knowledge relating to: 1) the history and appreciation of art, music, and theatre; 2) the philosophical and value foundations of human belief structures; 3) the abilities of thinking critically and writing effectively; 4) the sensibilities to literature of the Western world; 5) the development of conversational skills in foreign languages and oral communication; 6) the general and interdisciplinary studies relating to women, minority populations and the arts; and 7) the performance aspects of music, theatre and art. A developmental education program in reading and writing is provided.

Department of Art

Purpose

The Art Department provides instruction in Art Appreciation and Art History to meet the college's General Education goals. Design and Studio courses are offered for individuals in pursuit of a Fine/Studio Arts, Art Education and Art History degree. The curriculum is structured for students that intend to transfer to a four-year program. Emphasis is placed on the development of design concepts and fundamental skills for the construction of artifacts. Art majors should consult articulation agreements with four-year institutions.

ART/ART EDUCATION

The Visual Arts programs are designed to meet a variety of student interests. The programs present basic design theory and experiences in two- and three-dimensional art production. Artists and artifacts of past civilizations are studied to influence individual style.

Degree: Associate of Arts Emphasis: Art Education

Course No.	Course Title	Credit Hours
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General Education Requirements (41 hours)

Communication

ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3

Humanities and/or Fine Arts

ENGL 2110	American Literature I or	3
ENGL 2120	American Literature II or	3
ENGL 2410	Western World Literature I or	3
ENGL 2420	Western World Literature II	3
ART 2040	Art History I	3
ART 2050	Art History II	3

History¹

HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	3
HIST 2020	American History II	3

Behavioral/ Social Sciences

Approved Behavioral/ Social Science General Education electives² 6

Mathematics

MATH 1530	Probability and Statistics or	3
MATH 1630	Finite Mathematics or	3
MATH 1710	Pre-Calculus (Algebra)	3

Natural Science

Approved Natural Science w/Lab General Education electives² 8

Area of Emphasis Requirements (19 hours)

ART Studio³ 9

Select from:

ART 2510	Painting I
ART 2520	Painting II
ART 2610	Sculpture I
ART 2620	Sculpture II
ART 2710	Print Making I

ART 2720	Print Making II	
ART 2210	Photography I	
ART 2220	Photography II	
ART 2410	Ceramics I	
ART 2420	Ceramics II	
ART 1110	Basic Design I	3
Foreign Language (Elementary sequence) ⁴		6
Physical Education Activity		1
Total Credit Hours		60

¹ See senior institution for history requirements.

² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

⁴ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of elementary college-level work, which can be applied toward B.A. degree requirements at a senior institution.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.



Degree: Associate of Arts**Emphasis: Art History**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2110	American Literature I or	3
ENGL 2120	American Literature II or	3
ENGL 2410	Western World Literature I or	3
ENGL 2420	Western World Literature II	3
ART 2040	Art History I	3
ART 2050	Art History II	3
History ¹		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	3
HIST 2020	American History II	3
Behavioral/ Social Sciences		
Approved Behavioral/ Social Science General Education elective ²		
Mathematics		
MATH 1530	Probability and Statistics or	3
MATH 1630	Finite Mathematics or	3
MATH 1710	Pre-Calculus (Algebra)	3
Natural Science		
Approved Natural Science w/Lab General Education electives ²		
Area of Emphasis Requirements (19 hours)		
ART Studio ³		9
Select from:		
ART 2510	Painting I	3
ART 2520	Painting II	3
ART 2610	Sculpture I	3
ART 2620	Sculpture II	3
ART 2710	Print Making I	3
ART 2720	Print Making II	3
ART 2210	Photography I	3
ART 2220	Photography II	3
ART 2410	Ceramics I	3
ART 2420	Ceramics II	3
ART 1110	Basic Design I	3
Foreign Language (Elementary sequence) ⁴		
Physical Education Activity		
Total Credit Hours		60

¹ See senior institution for history requirements.² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.⁴ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of elementary college-level work, which can be applied toward B.A. degree requirements at a senior institution.**NOTES**

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Degree: Associate of Arts**Emphasis: Fine/Studio Arts**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2110	American Literature I or	3
ENGL 2120	American Literature II or	3
ENGL 2410	Western World Literature I or	3
ENGL 2420	Western World Literature II	3
ART 2040	Art History I	3
ART 2050	Art History II	3
History ¹		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	3
HIST 2020	American History II	3
Behavioral/ Social Sciences		
Approved Behavioral/ Social Science General Education elective ²		
Mathematics		
MATH 1530	Probability and Statistics or	3
MATH 1630	Finite Mathematics or	3
MATH 1710	Pre-Calculus (Algebra)	3
Natural Science		
Approved Natural Science w/Lab General Education electives ²		
Area of Emphasis Requirements (19 hours)		
ART Studio ³		9
Select from:		
ART 2510	Painting I	3
ART 2520	Painting II	3
ART 2610	Sculpture I	3
ART 2620	Sculpture II	3
ART 2710	Print Making I	3
ART 2720	Print Making II	3
ART 2210	Photography I	3
ART 2220	Photography II	3
ART 2410	Ceramics I	3
ART 2420	Ceramics II	3
ART 1110	Basic Design I	3
ART 1120	Basic Design II	3
Foreign Language (Elementary sequence) ⁴		
Physical Education Activity		
Total Credit Hours		60

¹ See senior institution for history requirements.² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.⁴ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of elementary college-level work, which can be applied toward B.A. degree requirements at a senior institution.**NOTES**

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

ENGLISH

The English discipline teaches students to think critically, write effectively and develop sensibilities to the literary tradition of the Western World through offerings in composition and literature. The discipline emphasizes language skills and the literary arts.

Degree: Associate of Arts

Emphasis: English

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
Approved Humanities General Education elective ¹		
Select from:		
ART 2040	Art History Survey I or	
MUS 1030	Music Appreciation or	
PHIL 2210	Religions and Culture or	
THEA 1030	Introduction to Theatre	
History ²		6
HIST 1110	Survey of World Civilization I and	
HIST 1120	Survey of World Civilization II	
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
Approved Behavioral/ Social Science General Education elective ¹		
Mathematics		
MATH 1630	Finite Mathematics or	
MATH 1710	Pre-Calculus (Algebra) or	
MATH 1530	Probability and Statistics	3
Natural Science		
Approved Natural Science w/ Lab General Education electives ¹		
Area of Emphasis Requirements (19 hours)		
ENGL 2510	Folklore	3
ENGL 2810	Creative Writing I	3
ENGL 2820	Creative Writing II	3
Foreign Language (Intermediate sequence) ³		
ELECTIVES ⁴	Humanities	3
Other elective		1
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

⁴ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

• Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.

• High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

FOREIGN LANGUAGE

The Foreign Language discipline seeks to reveal how other peoples express, interpret and live out their personal existences through their language and culture.

Degree: Associate of Arts

Emphasis: French, German, or Spanish

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
HUM 2110	Humanities: The Human Adventure II or	3
PHIL 2210	Religions and Culture or	
PHIL 1030	Human Nature and Life	
History ¹		6
HIST 1110	Survey of World Civilization I and	
HIST 1120	Survey of World Civilization II	
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
Approved Behavioral/ Social Science General Education elective ²		
Mathematics		
MATH 1630	Finite Mathematics or	
MATH 1710	Pre-Calculus (Algebra) or	
MATH 1530	Probability and Statistics	3
Natural Science		
Approved Natural Science w/ Lab General Education electives ²		
Area of Emphasis Requirements (19 hours)		
Foreign Language (Intermediate sequence) ³		
ELECTIVES ⁴		13
Total Credit Hours		60

The courses below are strongly recommended to complement the foreign language program:

GEOG 1012	Introduction to Cultural Geography
GEOG 1013	World Geography I
GEOG 1014	World Geography II
HUM 2010	Humanities: The Human Adventure I
SOCI 1240	Introduction to Cultural Anthropology
SPAN 2900	Contemporary Topics in Speech Communication
SPCH 2040	Interpersonal Communications
THEA 2410	Acting I

¹ See senior institution for history requirements.

² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

⁴ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

• Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.

• High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

GENERAL STUDIES

Humanities offers general courses of study devoted to the concerns of human thought and culture. Emphasis is placed upon the investigation and discovery of past, present and future civilizations through the process of critical thinking.

Degree: Associate of Arts

Emphasis: General Studies

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/ or Fine Arts		
ENGL 2110	American Literature I and	3
ENGL 2120	American Literature II	3
or		
ENGL 2410	Western World Literature I and	3
ENGL 2420	Western World Literature II	3
Approved Humanities General Education elective ¹		
History ²		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	3
HIST 2020	American History II	3
Behavioral/ Social Sciences		
Approved Behavioral/ Social Science General Education elective ¹		
Mathematics		
MATH 1630	Finite Mathematics or	3
MATH 1710	Pre-Calculus (Algebra) or	3
MATH 1530	Probability and Statistics	3
Natural Science		
Approved Natural Science w/ Lab General Education electives ¹		
Area of Emphasis Requirements (19 hours)		
Foreign Language (Intermediate sequence) ³		
ELECTIVES ⁴ Humanities		
Other		
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

⁴ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental courses must be taken every semester until completed.

HUMANITIES

Humanities offers general courses of study devoted to the concerns of human thought and culture. Emphasis is placed upon the investigation and discovery of past, present and future civilizations through the process of critical thinking.

Degree: Associate of Arts

Emphasis: Liberal Arts

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/ or Fine Arts		
ENGL 2110	American Literature I and	3
ENGL 2120	American Literature II	3
or		
ENGL 2410	Western World Literature I and	3
ENGL 2420	Western World Literature II	3
Approved Humanities General Education elective ¹		
History ²		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	3
HIST 2020	American History II	3
Behavioral/ Social Sciences		
Approved Behavioral/ Social Science General Education electives ¹		
Mathematics		
MATH 1630	Finite Mathematics or	3
MATH 1710	Pre-Calculus (Algebra) or	3
MATH 1530	Probability and Statistics	3
Natural Science		
Approved Natural Science w/ Lab General Education electives		
Area of Emphasis Requirements (19 hours)		
Foreign Language (Intermediate sequence) ³		
ELECTIVES ⁴ Humanities		
Other		
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

⁴ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

REGENTS ON-LINE DEGREE PROGRAM

Degree: Associate of Arts (University Parallel)

Emphasis: General Studies

For program information:

<http://www.tn.regentsdegrees.org/campus/wsccl>

WOMEN'S STUDIES

The Women's Studies emphasis curriculum serves to familiarize the student with the interdisciplinary academic field of women's studies within the broader liberal arts concept.

Degree: Associate of Arts

Emphasis: Women's Studies

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
Approved Humanities General Education elective ¹		
Select from:		
ART 2040	Art History Survey I	
ART 2050	Art History Survey II	
MUS 1030	Music Appreciation	
PHIL 1030	Human Nature and Life	
PHIL 2020	Self and Values	
THEA 1030	Introduction to Theatre	
History ²		
HIST 1110	Survey of World Civilization I and	6
HIST 1120	Survey of World Civilization II	
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
Approved Behavioral/ Social Science General Education electives ¹		
Mathematics		
MATH 1630	Finite Mathematics or	
MATH 1710	Pre-Calculus (Algebra) or	
MATH 1530	Probability and Statistics	3
Natural Science		
Approved Natural Science w/ Lab General Education electives ¹		
Area of Emphasis Requirements (19 hours)		
HUMA 2150	Women in Literature	3
HUMA 2200	Women in Society	3
or		
HIST 2200	Women in Society	
Foreign Language (Intermediate sequence) ³		
ELECTIVES ⁴	Humanities	3
Select from:		
ART 2040	Art History Survey I	
ART 2050	Art History Survey II	
MUS 1030	Music Appreciation	
PHIL 2210	Religions and Culture	
PHIL 1030	Human Nature and Life	
PHIL 2020	Self and Values	
THEA 1030	Introduction to Theatre	
Other Elective ⁴		
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

⁴ Students should consult a faculty advisor to determine appropriate course selections

MASS COMMUNICATIONS

Mass Communications courses seek to enable students to think critically and communicate effectively thereby preparing them for careers in the fields of broadcasting, journalism and mass communications.

Degree: Associate of Arts

Emphasis: Broadcasting

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
Approved Humanities General Education elective ¹		
History ²		
HIST 1110	Survey of World Civilization I and	6
HIST 1120	Survey of World Civilization II	
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
Approved Behavioral/ Social Science General Education elective ¹		
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
Approved Natural Science w/ Lab General Education electives ¹		
Area of Emphasis Requirements (19 hours)		
MCOM 1020	Introduction to Mass Communications	3
MCOM 2030	Reporting	3
MCOM 2600	Survey of Broadcasting	3
Foreign Language (Intermediate sequence) ³		
Other Elective ²		
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Degree: Associate of Arts**Emphasis: Journalism**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
	Approved Humanities General Education elective ¹	3
History ²		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
	Approved Behavioral/ Social Science General Education elective ¹	3
Mathematics		
MATH 1630	Finite Math	3
Natural Science		
	Approved Natural Science w/Lab General Education electives ¹	8
Area of Emphasis Requirements (19 hours)		
MCOM 1020	Introduction to Mass Communications	3
MCOM 2030	Reporting	3
MCOM 2600	Survey of Broadcasting	3
	Foreign Language (Intermediate sequence) ³	6
	Other Elective ⁴	1
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

⁴ Other electives subject to approval by Mass Communication advisor and determined to be appropriate course selection transferable to specific institution.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Degree: Associate of Arts**Emphasis: Mass Communications**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
	Approved Humanities General Education elective ¹	3
History ²		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
	Approved Behavioral/ Social Science General Education elective ¹	3
Mathematics		
MATH 1630	Finite Mathematics	3
Natural Science		
	Approved Natural Science w/Lab General Education electives ¹	8
Area of Emphasis Requirements (19 hours)		
MCOM 1020	Introduction to Mass Communications	3
MCOM 1040	Writing for Mass Media	3
MCOM 2600	Survey of Broadcasting	3
	Foreign Language (Intermediate sequence) ³	6
	Other elective ⁴	4
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

⁴ Other electives subject to approval by Mass Communication advisor and determined to be appropriate course selection transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

MUSIC

This discipline presents traditional and non-traditional musical styles through both listening and score reading. Opportunities are provided for attending, interpreting and participating in performances.

Degree: Associate of Arts

Emphasis: Music

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
MUS 1030	Music Appreciation	3
History ¹		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
Approved Behavioral/ Social Science General Education elective ²		
Mathematics		
MATH 1630	Finite Mathematics	3
Natural Science		
Approved Natural Science w/ Lab General Education electives ²		

Area of Emphasis Requirements (19 hours)

MUS 1040	Ear Training I	1
MUS 1045	Ear Training II	1
MUS 1110	Theory I	3
MUS 1120	Theory II	3
Applied Music ³	Select from:	4
	MUS 1912 Individual Music Instruction - Voice	
	MUS 1935 Individual Music Instruction - Brass	
	MUS 1922 Individual Music Instruction - Keyboard	
	MUS 1936 Individual Music Instruction - Percussion	
	MUS 1933 Individual Music Instruction - Guitar	
	MUS 1937 Individual Music Instruction - Strings	
	MUS 1934 Individual Music Instruction - Woodwinds	
Ensemble ³	Select from:	1
	MUS 1050 Concert Choir	
	MUS 1090 Jazz Band	
	MUS 1060 College-Community Chorale	
	MUS 2090 College-Community Symphonic Band	
Foreign Language (Elementary sequence) ⁴		6
Total Credit Hours		60

¹ See senior institution for history requirements.

² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

⁴ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of elementary college-level work, which can be applied toward B.A. degree requirements at a senior institution.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- All music majors are required to take a Theory and Piano Proficiency Exam. Those scoring below 80% on the Theory Exam will be required to enroll in MUS 1020-Fundamentals of Music. Those scoring below 80% on the Piano Exam will be required to enroll in MUS 1610 and 1620.

Degree: Associate of Arts

Emphasis: Music Education

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ART 1030	Art Appreciation	3
MUS 1030	Music Appreciation	3
History ¹		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
PHYS 1310	Introduction to Psychology	3
Mathematics		
MATH 1530	Probability and Statistics or	3
MATH 1630	Finite Mathematics or	
Natural Science		
Approved Natural Science w/ Lab General Education electives ²		
Area of Emphasis Requirements (19 hours)		
MUS 1040	Ear Training I	1
MUS 1045	Ear Training II	1
MUS 1110	Theory I	3
MUS 1120	Theory II	3
Applied Music ³	Select from:	4
	MUS 1912 Individual Music Instruction - Voice	
	MUS 1935 Individual Music Instruction - Brass	
	MUS 1922 Individual Music Instruction - Keyboard	
	MUS 1936 Individual Music Instruction - Percussion	
	MUS 1933 Individual Music Instruction - Guitar	
	MUS 1937 Individual Music Instruction - Strings	
	MUS 1934 Individual Music Instruction - Woodwinds	
Ensemble ³	Select from:	1
	MUS 1050 Concert Choir	
	MUS 1090 Jazz Band	
	MUS 1060 College-Community Chorale	
	MUS 2090 College-Community Symphonic Band	
Foreign Language (Elementary sequence) ⁴		6
Total Credit Hours		60

¹ See senior institution for history requirements.

² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

⁴ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of elementary college-level work, which can be applied toward B.A. degree requirements at a senior institution.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- All music majors are required to take a Theory and Piano Proficiency Exam. Those scoring below 80% on the Theory Exam will be required to enroll in MUS 1020-Fundamentals of Music. Those scoring below 80% on the Piano Exam will be required to enroll in MUS 1610 and 1620.

Degree: Associate of Science**Emphasis: Professional Entertainment - Performance**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I.....	3
ENGL 2420	Western World Literature II	3
MUS 1030	Music Appreciation	3
History ¹		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society.....	3
Approved Behavioral/ Social Science General Education elective ²		
Mathematics		
MATH 1530	Probability and Statistics or	3
MATH 1630	Finite Mathematics	
Natural Science		
Approved Natural Science w/ Lab General Education electives ²		
Area of Emphasis Requirements (19 hours)		
MUS 1040	Ear Training I	1
MUS 1045	Ear Training II	1
MUS 1110	Theory I	3
MUS 1120	Theory II	3
MUS 1745	Music Business	3
Applied Music ³ Select from:		
	MUS 1912 Individual Music Instruction - Voice	
	MUS 1922 Individual Music Instruction - Keyboard	
	MUS 1933 Individual Music Instruction - Guitar	
	MUS 1934 Individual Music Instruction - Woodwinds	
	MUS 1935 Individual Music Instruction - Brass	
	MUS 1936 Individual Music Instruction - Percussion	
	MUS 1937 Individual Music Instruction - Strings	
Ensemble ³ Select from:		
	MUS 1090 Jazz Band	
	MUS 1730 Choral Studies	
	MUS 2990 Music Problems	
	Other Approved Ensemble	
Total Credit Hours		60

¹ See senior institution for history requirements.² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.**NOTES**

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- All music majors are required to take a Theory and Piano Proficiency Exam. Those scoring below 80% on the Theory Exam will be required to enroll in MUS 1020-Fundamentals of Music. Those scoring below 80% on the Piano Exam will be required to enroll in MUS 1610 and 1620.

Degree: Associate of Science**Emphasis: Professional Entertainment – Stage Management/Technician**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
THEA 1030	Introduction to Theatre.....	3
History ¹		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
Approved Behavioral/ Social Science General Education electives ²		
Mathematics		
MATH 1530	Probability and Statistics or	3
MATH 1630	Finite Mathematics	
Natural Science		
Approved Natural Science w/ Lab General Education electives ²		
Area of Emphasis Requirements (19 hours)		
MCOM 1020	Introduction to Mass Communications	3
THEA 1210	Voice and Physical Preparation	3
THEA 2410	Acting I.....	3
THEA 2430	Stagecraft	3
Electives ³		7
Total Credit Hours		60

¹ See senior institution for history requirements.² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.**NOTES**

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- All music majors are required to take a Theory and Piano Proficiency Exam. Those scoring below 80% on the Theory Exam will be required to enroll in MUS 1020-Fundamentals of Music. Those scoring below 80% on the Piano Exam will be required to enroll in MUS 1610 and 1620.

PHILOSOPHY

Philosophy involves reasoning and thinking critically about all areas of life: science, religion, art, politics and morality. Its purpose is to understand and evaluate our most basic beliefs and values and to integrate them in a coherent view of ourselves and the world.

Degree: Associate of Arts

Emphasis: Philosophy

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
	Approved General Education Humanities elective	3
History ¹		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
	Approved Behavioral/ Social Science General Education elective ²	3
Mathematics		
MATH 1530	Probability and Statistics or	3
MATH 1630	Finite Mathematics or	
MATH 1710	Pre-Calculus (Algebra)	
Natural Science		
	Approved Natural Science w/ Lab General Education electives ²	8
Area of Emphasis Requirements (19 hours)		
PHIL 1030	Human Nature and Life	3
PHIL 1600	Issues in Philosophy	3
PHIL 2020	Self and Values	3
PHIL 2210	Religion and Culture	3
	Foreign Language (Intermediate sequence) ³	6
	Physical Education	1
Total Credit Hours		60

¹ See senior institution for history requirements.

² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Degree: Associate of Arts

Emphasis: Religious Studies

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2110	American Literature I or	3
ENGL 2120	American Literature II or	
ENGL 2410	Western World Literature I or	
ENGL 2420	Western World Literature II	
PHIL 1030	Human Nature and Life	3
PHIL 2210	Religion and Culture	3
History ¹		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
SOCI 1020	General Sociology, Institutions and Society	3
	Approved Behavioral/ Social Science General Education elective ²	3
Mathematics		
MATH 1630	Finite Mathematics or	
MATH 1710	Pre-Calculus (Algebra) or	
MATH 1530	Probability and Statistics	3
Natural Science		
	Approved Natural Science w/ Lab General Education electives ¹	8
Area of Emphasis Requirements (19 hours)		
PHIL 1600	Issues in Philosophy	3
SOCI 1240	Introduction to Cultural Anthropology	3
SOCI 2110	Family, Society, and the Individual	3
	Foreign Language (Intermediate sequence) ³	6
	ELECTIVES ⁴	3
Select from:		
ART 2040	Art History Survey I	
ART 2050	Art History Survey II	
MUS 1030	Music Appreciation	
THEA 1030	Introduction to Theatre	
	Other Elective ⁴	1
Total Credit Hours		60

¹ See senior institution for history requirements.

² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

⁴ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

SPEECH COMMUNICATION

Speech Communication provides training in communication skills for effective communication in interpersonal, business and professional settings.

Degree: Associate of Arts

Emphasis: Speech Communication

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2110	American Literature I and	3
ENGL 2120	American Literature II	3
Approved General Education Humanities elective ¹		
History ²		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	3
HIST 2020	American History II	3
Behavioral/ Social Sciences		
Approved Behavioral/ Social Science General Education electives ¹		
Mathematics		
MATH 1530	Probability and Statistics or	3
MATH 1630	Finite Mathematics or	3
MATH 1710	Pre-Calculus (Algebra)	3
Natural Science		
Approved Natural Science w/Lab General Education electives ¹		
Area of Emphasis Requirements (19 hours)		
SPCH 2020	Advanced Speech Communication	3
SPCH 2030	Debate	3
SPCH 2040	Interpersonal Communication	3
SPCH 2050	Introduction to Film and Media Criticism	3
Foreign Language (Intermediate sequence) ³		
Physical Education Activity		
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

THEATRE

Theatre provides opportunities for involvement in public performance, stagecraft, set building, and acting.

Degree: Associate of Arts

Emphasis: Theatre

Course No.	Course Title	Credit Hours
General Education Courses (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
THEA 1030	Introduction to Theatre	3
History ¹		
HIST 1110	Survey of World Civilization I and	3
HIST 1120	Survey of World Civilization II	3
or		
HIST 2010	American History I and	3
HIST 2020	American History II	3
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education electives ²		
Mathematics		
MATH 1630	Finite Mathematics or	3
MATH 1530	Probability and Statistics or	3
MATH 1710	Pre-Calculus (Algebra)	3
Natural Science		
Approved Natural Science w/Lab General Education electives ²		
Area of Emphasis/Concentration Requirements (19 hours)		
THEA 1210	Vocal and Physical Preparation	3
THEA 2410	Acting I	3
THEA 2430	Stagecraft	3
THEA 2450	Acting II or	3
THEA 2990	Theatre Topics	3
Foreign Language (Intermediate sequence) ³		
ELECTIVE ⁴		
Total Credit Hours		60

¹ See senior institution for history requirements.

² General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of intermediate college-level work, which can be applied toward B.A. degree requirements at a senior institution.

⁴ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

DANCE

This discipline presents traditional and non-traditional dance styles and provides opportunities for involvement in dance analysis, interpretation, and public performances.

Degree: Associate of Arts

Emphasis: Dance

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
ENGL 2410	Western World Literature I.....	3
ENGL 2420	Western World Literature II	3
	Approved Humanities General Education electives ¹	3
History ²		
HIST 1110	Survey of World Civilization I and	6
HIST 1120	Survey of World Civilization II	
or		
HIST 2010	American History I and	
HIST 2020	American History II	
Behavioral/ Social Sciences		
	Approved Behavioral/Social Science elective ¹	6
Mathematics		
MATH 1630	Finite Mathematics or	3
MATH 1530	Probability and Statistics or	
MATH 1710	Pre-Calculus (Algebra)	
Natural Science		
	Approved Natural Science w/Lab General Education electives ¹	8
Area of Emphasis Requirements (19 hours)		
DANC 1030	Introduction to Dance	3
Select 10 credit hours from the following with no more than		
8 hours in any one dance style:		
	DANC 1530 Ballet I	
	DANC 1535 Ballet II	
	DANC 1540 Jazz I	
	DANC 1545 Jazz II	
	DANC 1550 Modern Dance I	
	DANC 1555 Modern Dance II	
	DANC 1560 Tap I	
	DANC 1565 Tap II	
	DANC 1570 Clogging	
	Foreign Language (Elementary sequence) ³	6
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirement.

³ This A.A. degree requires proficiency in a foreign language equivalent to 6 hours of elementary college-level work, which can be applied toward B.A. degree requirements at a senior institution.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

DIVISION OF MATHEMATICS

Purpose

The Mathematics Division educates students in the mathematics necessary for them to function in an increasingly diverse, complex and global society. The division provides opportunities for students to master a body of knowledge and technical skills from the discipline of mathematics as they develop enhanced communication skills and mathematical habits of the mind. The division includes a developmental education program in mathematics.

MATHEMATICS EDUCATION / STATISTICS

Students planning to pursue an academic program in teaching secondary mathematics, in mathematics or in statistics may take the first two years of study directed by a mathematics advisor. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

Degree: Associate of Science

Emphasis: Mathematics/Mathematics Education/Statistics

Course No.	Course Title	Credit Hours
General Education Requirements (42 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education electives ¹	6
	Approved Literature elective ¹	3
History ²		
	Approved History electives ¹	6
Behavioral/Social Sciences		
	Approved Behavioral/Social Science General Education electives ¹	6
Mathematics		
MATH 1910	Calculus I	4
Natural Science		
	Approved Natural Science w/ Lab General Education Elective ¹	8
Area of Emphasis Requirements (18 hours)		
MATH 1920	Calculus II	4
MATH 2110	Calculus III	4
MATH 2120	Differential Equations	3
CPSC 2170/2171	Computer Programming Math/Engineering	3
ELECTIVES ³	4
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- Additional courses or hours beyond those listed above may be needed for students to transfer as juniors to certain senior institutions. Mathematics Education students should check requirements for admission to teacher education programs at senior institutions.

PRE-PROFESSIONAL ENGINEERING PROGRAM

Students planning to pursue an academic program in engineering may take the first two years of study directed by a pre-engineering advisor. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

Degree: Associate of Science

Emphasis: Pre-Engineering

Course No.	Course Title	Credit Hours
General Education Requirements (42 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education electives ¹	6
	Approved Literature elective ¹	3
History ²		
	Approved History electives ¹	6
Behavioral/Social Sciences		
	Approved Behavioral/Social Science General Education electives ¹	6
Mathematics		
MATH 1910	Calculus I	4
Natural Science ³		
	8 hours as required by the transfer institution from group A*	8
Area of Emphasis Requirements (24 hours)		
MATH 1920	Calculus II	4
MATH 2110	Calculus III	4
MATH 2120	Differential Equations	3
	Science elective ³ as required by the institution from group A*	4
	Engineering elective ³ as required by the institution from group B**	9
Total Credit Hours		66

*Group A (12 hours)

CHEM 1110/1111	General Chemistry I/Lab
CHEM 1120/1121	General Chemistry II/Lab
PHYS 2110/2111	Physics I/Lab
PHYS 2120/2121	Physics II/Lab

**Group B (9 hours)

CPSC 2170/2171	Computer Programming Math/Engineering/Lab or
CPSC 1350/1351	Introduction to Computer Science I/Lab
ITDD 1010/1011	Engineering Graphics I/Lab
PHYS 2210	Statics
PHYS 2220	Dynamics

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions. Science electives should be selected from Group A; Engineering electives from Group B.

NOTES

- Additional courses or hours beyond those listed above may be needed for students to transfer as juniors to some senior institutions. Check these courses:

CHEM 2010/2011	Organic Chemistry I/Lab
CHEM 2020/2021	Organic Chemistry II/Lab
MATH 2010	Elementary Matrix Algebra
- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

DIVISION OF NATURAL SCIENCE

Purpose

Provide an environment for learning and discovery in biology, chemistry and physics. To accomplish this, the division of Natural Science provides:

- General education and elective courses in the natural sciences for all students in the college.
- Opportunities for students to learn fundamental concepts of natural science and natural science connections with technology and societal changes.
- Programs of academic and career advising for university parallel and pre-professional students.

ASTRONOMY

Designed for students planning to pursue an academic program in astronomy. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

Degree: Associate of Science

Emphasis: Astronomy

Course No.	Course Title	Credit Hours
General Education Requirements (42 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education electives ¹	6
	Approved Literature elective ¹	3
History ²		
	Approved History electives ¹	6
Behavioral/Social Sciences		
	Approved Behavioral/Social Science General Education electives ¹	6
Mathematics		
MATH 1910	Calculus I	4
Natural Science		
PHYS 2110/2111	Physics I w/Lab	4
PHYS 2120/2121	Physics II w/Lab	4
Area of Emphasis Requirements (18 hours)		
MATH 1920	Calculus II	4
MATH 2110	Calculus III	4
MATH 2120	Differential Equations	3
ASTR 1030	Astronomy	3
ASTR 1031	Astronomy Lab	1
ELECTIVES ³	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

BIOLOGY

Designed for students planning to pursue an academic program in biology. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

Degree: Associate of Science

Emphasis: Biology

Course No.	Course Title	Credit Hours
General Education Requirements (41-42 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education electives ¹	6
	Approved Literature elective ¹	3
History ²		
	Approved History electives ¹	6
Behavioral/Social Sciences		
	Approved Behavioral/Social Science General Education electives ¹	6
Mathematics		
MATH 1910	Calculus I	3-4
or		
MATH 1530	Probability and Statistics	
Natural Science		
BIOL 1110	Organization/Function of Cell	3
BIOL 1111	Organization/Function of Cell Lab	1
BIOL 1120	Biodiversity	3
BIOL 1121	Biodiversity Lab	1
Area of Emphasis Requirements (20 hours)		
Elective ³	Biology – 2000 Level	4
CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab	1
ELECTIVES ³	Science	8
Select from:		
PHYS 2110/2111	Physics I w/Lab	
PHYS 2120/2121	Physics II w/Lab	
or		
CHEM 2010	Organic Chemistry I	
CHEM 2011	Organic Chemistry I Lab	
CHEM 2020	Organic Chemistry II	
CHEM 2021	Organic Chemistry II Lab	
Total Credit Hours		61-62

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

CHEMISTRY

Designed for students planning to pursue an academic program in chemistry. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

Degree: Associate of Science

Emphasis: Chemistry

Course No.	Course Title	Credit Hours
<u>General Education Requirements (42 hours)</u>		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education electives ¹		6
Mathematics		
MATH 1910	Calculus I	4
Natural Science		
CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab	1
<u>Area of Emphasis Requirements (18 hours)</u>		
CHEM 2010	Organic Chemistry I	3
CHEM 2011	Organic Chemistry I Lab	1
CHEM 2020	Organic Chemistry II	3
CHEM 2021	Organic Chemistry II Lab	1
Choose from the following physics sequences: ³		8
PHYS 2010/2011	General Physics I w/Lab	4
PHYS 2020/2021	General Physics II w/Lab	
or		
PHYS 2110/2111	Physics I w/Lab	4
PHYS 2120/2121	Physics II w/Lab	
ELECTIVES ³		2
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

GEOLOGY

Designed for students planning to pursue an academic program in geology. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

Degree: Associate of Science

Emphasis: Geology

Course No.	Course Title	Credit Hours
General Education Requirements (42 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education electives ¹		6
Mathematics		
MATH 1910	Calculus I	4
Natural Science		
PHYS 2110/2111	Physics I w/Lab	4
PHYS 2120/2121	Physics II w/Lab	4
Area of Emphasis Requirements (18 hours)		
GEOL 1030	Geology	3
GEOL 1031	Geology Lab	1
MATH 1920	Calculus II	4
CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab	1
ELECTIVES ³		2
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

PHYSICS

Designed for students planning to pursue an academic program in physics. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

Degree: Associate of Science

Emphasis: Physics

Course No.	Course Title	Credit Hours
General Education Requirements (42 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication.....	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education electives ¹		6
Mathematics		
MATH 1910	Calculus I	4
Natural Science		
PHYS 2110/2111	Physics I w/Lab	4
PHYS 2120/2121	Physics II w/Lab	4

Area of Emphasis Requirements (19 hours)

MATH 1920	Calculus II	4
MATH 2110	Calculus III	4
MATH 2120	Differential Equations.....	3
ELECTIVES ³	8
Total Credit Hours		61

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

PRE-PROFESSIONAL HEALTH PROGRAMS

Pre-Professional Health Programs are designed to satisfy minimum requirements for admission to professional schools. The recommended curriculum for a program may vary depending upon the admission requirements of the degree granting institution. The student should check with advisor for more information. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirements does not assure admission into a health science program.

PRE-CHIROPRACTIC

Designed to prepare students for entrance to professional chiropractic schools where admission requirements are two years of college course work.

Degree: Associate of Science

Emphasis: Pre-Chiropractic

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication.....	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education electives ¹		3
PSYC 1310	Introduction to Psychology I.....	3
Mathematics		
MATH 1720	Pre-Calculus (Trigonometry)	3
Natural Science		
BIOL 2010	Human Anatomy & Physiology I	3
BIOL 2011	Human Anatomy & Physiology I Lab.....	1
BIOL 2020	Human Anatomy & Physiology II	3
BIOL 2021	Human Anatomy & Physiology II Lab	1

Area of Emphasis Requirements (20 hours)

CHEM 1110	General Chemistry I.....	3
CHEM 1111	General Chemistry I Lab.....	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab.....	1
CHEM 2010	Organic Chemistry I	3
CHEM 2011	Organic Chemistry I Lab.....	1
CHEM 2020	Organic Chemistry II.....	3
CHEM 2021	Organic Chemistry II Lab	1
PHYS 2010/2011	General Physics I w/Lab	4
Total Credit Hours		61

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- Completion of the above courses satisfies requirements for the A.S. degree. PHYS 2020-21 will be required prior to entry into chiropractic schools. Students should consider taking PHYS 2020-21 at Walters State to assure transfer of the entire sequence to the senior institution.

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

PRE-DENTAL

Designed to cover the first two years of course work for students preparing to enter dentistry. At least one additional year of course work will be required at a senior institution. Pre-Dental students should plan their curriculum for a baccalaureate major because most students accepted into dental schools have the baccalaureate degree.

Degree: Associate of Science**Emphasis: Pre-Dental**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education electives ¹	6
	Approved Literature elective ¹	3
History ²		
	Approved History electives ¹	6
Behavioral/Social Sciences		
	Approved Behavioral/Social Science General Education electives ¹	6
Mathematics		
MATH 1720	Pre-Calculus (Trigonometry)	3
Natural Science		
BIOL 1110	Organization/Function of Cell	3
BIOL 1111	Organization/Function of Cell Lab	1
BIOL 1120	Biodiversity	3
BIOL 1121	Biodiversity Lab	1

Area of Emphasis Requirements (20 hours)

CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab	1
CHEM 2010	Organic Chemistry I	3
CHEM 2011	Organic Chemistry I Lab	1
CHEM 2020	Organic Chemistry II	3
CHEM 2021	Organic Chemistry II Lab	1
PHYS 2010/2011	General Physics I w/Lab	4
Total Credit Hours		61

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- Completion of the above courses satisfies requirements for the A. S. degree. PHYS 2020-21 will be required prior to entry into dental schools. Students should consider taking PHYS 2020-21 at Walters State to assure transfer of the entire sequence to the senior institution.

PRE-DENTAL HYGIENE

Designed for the student who plans to apply for admission to the dental hygiene program at ETSU. Two years of course work at Walters State plus two years of study in the dental hygiene program are required.

Degree: Associate of Science**Emphasis: Pre-Dental Hygiene**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education electives ¹	6
	Approved Literature elective ¹	3
History		
HIST 2010	American History I	3
HIST 2020	American History II	3
Behavioral/Social Sciences		
PSYC 1310	Introduction to Psychology I	3
SOCI 1020	Introduction to Sociology	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
BIOL 2010	Human Anatomy & Physiology I	3
BIOL 2011	Human Anatomy & Physiology I Lab	1
BIOL 2020	Human Anatomy & Physiology II	3
BIOL 2021	Human Anatomy & Physiology II Lab	1

Area of Emphasis Requirements (19 hours)

CHEM 1010	Introduction to Chemistry	3
CHEM 1111	Introduction to Chemistry Lab	1
BIOL 2510	Introduction to Microbiology	3
BIOL 2511	Introduction to Microbiology Lab	1
CPSC 1100	Using Information Technology	3
HLTH 2310	Safety and First Aid	3
	Physical Education Activity	1
ELECTIVES ²	4
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 satisfies the college's computer competency requirement.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- ETSU will phase out the A.S. Degree in Dental Hygiene. Applicants for the 2005 class must meet above requirements for entrance into the B.S. Degree program.

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

PRE-ENVIRONMENTAL HEALTH

Designed for the student who plans to apply for admission to the environmental health program at ETSU. Two years of course work at Walters State plus two years of study in the environmental health program are required.

Degree: Associate of Science

Emphasis: Pre-Environmental Health

Course No.	Course Title	Credit Hours
General Education Requirements (42 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication.....	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History		
HIST 2010	American History I.....	3
HIST 2020	American History II.....	3
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education electives ¹		6
Mathematics		
MATH 1910	Calculus I	4
Natural Science		
CHEM 1110	General Chemistry I.....	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II.....	3
CHEM 1121	General Chemistry II Lab.....	1
Area of Emphasis Requirements (18 hours)		
CHEM 2010	Organic Chemistry I.....	3
CHEM 2011	Organic Chemistry I Lab.....	1
BIOL 1110	Cell Biology	3
BIOL 1111	Cell Biology Lab	1
PHYS 2010/2011	General Physics I w/ Lab	4
CPSC 1100	Using Information Technology	3
ELECTIVE ²		3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections transferrable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

PRE-MEDICAL TECHNOLOGY

Designed to cover the first two years of course work for students planning for a B.S. degree in Medical Technology. Students should check with an advisor for admission requirements at the degree-granting institution of interest.

Degree: Associate of Science

Emphasis: Pre-Medical Technology

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication.....	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education electives ¹		3
PYSC 1310	Introduction to Psychology.....	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
BIOL 1110	Organization/Function of Cell.....	3
BIOL 1111	Organization/Function of Cell Lab	1
BIOL 1120	Biodiversity	3
BIOL 1121	Biodiversity Lab.....	1
Area of Emphasis Requirements (19 hours)		
CHEM 1110	General Chemistry I.....	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II.....	3
CHEM 1121	General Chemistry II Lab.....	1
CHEM 2010	Organic Chemistry I.....	3
CHEM 2011	Organic Chemistry I Lab	1
CHEM 2020	Organic Chemistry II	3
CHEM 2021	Organic Chemistry II Lab.....	1
MATH 1830	Calculus A	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

PRE-MEDICINE

Designed to cover the first two years of course work for students preparing to study medicine. At least one additional year of course work will be required at a senior institution. The pre-medical student should plan the curriculum for a baccalaureate major because more students accepted into medical schools have the baccalaureate degree.

Degree: Associate of Science**Emphasis: Pre-Medicine**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education electives ¹		6
Mathematics		
MATH 1720	Pre-Calculus (Trigonometry)	3
Natural Science		
BIOL 1110	Organization/Function of Cell	3
BIOL 1111	Organization/Function of Cell Lab	1
BIOL 1120	Biodiversity	3
BIOL 1121	Biodiversity Lab	1
Area of Emphasis Requirements (20 hours)		
CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab	1
CHEM 2010	Organic Chemistry I	3
CHEM 2011	Organic Chemistry I Lab	1
CHEM 2020	Organic Chemistry II	3
CHEM 2021	Organic Chemistry II Lab	1
PHYS 2010/2011	General Physics I w/Lab	4
Total Credit Hours		61

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- Completion of above courses satisfies the requirements for the A.S. degree. Students should consider taking PHYS 2020-2021 to assure transfer sequence to senior institution.

PRE-OCCUPATIONAL THERAPY

Designed for the student who plans to apply for admission to the occupational therapy program at the University of Tennessee, Memphis, Center for Health Sciences. A minimum of 90 hours of college level course work is required prior to admission.

Degree: Associate of Science**Emphasis: Pre-Occupational Therapy**

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
PSYC 1310	Introduction to Psychology	3
PSYC 2310	Abnormal Psychology	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science ³		
BIOL 1010	General Biology I	3
BIOL 1011	General Biology I Lab	1
BIOL 1020	General Biology II	3
BIOL 1021	General Biology II Lab	1
or		
BIOL 1110	Organization/Function of Cell	3
BIOL 1111	Organization/Function of Cell Lab	1
BIOL 1120	Biodiversity	3
BIOL 1121	Biodiversity Lab	1
Area of Emphasis Requirements (19 hours)		
CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
PHYS 2010/2011	General Physics I w/Lab	4
BIOL 2010	Human Anatomy & Physiology I	3
BIOL 2011	Human Anatomy & Physiology I Lab	1
BIOL 2020	Human Anatomy & Physiology II	3
BIOL 2021	Human Anatomy & Physiology II Lab	1
PSYC 2420	Developmental Psychology	3
Total Credit Hours		60

Completion of above courses satisfies the requirements for the A.S. degree.

The following courses may be required prior to entry into the Pre-Occupational Therapy program at the senior institution and can be taken at Walters State.

SOCI Elective ³	3
PHED Elective ³	1
Computer Science Elective ³	3

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

PRE-OPTOMETRY

Designed to prepare students for their first two years of a three-year pre-optometric program. At least one additional year of course work at a senior institution will be required before admission to an optometry school.

Degree: Associate of Science

Emphasis: Pre-Optometry

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education electives ¹		3
PSYC 1310	Introduction to Psychology	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
BIOL 1110	Organization/Function of Cell	3
BIOL 1111	Organization/Function of Cell Lab	1
BIOL 1120	Biodiversity	3
BIOL 1121	Biodiversity Lab	1
Area of Emphasis Requirements (20 hours)		
CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab	1
CHEM 2010	Organic Chemistry I	3
CHEM 2011	Organic Chemistry I Lab	1
CHEM 2020	Organic Chemistry II	3
CHEM 2021	Organic Chemistry II Lab	1
BIOL 2510	Introduction to Microbiology	3
BIOL 2511	Introduction to Microbiology Lab	1
Total Credit Hours		61

Completion of the above courses satisfies requirements for the A.S. degree. The following will be required prior to entry into a college of optometry and can be taken at Walters State:

MATH 1910	Calculus I	4
PHYS 2010/2011	General Physics I w/Lab	4
PHYS 2020/2021	General Physics II w/Lab	4

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

PRE-PHARMACY

Designed to prepare students for entrance to a pharmacy school. The Doctor of Pharmacy degree requires four additional years of study. Students should be fully aware of the admission requirements of the schools to which they intend to apply. Students should obtain the catalogs of those institutions for admission requirements for pharmacy schools of interest and consult their Walters State advisors.

Degree: Associate of Science

Emphasis: Pre-Pharmacy

Course No.	Course Title	Credit Hours
General Education Requirements (42 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
Approved Behavioral/Social Science General Education elective ¹		3
ECON 2010	Principles of Economics	4
Mathematics		
MATH 1830	Calculus A	3
Natural Science		
CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab	1

Area of Emphasis Requirements (20 hours)

CHEM 2010	Organic Chemistry I	3
CHEM 2011	Organic Chemistry I Lab	1
CHEM 2020	Organic Chemistry II	3
CHEM 2021	Organic Chemistry II Lab	1
PHYS 2010/2011	General Physics I w/Lab	4
Choose from the following biology sequences: ³		8
BIOL 1110	Organization/Function of Cell	
BIOL 1111	Organization/Function of Cell Lab	
BIOL 1120	Biodiversity	
BIOL 1121	Biodiversity Lab	
or		
BIOL 1010	General Biology I	
BIOL 1011	General Biology I Lab	
BIOL 1020	General Biology II	
BIOL 1021	General Biology II Lab	

Total Credit Hours 62

Completion of the above courses satisfies requirements for the A.S. degree. The following course will be required prior to entry into the professional program and can be taken at Walters State:

MATH 1530	Probability and Statistics	3
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¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

PRE-PHYSICAL THERAPY

Designed to prepare students for the first two years of a three or four year pre-physical therapy program. A baccalaureate degree will be required before admission to the Doctor of Physical Therapy program. Students should check with an advisor for specific admission requirements at the institution of interest.

Degree: Associate of Science

Emphasis: Pre-Physical Therapy

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/Social Sciences		
PSYC 1310	Introduction to Psychology	3
PSYC 2420	Developmental Psychology	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science ³		
BIOL 1010	General Biology I	3
BIOL 1011	General Biology I Lab	1
BIOL 1020	General Biology II	3
BIOL 1021	General Biology II Lab	1
or		
BIOL 1110	Organization/Function of Cell	3
BIOL 1111	Organization/Function of Cell Lab	1
BIOL 1120	Biodiversity	3
BIOL 1121	Biodiversity Lab	1
Area of Emphasis Requirements (19 hours)		
CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab	1
BIOL 2010	Human Anatomy & Physiology I	3
BIOL 2011	Human Anatomy & Physiology I Lab	1
BIOL 2020	Human Anatomy & Physiology II	3
BIOL 2021	Human Anatomy & Physiology II Lab	1
CPSC 1100	Using Information Technology	3
Total Credit Hours		60

Completion of the above courses satisfies requirements for the A.S. degree. The following will be required prior to entry into a Physical Therapy program and can be taken at Walters State:

MATH 1720	Pre-Calculus (Trigonometry)	3
PHYS 2010/2011	General Physics I w/Lab	4
PHYS 2020/2021	General Physics II w/Lab	4

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. **CPSC 1100** satisfies the college's computer competency requirement.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

PRE-RADIOGRAPHY

Designed for the student who plans to apply for admission to the radiography program at ETSU. Two years of course work at Walters State plus two years of study in the radiography program are required.

Degree: Associate of Science

Emphasis: Pre-Radiography

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature elective ¹		3
History		
HIST 2010	American History I	3
HIST 2020	American History II	3
Behavioral/Social Sciences		
PSYC 1310	Introduction to Psychology	3
SOCI 1020	Introduction to Sociology	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
BIOL 2010	Human Anatomy & Physiology I	3
BIOL 2011	Human Anatomy & Physiology I Lab	1
BIOL 2020	Human Anatomy & Physiology II	3
BIOL 2021	Human Anatomy & Physiology II Lab	1
Area of Emphasis Requirements (19 hours)		
CHEM 1010	Introduction to Chemistry	3
CHEM 1011	Introduction to Chemistry Lab	1
BIOL 2510	Introduction to Microbiology	3
BIOL 2511	Introduction to Microbiology Lab	1
CPSC 1100	Using Information Technology	3
HLTH 2310	Safety and First Aid	3
ELECTIVES ²	5
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. **CPSC 1100** satisfies the college's computer competency requirement.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

PRE-VETERINARY MEDICINE

Designed for students wishing to pursue the Arts and Science degree in Pre-Veterinary Medicine. Students should be fully aware of the curriculum of the institution to which they plan to transfer and follow close advisement.

Degree: Associate of Science

Emphasis: Pre-Veterinary Medicine

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II.....	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education electives ¹	6
	Approved Literature elective ¹	3
History ²		
	Approved History electives ¹	6
Behavioral/Social Sciences		
	Approved Behavioral/Social Science General Education electives ¹	6
Mathematics		
MATH 1710	Pre-Calculus (Algebra).....	3
Natural Science		
BIOL 1110	Organization/Function of Cell	3
BIOL 1111	Organization/Function of Cell Lab.....	1
BIOL 1120	Biodiversity	3
BIOL 1121	Biodiversity Lab	1
Area of Emphasis Requirements (19 hours)		
MATH 1720	Pre-Calculus (Trigonometry).....	3
CHEM 1110	General Chemistry I.....	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1120	General Chemistry II	3
CHEM 1121	General Chemistry II Lab.....	1
	Choose from the following chemistry or physics sequences: ³	8
CHEM 2010	Organic Chemistry I	
CHEM 2011	Organic Chemistry I Lab	
CHEM 2020	Organic Chemistry II	
CHEM 2021	Organic Chemistry II Lab	
or		
PHYS 2010/2011	General Physics I w/Lab	
PHYS 2020/2021	General Physics II w/Lab	
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

DIVISION OF PUBLIC SAFETY

Purpose

Provide educational services to individuals desiring to enter the public safety career field, skills training for those currently employed and appropriate academic course work to those who plan to transfer to a four-year institution of higher education.

Department of Criminal Justice

Purpose

The Criminal Justice Department provides educational services to students seeking careers in the public safety field. The department provides two degrees, Associate of Science in Criminal Justice and Associate of Science in Law Enforcement.

Degree: Associate of Science

Emphasis: Criminal Justice, University Parallel

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Intro to Speech Communication.....	3
Humanities and/or Fine Arts		
Approved Humanities General Education electives ¹		6
Approved Literature General Education elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/ Social Sciences		
PSYC 1310	Introduction to Psychology	3
SOCI 1020	General Sociology	3
or		
SOCI 2020	Social Problems and Human Values	
Mathematics		
Approved Mathematics General Education elective ¹		3
Natural Science		
Approved Natural Science w/Lab General Education electives ¹		8
Area of Emphasis Requirements (19 hours)		
CRJT 1010	Overview Of Criminal Justice.....	3
CRJT 1350	Community Policing	3
CRJT 1510	Criminal Law	3
CRJT 2140	Criminal Investigation	3
CRJT 2980	Current Issues of Public Safety	2
CPSC 1100	Using Information Technology	3
PHED 1140	Personal Wellness	2
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on 54 page in the catalog.

² See senior institution for history requirements.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 satisfies the college's computer competency requirement.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.
- Students who plan to transfer to the University of Tennessee or Carson-Newman, please see the head of the Sociology Department in the Behavioral/Social Science Division.

PUBLIC SAFETY

The Associate of Applied Science degree program in Public Safety provides educational opportunities for individuals desiring to enter and those presently working in the field of public safety. The degree program contains two specialized concentrations of study: 1) Fire Protection and 2) Law Enforcement. Each of the concentrations has a common core of course work designed to provide a fundamental background in general education and specific course work in public safety.

Degree: Associate of Applied Science

Emphasis: Public Safety

Concentration: Law Enforcement

Course No.	Course Title	Credit Hours
General Education Requirements (19 hours)		
Communication		
ENGL 1010	Composition I	3
SPCH 2010	Intro to Speech Communication.....	3
Humanities and/or Fine Arts		
Approved Humanities General Education elective ¹		3
Behavioral/ Social Sciences		
Approved Behavioral/Social Science General Education elective ¹		3
Mathematics		
Approved Mathematics General Education elective ¹		3
Natural Science		
Approved Natural Science w/Lab General Education elective ¹		4
Area of Emphasis Requirements (41 hours)		
CRJT 1010	Overview of Criminal Justice	3
CRJT 1260	Report Writing	3
CRJT 1320	Criminal Justice Work with Juveniles.....	3
CRJT 1350	Community Policing	3
CRJT 1510	Criminal Law and Procedures	3
CRJT 2130	Crime Scene Specialist	3
CRJT 2140	Criminal Investigation	3
CRJT 2280	Domestic Violence	3
CRJT 2990	Special Topics in CRJT	3
EMTB 1080	Critical Incident Control	3
CPSC 1100	Using Information Technology	3
PHED 1140	Personal Wellness	2
CRJT Electives ²		6
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 in the catalog.

² Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 satisfies the college's computer competency requirement.
- Developmental education courses must be taken every semester until completed.

PUBLIC SAFETY

This course of study is designed primarily for students who have completed the fire department's or the state of Tennessee Fire School's training program taught by state certified instructors and who wish to continue their education at Walters State. *Students must meet with the division dean of Public Safety prior to enrolling in this program.*

Degree: Associate of Applied Science

Emphasis: Public Safety

Concentration: Fire Protection

Course No.	Course Title	Credit Hours
General Education Requirements (19 hours)		
Communication		
ENGL 1010	Composition I	3
SPCH 2010	Intro to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education elective ¹	3
Behavioral/ Social Sciences		
	Approved Behavioral/Social Science General Education elective ¹	3
Mathematics		
	Approved Mathematics General Education elective ¹	3
Natural Science		
CHEM 1010	Introductory Chemistry	3
CHEM 1011	Introductory Chemistry Lab	1
Area of Emphasis Requirements (41 hours)		
FIPT ²	Transfer Fire classes	24
EMTB 1040	First Responder	4
CRJT 1260	Report Writing	3
CPSC 1100	Using Information Technology	3
ELECTIVE ³	EMTB/FIPT	4
ELECTIVE ³	CRJT	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 in the catalog.

² Students should contact the division dean.

³ Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 satisfies the college's computer competency requirement.
- Developmental education courses must be taken every semester until completed.

TECHNICAL CERTIFICATE

The Regional Law Enforcement Academy provides educational services to individuals desiring a career in public safety. These services will be provided through an eight-week basic law enforcement academy and a forty hour in-service program needed for the on-duty officers to maintain their certification.

The Basic Law Enforcement Officer Education technical certificate prepares students to meet standards for law enforcement officers established by the Tennessee Peace Officer Standards and Training Commission (POST). Credit earned for successful completion of this program may be applied toward the Associate of Applied Science degree in Public Safety, Law Enforcement concentration. Approval of the dean of the Public Safety program is required for admission.

Emphasis: Basic Law Enforcement Officer Education

Course No.	Course Title	Credit Hours
CRJT 1030	Basic Firearms Education	3
CRJT 1130	Defensive and Tactical Driving	3
CRJT 1350	Community Policing	3
CRJT 1510	Criminal Law and Procedures	3
CRJT 1720	Physical Defense Tactics	3
CRJT 2930	Basic Law Enforcement Procedures and Techniques	3
EMTB 1080	Critical Incident Control	3
PHED 1140	Personal Wellness	2

TOTAL CREDIT HOURS 23

GENERAL ADMISSION REQUIREMENTS

Any student desiring to attend the Basic Law Enforcement academy must:

1. Apply, meet admission requirements and be accepted by Walters State Community College.
2. Be currently employed by a law enforcement agency or be 20 years of age or older.
3. Complete the academy application and provide military paperwork if relevant.
4. Complete physical and psychological examinations required and provide proof of immunizations.
5. Provide documentation of all school attended (high school and above) including copies of graduation or attendance. Provide documentation of completed GED and partial high school transcript.
6. Provide a color photo (passport size; no hat) and a background check (local only).
7. Submit the above documentation by designated deadlines.

Police In-Service

The Tennessee Peace Officers Standards and Training Commission requires active duty law enforcement officers to participate in 40 hours of training annually in order to maintain Commission certification as required by TCA38-8-111. Law enforcement officers may exceed this requirement by successfully completing any three hour CRJT law enforcement course.

TECHNICAL CERTIFICATE

Emphasis: Emergency Medical Technician Basic

The Center for Emergency Services provides educational services to individuals desiring to enter the emergency service field. Basic and advanced skills training accompany didactic material preparing individuals for entry level practice as a First Responder, Emergency Medical Technician or Paramedic. Pre-hospital professionals are provided continuing education opportunities for maintenance of their license.

Admission Requirements

A prospective student seeking admission to the Basic Emergency Medical Technician (EMTB) Program must complete the following procedures according to State of Tennessee, Department of Emergency Medical Services, and Walters State Community College policies.

1. Meet with an advisor from the division of Public Safety, Center for Emergency Service Programs department prior to registering and obtain clearance to register.
2. Students who have had no prior experience in emergency services are strongly encouraged to complete a First Responder class (EMTB 1040), as an introduction to the Emergency Medical Service programs.
3. Provide proof of and maintain non-cancelable medical malpractice liability insurance coverage in amount of \$1,000,000 / 3,000,000 aggregate for the entire length of the program.
4. Submit evidence of an acceptable physical examination, provided by a physician, which has been performed within the last six months as it relates to the requirements of the profession.
5. Must be 18 years of age.
6. Meet all other admission requirements specific to the program. Also, any state and National Registry of Emergency Medical Technician requirements must be met.

Retention/Progression Policies

To remain in good standing, once admitted, a student must maintain the following standards or be dismissed from the program:

1. Adhere to all Walters State Community College, Center for Emergency Service Programs Department and Clinical Affiliate policy.
2. Earn and maintain a grade of "C" or better in the EMTB program. Students' grades will be evaluated during each semester by the department faculty.
3. Satisfactorily complete the theory, clinical and / or skills requirements. A grade of "D" or "F" in theory will result in a grade of "F" for the entire course. A "not yet competent" in clinical will result in a grade of "F" for the entire course.
4. Exhibit safe clinical behavior.
5. Demonstrate and maintain professional, ethical and legal conduct.
6. Maintain professional, ethical and legal conduct.
7. Maintain CPR certification.
8. Submit to a drug test if requested by the dean of Public Safety, director of Center of Emergency Service Program or Emergency Medical Technician Program director at any time during the program. A positive drug test is grounds for immediate dismissal.

Readmission Policies

1. A student may be considered for readmission to the Basic Emergency Medical Technician program if the following criteria are met:
 - a. Readmission to an emergency medical technician program is contingent upon the availability of space.
 - b. The applicant must complete an application for readmission.
2. Only one readmission is permitted.

Health and Physical Considerations for EMTB Students

The Center for Emergency Service Programs Department and the college strive to provide as much as possible, a reasonably safe environment for its EMTB students and their patients. During the course of the program a student may be required to demonstrate physical and/or

emotional fitness to meet the essential requirements of the program. Such essential requirements may include, but are not limited to, freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and / or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

The following core performance standards are adopted and these standards should be used to assist the student in determining whether accommodations or modifications are necessary. The standards are:

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities sufficient to effectively interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from area or environment to another and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective prehospital care.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Visual ability sufficient for observation and assessment necessary in prehospital care.
8. Tactile ability sufficient for physical assessment.

If a student believes that one or more of the standards cannot be met without accommodation or modification, the Center for Emergency Service Programs will determine whether or not accommodations or modifications can be reasonably made. A student should contact the director of the Center for Emergency Service Programs for further assistance.

Legal Limitation for Licensure

Students who successfully complete requirements for the Basic Emergency Medical Technician technical certificate are eligible to take the National Registry Emergency Medical Technician Examination licensure exam to become an Emergency Medical Technician. However, the Division of EMS may deem an individual who successfully completes the EMTB program ineligible for licensure in the State of Tennessee because of an individual's violation of the EMS rules and regulations.

OPTION 1		
Course No.	Course Title	Credit Hours
EMTB 1010	Basic Emergency Medical Technician I* 8 These 8 credit hours include: Preparation for EMTB Airway Management Patient Assessment Medical/Behavioral / OB/GYN Clinical Practicum I	
EMTB 1020	Basic Emergency Medical Technician II 8 These 8 credit hours include: Intravenous Initiation Therapy EMS Operations Basic Trauma Assessment Clinical Practicum II	
*EMTB 1040 (First Responder) is a prerequisite.		

OPTION 2		
Course No.	Course Title	Credit Hours
EMTB 1050	Basic Emergency Medical Technician I and II* 16 These 16 credit hours include: Preparation for EMTB Airway Management Patient Assessment Medical/Behavioral / OB/GYN Intravenous Initiation Therapy EMS Operations Clinical Practicum I Basic Trauma Assessment Clinical Practicum II	
*EMTB 1040 (First Responder) is a prerequisite.		

TECHNICAL CERTIFICATE

Emphasis: Emergency Medical Technician - Paramedic

Admission Requirements

A prospective student seeking admission to the Emergency Medical Technician - Paramedic program must complete the following procedures according to State of Tennessee, Department of Emergency Medical Services, and Walters State Community College policies. Students who successfully complete requirements for the Emergency Medical Technician - Paramedic technical certificate are eligible to take the National Registry Paramedic Examination.

The following criteria must be met in order for an applicant to be considered for admission to the Paramedic Training Program:

1. **Licensure:** Applicants must be currently licensed as Emergency Medical Technicians in the State of Tennessee.
2. **Experience:** One year full-time and/or two years part-time EMS experience as a EMT-IV Technician is preferred.
3. **Application:** Complete the WSCC Application for Admission/Readmission and submit it to the college's Office of Admissions and Records.
4. **Transcripts:** All official, notarized high school, college or trade school transcripts must be received. The student's academic performance in the EMT and/or EMT IV course along with the student's GPA will be factors used in determining his/her acceptance into the program.
5. **Documentation:** All documentation and evaluations, except for Paramedic entrance exam scores, must be completed and submitted to Paramedic Program Director.
6. **Interview:** All applicants must be interviewed by the Paramedic Advisory Board. Date to be announced after applications have been received by Program Director.
7. **Prerequisite:** Applicants must have completed all Developmental Education courses with a passing grade.
8. **Program Application:** Applicant must complete application process specific to the Program Director.

Application Process

A prospective student seeking admission to the Emergency Medical Technician - Paramedic Program must complete the following procedures according to the State of Tennessee, Division of Emergency Medical Services and Walters State guidelines.

1. Complete an Application for Admissions/Readmission form and remit required fees to the WSCC Admissions Office. **This does not apply if you have ever attended WSCC.** If applications are needed call the office of Admission at 1-800-225-4770. For admission requirements refer to the WSCC Catalog.
2. **If you are 21 years of age or older and have not had prior college-level English or Math classes, you must take the COMPASS test prior to registration.** If the results of the COMPASS test show you need to take remedial classes, you then must take these classes prior to admission into the WSCC Paramedic Program. **If you are under 21 years of age, the ACT test is required.** After receiving your ACT scores, contact the department of Counseling and Testing for evaluation of your scores (423-585-6800). The testing dates for the COMPASS test are available from the office of Admissions and Records. Make arrangements to test during one of the listed sessions on the testing calendar found in the *Timetable of Classes*. If you have any questions regarding the ACT test, call 1-800-225-4770. You must submit your COMPASS test results to the Paramedic Program Director. Applicant must schedule COMPASS test well in advance of this date. If this information is not available prior to interviews you will not be interviewed for entrance into the program. For admission requirements as well as degree requirements refer to the WSCC Catalog.

3. Submit an official copy of your high school transcript or GED certification to the office of Admissions and Records.
4. Submit an official copy of all college transcripts to the office of Admissions and Records if previous college credit has been earned.
5. Submit to the Paramedic Program Director the application and other documents specific to the Paramedic Program.
6. Be currently licensed as an Emergency Medical Technician in the State of Tennessee. You must submit a copy of a current EMT card to the Paramedic Program Director.
7. You should have completed a CPR course that includes one-person, two-person, infant and child CPR. A copy of the CPR certificate must be submitted to the Paramedic Program Director.
8. Submit written evidence, on appropriate form (supplied in packet), of a physical examination within the past six months showing you to be in good physical and mental health and that you possess no physical handicaps or disabilities which would impede your ability to fulfill the functions and responsibilities of a paramedic.
9. Submit forms and records of immunization noting dates as required by the clinical program. HBV vaccines series must be completed prior to starting clinical rotations and proof of vaccine given to Clinical Program Director.
10. Submit a letter of recommendation and endorsement which indicates amount of experience, strengths and weaknesses, attitude, maturity, and professionalism, from your employer to the Paramedic Program Director.
11. Submit two letters of recommendation and endorsement to the Paramedic Program Director: one from an active Emergency Department Physician, and another from an active Emergency Department Registered Nurse. These letters should inform us about your strengths and weaknesses, attitude, maturity, and professionalism.
12. Applicants must complete the Paramedic Entrance Exam for the State of Tennessee with an acceptable score. This exam will only be given at the dates, times and locations listed in the application. **If you fail to take the test at these scheduled times, you will not be eligible for acceptance into this paramedic program.**
13. Applicant must take a psychological examination given by a licensed psychological examiner named by Walters State. The report must state emotional stability and psychological fitness to perform the duties of a paramedic. This report should be returned to the Paramedic Program Director. **It is the applicant's responsibility to pay the \$110 testing fee at the time of testing. Only a money order or cashier's check, payable to Mountain View Psychological Center (or MVP) will be accepted. You will not be allowed to take the exam without prior payment. Schedule your exam date by returning the enclosed form and confirm by calling Sondra Humphreys at 423-585-2672. This will be scheduled on first come first serve basis.**
14. The screening process includes a personal interview with the WSCC EMT-Paramedic Advisory Board. The applicant is rated by each committee member on appearance, motivation, maturity, professionalism, oral and written communication skills, confidence, experience, and general knowledge of the profession. You will be scheduled a day and time in which you are to appear before the board. The student's academic performance in the EMT and/or EMT IV courses along with the student's GPA will be factors used in determining his/her acceptance into the program. **You must maintain a 2.0 cumulative GPA to graduate from the program. Due to time constraints, you must make arrangements to appear at that scheduled time because it will not be adjusted. You will be notified of the date and time by letter.**

15. Scores are awarded in three areas: the interview, psychological exam, and paramedic entrance exam. An overall minimum score of 2.5 is required by EMS regulation for entrance into the paramedic program. The program may set a higher standard for acceptance but may not set it less than 2.5.
16. Final student recommendation is by the WSCC EMT-Paramedic Advisory Board. You will be notified of the decision regarding your acceptance by letter.

Course No.	Course Title	Credit Hours
PARA 2010	Paramedic Roles and Responsibilities.....	1
PARA 2020	Human Systems & Patient Assessment	4
PARA 2030	Shock and Trauma.....	3
PARA 2040	Medical Emergencies	3
PARA 2050	Behavioral Crises and Stress.....	1
PARA 2060	Obstetrics and Pediatrics.....	2
PARA 2070	Clinical Practicum I.....	1
PARA 2110	Cardiovascular System.....	5
PARA 2120	Dysrhythmia Recognition and Treatment	3
PARA 2130	General Pharmacology and Fluid Therapy	2
PARA 2170	Clinical Practicum II.....	3
PARA 2220	Advanced Cardiac Care.....	1
PARA 2230	Advanced Trauma Care.....	1
PARA 2240	Field Practicum.....	2
PARA 2250	Advanced Pediatric Care	3
PARA 2270	Clinical Practicum III	2
PARA 2290	Seminar in Rural Emergency Medical Services	1

TOTAL CREDIT HOURS 38

Degree: Associate of Applied Science

Emphasis: Paramedic

Course No.	Course Title	Credit Hours
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Prerequisites

EMTB 1040*	First Responder.....	4
EMTB 1010/1020	Basic Emergency Medical Technician I & II.....	16
or		
EMTB 1050	Emergency Medical Technician I & II.....	16

*(This prerequisite may be waived by the dean of the division of Public Safety based upon specific recommendation of the CESP Director or equivalent course substitution.)

General Education Requirements (19 hours)

Communication		
ENGL 1010	Composition I	3
SPCH 2010	Intro to Speech Communication	3
Humanities and/or Fine Arts		
	Approved Humanities General Education elective ¹	3
Behavioral/ Social Sciences		
	Approved Behavioral/Social Science General Education elective ¹	3
Mathematics		
	Approved Mathematics General Education elective ¹	3
Natural Science		
BIOL 2010	Human Anatomy & Physiology I	3
BIOL 2011	Human Anatomy & Physiology I Lab.....	1

Area of Emphasis Requirements (41 hours)

PARA 2010	Paramedic Roles and Responsibilities.....	1
PARA 2020	Human Systems and Patient Assessment.....	4
PARA 2030	Shock Trauma 3	
PARA 2040	Medical Emergencies.....	3
PARA 2050	Behavior Crises and Stress	1
PARA 2060	Obstetrics and Pediatrics.....	2
PARA 2070	Clinical Practicum I.....	1
PARA 2110	Cardiovascular System	5
PARA 2120	Dysrhythmia Recognition and Treatment	3
PARA 2130	General Pharmacology and Fluid Therapy	2
PARA 2170	Clinical Practicum II.....	3
PARA 2220	Advanced Cardiac Care.....	1
PARA 2230	Advanced Trauma Care.....	1
PARA 2240	Field Practicum.....	2
PARA 2250	Advanced Pediatric Care	3
PARA 2270	Clinical Practicum III	2
PARA 2290	Seminar in Rural Emergency Medical Services	1
CPSC 1100	Using Information Technology.....	3

Total Credit Hours 60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 in the catalog.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. **CPSC 1100** satisfies the college's computer competency requirement.
- Developmental education courses must be taken every semester until completed.

DIVISION OF TECHNICAL EDUCATION

Purpose

The Technical Education Division provides a high quality education for students who wish to enter careers in business, industry, or agriculture. The division provides support for students in their pursuit of A.A.S. degrees, technical program certificates, and A.S. degrees designed to transfer to four-year institutions. In addition, the division assists business and industry by acting as a resource to promote technology transfer and innovative solutions to problems associated with agriculture, information technology, or manufacturing.

Department of Agriculture

Purpose

The Agriculture Department provides high quality education and training for students who wish to enter fields related to animal science, crop production, turfgrass management, or greenhouse management.

AGRICULTURE

Students planning on transferring to a four-year college/ university should determine as soon as possible the type of agriculture degree desired at the baccalaureate level. The courses listed below provide the student with core and prerequisite subject areas necessary to enroll in upper division courses in agriculture at senior institutions with degree programs in:

- Agricultural Economics
- Agricultural Education
- Animal Science
- Food Science and Technology
- Forestry, Wildlife and Fisheries
- Plant and Soil Science
- Ornamental Horticulture and Landscape Design

Degree: Associate of Science

Emphasis: Agriculture

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
PHIL 1030	Human Nature and Life	3
Approved General Education Humanities elective ¹		3
Approved General Education Literature elective ¹		3
History ²		
Approved History General Education electives ¹		6
Behavioral/ Social Sciences		
Approved Behavioral/Social Science electives ¹		6
Mathematics		
Approved Mathematics General Education elective ¹		3
Natural Science		
BIOL 1010	General Biology I	3
BIOL 1011	General Biology I Lab	1
BIOL 1020	General Biology II	3
BIOL 1021	General Biology II Lab	1

Area of Emphasis Requirements (19 hours)

AGRM 1010	Perspectives in Agriculture	3
AGRM 1110/1111	Fundamentals of Animal Science w/Lab	4
AGRM 1210/1211	Introduction to Crop Science w/Lab	4
AGRM 2030/2031	Soil Science w/Lab	4
ELECTIVE ³	Agriculture Elective	4
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

ANIMAL SCIENCE –

PRE-VETERINARY MEDICINE

The Animal Science – Pre-Veterinary Medicine program is designed for students desiring a degree in Animal Science prior to entering a college of veterinary medicine or those students with a Veterinary Medicine degree who also desire a degree in Animal Science.

Degree: Associate of Science

Emphasis: Animal Science – Pre-Veterinary Medicine

Course No.	Course Title	Credit Hours
General Education Requirements (41 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
PHIL 1030	Human Nature and Life	3
Approved General Education Humanities elective ¹		3
Approved Literature elective ¹		3
History ²		
Approved History electives ¹		6
Behavioral/ Social Sciences		
Approved Behavioral/Social Science electives ¹		6
Mathematics		
Approved Mathematics General Education elective ¹		3
Natural Science		
BIOL 1110	Organization & Function of the Cell	3
BIOL 1111	Organization and Function of the Cell Lab	1
BIOL 1120	Biodiversity	3
BIOL 1121	Biodiversity Lab	1

Area of Emphasis Requirements (19 hours)

AGRM 1110/1111	Fundamentals of Animal Science w/Lab	4
AGRM 2030/2031	Soil Science w/Lab	4
AGRM 2140/2141	Farm Animal Health & Management Practices w/Lab	4
CHEM 1110	General Chemistry I	3
CHEM 1111	General Chemistry I Lab	1
ELECTIVE ³	Agriculture Elective	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² See senior institution for history requirements.

³ Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

Degree: Associate of Applied Science**Emphasis: Management****Concentration: Agriculture Business**

Refer to page 70 for the Agriculture Business program.

PRODUCTION HORTICULTURE – GREENHOUSE MANAGEMENT

The Greenhouse Management concentration emphasizes the production of greenhouse and landscape plants, interior and exterior landscape design, maintenance and establishment operations and related business and facilities management.

Degree: Associate of Applied Science**Emphasis: Production Horticulture****Concentration: Greenhouse Management**

Course No.	Course Title	Credit Hours
General Education Requirements (16 hours)		
Communication		
ENGL 1010	Composition I	3
Humanities and/or Fine Arts		
Approved General Education Humanities electives ¹		
Behavioral/ Social Sciences		
Approved Behavioral/Social Science elective ¹		
Mathematics		
MATH 1630	Finite Mathematics	3
Natural Science		
BIOL 2210	General Botany	3
BIOL 2211	General Botany Lab	1

Area of Emphasis Requirements (44 hours)

AGRM 1410	Environmental Horticulture	3
AGRM 1440/1441	Interior Landscaping w/Lab	3
AGRM 1510/1511	Basic Landscape Plants w/Lab	4
AGRM 1520/1521	Supplemental Landscape/Herb. Plants w/Lab	3
AGRM 1710/1711	Agriculture Economics w/Lab	3
AGRM 2010/2011	Pests and Pesticides w/Lab	4
AGRM 2030/2031	Soil Science w/Lab	4
AGRM 2210/2211	Greenhouse Crop Production w/Lab	4
AGRM 2310/2311	Greenhouse Management w/Lab	3
AGRM 2460/2461	Turfgrass Management w/Lab	4
AGRM 2630/2631	Agricultural Microcomputer Applications w/Lab	3
AGRM 2910	Cooperative Seminar	3
ELECTIVE ²	Agriculture Elective	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. **AGRM 2630/2631** satisfies the college's computer science requirement.
- Developmental education courses must be taken every semester until completed.

PRODUCTION HORTICULTURE – GOLF COURSE AND TURFGRASS MANAGEMENT

The Golf Course and Turfgrass Management concentration emphasizes turfgrass management with special emphasis on golf courses, parks, lawns and other recreational related areas.

Degree: Associate of Applied Science**Emphasis: Production Horticulture****Concentration: Golf Course and Turfgrass Management**

Course No.	Course Title	Credit Hours
General Education Requirements (16 hours)		
Communication		
ENGL 1010	Composition I	3
Humanities and/or Fine Arts		
Approved General Education Humanities electives ¹		
Behavioral/ Social Sciences		
Approved Behavioral/Social Science elective ¹		
Mathematics		
MATH 1630	Finite Mathematics	3
Natural Science		
BIOL 2210	General Botany	3
BIOL 2211	General Botany Lab	1

Area of Emphasis Requirements (44 hours)

AGRM 1410	Environmental Horticulture	3
AGRM 1510/1511	Basic Landscape Plants w/Lab	4
AGRM 1610/1611	Turf Power Equipment w/Lab	3
AGRM 1620/1621	Irrigation Systems and Drainage w/Lab	3
AGRM 1710/1711	Agriculture Economics w/Lab	3
AGRM 2010/2011	Pests and Pesticides w/Lab	4
AGRM 2030/2031	Soil Science w/Lab	4
AGRM 2440/2441	Landscape Installation and Maintenance w/Lab	3
AGRM 2460/2461	Turfgrass Management w/Lab	4
AGRM 2470/2471	Professional Turfgrass Management w/Lab	3
AGRM 2480/2481	Golf Course Organization and Management w/Lab	4
AGRM 2630/2631	Agricultural Microcomputer Applications w/Lab	3
AGRM 2910	Cooperative Seminar	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. **AGRM 2630/2631** satisfies the college's computer science requirement.
- Developmental education courses must be taken every semester until completed.

COMPUTER AND INFORMATION SCIENCE

The Computer and Information Science program prepares individuals for employment as computer professionals and/or the successful transfer to a baccalaureate program at a four-year institution. The program emphasizes the development of competence in the use of the computer and the various information technologies.

Department of Computer Science

Purpose

The Computer Science department prepares individuals for employment as computer professionals and/or the successful transfer to a baccalaureate program at four-year institutions. The program emphasizes the development of competence in the use of the computer and the various information technologies.

Degree: Associate of Science

Emphasis: Computer Science

Course No.	Course Title	Credit Hours
General Education Requirements (42 hours)		
Communication		
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved General Education Fine Arts elective ¹	3
	Approved General Education Humanities elective ¹	3
ENGL 2410	Western World Literature I	3
History		
HIST 2010	American History I	3
HIST 2020	American History II	3
Behavioral/Social Sciences		
ECON 2010	Principles of Economics I	4
	Approved Behavioral/ Social Science General Education elective ¹	3
Mathematics		
MATH 1530	Probability and Statistics	3
Natural Science		
	Approved Natural Science w/Lab General Education electives ¹	8
Area of Emphasis Requirements (18 hours)		
CPSC 1230/1231	Introduction to Programming w/Lab	3
CPSC 1350/1351	Introduction to Computer Science I w/Lab	4
CPSC 1530/1531	Introduction to Computer Science II w/Lab	4
CPSC 2010/2011	Assembly Language w/Lab	4
ACCT 1410	Small Business Record Keeping	3
or		
ACCT 2210	Principles of Accounting I	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- High school deficiencies must be removed prior to graduation; developmental education courses must be taken every semester until completed.

REGENTS ON-LINE DEGREE PROGRAM

Degree: Associate of Applied Science

Emphasis: Professional Studies

Concentration: Information Technology

For program information:

<http://www.tn.regentsdegrees.org/campus/wsccl/>

COMPUTER AND INFORMATION SCIENCE/ COMPUTER SCIENCE

The Computer and Information Science Technology program emphasizes the development of data processing skills needed by professional analysts and programmers. The training will qualify students to assume positions with business and industry employing computer technology for the resolution of data processing problems. Special emphasis will be placed on programming skills, structured design concepts, data base management concepts, system skills and system design and analysis.

Graduate requirement: minimum 2.0 GPA in CPSC courses. Also offered under this program is a concentration in computer networking.

Degree: Associate of Applied Science

Emphasis: Computer and Information Science

Concentration: Computer Science

Course No.	Course Title	Credit Hours
General Education Requirements (16 hours)		
Communication		
ENGL 1010	Composition I	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved General Education Humanities/Fine Arts elective ¹	3
Behavioral/ Social Sciences		
ECON 2010	Principles of Economic I	4
Mathematics		
	Approved General Education Mathematics elective ¹	3
Area of Emphasis Requirements (44 hours)		
ACCT 1410	Small Business Record Keeping	3
or		
ACCT 2210	Principles of Accounting I	3
CPSC 1100	Using Information Technology	3
CPSC 1230/1231	Introduction to Programming w/Lab	3
CPSC 1235/1236	Visual Basic w/Lab	3
CPSC 1350/1351	Introduction to Computer Science I w/Lab	4
CPSC 1530/1531	Introduction to Computer Science II w/Lab	4
CPSC 2000	Computer Organization	3
CPSC 2010/2011	Assembly Language w/Lab	4
CPSC 2770/2771	Data Base Management Systems w/Lab	4
CPSC 2820/2821	Cisco Network Fundamentals w/Lab	3
CPSC 2830/2831	Cisco Router Fundamentals w/Lab	3
Computer Science Electives ² :		
Choose 7 credit hours from the following:		7
CPSC 2290/2291	File Processing w/Lab	
INTC 1050/1051	Computer Graphics/Animation	
INTC 1060/1061	Web Design and Development w/Lab	
INTC 1070/1071	Authoring Multimedia w/Lab	
INTC 1085	Hardware Support	
INTC 1090/1091	Advanced Web Design and Development w/Lab	
INTC 2000/2001	JAVA w/Lab	
INTC 2010/2011	Microsoft Windows Desktop Operating System w/Lab	
INTC 2090/2091	Web Server Application w/Lab	
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 satisfies the college's computer science requirement.
- Developmental education courses must be taken every semester until completed.

COMPUTER AND INFORMATION SCIENCE/ COMPUTER NETWORKING

This A.A.S. program emphasizes the various aspects of networking and other basic computer skills needed in the field of information technology. The training will qualify students to assume positions with business and industry employing computer technologies. Students will work in the planning, design, implementation, and maintenance of different sized networks. Special emphasis will be placed on Cisco and Microsoft NT. Students will also be prepared with basic PC hardware support and programming skills. Basic computer skills (CPSC 1100 or equivalent) are required for enrollment of the program.

Degree: Associate of Applied Science

Emphasis: Computer and Information Science

Concentration: Networking

Course No.	Course Title	Credit Hours
<u>General Education Requirements (16 hours)</u>		
Communication		
ENGL 1010	Composition I	3
SPCH 2010	Introduction to Speech Communication	3
Humanities and/or Fine Arts		
	Approved General Education Humanities/Fine Arts elective ¹	3
Behavioral/ Social Sciences		
ECON 2010	Principles of Economic I	4
Mathematics		
	Approved General Education Mathematics elective ¹	3
<u>Area of Emphasis Requirements (44 hours)</u>		
ACCT 1410	Small Business Record Keeping	3
or		
ACCT 2210	Principles of Accounting I	3
CPSC 1100	Using Information Technology	3
CPSC 1230/1231	Introduction to Programming w/Lab	3
CPSC 1235/1236	Visual Basic w/Lab	3
CPSC 2770/2771	Data Base Management Systems w/Lab	4
CPSC 2820/2821	Cisco Networking Fundamentals w/Lab	3
CPSC 2830/2831	Cisco Router Fundamentals w/Lab	3
CPSC 2840/2841	Cisco Advanced Router w/Lab	3
CPSC 2850/2851	Cisco WAN Technologies w/Lab	3
INTC 1085	Hardware Support	4
INTC 2020/2021	Microsoft Windows Server w/Lab	3
INTC 2030/2031	Microsoft Windows Network Infrastructure w/Lab	3
INTC 2050/2051	Microsoft Windows Active Directory w/Lab	3
Additional elective ² – Choose one (1) of the following courses:		
INTC 1050/1051	Computer Graphics/ Animation w/Lab	3
INTC 1060/1061	Web Design and Development w/Lab	3
INTC 1090/1091	Advanced Web Design and Development w/Lab	3
INTC 2090/2091	Web Server Applications w/Lab	3
INTC 1070/1071	Authoring Multimedia w/Lab	3
INTC 2000/2001	JAVA w/Lab	3
INTC 2010/2011	Microsoft Windows Desktop Operating System w/Lab	3
CPSC 2290/2291	File Processing w/Lab	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 of the catalog.

² Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 satisfies the college's computer competency requirement.
- Developmental education must be taken every semester until completed.

Department of Industrial Technology

Purpose

The Industrial Technology department prepares students to assume highly skilled technical and supervisory positions in business and industry. The program contains three specialized concentrations of study including: Drafting and Design, Electrical/Electronics, and Manufacturing. Each of the concentrations has a common core of course work designed to provide a fundamental background in general education and specific course work in Industrial Technology. Students are required to take a minimum of 12 semester hours of technical course work at Walters State Community College.

INDUSTRIAL TECHNOLOGY/ DRAFTING AND DESIGN

The Drafting and Design concentration emphasizes design concepts and graphical techniques involved in the production of engineering and architectural drawing. Emphasis is placed on computer aided drafting and design utilizing the latest in commercial software.

Walters State Community College course credit is available for students who enter this degree program from the Tennessee Technology Centers. Up to 15 hours of course credit may be granted to TTC diploma completers who first, meet with a program area advisor before beginning the course of study and second, satisfactorily complete ITMF 1005, a 3 hour transition course.

Degree: Associate of Applied Science

Emphasis: Industrial Technology

Concentration: Drafting and Design

Course No.	Course Title	Credit Hours
General Education Requirements (16 hours)		
Communication		
ENGL 1010	Composition I	3
Humanities and/or Fine Arts		
	Approved Humanities/Fine Arts General Education elective ¹	3
Behavioral/ Social Sciences		
	Approved Behavioral/Social Science elective ¹	3
Mathematics		
MATH 1720	Pre-Calculus (Trigonometry)	3
Natural Science		
PHYS 2010/2011	General Physics I w/Lab	4
Area of Emphasis Requirements (44 hours)		
SPCH 2010	Introduction to Speech Communication.....	3
ITMF 1010	Operations Management I	3
ITMF 2610	Occupational Safety	3
ITEE 1010	Electrical Applications.....	3
ITEE 1011	Electrical Applications Lab	1
ITDD 1010/1011	Engineering Graphics I w/Lab	4
ITDD 1020/1021	Engineering Graphics II w/Lab.....	4
ITDD 1410/1411	Technical Illustration w/Lab	4
ITDD 2430/2431	Computer Aided Drafting w/Lab	3
ITDD 2510/2511	Architectural CAD w/Lab.....	4
ITDD 2610/2611	CAD Applications w/Lab.....	3
ITDD 2810/2811	CAD 3-D w/Lab.....	3
ELECTIVES ²	Industrial Technology	6
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on 54 page in the catalog.

² Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- Developmental education courses must be taken every semester until completed.

INDUSTRIAL TECHNOLOGY/ ELECTRICAL/ELECTRONICS

The Electrical/ Electronics concentration emphasizes technical skills needed in an industrial environment where trouble-shooting abilities and a knowledge of electrical concepts are required. The concentration includes classroom theoretical instruction supplemented by extensive hands-on laboratory training.

Walters State Community College course credit is available for students who enter this degree program from the Tennessee Technology Centers. Up to 15 hours of course credit may be granted to TTC diploma completers who first, meet with a program area advisor before beginning the course of study and second, satisfactorily complete ITMF 1005, a 3 hour transition course.

Degree: Associate of Applied Science

Emphasis: Industrial Technology

Concentration: Electrical/Electronics

Course No.	Course Title	Credit Hours
General Education Requirements (16 hours)		
Communication		
ENGL 1010	Composition I	3
Humanities and/or Fine Arts		
	Approved Humanities/Fine Arts General Education elective ¹	3
Behavioral/ Social Sciences		
	Approved Behavioral/Social Science Elective ¹	3
Mathematics		
MATH 1720	Pre-Calculus (Trigonometry)	3
Natural Science		
PHYS 2010/2011	General Physics I w/Lab	4
Area of Emphasis Requirements (44 hours)		
SPCH 2010	Introduction to Speech Communication.....	3
ITMF 1010	Operations Management I	3
ITMF 2610	Occupational Safety	3
ITDD 1010/1011	Engineering Graphics I w/Lab	4
ITEE 1010	Electrical Applications.....	3
ITEE 1011	Electrical Applications Lab	1
ITEE 1320	DC Electrical Circuits.....	3
ITEE 1321	DC Electrical Circuits Lab	1
ITEE 1330	AC Electrical Circuits.....	3
ITEE 1331	AC Electrical Circuits Lab	1
ITEE 1510	Digital Electronics	3
ITEE 1511	Digital Electronics Lab.....	1
ITEE 1710	Electronics	3
ITEE 1711	Electronics Lab	1
ITEE 1910	Microprocessors.....	3
ITEE 1911	Microprocessors Lab	1
ITEE 2610/2611	Electrical Power w/Lab.....	3
ITEE 2730	Industrial Controls	3
ITEE 2731	Industrial Controls Lab	1
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on 54 page in the catalog.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- Developmental education courses must be taken every semester until completed.

INDUSTRIAL TECHNOLOGY/ GENERAL TECHNOLOGY

This course of study is designed for the diploma completers from the Tennessee Technology Centers or students who have non-traditional educational experiences and desire to continue their education at Walters State Community College. Students must meet with a program advisor prior to beginning this course of study and must complete ITMF 1005, a three-hour transition course, in their first semester at WSCC. At the completion of the ITMF 1005, up to 24 hours of college credit may be granted toward the Associate of Applied Science-Industrial Technology Degree with a concentration in General Technology.

Degree: Associate of Applied Science

Emphasis: Industrial Technology

Concentration: General Technology

Course No.	Course Title	Credit Hours
General Education Requirements (16 hours)		
Communication		
ENGL 1010	Composition I	3
Humanities and/or Fine Arts		
Approved Humanities/Fine Arts General Education elective ¹		
Behavioral/ Social Sciences		
Approved Behavioral/Social Science Elective ¹		
Natural Science/Mathematics		
PHYS 2010/2011	General Physics I w/Lab	4
MATH 1720	Pre-Calculus (Trigonometry).....	3
Area of Emphasis Requirements (44 hours)		
ITMF 1010	Operations Management I	3
ITMF 1005	Transition Course	3
ITDD 1010/1011	Engineering Graphics I w/Lab	4
ITEE 1010	Electrical Applications.....	3
ITEE 1011	Electrical Applications Lab	1
ITMF 2610	Occupational Safety	3
SPCH 2010	Introduction to Speech Communication.....	3
TRANSFER	Transition course work <u>up to</u> 24 hours	24
ELECTIVES ²	Additional approved technical electives <u>as needed</u> to meet 60- hour degree requirement	
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on 54 page in the catalog.

² Students should consult a faculty advisor to determine appropriate course selections.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- Developmental education courses must be taken every semester until completed.

INDUSTRIAL TECHNOLOGY/ MANUFACTURING

The Manufacturing concentration emphasizes the development of problem solving, communication, and technical skills and provides education in the management and control of basic materials, facilities, personnel and financial resources.

Walters State Community College course credit is available for students who enter this degree program from the Tennessee Technology Centers. Up to 15 hours of course credit may be granted to TTC diploma completers who first, meet with a program area advisor before beginning the course of study and second, satisfactorily complete ITMF 1005, a 3-hour transition course.

Degree: Associate of Applied Science

Emphasis: Industrial Technology

Concentration: Manufacturing

Course No.	Course Title	Credit Hours
General Education Requirements (16 hours)		
Communication		
ENGL 1010	Composition I	3
Humanities and/or Fine Arts		
Approved Humanities/Fine Arts General Education elective ¹		
Behavioral/ Social Sciences		
Approved Behavioral/Social Science General Education elective ¹		
Mathematics		
MATH 1720	Pre-Calculus (Trigonometry)	3
Natural Science		
PHYS 2010/2011	General Physics I w/Lab	4
Area of Emphasis Requirements (44 hours)		
SPCH 2010	Introduction to Speech Communication.....	3
ITMF 1010	Operations Management I	3
ITMF 1210/1211	Industrial Materials and Processes	3
ITDD 1010/1011	Engineering Graphics I w/Lab	4
ITEE 1010	Electrical Applications.....	3
ITEE 1011	Electrical Applications Lab	1
MATH 1530	Probability and Statistics.....	3
ITMF 1430/1431	Quality Assurance w/Lab.....	3
ITMF 1810	Industrial Supervision	3
ITMF 2610	Occupational Safety	3
ITMF 2710	Operations Management II.....	3
ITMF 2720/2721	Facilities Planning w/Lab.....	3
ITMF 2740/2741	Industrial Measurements & Cost Systems w/Lab.....	3
ITMF 2800/2801	CIM Technology Applications w/Lab	3
ELECTIVE ²	Industrial Technology	3
Total Credit Hours		60

¹ General Education electives in each category must be chosen from approved courses listed on 54 page in the catalog.

² Students should consult a faculty advisor to determine appropriate course selections transferable to specific institutions.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. For additional information, visit www.ws.edu and click on the "computer competency" page.
- Developmental education courses must be taken every semester until completed.

TECHNICAL CERTIFICATE

The Industrial Maintenance technical certificate program prepares individuals to support and maintain industrial systems including: computer-controlled electrical and mechanical production equipment, material process and material handling equipment, general maintenance and facility support systems. A preparation for supervisory level positions in the industrial environment is provided along with an overview of world class industrial operations.

Emphasis: Industrial Maintenance

Course No.	Course Title	Credit Hours
ITEE 1010	Electrical Applications	3
ITEE 1011	Electrical Applications Lab	1
ITEE 2730	Industrial Controls	3
ITEE 2731	Industrial Controls Lab	1
ITMF 1010	Operations Management I	3
ITMF 1610	Industrial Print Reading.....	3
ITMF 1620/1621	Basic Industrial Fluid Power	3
ITMF 1630	Mechanical Power Transmission.....	3
ITMF 2610	Occupational Safety	3
Total Credit Hours		23

TECHNICAL CERTIFICATE

The Quality Control Technology technical certificate program prepares individuals for business and industrial job opportunities in the Quality Assurance career field. Individuals presently employed and working in the quality management occupational area may upgrade their knowledge and skill levels by successfully completing the program.

Emphasis: Quality Control Technology

Course No.	Course Title	Credit Hours
ITMF 1010	Operations Management I	3
ITMF 1430	Quality Assurance	3
ITMF 1520	Quality Systems.....	3
ITMF 1530	Metrology and Calibration.....	3
ITME 1540	Inspection and Testing Methods	3
ITMF 1550	Root Case Analysis and Problem Solving.....	3
ITMF 1610	Industrial Print Reading.....	3
ITMF 1810	Industrial Supervision	3
Total Credit Hours		24

TECHNICAL CERTIFICATE

This certificate is designed for the person who wishes to enhance their employment options by taking course work in both general and technical education. Completing this course of study will require a minimum of two semesters. The first semester of this certificate is offered to students with similar backgrounds taking the courses as a group. The second semester of the program allows students to pursue their own area of interest by taking additional technical courses. Additional information on this program can be obtained from the Division of Technical Education at 423-585-2644.

Emphasis: Workforce Preparedness

Technical Electives in a Content Area:

Each student will select a technical elective content area and complete the specified courses (11/12 hours) in that area:

Course No.	Course Title	Credit Hours
Certificate Requirements		
WPCP 1010	Workforce Skills	3
WPCP 1020	Workforce Leadership.....	3
WPCP 1030	Business Communication.....	3
WPCP 1040	Business Mathematics.....	3
WPCP 1050	Professional Work Skills Development	3
CPSC 1100	Using Information Technology.....	3
Concentration Hours (See Below).....		11-12
Total Credit Hours		29-30

Office Administration Concentration

ACCT 1410	Small Business Record Keeping	3
or		
ACCT 2210	Principles of Accounting I	3
BUSN 1010	Introduction to Business.....	3
OADM 1040	Keyboarding 3	
OADM 1010	Document Preparation I	3
Total		12

Industrial Tech Concentration

ITDD 1010/1011	Engineering Graphics I.....	4
ITMF 1010	Operations Management I	3
ITEE 1010	Electrical Applications	3
ITEE 1011	Electrical Applications Lab	1
Total		11

Computer Science Concentration

INTC 1050/1051	Computer Graphics/Animation w/Lab	3
INTC 1060/1061	Web Design and Development w/Lab	3
INTC 1070/1071	Authoring Multimedia w/Lab.....	3
INTC 1090/1091	Internet Programming I w/Lab	3
Total		12

Course Descriptions



COURSE DESCRIPTIONS

In addition to the credit courses of study in each of the following disciplines, the college also offers from semester to semester various special courses of study not listed. These courses are offered through the office of Community and Economic Development and all inquiries should be addressed to the dean of that office.

◆ Courses have a common alpha/numeric rubric with all TBR institutions, and will transfer as part of the minimum degree requirements.

COURSE DESIGNATIONS

F - course offered Fall Semester

S - course offered Spring Semester

Su - course offered Summer Semester

As required - offered on student need

ACCOUNTING (ACCT)

ACCT 1410 Small Business Record Keeping 3 credits

Basic principles of accounting with emphasis on record keeping and analyzing transactions, payroll concepts, and preparation of federal and state payroll tax returns common to small business. **S**

ACCT 2110 Introductory Accounting I 3 credits

A conceptual course designed to provide the student with a basic understanding of financial and managerial accounting and the business environment. Emphasis will be on the communication of results of business operations to users of financial information and the interpretation of those results. **F, S, Su**

ACCT 2120 Inductory Accounting II 3 credits

A procedural course designed to provide the student with a basic understanding of accounting procedures. The course will emphasize transactional analysis and the accounting cycle including financial statement preparation. When taken in sequence with ACCT 2110 - Introductory Accounting I, the student will have received instruction in all topics taught in the traditional accounting principles sequence required by most collegiate business programs. (Prerequisite: ACCT 2110) **F, S, Su**

ACCT 2210 Principles of Accounting I 3 credits

Introduction to financial accounting theory and practice with emphasis on preparation and reporting of financial information. **As required**

ACCT 2220 Principles of Accounting II 3 credits

Introduction to managerial and cost accounting concepts with emphasis on uses of accounting data by managers in planning operations, controlling activities and decision making. (Prerequisite: ACCT 2210) **As required**

ACCT 2550/2551 Tax Practice 4 credits

A study of federal income tax preparation procedures for individuals, partnerships and corporations. Emphasis will be placed on the responsibilities of tax return preparers to their clients and the Internal Revenue Service. The course stresses manual preparation techniques of federal tax forms and schedules. (Prerequisites: ACCT 2110 with a grade of C or better, MGMT 1100 and MATH 1630, or consent of the instructor). **F**

3 hours lecture / 2 hours laboratory

ACCT 2560/2561 Accounting Practice I 4 credits

A course designed to prepare students for complex bookkeeping assignments. Emphasis will be placed on deferrals and accruals, the interim and year-end adjusting processes, error isolation and correction, drafting of financial statements, closing procedures, and work paper preparation and documentation. Students will be exposed to both manual and computerized accounting systems. (Prerequisites: ACCT 2110 with a grade of C or better, MGMT 1100, and MATH 1630, or consent of instructor) **F**

3 hours lecture / 2 hours laboratory

ACCT 2570/2571 Accounting Practice II 4 credits

This course includes a survey of major Tennessee state and local taxes including return preparation, microcomputer preparation of federal tax returns and payroll accounting procedures and reporting. Payroll record keeping techniques and federal and state payroll tax return requirements will be emphasized. (Prerequisite: ACCT 2550 with a grade of "C" or better) **S**

3 hours lecture / 2 hours laboratory

ACCT 2580/2581 Accounting Practice III 4 credits

A capstone course designed to challenge the student's problem solving abilities in accounting and related areas. Comprehensive accounting/tax/OCBOA simulations will stress overall engagement objectives and outcomes. Students will be required to complete the simulations as if on an actual engagement. Verbal and written communications skills will be stressed. Students will utilize Word/WordPerfect to prepare formal reports and letters. Also ethics will be emphasized as imperative in all aspects of an engagement. A comprehensive final project/examination will cover all topics included in the paraprofessional curriculum. (Prerequisite or corequisite: ACCT 2570) **S**

3 hours lecture / 2 hours laboratory

AGRICULTURE RESOURCE MANAGEMENT (AGRM)

AGRM 1010 Perspectives in Agriculture 3 credits

A general perspective of the dynamic fields in agriculture and associated natural resources. Students will study the historical development of agriculture, current national and world issues in agriculture and trends for the future. **F**

3 hours lecture

AGRM 1020 Introduction to Turfgrass Management 2 credits

This course covers the selection and establishment of turf grass, as well as soil management and fertilization in turfgrass culture. The basics of mowing, irrigation, renovation and cultivation are also covered. **As required**

2 hours lecture

AGRM 1030 Advanced Turf Management 2 credits

Basic principles and practices of turf management related to golf courses. Topics will include specialized turf areas, fertilizer program, development, equipment selection, and insect, weed and disease management. **As required**

2 hours lecture

AGRM 1040 Pest Management 2 credits

A study in the review and compliance with EPA regulations in the safe use, storage and disposal of pesticides are emphasized along with Integrated Pest Management (IPM) and Best Management Principles (BMP). **As required**

2 hours lecture

AGRM 1050 Turf Power Equipment 3 credits

A study of basic power equipment maintenance programs including small engine repair, hydraulic systems and reel and blade sharpening will be covered as will the exposure to new equipment available for golf course maintenance. **As required**

3 hours lecture

AGRM 1060 Golf Course Irrigation 2 credits

A basic study of soil, water and plant relationships as they determine the need for and methods of irrigation and related drainage systems. **As required**

2 hours lecture

AGRM 1110/1111 Fundamentals of Animal Science 4 credits

A study of the basic structure of the animal industry in agriculture including breeding and evaluation of meat animals, market classes, marketing, production systems and animal products derived from beef and dairy cattle, poultry, sheep and swine. Students will visit area markets and farms for first hand lab work with production, marketing, and evaluation of meat animals. This course will also introduce the student to a variety of general animal science topics and career opportunities in animal agriculture. **F**

3 hours lecture / 2 hours laboratory

AGRM 1120 Beef Cattle Management 3 credits

A course dealing with the economics of the cattle business, selection and breeding programs, feeding, herd health, marketing, and facilities for raising and handling beef cattle. Special emphasis will be given to the economics of daily management decisions. **As required**

3 hours lecture

AGRM 1130 Horse Management 3 credits

A course dealing with the basics of owning and caring for horses. Subjects include selection of the right horse, breeding, boarding, feeding, health care, hoof care and the ownership of horses for business and recreational uses. **F**

3 hours lecture

AGRM 1140 Horsemanship 1 credit

An introduction to safe horse handling using both English and western tack. The student will learn beginning riding techniques for pleasure and trail riding. **F**

AGRM 1150 Advanced Horsemanship 1 credit

A course designed to advance the student from beginning riding techniques for pleasure riding in AGRM 1140 to advanced riding skills for training and showing horses. (Prerequisite: AGRM 1140) **F**

AGRM 1160 Livestock Management**Apprenticeship 3 credits**

A course combining personal instruction with hands-on work experience with livestock. (Prerequisite: 3 credits of animal agriculture courses plus permission of instructor. May be repeated for a maximum of six (6) credit hours). **S**

3 hours lecture

AGRM 1170/1171 Livestock Event Management 3 credits

Livestock Event Management gives agriculture students an opportunity to actually plan, promote and conduct a livestock event for user groups. Students will seek sponsorship for and promote agricultural events such as team roping and running horse contests not being offered at the Expo Center by other groups and will seek to boost community support for these and other agricultural events in the future. In addition to event planning, students will

cover topics such as facility scheduling, liability and legal issues of public events and budgeting for a livestock event. **S**

1 hour lecture / 4 hours laboratory

AGRM 1180/1181 Adv. Livestock Event Management ... 3 credits

A continuation of AGRM 1170 with more emphasis on the business part of livestock events with more in-depth study of budgeting and liability concerns. (Prerequisite: AGRM 1170/1171 plus permission of instructor. May be repeated for a maximum of six (6) credit hours) **S**

1 hour lecture / 4 hours laboratory

AGRM 1210/1211 Introduction to Crop Science 4 credits

The importance and utilization of the world's leading crops are covered in this course. It is a study of basic plant structure, growth, reproduction and classification of plants economically important to agriculture. Much of the student's laboratory time will be used to study local crops, their management, production problems and marketing of these crops. **S**

3 hours lecture / 2 hours laboratory

AGRM 1410 Environmental Horticulture 3 credits

Basic plant sciences and their relationship to ornamental horticulture. An introduction to the awareness and appreciation of interior and exterior ornamental plants with emphasis on the home landscape, turfgrasses, herbaceous plants, and tropical plants. **F**

3 hours lecture

AGRM 1420/1421 Fruit & Vegetable Production 3 credits

A study of fruit and vegetable production on both the home and commercial scale. Subjects include site selection, soil selection and management, fertility, planting, raising your own plants, pruning fruit trees, pest control, harvest, storage and commercial marketing. The emphasis is on general management and the production of top quality produce that meets market standards. **As required**

2 hours lecture / 2 hours laboratory

AGRM 1440/1441 Interior Landscaping 3 credits

Identification, culture, interior design use and management of tropical and flowering plants cultivated in botanical gardens, conservatories, and building interiors. Plant disorder diagnosis including nutritional and pest problems. **S**

2 hours lecture / 2 hours laboratory

AGRM 1510/1511 Basic Landscape Plants 4 credits

Identification, classification, adaptation, culture, and landscape design uses for ornamental trees, shrubs, ground covers, and vines. **F**

3 hours lecture / 2 hours laboratory

AGRM 1520/1521 Supplementary Landscape &**Herbaceous Plants 3 credits**

Identification, classification, adaptation, culture, and landscape design uses for ornamental trees, shrubs, ground covers, vines, and herbaceous annuals, biennials, and perennials. Weed, insect, and disease pests and their control in landscape planting. (Prerequisite: AGRM 1510 or consent of instructor) **S**

2 hours lecture / 2 hours laboratory

AGRM 1610/1611 Turf Power Equipment 3 credits

Basic understanding of operation and maintenance of equipment used in turfgrass management. Preventative maintenance, gas and diesel engine operation, small engine mechanics, hydraulic systems operation, and reel and blade sharpening will be taught in a hands on shop environment. **F**

2 hours lecture / 2 hours laboratory

AGRM 1620/1621 Irrigation Systems 3 credits

Basic techniques involved in the design, layout, installation, and use of irrigation systems. Soil-water-plant relationships determine the need for and methods of irrigation and related drainage systems. **S**

2 hours lecture / 2 hours laboratory

AGRM 1710/1711 Agricultural Economics 3 credits

A study of the principles of agricultural economics including the law of supply and demand, pricing structure for farm commodities, and farm marketing. The course includes topics on natural resources use and conservation, community resource development and international agricultural trade. Lab time will be devoted to student use of loan applications, employee records and payroll reports, balance sheets, income and expense reports and general business record keeping. **F**

2 hours lecture / 2 hours laboratory

AGRM 2010/2011 Pests and Pesticides 4 credits

Compliance with EPA regulations in the safe use, storage, and disposal of pesticides are emphasized along with Integrated Pest Management (IPM) and Best Management Practices (BMP). Also, identification and control of major insect, disease, and weed problems affecting turfgrass and ornamental horticulture. Upon completion of the course students will be given the opportunity to take the certification exam for turf and ornamental horticulture (category) 03. **S**

3 hours lecture / 2 hours laboratory

AGRM 2030/2031 Soil Science 4 credits

A study of the physical, chemical and biological properties of soils as these properties relate to soil management and fertility. The student will examine differences in soils and relate these differences to the origin of the particular soil, its productive capacity and the best management practices for the soil with respect to erosion control, tillage practices, natural moisture supply, aeration, and fertility of the soil. Plant nutrition and the use of fertilizers will be covered with the student running soil tests and making fertilizer recommendations based on the test results. **F**

3 hours lecture / 2 hours laboratory

AGRM 2130/2131 Animal Nutrition and Feeding 3 credits

The properties, functions, utilization and deficiency symptoms of the essential nutrients for normal growth and reproduction of farm animals are studied in this course along with common livestock feeds, feed additives, nutrient requirements and feeding standards. Ration formulation for beef and dairy cattle, sheep, horses, swine and poultry is a part of the courses as well as field trips to area livestock farms to study routine feeding practices. **As required**

2 hours lecture / 2 hours laboratory

AGRM 2140/2141 Farm Animal Health and

Management Practices 4 credits
This course introduces the student to basic health management and disease prevention programs for farm animals with a study of the characteristics and symptoms, prevention and treatment of major diseases and internal and external parasites. Students learn livestock management practices and skills including dehorning, castrating, implanting, identification, footcare, vaccinating, and preparation for show and sale. Students receive group and individual instruction in these skills. The course also includes a study of buildings and equipment needed for raising and handling livestock. **S**

3 hours lecture / 2 hours laboratory

AGRM 2210/2211 Greenhouse Crop Production 4 credits

Principles and commercial practices in producing the major and minor potted and cut flowers and plants produced in a greenhouse or similar structure. Application of the principles of plant physiology as related to the control of flowers, scheduling, environment, quality, sales and management. **S**

3 hours lecture / 2 hours laboratory

AGRM 2310/2311 Greenhouse Management 3 credits

Principles of greenhouse-growing structures operation and management with emphasis on environmental control, media, fertilization and nutritional monitoring, insect and disease prevention and control, marketing and management. **F**

2 hours lecture / 2 hours laboratory

AGRM 2410/2411 Residential Landscape Design 3 credits

History of landscape design as related to contemporary applications. Development of the awareness of and sensitivity to the well organized use of landscape woody and herbaceous ornamental plants and landscape structures. Emphasis on design principles, energy conservation systems, plant identification and culture, basic graphic skills, and detailed cost analysis. **F**

2 hours lecture / 2 hours laboratory

AGRM 2420/2421 Landscape Design and

Operations 3 credits

Comprehensive application of landscape design skills in commercial and residential settings. Site layout, grading, applied landscape construction, and planting design theories are covered. (Prerequisite: AGRM 2410) **S**

2 hours lecture / 2 hours laboratory

AGRM 2440/2441 Lawn and Landscape

Maintenance 3 credits

The proper installation and maintenance of residential and commercial landscapes including blueprint reading, job stakeout, proper planting, mulching, pest and weed control and prevention, edging, soil amending, climate protection, pruning and related business practices. (Prerequisite: AGRM 1510) **S**

2 hours lecture / 2 hours laboratory

AGRM 2460/2461 Turfgrass Management 4 credits

The core course is turfgrass management for all turfgrass and horticulture majors. Turfgrass species identification, selection, and establishment; environmental and climatic influences; soils management and fertilization in turfgrass culture; and the basics of mowing, irrigation, renovation, cultivation and pest management in lawns are covered. **F**

3 hours lecture / 2 hours laboratory

AGRM 2470/2471 Professional Turfgrass

Management 3 credits

Principles and practices of professional turfgrass managers of lawn, sports turf, and golf courses. Selection of improved cultivars, construction of specialized turf areas, fertilizer program development, equipment selection, insect, disease and weed management. **S**

2 hours lecture / 2 hours laboratory

AGRM 2480/2481 Golf Course Organization

and Maintenance 4 credits

This course brings into focus the management of golf course and sports turf maintenance operations as it relates to the superintendent's duties. Such areas as turf grooming, work

scheduling, equipment management, records and budgets and irrigation system management will be covered. Golf course design and construction, maintenance building and workshop design and operation will also be covered. Students will take an active role in the day to day operations of the college's turf lab as part of their lab work. **F**

3 hours lecture / 2 hours laboratory

AGRM 2520 Farm Management 3 credits
A study of practical farm management skills related to owning and operating a farm. This course will cover both crop and livestock management along with the proper use of farm records. **As required**

3 hours lecture

AGRM 2630/2631 Agricultural Microcomputer

Applications 3 credits
An introduction to microcomputer technology as related to agricultural and horticultural applications. Acquisition and use of commercially available software packages, electronic spreadsheets, communications, mechanical system controllers and operating systems. **F, S**

2 hours lecture / 2 hours laboratory

AGRM 2910 Cooperative Seminar 3 credits
Student practical experience in a cooperative program with area agricultural business and industry. May be repeated to six credits maximum. **Su**

6 hours laboratory

AGRM 2990 Individual Problem Study 3 credits
Student basic research project focusing on his/her agricultural or horticultural needs and interests. May be repeated to six credits maximum. (Permission of instructor required prior to registration.) **F, S**

2 hours lecture / 3 hours laboratory

ART (ART)

It is traditional for art departments to hold rights to students' work for use as examples. The Art Department is not responsible for any thefts or damage.

ART 1000 Introduction to the Arts 3 credits
An introductory course to the fine arts designed to remove high school deficiency only. Areas of investigation and participation will include art, drama and music. Study will include how to produce or perform works of art, how to analyze, interpret and evaluate artworks, and knowledge of stylistic periods in the arts.

ART 1030 ♦ Art Appreciation 3 credits
Experiencing art - form, meaning and history in visual arts. Lecture-discussion. Especially for non-majors. (*formerly ART 1010*) **F, S, Su**

ART 1110 Basic Design I 3 credits
Studio fundamentals: Development of observational skills and perception of reality. Fundamental aspects of drawing - line, tone, space, form and composition. **F, S**

2 hours lecture / 4 hours studio

ART 1120 Basic Design II 3 credits
Studio fundamentals: Two dimensional design. Surface composition and color. (Prerequisite: Non-Art Majors - None; Art Majors - ART 1110) **F, S**

2 hours lecture / 4 hours studio

ART 1510 Computer Animation I 3 credits
Introduction to computer animation. Performance of cuts, fades, and wipes between difference sources and mixing of video images. Video outputs will be produced with emphasis on creativity and aesthetic judgement.

ART 1520 Computer Animation II 3 credits
Development and extension of skills and techniques begun in Computer Animation I. Introduction to digital video effects and various techniques for transition. (Prerequisite: ART 1510)

ART 1810 School Art 3 credits
Objectives of this course are to acquaint the student with studio fundamentals in one subject area, (painting, drawing, sculpture, print making or photo) appropriate to the elementary classroom. Also to furnish the student with information including what materials are necessary for elementary teaching and where to get them. **F, S**

ART 2040 Art History Survey I 3 credits
Western Art I. Survey of major developments in Western Art, with an emphasis on the art of Europe from prehistory through the middle ages. **F, S, Su**

ART 2050 Art History Survey II 3 credits
Western Art II. Survey of major developments in Western Art, with an emphasis on the art of Europe and America from 1400 to the early 20th century. **F, S**

ART 2110 Studio for Non-Art Majors 3 credits
This course is composed of 50 percent studio production in studio (basic design, painting, ceramics, sculpture, or print making) and 50 percent academic research/participation/museum visitation. The offering will change emphasis from production, as for the art major, to an equal emphasis on academic activities. A course which allows the non-art major opportunity to experience a studio of his/her choice without the fear of competing with the art major.

ART 2210 Photography I 3 credits
Introduction to the art of black and white photography. Field and studio shooting, history of photography, basic developing and enlarging techniques. **F, S**

2 hours lecture / 4 hours studio

ART 2220 Photography II 3 credits
Creative 35mm camera and darkroom techniques to emphasize individual expression in the photographic medium. (Prerequisite: ART 2210) **F, S**

2 hours lecture / 4 hours studio

ART 2410 Ceramics I 3 credits
Handbuilding. An introduction to all ceramic handbuilding techniques, including forming methods, glazing, clay preparation, firing, small and large scale pieces. **F, S**

2 hours lecture / 4 hours studio

ART 2420 Ceramics II 3 credits
Throwing. An in-depth investigation of thrown ceramic forms. Functional utilitarian pottery techniques, glazing and firing methods studied. (Prerequisite: 2410) **F, S**

2 hours lecture / 4 hours studio

ART 2510 Painting I 3 credits
Capacities of oil painting on canvas. F, S
2 hours lecture / 4 hours studio

ART 2520 Painting II 3 credits
Techniques of expression in oil. (Prerequisite: ART 2510) F, S
2 hours lecture / 4 hours studio

ART 2610 Sculpture I 3 credits
Explores basic materials and techniques including stone carving, clay modeling, plaster construction. F, S
2 hours lecture / 4 hours studio

ART 2620 Sculpture II 3 credits
Development and extension of skills and techniques begun in Sculpture I. Introduction of metal, wood, and plastics. (Prerequisite: ART 2610) F, S
2 hours lecture / 4 hours studio

ART 2710 Print Making I 3 credits
Introduction to screen printing a fine art medium, emphasis upon development and application of various basic stencils in compositional printing. F, S
2 hours lecture / 4 hours studio

ART 2720 Print Making II 3 credits
Development and extension of skills and techniques begun in Print making I. Introduction to Intaglio. (Prerequisite: Art Majors - ART 2710; Non-Art Majors - None) F, S
2 hours lecture / 4 hours studio

ART 2990 Art Problems 3 credits
Special topics in 1) drawing / painting, 2) ceramics, 3) sculpture, 4) print making, 5) art history, 6) school art. Further study of the capacities in certain disciplines as initiated by either instructor or student. (Prerequisite: Determined by department for each individual; topic may be repeated.) (Permission of instructor required prior to registration.) F, S

ASTRONOMY (ASTR)

ASTR 1030/1031♦ Astronomy 4 credits
A survey of contemporary astronomy involving topics of current interest; for example, quasars, pulsars, and black holes. Traditional topics on planetary, stellar, and galactic astronomy will be covered. This course reviews research techniques, current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe. (formerly PHYS 1015/1016) F
3 hours lecture / 3 hours laboratory

BANKING (BANK)

BANK 1010 Principles of Banking 3 credits
Presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement. As required

BANK 2990 Special Problems in Banking 1-6 credits
Special topics dealing with banking and financial services. As required

BIOLOGY (BIOL)

BIOL 1010 ♦ General Biology I 3 credits
Course dealing with cell structure and functions, osmosis, diffusion, mitosis, meiosis, genetics, plant tissues, chemistry, nucleic acids, protein synthesis, cellular respiration, photosynthesis, ecology, pollution, population problems, survey of bacteria, protists, fungi, and plants. (Corequisite: BIOL 1011) (formerly BIOL 1100) F, Su
3 hours lecture

BIOL 1011 ♦ General Biology I Laboratory 1 credit
Course with laboratory experiments and exercises which correspond to lecture material in BIOL 1010. (Prerequisite or corequisite: BIOL 1010) (formerly BIOL 1110) F, Su
3 hours laboratory

BIOL 1020 ♦ General Biology II 3 credits
Course in biology dealing with animal tissues, the basic structure and physiology of the following human systems: digestion, circulatory, respiratory, excretory, nervous, muscular, integumentary, endocrine, and reproductive. Evolution and survey of the kingdom Animalia are also studied this semester. (Corequisite: BIOL 1021) (formerly BIOL 1200) S, Su
3 hours lecture

BIOL 1021♦ General Biology II Lab 1 credit
Course with laboratory experiments and exercises which correspond to lecture material in BIOL 1020. (Prerequisite or corequisite: BIOL 1020) (formerly BIOL 1201) S, Su
3 hours laboratory

BIOL 1110♦ Organization and Function of the Cell ... 3 credits
A study of the chemical and physical basis of the cell, including information pertaining to the atom, bonding, macromolecules, and metabolic reactions; cell structure including membranes, cell walls, and internal organelles; energetics, respiration; and molecular biology. Intended for science majors. (Corequisite: BIOL 1111) (formerly BIOL 2140) F
3 hours lecture

BIOL 1111♦ Organization and Function of the Cell Lab ... 1 credit
Laboratory experiments and exercises designed to stress basic laboratory skills and procedures such as pipetting and mixing solutions, as well as introducing modern methods for analysis of cell components. Laboratory activities involve gel filtration chromatography, cell fractionation, DNA isolation, DNA fingerprinting using electrophoresis, immunological analysis of ovalbumin, plasmid uptake in bacteria, and cloning techniques in bacteria. Intended for science majors. (formerly BIOL 2141) (Corequisite: BIOL 1110) F
3 hours laboratory

BIOL 1120♦ Biodiversity 3 credit
Unifying concepts and principles of biology, illustrated with the diversity of life. Properties of life, molecular basis, origin of life, cells, genetics, introduction to kingdoms, origins of multicellularity, multicellular plants and animals, ideas about evolution, man's place in nature. Emphasis on common themes in living systems (e.g., metabolism, protein and nucleotide sequence similarities, morphology), phylogeny construction, fossils, and the major plant and animal groups. Intended for science majors. (Corequisite: BIOL 1121) (formerly BIOL 2130) S
3 hours lecture

BIOL 1121◆ Biodiversity Lab 1 credit

A study of the physical and chemical basis of life including plant and animal classification and histology; photosynthesis; a study of mitosis and meiosis; Mendelian genetics. Experiments and exercises correspond to lecture material in Biodiversity. Intended for science majors. (Corequisite: BIOL 1120) (*formerly BIOL 2131*) S

3 hours laboratory

BIOL 1130◆ Population Biology 3 credits

Principles of population biology including taxonomy and systematics, evolutionary processes, the phylogenetic history of life on earth and population ecology. Intended for science majors. (Prerequisite: BIOL 1120; Corequisite: BIOL 1131) (*formerly BIOL 2150*) Su

3 hours lecture

BIOL 1131◆ Population Biology Lab 1 credit

Laboratory experiments and exercises in population biology designed to correspond to lecture material. (Prerequisite: BIOL 1121; Corequisite: 1130) (*formerly BIOL 2151*) Su

3 hours laboratory

BIOL 2010◆ Human Anatomy & Physiology I 3 credits

A study of the structure and function of the human body. The topics studied include a general introduction to anatomy & physiology, cells, tissues, basic chemistry, mitosis, meiosis, genetics, osmosis, diffusion, the anatomy and physiology of the skeletal system, the integumentary system, the muscular system, introduction to the nervous system and the CNS. (*formerly BIOL 2310*) F, Su

3 hours lecture

BIOL 2011◆ Human Anatomy & Physiology I Lab 1 credit

A study of the structure and function of the human body with laboratory experiments and exercises which correspond to lecture material in BIOL 2010. (*formerly BIOL 2311*) F, Su

3 hours laboratory

BIOL 2020◆ Human Anatomy & Physiology II 3 credits

A study of the structure and function of the human body. The topics studied include fluid and electrolyte balance, the nervous system, the cardiovascular system, the respiratory system, the urinary system, the digestive system, the reproduction system, and the endocrine system. (*formerly BIOL 2320*) S, Su

3 hours lecture

BIOL 2021◆ Human Anatomy & Physiology II Lab 1 credit

A study of the structure and function of the human body with laboratory experiments and exercises which correspond to lecture material in BIOL 2020. (*formerly BIOL 2321*) S, Su

3 hours laboratory

BIOL 2210 General Botany 3 credits

A study of roots, stems and leaves of seed plants, transport in plants, transpiration, hormones, photosynthesis, cellular respiration, genetics, taxonomy and ecology of major plant groups. (Corequisite: BIOL 2211) S

3 hours lecture

BIOL 2211 General Botany Lab 1 credit

A general botany course with laboratory experiments and exercises to correspond with lecture material in BIOL 2210. (Prerequisite or corequisite: BIOL 2210). S

3 hours laboratory

BIOL 2510 Introduction to Microbiology 3 credits

A survey of microorganisms with emphasis on morphology, growth and pathogenesis of bacteria, fungi and viruses. Human defense mechanisms against disease are emphasized. (Corequisite: BIOL 2511) F, S, Su

3 hours lecture

BIOL 2511 Introduction to**Microbiology Laboratory 1 credit**

Laboratory exercises designed to demonstrate the distribution, isolation, cultivation, identification, and control of microorganisms. The use of microorganisms in biotechnology will be examined. (Corequisite: BIOL 2510) F, S, Su

3 hours laboratory

BIOL 2530 Food Microbiology 3 credits

Microorganisms in production of foods, in preservation and spoilage and in food-borne diseases. Methods of controlling microorganisms in foods. (Corequisite: BIOL 2531) F

BIOL 2531 Food Microbiology Lab 1 credit

Laboratory exercises designed to demonstrate the importance of microorganisms in production, preservation and spoilage of food in food-borne diseases. Methods of controlling food-borne microbial diseases will be investigated. (Corequisite: BIOL 2530) F

BIOL 2610 Genetics 3 credits

A study of heredity with emphasis on Mendelian genetics and its cytological basis; probability theory and statistics as they relate to Mendelian genetics. S

3 hours lecture

BIOL 2611 Genetics Laboratory 1 credit

An introductory course in genetics with laboratory experiments performed with the fruit fly, *Drosophila melanogaster*. (Corequisite: BIOL 2610) S

BIOL 2910 Independent Study 1-6 credits

A course designed to further the interest and education of students who desire to increase their knowledge and familiarity with a specific biological study area.

BUSINESS (BUSN)

BUSN 1010 Introduction to Business 3 credits

An orientation program dealing with the basic concepts of operating a business. Major topics include economics, management, marketing, labor relations, and social responsibility. F, S

BUSN 1290 Professional Development and**Business Ethics 3 credits**

A course organized around the premise that the techniques and personal qualities students need to find the best possible job in a particular field are identical to those which they must develop as employees. Areas to be covered include: planning for success - goal setting, time management and personal money management; adjusting and growing on the job; communicating - personal effectiveness and group dynamics; nutrition, health and exercise; wardrobe engineering. The course will also heavily emphasize appropriate development of business ethics through simulation exercises and case studies. There are no prerequisites to this course. S

BUSN 1310 Business Communications &

Correspondence 3 credits
 Patterns in organization of effective sentence and paragraph structure with emphasis on unity, coherence, word choice, usage, punctuation, spelling and abbreviations as applied to modern business writing problems. Experiences provided in speaking, listening, reading and writing (with main emphasis on writing). **F, S**

BUSN 2010 Business Functions 4 credits

Understanding how business works through application and integration of fundamental business functions. Includes aspects of marketing, finance, logistics, operations, organizational behavior, and information management. (Prerequisites: ECON 2010, ACCT 2110, and MGMT 1100. Corequisite: ECON 2210 or MATH 2050) **S**

BUSN 2510 Legal Environment of Business 3 credits

A study of the principles of the American legal system as they relate to business; the relationship between law and business ethics and various specific areas of the law as they relate to the conduct of business in our society including tort law, criminal law, the common law of contracts, the Uniform Commercial Code and contracts for the sale of goods, negotiable instruments and commercial paper, the banking system and transactions, bulk sale transfers, secured transactions, real and personal property, bailments, agency, business organizations, government regulation of business, consumer protection, employment relations, insurance, wills and trusts. **F, S**

CHEMISTRY (CHEM)

CHEM 1000 Basic Chemistry 3 credits

A study of fundamental chemical concepts with emphasis on applications to agriculture, biology, nursing and the technologies. Designed for students who have not had a thorough high school course in chemistry. **S**

3 hours lecture

CHEM 1001 Basic Chemistry 1 credit

A course for students with limited background in chemistry to do laboratory experiments and exercises in correspondence with lecture material in CHEM 1000. **S**

3 hours laboratory

CHEM 1010♦ Introductory Chemistry 3 credits

Introductory Chemistry will cover topics dealing with elementary concepts, atomic structure, periodic law, symbols, formula, equations, bonding, gas laws, acids, bases, solutions and equilibria. Will not substitute for CHEM 1110. (*formerly CHEM 1310*) **F, S**

3 hours lecture

CHEM 1011♦ Introductory Chemistry Lab 1 credit

An introductory laboratory course with experiments and exercises which correspond to lecture material in CHEM 1010. (*formerly CHEM 1311*) **F, S**

3 hours laboratory

CHEM 1020♦ Organic and Biochemistry 3 credits

Organic chemistry will cover nomenclature, structure, preparation and reaction of the important function groups. Biochemistry will cover carbohydrates, lipids, amino acids, proteins and nucleic acids. (Prerequisite: CHEM 1010) Will not substitute for CHEM 1120. (*formerly CHEM 1320*) **S**

3 hours lecture

CHEM 1021♦ Organic and Biochemistry Lab 1 credit

A laboratory course with experiments and exercises which correspond to lecture material in CHEM 1020. (*formerly CHEM 1321*) **S**

3 hours laboratory

CHEM 1110 General Chemistry I 3 credits

A study of fundamental concepts and properties of selected elements and compounds. Topics covered are: tools of chemistry; atoms, molecules and ions; chemical reactions I: chemical equations and reactions in aqueous solutions; chemical reactions II: mass relationships; the gaseous state; thermochemistry; quantum theory and the electronic structure of atoms; periodic relationships among the elements; chemical bonding: basic concepts; chemical bonding II: molecular geometry and molecular orbitals; and intermolecular forces and liquids and solids. (Corequisite: CHEM 1111) **F, S, Su**

3 hours lecture

CHEM 1111 General Chemistry I Lab 1 credit

A study of fundamental concepts and properties of selected elements and compounds with laboratory experiments and exercises which correspond to lecture material in CHEM 1110. (Corequisite: CHEM 1110) **F, S, Su**

3 hours laboratory

CHEM 1120 General Chemistry II 3 credits

A study of fundamental concepts and properties of selected elements and compounds. Topics covered are: physical properties of solutions; chemical kinetics; chemical equilibrium; acids and bases; general properties; acid-base equilibria; solubility equilibria; entropy; free energy; and equilibrium; electrochemistry; metallurgy and the chemistry of metals; nonmetallic elements and their compounds; transition of metal chemistry and coordination; nuclear chemistry and organic chemistry; polymers and industrial chemistry. (Prerequisite: CHEM 1110; Corequisite CHEM 1121) **S, Su**

3 hours lecture

CHEM 1121 General Chemistry II Lab 1 credit

A study of fundamental concepts and properties of selected elements and compounds with laboratory experiments and exercises which correspond to lecture material in CHEM 1120. (Prerequisite: CHEM 1111; Corequisite: CHEM 1120) **S, Su**

3 hours laboratory



CHEM 2010♦ Organic Chemistry I 3 credits

An introductory sequence course in organic chemistry which considers the occurrences, structure, properties, and uses of the more important classes of organic compounds. Concepts such as mechanisms of reactions and the relationships between structure and properties are developed. Topics covered are: carbon compounds and chemical bonds, representative carbon compounds, alkanes and cycloalkanes: conformational analysis, stereochemistry: chiral molecules, ionic reactions: nucleophilic substitution and elimination reactions of alkyl halides, alkenes and alkynes, alcohols and ethers, free radical reactions, conjugated unsaturated systems. (Prerequisite: CHEM 1120) (*formerly CHEM 2310*) **F**

3 hours lecture

CHEM 2011♦ Organic Chemistry I Lab 1 credit

An introductory sequence course in organic chemistry which considers the occurrences, structure, properties, and uses of the more important classes of organic compounds with laboratory experiments and exercises which correspond to lecture material in CHEM 2010. (Corequisite: CHEM 2010) (*formerly CHEM 2311*) **F**

3 hours laboratory

CHEM 2020♦ Organic Chemistry II 3 credits

An introductory sequence course in organic chemistry which considers the occurrences, structure, properties, and uses of the more important classes of organic compounds. Concepts such as mechanisms of reactions and the relationships between structure and properties are developed. Topics covered are: aromatic compounds, electrophilic aromatic substitution, spectroscopy, phenols, aryl halides, nucleophilic aromatic substitution, oxidation and reduction reactions, organometallic compounds, aldehydes, and ketones, carboxylic acids and their derivatives, amines, and synthesis and reactions of β -dicarbonyl compounds. (Prerequisite: CHEM 2010) (*formerly CHEM 2320*) **S**

3 hours lecture

CHEM 2021♦ Organic Chemistry II Lab 1 credit

An introductory sequence course in organic chemistry which considers the occurrences, structure, properties, and uses of the more important classes of organic compounds with laboratory experiments and exercises which correspond to lecture material in CHEM 2020. (Corequisite: CHEM 2020) (*formerly CHEM 2321*) **S**

3 hours laboratory

CHEM 2910 Independent Study 1-6 credits

This course would consist of the assignment of problems of independent study incorporating previous instruction and would be supervised by the instructor.

**COMPUTER AND
INFORMATION SCIENCE (CPSC)****CPSC 1100 Using Information Technology 3 credits**

This course is designed to assist the student in achieving proficiency in computer applications. The student will demonstrate a working knowledge of word processing, electronic communication and on-line data bases and spreadsheets. **F, S, Su**

CPSC 1115 Microsoft Word 3 credits

This course covers the intermediate as well as advanced concepts of MS Word that are required for the Basic and Advanced levels of MOS certification exams. **As required**

CPSC 1230/1231 Introduction to Programming 3 credits

A course designed to introduce the concepts of programming. The course will use a visual programming tool such as Microsoft Visual BASIC to introduce procedural/structured programming concepts. The course is designed to introduce programming to students with limited computing backgrounds. **F, S**

2 hours lecture / 2 hours laboratory

CPSC 1235/1236 Visual Basic 3 credits

Continuation from CPSC 1230. The course covers advanced concepts of programming in Visual Basic including classes and objects, arrays, data control, file management, sorting and searching procedures. (Prerequisite: CPSC 1230 or equivalent) **S**

2 hours lecture / 2 hours laboratory

CPSC 1240 Microcomputer Business Applications ... 3 credits

This course is designed to convey in-depth knowledge about computer applications involving spreadsheets. Students will work on one or more popular commercially available software packages such as Excel. Topics covered include use of formulas, functions, charts, macros, advanced formatting, multiple worksheets and workbooks, designing forms, importing spreadsheets with other programs, and data analysis. **As required**

CPSC 1280 Database Applications 3 credits

This course is designed for those individuals who want to effectively use a current relevant database management software system. Included will be an overview of the software package, use of the package's file management capabilities in creating, loading, joining and maintaining databases, generating reports on the data, and the use of the procedures. The student will also be introduced to the programming capabilities of the software. **As required**

CPSC 1285/1286 Internet/E-mail 3 credits

This course provides an introduction to using the Internet. It will cover topics such as history of Internet, available Internet tools, and ethical issues involved in the use of the Internet. It will also cover the basics of programming in HTML. **As required**

2 hours lecture / 2 hours laboratory

CPSC 1290/1291 PowerPoint 3 credits

This course provides in-depth introduction of using Microsoft PowerPoint. Topics include basic and advanced skills of PowerPoint, the design concepts of creating presentations. **As required**

2 hours lecture / 2 hours laboratory

CPSC 1350/1351 Introduction to**Computer Science I 4 credits**

An introduction to all aspects of the programming and problem-solving process and the elements of good programming style. A high-level language will be used as vehicle for introducing

these concepts. Laboratory use of the computer in designing, coding, debugging, and executing programs is an integral part of the course. (Prerequisite: CPSC 1230 or four years of high school math) **S**

3 hours lecture / 2 hours laboratory

CPSC 1380/1381 RPG/400 Programming 4 credits

A course in the RPG/400 (Report Program Generator) programming language providing the student with the opportunity to write, test and debug programs. Topics include arithmetic operations, control structures, control break processing, internal subroutines, data validation, table and array look-up, physical and logic files, source entry utility (SEU) and screen design and utility (SDU). (Prerequisite: CPSC 1230 or equivalent) **As required**

3 hours lecture / 2 hours laboratory

CPSC 1530/1531 Introduction to

Computer Science II 4 credits

Programming in a high-level language with emphasis on structure, algorithms, documentation, and elementary data structures. (Prerequisite: CPSC 1350 or equivalent) **F**

3 hours lecture / 2 hours laboratory

CPSC 2000 Computer Organization 3 credits

An introduction to Boolean algebra, combinational and sequential circuits. Gate and flip-flop characteristics. An introduction to machine architecture and system components to include memory subsystems and I/O subsystems. An introduction to operating systems including I/O handling, memory management, interrupt handlers, and other system programs, concepts and techniques such as multiprogramming, multiprocessing, virtual storage and virtual machines. Data and instruction representation. Design, implementation and demonstration of combinational and sequential logical functions will be an integral part of the course. (Prerequisite: CPSC 1230 or equivalent) **F**

CPSC 2010/2011 Assembly Language 4 credits

An investigation of the assembly language of a modern computer including the instruction set and macros, object code, use of dumps, coding and linkage conventions, addressing techniques, and use of the assembler. Laboratory use of the computer in designing, coding, debugging, and executing programs is an integral part of the course. (Prerequisite: CPSC 1350 or equivalent) **S**

3 hours lecture / 2 hours laboratory

CPSC 2170/2171 Computer Programming Math/

Engineering 3 credits

An introduction to structured programming and problem solving with emphasis on math and engineering applications requiring some knowledge of calculus. Students will design, code and test structured programs using a high level language and the language of a graphing calculator. (Prerequisite: MATH 1910) **S**

2 hours lecture / 2 hours laboratory

CPSC 2270/2271 Business Oriented Programming 4 credits

Designing and writing programs for business applications in a standardized high-level language with emphasis on structure, algorithms, and good programming practice. (Prerequisite: CPSC 1230 or equivalent) **As required**

3 hours lecture / 2 hours laboratory

CPSC 2290/2291 File Processing 4 credits

This course will cover advanced programming techniques and file processing. Tape and disk file handling, programming efficiencies, and access methods for sequential, indexed, relative, and direct access fields will be discussed. In addition, operating

system, multiprogramming, and memory management concepts will be explored. (Prerequisite: CPSC 1350 or equivalent) **S**

3 hours lecture / 2 hours laboratory

CPSC 2370/2371 System Project 4 credits

A study of the development and maintenance of Computerized Data Processing Systems. Various system design processes and tools will be covered. Students will complete an extensive computer based project. Activities associated with the project will implement tools discussed in course lecture. (Prerequisite: CPSC 1530 or equivalent) **As required**

3 hours lecture / 2 hours laboratory

CPSC 2770/2771 Data Base Management Systems ... 4 credits

A study of the structure of data bases and the techniques for managing data bases. Competencies in the use of an existing data base management system will be treated. These competencies will include creating, loading, querying and maintaining data bases, report generation and SQL. (Prerequisite: CPSC 1230 or equivalent) **As required**

3 hours lecture / 2 hours laboratory

CPSC 2790/2791 Network+ 3 credits

A course covering the fundamentals of data communication, including signaling and data transmission, communication media, network architectures, bridges, hubs, protocols, LANs and WANS, file server networks, client server networks and network instruction and management. Students will install and use a network as part of the course. Instruction provided will begin the preparation for taking Network+ exam. **F**

2 hours lecture / 2 hours laboratory

CPSC 2820/2821 Cisco Networking Fundamentals 3 credits

The first of four courses covers basic networking terminology, the OSI model, LANs, networking topologies, devices and protocols. Students also learn about cabling, MAC and IP addressing, and wiring. Hands-on labs will involve making cables, setting up mini-networks with hubs, switches, router, patch panels and more. (Prerequisite: knowledge of using computers) **F**

2 hours lecture / 2 hours laboratory

CPSC 2830/2831 Cisco Router Fundamentals 3 credits

The second of four courses covers TCP/IP protocol, routing protocols, basic routing processes, commands and configuration. Hands-on labs will provide students with access to routers to apply routing processes, commands, configurations and testing. (Prerequisite: CPSC 2820) **F**

2 hours lecture / 2 hours laboratory

CPSC 2840/2841 Cisco Advanced Routers 3 credits

This course introduces advanced router configuration, advanced LAN switching theory and design, VLANs, Novell IPX, Access Lists, and threaded case studies. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. (Prerequisite: CPSC 2830) **S**

2 hours lecture / 2 hours laboratory

CPSC 2850/2851 Cisco WAN Technologies 3 credits

This course also introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. (Prerequisite: CPSC 2840) **S**

2 hours lecture / 2 hours laboratory

CPSC 2990 Special Topics 1-4 credits
Special topics relating to various aspects of data processing and computer science. The course may be repeated for credit with departmental permission. (Prerequisite: Permission of instructor) **As required**

CRAFTS (CRFT)

CRFT 1040 Craft History I 3 credits
Craft History is a survey of craft development from the Colonial period through the Industrial Revolution to the present. This course will examine the craft evolution and scope of application for a variety of crafts in today's society.

CRFT 2210 Blacksmithing and Foundry I 3 credits
This is an introductory course that demonstrates the basic techniques of blacksmithing and green sand foundry casting. This course will examine practical application in forming molds, casting metals, handforming and welding from the forge.
2 hour lecture / 4 hour laboratory

CRFT 2220 Blacksmithing and Foundry II 3 credits
This course continues to build the competencies to produce the student's abilities for production of useful craft objects. Emphasis will be placed on individual expression in the design of marketable products. This course will further practical application of metal forming techniques. (Prerequisite: CRFT 2210)
2 hour lecture / 4 hour laboratory

CRFT 2310 Woodcarving and Leather I 3 credits
This is an introductory course that demonstrates the basic techniques of woodcarving and leathersmithing. This course will examine practical application in additive and subtractive methods for carving basic wood objects. Basic leathersmithing applications for production of wearable leather products will be demonstrated.
2 hour lecture / 4 hour laboratory

CRFT 2320 Woodcarving and Leather II 3 credits
An in-depth investigation in production of woodcarving techniques. Topics will include finishing and preservation of carved objects. Leathersmithing applications will include design of original craft objects and construction of non-wearable objects. Course will further student's skills in woodcarving and leather. (Prerequisite: CRFT 2310)
2 hour lecture / 4 hour laboratory

CRFT 2410 Blown Glass I 3 credits
This is an introductory course that demonstrates the basic techniques of glass furnace techniques. This course will examine practical application in blown glass, safety procedures for molten glass, and raw materials survey. Basic designs for objects of production will be emphasized.
2 hour lecture / 4 hour laboratory

CRFT 2420 Blown Glass II 3 credits
A continuation of Blown Glass I focusing on production, equipment maintenance, product design and production cost. Emphasis is placed on refining skills and knowledge to become a demonstrating craftsman. (Prerequisite: CRFT 2410)
2 hours lecture / 4 hour laboratory

CRIMINAL JUSTICE TECHNOLOGY (CRJT) († indicates courses not designed for transfer)

All CRJT courses are offered F, S, Su

CRJT 1010 Overview of Criminal Justice 3 credits
A philosophy and history of the criminal justice systems, including the role of police, courts, corrections, detention facilities, probation and parole, and related agencies at the local, state, and federal level.

CRJT 1020 Administrative Concepts in Criminal Justice 3 credits
A study of organizational behavior and administrative techniques from a system perspective with a practical approach.

CRJT 1030 Basic Firearms Education 3 credits
A basic pistol, rifle and shotgun marksmanship course which will emphasize home firearm use and responsibility and private security firearms training. (BPRS, Specialized Law Enforcement only)

† CRJT 1040 Special Weapons and Tactics 3 credits
This course relates to the positive tactics officers can employ on the street to effectively use their own firearms to defeat those of assailants. The mental, tactical, weapons selection, protective equipment, and force edge for special police situations involving injury or death to police and civilians is addressed. (Specialized Law Enforcement only)

CRJT 1050 Hostage Negotiations 3 credits
This is a basic course designed for officers who respond to hostage situations as a team member. A separate course - Advanced Hostage Negotiations - is required for the "Command Negotiator". This course includes: approach to hostage situations, principals of negotiations, and team positions and duties. (Specialized Law Enforcement only)

† CRJT 1060 Advanced Hostage Negotiations 3 credits
This course includes a number of role playing exercises, practicum involving Command Post, S.W.A.T., negotiation team coordinator and decision making, as well as, demonstrations and applications of specialized communication and document equipment. (Specialized Law Enforcement only)

† CRJT 1080 Field Training Officer 3 credits
This course is designed to predict, in an unbiased method, whether a recruit is likely to become a competent police officer and document that prediction before the recruit probationary period ends. (Specialized Law Enforcement only)

CRJT 1090 Police Executive Development 3 credits
This course is designed to better prepare present or potential administrators or supervisors with the desire to develop into more effective police managers. (Specialized Law Enforcement only)

CRJT 1100 Man Tracking 3 credits
Tracking is the knowledge of knowing what to look for after a person has gone through an area. Tracking today is mainly used for lost persons or fleeing fugitives. Good trackers do not have to be descended from mountain men nor be part Indian. Good trackers are not born – they are trained and then practice for many years. (Specialized Law Enforcement only)

† CRJT 1120 D.U.I. Enforcement and

Sobriety Testing 3 credits
This course is designed to instill in the officer the skills of detection of persons driving a motor vehicle while under the influence of alcohol or drugs and the documentation of evidence to be used at a later trial of criminal action. (Specialized Law Enforcement only)

† CRJT 1130 Defensive and Tactical Driving 3 credits

The course is designed to instill in officers the knowledge and skills of vehicular defensive, tactical, and pursuit driving. The decision to engage, terminate, or use alternate methods of apprehension and the legality of each is emphasized. (BPRS, Specialized Law Enforcement only)

CRJT 1140 Sects, Cults, and Deviant

Behavior Groups 3 credits
This course is designed to familiarize law enforcement officers with illegal groups of persons and individuals who actively participate in deviant behavior involving sects and cults.

† CRJT 1150 K-9 Handlers 3 credits

This course is designed to upgrade present K-9 teams and keep certification current and includes vehicle stop procedures, building search methods, tracking and outdoor searches, narcotics detection, and fleeing suspect apprehensions. (Specialized Law Enforcement only)

† CRJT 1160 Police Instructor Development 3 credits

This course is designed to prepare officers to plan and evaluate instructional objectives, organize subject matter, and communicate these principals to the classroom so that students understand and absorb the subject matter presented. (Specialized Law Enforcement only)

CRJT 1170 Commercial Vehicle Accident

Investigation 3 credits
This course is designed for the investigation of all types of commercial vehicle accidents. This includes but is not limited to tractor trailer units and buses. It also covers Hazmat concerns. It is recommended to take Advanced Accident Investigating before taking this course.

CRJT 1180 Critical Incident Management 3 credits

This course is designed for those officers who by virtue of their positions will be responsible for dealing with unusual circumstances, either natural or man-made. These unusual circumstances would include such things as civil disturbances, major events, natural disasters, or unusual criminal actions. The course will enable the officers to set forth procedures to be utilized in preparing and implementing a plan or plans to deal with these unusual circumstances. (Specialized Law Enforcement only)

CRJT 1190 Internal Affairs/Background

Investigation 3 credits
This course is designed to provide the basic methods of conducting a fair and thorough internal or background investigation. (Specialized Law Enforcement only)

CRJT 1200 Domestic Terrorism/Dignitary Protection ..3 credits

This course focuses on measures that may be employed by local law enforcement to anticipate, prevent, and/or resolve a terrorist threat or incident. It is designed to raise awareness, understanding, and operational management skills regarding the domestic terrorist threat environment. The course also provides an overview of the officers' role in dignitary protection operations, including surveillance, foot formations, and motorcades. (Specialized Law Enforcement only)

† CRJT 1210 Traffic Accident Investigation 3-6 credits

This is a comprehensive course in traffic accident investigation to include determination of points of impact; road, vehicle, and driver conditions; and interpretation of marks on the road surface at accident scenes.

† CRJT 1220 Advanced Traffic Accident

Investigation 6 credits
A study of traffic accident fundamentals with special in-depth focus on how to recognize, interpret and prepare physical evidence for further use in traffic accident reconstruction. (Specialized Law Enforcement only)

† CRJT 1240 Basic Bike Patrol 3 credits

This course is designed to teach officers how to carry out routine patrol responsibilities on a bicycle. The officers will learn how to ride safely and comfortably in traffic, off-road, and in the various conditions the officers are likely to experience while on patrol. This course will be particularly applicable to those departments that are committed to community-oriented policing. (Specialized Law Enforcement only)

† CRJT 1250 Basic Law Enforcement Chaplaincy 1-3 credits

A study of the responsibilities and procedures of law enforcement chaplains. Special attention is given to human relations and interaction within the law enforcement profession.

CRJT 1260 Report Writing for Public Safety 3 credits

Theory of and practice in the writing of technical letters and reports for public safety students. Topics include: how to structure writing and technical aids, such as graphics, diagrams, statistics, and illustrations for various job requirements. Students will receive experience in writing for their particular technical field. (Specialized Law Enforcement only)

CRJT 1270 School Resource Officer 3 credits

This course will deal with the history of the School Resource Officer Programs, their impact, future and day-to-day applications. It will enable departments to set up and implement their own School Resource Officer Program. (Specialized Law Enforcement only)

CRJT 1280 Fingerprint Technology 3 credits

This course will deal with all aspects of fingerprint techniques including identification, collection, preservation and court testimony.



CRJT 1290 1st Line Supervisors3 credits

This course will provide the participants with the knowledge and skills necessary to carry out the functions and duties of a first line supervisor as an effective manager. It is designed for those officers recently promoted or those about to be promoted. (Specialized Law Enforcement only)

CRJT 1300 Hazardous Devices and Booby Traps3 credits

This will be an officers' safety course to familiarize the participants with hazardous devices and booby traps that may be encountered on patrol, during a law enforcement career. (Specialized Law Enforcement only)

CRJT 1320 Criminal Justice Work with Juveniles 3 credits

A study of youth crimes and techniques used by police and courts in prevention and control; a review of the Tennessee Juvenile Code; and community service agencies providing services to delinquents.

+ CRJT 1340 Talking Hands 3 credits

This course is designed to create departmental instructors in field communication utilizing "Talking Hands." Each student will receive two certificates: one for communicating with the deaf and hearing impaired and the second certificate will be for "Talking Hands" for the patrol officer. In addition, each student will receive two video tapes. (Specialized Law Enforcement only)

CRJT 1350 Community Policing 3 credits

This course focuses on community policing in regard to the police responsibility and working relationships with the community, churches, schools, civic organizations, youth and juvenile population, and the minority groups.

CRJT 1360 Pedestrian Car Collision3 credits

This course will develop a technical understanding of pedestrian dynamics and behavior and be able to recognize, interpret, and prepare physical evidence for identifying vehicle, medical and pedestrian behavior during collisions. (Prerequisite: CRJT 1210 and an understanding of basic accident investigation math.) (Specialized Law Enforcement only)

CRT 1380 Ethics for Law Enforcement 3 credits

This course provides the law enforcement officer with a perspective on ethics as related to proper decision making in ethical dilemma situations that are often found in law enforcement. Included will be the tools to deal with real world ethical issues that officers are likely to face on the street.

CRJT 1390 Advanced Crime Scene 3 credits

This class will take the instruction given in the basic crime scene class and expand on that information. There will be technical up-dates as well as a lot of hands-on practical exercises.

CRJT 1400 Mid Management 3 credits

This class is designed for those officers who are in mid management level positions - sergeants, lieutenants, and captains or those about to be promoted to these levels. It will cover all aspects of management and supervision. (Specialized Law Enforcement only)

CRJT 1430 Fire/Arson Investigation 3 credits

This course is designed to instill in the investigator a working knowledge of the elementary chemistry of combustion, the nature and behavior of fire, combustion properties of liquid, gaseous, and solid fuels. The sources of ignition in structure fires, and fires of grassland, timber lands, automobile and ship fires, fire ignition sources such as electrical, chemical, lightning,

spontaneous combustion, and their effects on wood, cloth, or petrol, as a source of ignition. Arson law and elements of proof. (Specialized Law Enforcement only)

CRJT 1450 Questionable Documents 3 credits

This class is designed to enable officers to learn about a handwriting analysis, investigations, forgeries, bad checks and all other forms or altered documents.

CRJT 1510 Criminal Law and Procedures 3 credits

A study of the U.S. Constitution and the Tennessee Code Annotated and relevant cases and court decisions impacting the laws of arrest, search, seizure, the admission of evidence into the legal system, detention, interrogation, criminal court procedures, indictments, and the criminal process. (Includes previous courses CRJT 1520, Criminal Statute Law and CRJT 2530, Rules of Evidence as listed in the 1993-94 WSCC Catalog.)

CRJT 1540 Police Civil Liability 3 credits

The primary objective of this course is to instill a working knowledge with Police Administrators and Line Supervisors. The basis for civil liability incidents which generate liability, explore ways of protecting the officer, and instill positive steps to be taken to prevent police actions that lead to civil liability lawsuits brought against police. (Specialized Law Enforcement only)

CRJT 1610 Probation and Parole 3 credits

A study of the functions and duties of a probation and/or parole officer including the short and long range effects of probation and parole on convicted offenders.

+ CRJT 1710 Firearms Instructor School 3 credits

This course is designed to develop departmental firearms instructors that meet P.O.S.T. certification. Special emphasis will be placed upon the proper shooting techniques and care of weapons carried on a daily basis by officers working in the field. (Specialized Law Enforcement only)

+ CRJT 1720 Physical Defense Tactics 3 credits

This course is designed to teach the student to defend him/herself or to take actions designed to subdue and apprehend a suspect with less than lethal force. (Specialized Law Enforcement only)

+ CRJT 1730 Street Survival Tactics 3 credits

This course is designed to prepare law enforcement officers for the hazards encountered in high risk situations while enforcing the law. These tactics are directed at officers working alone or in pairs when suddenly confronted with a decision on how to react to a hazardous encounter prior to back-up arriving. (Specialized Law Enforcement only)

+ CRJT 1740 PR-24 Police Baton**Instructor Course 3 credits**

This course provides instructor certification for teaching the use of the PR-24 police baton. Course content includes: nomenclature, use of legal force, basic positions, blocks, jabs, yawara strikes, chops, spinning techniques, take downs, retaining control, and vital body centers. (Specialized Law Enforcement only)

+ CRJT 1790 Radar Instructor 3 credits

This course is designed to prepare participants to become proficient in the use of police radar and to develop skills sufficiently to conduct radar training to other members of their agency. Course content includes: characteristics of different types of radar, Doppler principle, legal requirements in radar

use, erroneous reading situations, policy and procedures for radar operators. (Specialized Law Enforcement only)

CRJT 1820 Protective Services 3 credits

A review of the role of the private security agencies' protective services that will include a determination of the applicability of civil and criminal law and civil liability along with basic competency development in emergency procedures, self defense tactics, use of deadly force, firearms use and maintenance, and firearms use proficiency.

CRJT 1840 Private Investigations 3 credits

Discussion of proper methods utilized in conducting private investigations. In addition, the course is designed to familiarize the student with procedures utilized in obtaining a license for private investigation in the state of Tennessee.

+ CRJT 1920 Technical Police Photography and

Video Production 3 credits

This course is designed to prepare officers assigned to photograph or video tape evidence for court presentation and law enforcement applications. Course includes: camera functions, fingerprint photography, surveillance photography, infrared photo, and courtroom applications.

CRJT 1930 Advanced Street Survival 3 credits

This course is designed to expand upon the lessons learned in the Basic Street Survival Tactics class. In addition to tactics for high risk patrol situations, officers will also be introduced to Rapid Response to the Active Shooter and Quick Action Deployment (QUAD) techniques. (Specialized Law Enforcement only)

CRJT 1990 Transition to Law Enforcement 3 credits

This transition course is designed for law enforcement graduates from Tennessee state-approved academies. It is designed to assess and evaluate the students' knowledge and associated skills required in law enforcement. Students who successfully complete this course may receive equivalent college credit from Walters State Community College for selected courses completed at their respective academy. The credit may be applied toward the degree of associate of applied science with a concentration in law enforcement. (Specialized Law Enforcement only)

CRJT 2110 Interview and Interrogation

Techniques 3 credits

This course is designed to familiarize the law enforcement officer with the kinesics technique of obtaining verbal statements and reducing those verbal statements to the proper style to be submitted as evidence in a court of law. (Specialized Law Enforcement only)

CRJT 2120 Advanced Interview and Interrogation .. 3 credits

This course is designed to use the basics of CRJT 2110 in specific situations involving role planning and actual interview. (Prerequisite: CRJT 2110. Specialized Law Enforcement only)

CRJT 2130 Crime Scene Specialist 3 credits

This course is designed to train and prepare participants to become skilled in the recognition, discovery, processing, preservation, collection, and transmission of physical evidence found at the scene of the crime. Course includes photography, sketching, fingerprinting, marking, chain of custody, collection methods, sources of physical evidence, transmission to the laboratory, and testifying in court.

CRJT 2140 Criminal Investigation 3 credits

The methods of interviews, interrogations, admissions, confessions, written statements, criminal case report writing, and evidence evaluation.

CRJT 2150 Child Sex Abuse Investigation 3 credits

The role of the police investigator working complaints of child sexual abuse and child neglect and assisting in the prosecution of these offenses in both civil and criminal court.

CRJT 2170 Narcotics and Dangerous Drugs 3 credits

This course will familiarize law enforcement officers with illegal drug identification, apprehension of offenders, legal options, case reports, and prosecution of violators. (Specialized Law Enforcement only)

+ CRJT 2180 Auto Theft Investigation 3 credits

The course is designed to assist the investigator in conducting auto theft investigations based on current laws, resource agencies, and proven identification and investigative techniques. Also, the introduction to the N.A.T.B., V.I.N., salvage laws, and legal aspects. (Specialized Law Enforcement only)

CRJT 2190 Homicide and Death Investigation 3 credits

This course is designed to provide conventional information to the officer charged with the profound responsibility of conducting an intelligent homicide investigation. The course of instruction will cover the entire sequence of events which occur in a homicide. (Specialized Law Enforcement only)

+ CRJT 2210 Traffic Accident Reconstruction 6 credits

An advanced course dealing with the reconstruction of traffic accident scenes. Mock traffic accident scenes investigations are conducted by students. Application of photography, measurements, accident causation, evidence, and reconstruction of traffic accidents based on interpretation of vehicle, road, and driver conditions. (Specialized Law Enforcement only)

CRJT 2220 Organized Crime 3 credits

A study of the nature, history, and theories of organized crime, together with the criminal justice response. This includes an evaluation of the investigation, prosecution, defense, and sentencing of organized criminals to date.

CRJT 2230 Electronic Surveillance 3 credits

This course is designed to acquaint officers with all the current techniques in surveillance and counter-surveillance. The course will include foot surveillance, motor vehicle surveillance, and the use of air surveillance. The emphasis, however, will be on the use of technical electronic surveillance equipment. The course will consist of hands-on demonstrations, exercises, and practicums. This will not include telephone intercepts and non-consensual microphones. (Specialized Law Enforcement only)

CRJT 2240 Advanced Criminal Investigation 3 credits

This course is designed to expand basic methods and concepts of CRJT 2140 into specific types of crime common to East Tennessee law enforcement. (Prerequisite: CRJT 2140 Specialized Law Enforcement only)

+ CRJT 2250 Advanced Bike Patrol 3 credits

This course builds on the fundamentals taught in the basic course and enhances the knowledge, skills, and abilities of the bicycle officer. (Specialized Law Enforcement only)

CRJT 2270 Serial Killers/Pathological Maturity 3 credits

This course will familiarize the student with the background of serial killers and violent youth. The course will demonstrate the correct method of investigating such matters.

CRJT 2280 Domestic Violence 3 credits

A study into violence, focusing on physical, sexual, and emotional abuse in the family and society.

CRJT 2290 Gangs 3 credits

This course will address gang cultures and profiles with emphasis on how and why kids are lured into gangs, showing the efforts of law enforcement and the communities to combat the trend.

CRJT 2450 Advanced Tactical Driving 3 credits

This course is designed to prepare officers with the tactical knowledge and practical skills to execute advanced vehicle maneuvers as they pertain to law enforcement operations relating to response to critical incidents and pursuit situations. Officers will become acquainted with alternate solutions to apprehensions and discuss the liability associated with these types of situations. Prerequisite: Student must have completed CRJT 1130 (Defensive and Tactical Driving) (Specialized Law Enforcement only)

CRJT 2460 Driver Instructor Training Program 3 credits

This course is designed to prepare officers to plan and evaluate instructional objectives and student outcomes, organize subject matter, and communicate these principles as they pertain to public safety, and private sector driver training. Prerequisite: Student must have completed CRJT 1130 (Defensive and Tactical Driving) (Specialized Law Enforcement only)

CRJT 2550 Correctional Operations and

Procedures 3 credits
Prisoners' constitutional rights, access to counsel, legal advice and materials, cruel and unusual punishment, probation and parole, denial of civil rights, equal protection of the laws; and principles and practices applied to administration, operation, and management of adult correctional facilities on the city, county and state level. (Includes previous courses CRJT 2550, Correctional Detention Law, and CRJT 2720, Correctional Institute Administration as listed in 1993-94 WSCC Catalog.)

CRJT 2790 Advanced Radar Instructor 3 credits

This course will build on the basic Radar Instructor course. It is specifically designed to create certified radar instructors. The officers will be able to return to their departments to train other officers in the use of different types of radars. (Specialized Law Enforcement only)

CRJT 2910 Law Enforcement Procedures and

Techniques 3 credits
A study of the courses as listed by Peace Officers Standards and Training Commission including pistol range qualifications. This course is limited to active duty Criminal Justice personnel. This course is designed as a police in-service annual refresher course to update the officers in case law, patrol, firearms qualification, and current problems in the Criminal Justice field. There will be a minimum of 45 contact hours with the student. (Prerequisite: must be a full-time criminal justice employee or be approved by the Criminal Justice Technology Director) (Specialized Law Enforcement only)

CRJT 2920 Law Enforcement Procedures**for Reserves 3 credits**

This course is designed to fulfill the Peace Officer Standards and Training Commission requirements for reserve/auxiliary officer field actions and procedures. Course includes: equipment selection, duties and authority, searches, roadblocks, transporting prisoners, report writing, interviews, use of force and firearms safety. (Specialized Law Enforcement only)

+ CRJT 2930 Basic Law Enforcement Procedures and**Techniques 3 credits**

This course is designed for those persons seeking to become a law enforcement professional. The course's primary focus will involve police patrol procedures. Upon completion, the student will be capable of conducting traffic accident investigation and various types of patrol and observation techniques. The student will be proficient in survival tactics, response to crimes in progress and traffic control. The student will be able to perform crime scene and evidence protection and gathering to include chain of evidence. The student will demonstrate effective communication procedures and become familiar with child sexual abuse investigation. (For Basic Police Recruit School Students Only)

+ CRJT 2940 Emergency Dispatcher 3 credits

A public safety communications course designed for telecommunications who receive public calls for emergency service over 911 or traditional seven-digit lines and the radio dispatchers who send police, fire or medical assistance.

CRJT 2970 Research in Criminal Justice 3 credits

A course to teach research methods/ techniques in the criminal justice area and to build criminal justice research projects.

CRJT 2980 Current Issues of Public Safety 1-2 credits

This course is designed with the flexibility to stimulate discussion and to expose the student to contemporary issues and related solutions regarding public safety problems. The course uses current electronic and written media information as resource material.

CRJT 2990 Special Topics in CRJT 1-6 credits

An individually assigned field service activity relative to the criminal justice field.

CULINARY ARTS (CULN)

CULN 1400 Introduction to the**Personal Chef Career 1 credit**

Introduction to the responsibilities of a personal chef and the personal characteristics necessary to become a personal chef. **As required**

CULN 1410 Sanitation and Safety for**Personal Chefs 1 credit**

Covers codes and health concerns that are necessary to operate a successful personal chef business. The National Food Safety Professionals Association certified examination will be given at the conclusion of the class and a certificate will be awarded to each student who passes the examination. **As required**

CULN 1420 Personal Chef Production 2 credits

A hands-on cooking course which includes terminology, basic knife skills, sauce skills, and basic cooking procedures. Emphasis will be placed on preparing full meals. Recipe testing procedures will be included to allow students to develop recipes which can be utilized in their own businesses. **As required**

CULN 1490 Personal Chef Internship 1 credit

This course will allow students to practice what they have learned in all personal chef courses. Students will be given a chance to design a menu, shop for the ingredients, and prepare the menu for a family. **As required**

CULN 2100 Sanitation and Safety 2 credits

Proper sanitation techniques for the food service industry. Special emphasis will be placed on proper food handling techniques. Topics covered include: food-borne illnesses, proper cooking, handling and storage of food, correct temperatures to prevent food contamination, and safe personal hygiene for food handlers. **F, S**

CULN 2200 Nutrition and Menu Planning 3 credits

Basic nutritional principles and dietary requirements. The basic nutrients, carbohydrates, lipids, proteins, minerals and vitamins are covered. Menu planning, utilizing knowledge of nutrition and cost will be emphasized. **F**

CULN 2210 Tableservice and Beverage Management 3 credits

Students will provide table service in the dining room in support of the culinary food production classes and will learn what is required to achieve a level of professionalism in the front-of-house operations while interacting with the food production area. Basics of standard beverage service, including legal issues, will be covered. **F, S**

1 hour lecture / 4 hours laboratory

CULN 2310 Culinary Arts I 3 credits

Beginning culinary skills such as knife skills and basic cooking methods. Study and preparation of each food category including meats and poultry. Practice of weights, measures, recipe conversion and good costing skills. (Prerequisite or corequisite: CULN 2100) **F, S**

1 hour lecture / 4 hours laboratory

CULN 2320 Culinary Arts II 3 credits

A continuation of Culinary Arts I. More advanced and in-depth coverage of recipe costing, conversion and preparation including menu design and application. (Prerequisites: CULN 2100, 2310) **F, S**

1 hour lecture / 4 hours laboratory

CULN 2330 Culinary Arts III 3 credits

Implementation of Culinary Arts I and II skills in a production kitchen setting for full service dining customers, including menu selections and recipe applications. (Prerequisites: CULN 2100, 2310, 2320) **F, S**

1 hour lecture / 4 hours laboratory

CULN 2350 American Regional Cuisine 3 credits

Students will learn the vast diversity of high quality ingredients available in the United States. These ingredients, combined with America's varied cultures and colorful history, have led to creative and purposeful cuisines which will be studied and prepared in this course. The skills learned in this course are authentic and unique to each region. (Prerequisites: CULN 2100, 2310, 2320, 2330) **S**

1 hour lecture / 4 hours laboratory

CULN 2400 Bakery Skills 3 credits

An introduction to the basic principles of baking including formula procedures, properties of baking ingredients, and function and proper use of equipment. Students will prepare breads, rolls, pies, quick breads, cakes, icings and puff pastries. (Prerequisites: CULN 2100, 2310) **S**

1 hour lecture / 4 hours laboratory

CULN 2410 Advanced Baking and Pastry Skills 3 credits

A continuation of CULN 2400. (Prerequisites: CULN 2100, 2310, 2400) **S**

1 hour lecture / 4 hours laboratory

CULN 2420 Artisan and Specialty Breads 3 credits

This course provides an advanced study in the art of bread making. Topics include relevant formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. The students will be taught the steps to produce artisan and specialty breads that meet or exceed the expectations of the consumer. (Prerequisites: CULN 2100, 2400, 2410)

1 hour lecture / 4 hours laboratory

CULN 2430 Chocolate Skills 3 credits

An intermediate course covering all aspects of chocolate work. Students will learn the types of chocolate, principles of tempering, molding and centerpiece sculpturing. Many varieties of uses with chocolate in baking and individual pastries will be taught. **As required**

1 hour lecture / 4 hours laboratory

CULN 2440 Art of Decorating Cakes 3 credits

This course teaches the methods of icing cakes, all piping techniques, flower making and writing on cakes. In this class you will also learn how to make theme cakes and wedding cakes. Basic icing techniques will also be taught. **As required**

1 hour lecture / 4 hours laboratory

CULN 2450 Confection Artistry 3 credits

This course introduces the principles and techniques of decorative sugar work and confectionary candy. Topics include nougat, marzipan modeling, pastillage, confection candy and a variety of sugar techniques. After this course students will know the techniques to prepare edible centerpieces and confections to enhance buffets and plate presentations. (Prerequisites: CULN 2100, 2400, 2410)

1 hour lecture / 4 hours laboratory

CULN 2460 European Cakes and Tortes 3 credits

The course will introduce the student to a wide variety of classical and modern cakes suitable for restaurant, retail shops and large-scale production. Emphasis is placed on advanced techniques of mixing, filling, glazing and icing. In this course students will prepare a variety cakes/tortes, including Dobos, Sacher, and Linzer tortes and Black Forest cake. (Prerequisites: CULN 2100, 2400, 2410)

1 hour lecture / 4 hours laboratory

CULN 2510 Hot and Cold Desserts 3 credits

This course covers the principles and techniques of sorbets and ice creams, souffles, cobblers, crisps and strudel dough products. Topics include baked Alaska, bombes, sherbets, crepes and hot and cold souffles. Students will prepare hot and cold desserts with suitable sauces and garnishes. (Prerequisites: CULN 2100, 2400, 2410)

1 hour lecture / 4 hours laboratory

CULN 2550 Garde-Manger and Catering 3 credits

Preparation of basic garnitures, gelatins, aspics, pates, force-meats, cold soups, salads, and dressings are included in this course. Catering techniques such as large food production and buffet presentation. Off premise production, including tools and equipment used in Garde Manager, will also be discussed. (Prerequisites: CULN 2100, 2310, 2320) S

1 hour lecture / 4 hours laboratory

CULN 2600 International Cuisine and Buffets 3 credits

International cuisine from around the world such as French, Spanish, Chinese, and Mexican will be included in this course. Emphasis will be placed on preparing a buffet with decorations from the featured country. Basic buffet set up and procedures will be included. (Prerequisites: CULN 2100, 2310, 2320) S

1 hour lecture / 4 hours laboratory

CULN 2710 Plated Desserts and Presentations 3 credits

The essential elements of plated desserts are taught in detail. The students are taught to strive for a well-balanced presentation. The course emphasizes the importance of the required time and patience for yielding breathtaking results. The students are exposed to methods of production that result in dramatic presentations in quantity. (Prerequisites: CULN 2400, 2410, 2440) S

1 hour lecture / 4 hours laboratory

CULN 2910 Culinary Internship 1-3 credits

Internal culinary internship offers students the opportunities to learn from all areas of restaurant operations, catering events and menu development. Students participate in department inventory control and as class assistants in other culinary classes. (Prerequisites: CULN 2100, 2310, 2320, 2330 and approval of culinary instructor) F, S, Su

CULN 2990 Special Problems in Culinary Arts A 1-6 credits

Special topics and projects in culinary arts. **As required**

CULN 2991 Special Problems in Culinary Arts B 1 credit

Special topics and projects in culinary arts.

CULN 2992 Special Problems in Culinary Arts C 1 credit

Special topics and projects in culinary arts.

DANCE (DANC)

DANC 1030 Introduction to Dance 3 credits

A survey of dance from primitive to the present with emphasis on understanding and appreciating the physical and aesthetical nature of the art form.

DANC 1530 Ballet I 2 credits

Instruction and practice in elementary classical ballet techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1530)

DANC 1535 Ballet II 2 credits

Instruction and practice in intermediate classical ballet techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1535)

DANC 1540 Jazz I 2 credits

Instruction and practice in elementary classical jazz techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1540)

DANC 1545 Jazz II 2 credits

Instruction and practice in intermediate classical jazz techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1545)

DANC 1550 Modern Dance I 2 credits

Instruction and practice in elementary classical modern dance techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1550)

DANC 1555 Modern Dance II 2 credits

Instruction and practice in intermediate classical modern dance techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1555)

DANC 1560 Tap Dance I 2 credits

Instruction and practice in elementary classical tap dance techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1560)

DANC 1565 Tap Dance II 2 credits

Instruction and practice in intermediate classical tap dance techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1565)

DANC 1570 Clogging 2 credits

Instruction and practice in elementary classical clogging techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1570)

DANC 2010 Dance for the Theatre 3 credits

Techniques of dance for musical, comedy, opera, television, style, and choreography for these forms. (Prerequisites: DANC 1535, 1545, 1555, 1565 or equivalent)

DANC 2020 Choreography 3 credits

Explanation of movement technique sequences, and choreographic forms. Basic elements of notation. (Prerequisites: DANC 1550, 1555, 2010)

DANC 2500 Dance Production 1 credit

Supervised production work and practical exercises in all aspects of dance relating to the mounting of a performance for presentation. Course may be repeated for credit.

DANC 2990 Dance Problems 1-3 credits

A course featuring in-depth study in the field of dance. The course may be repeated for credit provided the theme is not repeated. Prior approval of instructor is required.

DSPM (See Mathematics)

DSPR (See Reading)

DSPS (See Education)

DSPW (See English)

EARLY CHILDHOOD EDUCATION (ECED)

ECED 1010 Introduction to Early Childhood

Education 2 credits
An introduction to the early childhood education profession including an emphasis on professionalism and developmentally appropriate practice. Includes an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to nine. Field experiences required. **F**

ECED 2010 Safe, Healthy Learning Environments 3 credits

A study of the basic principles and practices of safety, health and nutrition as they relate to the early childhood setting, home, and community for children ages birth to nine. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences required. **F, S**

ECED 2015 Early Childhood Curriculum 3 credits

A study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to nine. An emphasis on curriculum planning including goals, environment, roles of teachers and parents, materials, and settings. Field experiences required. (Prerequisite: ECED 1010, 2010 or department approval.) **F, S**

ECED 2020 Infant, Toddler, Child Development 3 credits

The study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child birth to nine. Laboratory observation and interaction. (Prerequisite: Completion of all DSP requirements for reading, writing, and learning strategies or department approval.) **S**

ECED 2030 Infant and Toddler Care 3 credits

A course on the care and education of infants and toddlers, birth to age three in group settings (i.e. child care centers, family child care homes, Early Head Start). Includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three. **As required**

ECED 2040 Family Dynamics and Community

Involvement 3 credits
The role of the family and community in the physical, cognitive, social and emotional growth of the child in a diverse society. Includes benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting ages birth to age 9. Field experiences required. (Prerequisite: ECED 2015 or department approval.) **F, S**

ECED 2050 Psychomotor Development 3 credits

This course discusses the major theories of psychomotor development and the application to the development of the young child ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experiences required. (Prerequisite: ECED 2020 or department approval.) **As required**

ECED 2060 Development of Exceptional Children 3 credits

Explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth to nine. Provides students with skills to include children of all abilities through appropriate arrangement

of the environment. Includes strategies for developing strong relationships with families and other community agencies. (Students cannot receive credit for both ECED 2060 and SPED 2010.) **S**

ECED 2070 Developmental Assessment 3 credits

This course will cover assessment for children from birth to nine years of age. Both form and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed. Field experiences required. (Prerequisite: ECED 2020 or department approval.) **S**

ECED 2080 Language and Literacy in Early

Childhood 3 credits
The research-based principles and practices for providing young children aged birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences required. **S**

ECED 2085 Math and Science in Early Childhood 3 credits

A course on the standards, principles, and practices in teaching mathematics and science to young children ages birth to nine. An emphasis will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences required. **F**

ECED 2090 Creative Development 3 credits

This course provides strategies for promoting creative development of the child ages birth to nine. Students will gain an understanding of the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement, and dramatic arts. Field experiences required. **As required**

ECED 2100 The Mentoring Teacher 3 credits

A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff. (Prerequisite: department approval) **As required**

ECED 2110 Advanced Learning Environments 3 credits

This course focuses on the skill, knowledge, and materials development that are necessary in the provision of a developmentally appropriate environment for young children ages birth to nine. Field experience required. (Prerequisite: department approval) **As required**

ECED 2120 Administration of Child Care Centers 3 credits

A study of organization and administration practices applicable to the child care center. Topics of special consideration will include leadership, enrollment and public relations, staff-management, financial management, facilities, regulations, parent relations, and program development. Field experiences required. **As required**

ECED 2130 Clinical Practicum I 2 credits

Supervised practicum with a minimum of 15 clock hours in seminar and 45 clock hours in an early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy, and promotes optimum learning for young children ages birth to nine. (Corequisite: ECED 2010 or department approval.) **F, S**

1 hour lecture / 3 hours clinical

ECED 2140 Clinical Practicum II 2 credits

Supervised clinical experience with a minimum of 15 clock hours in seminar and 45 clock hours in an approved clinical site (NAEYC, NAFCC, NSACA accredited agency, or department approved site). Course includes emphasis on using reflective practice to examine components of quality, set goals, and design a plan for professional growth for the early childhood educator of children ages birth to nine. (Prerequisite: ECED 2010, 2015, 2040, 2130 or department approval.) **F, S**

1 hour lecture / 3 hours clinical

ECED 2150 Clinical Practicum III 2 credits

Supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experiences. This course focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth to nine. (Prerequisite: ECED 1010, 2010, 2015, 2040, 2130, 2140 or department approval.) **S**

1 hour lecture / 3 hours clinical

ECED 2990 Special Problems in ECED 1-3 credits

A course featuring an examination of a topical issue or area involved in the field of child development. The course may be repeated for credit, provided the theme is not repeated. Prior approval of instructor is required. **As required**

ECONOMICS (ECON)

ECON 2010 Principles of Economics I 4 credits

Macroeconomic analysis includes national income accounting, employment theory, price determination, money and banking, monetary and fiscal policy, deficits, and international economics. Microeconomic analysis includes supply and demand, theory of consumer behavior, costs of production, firm behavior and market models. **F, S, Su**

ECON 2020 Principles of Economics II 2 credits

A continuation of ECON 2010. Emphasis is on practical applications, current economic problems, economic growth models, and international trade. (Prerequisite: ECON 2010) **S**

ECON 2210 Business Statistics 3 credits

A course in data collection, descriptive statistics, including measures of central tendency, variation, and time series analysis; concepts of probability and probability distributions, binomial and normal distributions, process improvement, linear correlation and regression; properties of samples and populations, statistical inference, including estimation and significance tests for means, contingency tables. (Students cannot receive credit for both ECON 2210 and MATH 2050.) (Prerequisite: MATH 1830 or MATH 1910) **F, S**

EDUCATION / LEARNING STRATEGIES (EDUC)

DSPS 0800 Learning Strategies 3 credits

A course designed to help the student review personal and educational goals. Emphasis is on effective study skills, improved thinking, reasoning, and learning abilities, realistic career planning and increased self-understanding. A key component of the course will be the initial development of a pre-professional portfolio. This course adds three credit hours to the graduation requirements for student enrolled. (Prerequisite: primary admission is by the college assessment and placement procedure.) *(formerly EDUC 0800)* **F, S, Su**

EDUC 1010 The Freshman Experience 1 credit

Introduction to college opportunities, procedures, resources and services. Topics include personal enhancement and development, improving academic skills, career possibilities, information about the college, and other success related topics. A key component of the course will be the initial development of a pre-professional portfolio. **F, S, Su**

EDUC 1130 Drivers Education:**Defensive and Tactical Driving 3 credits**

This course is designed to instill in students the knowledge and skill of vehicular defensive driving. The decisions needed to drive defensively and legality issues of driving are emphasized.

EDUC 2010 Psychology of Human Development**for Teachers 3 credits**

Understanding and application of the psychology of human development to the teaching and learning process in educational settings. There is a significant outside of class time service-learning component to this class. Any field experience requires proof of personal liability coverage. **F, S**

EDUC 2100 Orientation to the**Profession of Education 1 credit**

This course will provide the student interested in the teaching profession with a survey of the opportunities, problems, and realities of teaching. Students will learn about the obligations and responsibilities inherent in teaching. Current topics will be analyzed and discussed. (Note: This course is specifically designed for the student who intends to enroll in the Profes-



sional Education Core at East Tennessee State University. Other education students may also enroll.) Any field experience requires proof of personal liability coverage. **F, S**

EDUC 2110 Career Planning for the 21st Century 1 credit

This course examines the nature of careers and the education-work system in which careers unfold. The course introduces the concept of careers as work-related positions, including all jobs and all training and honorary positions stemming from or leading to those jobs. Highlights of the job outlook to the year 2005 are presented. A key component of the course will be the initial development of a pre-professional portfolio. This course is offered in the spring semester only, and is available to students who have completed at least 24 hours.

EDUC 2300 Foundations of Education 3 credits

Survey of historical, sociological, philosophical, and legal foundations of American education. There is a significant outside of class time service-learning component to this class. Any field experience requires proof of personal liability coverage. **F, S**

EDUC 2400 Drivers Education:

Vehicle Dynamics Awareness 3 credits

This course is designed to acquaint students with the safe handling dynamics of automobiles which they regularly drive. Students must demonstrate safe practical skills while operating an automobile at various speeds, execute safe skid control techniques, and low speed precision skill maneuvers as they pertain to daily vehicle operations.

EDUC 2450 Drivers Education:

Advanced Technical Driving 3 credits

This course is designed to prepare drivers with the tactical knowledge and practical skills to execute advanced vehicle maneuvers. Also, this course can prepare drivers to plan and evaluate instructor objectives, student outcomes, organize subject matter, and communicate those principles as they pertain to public sector driving training.

EDUC 2810 Honors Seminar:

Leadership Development 3 credits

This course has as its focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory and assists the student in developing a personal philosophy of leadership, an awareness of the oral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership; it provides the opportunity to develop essential leadership skills through study and observation of the application of these skills. The course encourages participants to develop their leadership potential and to engage in productive leadership behavior.

EDUC 2818 Honors Program Seminar 1-3 credits

This course will provide support to the student that is a part of the Walters State Honors Program. Through this course, honors program students will experience a number of topics to include but not be limited to his or her leadership style and potential, continued career exploration, speakers on honors topics, field trips to exhibits in support of the honors program, and a service learning experience. Admittance into this course will be based upon acceptance into the Walters State Honors Program with consent of the instructor. **F, S**

EDUC 2910 Field Study in Education 3 credits

This course builds on observation techniques and is designed to expose students to the field of teaching. It is a pre-practicum experience including classroom observation, attendance of school

board meetings, lesson plans, etc. Due to the laboratory nature of this course, final evaluation will be recognized by a grade of Pass (P) or Fail (F). This course requires a 45-hour field observation component. Class meeting times are adjusted to accommodate for this field component. Any field experience requires proof of personal liability coverage. (Prerequisite or corequisite: EDUC 2010 or EDUC 2300) **F, S**

1 hours lecture / 3 hours laboratory

EDUC 2990 Problems in Education 1 - 3 credits

Designed for the study of special problems and / or current topics in the field of education. May also be used for preparation for the ACT.

EMERGENCY MEDICAL TECHNICIAN (EMTB)

EMTB 1010 Basic Emergency Medical

Technician I 8 credits

An introductory course designed to prepare individuals for taking the Basic Emergency Medical Technician license examination administered by the Tennessee Department of Health, Division of Emergency Medical Services. Topics covered include an overview of the role and responsibility of the emergency medical technician in providing medical care services such as patient assessment, splinting, and bandaging. Additional studies include basic trauma life support and pediatric emergency care. A grade of "C" or better in this course qualifies the student to take EMTB 1020. Includes previous course EMTB 1010 as listed in 1993-94 WSCC Catalog. (Prerequisite: EMTB 1040 or equivalent) **F**

EMTB 1020 Basic Emergency Medical

Technician II 8 credits

A continuation of Basic Emergency Medical Technician I designed to prepare individuals for taking the Basic Emergency Medical Technician license examination administered by the Division of Emergency Medical Services, Tennessee Department of Health. Topics covered include an extension of services and care covered in EMTB 1010, medical emergencies, emergency childbirth, burns and hazardous materials, environmental emergencies, and ambulance operations. Additional studies include intravenous therapy and basic trauma course. Includes previous course EMTB 1020 as listed in 1993-94 WSCC catalog. (Prerequisite: EMTB 1010) **S**

EMTB 1030 IV Initiation and Maintenance 4 credits

This course studies fluids and electrolytes in the body with emphasis placed upon the manifestation of fluid and electrolyte imbalances. The effects of dehydration and over hydration are included. The course also deals with the causes, signs, and symptoms of shock, fluid administration through intravenous techniques, and the application of medical anti-shock trousers (MAST). Successful completion of this course allows the student to sit for the licensure examination given by the Tennessee Department of Health, Division of Emergency Medical Services. (Prerequisites: Students must hold current Tennessee licensure as an EMT to sit for licensure.) Other allied health professionals may take the course for credit. Brings currently licensed EMTs up to the standards of the newly improved EMT curriculum. Includes course content of EMTB 1100. **F, S, Su**

EMTB 1040 First Responder 4 credits

This initial training course in the art of pre-hospital emergency medical care follows the guidelines set by the Department of Transportation (D.O.T.) Successful completion enables the student to sit for the certification examination given by the Tennessee Department of Health, Division of Emergency Medical Services. First Responders are individuals trained to assess patients, provide emergency care, and when necessary, move patients without causing injury. CPR training and certification is included in the course. **F, S, Su**

EMTB 1050 Emergency Medical**Technician I and II 16 credits**

A course designed to prepare individuals for taking the Basic Emergency Medical Technician license examination administered by the Tennessee Department of Health, Division of Emergency Medical Services. Topics covered include an overview of the role and responsibility of the emergency medical technician in providing medical care services such as patient assessment, splinting, and bandaging. Additional studies include basic trauma care, pediatric emergency care, and intravenous therapy. This course is a combination of EMTB 1010 and EMTB 1020, offered in one semester (Prerequisite: EMTB 1040 or equivalent) Includes previous course EMTB 1050 as listed in 1993-94 WSCC Catalog. **F, S**

EMTB 1060 Emergency Medical Technician**Defibrillation 1 credit**

The Emergency Medical Technician courses are prerequisites for the EMT-Defibrillation course. This program is designed for ambulance services personnel who desire a more advanced level of training in cardiac care. This class is offered to those ambulance service personnel whose medical director subscribes to the philosophy of early defibrillation of patients. This class, requiring 15 contact hours, is approved by Tennessee Emergency Medical Services. **F, S, Su**

EMTB 1070 Basic Cardiac Life Support (CPR) 1 credit

The cardio-pulmonary resuscitation course is 15 contact hours. Topics include anatomy and physiology, practical skills, and nutrition. This course meets all CPR requirements for allied health personnel. **F, S, Su**

EMTB 1080 Critical Incident Control 3 credits

This course is designed for all emergency personnel working for emergency agencies. Hazardous materials, medical emergencies and critical incident stress are the three components of this three credit hours course. Successful completion of this course will result in certification in CPR and First Aid.

EMTB 1090 Critical Incident Stress Management 2 credits

This course is designed for all emergency personnel. This concept has been established to mitigate the impact of a critical incident in the life of the emergency professional and to enhance the recovery of the worker through a structured crisis intervention model. Basics of critical stress management for the emergency professional are covered in this two credit hour course. **F, S, Su**

EMTB 1100 EMT-Transition 1 credit

Brings currently licensed EMT's up to the standards of the newly approved national EMT curriculum. Consists of six modules of instructional and psychomotor presentations. The course will meet EMT re-licensure requirements for the state of Tennessee. **F, S, Su**

EMTB 1110 Communication with the**Hearing Impaired 1 credit**

This course is for first responders, EMT's, paramedics, and other allied health professionals who need the necessary communication skills to deal effectively with hearing impaired patients. **F, S, Su**

EMTB 1120 Basic Trauma Course 1 credit

Basic Trauma Course is designed to educate emergency medical personnel in how to care for trauma patients with whom they come in contact. This course follows state and national Standards for Trauma Care. (Prerequisite: EMTB 1010 and 1020, or 1050. Nursing personnel EMT's and other allied health professionals may qualify for the course.) **F, S, Su**

EMTB 1130 Emergency Vehicle Operations (EVOC) ... 1 credit

This course is designed to develop the knowledge and ability of the emergency vehicle operator through classroom and behind the wheel instruction. Emergency medical personnel taking the class will have a working knowledge of the laws pertaining to ambulance operations, special physical forces and unusual situations relating directly to the operator. The driving portion of the class will utilize the techniques learned during the classroom training. **F, S, Su**

EMTB 1140 Pediatric Emergency Care 1 credit

Dealing with children and families, pediatric basics, IV access, newborn resuscitation, medical emergencies, trauma, poisonings, environmental emergencies, SIDS, and assessment are covered along with the appropriate skills for pediatric care. **F, S, Su**

EMTB 1150 Wilderness EMT 4 credits

This course provides the certified EMT with the medical knowledge and skills to complement their existing level of training in wilderness areas. Areas covered include patient assessment, prolonged transport, medical rescue equipment, trauma, environmental medicine, back country medicine and wilderness rescue training. **F, S, Su**

EMTB 1160 High Angle Rescue Technician 4 credits

Vertical rope rescue techniques, rope equipment and care, ascending/descending techniques, patient care, personal safety, legal responsibilities and self evacuation. **F, S, Su**

8 hours lecture / 14.5 hours laboratory

EMTB 1170 First Responder Recertification 1 credit

This course is designed to meet the requirements of the state of Tennessee regarding license renewal for First Responders. The course content includes review of information from prior training and an update to current standards of care. **Su**

EMTB 2210 Vehicle Rescue Procedures 1 credit

This course is to develop the knowledge and skills necessary to plan, prepare, and perform vehicle rescue operations quickly, efficiently, and safely. To be covered includes assessment, management of hazardous situations, support operations, and response. The various sessions will deal with both theory and practical application. Includes some disaster management practices. **F, S, Su**

EMTB 2300 Overview of**Emergency Medical Systems 3 credits**

A philosophy and history of the emergency medical services, including the role of the layperson, emergency 911 facilities, first responder agencies, basic and advanced emergency medical services, hospital emergency departments and other hospital components. **F, S, Su**

EMTB 2980 Emergency Medical Systems

Management Development 3 credits
This course offers a style for development of management in the emergency medical program from the front-line supervisor to the CEO. F, S, Su

EMTB 2990 Problems in EMTB 1-8 credits

Designed for the study of special problems and/or current topics in the field of emergency medical technology. F, S, Su

ENGLISH**Developmental Writing (DSPW)**

Sections with the suffix **ESL** are for students whose native language is not English. These sections will stress idiomatic language through exercises and listening as well as speaking.

****DSPW 0700 Basic Writing** 3 credits

This course addresses sentence-level problems in writing including complete sentences, sentence fragments, subject-verb agreement, verb tense, pronoun reference and agreement, and basic punctuation. Students write sentences, and later paragraphs, to correct these problems. This course adds 3 credit hours to the graduation requirements for students enrolled. (Prerequisite: Entry is by college placement procedures only.) (**DSPW 0700 ESL** is designed for students whose native language is not English. Listening and speaking will be stressed.) F, S, Su

****DSPW 0800 Developmental Writing** 3 credits

This course addresses paragraph and theme-level problems in writing including thesis, support, development, revision, and editing. Students write paragraphs, and later themes, to correct these problems. This course adds 3 credit hours to the graduation requirements for students enrolled. (Prerequisite: Entry is by college placement procedures only.) (**DSPW 0800 ESL** is designed for students whose native language is not English. Listening and speaking will be stressed.) F, S, Su

**These courses constitute the TBR required sequence based on placement.

College English (ENGL)**ENGL 1010♦ Composition I** 3 credits

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced. (*formerly ENGL 1110*) F, S, Su

ENGL 1020♦ Composition II 3 credits

A composition course emphasizing documented critical writing, based on an introduction to fiction, drama, and poetry. (Prerequisite: ENGL 1010) (*formerly ENGL 1120*) F, S, Su

ENGL 1010 Honors English Composition I 3 credits

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced. NO open enrollment. Students may be selected on basis of ACT of 24 or higher, or faculty referral.

ENGL 1020 Honors English Composition II 3 credits

A composition course emphasizing documented critical writing, based on an introduction to fiction, drama, and poetry. NO open enrollment. Students may be selected on basis of ACT of 24 or higher, or faculty referral. (Prerequisite: ENGL 1010, or referral)

ENGL 1111 Writing Laboratory 1 credit

The course is adapted to the individual needs of the student to aid him/her in achieving satisfactory competency in written communication and word processing skills. The student may repeat the course. F, S, Su

ENGL 2110♦ American Literature I 3 credits

A survey of American masterpieces from the Colonial Period to the Civil War. (Prerequisite: ENGL 1010 and ENGL 1020) (*formerly ENGL 2210*) F, S

ENGL 2120♦ American Literature II 3 credits

A survey of American masterpieces from the Civil War to the present. (Prerequisite: ENGL 1010 and ENGL 1020) (*formerly ENGL 2220*) F, S

ENGL 2230 Literature for Children 3 credits

A survey of literature for early childhood through middle school. (Prerequisite: ENGL 1010 and ENGL 1020) S

ENGL 2310 Technical Writing 3 credits

Theory of and practice in the writing of technical letters and reports for industry and technology students. Topics include how to structure writing and technical aids, such as graphics, diagrams, statistics, and illustrations, for various job requirements. Students will receive experience in writing for their particular technical field. (Prerequisite: ENGL 1010)

ENGL 2400 Appalachian Literature 3 credits

This course provides an opportunity to explore and appreciate the richness, diversity, and vitality of the literary heritage of East Tennessee and the Southern Appalachian region. The course focuses on how our cultural traditions and values have been recorded and interpreted both by natives of the region and outsiders and, ultimately, what impact these traditions have had on modern Appalachia. The course includes works by writers such as Mary Murfree, John Fox, Jr., Elizabeth Madox Roberts, Thomas Wolfe, James Agee, Jesse Stuart, Harriette Simpson Arnow, James Still, Wilma Dykeman, and John Ehle.



ENGL 2410♦ Western World Literature I 3 credits
A survey of the masterpieces of Western World literature: Ancient, Medieval, and Renaissance. (Prerequisite: ENGL 1010 and ENGL 1020) *(formerly ENGL 2260)* F, S, Su

ENGL 2420♦ Western World Literature II 3 credits
A survey of the masterpieces of Western World literature: Enlightenment, Romantic and Modern. (Prerequisite: ENGL 1010 and ENGL 1020) *(formerly ENGL 2265)* F, S, Su

ENGL 2510 Folklore 3 credits
An introduction to the study of folklore, providing an opportunity to explore and appreciate the richness, diversity, and vitality of the folk heritage of the nation and of the Southern Appalachian region in particular. Topics include folk dialect, name lore, proverbs, riddles, epitaphs, folk tales, folk songs, superstitions, folk medicine, arts and crafts. F, S

ENGL 2810 Creative Writing I 3 credits
An introduction to the practice of writing short fiction and poetry combined with the study of techniques and models. F, S

ENGL 2820 Creative Writing II 3 credits
An introduction to the practice of writing one-act plays and essays combined with the study of techniques and models. F, S

ENGL 2990 English Problems 1-3 credits
A course featuring in-depth study in the field of English. The course may be repeated for credit provided the topic is not repeated. Prior approval of instructor is required. F, S, Su

LANG 1111 Language Laboratory I 1 credit
The course is adapted to the individual needs of the student to aid in achieving satisfactory competency in communications and language processing skills (LANG 1111 is recommended for credit with beginning ESL-designated courses). Course may be repeated.

LANG 1211 Language Laboratory II 1 credit
The course is adapted to the individual needs of the student to aid in achieving satisfactory competency in communications and language processing skills (LANG 1211 is recommended for credit with beginning ESL-designated courses). Course may be repeated.

FIRE PROTECTION (FIPT)

All FIPT courses are offered F, S, Su

FIPT 1010 Introduction to Fire Protection 3 credits
The history and development of fire protection, fire service and industrial safety personnel as they pertain to the overall problems of protecting life and property from fire. Emphasis is on fireground tactics and special fire suppression and rescue problems.

FIPT 1020 Fire Science 3 credits
Covers the basic scientific principles involved with fire protection. Fire science topics will be drawn from chemistry, physics, math and medicine.

FIPT 1030 Tactics and Strategy I 3 credits
Provides a basic foundation in fireground operations. Focus will be on the factors that affect strategic fireground operations such as pre-planning, mutual aid, and company operations.

FIPT 1050 Hazardous Materials for Firefighters 3 credits
Provides basic information for recognizing and handling hazardous material incidents as safely as possible with the available resources. Students will also be exposed to some advanced hazardous material principles.

FIPT 2010 Building Construction for Firefighters 3 credits
Study of basic building construction as it is related to fire protection. Emphasis will be on recognition of the different types, fire characteristics, safety factors and specific strategies of structures.

FIPT 2020 Fire Prevention and Education 3 credits
Deals with the prevention and education aspects of the fire protection system. Subjects include: code enforcement, identifying the fire problem, home fire safety and school fire programs.

FIPT 2030 Tactics and Strategy II 3 credits
A continuation of FIPT 1030. Competencies to be achieved include: putting together the various factors of fireground command to form a working action plan for dealing with an incident. Incident command systems will be discussed and examined.

FIPT 2060 Fire Service Instructor 3 credits
Covers the basic methods for instructing fire service classes. Emphasis will be on developing lesson plans and conducting classes on those lesson plans. Students will prepare and present short classes to other students.

FIPT 2070 Fire Inspector I 3 credits
This course covers the standard building and fire codes. It prepares the participant for certification exams.

FIPT 2110 Fire Hydraulics and Water Supply 3 credits
Deals with the various formulas and principles for fireground hydraulics and pump operations. Students will also become familiar with the various types of water supplies for fire protection.

FIPT 2120 Fire Cause Determination 3 credits
Stresses the investigation of a fire in order to determine origin and cause. Topics will include: legal issues, arson, juvenile fire-setters, preservation of evidence, and investigation techniques. (Some criminal justice courses may substitute.)

FIPT 2210 Industrial Safety Organization 3 credits
Designed for industrial fire and safety personnel to examine their role in context of private industry. The role of the fire and safety division, fire brigade organization, and industrial fire protection principles will be among the topics discussed.

FIPT 2220 Industrial Fire Hazards 3 credits
An examination of the fire and hazardous material problems commonly found in an industrial setting. Also included is the study of protection systems and strategies for industrial fire protection.

FIPT 2310 Public Personnel Administration 3 credits
An introductory course dealing with the various aspects of public personnel administration. Topics include: Civil Service, promotions, grievances, training and development, and recruitment.

FIPT 2330 Fire Protection Management 3 credits
A basic management course designed to deal with the unique problems associated with the fire service. Emphasis will be on developing an awareness of what is needed to be an effective fire service manager.

FIPT 2340 Fire Service Public Relations 3 credits
Examines the role of public relations in fire service. Press interviews, press releases, and organizational image building will be among the topics.

FIPT 2350 Fire Protection Codes and Standards 3 credits
An in-depth look at the codes and standards that affect the fire protection system. Most of the discussion will be concerned with the NFPA standards and local building codes.

FIPT 2700 Municipal Fire In-Service 1-3 credits
A course meeting Tennessee Firefighting Commission guidelines for annual in-service training.

FIPT 2800 Industrial Fire In-Service 1-3 credits
A class offered at various industrial plants for the training and continuing education of employed assigned firefighting responsibilities. It will assist industries in maintaining compliance with 29 CFR 1910 (OSHA) and NFPA 1500 and 600.

FIPT 2990 Problems in Fire Protection 1-3 credits
Individual study of problems or topics in the fire protection field.

FRENCH (FREN)

FREN 1010 Elementary French I..... 3 credits
An elementary course in the essentials of French with a strong video emphasis. This course provides the opportunity for students to experience, via video, the richness and diversity of the French language, culture and people. Stress is placed upon listening, speaking, reading, writing and culture. The process of oral communication will be highlighted, including how to initiate and continue a conversation in French for a few minutes using vocabulary related to, but not limited to, greetings, the classroom, physical attributes, pastimes and family members. (No prerequisite) F

FREN 1020 Elementary French II 3 credits
A continuation of French 1010 with a more profound study of the grammar and essentials of the language. Idiomatic expressions will be stressed in order to create more native-like spoken and written language. (Prerequisite: FREN I or 1 year of high school French) S

FREN 2010 Intermediate French..... 3 credits
This course is an in depth study of the French language and culture. It is designed to prepare students with practical skills to express themselves both orally and in writing in interpersonal or small group communications. Special emphasis will be placed upon mastery of grammatical structures. Various nuances with verb tense and moods will be covered in an effort to produce more native-like language. Students will develop the ability to initiate and continue a conversation in French for 3-5 minutes. (Prerequisites: FREN 1010 and 1020 or 2 years of high school French) F

FREN 2020 Intermediate French II..... 3 credits
A continuation of French 2010 with an extensive study of grammar and the essentials of the language. Emphasis is to fine tune students' skills in order for them to be able to communicate freely in various non-structured environments. (Prerequisites: FREN 1010, 1020 and 2010 or 3 years of high school French) S

GEOGRAPHY (GEOG)

GEOG 1000 Area Studies 3 credits
This course is a prerequisite to college level geography. It is designed for students who have not had high school social studies. The student must maintain a grade of C or better and will receive elective credit only. The course is designed to instill in students a sense of place. It is orientated toward a study of the location of countries, important mountain ranges, bodies of water, and climates around the world. It will also include a treatment of cultural diversity in languages, religions, economics, and governments. Course designed to remove high school deficiency only.

GEOG 1012 Introduction to Cultural Geography 3 credits
A survey of the spatial characteristics and value systems of cultures throughout the world. S

GEOG 1013 World Geography I 3 credits
Selected world regions and topics (especially those with problems or situations of contemporary interest) are used to illustrate geographic concepts and techniques. (formerly GEOG 1010) F

GEOG 1014 World Geography II 3 credits
A continuation of World Geography I. (formerly GEOG 1010) S

GEOG 2010 Geographic Information Systems 3 credits
The study of techniques and theory of cartographic and spatial data rectification and enhancement, and spatial information extraction.

GEOG 2990 Projects in Geography 1-3 credits
Designed for the study of special projects and / or current topics in the field of geography.

GEOLOGY (GEOL)

- GEOL 1030/1031♦ Geology 4 credits**
 The study of the composition of rocks and minerals, landscape development, earthquakes, the earth's interior and exterior, weather and climate, the nature of mountains and their development, and the drift of the continental and ocean crusted plates. (formerly PHYS 1001/1002) S
 3 hours lecture / 3 hours laboratory

GERMAN (GERM)

- GERM 1010 Elementary German I 3 credits**
 An elementary course in the essentials of German, with emphasis on the four skills: listening comprehension, speaking, writing, and reading. F
- GERM 1020 Elementary German II 3 credits**
 An elementary course in the essentials of German, with emphasis on the four skills: listening comprehension, speaking, writing, and reading. (Prerequisite: GERM 1010) S
- GERM 2010 Intermediate German I 3 credits**
 A continuation of German grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: GERM 1020 or two years of high school German) F
- GERM 2020 Intermediate German II 3 credits**
 A continuation of German grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: GERM 2010) S

HAZARDOUS MATERIALS MANAGEMENT (HAZM)

- HAZM 1010 Hazardous Materials: Levels I, II 1 credit**
 For those individuals who observe or respond initially to a hazardous substance release.
- HAZM 1020 Hazardous Materials: Levels II, IV, V ... 2 credits**
 For hazardous materials technicians, specialists and incident commanders.

HISTORY (HIST)

- HIST 1000 Introduction to U.S. History 3 credits**
 A courses designed for students who have not had high school U.S. History. The student must maintain a grade of C or better and will receive elective credit only. The purpose of the course is to introduce the historical process, provide exposure to methods of historical study, increase familiarity with basic information about America's past, and provide an appreciation for the factors that have produced the American culture as we know it today.

- HIST 1110♦ Survey of World Civilization I 3 credits**
 Major economic, political and social developments from ancient times to 1660. (Developmental Reading and Writing required.) (formerly HIST 1010) F, S, Su

- HIST 1120♦ Survey of World Civilization II 3 credits**
 A continuation of World Civilization I from 1660 to the present. Emphasis on Western Civilization. Writing emphasis course (3000 words). (Developmental Reading and Writing required.) (formerly HIST 1020) F, S, Su

- HIST 2010♦ American History I 3 credits**
 American History I - The United States to 1877. A survey of the settlement and development of the colonies, the Revolutionary period, the making of the Constitution, the diplomatic, economic and political problems of the new government, the growth of Nationalism, Jacksonian Democracy, territorial expansion, the Civil War and Reconstruction. F, S, Su

- HIST 2020♦ American History II 3 credits**
 American History II - The United States since 1877. A survey of the growth of the United States as an industrial and world power since Reconstruction: the industrial revolution, immigration, urbanization, rise of labor, Spanish-American War, Progressivism, World War I, Twenties, Depression and New Deal, World War II, Post-World War II era and the exercise of great power status in international affairs since World War II. F, S, Su

- HIST 2030♦ Tennessee History 3 credits**
 A study of the geographical background, political, social and cultural history of Tennessee from earliest times to the present. (formerly HIST 2210)

- HIST 2100 Introduction to Women's Studies 3 credits**
 This course is designed to introduce the student to the interdisciplinary academic field of women's studies. HIST 2100 seeks to explore often-omitted information about women's culture and history. It also examines political, economic, social, psychological and health issues which influence women's lives. (Students cannot receive credit for both HIST 2100 and HUM 2100.)

- HIST 2118 Honors American History I 3 credits**
 American History I - The United States to 1877. A survey of the settlement and development of the colonies, the Revolutionary period, the making of the Constitution, the diplomatic, economic and political problems of the new government, the growth of Nationalism, Jacksonian Democracy, territorial expansion, the Civil War and Reconstruction. (Prerequisite: permission of the department. Honors course for exceptional students with ACT of 22 or higher who wish to study in small seminar-type class.)

- HIST 2128 Honors American History II 3 credits**
 American History II - The United States since 1877. A survey of the growth of the United States as an industrial and world power since Reconstruction: the industrial revolution, immigration, urbanization, rise of labor, Spanish-American War, Progressivism, World War I, Twenties, Depression and New Deal, World War II, Post-World War II era and the exercise of great power status in international affairs since World War II. (Prerequisite: permission of the department. Honors course for exceptional students with ACT of 22 or higher who wish to study in small seminar-type class.)

- HIST 2200 Women in Society 3 credits**
 This course is designed to examine the role played by women in various societies during different historical periods, factors which have limited women's participation in history and social

scientists' assumptions about women. (Students cannot receive credit for both HIST 2200 and HUM 2200) S

HIST 2990 Problems in History 1 - 3 credits
In-depth study of a particular event, or issue involving reading, writing and oral discussion.

HEALTH INFORMATION TECHNOLOGY (HITC)

HITC 1021 Coding Lab I 2 credits
This course will provide students practice in applying coding skills acquired in Basic ICD-9-CM coding and Basic CPT/HCPCS coding. The students will become proficient at determining patient diagnoses and procedures by coding patient medical records. The students will develop skills using an encoder and grouper to assist in coding. (Prerequisite or corequisite: MDCD 1010, MDCD 1020) F
4 hours laboratory/week

HITC 1041 Coding Lab II 2 credits
This course is a continuation of the Coding Lab I and provides students practice in applying coding skills acquired in Intermediate ICD-9-CM Coding Advanced Coding for Reimbursement. Course work focuses on use of patient medical records, encoder and APC grouper and abstracting medical data. (Prerequisite: HITC 1021; Corequisites: MDCD 1030, MDCD 1040) S
4 hours laboratory/week

HITC 2010 Fundamentals of Health Information Management 3 credits
This course enables the student to learn the sources of health information and its relation to health agencies. A study is made of the origin and purpose, content, assembly, analysis and use of medical records. The student will learn methods of compiling, numbering, filing and retention of health information. This course is for Health Information Technology and Medical Coding majors; others must have permission of instructor. F

HITC 2020/2021 Applications in Healthcare Information Systems 3 credits
This course provides an overview of the use of automated information systems in the healthcare delivery system and its various settings. Students will be introduced to the terminology and essential concepts of health information systems and the privacy/security issues which affect access to and the use of patient information. (Prerequisite: CPSC 1100) S
2 hours lecture / 2 hours laboratory / week

HITC 2030/2031 Quality Improvement and Assessment in Healthcare 3 credits
This course will focus on quality improvement and assessment in a variety of healthcare settings. Emphasis will be placed on implementation of quality tools and techniques as they relate to health information department activities of acute care hospitals, hospital outpatient and emergency departments, ambulatory care settings, and other healthcare facilities. Quality improvement and assessment techniques as they relate to the medical staff will also be addressed. (Prerequisites: HITC 2020/2021, HITC 2040, HITC 2070, MDCD 1010, MDCD 1020) S
2 hours lecture / 2 hours laboratory / week

HITC 2040 Health Statistics and Registries 2 credits
This course focuses on the collection of health data, commonly used computations, the presentation and reporting of data. This course will recognize the sources and uses of health data in the United States. This course also includes the function and use of registries, including the Tumor Registry. (Prerequisites/ corequisites: MDTR 1030, HITC 2010) F
2 hours lecture / week

HITC 2050 Health Information Technology Practice I 3 credits
This course contains planned and supervised clinical experiences in medical facilities. The student is given the opportunity to gain knowledge and skill in admission and discharge procedures, health and vital statistics, coding and abstracting, physician incomplete records, medical transcription supervision, tumor registry and long term care facilities. (Prerequisites: HITC 2010, HITC 2020/2021, HITC 2070, MDTR 1030; Prerequisite or corequisite: BIOL 2010, BIOL 2011; Corequisites: BIOL 2020, BIOL 2021; HITC 2040, MDCD 1010, MDCD 1020, HITC 1021) F
1 hour lecture - 4 hours clinical / week

HITC 2060 Health Information Technology Practice II 3 credits
This course contains planned and supervised clinical experience in medical facilities. The student is given the opportunity to gain knowledge and skill in release of information, utilization review, patient care evaluation procedures, supervisory duties, ambulatory care settings and psych/drug rehab settings. Increased proficiency in coding skills is also emphasized. (Prerequisites: HITC 2050; Prerequisite or corequisite: BIOL 2010, BIOL 2011; Corequisites: BIOL 2020, BIOL 2021; Corequisites: HITC 1041, HITC 2030/2031, MDCD 1030, MDCD 1040) S
1 hour lecture - 4 hours clinical / week

HITC 2070 Supervisory and Legal Aspects 3 credits
This course emphasizes the medical record as a legal document and the effect of confidential communication laws on both the release of information and use of health information. The student will also be introduced to management principles and the supervisory role in healthcare organizations. (Prerequisites: HITC 2010; Corequisites: HITC 2020/2021, MDTR 1030) S

HITC 2990 Special Problems in Health Information Technology 0-5 credits
This course covers special problems and/or current topics in Health Information Technology.

HEALTH (HLTH)

HLTH 2210 Personal Health 3 credits
A study of personal health problems of college men and women, mental health, communicable diseases, degenerative diseases, nutrition, and other health problems of students and their families. F

HLTH 2310 Safety and First Aid 3 credits
Development of a safety attitude and understanding of individual responsibility in personal and community programs for accident prevention and control. Acquiring of knowledge and skills for the emergency care of individuals. S

HOTEL AND RESTAURANT MANAGEMENT (HMGT)

HMGT 1010 Foundations of Hospitality 3 credits

An introduction to the major job functions of hospitality establishments such as hotels/motels, restaurants, and private clubs. The service function of the industry will be emphasized. **F/S**

HMGT 1050 Facility Operations and Maintenance 3 credits

Explores the engineering and maintenance requirements peculiar to the hospitality industry. Special emphasis on environmental issues, modernization, building operating systems, and resource management. **As required**

HMGT 1060 Hospitality Housekeeping and

Engineering 3 credits

This course covers the housekeeping and engineering departments of a hotel. Students will learn what it takes to direct these day-to-day operations of these vital departments, from "big picture" management down to technical details. **F**

3 hours lecture

HMGT 1250 Service Management 3 credits

Discover how to plan for and manage the different types of food and beverage operations in a hotel, including coffee shops, gourmet dining rooms, room service, banquets, lounges, and entertainment/show rooms. **As required**

HMGT 2310 Hospitality Food Production 3 credits

Beginning culinary skills such as knife skills are taught in this course. Students practice basic cooking methods and prepare soups, stocks and minor sauces. Standard weights and measures are applied to recipe conversions. Proper sanitation techniques for a food service operation will be emphasized. **F/S**

1 hour lecture / 4 hours laboratory

HMGT 2620 Basic Sanitation 3 credits

Takes a Hazard Analysis Critical Control Point (HACCP) approach to help students understand the basics of hospitality sanitation, and provides everything students will need to know about sanitation as food and beverage managers. Clearly demonstrates the positive effects of good sanitation management on bottom-line profits. **As required**

HMGT 2640 Hospitality Human Resource

Management 3 credits

This is the critical area of concern for the future. Learn how to recruit and retain high-caliber employees in tomorrow's shrinking labor pool. Understand the technical and legal challenges of hospitality human resource management. Apply the specifics of recruiting competent people, dealing with labor unions, offering benefit programs, and much more. Based on U.S. labor law, including the new Americans with Disabilities Act (ADA), this course is a must for anyone in operations management. **S**

HMGT 2660 Tourism and the Hospitality Industry 3 credits

Provides a true introduction to tourism. Takes a social science perspective to give students a thorough understanding of the broad range of factors that influence and are affected by tourism. Also shows tourism in action, with sections on research methods, marketing, planning, and other applications. Provides the firm foundation students need for higher-level tourism courses. **As required**

HMGT 2670 Front Office Procedures 3 credits

Features information on today's front office computer technol-

ogy, yield management, and reservation systems. Helps students understand the effects of the front office on the overall operation of a hotel and works step-by-step through the front office guest cycle. Outlines the role of front office management and discusses how guest concerns shape management strategies and procedures for front office tasks. **F**

HMGT 2685 Housekeeping Management 3 credits

Learn what it takes to manage this vital department. Provides a thorough overview, from the big picture of maintaining a quality staff, planning, and organizing, to the technical details of cleaning each area of the hotel. Covers the new pressures and demands facing housekeeping executives and shows how you can make a difference in determining whether or not guests return to your property. **As required**

HMGT 2700 Food and Beverage Service 3 credits

Discover how to plan for and manage the different types of food and beverage operations in a hotel, including coffee shops, gourmet dining rooms, room service, banquets, lounges, and entertainment/showrooms. **As required**

HMGT 2715 Hospitality Industry Training 3 credits

Training is the key to enhancing employee productivity and keeping employees motivated. Here's the help you need to develop, conduct and evaluate one-on-one and group training that will reduce turnover, improve employees' job performance, and help your organization attain its goals. This course is full of ideas you can easily put into action! **As required**

HMGT 2730 Marketing of Hospitality Services 3 credits

Learn how to use proven marketing techniques to improve business at your property; clearly spells out how to develop, implement, and evaluate a marketing plan; helps you see how to identify and reach the customers you want using marketing tactics specific to hospitality services. **As required**

HMGT 2765 Hospitality Law 3 credits

Explains the legal considerations of hospitality property management in straight-forward, easy-to-understand terms. Reflects the most recent changes in legislation affecting the hospitality operations and helps students learn to recognize legal pitfalls before they become problems. Includes comprehensive sections on food and beverage laws. **As required**

HMGT 2770 Hospitality Sales and Marketing 3 credits

Covers how to plan and implement effective marketing and promotional strategies – knowledge that will be critical for the success of any property. Provides tips for increasing revenue through a variety of means, from menus to telemarketing, and describes how to handle numerous selling situations. **S**

HMGT 2805 Convention Management and Service 3 credits

Shows you how to increase your property's convention and meeting business through improved marketing and better service. Learn how to address meeting planners' needs and concerns confidently, creatively, and effectively. Take advantage of unique ideas for servicing groups during their stay. **F**

HMGT 2820 Purchasing for Food Service Managers ... 3 credits

The study and practice of food service purchasing methods. The methods include choosing suppliers and products, receiving and storing products and evaluating cost control methods through the act of purchasing. The study of as purchased price vs. edible purchase price will be taught through real life scenarios and examples. Analysis of food service profit and loss statement will be covered including labor and overhead costs. **F, S**

HMG T 2830 Hospitality Industry Computer

Systems 3 credits
Covers computer applications for all hospitality functional areas. Features sections on reservations, sales and catering, special computer applications in human resources functions and preventive maintenance, and the management of information systems. Includes the basics of computer systems for various property types and the "nuts and bolts" of hardware and software. **As required**

HMG T 2870 Bar and Beverage Management 3 credits

Covers all facets of bar and beverage management, including how to balance marketing and control objectives, plan the business, select and train employees, and establish and maintain control systems. Features in-depth material on responsible alcohol service and essential information on a wide range of beverage products, including non-alcoholic drinks and wines. Also covers the duties of a bartender and characteristics bartenders should possess. **As required**

HMG T 2910 Hotel/Restaurant Internship 1-3 credits

This course is designed to give the student practical experience in the area of hospitality management by participating in a cooperative work-study program within the hospitality industry. (Permission of instructor required.) **F, S, Su**

HUMANITIES (HUM)**HUM 2010 Humanities: The Human Adventure I 3 credits**

This introductory course will relate to the human experience as expressed through music, literature, art, theatre, and other disciplines from the Paleolithic Age through the 16th century. The multimedia humanities survey blends sights, sounds, impressions, and ideas that teach students both history and elements of each art form. Various topics will be considered such as freedom and responsibility, creation and destruction, order and chaos. **F, Su**

HUM 2110 Humanities: The Human Adventure II 3 credits

This introductory course will explore the human experience as expressed through music, literature, art, theatre, and other disciplines from the 17th century to the present. The multimedia humanities survey blends sights, sounds, impressions, and ideas that teach students both history and elements of each art form. Various topics will be considered such as freedom and responsibility, creation and destruction, order and chaos. **S, Su**

HUM 2020 Introduction to

African-American Studies I 3 credits
Multidisciplinary approach to the Afro-American experience through the Civil War and Reconstruction years. Writing emphasis course with at least one in-class essay examination and at least 3000 words of writing outside the classroom. (Same as SOCI 1005)

HUM 2030 Introduction to

African-American Studies II 3 credits
Multidisciplinary approach to the Afro-American experience from the Civil War through the Civil Rights era; explores rural and urban society, the A-A church, and intellectual and protest movements. Writing emphasis course with at least one in-class essay examination and at least 3000 words of writing outside the classroom. (Same as SOCI 1010)

HUM 2100 Introduction to Women's Studies 3 credits

This course is designed to introduce the student to the interdisciplinary academic field of women's studies. HUM 2100 seeks to explore often-omitted information about women's culture and history. It also examines political, economic, social, psychological and health issues which influence women's lives. (Students cannot receive credit for both HUM 2100 and HIST 2100.) **F**

HUM 2150 Women in Literature 3 credits

Introduction to the study of women through the roles and stereotypes portrayed in a variety of literary genres. Writing emphasis course with at least one in-class essay examination and at least 3000 words of writing outside the classroom.

HUM 2200 Women in Society 3 credits

This course is designed to examine the role played by women in various societies during different historical periods, factors which have limited women's participation in history and social scientists' assumptions about women. (Students cannot receive credit for both HUM 2200 and HIST 2200) **S**

HUM 2500 Introduction to the Great Books 3 credits

Reading and discussion of those selections included in the Adult Great Books Program. Emphasis will be given to the understanding and interpretation of these writings through student discussions directed by a lead faculty member. Discussion leaders will also include faculty from different departments.

HUM 2900 Problems and Topics in

Cultural Studies 1-6 credits
Instructor-designed courses to fulfill general humanities objectives and/or to provide specific Interdisciplinary Studies courses not offered. Provides for the advanced, individualized study of special interests in cultural studies; may include foreign and/or independent study, and may be repeated, provided the same experience is not repeated. (Same as SOCI 2900 and POLI 2900)

HUM 2990 Special Problems in the Humanities 1-3 credits

A course featuring an examination of a topical issue (theme or value) through the humanities. This course may be repeated for credit provided the theme is not repeated.

INFORMATION TECHNOLOGY (INTC)

INTC 1010 Mathematics for Computing 3 credits

A course covering the fundamentals of mathematics for computing professionals. Topics include number systems, computer representation of data, computer arithmetic, order of operations, sets, logic and Boolean Algebra, probability and statistics, and tables. **As required**

INTC 1020 Writing for Technicians 3 credits

A comprehensive study of writing skills for the needs of business and industry. Covers basic concepts of concise writing, technical reports, technical documents/manuals, memos, letters, and other skills related to the effective communication in the business world. **As required**

INTC 1030/1031 Helpdesk Management 3 credits

This course will provide practical and other needed experience for technical support. **As required**
2 hours lecture / 2 hours laboratory

INTC 1040/1041 Oracle 4 credits

This course will provide database concepts and skills for those who wish to become database specialists using Oracle. The course will provide students with hands-on experience in designing database systems. **As required**
3 hours lecture / 2 hours laboratory

INTC 1050/1051 Computer Graphics/Animation 3 credits

This course covers knowledge and skills of using computer graphic devices and software packages. **F**
2 hours lecture / 2 hours laboratory

INTC 1060/1061 Web Design and Development 3 credits

Training includes design, image manipulation, hypertext language, hyperlinks, image maps, graphic images, tables, frames, forms, Cascading Style sheets, multimedia, Web editors, and JavaScript. (Prerequisite: CPSC 1100 or equivalent) **F**
2 hours lecture / 2 hours laboratory

INTC 1070/1071 Authoring Multimedia 3 credits

This course provides the basic knowledge and skills to create interactive Web applications and multimedia applications and projects using current technology. (Prerequisite: CPSC 1100 or equivalent) **As required**
2 hours lecture / 2 hours laboratory

INTC 1085 Hardware Support 4 credits

This course addresses the necessary skills to produce knowledge and support for basic software and hardware configuration, troubleshooting and diagnosis, along with associated safety issues. Instruction provided will begin the preparation for taking the A+ Certification Exam. **As required**

INTC 1090/1091 Advanced Web Design and Development 3 credits

This course provides an introduction to client-side vs. server-side environments. Database and scripting language(s) will be explored in relation to Web design, along with emerging technologies. (Prerequisite: INTC 1060 or knowledge of HTML) **S**
2 hours lecture / 2 hours laboratory

INTC 2000/2001 Java 4 credits

This course will provide students with necessary knowledge and skills of programming using Java. (Prerequisite: CPSC 1230 OR INTC 1060 or some programming experience) **As required**
3 hours lecture / 2 hours laboratory

INTC 2010/2011 Microsoft Windows Desktop Operating System 3 credits

This course teaches the strategies and tactics for installing, configuring, administering and troubleshooting Microsoft Windows Desktop Operating System in a networking environment. **F**
2 hours lecture / 2 hours laboratory

INTC 2020/2021 Microsoft Windows Server 3 credits

This course teaches the strategies and tactics for installing, configuring, administering and troubleshooting a Microsoft Windows Server in a networking environment. **F**
2 hours lecture / 2 hours laboratory

INTC 2030/2031 Microsoft Windows Network Infrastructure 3 credits

This course is designed to teach the basic skills required to install, support and troubleshoot the various Microsoft Windows Server networking components and services to include DNS, DHCP, Remote Access, WINS and NAT. (Prerequisite: INTC 2020) **S**
2 hours lecture / 2 hours laboratory

INTC 2040/2041 Novell Administration 4 credits

This course will provide students with necessary knowledge and skills to perform competently in the role of network administrator or system manager. **As required**
3 hours lecture / 2 hours laboratory

INTC 2050/2051 Microsoft Windows Active Directory 3 credits

This course teaches strategies and tactics for implementing, administering, and troubleshooting information systems that incorporate Microsoft Windows Active Directory in an enterprise computing environment. (Prerequisite: INTC 2020) **S**
2 hours lecture / 2 hours laboratory

INTC 2090/2091 Web Server Applications 3 credits

This course focuses on creating dynamic Web applications that interact with a database using client-side scripts, server-side scripts, and compiled server programs. (Prerequisite: INTC 1090 or equivalent) **As required**
2 hours lecture / 2 hours laboratory



INDUSTRIAL TECHNOLOGY

Drafting and Design (ITDD)

ITDD 1010/1011 Engineering Graphics I 4 credits

A study of basic drafting practices incorporating computer aided drafting (CAD) techniques (commercial software). Topics will include instruments, theory of projection, geometric construction, orthographic projection, dimensioning, lettering, and auxiliary and sectional view construction. **F, S**

2 hours lecture / 4 hours laboratory

ITDD 1015/1016 Pre-Engineering Graphics 2 credits

A course of study designed specifically for the Pre-engineering student pursuing the associate of science degree who plans on transferring to an engineering program at a university. The course consists of basic freehand sketching and creating two-dimensional drawings using AutoCAD 2002, creating two dimensional layouts and schematics using AutoCAD 2002, and creating three dimensional models using AutoCAD Mechanical Desktop or AutoCAD Inventor. **F**

1 hour lecture / 2 hours laboratory

ITDD 1020/1021 Engineering Graphics II 4 credits

A continuation of Engineering Graphics I utilizing computer applications. Topics include machine and working drawings, descriptive geometry topics and graphical elements. (Prerequisite: ITDD 1010) **F, S**

2 hours lecture / 4 hours laboratory

ITDD 1410/1411 Technical Illustration 4 credits

A study of technical illustration utilizing computer applications in selected mediums for stated communicative formats with emphasis on techniques and detail. (Prerequisite: ITDD 1010 and consent of instructor) **F**

2 hours lecture / 4 hours laboratory

ITDD 2430/2431 Computer Aided Drafting 3 credits

A continuation of drawing utilizing the micro-computer (CAD) system. Topics include machine and working drawing, library construction, menu development and CAD project analysis. (Prerequisite: ITDD 1010/1011) **S**

2 hours lecture / 2 hours laboratory

ITDD 2510/2511 Architectural CAD 4 credits

A study of architectural drawing utilizing the micro-computer (CAD) system. The students will produce drawings associated with building design including details, plans sections and specific design elements. (Prerequisite: ITDD 1010/1011) **F**

2 hours lecture / 4 hours laboratory

ITDD 2610/2611 Computer Graphics Applications ... 3 credits

The applications of computer aided drafting and design (CAD) as they relate to professional and industrial practices. Custom design of menu driven software as applied to industrial specifications. (Prerequisite or corequisite: ITDD 2430/2431) **As required**

2 hours lecture / 2 hours laboratory

ITDD 2710/2711 Graphic Design 4 credits

The applications of graphic communication as applied to society and industry. Utilization of both CAD and board for total media format. (Prerequisite: ITDD 2430/2431) **As required.**

2 hours lecture / 4 hours laboratory

ITDD 2810/2811 CAD 3-D 3 credits

An introductory course in the applications of 3-dimensional parametric modeling software in industrial design and applications. Students will learn the basics of 3-dimensional modeling of components, how these components are assembled in assembly drawings, and how the fit, form and function of each component in the assembly is verified. Emphasis is placed on problem solving with individual and group assignments. (Prerequisites: ITDD 1010/1011, ITDD 1020/1021 and ITDD 2430/2431 or permission of instructor.) **As required**

2 hours lecture / 2 hours laboratory

ITDD 2820/2821 Parametric Modeling and Design 3 credits

A continuation of ITDD 2810, where students apply parametric modeling software in advanced design applications. Students will design jigs and fixtures, cams, gears, and other forms of tooling. Emphasis is placed on individual and group problem solving techniques during the component design process. (Prerequisites: ITDD 2810/2811) **As required**

2 hours lecture / 2 hours laboratory

ITDD 2990 Special Problems in

Drafting and Design 4 credits

This course is for specially designed advanced study within the realm of Engineering and Architectural Graphics for both board and computer graphic application. (Prerequisite: Consent of instructor. May be repeated for 12 hours credit.) **As required.**

2 hours lecture / 4 hours laboratory

Electrical/Electronics (ITEE)

ITEE 1010 Electrical Applications 3 credits

This course is required for all Industrial Technology students. An overview of electrical terminology and unit conversions will be covered. Basic electrical circuit concepts will be presented using series and parallel DC circuits. The fundamentals of digital electronics will be presented using the "AND", "OR" and "NOT" logic gates. Industrial control circuits will be presented using numerous input devices such as limit, float, and push button switches along with such output devices as relays, contactors, and motor starter coils. Circuit protection devices such as overload, circuit breakers, and fuses will be covered. Electrical print reading concepts will be conveyed by describing the operating characteristics of each input and output device and how it relates to other electrical components on a line diagram. An introduction to ladder logic programming using Programmable Logic Controllers (PLC's) will be discussed. (Corequisite: ITEE 1011). **F**

3 hours lecture

ITEE 1011 Electrical Applications Laboratory 1 credit

An introductory course for the Industrial Technology major student with laboratory experiments and exercises which correspond to lecture material in ITEE 1010. (Prerequisite or Corequisite: ITEE 1010). **F**

2 hours laboratory

ITEE 1320 DC Electrical Circuits 3 credits

A study of unit conversions and the analysis of electrical parameters such as resistance, voltage, current, and power in series, parallel, and series-parallel resistive DC circuits. Analysis will be accomplished by applying network theorems such as Thevenin's Theorem to solve capacitor/inductor charging and

discharging DC circuits. The conversion of voltage sources to current sources and also current sources to voltage sources will be covered. (Prerequisite: completion of Developmental Mathematics courses, if applicable. Corequisite: ITEE 1321) **F**
3 hours lecture

ITEE 1321 DC Electrical Circuits Lab 1 credit
An introductory course with laboratory experiments and exercises which correspond to lecture content in ITEE 1320. (Corequisite: ITEE 1320) **F**
2 hours laboratory

ITEE 1330 AC Electrical Circuits 3 credits
A study of AC sinusoidal waveforms applied to series, parallel and series-parallel AC circuits and applications of network theorems involving rectangular and polar numbers. The effects of resistance, inductance, and capacitance on sinusoidal phase relationships and the conversion of voltage sources to current sources and current sources to voltage sources are a major part of the course. Mesh current analysis and Nodal analysis will be applied to multisource AC circuits. Series and parallel resonant circuit characteristics will be analyzed along with the quality factor (Q), decibels, R-C low pass filters, R-C high pass filters, band-pass filters and band-stop filters. (Prerequisite: ITEE 1320; Corequisite: ITEE 1331) **S**
3 hours lecture

ITEE 1331 AC Electrical Circuits Lab 1 credit
A laboratory course for experiments and exercises corresponding to lecture content in ITEE 1331. (Corequisite: ITEE 1330) **S**
2 hours laboratory

ITEE 1510 Digital Electronics 3 credits
An introduction to integrated circuit logic families. A study of number systems, logic gates, boolean algebra, Karnaugh maps, and the analysis of combinational logic circuits such as flip-flops and other multivibrators. (Prerequisite: one year of high school algebra, completion of developmental mathematics, or consent of instructor, and Corequisite: ITEE 1511) **F**
3 hours lecture

ITEE 1511 Digital Electronics Lab 1 credit
A study of the basic digital concepts with laboratory experiments and exercises which correspond to lecture material in ITEE 1510. (Prerequisite or Corequisite: ITEE 1510). **F**
2 hours laboratory

ITEE 1710 Electronics 3 credits
An introduction to semiconductor materials and the PN junction. Rectifiers and the Zener diode will be studied. Bipolar and JFET transistor characteristics, biasing, amplification and multistaging will be covered. Operational amplifier and Oscillator characteristics and applications will be covered along with the analysis for proper operation. (Prerequisite: ITEE 1320/1321 or consent of instructor and Corequisite: ITEE 1711). **S**
3 hours lecture

ITEE 1711 Electronics Lab 1 credit
A study of semiconductor devices and materials with laboratory experiments and exercises which correspond to lecture material in ITEE 1710. (Prerequisite or Corequisite: ITEE 1710). **S**
2 hours laboratory

ITEE 1910 Microprocessor Fundamentals 3 credits
A study of the hardware and software components of computer systems. Topics include principles of microcomputers, microprocessor architecture, programming and troubleshooting. (Corequisite: ITEE 1911). **S**
3 hours lecture

ITEE 1911 Microprocessor Fundamentals Lab 1 credit
A study of the hardware and software components of computer systems with laboratory experiments and exercises which correspond to lecture material in ITEE 1910. (Prerequisite or Corequisite: ITEE 1910). **S**
2 hours laboratory

ITEE 2610/2611 Electrical Power 3 credits
A study of the production and transmission of electrical power. Topics include transformer operation and types, load configurations, Power factor correction, and the study of the National Electrical Code (NEC).
2 hours lecture/2 hours laboratory

ITEE 2730 Industrial Controls 3 credits
Topics include electrical print reading, basic motor control, various switches and sensors, and relays and solenoids. A study of electrical system control principles will begin with relay logic hardware and then proceed to applying Programmable Logic Controller (PLC) ladder logic software. The student will develop ladder logic diagrams from functional word descriptions and then program the controller. Process control design projects such as conveyor, machine, etc. will be stressed by creating the program from a functional word description of the process. Tours of local manufacturing plants will be included, if time permits. **As required.**
3 hours lecture

ITEE 2731 Industrial Controls Laboratory 1 credit
An extensive "hands-on" lab that allows the student to wire various industrial control circuits and program a Programmable Logic Controller (PLC) and robot. Laboratory experiments and exercises correspond to lecture material in ITEE 2730. (Prerequisite or Corequisite: ITEE 2730) **As required.**
2 hours laboratory

ITEE 2990 Special Problems in Electrical/Electronics 1-4 credits
A course for specially designed study within the realm of Electrical Technology. (Prerequisite: Prior approval of instructor is required) **As required.**

Manufacturing (ITMF)

ITMF 1005 Transition Course 3 credits
This course is designed for diploma completers from the Tennessee Technology Centers or students who have non-traditional educational experiences and wish to pursue an associate of science degree from Walters State. Taken as an independent study, this course is designed to develop a plan of study, determine how credit for previous coursework or experience will be applied toward a degree, and develop an electronic portfolio preliminary to granting credit. **F, S, Su**

ITMF 1010 Operations Management I 3 credits
An overview of manufacturing organization, operations management and the responsibilities of the various functional manufacturing departments. Current manufacturing topics are discussed such as Lean Manufacturing, JIT, KanBan, Agile, Flexible, Integrated Management, Facilities Planning, Work Measurement, and others. A heavy emphasis is placed on Deming quality methods and their application.
3 hours lecture

ITMF 1210/1211 Industrial Materials**and Processes 3 credits**

A study of industrial materials and processes with emphasis on both metals and non-metals, their properties, selection and use. Included will be material molding, forming, shaping, joining, and etc. Basic machining will be covered with lab experiences to include bench layout, milling, drilling, turning and sawing. CNC programming will be introduced, with students writing a simple G&M code program manually. (Prerequisite: ITMF 1010) F

2 hours lecture / 2 hours laboratory

ITMF 1430/1431 Quality Assurance 3 credits

A study of the SPC quality function within the manufacturing environment for data collection, organization, and analysis. The course includes techniques used to construct check sheets and control charts for variable and attribute data to determine process control and capability. In conjunction with the above, the diagnostic journey will include Pareto charts, and cause and effect diagrams along with reading and interpretation of manufacturing blueprints and GD&T. Also included are the techniques and instruments used in measuring product characteristics. Computer methods will be discussed. (Prerequisite: ITMF 1010, and completion of all remedial and developmental mathematics courses or consent of instructor) S

2 hours lecture / 2 hours laboratory

ITMF 1510 Total Quality Applications 4 credits

A study and application of the Total Quality Management (TQM) concept. Participants will be exposed to a wide variety of problem solving and team building activities which are taken primarily from the management principles of Peter Senge and W. Edwards Demming. Demming's 14 points will be explored in detail, as well as specific statistical tools required to implement the TQM (SPC). Participants will learn by completing a required quality team project. (Prerequisite or corequisite: ITMF 1430) **As required.**

ITMF 1520 Quality Systems 3 credits

A study of the various quality management concepts and quality standards in use among today's manufacturing leaders and how they impact the role of the Quality Assurance workforce. Emphasis will be placed on the needs and methods associated with process documentation within a quality management system. The role of the Quality Assurance workforce relative to new product launches will be explored, along with tools associated with these projects. **As required.**

3 hours lecture

ITMF 1530 Metrology and Calibration 3 credits

A study of the science or measurement related to industrial applications, including familiarization with various types of measurement equipment, gage capability studies, methods of instrument calibration, and the selection of appropriate measurement equipment. (Prerequisites: ITMF 1430/1431) **As required**

3 hours lecture

ITMF 1540 Inspection and Testing Methods 3 credits

A more advanced study in the technology of inspection and testing in an industrial setting. Reading and interpretation of blueprints and working drawings, the application of Geometric Dimensioning and Tolerancing (GD&T), performing part layouts from working drawings, establishing checklists for routine part layouts and establishing sampling plans to be used in manufacturing are the core of the course. (Prerequisites: ITMF 1430/1431, ITMF 1610) **As required**

3 hours lecture

ITMF 1550 Root Cause Analysis and**Problem Solving 3 credits**

A study of root cause analysis and problem solving. The seven quality tools will be explored in depth, as the course will introduce the student to statistical approaches to root cause analysis and problem solving. Students will learn and apply statistical tools to separate the vital few process variables from the trivial many that exist in any process. Proper experimentation techniques will be discussed, including an introduction to Design of Experiments. (Prerequisites: ITMF 1430/1431 and ITMF 1520) **As required.**

3 hours lecture

ITMF 1610 Introduction to Industrial Print Reading ... 3 credits

A study of drawing topics that will include lettering, sketching, dimensioning, projections, drawing perspectives, sectional views, reading of machine and mechanical drawings, tooling blueprints, and welding and fabrication drawings used in industrial systems. A brief introduction to Geometric Dimensioning and Tolerancing is included. **As required.**

3 hours lecture

ITMF 1620/1621 Basic Industrial Fluid Power 3 credits

A course of study combining classroom lecture and laboratory exercises for fluid-power consisting of the basic fundamentals of hydraulic and pneumatic components and systems, basic theory of design, fluids and their properties, problem-solving techniques and industrial maintenance applications. Included is an extensive study of electrical-mechanical and hydraulic-pneumatic symbols and schematics. (Prerequisites: ITMF 1010 and completion of all remedial and developmental mathematics courses or consent of instructor) **As required.**

2 hours lecture / 2 hours laboratory

ITMF 1630 Mechanical Power Transmission 3 credits

Mechanical Power Transmission/motion control is critical to modern profitability among industry and commerce. This study examines forces and work, adjustable speed drives, controls and sensors, Motors, and many support accessories. It is designed to: motivate the learner to new products, technology, and concepts; provide experience in solving problems using SI and common units; introduce the learner to subjects common to most practitioners; and develop basic knowledge base necessary to effectively solve open-ended application problems. (Prerequisites: ITMF 1610 and ITMF 1620) **As required.**

ITMF 1810 Industrial Supervision 3 credits

A study of the characteristics for effective supervision with emphasis on communications and organizational relationships. Workforce motivational factors are discussed, as well as exercises in staffing, promotion and personality traits. Topics also include the role of the supervisor within the management structure, the responsibilities of supervision, and regulatory and legal ramifications of supervisory behavior and decisions. This study emphasizes leadership, teamwork, and Lean methods with a strong human relations emphasis. (Prerequisite: ITMF 1010, ITMF 2610 or consent of instructor) S

3 hours lecture

ITMF 2610 Occupational Safety 3 credits

A study of the Tennessee Annotated Codes pertaining to Workman's Compensation and the Tennessee Occupational Safety and Health Administration (TOSHA). Topics include employee and managerial responsibility to potential safety and health situations. Other topics include hazards, fire safety, the anatomy of fire, spills and releases and emergency response. Total Safety Management, liabilities, safety systems, accident prevention and accident reporting with emergency response. An introduction to the EPA and disposal of hazardous wastes are addressed in this course as well. S

3 hours lecture

ITMF 2710 Operations Management II 3 credits

A study of the fundamentals of production and materials control systems. Topics include the elements of the Manufacturing Planning and Control System. Materials Requirements Planning (MRP), Manufacturing Resource Planning (MRPII), queuing theory, and an introduction to the requirements of establishing a Just-In-Time manufacturing environment. Other topics include computerized materials planning/scheduling, job scheduling techniques and the possible implications of such. (Prerequisites: ITMF 1010 and completion of all remedial and developmental mathematics courses or consent of instructor) **F**

3 hours lecture

ITMF 2720/2721 Facilities Planning 3 credits

Work methods analysis and planning for the functions of the storage and retrieval of production materials and supplies. This study looks at the uses of facilities planning in the reduction of labor costs associated with production, and the analysis of material flow within the facility. Additional topics include the economical selection of material handling and storage equipment and determining adequate space allocation for the functions of manufacturing, testing, and inspection of the product. In addition, the use of computerized facility planning software systems will be explored and evaluated during the course. (Prerequisites: ITDD 1010, ITMF 1010, ITMF 2610, ITMF 2710 and completion of all remedial and developmental mathematics courses or consent of instructor) **S**

2 hours lecture / 2 hours laboratory

ITMF 2740/2741 Industrial Measurement and**Cost Systems 3 credits**

A study of work methods and analysis for improvement to reduce labor, content, process analysis and approaches to problem solving. This course includes the gathering of data through the use of time studies, pre-determined time standards, an introduction to methods-time-management (MTM), and establishing a work sampling study utilizing random observations. This data is then analyzed for application to cost reduction and improved efficiency. The various forms of wage plans are also discussed concerning the advantages and disadvantages of each. Included are the study and use of financial and analytical methodologies for the determination of equipment purchases, lease, or rental replacement frequencies and/or justifications. A study of economics as utilized by engineering departments, for equipment selection, decision making, analysis of data, and the time-value of money. (Prerequisites: ITMF 1010 and completion of all remedial and developmental mathematics courses or consent of instructor) **F**

2 hours lecture / 2 hours laboratory

ITMF 2800/2801 CIM Technology Applications 3 credits

A study of Computer Integrated Manufacturing (CIM) and its application through the complete automation of the factory. Lecture emphasizes the benefits of having all processes functioning under computer control and efficiently managing all the technologies for improved productivity. It includes the scheduling, collection, and analysis of quality and production data. This course includes the management of automation techniques used for computerized controlling machine systems, robots, and material handling systems. Lab experiences include the programming of robotics and CNC equipment, as well as the use of Computer Integrated Manufacturing (CIM) software. (Prerequisites: ITMF 1010, ITMF 1210 and completion of all remedial and developmental mathematics courses. Prerequisites or corequisites: ITMF 2710, ITMF 2710 and ITMF 2740) **S**

2 hours lecture / 2 hours laboratory

ITMF 2990 Special Problems in**Manufacturing 1-6 credits**

This course allows the student additional advanced studies in a particular area of interest to the student or which are in demand by local industry. This course may be repeated for credit provided the same subject matter is not used. (Prerequisite: The student must have prior approval of the instructor before registering for this course.) **As required.**

PARALEGAL STUDIES (LAW)

LAW 1110 Introduction to Paralegal Practice, Professional Ethics and Legal Office Management**(required course) 4 credits**

An overview of the legal assistant profession including the work and regulation of attorneys; the definition and role of the paralegal; paralegal skills; state regulation of paralegals; job opportunities for paralegals; attorney and paralegal ethics and professionalism; the legal office environment including personnel, systems, procedures, and software. **F, S**

LAW 1120 Legal Research Skills (required course) 3 credits

Study of government organization, sources of law and research methods; training in legal research of primary and secondary law sources including statutory codes, reporters, digests, case briefing, legal encyclopedias, treatises, practice manuals, ALR and the CFR. Training in computer assisted legal research including Internet research, Westlaw and Lexis. (Prerequisite or Corequisite: LAW 1110) **F, S**

LAW 1130 Civil Litigation, Evidence, and Investigation**Skills for Paralegals (required course) 4 credits**

Study of civil litigation procedure and practice in federal and Tennessee state courts at trial and appellate levels. Includes study of Federal Rules of Evidence; study of procedures and methods for interviewing and investigating; training in drafting of pleadings, motions, and discovery documents; training in litigation management and assistance; and training in interviewing and fact investigation. (Prerequisite or Corequisite: LAW 1110) **S**

LAW 1140 Torts, Workers Compensation, and Employment Law (required course) 4 credits

Study of the law of Torts including negligence, intentional torts, and strict liability; defenses and damages; case analysis. Includes study of Tennessee Workers Compensation Act and study of federal and state employment law. Emphasis is placed on paralegal's role and required skills to assist attorneys practicing in these areas. (Prerequisite or Corequisite: LAW 1110) **F**

LAW 1150 Contract Law (required course) 2 credits

Study of the common law of contracts and Articles 2, 3 and 4 of the Uniform Commercial Code. Training in drafting of simple contracts. (Prerequisite or Corequisite: LAW 1110) **F, S**

LAW 1160 Business Organizations (required course) ... 2 credits

Study of the various forms of doing business including the sole proprietorship, general and limited partnerships, the limited liability company, and various types of corporations. Training in drafting appropriate original documents for various business forms. (Prerequisite or Corequisite: LAW 1110) **F, S**

LAW 1170 Real Property Law and Title Search Skills for**Paralegals (required course) 2 credits**

Study of the principles of real property law including estates, concurrent ownership, and transactions of lease and sale. Training in drafting documents related to conveyance of title. Training in performing a basic title search. (Prerequisite or Corequisite: LAW 1110) S

LAW 1180 Wills, Trusts & Estate Administration for**Paralegals (required course) 2 credits**

Study of the law of wills and trusts and the administration of estates under the Uniform Probate Code and Tennessee statutes. Training in drafting basic wills and trusts. (Prerequisite or Corequisite: LAW 1110) S

LAW 1185 Secured Transactions, Collection Methods, and Bankruptcy Law 2 credits

Study of creation and perfection of security interests in personal and real property; statutory methods of collecting a judgment; the FDCPA; and the U.S. Bankruptcy Code with emphasis of proceedings under Chapters 7, 11 and 13. Training in drafting of documents to create and perfect a security interest, collection letters, and bankruptcy petition and supporting schedules. (Prerequisite or Corequisite: LAW 1110) As required

LAW 1190 Legal Writing Skills (required course) 2 credits

Practical application of legal research skills and knowledge of substantive law by drafting of legal research memoranda, correspondence, and various litigation and commercial documents in realistic firm environment. (Prerequisite or Corequisite: LAW 1110) F, S

LAW 2010 Criminal Litigation and Procedure**(elective course) 3 credits**

Study of the various crimes including their elements, defenses and punishment. Study of criminal procedure from commission to trial. Study of Constitutional concepts involved in substantive and procedural criminal law. Emphasis is placed on paralegal's role and required skills to assist attorneys practicing in prosecution or defense. (Prerequisite or Corequisite: LAW 1110 and 1120) As required

LAW 2020 Domestic Relations, Administrative Law, and**ADR (elective course) 3 credits**

Study of the law of marriage, annulment, divorce, separation, child custody and support, property division, domestic abuse, family torts, paternity, adoption, artificial insemination, and surrogacy. Training in drafting of pleadings in divorce case, motions and marital dissolution agreements. Study of law of agencies including statutory source, promulgation of rules and regulations, administrative procedures and exhaustion of remedies. Study of methods of alternative dispute resolution including negotiation, arbitration, mediation. Emphasis is placed on paralegal's role and required skills to assist attorneys practicing in these areas. (Prerequisite or Corequisite: LAW 1110) As required

LAW 2040 Legal Externship (Elective course) 1 credit

Work experience in a private law office, government or corporate legal department. Work is supervised and evaluated. (Pre requisite or Corequisite: LAW 1110) As required

LAW 2050 Selected Topics in the Law**(Elective course) 1-6 credits**

Selected topics related to law or the paralegal profession. (Prerequisite or Corequisite: LAW 1110) As required

MANAGEMENT (MGMT)**MGMT 1100 Business Computer Applications 3 credits**

This course is designed to assist the student in achieving proficiency in computer applications as they relate to business solutions. The student will demonstrate a working knowledge of word processing, electronic communications, data bases, presentation software and spreadsheets. F, S, Su

MGMT 1110 Electronic Spreadsheet and**Database Applications 3 credits**

Electronic spreadsheet software will be utilized for business applications such as the preparation of worksheets and financial statements. The course also emphasizes database management techniques for the microcomputer. F, S

MGMT 2110 Advanced Word Processing and**Desktop Publishing 3 credits**

Creating and editing advanced text documents and importing the text documents into desktop publishing software packages will be the emphasis of this course. Microcomputers and several software packages are utilized for business applications such as the preparation of brochures and newsletters. As required

MGMT 2210 Principles of Management and**Quality Improvement 3 credits**

This course provides an introduction to the fundamental principles and theory of business management including the process of decision-making and problem solving related to planning, organizing, leading and controlling in the typical business firm. Designed to provide a brief history of the origins of modern quality management, and review of basic tools for evaluating and achieving performance excellence. F, S

MGMT 2500 PowerPoint Presentations and**Web Page Design 3 credits**

This course should provide in-depth introduction of using Microsoft PowerPoint. Topics include basic and advanced skills of PowerPoint, the design concepts of creating presentations. Also, the course should present fundamental concepts and applications of Microsoft FrontPage to build and publish Web sites, manage existing Web sites, use FrontPage with existing Office 97 applications, and create hyperlinks and HTML documents. Because basic computer-use knowledge is required, prerequisites to this course would be MGMT 1110 and MGMT 2110. S



MGMT 2530 Human Relations 3 credits

A course designed to encourage the student to understand relationships through a study of interpersonal communication, motivation, positive reinforcement, leadership processes and styles, conflict and change management, stress, prejudice, discrimination, group dynamics and personal development. **F, S**

MGMT 2570 Human Resource Management 3 credits

A survey of the principles and policies relating to the personnel function of a business. Topics covered include job analysis, forecasting, recruiting, training, and evaluation, and government policies and legal decisions. **As required**

MGMT 2590 Business Presentations 3 credits

A capstone course designed to teach formal presentation skills for use in a business environment. Students will learn how to design, produce and present comprehensive business documents. The course will emphasize skills required to produce professional high quality documents. Word processing; desktop publishing, and business presentation software will be utilized. Communication and presentation skills (written and oral) must be demonstrated. Students should take this course in the last semester of their program. (Prerequisites: Last semester prior to graduation or permission of instructor) **S**

MGMT 2980 Students in Free Enterprise Practicum 2 credits

A course designed to provide students the opportunity to develop leadership, teamwork and communication skills through practicing and teaching the principles of free enterprise. **S**

MGMT 2990 Special Problems in Management 1-6 credits

Special problems dealing with topics related to business. **As required**

MATHEMATICS

(Calculators are required in all mathematics courses.)

Developmental Mathematics (DSPM)****DSPM 0700 Basic Mathematics 3 credits**

A pre-algebra course including problem solving with fractions, percents, proportions, integers, geometry, variables, simple linear equations, tables and graphs. Satisfactory completion of this course allows the student to exit to DSPM 0800 Elementary Algebra. (Prerequisite: admission is only by the college assessment and placement procedure.) **F, S, Su**

****DSPM 0800 Elementary Algebra 3 credits**

This course extends the topics of DSPM 0700 and includes problem solving with algebraic expressions including simple trinomial factoring, and linear equations, inequalities, and functions. Satisfactory completion of this course allows the student to exit to DSPM 0850 Intermediate Algebra. (Prerequisite: admission is only by the college assessment and placement procedure or successful completion of DSPM 0700 Basic Mathematics) **F, S, Su**

****DSPM 0850 Intermediate Algebra 3 credits**

This course extends the topics of DSPM 0800 and includes problem solving with polynomial, quadratic, rational, and radical functions. Satisfactory completion of this course allows the student to exit to college-level mathematics. (Prerequisite: admission is only by the college assessment and placement procedure or successful completion of DSPM 0800 Elementary Algebra.) **F, S, Su**

****DSPM 0870 Elementary/Intermediate Algebra 6 credits**

This course is a combination of DSPM 0800 and DSPM 0850 and covers the competencies and skills listed above for each of these covers. It provides an opportunity for completion of the requirements for DSPM 0800 and DSPM 0850 in the same semester. (Prerequisite: Admission is only by the college assessment and placement procedures or successful completion of DSPM 0700 Basic Mathematics. Permission of the instructor is also required.) **F, S**

**These courses constitute the TBR required sequence based on placement.

College Mathematics (MATH)

(Calculators are required in all mathematics courses.)

MATH 0990 Geometry 3 credits

A geometry course including two and three-dimensional figures, with an emphasis on the properties of symmetry, congruence, and similarity, the Pythagorean Theorem, and special right triangle relationships. The course is designed for students who lack the unit of high school geometry needed for admission to a university, and for students who require a geometric background for other courses. (Prerequisite: Students must have completed DSPM 0700 if required. Students required to take DSPM 0800 must have permission of the instructor before registering for the course.) Students must complete this course with a grade of "C" or better. It will **not** meet any graduation requirement. **S**

MATH 1410♦ Number Concepts and**Algebraic Structure 3 credits**

Students will investigate the role of numbers in expressing and relating quantities. Number systems to be explored include whole, rational, integer and real numbers. Students will explore a variety of functional relationships that arise from diverse problem situations using verbal, numerical, graphical, and algebraic representations. Tools used to explore concepts include computer software and a graphing calculator. (Prerequisite: Two years of algebra and one year of geometry in high school or completion of developmental mathematics.) **F, S**

MATH 1420♦ Problem Solving, Geometry and**Statistics 3 credits**

Students will use problem solving and logic to discover geometric and trigonometric concepts. Facility with statistics to be developed includes probabilities in experiments and measures of central tendency and variation. Tools used to explore concepts include computer software and a graphing calculator. (Prerequisite: Two years of algebra and one year of geometry in high school or completion of developmental mathematics and removal of geometry deficiency.) *(formerly MATH 2000)* **F, S**

MATH 1530♦ Probability and Statistics 3 credits

An introduction to probability and statistics without calculus including descriptive statistics, probability distributions, the normal distribution, testing hypotheses, the t-test, and estimates and sample sizes. The student should check transfer institution catalogs to decide between MATH 1530 and MATH 2050 Probability and Statistical Applications. (Prerequisite: Two years of high school algebra and one year of geometry in high school or completion of developmental mathematics.) *(formerly MATH 1080)* **F, S, Su**

MATH 1630♦ Finite Mathematics 3 credits

A course in algebraic, logarithmic, and exponential functions. Other topics include systems of linear equations and inequalities, matrices, linear programming, and mathematics of finance.

(Prerequisite: Two years of algebra and one year of geometry in high school or completion of developmental mathematics.)
(formerly MATH 1022 and MATH 1610) F, S, Su

MATH 1710♦ Pre-Calculus (Algebra) 3 credits
A pre-calculus course in the theory and application of algebraic, logarithmic, and exponential functions. (Prerequisite: two years of high school algebra and one year of geometry in high school or completion of developmental mathematics.) (formerly MATH 1035) F, S

MATH 1720♦ Pre-Calculus (Trigonometry) 3 credits
A pre-calculus course in trigonometric functions. Preparation for MATH 1910 and to satisfy the requirements of other technical and pre-professional programs. (Prerequisite: MATH 1630 or MATH 1710 or permission of instructor.) (MATH 1710 is the preferred prerequisite for math, science, and engineering majors) (formerly MATH 1040) F, S, Su

MATH 1830♦ Calculus A 3 credits
A one-semester course in the differential and integral calculus of algebraic, exponential, and logarithmic functions with applications. (Prerequisite: MATH 1630 or 1710 or permission of the instructor.) (formerly MATH 1032) F, S, Su

MATH 1910♦ Calculus I 4 credits
A standard first-semester course in single variable calculus and analytic geometry especially for students of science, engineering, mathematics, secondary mathematics education, and scientific computer science. Differential and integral calculus with applications. (Prerequisites: Two years of algebra, a year of geometry, and half a year of trigonometry in high school plus satisfactory placement scores, or MATH 1720) (formerly MATH 1110) F, S, Su

MATH 1920♦ Calculus II 4 credits
A standard second-semester course in single variable calculus and analytic geometry. Further work with differential and integral calculus with applications including integration by parts, trigonometric substitution, infinite series, power series, and polar coordinates. (Prerequisite: MATH 1910) (formerly MATH 1120) S, Su

MATH 1910 Honors Calculus I 4 credits
A first-semester honors course in single variable calculus and analytic geometry especially for students of science, engineering, mathematics, secondary mathematics education, and scientific computer science. Differential and integral calculus with applications. (Prerequisites: Two years of algebra, a year of geometry, and a half a year of trigonometry in high school plus satisfactory placement scores, or MATH 1720. ACT Math subscore of 24 or permission of instructor required.) F, S

MATH 1920 Honors Calculus II 4 credits
A second-semester honors course in single variable calculus and analytic geometry. Further work with differential and integral calculus with applications including integration by parts, trigonometric substitution, infinite series, power series, and polar coordinates. Graphing calculator and computer demonstrations and projects related to calculus will be included. (Prerequisite: MATH 1910. ACT Math subscore of 24 or permission of instructor required.) S, Su

MATH 2010 Elementary Matrix Algebra 2 credits
An introduction to matrix calculations, determinants, inverses, systems of linear equations, eigenvalues and eigenvectors, basis and dimension of Euclidean spaces, linear transformations. (Prerequisite: MATH 2110) S

MATH 2050♦ Probability and Statistical

Applications 3 credits
A course in data collection, descriptive statistics, including measures of central tendency, variation and time series analysis; concepts of probability and probability distributions, binomial and normal distributions, process improvement, linear correlation and regression; properties of samples and populations, statistical inference, including estimation and significance tests for means, contingency tables. (Students cannot receive credit for both MATH 2050 and ECON 2210.) (Prerequisite: MATH 1830 or MATH 1910) (formerly MATH 2900) F, S

MATH 2110♦ Calculus III 4 credits
Calculus of functions in two or more dimensions. Includes solid analytic geometry, partial differentiation, multiple integration, and selected topics in vector calculus. (Prerequisite: MATH 1920) (formerly MATH 2210) F

MATH 2110 Honors Calculus III 4 credits
A third-semester honors course in the calculus of functions in two or more dimensions. Includes solid analytic geometry, partial differentiation, multiple integration, and selected topics in vector calculus. (Prerequisite: MATH 1920) ACT Math subscore of 24 or permission of instructor required. F

MATH 2120♦ Differential Equations 3 credits
A first course, emphasizing solution techniques. Includes first-order equations and applications, theory of linear equations, equations with constant coefficients, Laplace transforms, and series solutions. (Prerequisite: MATH 2110) (formerly MATH 2710) S

MATH 2910 Readings in Mathematics 1-3 credits
Individual or group study in selected mathematical topics with faculty guidance. May be repeated for a maximum of nine credit hours. The format may include individual projects, readings, or papers. (Prerequisite: Consent of a faculty mentor to supervise the study.)

MARKETING (MKTG)

MKTG 1010 Marketing Management 3 credits
Designed to provide a basic understanding of the functions of marketing in a capitalistic society. The course is designed to provide theoretical understanding of basic marketing concepts and functions, in addition to practical experiences within the business community. **As required**

MASS COMMUNICATIONS (MCOM)

MCOM 1020 Introduction to Mass Communications 3 credits
Nature, functions, responsibilities of mass communications media and agencies. Survey of newspapers, magazines, radio, television, film, advertising, public relations, press associations, and specialized publications. F

MCOM 1040 Writing for Mass Media 3 credits
Information gathering and writing for print and broadcast, including news and promotional copy; grammar, usage, and style workshop is an integral part of the course. (Could substitute for one semester of college-level English for non-university-transfer students.) S (Biennially)

MCOM 2020 Introduction to Film and

Media Criticism 3 credits
 This course surveys various approaches to film and media criticism. The course examines the various genres, both historical and contemporary, of American film and television. Emphasis will be given to audience strategies for viewing and evaluating film and television from a Speech Communication perspective. (Students cannot receive credit for both MCOM 2020 and SPCH 2050) **As required**

MCOM 2030 Reporting 3 credits

Instruction and laboratory practice in gathering information and writing types of stories handled by professional newspaper reporters. Assignments include coverage of beats for the campus newspaper. **S** (Biennially)

MCOM 2600 Survey of Broadcasting 3 credits

The study of the development of the broadcast industry and its present structure, FCC and other regulatory agencies, station and network operations and their effect on society. **S** (Biennially)

MEDICAL CODING (MDCD)**MDCD 1010 Basic ICD-9-CM Coding 3 credits**

This course covers the classification systems employed to organize medical information for future retrieval. The ICD-9-CM classification system is emphasized including its use for prospective payment systems. Course work focuses on acquiring skills in coding disease and procedures and abstracting medical data. This course is a combination of classroom and on line instruction. This course includes extensive use of computers and coding software. (Prerequisite or corequisite: MDTR 1010) **F**

MDCD 1020 Basic CPT/HCPCS Coding 3 credits

This course covers the basic principles of coding with CPT/HCPCS. Instruction on outpatient coding, including structure, rules and guidelines. Students will develop skills in using CPT to report reimbursable services. This course is a combination of classroom and on-line instruction. This course includes extensive use of computers and coding software. (Prerequisite or corequisite: MDTR 1010) **F**

MDCD 1030 Intermediate ICD-9-CM Coding 3 credits

A continuation of the study of the ICD-9-CM classification system emphasizing its use for prospective payment systems. Course work focuses on acquiring advanced skills in coding diseases and procedures and abstracting medical data. This course includes extensive use of computers and coding software. (Prerequisites: MDCD 1010, HITC 2010; Corequisite: MDTR 1030) **S**

MDCD 1040 Advanced Coding for Reimbursement 3 credits

This course is a comprehensive study of reimbursement procedures for the prospective payment system (DRGs) and outpatient services (APCs). Coding issues are emphasized and optimization skills developed and applied. This course includes a clinical practicum in a medical facility. This course is a combination of classroom and online instruction. This course includes extensive use of computers and coding software. (Prerequisite: MDCD 1010, MDCD 1020; Corequisite: MDCD 1030) **S**

2 hours lecture / 3 hours clinical per week

MDCD 2990 Special Problems in

Medical Coding 1-5 credits
 This course covers special problems and/or current topics in diagnostic and procedural coding.

MEDICAL INSURANCE SPECIALIST (MDIS)**MDIS 1010 Physician Office Billing 3 credits**

This course is designed to teach students legal issues affecting insurance claims and medical records, the health insurance claim form and the basics of health insurance, electronic data interchange, tracing delinquent claims, and insurance problem solving, collections strategies, health care payers including managed care systems, private insurance, Medicare, state programs, workers' compensation, Tricare and CHAMPVA and disability. (Corequisite: MDCD 1010, MDCD 1020) **F**

MDIS 1020 Insurance Procedures Practicum 3 credits

This course is designed to continue to teach students the health insurance claim form (UB-92), and insurance procedures and provide students a clinical practicum. The clinical practicum will be at health care facilities such as hospitals, clinics, and physicians offices to provide the student hands-on training in a healthcare setting. (Prerequisites: MDTR 1010, MDCD 1010, MDCD 1020, MDIS 1010. Corequisite: MDTR 1030, CPSC 1100) **S**

1 hour lecture, 4 hours practicum / week

MEDICAL TRANSCRIPTION (MDTR)**MDTR 1010 Medical Terminology 5 credits**

An introductory study of medical terminology utilizing the body systems approach including anatomy and physiology, laboratory/pathology terms, pharmacology concepts, terms and abbreviations. This is an online course that meets in person once for orientation to using online software. **F, Su**

MDTR 1020 Basic Medical Transcription Lab 4 credits

Transcription practice utilizing the body system approach to dictated medical reports such as histories and physicals, consultations, operative reports, admission and discharge summaries, pathology and x-ray reports. Emphasis includes proofreading and revising copy, applying correct language skills and medical terms. (Pre/Corequisites: OADM 1040 and MDTR 1010) **F**

8 hours lab / week

MDTR 1030 Fundamentals of Medical Science 3 credits

Study of diagnoses, signs and symptoms, surgical and diagnostic procedures, medical equipment and instruments, laboratory and pharmacology applications utilizing the body system approach. Emphasis includes current therapies and special procedures. This is an online course that meets in person once for orientation to using online software. (Prerequisite: MDTR 1010) **S**

MDTR 1040 Advanced Medical Transcription Lab 5 credits

Advanced medical transcription practice utilizing various types of medical transcription. Emphasis include speed, accuracy and correct format. (Prerequisite: MDTR 1020 and pre/corequisite: MDTR 1030) **S**

10 hours lab / week

MDTR 1050 Clinical Practicum 3 credits

Transcription practice in a medical facility. (Pre/Corequisite: MDTR 1040) **S**

6 hours clinical / week

MDTR 2990 Special Problems in

Medical Transcription 1-5 credits
A course designed to expand creative offerings in medical transcription by pursuing topics in depth or by addressing specific topics to targeted groups.

MILITARY SCIENCE (MILS)**MILS 1030 Bushcraft Skills 1 credit**

Instruction in adventure-oriented skills necessary for outdoor survival. Focus is on basic leadership development with a hands-on approach to classroom instruction. Includes techniques of land navigation, rappelling, and marksmanship. Periodic special events, i.e. white water rafting. Open to all students. Assists interested students in applying for Army ROTC scholarships.

MILS 1040 Military History of the United States 3 credits

Provides instruction in the historical role of the military in the growth and development of the United States. A review of the major causes of and overall strategies of significant historical battles and campaigns of the U.S. Army will be completed.

MILS 2010 Leadership and Management I 2 credits

The course is divided into five major areas: Leadership, Physical Training, Map Reading, Written and Oral Communications, and Basic Tactical Skills to include a field training exercise. The emphasis during Leadership Lab will be to teach the MILS II cadet drill and ceremonies and place the cadet in those situations which will develop his/her leadership ability, self-confidence, and technical proficiency.

MILS 2020 Leadership and Management II 2 credits

The course is divided into five major areas: First Aid, Physical Training, Radio Communications, Written and Oral Communications, and Basic Tactical Skills to include a field training exercise. The emphasis during Leadership Lab will be to teach the MILS II cadet drill and ceremonies tactical skills and place the cadet in those situations which will develop his/her leadership ability, self-confidence, and technical proficiency.

MUSIC (MUS)**MUS 1000 Introduction to the Arts 3 credits**

An introductory course to the fine arts designed to remove high school deficiency only. Areas of investigation and participation will include art, drama, and music. Study will include how to produce or perform works of art, how to analyze, interpret, and evaluate artworks, and knowledge of stylistic periods in the arts.

MUS 1020 Fundamentals of Music 3 credits

A study of the basic elements of music structure, scales, intervals, key signatures, meter, note values, triads, simple harmony, and sight singing. This course may be required of music majors whose Theory Placement exam indicates a need for remedial work. F

MUS 1030♦ Music Appreciation 3 credits

An introduction to music through listening to recordings of standard works, lectures, recitals and other media to encourage cultural development. (formerly MUSC 2100) F, S, Su

MUS 1040 Ear Training I 1 credit

Development of proficiency in identifying aurally and writing basic rhythmic, melodic, and harmonic progressions of traditional music. Designed to be taken concurrently with MUS 1110. Required for freshman music majors. S

MUS 1045 Ear Training II 1 credit

A continuation of MUS 1040 using more advanced melodies and harmonic procedures. Designed to be taken concurrently with MUS 1120. Required for freshman music majors. F

MUS 1050 Concert Choir 1 credit

A choral singing organization for students desiring a musical experience which includes learning quality literature and public performances. F, S

MUS 1060 College-Community Chorale 1 credit

A choral organization for community members and students which presents public concerts throughout the academic year. F, S

MUS 1070 Survey of Popular Music: Country Music...3 credits

A chronological study of country music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of country music and its role in their culture.

MUS 1072 Survey of Popular Music: Rock and Roll ... 3 credits

A chronological study of rock and roll music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of rock and roll music and its role in their culture.

MUS 1074 Survey of Popular Music: Jazz 3 credits

A chronological study of jazz music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of jazz music and its role in their culture.

MUS 1076 Survey of Popular Music: Folk 3 credits

A chronological study of folk music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of folk music and its role in their culture.

MUS 1078 Survey of Sacred Music 3 credits

A chronological study of sacred music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of sacred music and its role in their culture.

MUS 1090 Jazz Band 1 credit

A concert band which will represent the college in public performances; stage band and other ensembles will be selected from this organization. Individual practice as assigned. (Prerequisite: permission of instructor) F, S

MUS 1110 Theory I 3 credits

A study of four part harmony of the 18th and 19th centuries using triads and seventh chords. Students will construct and analyze chord progressions and melodies. Required for freshman music majors. (Prerequisite: score of 80% or better on Theory Placement exam) S

MUS 1120 Theory II 3 credits

A continuation of Music 1110 using more advanced techniques. Required for sophomore music majors. (Prerequisite: MUS 1110) F

MUS 1510 Class Voice I 3 credits
Group instruction in basic techniques of breathing, tone production, diction, phrasing, using simple song repertoire. Daily practice required. F

MUS 1520 Class Voice II 3 credits
A continuation of Music 1510 with advanced techniques of voice production, solo literature and application to training choral groups. Daily practice required. (Prerequisite: MUS 1510 or permission of the instructor) S

MUS 1610 Class Piano I 2 credits
Group instruction in basic piano techniques for students with no prior training in piano. Daily practice required. May be required of music majors according to score on piano proficiency. F, S

MUS 1620 Class Piano II 2 credits
A continuation of Music 1610 applied to accompanying classroom and simple choral repertoire. Daily practice required. May be required of music majors according to score on piano proficiency. (Prerequisite: MUS 1610 or permission of the instructor) F, S

MUS 1710/1720 Commercial Vocal Styles I and II 1/1 credit
A study of the major styles of commercial music with attention to the characteristics that distinguish each.

MUS 1730 Choral Studies 1 credit
Participation and public performances of a variety of popular and commercial music. Open by audition only. F, S

MUS 1745 Music Business 3 credits
A systematic look at career options in the music industry. Topics discussed include: songwriting, record contracts, music publishing, national and international copyright law, music licensing, artist management, and concert promotion.

MUS 1750/1760 Commercial Instrumental Styles I & II 1/1 credit
Commercial Instrumental Styles is designed for instrumentalists who plan to work in the entertainment industry as a studio musician or performer. Emphasis is placed on 1) playing different styles of music, 2) improvisation, 3) learning to play a chord chart and 4) ear training.

MUS 1810 Class Guitar I 3 credits
Group instruction in basic guitar techniques for students with no prior training in guitar. Daily practice required. F

MUS 1820 Class Guitar II 3 credits
A continuation of MUS 1810 with advanced techniques of guitar production and solo literature. Daily practice required. (Prerequisite: MUS 1810 or permission of the instructor) S

MUS 1912 Individual Music Instruction - Voice ... 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credits) lesson per week with an instructor. Daily practice required. Examinations each semester. Public performance may be scheduled. Lab fee required. F, S

MUS 1922 Individual Music Instruction - Keyboard 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credits) lesson per week with an instructor. Daily practice required. Examinations each semester. Public performance may be scheduled. Lab fee required. F, S

MUS 1932 Individual Music Instruction - Instrument 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credits) lesson per week with an instructor. Daily practice required. Examinations each semester. Public performance may be scheduled. Lab fee required. F, S

MUS 1933 Individual Music Instruction - Guitar ... 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. Examinations each semester. Public performance may be scheduled. Lab fee required. F, S

MUS 1934 Individual Music Instruction - Woodwinds 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. Examinations each semester. Public performance may be scheduled. Lab fee required. F, S

MUS 1935 Individual Music Instruction - Brass ... 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. Examinations each semester. Public performance may be scheduled. Lab fee required. F, S

MUS 1936 Individual Music Instruction - Percussion 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. Examinations each semester. Public performance may be scheduled. Lab fee required. F, S

MUS 1937 Individual Music Instruction - Strings 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. Examinations each semester. Public performance may be scheduled. Lab fee required.

MUS 2010 Advanced Ear Training I 1 credit
Development of proficiency in identifying aurally and writing advanced rhythmic, melodic and harmonic progressions of traditional music. Designed to be taken concurrently with MUS 2110. Recommended class for transfer purposes for sophomore music majors. S

MUS 2020 Advanced Ear Training II 1 credit
A continuation of MUS 2010 using more advanced melodies and harmonic procedures. Designed to be taken concurrently with MUS 2120. Recommended class for transfer purposes for sophomore music majors.

MUS 2090 College-Community Symphonic Band 1 credit
An instrumental organization with rehearsals meeting once each week in the evening. Auditions are open to all adult college or high school students seeking admission. Public performances may be scheduled. (Prerequisite: Permission of the director) F, S

MUS 2110 Advanced Theory I 3 credits
A study of advanced harmonic progressions and melodic structures of the 17th to 19th centuries. Students will analyze advanced harmonic progressions and melodies as well as larger forms of musical composition. Recommended class for transfer purposes for sophomore music majors. Prerequisite: MUS 1120. S

MUS 2120 Advanced Theory II 3 credits
A study of advanced harmonic and melodic structures of the 19th and 20th centuries. Recommended class for transfer purposes for sophomore music majors. Prerequisite: MUS 2110.

MUS 2990 Music Problems 1-3 credits
A course featuring in-depth study in the field of music. The course may be repeated for credit provided the theme is not repeated. (Prerequisite: consent of division chair) **F, S**

NURSING (NURS)

NURS 1001 Basic Life Support for Healthcare

Providers 1 credit
This course is designed to teach the skills of CPR for victims of all ages. The course includes cognitive information on the chain of survival including cardiac and respiratory emergencies. Skills to be performed include: CPR for victims of all ages, relief of foreign-body airway obstruction, ventilation barrier devices, bag-mask devices, and use of an automated external defibrillator. Upon successful completion of this course, participants will receive an American Heart Association course completion card for the BLS for Healthcare Provider Course. The course is recommended for healthcare providers and health care majors. **F**

NURS 1002 Test Taking Strategies 1 credit
This course is designed for the beginning student nurse preparing to take tests within and at the completion of nursing fundamental courses. The information presented is designed to maximize success by helping students to develop a positive attitude, understand critical thinking, study and learn more effectively and become test-wise by identifying steps in analysis of a test question. **F**

NURS 1003 Drug Dosage Calculation 1 credit
A course including systems of measurement, converting dosages among systems, and the calculation of drug dosages as part of the nursing responsibility of administering medications. Mathematical operations using fractions and decimals, calculation of oral and injectible doses of medicines, and calculation and regulation of intravenous flow rates are included. This course is specifically designed for prospective or enrolled nursing students who need more practice and instruction to master calculation skills than is provided in NURS 1130 Pharmacology. **F, S**

NURS 1004 Introduction to Medical Terminology 1 credit
Using a body system approach, this course is a basic study of the development and usage of medical terminology. Upon completion of this course, the student will be able to identify, spell and define medical terms related to the diagnosis, pathology and treatment of the major body systems. **F, S**

NURS 1100 Nursing Concepts and Processes 1 credit
The study of the concepts and processes fundamental to the practice of nursing in meeting patient needs. (Prerequisites: BIOL 2010/2011, 2020/2021. Corequisites: NURS 1130, 1150, 1160/1161) **F**

NURS 1130 Pharmacology 3 credits
An introduction to nursing responsibilities related to the broad classifications of drugs and how they work in the body. (Prerequisites: BIOL 2010/2011, 2020/2021. Corequisites: NURS 1100, 1150, 1160/1161) **F**

NURS 1150 Nursing Skills 1 credit
The study and application of nursing skills necessary in meeting patient needs. Clinical experiences are in the skills lab. (Prerequisites: BIOL 2010/2011, 2020/2021. Corequisites: NURS 1100, 1130, 1160/1161) **F**
3 hours clinical experience

NURS 1160/1161 Introduction to Nursing Process 4 credits
An introduction to the practice of nursing, this course focuses on meeting patient needs, with the application of fundamental concepts and the beginning development of nursing competencies. Clinical experiences are in nursing homes and hospitals. (Prerequisites: BIOL 2010/2011, 2020/2021. Corequisites: NURS 1100, 1130, 1150 and satisfactory progress in NURS 1150) **F**
3 hours lecture / 3 hours clinical experience

NURS 1170 Nursing Process - CM 13 credits
This course is designed for the career mobility LPN to RN student. Credit for this course is earned through the successful completion of NURS 1180/1181.

NURS 1180/1181 Transition to Nursing 6 credits
This is an introductory course for licensed practical nurses, transfer students, and students designated by the dean of Health Programs. It is designed to assess and evaluate the students' current knowledge of nursing content and nursing skills. Additional learning activities in the classroom, skills lab, computer lab and clinical setting will be utilized to prepare these students for progression to the 2000 level nursing courses. (Prerequisites: BIOL 2010/2011, 2020/2021) **Su**
5 hours lecture / 3 hours clinical experience

NURS 1300 Transition I 2 credits
This is an introductory course for licensed practical nurses preparing to enter into an associate degree nursing program. It is designed to assess the student's current knowledge of nursing content in the areas of professional roles, critical thinking, nursing process, assessment, and all selected medical-surgical topics. (Prerequisites: Practical nurse currently licensed. Admission to clinical nursing.) **Su**

NURS 2600/2601 Nursing Process I 10 credits
Based on the nursing process, this course focuses on the care of special populations in hospital and community settings. Competencies of assessment, collaboration, communication, management of care, clinical interventions, clinical decision-making, professional behaviors and teaching-learning are emphasized. Clinical experiences are in parent/child, psychiatric hospital settings and community sites. (Prerequisites: NURS 1100, 1130, 1150, 1160/1161 or 1180/1181. **F, S**
6 hours lecture / 12 hours clinical experience

NURS 2610/2611 Nursing Process II 10 credits
Based on the nursing process, this course focuses on health promotion in meeting patient needs. Competencies of assessment, collaboration, communication, management of care, clinical interventions, clinical decision-making, professional behaviors and teaching-learning are emphasized. Clinical experiences are in a variety of health care settings. (Prerequisites: NURS 1100, 1130, 1150, 1160/1161 or 1180/1181.) **F, S**
6 hours lecture / 12 hours clinical experience

NURS 2620/2621 Nursing Process III 5 credits
Based on the nursing process, this course further develops the competencies of assessment, collaboration, communication, management of care, clinical interventions, clinical decision-making, professional behaviors and teaching-learning to meet

complex patient needs. Clinical experiences are in a variety of health care settings. (Prerequisites: NURS 2600/2601, 2610/2611, BIOL 2510/2511. Corequisites: NURS 2630/2631). S

3 hours lecture / 6 hours clinical experience

NURS 2630/2631 Nursing Process IV 4 credits

This course focuses on the application of the nursing process in roles of leadership and management utilizing competencies of assessment, collaboration, communication, management of care, clinical interventions, clinical decision-making, professional behaviors and teaching-learning. Emphasis is on the development of professional behaviors. Clinical experiences are within health care system and the community. (Prerequisites: NURS 2600/2601, 2610/2611, BIOL 2510/2511. Corequisites: NURS 2620/2621). S

2 hours lecture / 6 hours clinical experience

NURS 2990 Special Problems in Nursing 1-5 credits

Special problems or areas of interest for nursing students.

OFFICE ADMINISTRATION (OADM)

OADM 1010 Document Preparation I 3 credits

Provides experience in formatting and preparing business letters, outlines, reports, tables, data sheets and forms. Basic text-editing functions of microcomputers are introduced. (Prerequisites: one year of high school typewriting or successful completion of OADM 1040 Keyboarding) F, S

OADM 1020 Document Preparation II 3 credits

Processing information for executive, production, marketing, accounting, governmental, medical and legal offices is emphasized. Advanced text-editing functions are introduced. (Prerequisite: OADM 1010) S

OADM 1040 Keyboarding 3 credits

Designed to improve proficiency in alpha-numeric keyboarding skills needed for inputting on electronic typewriters, microprocessors, word processors and computer terminals. Credit is assigned on a pass/fail basis. F, S

OADM 1110 Shorthand I 3 credits

Presentation of fundamental principles of Gregg Series 90 shorthand with emphasis on the development of skills in reading from printed material and writing from dictated as well as printed material.

OADM 1120 Shorthand II 3 credits

Introduction of preparation of mailable transcripts with emphasis on grammar, spelling, and punctuation. Development of speed in taking shorthand from dictation. (Prerequisites: OADM 1110, OADM 1040 or equivalent)

OADM 1210 Administrative Office Procedures and Simulation 3 credits

A study of the principles and techniques of office procedures including responsibilities for placing and receiving calls, paper and electronic filing, traditional and electronic mail systems, handling travel details, document preparation in the automated office, payroll recording, presenting statistical data,

calendar, and handling details for meetings. Students will also have simulated office experiences with the principles and techniques taught in the course. (Prerequisites for this course include OADM 1040 or equivalent and OADM 1010.) F

OADM 2220 Word Processing 3 credits

Introduction to word processing utilizing IBM-PC compatible microcomputers. Emphasis will be on basic computer concepts, terminology, and formatting and producing documents. F

OADM 2310 Word Processing Transcription 3 credits

Preparation of documents from dictated input on electronic word processors. Emphasis on word processing experiences including proofreading and revising copy, applying correct language skills, and determining document format. (Prerequisite: OADM 1010) F

OADM 2900 Office Proficiency Assessment

Certification Review 1 credit

An application-oriented assessment of entry-level skills for office administration students. The course is a pass/fail evaluation of students' proficiency in keyboarding, word processing, language arts skills, records management, financial record keeping, spreadsheets, and databases. Students in the office administration major must be enrolled in their final semester of classes to take this course. S

OADM 2990 Office Administration Internship 3 credits

An office administration internship of combined learning and office work experience. Students will be placed in private industry as well as Walters State Community College administrative offices. (Prerequisite: OADM 1010 and OADM 1210) F, S

PARAMEDIC TECHNOLOGY (PARA)

PARA 2010 Paramedic Roles and Responsibilities 1 credit

Students are introduced to the role of the EMT-Paramedic in the health care delivery system. Duties and responsibilities of the EMT-Paramedic as well as legislation affecting job performance are covered. Other topics discussed include medical ethics, patient's rights, and professional interactions.

PARA 2020 Human Systems and

Patient Assessment 4 credits

Overview of anatomy and physiology of each system of the body. Use of medical terminology, construction of medical terms, using roots and prefixes, and procedures for patient assessment including the patient's medical history, physical examination, and transfer of collected information to the supervising physician are included.

PARA 2030 Shock Trauma 3 credits

A study of the mechanism of injury, kinematics, multi-systems injury, signs and systems, and treatment. The pathophysiology of shock, types of shock and treatment are included.

PARA 2040 Medical Emergencies 3 credits

Assessment of management for victims of poisoning, bites, stings. Drug and alcohol emergencies. Epinephrine module. Assessment and management of heart attack, stroke, diabetic emergencies, and dyspnea. Principles of early defibrillation. Seizures, communicable diseases, geriatrics, and acute abdomen along with other advance skills are covered.

PARA 2050 Behavioral Crises and Stress 1 credit

This course will discuss the cause and effect relationship of anxiety and stress as well as management techniques. Examination of various types of behavioral/psychological emergencies the paramedic may encounter with patients and specific procedures for handling each one.

PARA 2060 Obstetrics and Pediatrics 2 credits

Anatomy and physiology of the female reproductive system and the technique for assessment of a patient with suspected obstetric and/or gynecologic disorder. Both normal and abnormal deliveries are discussed along with management of the delivery process. Complications of labor and delivery are discussed. Assessment of the pediatric patient and management of specific problems. The role of the EMT-Paramedic in a neonate transport system is discussed along with a review of specialized procedures.

PARA 2070 Clinical Practicum I 1 credit

Experience to develop clinical competency in advanced life support assessment and practice. Initial rotations in the emergency department setting, anesthesia, limited field exposure, and selected rotations by the Paramedic Program instruction staff.

PARA 2110 Cardiovascular System 5 credits

Discussion of the anatomy and physiology of the cardiovascular system, with emphasis upon the structure, function, and electrical system of the heart. Assessment of the patient with suspected cardiovascular problems is included. Pathophysiology is discussed including coronary artery disease, angina, acute myocardial infarction. Included is cardiopulmonary resuscitation, medical anti-shock trousers and mechanical heart-lung resuscitators.

PARA 2120 Dysrhythmia Recognition and**Treatment 3 credits**

Introduction of the EMT-Paramedic to specific identification and treatment of all major cardiac arrhythmias. Specific treatment includes treatment protocols, electrocardiographic pacemakers, defibrillation/cardiopulmonary resuscitation, positioning for transport, and other treatment methods.

PARA 2130 General Pharmacology and**Fluid Therapy 2 credits**

Discussion of the fluids and electrolytes in the body with emphasis placed upon the manifestation of fluid and electrolyte imbalances. Introduction of the student to general groups of drugs and classification of each. Also covers the kinds of information the students should know about each drug. Includes the calculation of dosages, the use of the metric system, and the administration of drugs through various routes.

PARA 2170 Clinical Practicum II 3 credits

Advanced clinical rotations in small hospital and Level I trauma centers. Some limited field experience is built upon. Major emphasis is placed within coronary care, trauma, intensive care, labor and delivery, pediatrics, aeromedical operations, and selected rotations by the Paramedic Program instructional staff.

PARA 2220 Advanced Cardiac Care 1 credit

This course correlates with the American Heart Association Advanced Cardiac Life Support curriculum. Studies include: anatomy and physiology of the cardiovascular system, dysrhythmia recognition/management, IV therapy, cardioversion/defibrillation therapy, cardiac-specific pharmacology, cardiac arrest management, endotracheal intubation, and other advanced skills.

PARA 2230 Advanced Trauma Care 1 credit

This course correlates with the Basic Trauma Life Support Advanced curriculum. Course topics include: kinematics, patient assessment, airway management, thoracic trauma, shock management, fluid resuscitation, spinal trauma/management, head trauma, extremity trauma, abdominal trauma, burns, pediatric trauma, geriatric trauma, trauma in pregnancy, patients under the influence of alcohol and drugs, and traumatic cardiac arrest.

PARA 2240 Field Practicum 2 credits

This course is a supervised field experience aboard ground-based mobile intensive care units. The student is assigned to one paramedic preceptor for this entire rotation. The paramedic preceptor will evaluate the student based upon field performance and ability to put together what has been learned in the classroom, laboratory and hospital clinical settings.

PARA 2250 Advanced Pediatric Care 3 credits

Pediatric Advanced Life Support is covered through the study of anatomy and physiology of the neonate, infant, and child with an emphasis on caring for cardiac dysrhythmias, drug administration, IV therapy, defibrillation and monitoring, intubation, intraosseous infusion and other advanced skills.

PARA 2270 Clinical Practicum III 2 credits

This course is a continuation of PARA 2170. Advanced clinical rotations in various hospital clinical rotations. This course is to be taken at the same time as PARA 2240.

PARA 2290 Seminar in Rural Emergency**Medical Services 1 credit**

This course will examine issues relevant to the unique rural pre-hospital emergency medical services delivery system. Topics for this course could include: telemedicine techniques, 12 lead ECG interpretation, critical care interfacility transport, rapid sequence induction and the like. An instructional component specific to national/state board preparation would also be included.

PHARMACY TECHNICIAN (PHAR)

PHAR 1000 Pharmacy Oriented Anatomy and**Medical Terminology 2 credits**

A course in anatomy and physiology with emphasis on the anatomical areas most affected by drugs. All anatomical systems will be discussed. Medical terminology will be oriented toward the needs of the pharmacy technician in the pharmacy setting. This is an online class which meets once for orientation.

F, Su

PHAR 1010/1011 Introduction to Pharmacy Technician**Practice and Lab 2 credits**

This course is an introduction to the practice of pharmacy in the institutional and community pharmacies with emphasis on the responsibilities of the pharmacy technician. Topics include prescription orders (interpretation and dispensing), legal and ethical aspects of support personnel, an overview of the healthcare system, utilization of research materials and computers, and drug distribution and control. F, Su

1 hour lecture / 2 hours laboratory

PHAR 1020/1021 Pharmacy Calculations and Lab 3 credits

A review of numbers, fractions, decimals and percentage with an introduction of calculations used in pharmacy practice. An emphasis will be placed on accuracy and the calculations involving alligation, ratio, flow rates, dilutions, proportions, and enlarging or reducing formulae, and dosage calculations. The student will learn household, Apothecary and metric equivalents and how to interpret and calculate dosages from prescriptions and physician orders. **F, Su**

2 hours lecture / 2 hours laboratory

PHAR 1030 Pharmacology and Therapeutics 3 credits

This course discusses the general therapeutic classes of drugs and their interactions with the body. It will include common principles of pharmacology, major side effects of various drugs, nutritional products, blood modifiers, hormones, diuretics, cardiovascular, respiratory drugs and gastro-intestinal agents. It will also include drugs affecting the autonomic nervous system, muscle relaxants, anti-epileptic agents, analgesics, anti-inflammatory agents and anti-infective drugs. (Pre/corequisite: PHAR 1000) **F, S**

PHAR 1050 Principles of Pharmacy Practice 3 credits

A study of novel and common pharmaceutical dosage forms and delivery systems as well as applications of pharmacy automation. The student will learn how to prepackage medications. Other topics include over-the-counter medications, herbal supplements, vitamins, and poisons/antidotes. (Pre/corequisite: PHAR 1000) **F, S**

PHAR 1060/1061 Sterile Products Technology and Lab 2 credits

Provides an understanding of the fundamentals of the preparation of sterile dosage formulas. Topics include routes of drug administration, dosage form design, good manufacturing practices, injections, and sterile fluids. Lab exercises are designed to provide skill in compounding techniques, preparing solutions and using aseptic techniques with appropriate labeling and documentation. (Pre/corequisite: PHAR 1020/1021) **F, S**

1 hour lecture / 2 hours laboratory

PHAR 1070 Pharmacy Jurisprudence and Ethics 2 credits

Discusses health and safety regulations, the welfare of pharmacy services recipients, state and federal laws governing pharmacy practice and drug distribution, pharmacy code of ethics, professional conduct related to pharmacy technicians and their activities, and the Pharmacy Practice Act and effective communications with patients, co-workers and other personnel. **F, S, Su**

PHAR 2055 Institutional Pharmacy Practice 3 credits

A work-study experience providing practical experience under the direct supervision of a licensed pharmacist in a hospital and/or other health care institutional pharmacy practice. Emphasis will include reading and transcribing physician's orders, drug dispensing systems, purchasing and inventory control, use of reference materials, filling unit dose charts and preparing sterile injections. Experience with computers, aseptic technique, and safety practices will also be included. (Prerequisites: PHAR 1000, PHAR 1010/1011, PHAR 1020/1021, PHAR 1030, PHAR 1050, PHAR 1060/1061. Pre/corequisite: PHAR 1070 and consent of the program director.) **S, Su**

9 hours practicum

PHAR 2080 Retail Pharmacy Practice 3 credits

This work-study course includes experience in a retail-community pharmacy with prescription and non-prescription

products, their compositions and indications, distribution and control. Students will perform normal clerical and technician-level responsibilities under the direct supervision of a licensed pharmacist. This experience will also include use of computers, customer contact and practice with billing and insurance forms. (Prerequisites: PHAR 1000, PHAR 1010, PHAR 1020/1021, PHAR 1030, PHAR 1050, PHAR 1060/61. Pre/corequisite: PHAR 1070 and consent of the program director.) **S, Su**

9 hours practicum

PHAR 2990 Special Projects in**Pharmacy Technology 1-5 credits**

Special projects relating to current topics and special research on pharmacy topics. The topics may vary and the course may be repeated with approval of the program director. (Prerequisites: director's approval)

PHYSICAL EDUCATION, HEALTH AND RECREATION (PHED)

Fitness Activity*†Lifetime Activity****PHED 1010 Physical Conditioning * 1 credit**

A physical fitness program incorporating traditional exercises, circuit training, and aerobics to improve the physical state and promote lifetime fitness. (Activity Course) **F, S, Su**

1 hour lecture / 1 hour laboratory

PHED 1020 Adaptive Physical Education I 1 credit

An independent specialized activity program for the disabled student. (Activity Course) **F, S, Su**

1 hour lecture / 1 hour laboratory

PHED 1030 Adaptive Physical Education II 1 credit

An advanced independent specialized activity program for the disabled student. (Activity Course) **F, S, Su**

1 hour lecture / 1 hour laboratory

PHED 1110 Archery † 1 credit

Introduction of basic skills and techniques of shooting and to show ways archery may be utilized avocationally throughout their lifetime. (Activity Course)

1 hour lecture / 1 hour laboratory

PHED 1137 Power Walking * 1 credit

A health oriented activity designed to provide instruction of walking programs necessary for achievement of lifetime fitness. A sequential series of routines formulated for better overall physical health and wellness related issues. Because of the activity versus exercise orientation of the course, final evaluation will be recognized by a grade of Pass (P) or Fail (F). **F, S, Su**

1 hour lecture / 1 hour laboratory

PHED 1140 Personal Wellness 2 credits

Provides an individual program for personal wellness. An assessment will be made for cardiac risk, cardiac efficiency and aerobic capacity. Evaluation will be given for body composition, flexibility, and muscular strength endurance. The course will include stress management and nutrition analysis. Aerobic workouts will be supervised. (Activity Course) **F, S**

1 hour lecture / 2 hours laboratory

PHED 1210 Badminton + 1 credit
Development of basic fundamental skills, rules, and strategy necessary to play the game of badminton. (Activity Course)
1 hour lecture / 1 hour laboratory

PHED 1220 Racquetball + 1 credit
Introduction of basic equipment, and basic skills, rules of the game, shot selection, and strategy of the game. Emphasis on safety for pleasurable racquetball. (Activity Course) **S, Su**
1 hour lecture / 1 hour laboratory

PHED 1250 Tennis + 1 credit
Introduction and development of skills, general rules, and strategy related to the game of tennis with particular emphasis on acquisition of skill. (Activity Course) **F, S, Su**
1 hour lecture / 1 hour laboratory

PHED 1310 Basketball + 1 credit
Development of basic skills, basic rules and strategy for the game situation. (Activity Course) **F, S**
1 hour lecture / 1 hour laboratory

PHED 1350 Softball + 1 credit
Introduction, development of basic skills and acquiring knowledge related to rules and strategy of softball. (Activity Course)
1 hour lecture / 1 hour laboratory

PHED 1410 Bowling + 1 credit
Introduction in acquisition of basic techniques of bowling, the conversion of spares, scoring, selecting equipment, bowling etiquette, and tips for fine tuning of techniques if you are an experienced bowler. (Activity Course) **F, S, Su**
1 hour lecture / 1 hour laboratory

PHED 1510 Contemporary Dance + 1 credit
An introduction of basic dance steps used in social, country and western, and jazz dances in our society. (Activity Course)
1 hour lecture / 1 hour laboratory

PHED 1520 Exerdance * 1 credit
Aerobic exercises choreographed to music for improving over all physical fitness. Diet, nutrition, and body composition are included as they relate to good physical fitness. (Activity Course)
1 hour lecture / 1 hour laboratory

PHED 1530 Ballet I + 2 credits
Instruction and practice in elementary classical ballet techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1530)
1 hour lecture / 2 hours laboratory

PHED 1535 Ballet II + 2 credits
Instruction and practice in intermediate classical ballet techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1535)
1 hour lecture / 2 hours laboratory

PHED 1540 Jazz I + 2 credits
Instruction and practice in elementary classical jazz techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1540)
1 hour lecture / 2 hours laboratory

PHED 1545 Jazz II + 2 credits
Instruction and practice in intermediate classical jazz techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1545)
1 hour lecture / 2 hours laboratory

PHED 1550 Modern Dance I + 2 credits
Instruction and practice in elementary classical modern dance techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1550)
1 hour lecture / 2 hours laboratory

PHED 1555 Modern Dance II + 2 credits
Instruction and practice in intermediate classical modern dance techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1555)
1 hour lecture / 2 hours laboratory

PHED 1560 Tap Dance I + 2 credits
Instruction and practice in elementary classical tap dance techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1560)
1 hour lecture / 2 hours laboratory

PHED 1565 Tap Dance II + 2 credits
Instruction and practice in intermediate classical tap dance techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1565)
1 hour lecture / 2 hours laboratory

PHED 1570 Clogging + 2 credits
Instruction and practice in elementary classical clogging techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1570)
1 hour lecture / 2 hours laboratory

PHED 1610 Golf + 1 credit
Development of basic skills and techniques of the strokes, general rules, and knowledge of the game. (Activity Course) **F, S, Su**
1 hour lecture / 1 hour laboratory

PHED 1710 Soccer + 1 credit
Introduction, development of basic skills and acquiring knowledge related to rules and strategy of the game. (Activity Course)
1 hour lecture / 1 hour laboratory

PHED 1720 Weight Training * 1 credit
A health-related activity course designed to provide instruction in safety, systems knowledge, and technique that will allow the student to pursue lifetime fitness and wellness. The course further explores individual interests, capacities and limitations for the student with an activity. Final evaluation will be recognized by a letter grade of A, B, C, D or F. **F, S, Su**
1 hour lecture / 1 hour laboratory

PHED 1730 Volleyball + 1 credit
The introduction and development of the basic fundamental skills, rules, and strategy related to the game of volleyball. (Activity Course) **F**
1 hour lecture / 1 hour laboratory

PHED 1810 Karate + 1 credit
A study of techniques and practices that will result in an increase awareness of the students capacity for physical control by the knowledge and discipline of Karate. The course is designated to contribute to the philosophy of physical education in coordinating the dual nature of the human being – physical and mental. (Activity Course) **F, S**
1 hour lecture / 1 hour laboratory

PHED 1910 Aquatics * 1 credit
Development of basic and intermediate swimming strokes, survival floating, diving, and rescue techniques with emphasis on water safety. (Activity Course) **Su**
1 hour lecture / 1 hour laboratory

PHED 1920 Water Exercise * 1 credit

Aerobic exercising using the buoyancy and resistance of the water to improve overall fitness without stress and soreness to the muscles. All ages, fitness levels, co-ed, swimmers and non-swimmers. (Activity Course)

1 hour lecture / 1 hour laboratory

PHED 1930 Snow Skiing † 1 credit

Introduction and development of basic knowledge and skills necessary for the safety and enjoyment of skiing. (Activity Course) S

1 hour lecture / 1 hour laboratory

PHED 2000 Personal Wellness 3 credits

A compilation of health-oriented wellness dimensions designed to expand students' potential to live fuller lives, through behavioral and social science constructs while integrating various aspects of fitness that contribute to the quality of life.

PHED 2010 Introduction to PHED 3 credits

This course is designed to introduce Physical Education Majors to the history of Physical Education and to familiarize them with opportunities available in various fields. F

PHED 2070 Sports Officiating 2 credits

A detailed techniques and methods officiating course. It will cover rule interpretations, specific play situations and ethical behavior of the participant.

PHED 2110 Human Motor Behavior 3 credits

This course will provide current theories and principles explaining motor behavior; psychological factors related to and/or affecting motor skill acquisition, performance, and perceptual motor programs. S

PHED 2310 Sport and Physical Activity in**American Society 3 credits**

A course dealing with the social and psychological influences which affect behavior in sports settings and/or environments.

PHED 2320 Care and Treatment of**Athletic Injuries 3 credits**

Analysis, theory, and practice in the prevention, treatment and/or care of basic athletic injuries. F

PHED 2810 Skills and Teaching of Elementary Activities and Movement Education 3 credits

This course is designed to provide instruction and experiences in planning elementary physical education programs. Emphasis is on planning and teaching activities and movement experiences taught by the theme approach in dance, games, and gymnastics for elementary children. S

PHED 2990 Problems in Health, Physical Education and**Recreation 1 - 3 credits**

The course will be specifically designed to meet the unique need of the problems course in the field of health, physical education and recreation.

PHILOSOPHY (PHIL)**PHIL 1030♦ Human Nature and Life 3 credits**

A study of philosophical perspectives of human nature and the meaning of life. F, S

PHIL 1110 Elementary Logic 3 credits

An analysis of deductive logic, the rules of modern formal logic, the principles of validity, truth tables and elementary formal proofs of validity. (Prerequisite: Two years of high school algebra or successful completion of developmental mathematics) S

PHIL 1600 Issues in Philosophy 3 credits

This course will cover current issues in philosophy. This course may be repeated for credit provided the theme is not repeated. S

PHIL 2020 Self & Values 3 credits

A study of the concepts of "self" and "value." F, S, Su

PHIL 2210 Religions and Cultures 3 credits

Introduction to the study of world religions such as Hinduism, Buddhism, Taoism, Shintoism, and Zen. (Exclusive of near-eastern religions.) F, S

PHYSICS (PHYS)**PSCI 1010/1011♦ Physical Science I 4 credits**

Principles, concepts and topics related to physics and astronomy for non-science majors. (formerly PHYS 1010/1011) F

3 hours lecture / 3 hours laboratory

PSCI 1020/1021♦ Physical Science II 4 credits

Principles, concepts and topics related to chemistry, geology and oceanography for non-science majors. (formerly PHYS 1020/1021) S

3 hours lecture / 3 hours laboratory

PHYS 2010/2011♦ General Physics I/Lab 4 credits

An introductory precalculus survey course in general physics including: mechanics, work and energy, rotation and vibration, wave motion, fluids and sound. (Prerequisite: MATH 1720; corequisite: PHYS 2011) (formerly PHYS 2110/2111) F, Su

Lecture / 3 hours laboratory

PHYS 2020/2021♦ General Physics II/Lab 4 credits

Thermodynamics, electricity and magnetism, optics, atomic and nuclear physics. (Prerequisite: PHYS 2010; corequisite: PHYS 2021) (formerly PHYS 2120/2121) F, Su

Lecture / 3 hours laboratory

PHYS 2110/2111♦ Physics I/Lab 4 credits

A calculus based course intended primarily for students in science, mathematics, engineering and other technical fields. Mechanics, wave motion, fluids, and sound. (Prerequisite: MATH 1910; corequisite: PHYS 2111) (formerly 2610/2611) F

Lecture / 3 hours laboratory

PHYS 2120/2121♦ Physics II 4 credits

Thermodynamics, electricity and magnetism, optics, atomic and nuclear physics. (Prerequisites: MATH 1910 and PHYS 2110; corequisites: PHYS 2121 and MATH 1920) (formerly PHYS 2620/2621) S

PHYS 2210 Statics (with Calculus) 4 credits
 A study of forces, moments, vector quantities, static equilibrium with applications to structures, friction, center of gravity, and second moments. (Prerequisite: MATH 1920) **F**
3 lectures and one discussion / week

PHYS 2220 Dynamics (with Calculus) 4 credits
 Absolute and relative kinetics of particles and rigid bodies using Newton's laws, work-energy, and impulse-momentum principles. (Prerequisite: PHYS 2210) **S**
3 lectures and one discussion session / week

PHYS 2910 Independent Study 1-6 credits
 Selected topics in physics are studied in greater depth. Topics chosen cover the entire range of Physics and are selected in consultation with the instructor.

POLITICAL SCIENCE (POLI)

POLI 1120 Introduction to American Government ... 3 credits
 A study of the Constitution, American political culture and behavior, and the structure and function of the legislative, executive, judicial, and administrative branches of U.S. national government. **F**

POLI 2010 Introduction to Political Science 3 credits
 A comprehensive introduction to the study of political science with emphasis on the theory, processes, and institutions of politics and governments in the modern world. **S**

POLI 2900 Problems and Topics in Cultural Studies 1-6 credits
 Instructor-designed course to fulfill general humanities objectives and / or to provide specific Interdisciplinary Studies course not offered. Provides for the advanced, individualized study of special interests in cultural studies; may include foreign and/or independent study, and may be repeated, provided the same experience is not repeated. (Same as HUM 2900 and SOCI 2900)

POLI 2990 Problems in Political Science 1-3 credits
 A course featuring an examination of a topical issue in government and politics. This course may be repeated for credit provided the theme is not repeated.

PSYCHOLOGY (PSYC)

PSYC 1310 Introduction to Psychology 3 credits
 This course is an introduction to the guiding principles and primary approaches of the study of human and animal behavior. This broad-based course includes the following topics: psychobiology, conditioning, learning, sensation, perception, motivation, emotion, intelligence, personality, life span development, abnormal behavior, social psychology, group processes, stress, and career development. **F, S, Su**

PSYC 2010 Creative Problem Solving 3 credits
 The purpose of this course is to strengthen those basic psychological processes essential to creative intelligence and problem solving. These processes consist of such behaviors as differentia-

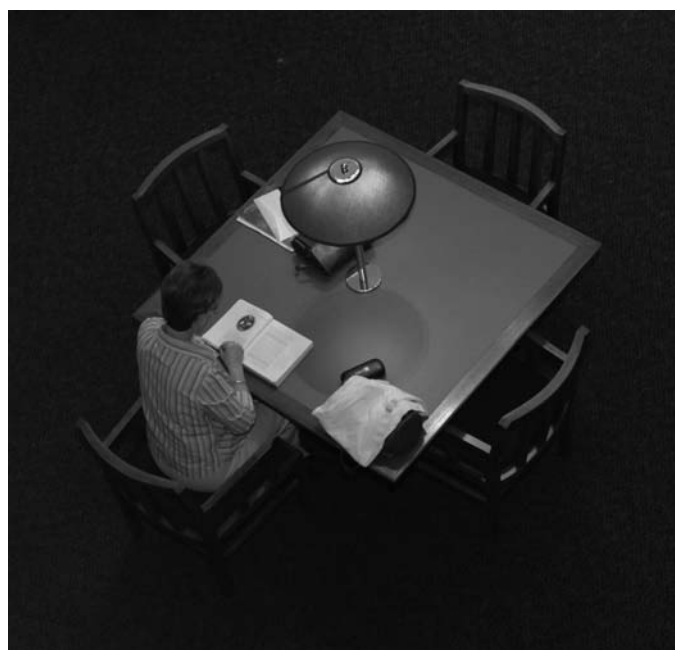
tion, association, generalization, decision making etc. The course begins with a pretest, followed by training on specific cognitive processes and concludes with a post test. Each student is made aware of his growth during the course. **F, S**

PSYC 2220 The Psychology of Human Sexuality 3 credits
 A study to develop an understanding of the physical, mental, emotional, social, and psychological phase of human relationships to better understand the problems and responsibilities of being male or female and realizing one's decisions affects one's mental and emotional health. **F**

PSYC 2310 Abnormal Psychology 3 credits
 Topics covered include abnormal reactions to frustrations, psychotherapy, theories of personality structure, neural functions, receptor mechanism, attention, and perception. Principles are included that related to law enforcement. **F, S**

PSYC 2320 The Psychology of Helping 3 credits
 This course is an overview and application of basic theory and skills commonly practiced in a variety of human service and other social settings. It is designed for students who are currently employed in the helping profession, those training to become human service employees, and for those interested in continuing their study in upper division programs in psychology, social work, sociology, and human services. This course emphasizes critical thinking skills. This course is writing and oral intensive, and requires additional hours outside the classroom. **S**

PSYC 2340 Psychology of Adjustment 3 credits
 This course is a study of personality development and structure, with major emphasis on personal adjustment and the functional aspects of the psychology of daily living. Topics covered include development of adjustment patterns, individual adjustment to life situations, societal definitions, treatment of the maladjusted, personal appraisal systems, and modification of behavior. This course is writing and oral intensive. **F**



PSYC 2410 Psychology of Childhood and

Adolescence 3 credits
Psychological and physiological growth and development of the human organism beginning with conception and continuing through adolescence. **F, S, Su**

PSYC 2420 Developmental Psychology 3 credits

A study of psychological and physiological growth and development from conception to death looking at various theories through the entire life span. Course is designed for, but not limited to nursing students. **F, S, Su**

PSYC 2990 Problems in Psychology 1 - 3 credits

This course is designed to give students an opportunity to explore various topics of special interest in psychology. Course is also used to provide field experience in psychology.

PHYSICAL THERAPIST ASSISTANT (PTA)**PTA 1010 Introduction to Physical Therapist**

Assistant 2 credits
This course is designed to familiarize the student with the health care delivery system. Emphasis is placed on the history, function and purpose of physical therapy and the physical therapist assistant. The student will also learn medical terminology most frequently encountered during the practice of physical therapy. (Corequisites: PTA 1040/1041, 1100/1101) **F**

PTA 1040/1041 Kinesiology 4 credits

This course presents the anatomy of neuro-muscular-skeletal systems in more detail. Emphasis is placed upon normal motion and movement patterns, especially as they apply to physical rehabilitation. (Corequisites: PTA 1010, 1100/1101) **F**
3 hours lecture / 2 hours laboratory

PTA 1100/1101 Modalities 4 credits

Principles of physical agents using modalities such as heat, cold, sound, light, and water are taught. Basic concepts of tissue healing, inflammation, and pain are introduced with laboratory skill practice and demonstration of modalities in simulated patient situations. Documentation of modalities within designated plans of care will be included. (Prerequisite: Admission into the PTA program. Corequisites: PTA 1010, 1040/1041) **F**
2 hours lecture / 6 hours laboratory

PTA 1200/1201 Orthopedic Conditions 6 credits

Pathologies and medical/physical therapy management of orthopedic conditions and dysfunctions are presented, along with tests and measurements such as goniometry and manual muscle testing. Students will have didactic and laboratory sessions on physical therapy intervention principles and technical skills related to patients with orthopedic conditions, including additional documentation and beginning psychosocial and professional issues. (Prerequisites: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101. Corequisite: PTA 1300/1301, 1331) **S**
4 hours lecture / 6 hours laboratory

PTA 1300/1301 Neurological Conditions I 3 credits

Several common neurological conditions are presented along with medical/physical therapy management. Intervention principles

and techniques needed to assist the physical therapist and continue plans of care will be taught. Lecture and laboratory sessions will focus on pathology, physical therapy tests and measurements, and hands-on treatment in simulated patient situations. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101. Corequisite: PTA 1200/1201, 1331) **S**
2 hours lecture / 3 hours laboratory

PTA 1331 Clinical I 2 credits

Orientation to various clinical sites, introduction to patient assessment, interventions, and assisting the physical therapist in the clinical setting with patient diagnoses/conditions covered so far. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, satisfactory progression in PTA 1200/1201, 1300/1301) **S**
4 hours clinical practicum

PTA 2120/2121 Medical/Surgical Conditions 5 credits

A survey of medical/surgical conditions commonly seen by physical therapist assistants. Pathologies, medical and physical therapy management will be discussed with laboratory practice of technical skills, interventions, and tests and measurements for patients with specific medical/surgical conditions. Additional professional issues will be covered. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331. Corequisite: PTA 2300/2301, 2331) **F**
4 hours lecture / 3 hours laboratory

PTA 2300/2301 Neurological Conditions II 4 credits

A continuation of PTA 1300/1301, additional neurological conditions treated by physical therapist and assistants are presented. More advanced intervention techniques are taught to manage more complex neurologically involved patients. Laboratory and classroom sessions focus on building on content in previous courses. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331. Corequisites: PTA 2120/2121, 2331) **F**
2 hours lecture / 6 hours laboratory

PTA 2331 Clinical II 3 credits

A continuation of PTA 1331, intermediate level physical therapy clinical skills in various clinical settings including interventions with patients with orthopedic and moderately involved medical/surgical and neurological conditions. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331; satisfactory progress in PTA 2120/2121, 2300/2301) **F**
8 hours clinical practicum

PTA 2431 Clinical III 4 credits

A continuation of PTA 2331, students will demonstrate more advanced physical therapy clinical skills in various clinical settings with a variety of patient diagnoses presented in previous PTA courses. (Prerequisites: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331, 2120/2121, 2300/2301, 2331; satisfactory progress in PTA 2500/2501, ENGL1010, PSYC2420, BIOL2010/2011, 2020/2021, MATH 1530 or 1630; Corequisite: satisfactory progression in PTA 2500/2501) **S**
12 hours clinical practicum

PTA 2500/2501 Correlative PTA Procedures 3 credits

Continuation of selected physical therapy principles and interventions along with advanced administrative, psychosocial, ethical, and legal issues. (Prerequisites: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201,

1300/1301, 1331, 2120/2121, 2300/2301, 2331; ENGL 1010, 1020; PSYC 2420, BIOL 2010/2011, 2020/2021; MATH 1530 or 1630; Corequisite: PTA 2431/2531) **S**

2 hours lecture / 3 hours laboratory

PTA 2531 Clinical IV6 credits

The terminal clinical experience will include demonstration of complex and advanced clinical skills in various clinical sites encompassing a variety of patient diagnoses presented in previous PTA courses. (Prerequisites: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331, 2120/2121, 2300/2301, 2331, 2431; ENGL 1010, 1020; PSYC 2420, BIOL 2010/2011, 2020/2021; MATH 1530 or 1630; CPSC 1100; satisfactory progress in PTA 2500/2501) **S**

20 hours clinical practicum

PTA 2990 Special Problems in Physical Therapy . 1-3 credits

Special problems and/or current topics in the field of physical therapy.

READING

Developmental Reading (DSPR)

Reading Developmental Education courses are intended for students who need additional preparation in reading prior to enrolling in college level courses using these skills. Students will be required to take these courses based on placement assessment procedures. A grade of "C" or better is required to progress to the next higher level course. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree program. Some special admissions, registration and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the division office, 201-CCEN, 585-6914.

Sections with the suffix **ESL** are for students whose native language is not English. These sections will stress idiomatic language through exercises and listening as well as speaking.

****DSPR 0700 Basic Reading 3 credits**

Addresses these reading subskills: identification of main idea and detail, sequence of events, dictionary skills, ability to draw valid conclusions, knowledge of synonyms, antonyms, and words in context, identifying cause-effect relationships. The course requires a substantial amount of writing to accomplish these objectives. This course adds 3 credit hours to the graduation requirements for students enrolled. (Prerequisite: Admission and exit is by college assessment procedure only) (**DSPR 0700 ESL** is designed for students whose native language is not English. Listening and speaking will be stressed.) **F, S, Su**

****DSPR 0800 Developmental Reading 3 credits**

Addresses these reading subskills: to separate one's opinion from the writer's, to use features of books and other reference materials, to define unfamiliar words by decoding, using context, or by using a dictionary, and to identify and summarize in one's own words the main and subordinate ideas in a written work, the ability to vary one's rate and technique according to reading purpose and the nature of the material, to recognize different purposes and methods of writing, to identify point of view and tone, and to interpret a writer's literal and inferential meaning. The course requires a substantial amount of writing to accomplish these objectives. This course adds 3 credit hours to the graduation requirements for students

enrolled. (Prerequisite: Admission and exit is by the college assessment procedure or successful completion of DSPR 0700, Basic Reading only) (**DSPR 0800 ESL** is designed for students whose native language is not English. Listening and speaking will be stressed.) **F, S, Su**

***These courses constitute the TBR required sequences based on placement.*

College Reading (READ)

Reading courses READ 1010 and 2990 are transfer-oriented courses. Additional reading courses for students who need preparation for college level work are offered through Developmental Education.

READ 1010 Speed Reading for College 3 credits

An introduction to effective study, test-taking, and speed reading skills. The emphasis of this course is on maximizing efficiency and academic potential. (**Open to all students**) **S, Su**

READ 2990 Special Problems in Reading 1-3 credits

This course allows the needs of an individual or group to be met with special emphasis placed on selected reading skills. (**Open to all students**)

REAL ESTATE (RELS)

RELS 2110 Real Estate Principles I 4 credits

Basic principles of Tennessee Real Estate with emphasis on the agency relationship, contracts, government controls, valuation, finance, mathematics and Tennessee real estate laws. Designed to prepare one for the affiliate broker's examination. **F**

RELS 2120 Real Estate Principles II 2 credits

Ethics and etiquette in marketing communication, risk management, agency, contracts, fair housing requirements, property management, advertising, qualifying the buyer and property valuation. Required by the Tennessee Real Estate Commission to obtain an affiliate broker's license. (Prerequisite/corequisite: RELS 2110) **F**

RESPIRATORY CARE THERAPIST (RESP)

RESP 2010 Respiratory Care I 3 credits

Discusses the history and organization of the respiratory care profession; ethical and legal dimensions of respiratory care, quality management and measurement, the principles, operation and maintenance of compressed gas sources, gas administration devices, oxygen, humidity, and aerosol therapy, cleaning and sterilization, pharmacology, hyperinflation therapy, postural drainage and percussion, infection control and monitoring. (Prerequisite: acceptance into the program. Corequisites: RESP 2040 and 2022) **Su**

RESP 2011 Respiratory Care I Laboratory 1 credit

A study of patient assessment, oxygen, aerosol and humidity therapy, hyperinflation therapy, bronchial hygiene, cleaning and sterilization with laboratory skill practice and demonstrations, skill procedural check-offs to correspond with lecture material in RESP 2010. (Prerequisite: admission to clinical portion of program; corequisite: RESP 2010) **Su**

2 hours laboratory

RESP 2022 Clinical Practice I 1 credit
Orientation to the various clinical sites, introduction to patient assessment, charting, delivery of medical gases, aerosolized medications, cardiopulmonary resuscitation. (Prerequisite: acceptance into the program; corequisites: RESP 2040 and 2010/2011) **Su**
4 hours clinical practicum

RESP 2040 Cardiopulmonary Anatomy and Physiology 4 credits
A comprehensive course in the structure and function of the cardiopulmonary system with clinical applications. Topics include the pulmonary, cardiac and renal systems, oxygen and carbon dioxide transport and delivery, acid-base balance and arterial blood gas interpretation. (Prerequisite: acceptance into the program; corequisites: RESP 2010/2011 and 2022). **Su**

RESP 2050 Respiratory Care II 3 credits
A continuation of Respiratory Care I. Topics include airway care, non-invasive monitoring, hemodynamic measurement, arterial blood gas puncture, analysis and quality control, institution, maintenance, troubleshooting and weaning of mechanical ventilation. (Prerequisites: RESP 2010/2011, 2022, 2040; corequisites: RESP 2052, 2090) **F**

RESP 2051 Respiratory Care II Laboratory 1 credit
A study of airway care, cardiopulmonary resuscitation, mechanical ventilation, invasive and non-invasive monitoring, electrocardiography to correspond with lecture material in RESP 2050. (Prerequisite: RESP 2011; corequisite: RESP 2050) **F**
2 hours laboratory

RESP 2052 Clinical Practice II 3 credits
A continuation of RESP 1022. Intermediate level respiratory care clinical skills in various clinical settings including arterial blood gas puncture, non-invasive monitoring, mechanical ventilation. (Prerequisite: RESP 2022; corequisites: RESP 2050/2051, 2090) **F**
12 hours clinical

RESP 2060 Respiratory Care III 3 credits
A continuation of Respiratory Care II. Topics include neonatal and pediatric respiratory care, advanced ventilator techniques including BiPAP, NPPV, HFPPV, HFV. Journal and Internet research techniques will be introduced. (Prerequisites: 2050/2051; corequisites: RESP 2062, 2066) **S**

RESP 2061 Respiratory Care III Laboratory 1 credit
A study of advanced mechanical ventilator concepts, pediatric and neonatal respiratory care, licensure examination preparation, neonatal resuscitation program certification and advanced cardiac care life support certification. (Prerequisite: RESP 2051; corequisite: RESP 2060) **S**
2 hours lab

RESP 2062 Clinical Practice III 7 credits
The terminal clinical experience will include rotations through adult, pediatric and neonatal intensive care settings, subacute and extended care facilities. ACLS and NRP certification will be completed during the semester. (Prerequisite: RESP 2052; corequisites: RESP 2060/2061, 2066) **S**
28 hours clinical practicum

RESP 2066 Cardiopulmonary Diagnostic Testing 3 credits
The study of pulmonary function testing, sleep studies, cardiac and pulmonary stress testing will be covered with laboratory practice in both the RESP laboratory and various clinical sites. (Prerequisites: RESP 2050/2051, 2090; corequisites: RESP 2060/2061, 2062) **S**
2 hours lecture and 2 hours lab

RESP 2090 Pathology of Respiratory Diseases 4 credits
Fundamental patient care assessment techniques will be introduced followed by a study of the common respiratory pathologies. Etiologies, clinical manifestations, laboratory diagnostic studies and appropriate treatment protocols of the various disease will be discussed. (Prerequisites: RESP 2050/2051; corequisite: RESP 2060/2061, 2066) **F**

RESP 2910 Study in Respiratory Chemistry 2 credits
This course would consist of the assignment of problems of independent study incorporating previous instruction in respiratory chemistry and would be supervised by the instructor. (Prerequisite: graduation from approved respiratory care program)

RESP 2920 Study in Respiratory Physics 2 credits
This course would consist of the assignment of problems of independent study incorporating previous instruction in respiratory physics and would be supervised by the instructor. (Prerequisite: graduation from approved respiratory care program)

RESP 2990 Special Problems in Respiratory Care1-5 credits
Special problems or areas of interest for Respiratory Care students.

SOCIAL WORK (SOWK)

SOWK 1010 Introduction to Social Work 3 credits
This course introduces students to the profession of social work and provides an overview of the professional knowledge, skills, and values necessary for generalist social work practice. Students are introduced to the historical evolution of social work, the history of social welfare, the various fields of social work practice nationwide and in the Appalachian region, and general systems theory. This course also contains a service-learning component, allowing students to spend 20 hours during the semester in a social service agency within their community. **F, S**

SOWK 2020 Social Welfare 3 credits
This course will examine the development, structure and function of the social welfare institution. It will analyze social welfare programs and look at the impact of the social welfare institutions on society. Finally, this course will look specifically at the types of social welfare programs found in the geographic region of rural Appalachia. (Prerequisite: SOWK 1010)

SOWK 2045 Social Work with Families and Children ...3 credits
An examination of the interpersonal interaction patterns existing in families and of the problems experienced by families in contemporary American society. Special emphasis is given to examining emotional and physical abuse, drug and alcohol addiction, alternative life styles, and changing gender roles. **S**

SOCIOLOGY (SOCI)

SOCI 1005 Cultural Studies:

The African-American Experience I3 credits
A socio-cultural / anthropological examination of the origins of Black Americans from ancient Africa through the period of American (U.S.) Reconstruction. It focuses upon the specific cultural characteristics and adaptations that Blacks have experiences in contact with western society, especially the Americans. (Same as HUM 2020)

SOCI 1010 Cultural Studies:

The African-American Experience II3 credits
A continuation of Cultural Studies I from Reconstruction to the present. (Same as HUM 2030)

SOCI 1020 General Sociology, Institutions

and Society3 credits
Major concepts and theoretical approaches of sociology with emphasis on culture, socialization, social organization, and social stratification. F, S, Su

SOCI 1240 Introduction to Cultural Anthropology3 credits

Explores the thesis that every society is based upon an integrated culture which satisfies the needs of its members and facilitates their survival. Authentic ethnographic footage helps students appreciate the diversity of human cultures around the world. F, S

SOCI 1280 Prehistoric Archaeology3 credits

Prehistoric Archaeology is the study of human cultural evolution using theories and techniques of archaeology. Students will be briefly introduced to the principles, history, and techniques used by archaeologists followed by a review of the prehistory of Africa, Europe, Asia, and the New World.

SOCI 2020 Social Problems and Human Values 3 credits

An examination of the development of social problems, how they confront the dominant society and occasionally become deviant groups. The consequences of deviant conduct are also included. S

SOCI 2110 The Family, Society, and the Individual 3 credits

Origin and ethnology of the family; background of the modern American family; social change and the family; social pathology of the family; the future of the family system. Topics will also include non-marital dynamics. F

SOCI 2220 Honors Seminar:

The Individual and Society 3 credits
The course is an interdisciplinary study of the individual and society emphasizing the unity of knowledge and the cooperative contributions of the social sciences. All the disciplines aid in identification of problems relating to growth of society and institutions, and the impact of this process on the development of human behavior. The student will gain a historical, contemporary and futuristic perspective on the development of individuals and societies.

SOCI 2900 Problems and Topics in

Cultural Studies 1-6 credits
Instructor-designed course to fulfill general humanities objectives and/or to provide specific Interdisciplinary Studies courses not offered. Provides for the advanced, individualized study of special interests in cultural studies; may include foreign and/or independent study, and may be repeated, provided the same experience is not repeated. (Same as HUM 2900 & POLI 2900)

SOCI 2990 Problems in Sociology1-3 credits

Designed to expand creative offerings in Sociology by pursuing topics in depth or by addressing specific topics to targeted groups.

SPANISH (SPAN)

SPAN 1000 Beginning Conversational Spanish I 3 credits

A conversational course in Spanish, stressing an oral-aural approach and the type of vocabulary and subject matter appropriate for use by travelers, policemen, social workers, and medical personnel. Extensive use of video tape. This course may not be used to satisfy the foreign language graduation requirements. F

SPAN 1001 Beginning Conversational Spanish II 3 credits

A continuation of Beginning Conversational Spanish I.

SPAN 1010 Elementary Spanish I 3 hours

An elementary course in the essentials of Spanish, focusing on the fundamental four skills: listening comprehension, speaking, reading, and writing. Cultural awareness is promoted. Conjugation of regular verbs, stem-changing verbs and common irregular verbs are emphasized. Vocabulary sets include introductions, the classroom, states of being, family, past times, time and travel. The course is designed as an introduction to Spanish and may be used to fulfill high school deficiencies in the language. (No prerequisites.) F, Su

SPAN 1020 Elementary Spanish II 3 hours

This elementary course builds on the content of SPAN 1010. It emphasizes the four fundamental skills of Spanish: listening comprehension, speaking, reading, and writing. Cultural awareness is promoted. Grammar focuses on adjectives, comparatives and superlatives, and direct and indirect objects. Conjugations introduced include informal command forms, additional irregular and stem-changing present tense verbs, present progressive, reflexives, verbs like *gustar*, introduction to the preterite. Vocabulary sets include the home, family life, personal descriptions, food, shopping, nutrition, student life, schedules, and weather. The course is designed as an introduction to Spanish and may be used to fulfill high school deficiencies in the language. (Prerequisite: SPAN 1010) S, Su

SPAN 2010 Intermediate Spanish I 3 hours

Placement exams are administered during the first week of class to ensure student success in this course. Includes a brief review of first year content. Grammar focuses on the conjugation of the preterite, the imperfect and differentiating between the two, the future tense, conditional and formal commands, and other grammatical structures. Vocabulary sets include vacation, errands, instructions, body, illnesses, weather, seasons, invitations, shopping, bargaining, product types and colors. Cultural awareness is promoted. (Prerequisite: SPAN 1020 or two years of high school Spanish) F

SPAN 2020 Intermediate Spanish II 3 hours

This intermediate course builds on the content of SPAN 2010. It emphasizes the four fundamental skills of Spanish: listening comprehension, speaking, reading, and writing. This course continually incorporates content of the three previous courses.

Grammar study introduces the uses of the subjunctive mood, the present perfect and time expressions with *hace*. Work-related vocabulary and day-to-day life events are the theme foci. Cultural awareness is promoted. (Prerequisite: SPAN 2010) **S**

SPAN 2900 Problems and Topics in

Spanish Studies 1-3 credits
Instructor-designed course to provide for an advanced and individualized study of the Spanish language and culture. This course may be repeated provided the same experience is not repeated. **F, S, Su**

SPEECH COMMUNICATION (SPCH)

SPCH 1210 Voice and Physical Preparation 3 credits
The training of the voice for communication, interpersonal or public (performance) - incorporates physical and mental preparations. Students will explore techniques for voice production through vocal and physical exercises. **F**

SPCH 2000 Forensics 1 credit
Students participate in public speaking, debate, and dramatic interpretation events in competition (may be repeated for credit). Enrollment by permission of instructor. **F**

SPCH 2010 Introduction to Speech Communication 3 credits
An introductory speech-communication course which focuses on the skills development in the areas of interpersonal, small group, and public communication. Special emphasis is given to public speaking. **F, S**

SPCH 2020 Advanced Speech Communication 3 credits
An advanced course in speech communication skills. Emphasis is on public speaking, professional presentation, and small group discussion. (Prerequisite: SPCH 2010) **S**

SPCH 2030 Debate 3 credits
Instruction and participation in argumentation and debate. Emphasis will be given to researching current issues. (Prerequisite: SPCH 2010) **S**

SPCH 2040 Interpersonal Communication 3 credits
Interpersonal Communication is the study of the functions and processes of dyadic communication. Students acquire a greater understanding of how to relate to others from the course. Course topics include: development of communication, competence, development of relationships, problems in relationships, how to conduct interviews, and managing conflict and negotiation skills. **F, S**

SPCH 2050 Introduction to Film and Media Criticism 3 credits
This course surveys various approaches to film and media criticism. The course examines the various genres, both historical and contemporary, of American film and television. Emphasis will be given to audience strategies for viewing and evaluating film and television from a Speech Communication perspective. (Students cannot receive credit for both SPCH 2050 and MCOM 2020) **S**

SPCH 2440 Oral Interpretation 3 credits
This course is designed to introduce students to the process of analyzing literature for the purpose of presenting it orally to an audience. Basic skills and techniques necessary for this process are studied. **S**

SPCH 2900 Contemporary Topics in Speech Communications 3 credits
A course featuring the study of speech communication in contemporary society with a consideration given to topics of current research. **S**

SPECIAL EDUCATION (SPED)

SPED 2010 Introduction to Special Education 3 credits
This course deals with the special needs student population from physical disabilities, learning disabilities, mental retardation, sensory impairment, to the gifted child. The student will learn about interpreting diagnostic instruments and writing educational programs to meet the needs of the child. Students will study current practices, issues, and trends in special education law and policy. (Students cannot receive credit for both ECED 2060 and SPED 2010).

SPED 2210 Sign Language I 3 credits
An introduction to expressive and receptive skill development in sign communication using American Sign Language. Video, text and interactive teaching method used.

SPED 2220 Sign Language II 3 credits
A continuation of expressive and receptive skill development in sign communication using American Sign Language. Video, text, and interactive teaching method used. (Prerequisite: SPED 2210)

THEATRE (THEA)

THEA 1030♦ Introduction to Theatre 3 credits
Theatre will be explored philosophically and aesthetically through the practical application of drama in production. Emphasis is placed on the understanding and appreciation of the political and social aspects of theatre in our world. (formerly *THTR 1500*) **F, S**

THEA 1200 Audition Techniques 1 credit
Course is designed to prepare students to audition for a variety of events. Students will 1) develop a resume, 2) gain experience role-playing different types of auditions, 3) gain exposure with performers and musicians who are working in the business through guest lecturers, and 4) gain the confidence needed to audition. In addition, these students will have access to all audition information in the area and will be provided with individualized assistance in developing their individual audition. **S**

THEA 1210 Voice and Physical Preparation 3 credits

The training of the voice for communication, interpersonal or public (performance) - incorporates physical and mental preparations. Students will explore techniques for voice production through vocal and physical exercises. **F**

THEA 2410 Acting I 3 credits

This course is designed for the beginning acting student. Emphasis is given to the development and understanding of the practical application of acting through exercises and scene work. Other activities include play analysis and written assignments. **F, S**

THEA 2430 Stagecraft 3 credits

The emphasis of this course is placed upon the rudimentary principles and techniques of designing, construction and maintenance of scenery, lights, and costumes. Students will be required to participate in college theatre productions. **F, S**

THEA 2440 Oral Interpretation 3 credits

This course is designed to introduce students to the process of analyzing literature for the purpose of presenting it orally to an audience. Basic skills and techniques necessary for the process are studied.

THEA 2450 Acting II 3 credits

This course is designed for the acting student who has successfully completed Acting I. Emphasis is placed on character development and advanced scene work. Other activities include play analysis and written assignments. (Prerequisite: THEA 2410 or instructor's consent.) **F, S**

THEA 2500 Major Production 1 credit

Supervised production work and practical exercises in all aspects of theatre relating to the mounting of a production for presentation. Course may be repeated for credit. **F, S**

THEA 2990 Theatre Problems 1-3 credits

A course featuring in-depth study in the field of theatre. The course may be repeated for credit provided the theme is not repeated. Prior approval of instructor is required. **F, S**



Tennessee Board of Regents, Administration and Faculty



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The State University and Community College System of Tennessee
1415 Murfreesboro Road, Suite 350
Nashville, Tennessee 37217

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 Connie D. Earls Executive Secretary to the Vice President
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 Linda G. Roberts Director
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Claiborne County Extension

Kimberly L. Wilder Director
 Regina C. Hoskins Secretary to the Director
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Vacant Dean
 Teresa W. Smith Secretary to the Dean

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 Marilyn R. Bowers Head, Education Department and Professor of Developmental Education, Reading and Study Skills
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 Janice M. Donahue Associate Professor of Developmental Education, Study Skills
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 Sidney G. Hall Associate Professor of Psychology
 Timothy D. Holder Assistant Professor of History
 Cary E. Jenkins Associate Professor of Health and Physical Education
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 Christopher A. Lee Instructor of History
 Darrel W. McGhee Assistant Professor of History
 Lisa Mandraccia Assistant Professor of Early Childhood Education
 Karen Stooksbury Coordinator and Assistant Professor of Early Childhood Education
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 Joseph P. Fall Head, Hospitality Business Department and Associate Professor of Hospitality Management
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 Catherine M. Hallman Assistant Professor and Program Director, Culinary Arts Program

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 Carolyn D. Aguilar Associate Professor of Nursing
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 Donna J. Bible Secretary to the Dean
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 Gerald L. Maloy Associate Professor of Music and Theatre
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 Amanda L. McClure Coordinator of English as a Second Language and Assistant Professor of English
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Michelle K. Mitrik	Instructor of Foreign Language
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Viki D. Rouse	Assistant Professor of English
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HUMAN RESOURCE SYSTEMS

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Mark S. MillerComputer Programmer / Analyst

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STUDENT INFORMATION SYSTEMS

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Rosetta M. WilsonComputer Programmer
Analyst / Assistant Systems Manager

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George B. RollinsElectronic Technician
Tammy D. BrewerTechnical Buyer
Tim Brockwell.....Telecommunication Network Technician 2
James M. O'Connor.....Telecommunications Technician 3
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Michael D. HartsellMedia Specialist
Greg J. SwinsonMedia Specialist
Shannon McDowellMedia Specialist

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Karen R. BuelCompositor

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Debra Dyke Hayes Executive Secretary to the Vice President

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Jared K. Smith Media/Sports Information & Special Projects Specialist

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George F. Seaver, Jr. Assistant Coordinator for High School Relations and Student Services

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David P. Kragel Women's Basketball Coach
Kenneth R. Campbell Baseball Coach
David R. Shelton, II Assistant Baseball Coach
Bill Gardner Golf Coach
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Rodney A. Freeman Counselor
Robert A. Hall Counselor
Carolyn A. Burnett Testing Technician

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Mary A. Rush Associate Director
Linda L. Spath Secretary to the Director
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Deidre R. Kyle Financial Aid Clerk
Renee Jarnigan Financial Aid Clerk
Lora Duvall Financial Aid Clerk

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B.A., Florida State University - Philosophy, 1966

M.A., University of Tennessee - Philosophy - Religious Studies, 1972

Additional graduate work, University of Tennessee

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Associate Professor of Nursing

B.S.N., University of Tennessee - Nursing, 1975

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APPLE, MARY L. (1983)

Vice President for Academic Affairs and Professor of Nursing

B.S.N., University of Tennessee - Nursing, 1976

M.S.N., University of Tennessee - Nursing, 1982

Ed.S., Lincoln Memorial University, 1999

Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis, 2002

ATKINS, DAVID W. (2004)

Instructor of Mathematics

A.S., Walters State Community College - Mathematics, 1999

B.S., East Tennessee State University - Mathematics, 2001

M.S., East Tennessee State University - Mathematics, 2003

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B.A., Mississippi State College for Women - Foreign Language, 1969

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Additional graduate work, East Tennessee State University, University Complutense, Madrid, and University of Cadiz, Spain

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Associate Professor of Sociology

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M.A., University of Tennessee - Sociology, 1990

Ph.D., University of Tennessee - Sociology, 1995

- BALDY, B. JOHN (1993)
Executive Director of Great Smoky Mountains Expo Center
 B.S., Wayne State University - Business Administration/
 Marketing, 1975
- BALES, MARY F. (1971)
Associate Professor of Business and Office Administration
 B.S., Tusculum College - Business Administration and
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 M.B.A., East Tennessee State University - Business
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 B.S. Krasnodar Polytechnical Institute - Mechanical
 Engineering, 1975
 M.S., East Tennessee State University - Manufacturing/
 Vocational Education, 1987
 M.B.A., Texas A & M International University at Laredo, TX -
 International Trade/Finance, 1991
 Ed.D., East Tennessee State University - Educational
 Leadership, 2004
- BARNETT, WILLIAM H., II (1982)
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 B.B.A., The University of Memphis - Business Administration/
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 M.Acc., University of Tennessee - Accounting, 1981
 Certified Public Accountant - Tennessee
- BERGER, MATTHEW D. (1999)
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 Additional study at University of Tennessee
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 M.P.H., East Tennessee State University - Public Health
 Administration, 1998
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 B.S.E.H., East Tennessee State University - Environmental
 Health, 1976
 B.B.A., East Tennessee State University - Accounting, 1988
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 Administration, 2000
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 B.S., East Tennessee State University - Business
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 B.G.S. University of Michigan - Communications/Psychology,
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 M.S., University of Tennessee - Curriculum and Instruction, 1998
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 A.S., Walters State Community College - General, 1991
 B.S., University of Tennessee - Biology & Zoology, 1994
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Associate Professor of Mathematics
 B.S., Rochester Institute of Technology - Mathematics, 1978
 M.S., Rochester Institute of Technology - Applied and
 Mathematical Statistics, 1980
 M.S., University of Tennessee - Mathematics, 1987
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*Dean of Student Support Services and Special Assistant to the
 President for Diversity*
 B.A., Carson-Newman College - History, Sociology, 1969
 M.A., Union College, Secondary Education, 1979
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- BOWERS, MARILYN R. (1980)
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 A.S., Walters State Community College - Pre-Engineering, 1992
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 Diploma, Baptist Hospital School of Nursing, 1972
 B.S.N., Carson-Newman College - Nursing, 1986
 M.S.N., Carson-Newman College - Nursing, Family Nurse
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 Certificate, Tennessee Technology Center of Knoxville -
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 B.A., University of Tennessee - American Studies, 1972
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- CAMPBELL, KENNETH R. (1999)
Head Coach, Baseball and Administrative Coordinator for High School Relations and Student Services
 B.S., East Tennessee State University - Physical Education, 1966
 M.S., University of Central Florida - Education, 1974
- CAMPBELL, LORI A. (1990)
Professor of Education and Dean, Division of Behavioral and Social Sciences and Chief Officer for General Education
 B.A., University of Tennessee - Academic Psychology, 1988
 M.S., University of Tennessee - College Student Personnel, 1990
 Ed.D., University of Tennessee - Leadership Studies, 1996
 Post Doctoral work, University of Tennessee - Psychology
- CAMPBELL, MICHAEL A. (1992)
Dean of Admissions and Enrollment Management
 A.A., Brevard Community College - General, 1989
 A.S., Walters State Community College - Business, 1991
 B.S., East Tennessee State University - Business Management, 1992
 M.S., East Tennessee State University - Education, 1995
- CANTWELL, LOREENE K. (1977)
Systems Analyst 1
 B.S., University of Kentucky - Mathematics, 1971
 M.S., University of Tennessee - Computer Science, 1974
- CARDWELL-HAMPTON, NICOLE A. (1997)
Associate Professor of Greenhouse and Nursery Management
 B.S., University of Tennessee - Ornamental Horticulture Landscape Design, 1992
 M.S., University of Tennessee - Ornamental Horticulture Landscape Design, 1996
- CARR, DENISE M. (1999)
Career Center Specialist (CWD)
 B.A., Carson-Newman College - Psychology, 1993
 M.A., Tusculum College - Organizational Management, 1996
- CARRIER, HEATHER L. (2001)
Director of Accounting Services
 A.S., Walters State Community College - Business, 1995
 B.B.A., East Tennessee State University - Accounting, 1997
- CHASON, R. FOSTER (2006)
Vice President for Student Affairs and Director of Athletics
 B.S., East Tennessee State University - Sociology, 1974
 M.A., East Tennessee State University - Sociology, 1975
 D.A., Middle Tennessee State University - Physical Education, 1984
- COMBS, JOSEPH L. (2005)
Dean of Community & Economic Development and Director of the Institute for Business & Industry
 A.A., Miami-Dade University / College - Drama, 1973
 B.S., Trevecca Nazarene University - Management, 1990
 M.S., Christian Brothers University - Telecommunications, 1993
 M.B.A., Christian Brothers University - International Business, 1994
- CONRY, RUTH P. (1988)
Associate Professor of English
 B.A., Central State University - English, 1982
 M.A., Central State University - English, 1985
- COOPER, TERRY P. (1989)
Associate Professor of Nursing
 B.A., University of Tennessee - Psychology, 1976
 B.S.N., University of Tennessee - Nursing, 1978
 M.S.N., University of Tennessee - Nursing, 1987
- CORNETT, KATHLEEN SAVAGE (1989)
Director and Associate Professor of Physical Therapist Assistant Program
 B.S., Virginia Commonwealth University - Physical Therapy, 1983
 M.S.Ed., University of Kentucky - Allied Health Education, 1987
 Additional graduate work, East Tennessee State University
- CRAWFORD, JAMES E., JR. (1974)
Dean, Head, English Department and Professor of English
 B.A., University of North Carolina - English, 1967
 M.A., University of Tennessee - English, 1970
 Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis, 1998
- CROSS, DOUGLAS D. (1977)
Dean of Library Services
 B.S., East Tennessee State University - History, 1968
 M.A., East Tennessee State University - School Librarianship, 1970
 M.L.S., Vanderbilt University - Library Science, 1983
 Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis, 2002
- DAMEWOOD, JAMES E. (1985)
Director of Library Services
 B.A., Carson-Newman College - History, 1972
 M.S.L.S., University of Tennessee - Library Science, 1985
 Additional graduate work, Southern Baptist Theological Seminary
- DELL'ISOLA, IDA L. (1989)
Professor of Mathematics
 B.S., University of Southern Mississippi - Mathematics, 1966
 M.Ed., University of Southern Mississippi - Curriculum / Instruction, 1986
 Ph.D., University of Tennessee - Education, 1999
- DIXON, BOBBY A. (2002)
Head, Industrial Technology Department and Assistant Professor of Industrial Technology
 A.S., Walters State Community College - Industrial Engineering Technology, 1985
 B.A., East Tennessee State University - Manufacturing Engineering Technology, 1987
 M.S., East Tennessee State University - Engineering Technology, 1997

- DOBBINS, ELIZABETH M. (2005)
Associate Professor of Nursing
 B.S., University of Wisconsin-Milwaukee - Nursing, 1975
 M.S.N., The University of Alabama at Birmingham - Nursing (Clinical Nurse Specialist), 1986
 M.S.N., East Tennessee State University - Nursing (Family Nurse Practitioner), 1994
 Ph.D., The University of Tennessee - Human Ecology, 2004
- DONAHUE, JANICE M. (1986)
Associate Professor of Developmental Education, Study Skills
 A.S., Walters State Community College - Management Technology, 1985
 B.S., Tusculum College - Organizational Management, 1991
 M.Ed., East Tennessee State University - Administration and Supervision, 1994
 Additional graduate work, East Tennessee State University and University of Tennessee
- DRAIME, BOB L. (1985)
Associate Professor of Electrical/Electronics Technology
 A.A.S.E.E.T., Michigan Technology University - Power Systems, 1975
 B.S.E.E., University of Tennessee - Electrical Engineering, 1979
- DRINNON, T. HENRY (1995)
Executive Director of College Advancement and Treasurer of the Walters State Foundation
 B.S., Carson-Newman College - Accounting, 1967
 M.B.A., University of North Florida, General Business, 1983
- DUDA, THOMAS A., (1992)
Assistant Professor of Computer and Information Science
 B.S., West Virginia University - Forestry, 1977
 M.B.A., University of Tennessee - Management, 1984
- DUFF, MELISSA C. (1998)
Director of Educational Services and Counselor
 B.A., University of Tennessee - Human Services, 1988
 M.S., University of Tennessee - Social Work, 1991
- EDMONDS, WILLIAM T. (1985)
Associate Director of Financial Aid
 B.A., Tusculum College - Sociology, 1971
 M.S., Memphis State University - Special Education and Rehabilitation Counseling, 1979
 Additional graduate work, East Tennessee State University
- EICHELMAN, SARAH M. (1976)
Associate Professor of English
 B.S., University of Tennessee - English, 1973
 M.A., University of Tennessee - English, 1975
 Additional graduate work, University of Tennessee
- ESSINGTON, DEANNA L. (2005)
Coordinator for Planning, Research and Assessment
 B.S., The University of Tennessee - Communications / Advertising, 1985
 M.S., The University of Tennessee - Agricultural & Extension Education, 1995
- EVANS, AMY L. (2005)
Instructor of Art
 B.F.A., University of North Texas - Art, 1993
 M.F.A., East Carolina University - Art, 1998
- FALL, JOSEPH P. (2000)
Assistant Professor of Hospitality Management and Head, Hospitality Business Department
 A.A.S., Schenectady County Community College - Hotel Technology, 1984
 B.S., Georgia Southern University - Restaurant, Hotel and Institutional Administration, 1997
 M.B.A., Central Michigan University - Business Administration, 2003
- FIELDS, VENON C. (2002)
Coordinator of Employer Relations
 B.S., Wright State University - Business Administration, 1970
- FISHER, ALAN L. (2001)
Associate Professor/Department Head of Computer and Information Science and Instructional Technology Coordinator
 A.A.S., Northampton County Community College - Electronic Technology, 1974
 B.S.E.E., Pennsylvania State University - Electrical Engineering, 1977
 M.S.C.S., Union College - Computer Science, 1990
- FLEMING, LAURENCE E. (1971)
Professor of Biology
 B.S., Southeastern Louisiana University - Zoology, 1965
 M.S., Mississippi State University - Zoology, 1967
 Ph.D., Virginia Polytechnic Institute - Biology, 1970
- FOUCHE', PAMELA B. (1990)
Professor of Biology
 B.S., University of South Carolina - Biology, 1971
 M.S., University of South Carolina - Biology, 1973
 Ph.D., Vanderbilt University - Microbiology, 1976
- FOUTCH, LINDA B. (1970)
Associate Professor of History and Political Science
 B.A., Vanderbilt University - History - English, 1968
 M.A., University of Tennessee - History, 1971
 Additional graduate work, University of Tennessee
- FRALIX, IRIS E. (1977)
Associate Professor of Nursing
 Diploma - Fort Sanders Presbyterian Hospital - Nursing, 1972
 B.S., University of Tennessee - Education, 1975
 M.S.N., Texas Woman's University - Nursing, 1980
 Additional graduate work, University of Tennessee
- FRAZIER, REBECCA SUE (1983)
Dean of Sevierville County Campus
 B.S., East Tennessee State University - Psychology / Sociology, 1973
 M.S., University of Tennessee - Adult Education, 1989
 A.B.D., University of Tennessee
- FREEMAN, RODNEY A. (2002)
Counselor
 B.A., University of Tennessee - Psychology, 1992
 M.S.S.W., University of Tennessee - Social Work, 1997
- GARDNER, BILL E. (1972)
Associate Professor of Psychology
 B.S., Tusculum College - Business Administration - Psychology, 1968
 M.A., East Tennessee State University - Psychology, 1971
- GIBSON, JOE E. (1997)
Academic Computer Programmer/Analyst
 B.S., Cumberland College - Business Administration, 1986

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Director of Human Resources/Affirmative Action Officer
 B.S., University of Tennessee - Business Administration
 Accounting, 1982
 Certified Public Accountant - Tennessee
- GOODWIN, WENDY J. (2004)
Assistant Professor of English
 A.A., Miami-Dade Community College - General, 1988
 B.A., Florida International University - English Literature, 1991
 M.A., University of North Carolina - English Literature, 1994
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*Assistant Director for Regional Law Enforcement Academy and
 Coordinator of Basic Police Recruit School and Associate
 Professor of Criminal Justice Technology,*
 B.A., Bridgewater State College - English/Education, 1971
 M.A., Anna Maria College - Criminal Justice, 1991
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Assistant Professor of Criminal Justice Technology
 B.A., East Tennessee State University - Criminal Justice, 1999
- GRAY-BARNETT, NANCY K. (1980)
*Assistant Vice President for Academic Affairs and
 Dean of Academic Access*
 B.S., University of Tennessee - Psychology, 1976
 M.S., University of Tennessee - Guidance, 1978
 Ed.S., University of Tennessee - Educational Psychology and
 Guidance, 1981
 Ed.D., East Tennessee State University - Educational
 Leadership and Policy Analysis, 2001
- GREGG, DANNY, J. (1998)
Director of Bookstore, Switchboard and Postal Services
 B.S., Tusculum College - Applied Organizational
 Management, 1997
- GREGORY, JULIANNA (1998)
Assistant Professor of Mathematics
 B.S., Middle Tennessee State University - Mathematics, 1995
 M.S.T., Middle Tennessee State University - Mathematics
 Education, 1998
 A.B.D., University of Tennessee
- GRICE, D. CYD (2000)
Associate Professor of Biology
 B.S., University of Tennessee - Animal Science, 1983
 D.V.M., University of Tennessee College of Veterinary
 Medicine, 1986
- GUNNIN, KIMBERLY L. (1998)
Director of Retention and Enrollment Development Services
 A.A.S., Walters State Community College - Business, 1996
 B.S., Carson-Newman College - Business Administration, 1998
 M.A., East Tennessee State University - Liberal Studies, 2002
- HAGENBURGER, BRIAN D. (2004)
Assistant Director for Plant Operations and Facilities Planning
 B.S., Rensselaer Polytechnic Institute - Architecture
 Building Science, 1988
 M.S., University of Florida - Building Construction, 1989
- HALL, ROBERT A. (2004)
Counselor
 A.S., Walters State Community College - General, 1995
 B.A., University of Tennessee - Psychology, 1997
 M.A., Carson-Newman College - School Counseling, 1999
 Ed.S., Lincoln Memorial University - Administration and
 Supervision, 2001
 A.B.D., Liberty University
- HALL, SIDNEY G. (1970)
Associate Professor of Psychology
 B.A., Carson-Newman College - Psychology - History, 1966
 M.A., East Tennessee State University - Psychology, 1968
 Additional graduate work, George Washington University
- HALLMAN, CATHERINE M. (2000)
Assistant Professor and Program Director, Culinary Arts Program
 Certified Executive Pastry Chef, American Culinary
 Federation, Inc.
 A.A.S., Walters State Community College - Management -
 Culinary Arts, 2002
 B.S., American Intercontinental University - Business
 Administration, 2004
 M.Ed., American Intercontinental University - Instructional
 Technology, 2005
- HAMILTON, WILLIAM N. (1977)
Associate Professor of Business and Economics
 B.S., Auburn University - Business Administration, 1972
 M.B.A., Auburn University - Business Administration, 1974
 Additional graduate work, Auburn University, University of
 Tennessee and East Tennessee State University
 C.F.P., Certified Financial Planner, 1993
 I.A.R., Investment Advisor Representative, 1999
- HARDIN, SAMUEL L. (1992)
Coordinator of Rapid Response and Marketing
 B.S., East Tennessee State University - Business, 1959
- HAROLD, CHERYL J. (1998)
Career Center Specialist (CWD)
 B.S.W., East Tennessee State University - Social Work, 1997
- HECK, SANDRA K. (1998)
Associate Professor of English
 A.S., Walters State Community College - General, 1977
 B.S., East Tennessee State University - English/History, 1982
 M.A., East Tennessee State University - English, 1985
 Additional graduate work, Fuller Theological Seminary and
 Emmanuel School of Religion
- HICKS, DEBORAH H. (1999)
*Director of Professional Entertainment Program and
 Associate Professor of Music*
 B.S., Tennessee Technological University - Music Education, 1973
 M.S., University of Tennessee - Communication Research, 1986
 M.S., University of Tennessee - Music Piano Pedagogy - 1998
 Ed.D., University of Tennessee, 2003
- HOLDER, TIMOTHY D. (2004)
Assistant Professor of History
 B.A., Asbury College - Bible, 1988
 M.A., University of Kentucky - History, 1998
 Ph.D., University of Kentucky - History, 2002
- HONAKER, EVELYN J. (1970)
Dean, Division of Business and Professor of Business
 B.S., Radford College - Business Education, 1963
 M.S., Virginia Polytechnic Institute - Business Education, 1968
 Ed.D., University of Tennessee - Vocational Education, 1983
 Post Doctoral work, East Tennessee State University and
 University of Tennessee - Accounting
- HOPPER, MARY J. (1992)
Director of Counseling
 B.S., University of Tennessee - Secondary Education, 1977
 M.S., University of Tennessee - Guidance, 1990
 Ed.S., Lincoln Memorial University - Educational
 Administration and Supervision, 2001

- HORNER, JEFFREY TOM (1995)
Associate Professor of Biology
 B.S., East Tennessee State University - Biology, 1987
 M.S., East Tennessee State University - Biology, 1989
 Ed.D., East Tennessee State University - Educational Leadership, 2005
- HURST, MARK A. (1995)
Director of Accounting for College Advancement
 B.S., University of Tennessee - Retail and Consumer Sciences, 1995
 M.B.A., East Tennessee State University - Business Administration, 2000
- IRWIN, JEAN ANN (1987)
Professor of Developmental Education, Mathematics
 B.S., University of Tennessee - Mathematics and Related Sciences, 1974
 M.S., University of Tennessee - Mathematics Education, 1978
 Ph.D., University of Tennessee - Education, 2002
- JACKSON, ROSEMARY Y. (1980)
Vice President for Business Affairs
 B.S., Carson-Newman College - Accounting, 1976; Business Data Processing, 1982
 M.Acc., East Tennessee State University - Accounting, 1987
 Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis, 1999
 Certified Public Accountant - Tennessee
 Certified Internal Auditor
- JACOBS, SHERRI M. (2002)
Instructor of English
 A.S., Baker College - Business, 1981
 B.A., Central Michigan University - English, 1997
 M.A., University of Tennessee - English, 2001
- JELLCORSE, REG M. (1982)
Associate Professor of Golf and Turfgrass Management
 B.S. University of Tennessee - Education, 1966
 M.S., University of Tennessee - Ornamental Horticulture and Landscape Design, 1974
- JENKINS, CARY E. (1985)
Associate Professor of Health and Physical Education
 B.S., Averett College - Physical Education, 1982
 M.Ed., East Tennessee State University - Physical Education, 1986
- JESSEL, JOHN F. (1988)
Associate Professor of English
 B.A., Marietta College - English, 1972
 M.A., University of South Florida - English, 1975
 Ed.S., University of Tennessee - Administration and Supervision, 2000
 Additional graduate work, University of South Florida and University of Tennessee
- JOHNS, JOSEPH M. (2002)
Director of WIA Fiscal Services
 A.S., Walters State Community College - General Business, 1975
 B.S., East Tennessee State University - Accounting, 1978
- JONES, DAN C. (2003)
Associate Professor of English
 B.A., Carson-Newman College - English, 1964
 M.A., Vanderbilt University - English, 1967
 Ph.D., Indiana University of Pennsylvania - English, 1979
- JONES, KATHLEEN C. (2000)
Associate Professor of Nursing
 B.S., Michigan State University - Nursing, 1966
 M.S.N., University of Alabama in Birmingham - Clinical Specialist, Medical Surgical Nursing, 1975
- JORDAN, CHRIS (2001)
Telecommunications Specialist
 B.S., Tusculum College - Organizational Management, 2001
- KEITH, DOUGLAS W. (1998)
Associate Professor of Criminal Justice Degree Program
 B.A., Tampa College - Business Administration
- KENNARD, LAWRENCE F. (1985)
Professor of Chemistry
 B.S., Morehead State University - Chemistry and Mathematics, 1968
 M.S., Morehead State University - Organic and Analytical Chemistry, 1972
 Ph.D., University of Tennessee - Synthetic Organic Chemistry, 1972
 Post Doctoral Fellowship, University of Tennessee - Organic Chemistry of Coal, 1976
- KINGTON, CINDY E. (2005)
Director of Internal Auditing
 A.S., Walters State Community College - Business, 1988
 B.A., University of Tennessee - Accounting, 1990
 Certified Public Accountant - Tennessee
- KNIGHT, J. CHRISTOPHER (2000)
Associate Professor of Developmental Education - Mathematics
 B.A., Carson-Newman College - Mathematics, 1994
 M.S., University of Tennessee - Mathematics, 1998
- KNOWLES, DAVID L. (2000)
Associate Professor of History
 A.A., Yuba Community College - Business, 1993
 B.S., Milligan College - Business Administration, 1995
 M.A., East Tennessee State University - American History, 1997
 Additional graduate work, East Tennessee State University
- KRAGEL, DAVID P. (1977)
Head Coach, Women's Basketball and Administrative Coordinator for Student Activities and Student Services
 B.S. Oklahoma State University - Business Administration, 1976
 M.S., Oklahoma State University - Business Education, 1977
- LaPRISE, JOHN P. (1992)
Professor of Developmental Education, Mathematics
 B.A., University of Michigan - Mathematics and Statistics, 1975
 M.A.T., Wayne State University - Secondary Mathematics Education, 1990
 Ph.D., University of Tennessee - Education, 2003
- LEE, CHRISTOPHER A. (2004)
Instructor of History
 B.A., Morehead State University - History, 1995
 M.A., Eastern Kentucky University - History, 2000
- LILLY, DONNA D. (1997)
Associate Professor of Respiratory Care
 Certificate, East Tennessee State University - Respiratory Technician, 1985
 Certificate, Northwestern University Medical School - Registered Respiratory Therapist, 1987
 A.A., East Tennessee State University - Health Education, 1996
 B.S., East Tennessee State University - Public Health, 1999
 M.A., East Tennessee State University - Liberal Studies, 2005

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Dean, Division of Natural Sciences and Professor of Biology
 B.S., University of North Alabama - Chemistry - Biology, 1967
 M.S., Auburn University - Botany - Zoology, 1969
 Ph.D., Auburn University - Plant Pathology, 1972
- LOAR, JERRY E. (1997)
Dean and Associate Professor of Criminal Justice Degree Program
 B.S., East Tennessee State University - History/Political Science, 1964
 M.B.A., C.W. Post University - Public Administration, 1980
- LOVE, JOHN THOMAS (1986)
Associate Professor of Accounting
 B.S., Tusculum College - Business Administration, 1976
 M.B.A., East Tennessee State University - Accounting, 1978
 Certified Public Accountant - Tennessee
- LOWE, BARBARA J. (2001)
Coordinator of Youth Programs (WIA)
 A.S., Walters State Community College - Criminal Justice, 1981
 B.S., East Tennessee State University - Criminal Justice, 1983
 M.S., University of Tennessee - Safety Education and Service, 1985
 Additional graduate work, East Tennessee State University
- MALOY, GERALD L. (2002)
Associate Professor of Music and Theatre
 B.M., Carson-Newman College - Music Education/Church Music, 1976
 M.S., Southwestern Baptist Theological Seminary - Composition and Church Music, 1983
 M.S., Belmont University - Music Education, 1991
- MANDRACCHIA, ELISABETH M. (2002)
Assistant Professor of Early Childhood Education
 B.S., Rollins College - Elementary Education, 1981
 M.Ed., Rollins College - Early Childhood Education, 1985
- MARSHALL, JAMES B. (2002)
Coordinator for Compliance and Quality Assurance
 B.S., Old Dominion University - Business Management, 1969
- MARTIN, KARLA R. (1989)
Associate Professor of Developmental Education, Mathematics
 B.A., Carson-Newman College - History/Math, 1973
 M.A., Union College - Education, 1980
 Ed.S., Middle Tennessee State University, Education, 1987
 Additional graduate work, University of Tennessee
- MASON, LINDA J. (1991)
Director of Financial Aid
 A.S., Walters State Community College - Business Management, 1984
 B.S., Carson-Newman College - Business Management, 1986
- MAXSON, WILLIAM L. (2001)
Assistant Professor of Mathematics
 B.A., Emory and Henry College - Math, 1966
 M.S., University of Tennessee - Physical Education, 1967
 Additional graduate work, University of Tennessee
- McAVOY, MALCOLM L. (1971)
Head, Speech Department and Associate Professor of Speech Communication
 B.S., Cumberland College - English, 1969
 M.A.C.T., University of Tennessee - Rhetoric and Public Address, 1971
 Additional graduate work, University of Tennessee
- McCAMEY, WADE B. (2005)
President
 B.S., East Tennessee State University - Geography, 1968
 M.A., East Tennessee State University - Education Administration, 1972
 Ed.D., East Tennessee State University - Education Administration, 1976
- McCALL, CHERYL L. (2001)
Director of Nursing and Associate Professor of Nursing
 Diploma, Fort Sanders Presbyterian Hospital, 1977
 B.S.N., Maryville College - Nursing, 1989
 M.S.N., University of Tennessee - Nursing, 1991
- McCALLISTER, LORI N. (2005)
Assistant Professor of English
 B.S., Furman University - Physics, 1993
 M.A., East Tennessee State University - English, 1998
- McCLURE, AMANDA L. (2005)
Coordinator of English as a Second Language and Assistant Professor of English
 B.A., University of North Carolina - Psychology, 2000
 M.A., University of Tennessee - English, 2003
- McGEE, ROBERT G. (1991)
Director of Respiratory Care Program and Associate Professor of Respiratory Therapy
 A.A.S., Columbus Technical Institute - Respiratory Care, 1978
 B.S., Ohio State University - Biology, 1976
 M.S.Ed., University of Kentucky - Allied Health Education, 1992
- McGHEE DARREL W. (2004)
Assistant Professor History
 B.S., Ohio University - Social Studies Comp., 1980
 Juris Doctor, Capital University - Law, 1983
 M.A., University of Tennessee - History, 2002
- McGUIRE, LOUIS B. (1993)
Manager of Faculty/Instructional Services
 A.A.S., Walters State Community College - Computer Science, 1993
 B.S., Tusculum College - Organizational Management, 1999
- McLAIN, CHIPPIY A. (2001)
Instructor of English
 B.A., Tennessee Tech University - English/History, 1995
 M.A., Tennessee Tech University - English, 2000
- McNEELY, BARBARA J. (2002)
Associate Professor of Nursing
 Diploma, Fort Sanders Presbyterian Hospital, 1974
 B.S.N., University of Tennessee - Nursing, 1986
 M.S.N., University of Tennessee - Nursing, 1996
- MEFFORD, ELIZABETH A. (1991)
Associate Professor of Developmental Education, Mathematics
 A.S., Walters State Community College - General, 1984
 B.S., Tusculum College - Secondary Math Education, 1986
 M.M., University of Tennessee - Mathematics, 1991
- MILLER, DRUCILLA W. (1978)
Dean of the Greeneville/Greene County Center for Higher Education
 A.S., Walters State Community College - Management Technology, 1983
 B.S., Tusculum College - Business Administration, 1987
 Certified Professional Secretary
 M.Ed., East Tennessee State University - Education Supervision/ Administration, 1993
 Ed.S., Lincoln Memorial University - Educational Administration and Supervision, 2000
 Additional graduate work, East Tennessee State University

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Director, Paramedic Program and Instructor for Emergency Medical Technology
 Certificate, Walters State Community College - Emergency Medical Technician, 1992
 Certificate, Walters State Community College - Paramedic, 1994
 A.A.S., Walters State Community College - Public Safety / Paramedic, 2004
 B.S., Tusculum College - Organizational Management, 2004
- MITRIK, MICHELLE K. (2003)
Instructor of Foreign Language
 B.S., Arkansas Tech - Biology, 1997
 B.A., Arkansas Tech - Spanish, 1997
 M.A., University of Tennessee - Spanish, 2002
- MONEYHUN, KAY M. (1998)
Professor of Mathematics
 B.S., University of the South - Mathematics, 1979
 M.S., University of Tennessee - Mathematics, 1986
 Ph.D., North Carolina State University - Mathematics, 1990
- MOONEY, MARY R. "BECKY" (2003)
Assistant Professor of Physical Therapist Assistant Program
 B.S., University of Tennessee, Memphis - Physical Therapy, 1996
 M.S., Indiana University - Kinesiology, 2001
- MOREFIELD, WILLIAM R. (2001)
Webmaster/Network Specialist
 B.S., Tennessee Technological University - Computer Science, 1997
- MORRIS, SHEILA D. (1979)
Coordinator of Minority Student Recruitment
 A.S., Walters State Community College - Secretarial Science Technology, 1979
 B.S., Tusculum College - Organizational Management, 1999
 M.A., East Tennessee State University - Liberal Studies, 2003
- MULHOLLAND, DONNA C. (2000)
Career Center Specialist (CWD)
 A.S., Community College of the Air Force - Information Communication Management Systems, 1997
 B.S., Tusculum College - Organizational Management, 2000
- MYERS, DANIEL A. (1978)
Associate Professor of Computer and Information Science
 B.S., University of Tennessee - Mathematics, 1971
 M.S., University of Tennessee - Mathematics, 1973
 Additional graduate work, University of Tennessee and East Tennessee State University
- NIX, ALLEN E. (1994)
Associate Professor of Computer and Information Science and Coordinator, Instructional Technology
 B.S., East Tennessee State University - Biology, 1978
 M.S., University of Tennessee - Computer Science, 1991
- O'VERCUM, CONNIE (1992)
Career Center Specialist (CWD)
 B.A., Lane College - Communications, 1980
 M.A., East Tennessee State University - Liberal Studies, 2004
- OWENS, MARY E. (1989)
Professor of Developmental Education, Mathematics
 B.S., Middle Tennessee State University - Mathematics and Chemistry, 1968
 M.M., University of Tennessee - Mathematics, 1991
 Ph.D., University of Tennessee - Education, 1999
- PARKER, FRED M. (1998)
Assistant Professor / Director, Claiborne County Center for Higher Education
 B.A., Carson-Newman College - Mathematics, 1989
 M.M., University of Tennessee - Mathematics, 1995
- PARLIER, MARTHA B. (1975)
Associate Professor of Nursing
 B.S.N., East Tennessee State University - Nursing Education, 1966
 M.S.N., University of Tennessee - Nursing, 1981
- PARSONS, STEPHEN P. (1994)
Associate Professor of Legal Studies Program, Business and Head, Legal Studies Program
 B.A., David Lipscomb College - Speech and Religion, 1971
 J.D., University of Tennessee College of Law - Law, 1978
- PECTOL, JAMES WILLIAM (1996)
Director of Public Information
 A.S., Lees McRae College - English, 1990
 B.A., Stetson University - English, 1992
 M.A., East Tennessee State University - English, 1995
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Assistant Professor of Culinary Arts
 B.B.A., Texas A&M University - Applied Business, 1992
 A.A.S., Del Mar College - Restaurant Management, 1991
 A.A.S., Del Mar College - Culinary Arts, 1993
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Librarian/Automation Specialist
 A.S., Walters State Community College - General Education, 1993
 B.S., Lincoln Memorial University - Education/Computer Science, 1997
 M.S., East Tennessee State University - Library Science, 1999
- PRICE, RANDALL S. (2004)
Network Systems Administrator
 B.S., Carson-Newman College - Computer Information Systems, 2004
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Instructor of Nursing
 B.S.N., East Tennessee State University - Nursing, 1994
 M.S.N., Carson-Newman College - Nursing, 1998
- REYNOLDS, MELISSA B. (1985)
Coordinator of WIA Services at Five Rivers
 A.S., Walters State Community College - Office Occupations, 1983
 B.S., Tusculum College - Management / Psychology, 1988
 Graduate work, East Tennessee State University
- RICE, CRYSTAL R. (2000)
Assistant Professor of Mathematics
 A.S., Walters State Community College - Mathematics Education, 1996
 A.S., Walters State Community College - Pre-Engineering, 1996
 B.S., Tennessee Technological University - Secondary Education, 1997
 M.S., University of Tennessee - Math, 1999
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 B.S., Tennessee State University - Education, 1966
 M.S., C.W. Post - Library Science, 1973

- RICKER, ANITA P. (1995)
Director of Community and Economic Development
 A.S., Walters State Community College - Computer Science, 1984
 B.S., East Tennessee State University - Computer Science, 1986
 M.B.A., East Tennessee State University - Business Administration, 2000
 Certified Microsoft Systems Engineer
- RISDAHL, GERALD E. (1970)
Associate Professor of English
 B.A., University of Northern Iowa - English, 1962
 M.A., University of Northern Colorado - English, 1969
 Additional graduate work, Iowa State University, University of Tennessee, East Tennessee State University
- RITTER, LAURA L. (1994)
Director of Choral Music and Associate Professor of Music
 B.M., Furman University - Music Education, 1990
 M.M., University of Illinois at Champaign-Urbana - Choral Conducting, 1991
- ROBERTS, LINDA G. (1987)
Director of Academic Access
 B.A., Carson-Newman College - English, 1969
 M.A., East Tennessee State University - Educational Supervision and Administration, 1985
- ROBERTS, STEVEN H. (1995)
Head, Art Department and Professor of Art
 B.A., Lincoln Memorial University - Fine Arts/Ceramics, 1980
 M.F.A., East Tennessee State University - Ceramics, 1983
- ROBINSON, CARL C. (1992)
Associate Professor of Biology
 B.S., Eastern Kentucky University - Biology/Chemistry, 1970
 M.S., Eastern Kentucky University - Biology, 1973
- ROMINES, RUSSELL D. (1990)
Coordinator of Developmental Mathematics and Associate Professor of Mathematics
 B.A., Carson-Newman College - Mathematics, 1978
 M.S., University of Tennessee - Mathematics Education, 1981
 Additional graduate work, University of Tennessee and Carson-Newman College
- ROSE, JOHN D. (2003)
Assistant Professor of Criminal Justice Technology
 B.A., East Tennessee State University - Criminal Justice, 1984
- ROSE, SARAH J. (1987)
Director/Chief of Campus Police
 A.S., Walters State Community College - Criminal Justice Technology/Law Enforcement, 1983
 B.A., Tusculum College - Organizational Management, 1999
- ROSS, AMY H. (2002)
Assistant Professor and Head, Office Administration
 A.A., Hiwassee College - General Studies, 1989
 B.A., East Tennessee State University - Mass Communication, 1992
 M.A., Clemson University - Human Resource Development, 1996
 Additional graduate work, University of Tennessee
- ROUSE, VIKI D. (2005)
Assistant Professor of English
 A.A., Central Virginia Community College - Liberal Arts, 1998
 B.A., University of Tennessee - English, 2000
 M.A., University of Tennessee - English, 2003
- ROWE, ANTHONY W. (2001)
Assistant Professor of Chemistry
 A.S., Walters State Community College - Pre-Med, 1998
 B.S., Lincoln Memorial University - Chemistry/Biology, 1998
 M.S., University of Tennessee - Chemical Engineering, 2000
 Ph.D., Creighton University - Pharmacy, 2005
- ROWE, EARL B. (1973)
Associate Professor of Biology
 B.S., Memphis State University - Biology, 1970
 M.S., Memphis State University - Botany, 1973
- RUCKER, MARTEL W. (1989)
Associate Professor of Nursing and Dean, Division of Health Programs
 A.D.N. Walters State Community College - Nursing, 1979
 B.S., University of Tennessee - Education, 1980
 M.S.N. University of Tennessee - Parent-Child Nursing, 1987
- RUSH, MARY ANN (2000)
Associate Director of Financial Aid
 A.S., Walters State Community College - Business, 1990
 B.S., Carson-Newman College - Business Administration, 1995
- RUSSELL, JOHN P., JR. (1987)
Executive Director of the Counseling and Testing Center
 B.S., Bluefield State College - Secondary Education, 1970
 M.A., West Virginia College of Graduate Studies - Student Personnel Work, 1975
 C.A.G.S., Virginia Polytechnic Institute and State University - Higher Education Administration, 1978
- RUSSELL, RICH A. (1992)
Professor of Nursing
 Diploma, Fort Sanders School of Nursing - Nursing, 1969
 B.S., University of Tennessee - Education, 1975
 M.S., University of Tennessee - Education, 1979
 M.S.N., University of Tennessee - Nursing, 1980
 Ph.D., University of Tennessee - Education, 1987
- SARGENT, JOEY E. (1996)
Director of Communications Services
 B.A., University of Tennessee - Sociology, 1996
- SAUCEMAN, LARRY A. (1997)
Assistant to Purchasing Agent for Courier Service
 B.S., Tusculum College - Physical Education, 1988
- SCOTT, DEBRA L. (1987)
Vice President, Planning Research and Assessment
 B.S., East Tennessee State University - Accounting, 1980
 M.S., East Tennessee State University - Accounting, 1996
 Certified Public Accountant - Tennessee
 Certified Internal Auditor, 1994
 Ed.D., East Tennessee State University - Education Leadership and Policy Analysis, 2004
- SEAVER, JR., GEORGE F. "Joey" (1999)
Assistant Coordinator for High School Relations and Student Services and Assistant Baseball Coach
 A.S., Walters State Community College - General, 1984
 B.A., University of Tennessee - Sociology, 1987
 M.A., Carson-Newman College - Health and Physical Education, 1992
- SHOEMAKER, AUBREY D. (1992)
Assistant Professor of Psychology and Head, Psychology, Sociology, and Social Work
 B.S.W., East Tennessee State University - Social Work, 1987
 M.Ed., East Tennessee State University - Counseling, 1990
 A.B.D., East Tennessee State University

- SHRADER, SARAH J. (2001)
Instructor, Health Information Technology
 B.S., Tusculum College - Organizational Management, 2002
- SMALL, BRENDA L. (1993)
Executive Assistant to the President
 Certified Professional Secretary
 A.S., Walters State Community College - Computer Information Science, 1991
 B.S., East Tennessee State University - General Studies, 2003
- SMITH, KATHY M. (1992)
Associate Professor of English
 B.S., East Tennessee State University - English, 1984
 M.A., East Tennessee State University - English, 1990
- SPENCER, CATHERINE E. (2001)
Career Center Specialist
 M.S., Wayne State University - Education/Instruction Technology, 1985
 B.S., University of Detroit - Human Resources Management, 1987
- SPROAT, JR. WILLIAM G. (2004)
Associate Professor of Biology
 B.A., Bridgewater College - Biology, 1976
 M.S., George Mason University - Biology, 1981
 Ph.D., Kennedy-Western University - Environmental Engineering, 1995
- STANSBERRY, DONNA W. (1992)
Coordinator of Workforce Investment Act Services
Five Rivers Regional Career Center
 B.S.W., East Tennessee State University - Social Work, 1977
 Graduate work, East Tennessee State University
 M.A., East Tennessee State University - Liberal Studies, 2004
- STECK, SALLY L. (1991)
Associate Professor of Nursing
 A.D.N., Walters State Community College - Nursing, 1980
 B.S.N., East Tennessee State University - Nursing, 1985
 M.S.N., University of Tennessee - Psychiatric - Mental Health Nursing, 1991
- STOCKTON, KETRON J. (2000)
Associate Professor of Manufacturing Technology
 B.S., Tennessee Technological University - Industrial Engineering, 1983
 M.S., Georgia Southwestern State University - Administration, 1997
- STONE, EDDIE M. (1997)
Vice President for Information and Educational Technologies
 B.S., University of Tennessee - Mathematics, 1974
 M.S., University of Tennessee - Mathematics, 1976
 Ph.D., University of Tennessee - Education, 1996
- STOOKSBURY, KAREN S. (2001)
Department Coordinator and Assistant Professor of Early Childhood Education
 B.S., Carson-Newman College - Elementary Education, 1976
 M.S., University of Tennessee - Early Childhood Education, 1997
- STRANGE JR., THOMAS T. (1995)
Director, Center for Emergency Service Programs and Clinical Program and Assistant Professor of Emergency Medical Technology
 Certificate, Roane State Community College - EMT Paramedic, 1990
 B.S., Tusculum College - Organizational Management, 2004
- STRICKLAND, LYNETTE (1982)
Assistant Director of Financial Aid
 Certified Professional Secretary
 A.S., Walters State Community College - Business Technology, 1985
 B.S., University of Tennessee - Accounting, 2004
- SUICH, VICTOR W. (1981)
Associate Professor of Computer Science Technology
 B.S., John Carroll University - Mathematics, 1972
 M.S., University of Akron - Statistics, 1975
 M.S., Memphis State University - Mathematics (Computer Science), 1984
 Additional graduate work, Georgia State University and Temple University
 C.D.P., Institute for Certification of Computer Professionals
- SUTTON, JAMA SPICER (1999)
Director of Special Projects and Associate Professor of Computer and Information Technology
 B.A., Carson-Newman College - History/Business Administration, 1982
 M.A., Appalachian State University - Instructional Technology/Computer, 1998
 Ed.S., Lincoln Memorial University - Administration and Supervision, 2003
- TAYLOR, RONNIE L. (1988)
Director of Educational Services, Sevier County Campus
 B.A., Carson-Newman College, 1972
 M.S., University of Tennessee - Curriculum and Instruction, 1995
- TIPTON, RAY T. (1998)
Associate Professor of Speech
 B.S., East Tennessee State University - Speech/Music, 1978
 M.A.T., East Tennessee State University - Elementary Education, 1982
 M.Ed., East Tennessee State University - Reading/Math, 1990
 Additional graduate work, University of Tennessee
- TODARO, CARLA L. (2000)
Associate Professor of English
 B.S., East Tennessee State University - English, 1993
 M.A., East Tennessee State University - English Literature, 1996
- TODARO, PAUL A. (2000)
Director of User Services
 B.S., East Tennessee State University - Computer Science, 2003
- UMBARGER, JR., B. FRANK (2004)
Career Center Specialist
 A.S., Bluefield College - Business Administration, 1989
 B.S., East Tennessee State University - Sociology/Criminal Justice, 1991
- VALENTINE, FRANCES R. (2001)
Career Center Specialist (CWD)
 B.S., East Tennessee State University - Sociology, 1978
- VESELY, REBECCA S. (2004)
College Nurse
 B.S.N., Old Dominion University - Nursing, 1999
- WALKER, JANE C. (2004)
Assistant Professor of Nursing
 B.B.A., East Tennessee State University - Marketing, 1990
 A.S., Walters State Community College - Nursing, 1993
 B.S., East Tennessee State University - Nursing, 1999
 M.S., East Tennessee State University - Nursing Administration, 2004

WHITE, DAVID L. (1986)

Director of Online Instruction and Professor of English
B.S., University of Tennessee - English, 1974
M.S., University of Tennessee - English Education, 1978
Ph.D., University of Tennessee - Curriculum and Instruction, 1993
Post Doctoral work, Stanford University, and Middlebury College

WHITEHEAD, VICTORIA A. (1984)

Associate Professor of Nursing
B.S.N., University of Tennessee, Memphis - Nursing, 1972
M.S.N., University of Tennessee, Knoxville - Nursing, 1987

WIESENBERG, ELIZABETH A. (1984)

Associate Professor of Nursing
B.S.N., University of Tennessee - Nursing, 1982
M.S.N., University of Tennessee - Nursing, 1983

WILDER, JAMES D. (1975)

Dean of Student Information Systems and Records Services
B.S., University of Tennessee - Science Education, 1974
Graduate work, University of Tennessee, and Tennessee State University

WILDER, KIMBERLY L. (2005)

Director of the Claiborne County Extension
B.S., Lincoln Memorial University - Business Education, 1994
M.Ed., Lincoln Memorial University - Administration / Supervision, 1997
Ed.S., Lincoln Memorial University - Curriculum & Instruction, 1999

WILLIAMS, BOBBY E. (2001)

Career Center Specialist (CWD)
B.B.A., East Tennessee State University - Business Management, 1989

WILLIAMS, DEBRA L. (2002)

Assistant Director of Public Information
B.S., University of Tennessee - Journalism, 1986

WILLIAMS, E. MAX (1977)

Director of Plant Operations
B.S., East Tennessee State University - Business Administration, 1980

WILLIAMS, SHAWN A. (1992)

Director of Purchasing
A.S., Walters State Community College - General, 1980
B.S., University of Tennessee - Marketing, 1982
Additional graduate work, East Tennessee State University

WILLIAMS, W. CHARLES (1998)

Director of Emergency Medical Technology Program and Assistant Professor, Emergency Medical Technology
Certificate, State Technical Institute of Knoxville - Emergency Medical Technology / Paramedic, 1986
Certificate, Walters State Community College - Basic Police Recruit School, 1990
A.S., Walters State Community College - Public Safety - Law Enforcement, 2000
B.S., Tusculum College - Organizational Management, 2004

WILSON, ROSETTA M. (1989)

Computer Programmer Analyst/Assistant Systems Manager
A.S., Walters State Community College - Computer Science, 1988
B.S., East Tennessee State University - Computer Science, 2000

WINKLER, ANITA GAIL (1998)

Head, Department of Health Information Technology and Associate Professor of Health Information Technology
B.S., University of Tennessee - Medical Record Administration, 1980

WOLFORD, PAUL (1973)

Interim Coordinator of Developmental Reading and Writing and Professor of Developmental Education, Reading and Writing
B.S., East Tennessee State University - English, 1970
M.A., East Tennessee State University - Reading, 1974
Additional graduate work, University of Tennessee
Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis, 2000

WOODS, CATHERINE A. (1997)

Coordinator of Tech Prep Programs
B.A., Carson-Newman College - Psychology, 1970
M.S., University of Tennessee - Guidance and Counseling, 1976

WU, CHRISTINE S. (2005)

Assistant Professor of Psychology
B.A., University of Tennessee - Psychology, 1994
M.A., University of Tennessee - Psychology, 1999
A.B.D., University of Tennessee

EMERITI

CAMPBELL, JACK E. (1974)

President Emeritus
B.S., East Tennessee State University - Education, 1960
M.A., East Tennessee State University - Educational Administration, 1961
M.A., University of Alabama - Guidance and Educational Psychology, 1965
Ed.D., University of Mississippi - Higher Education Administration, 1969
Post Doctoral Work, Auburn University

GILMORE, R. LYNN (1970-2002)

Vice President for Student Affairs Emeritus
B.S., University of Tennessee - Natural Sciences - Vocational Agriculture, 1962
M.A., East Tennessee State University - Educational Administration and Supervision, 1968
Ed.D., East Tennessee State University - Educational Administration, 1976

*SIMMONS, DARRELL D. (1970-1981)

Professor Emeritus
B.S., State College of Arkansas - Education, 1940
M.S., Oklahoma A and M. College - Industrial Arts Education, 1949
Ed.D., University of Tennessee - Educational Administration and Supervision, 1958
Dean of Instruction (1970-1977)
Professor of Technology and Special Assistant to the President (1977-1981)

*Deceased

ADJUNCT MEDICAL DIRECTORS

STEPHEN K. WILSON, M.D.
Center for Emergency Service Programs

E.B. SMITH, M.D.
Respiratory Care Program

RETIREES WITH TEN OR MORE YEARS OF SERVICE AT WSSC

ARMSTRONG, AGNES A. (1976-1997)
Custodian

ARMSTRONG, ANNE C. (1970-2000)
Professor of English

ARWOOD, LEE ROY (1983-1998)
Utility Worker/Custodian

*BAKER, LOUISE T. (1973-1989)
Secretary

BARTOW, BARBARA (1983-1996)
Reference/Public Service Librarian

BIDDLE, WILLIAM B., DR. (1970-1996)
Professor of Music

BISHOP, BARBARA (1986-2000)
Secretary

BLUE, JAY (1983-1999)
Custodian

BRANDENBURG, BILLY E. (1980-1992)
Security Officer

*BRAZELTON, WILLIAM C. (1972-1997)
Custodial Supervisor

BROWN, ATHAN M. (1974-1994)
Associate Professor of Criminal Justice Technology and Chair, Division of Public Safety

CAMPBELL, JACK E. (1974-2005)
President

CAMPBELL, R. JEAN (1975-2000)
Secretary

CAMPBELL, M. ELIZABETH (1979-1999)
Director, Public Information

*CAMPBELL, ROBERT L. (1975-1994)
Painter

CARPENTER, GLADYS R. (1974-1992)
Assistant Dean for Academic Program Development and Chair, Behavioral and Social Sciences Division

CARL, WILLARD C. (1975-2005)
Professor of Art

CARR, RONALD W. (1971-2004)
Associate Professor of Health, Physical Education, Recreation and Director of Athletics

*COBURN, JAMES M., DR. (1971-1990)
Associate Dean of Technical Education, Associate Dean of Evening and Off-Campus Instruction

COLLINS, LOUISE E. (1972-1999)
Custodian

COPELAND, JAMES E. (1971-2005)
Associate Professor of Geography

COPELAND, PAULINE (1976-1999)
Library Assistant

CUNNINGHAM, ELLEN CHRISTINE (1972-1997)
Custodian

DAVIES, DARWIN D., DR. (1975-1985)
Associate Professor of Chemistry

DAVIS, KAYE L. (1989-2002)
Associate Professor of Early Childhood Education

DOTSON, EMOGENE W., DR. (1974-1993)
Associate Dean of Health Programs

DUGGINS, JR., VICTOR F. (1977-2004)
Vice President for College Advancement

DIAL, ROBERT L. (1974-1988)
Electrician

EVANS, JOHNNY L. (1993-2002)
Dean, Division of Public Safety and Director of the Regional Law Enforcement Academy

*FLINN, KATHRYN F. (1970-1989)
Assistant Dean for the Learning Resource Center

GILMORE, R. LYNN (1970-2002)
Vice President for Student Affairs

GOFORTH, VIRGINIA L. (1971-2002)
Executive Secretary

GOLDEN, LAURA LOU (1987-1997)
Secretary

GOODMAN, PAMELA E. (1987-2005)
Vice President for Student Affairs and Director of Athletics

GREENE, FREDDIE W. (1977-1997)
Coordinator

GREENLEE, OLLIE RUTH (1980-1995)
Custodian

HAGGARD, NANCY A. (1973-2003)
Director, Early Learning Center

HALL, GLENORA T. (1970-2000)
Associate Professor of Mathematics

HARRINGTON, DELORES A. (1980-1997)
Account Clerk 1

*HATCHER, MARGUERITE P. (1986-1996)
Media Technician/Personnel Clerk

HAYES, HAROLD L. (1978-2001)
Professor of Psychology and Developmental Education

HECTOR, JUDITH H. (1973-2004)
Professor of Mathematics and Dean, Division of Mathematics

HELM, CARROLL M. (1987-2002)
Dean of Greeneville/Greene County Center for Higher Education

HODGE, PAULETTE P. (1977-2002)
Associate Professor of Developmental Education, Mathematics

*HURLEY, NELLIE FRANCES (1972-1989)
Library Assistant

HUSSEY, ANTHONY T. (1978-2004)
Professor of Computer Science and Special Assistant to the President

JORDAN, C. JULIAN (1974-2005)
Vice President for Business Affairs

KELL, JOSEPHINE WOODEN (1981-2005)
Associate Professor of English

LAWSON, HELEN L. (1973-2002)
Admissions and Records Supervisor

LAWSON, WILLIAM (1983-1998)
Security Officer

LEHRER, JOAN H. (1982-1986 and 1990-2001)
Secretary 3

LILLY, BOB P. (1985-2001)
Assistant Dean of Sevier County Campus

LOVIN, AUBIN H. (1982-1994)
Director of Human Resources

LU, MARY (1978-2000)
Professor of Chemistry

LU, PAUL H. (1978-1998)
Professor of Psychology

LYLE, LORETTA B. (1986-2004)
Dean of Student Support Services

MANIAGO, PAT R. (1974-2003)
Director of Human Resources

MARKS, MARGIE N. (1976-2000)
Supervisor, Printing Services Department

MASON, NAOMI (1972-2002)
Personnel Records Supervisor

MAXWELL, JESSIE JEWEL (1976-1996)
Associate Professor of Nursing

MILLER, FRANCES M. (1975-1996)
Secretary

MILTIADES, RUTH P. (1975-2001)
Associate Professor of Mathematics

MORGAN, JEWEL D. (1976-2004)
Professor of Physical Education

MORRIS, GAIL L. (1970-2000)
Admissions and Records Clerk

*NEEBLE, HAZEL M. (1978-1988)
Custodian

NEELY, HARVE B. (1978-1988)
Utility Worker

O'DELL, SAMUEL R., DR. (1970-1999)
Professor of History

*PEARSON, KENNETH V., DR., (1970-1987)
Director of Counseling and Testing

REED, ROBERT R. (1971-1984)
Director of Plant Operations

RIPLEY, PHYLLIS S. (1978-2001)
Associate Professor of Nursing and Clinical Skills Lab Coordinator

RISDAHL, SARAH J. (1972-2005)
*Associate Professor of Advanced and Developmental Education,
English and Coordinator of English as a Second Language*

ROBERTS, DAVID R. (1987-2005)
*Dean of Evening and Distance Education and Assistant Vice
President for Academic Affairs*

RUSSELL, ROBERT T. (1970-1999)
Associate Professor of Industrial Technology

SAYLOR, CAROLYN H. (1979-2001)
Associate Professor of Office Administration

SAYLOR, LANNY R. (1979-2001)
Associate Professor of Mathematics

SHAVER, CHARLES W. (1975-1990)
Custodial Supervisor

*SIMMONS, DARRELL D., DR., (1970-1981)
Dean of Instruction

SKINNELL, FRANK W., DR. (1980-2001)
Director, Workforce Development Center

SOUTHERLAND, SR., JAMES R. (1983-2003)
Grounds Foreman, Landscape & Grounds Maintenance

*STAMBAUGH, FRANCES L. (1976-1989)
Acting Director of Counseling and Testing

SUSONG, JOAN C. (1971-1993)
Buyer

TAYLOR, NELLIE JO (1970-1986)
Secretary

TUCKER, JACK W. (1990-2005)
*Dean for Community & Economic Development and Director of the
Institute for Business & Industry*

WALTER, BRIAN V. (1970-2000)
Associate Professor of History

WHITE, CURTIS E. (1970-1984)
Associate Professor of English

WHITT, JOAN H. (1971-1997)
Director of Accounting Services

WOLFE, STEPHEN L. (1978-2004)
Professor of Biology

*Deceased

INDIVIDUALS IN ACTIVE SERVICE AT THE TIME OF THEIR DEATH

ASTHANA, GIREESH (1973-1985)
Associate Professor of Economics

ATKINS, HELEN S. (1997-2003)
Secretary 2

BOYD, H. WAYNE (1985-2002)
Professor of Physics

CAMFIELD, MARVIN A. (1972-2000)
Professor of Sociology

COX, BETTY JANE (1980-1994)
Custodian

FLINN, KATHRYN F. (1970-1990)
Director of Library

HAMELIN, ALFRED R. (1994-1998)
Associate Professor of Industrial Technology

PHILLIPS, JOHN R. (1981-1994)
Associate Professor of Production Horticulture Technology

SNOWDEN, ARLENE F. (1985-2000)
Assistant Director of Financial Aid

Advisory Groups



WALTERS STATE FOUNDATION BOARD OF TRUSTEES

MEMBERS

Dr. MaryLou Apple Jefferson City	Dr. William Perry Doka Morristown	Mr. William T. Hale Morristown	Dr. Larry Mangum Morristown	Mrs. Linda Ogle Pigeon Forge	Mr. Charles R. Terry Morristown
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Mrs. Sydney S. Beard Kingston	Mr. James H. Drew Augusta, GA	Mr. Randy Harville Morristown	Mrs. Barbara McAndrew Dandridge	Mr. Harrell Pendleton Morristown	Mr. Glenn B. Thompson Morristown
Mrs. Barbara Bible Morristown	Mr. Henry Drinnon Morristown	Dr. Carroll M. Helm Williamsburg, KY	Mr. Y.J. McAndrew Dandridge	Mr. Ronald L. Perkins Morristown	Mr. Jack W. Tucker Knoxville
Mr. John T. Bible Morristown	Mrs. Louise C. Dyer Morristown	Mr. Clifford H. "Bo" Henry Maryville	Dr. Wade B. McCamey Greeneville	Dr. Truett H. Pierce Sneedville	Judge Gary Wade Sevierville
Mr. Raymond E. Bible Morristown	Mr. James C. Elliott Morristown	Mr. Joel A. Hice Morristown	Mr. John F. McCrary, Jr. Morristown	Mr. Bill Power Greeneville	Mrs. Marge Wilson Morristown
Mr. Max K. Biery Morristown	Mr. R. Jack Fishman Morristown	Mrs. Lena R. Holdway Morristown	Mr. Stephen McCrary Talbot	Mr. Keith Powers Morristown	Mr. Noah H. Wilson, Jr. Morristown
Dr. Marilyn R. Bowers Morristown	Mr. R. Michael Fishman Morristown	Dr. Anthony T. Hussey Knoxville	Mr. Frank McGuffin Morristown	Mr. H. Scott Reams Morristown	Mr. Heiskell H. Winstead Bulls Gap
Dr. Terry M. Brimer Morristown	Mr. Jerry D. Fortner Greeneville	Judge William H. Inman Morristown	Mr. G. Patrick McGuffin Morristown	Mrs. Reese Ripatti Sevierville	Ms. Eleanor Yoakum Tazewell
Dr. Jack E. Campbell Whitesburg	Mr. Mark Gamble Rogersville	Dr. Rosemary Jackson Morristown	Mr. George McGuffin Morristown	Mr. Robert T. Russell Morristown	Mr. Derry Young Whitesburg
Dr. Lori Campbell Morristown	Dr. R. Lynn Gilmore Bean Station	Mr. Charlie R. Johnson Sevierville	Mrs. Judy McGuffin Morristown	Mr. Ed B. Sams Scotts Valley, CA	Mr. Gregory Young Whitesburg
Miss Faye Catron Morristown	Mr. Harry B. Glass Morristown	Mr. Gene Jolley Morristown	Mr. Neil D. Miller Rogersville	Ms. Debra L. Scott Morristown	Mr. William F. Young Whitesburg
Miss Grace Catron Morristown	Mrs. Blanche Gulyash Sevierville	Mrs. Joyce W. Jolley Morristown	Mr. Sam A. Miller Greeneville	Mr. Donald P. Shell Knoxville	Mr. Roland Zitt Morristown
Mr. Richard Clark Morristown	Dr. Joseph Gulyash Sevierville	Dr. C. Julian Jordan Morristown	Mr. Scott M. Niswonger Greeneville	Mr. George Shirley Rutledge	
Dr. Douglas D. Cross Talbot	Mr. Breck Habegger Morristown	Ms. JoAnn Kell Morristown	Mr. Tony Nix Greeneville	Mr. Greg D. Shockley Knoxville	
Mr. William S. Denton, Jr. Morristown	Mr. George Haggard Morristown	Ms. Emily B. Kile Sevierville	Ms. Marian E. Oates Sevierville	Mr. Anderson L. Smith Morristown	
Dr. Steve L. Doka Morristown	Mr. William M. Hale Morristown	Mr. Robert Todd Lilley Morristown	Mr. Larry S. "Bud" Ogle Gatlinburg	Dr. Eddie M. Stone Knoxville	

HONORARY MEMBERS

Mr. Terry Ball Morristown	Mrs. Mary Ruth Cutshaw Sevierville	Mr. Bill R. "Skeet" Jones Morristown	Mr. Stan Puckett Greeneville	Mr. Kirk M. Tucker Mequon, WI
Mr. Jim Blalock Sevierville	Mr. Vic Duggins Knoxville	Mr. Dean Jones Sneedville	Mr. Brownlee Reagan Gatlinburg	Mrs. Lynn Tucker Mequon, WI
Mr. Sidney A. Blalock Sevierville	Mr. Rodney England New Tazewell	Mrs. Jean Keener Morristown	Mrs. Anne B. Sarris Atlanta, GA	Mr. John D. Wallace Morristown
Mr. A.B. Blanton, Jr. Sevierville	Mrs. Nancy Eversole Morristown	Mrs. Doris Lawrimore Morristown	Mrs. Kaye Schwalb Morristown	Mrs. Mary Nell Widener Morristown
Dr. Ronald W. Boling Knoxville	Mr. Carroll F. Fowler Morristown	Mr. L.W. Lawrimore Morristown	Mr. Robert B. Schwalb Morristown	Dr. Ellis H. Winkler Sneedville
Mr. Thomas A. Brennan Morristown	Mr. Edward H. Gamble Jacksonville, FL	Dr. William W. Locke Russellville	Mr. Ray Sexton Morristown	Mrs. Nancy Winter Gatlinburg
Mr. Dan Brooks Rogersville	Dr. W. Robert Gronewald Morristown	Mrs. Wilma M. Maples Gatlinburg	Mrs. Virginia A. Sheahan Vernon Hills, IL	Mr. Geoffrey A. Wolpert Gatlinburg
Mr. A.M. Brown Kingsport	Mrs. Deborah B. Haun Greeneville	Mr. C. R. Minor Russellville	Miss Clara Ann Short Knoxville	
Mrs. Josephine T. Burchfiel Sevierville	Mr. Norman Helm Morristown	Mr. Larry Musick Morristown	Mr. Paul N. Steinfeld Atlanta, GA	
Mrs. Beverly T. Burns Knoxville	Dr. J. Eugene Howard New Market	Mr. Charles E. Ogle, Jr. Gatlinburg	Mr. R.B. Summitt, II Sevierville	
Mr. William Y. Carroll Sevierville	Mr. Rufe Hurst, Jr. Talbot	Mr. Luther Ogle Gatlinburg	Mr. William G. Swann Morristown	
Mr. Carl Louis Crowe Newport	Mr. John R. Johnson Morristown	Mr. Fred Overbay Morristown	Mr. Jerry W. Tucker Morristown	

SEVIER COUNTY DEVELOPMENT COUNCIL

Mr. Jim Blalock Sevierville	Mr. Jerry Hays Gatlinburg	Mr. Luther Ogle Gatlinburg	EX OFFICIO
Mr. Sidney A. Blalock Sevierville	Mr. Charlie Johnson Sevierville	Mr. Jack Parton Sevierville	Mayor Bryan Atchley Sevierville
Mr. A.B. Blanton, Jr. Sevierville	Ms. Emily B. Kile Sevierville	Mr. George Pelfrey Sevierville	Mr. Doug Bishop City Administrator Sevierville
Mrs. Josephine T. Burchfiel Sevierville	Mr. Bill Maples Pigeon Forge	Mr. Brownlee Reagan Gatlinburg	Mayor Glenn Cardwell Pittman Center
Mr. Glenn Cardwell Sevierville	Mrs. Wilma M. Maples Gatlinburg	Mrs. Reese M. Ripatti Sevierville	Mayor Ralph Chance Pigeon Forge
Mr. Billy Carroll, Jr. Sevierville	Mr. Ted Miller Pigeon Forge	Mr. Charles R. "Bob" Rusk Seymour	Mayor Mike Werner Gatlinburg
Mr. William Y. Carroll Sevierville	Mr. Allen Newton Sevierville	Mrs. Jana Thomasson Sevierville	Mrs. Cindy Cameron Ogle City Manager, Gatlinburg
Mrs. Mary Ruth Cutshaw Sevierville	Ms. Marian E. Oates Sevierville	Judge Gary Wade Sevierville	Mrs. Earlene Teaster City Manager, Pigeon Forge
Mr. Ted Esch Seymour	Mr. Charles E. Ogle, Jr. Gatlinburg	Mr. John B. Waters, Jr. Sevierville	Hon. Larry Waters Sevier County Mayor
Mrs. Blanche Gulyash Sevierville	Mr. Larry S. "Bud" Ogle Gatlinburg	Mrs. Nancy Winter Gatlinburg	
Dr. Joseph Gulyash Sevierville	Mrs. Linda Ogle Pigeon Forge	Mr. Geoffrey A. Wolpert Gatlinburg	

LOCAL WORKFORCE AREA 2 CONSORTIUM OF LOCAL ELECTED OFFICIALS

Mr. Virgil Lee Herrell Claiborne County Mayor	Mr. Larry Lay Union County Mayor	Mr. Greg Marion Hancock County Mayor	Mr. David Purkey Hamblen County Mayor
Mr. Gary Holiway Jefferson County Mayor	Mr. Crockett Lee Hawkins County Mayor	Mr. Paul Merritt Grainger County Mayor	Mr. Larry Waters Sevier County Mayor
Mr. Roger Jones Greene County Mayor	Mr. Iliff McMahan Cocke County Mayor		

LOCAL WORKFORCE AREA 2 LOCAL WORKFORCE INVESTMENT BOARD

Ms. Susan Arwood Johnson City	Mr. Denny Douglas Sneedville	Mr. Terry Johnson Bean Station	Ms. Neta Munsey* Tazewell	Mr. Adrian Rucker Morristown
Mr. Roger Ball Tazewell	Ms. Lynn Elkins Morristown	Ms. Hilda Lovell Newport	Mr. Steve Neff Tazewell	Mr. David Russell Knoxville
Mr. Ron Beach Rogersville	Mr. Matthew Evon Jefferson City	Mr. Ronnie Maness* Rutledge	Mr. James David Nevin* Maynardville	Mr. George P. Shirley Rutledge
Ms. Ann W. Bowen Morristown	Mr. Michael Fishman Morristown	Dr. Wade McCamey Greeneville	Mr. Ray J. Ogle Sevierville	Mr. Mike Watson* Morristown
Mr. Chuck Bradley Gatlinburg	Mr. Dan Ford Cosby	Mr. Jerry McCurry* Newport	Mr. Roger Overholt* Morristown	Ms. Ann Williams Morristown
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Ms. Jalana Clingan* Rogersville	Mr. T.J. Harrison Sneedville	Mr. Danny Meredith Talbot	Mr. Ronnie Price Rogersville	Mr. Harold G. Woods Knoxville
Ms. Lesia Cope* Sneedville	Ms. Carole Harwood Morristown	Mr. Wayne Mills* Tazewell	Ms. Karen Rabren Rogersville	*Youth Council only (non-voting)
Ms. Lisa Anne Deans Greeneville	Mr. Don Hurst Newport	Ms. Teresa Moyers* Dandridge	Mr. Kyle Richardson Maynardville	
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Mr. David Cunningham Knoxville	Ms. Luann Kilday Greeneville	Mr. David Purkey Morristown	Mr. Heiskell Winstead Bulls Gap
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Mrs. Gladys S. Clay Jefferson City	Ms. Karen McMahan Morristown	Ms. Beverly Phipps Jefferson City	
Mrs. Emma Edmonds Greeneville	Mrs. Edith Meiszner Morristown	Ms. Patrice Puglise Morristown	
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Mr. Larry Blazer Newport	Ms. Sue Frazier Morristown	Mr. Doug Moody Dandridge	
Ms. Ann Bowen Morristown	Mr. Max Garcia Morristown	Dr. Joe Parkins Greeneville	
Dr. Jack E. Campbell Morristown	Mr. George Haggard Morristown	Dr. Jack Parton Sevierville	

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Deputy Chief Laura Davis Oak Ridge	Chief Mike Rawlings Sevierville	Chief Robert Lee Turner, Jr. Jefferson City	
Chief Larry Graves Alcoa	Deputy Chief Gary Ryan Morristown	EMS Coordinator Tony Watson Pigeon Forge	

REGIONAL CRIMINAL JUSTICE ADVISORY BOARD

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Sheriff Wayne Anderson Blountville	SAC Bob Denney Johnson City	Chief John Lowry Johnson City	Sheriff Ralph D. Seal Sneedville
Chief Jack Baldwin Pigeon Forge	Chief Charlie Epps White Pine	Sheriff Bruce Montgomery Sevierville	The Honorable Mindy Norton Seals Morristown
The Honorable Berkeley Bell Greeneville	Chancellor Thomas R. Frierson, II Morristown	Chief Don Myers Sevierville	Chief Maurice Shults Newport
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Sheriff Steve Burns Greeneville	Sheriff Kent Harris Erwin	Commissioner of Safety Fred Phillips Nashville	Chief Blaine Wade Bristol
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Chief Jack Cotrel ETSU, Johnson City	Chief James Hicks Erwin	Sheriff Warren Rimer Rogersville	
Sheriff David Davenport Dandridge	Chief Mack Jones Greeneville		

The Walters State Division of Public Safety also receives advice and counsel from the Upper East Tennessee Law Enforcement Executives Council for the division's law enforcement academy. Specifically, the Upper East Tennessee Law Enforcement Executives Council advises the division chair with reference to the Basic Police Recruit School and the Specialized Law Enforcement Education program in conjunction with certification requirements of the Tennessee Peace Officer Standards and Training Commission.

PROGRAM ADVISORY COMMITTEES

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Mr. Mannie Bedwell Morristown	Mr. Ronnie Sartain Greeneville
Ms. Lisa Bible Morristown	Mr. Jim Satterfield Jefferson City
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Dr. Larry Mangum Morristown	

COMPUTER & INFORMATION SCIENCE

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Mr. James Atkins Rutledge	Mr. Eddie McCandless Sevierville
Mr. Rickie Clark Greeneville	Mr. Kris Sigler Morristown
Dr. Terry Countermine Johnson City	Dr. Eddie Stone Morristown
Mr. Randy Dudley Midway	Mr. Chuck Terry Morristown

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Mr. Rick Barger Kingsport	Mrs. Debra Lail Kingsport
Mr. David Colburn, CEC Sevierville	Mr. Deron Little Concord
Mr. Leon Downey Pigeon Forge	Mr. Don Nichols Pigeon Forge
Chef John Fleer Walland	Mr. Ray Ogle Pigeon Forge
Chef Richard Frost Maryville	Mr. David Pickney Knoxville
Ms. Mary Ann Greene Knoxville	Mr. Simon Smith Walland
Mr. Ron R. Greening, III Dandridge	Chef Tony Watson Knoxville
Mr. William T. Hale Morristown	Chef Eli Whitney Knoxville
Mr. Adam Harrell Knoxville	Mr. Geoffrey Wolpert Gatlinburg
Mrs. Cheryl Hatfield Knoxville	

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Ms. Judy Brasher Morristown	Ms. Robin Patterson Knoxville
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Ms. Marilyn Buchanan Johnson City	Ms. Cynthia Templin Knoxville
Mr. Steve Courtner Kingsport	Ms. Debbie Thomas Tazewell
Mr. Eddie Davis Morristown	Ms. Ivis Vance-Perkins Johnson City
Ms. Mary Sue Davis Morristown	Ms. Janice Wilder Morristown
Ms. Marion Hensley Greeneville	Ms. Karen Wright Harriman
Ms. Judy Davis Kennedy Morristown	

EMERGENCY MEDICAL TECHNOLOGY/PARAMEDIC

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Mr. Ric Chapman Rogersville	Mr. Terry Neal Knoxville
Mr. Ronnie Collins Morristown	Mr. Greg Patterson Gatlinburg
Mr. John Dabbs Johnson City	Mr. Brad Phillips Dandridge
Mr. Allen Dale Davis Sneedville	Mr. Andrew Reed Maynardville
Mr. Larry Gibson Tazewell	Mr. Robert Sayne Greeneville
Mr. Todd Giles Morristown	Ms. Aubrey Shoemaker Morristown
Mr. Jeff Gregory Knoxville	Mr. Rick Slaven Harrogate
Mr. Steve Hamby Knoxville	Mr. Drew Slemp Knoxville
Mark Harrell, M.D. Morristown	Mr. Barry Thomas Tazewell
Mr. Jason Hefner Morristown	Ms. Cindy Thompson Morristown
Ms. Peggy Helton Rogersville	Mr. Kenny Trent Tazewell
Ms. Kathy Hensley Johnson City	Mr. Mark Vance Blountville
Ms. Cindy Hurt Morristown	Stephen K. Wilson, M.D. Rogersville
Mr. Steve Huskey Sevierville	

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Mr. Randall Hodge Dandridge	Mr. Pat Toth Knoxville
Mr. Chris Lloyd Morristown	

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Mr. Ed Kinsey Knoxville	Mr. Victor Trobaugh Morristown
Mr. Paul Martin Rogersville	

HEALTH INFORMATION TECHNOLOGY

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Mr. Randy Bissel Knoxville	Mr. Mike Pierce Morristown
Ms. Elisa Comer Johnson City	Ms. Anne Powell, RHIA Tazewell
Ms. Debbie Cook, RN Greeneville	Ms. Betty Prescott Jefferson City
Ms. Ginger Hamilton, RHIA Tazewell	Ms. Fances Shelley Newport
Ms. Wendy Hensley, RHIT Dandridge	Ms. Jane Shrader, RHIA Morristown
Ms. Andrea Herndon, RHIT Greeneville	Ms. Ruth Slover, RHIT Morristown
Ms. Rhonda Hisle, RHIT Rogersville	Ms. Marty Rucker Morristown
Mr. Bill Hodges Morristown	Ms. Kim Watts, CMT Knoxville
Ms. Linda Ledford, RHIA Greeneville	Ms. Gail Winkler, RHIA Morristown
Ms. Sandra Menders, RHIT, CPC Knoxville	

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Mr. Jerry Dillard Morristown	Mr. Carl Parsons Sevierville
Mr. Michael Howard Morristown	Mr. Fritz Ruffi Rutledge
Mr. Robbie Jenkins Morristown	Mr. Dave Samsel Morristown
Mr. Scott Johnson Morristown	Mr. Rick Trent Morristown
Mr. Rusty Miller Newport	Mr. Joel Vance Morristown
Mr. Bob Millican Morristown	

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Ms. Gwendolyn Drinnon Morristown	Mr. H. Scott Reams Morristown
Chancellor Thomas Frierson, II Morristown	Mr. Floyd William Rhea Sneedville
Ms. Joy E. Galyon Johnson City	Ms. Holly D. Sayne Knoxville
Ms. Linda Hampton-Parker Newport	Mr. William R. Seale Morristown
Mr. Ben W. Hooper, II Newport	Ms. Denise Terry Stapleton Morristown
Judge Dennis H. Inman Morristown	Ms. Melissa Stokely Newport
Judge William H. Inman Morristown	Mr. Benjamin Strand, Jr. Dandridge
Mr. Charlie Johnson Sevierville	Mr. Charles Terry Morristown
Ms. Kathleen Moore, CLA Knoxville	Ms. Crystal Williams Greeneville
Mr. Fred L. Myers, Jr. Newport	Mr. Heiskell Winstead Rogersville
Mr. Carl R. Ogle, Jr. Jefferson City	Mr. Thomas J. Wright Greeneville
Ms. Norma M. Ogle Sevierville	Mr. L.A. "Buddy" Yonz Greeneville
Judge Rex Henry Ogle Sevierville	

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Mr. Max Biery Morristown	Ms. Janice B. Smith Knoxville
Mr. Gary Johnson Morristown	Mr. Jim Sturdevan Morristown
Mr. Daryle Keck Jefferson City	Mr. Eric Winter Morristown
Dr. Gary McKenna Morristown	Mr. Kirk Wyss Morristown
Ms. Linda Marshall Morristown	

MEDICAL CODING

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Mr. Randy Bissel Knoxville	Mr. Mike Pierce Morristown
Ms. Elisa Comer Johnson City	Ms. Anne Powell, RHIA Tazewell
Ms. Debbie Cook, RN Greeneville	Ms. Betty Prescott Jefferson City
Ms. Ginger Hamilton, RHIA Tazewell	Ms. Fances Shelley Newport
Ms. Wendy Hensley, RHIT Dandridge	Ms. Jane Shrader, RHIA Morristown
Ms. Andrea Herndon, RHIT Greeneville	Ms. Ruth Slover, RHIT Morristown
Ms. Rhonda Hisle, RHIT Rogersville	Ms. Marty Rucker Morristown
Mr. Bill Hodges Morristown	Ms. Kim Watts, CMT Knoxville
Ms. Linda Ledford, RHIA Greeneville	Ms. Gail Winkler, RHIA Morristown
Ms. Sandra Menders, RHIT, CPC Knoxville	

MEDICAL INSURANCE SPECIALIST

Ms. Penny Bailey, RHIT Newport	Ms. Ginger Parker Morristown
Mr. Randy Bissel Knoxville	Mr. Mike Pierce Morristown
Ms. Elisa Comer Johnson City	Ms. Anne Powell, RHIA Tazewell
Ms. Debbie Cook, RN Greeneville	Ms. Betty Prescott Jefferson City
Ms. Ginger Hamilton, RHIA Tazewell	Ms. Fances Shelley Newport
Ms. Wendy Hensley, RHIT Dandridge	Ms. Jane Shrader, RHIA Morristown
Ms. Andrea Herndon, RHIT Greeneville	Ms. Ruth Slover, RHIT Morristown
Ms. Rhonda Hisle, RHIT Rogersville	Ms. Marty Rucker Morristown
Mr. Bill Hodges Morristown	Ms. Kim Watts, CMT Knoxville
Ms. Linda Ledford, RHIA Greeneville	Ms. Gail Winkler, RHIA Morristown
Ms. Sandra Menders, RHIT, CPC Knoxville	

MEDICAL TRANSCRIPTION

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Mr. Randy Bissel Knoxville	Mr. Mike Pierce Morristown
Ms. Elisa Comer Johnson City	Ms. Anne Powell, RHIA Tazewell
Ms. Debbie Cook, RN Greeneville	Ms. Betty Prescott Jefferson City
Ms. Ginger Hamilton, RHIA Tazewell	Ms. Fances Shelley Newport
Ms. Wendy Hensley, RHIT Dandridge	Ms. Jane Shrader, RHIA Morristown
Ms. Andrea Herndon, RHIT Greeneville	Ms. Ruth Slover, RHIT Morristown
Ms. Rhonda Hisle, RHIT Rogersville	Ms. Marty Rucker Morristown
Mr. Bill Hodges Morristown	Ms. Kim Watts, CMT Knoxville
Ms. Linda Ledford, RHIA Greeneville	Ms. Gail Winkler, RHIA Morristown
Ms. Sandra Menders, RHIT, CPC Knoxville	

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Ms. Laura Barnes Knoxville	Ms. Carol Littrell Tazewell
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Ms. Rhonda Burns Sevierville	Ms. Lynn Mefford Morristown
Mr. Don Coleman Blountville	Ms. Marion Morgan Knoxville
Ms. Ruth Crawley Knoxville	Ms. Rebecca Morin Kingsport
Ms. LeeAnn Easter Knoxville	Ms. Carolyn Pointer Knoxville
Ms. Tammy Francis Newport	Ms. Suzanne Rollins Bristol
Ms. Ronald Hall Rogersville	Ms. Gerry Schultheis Greeneville
Ms. Jennifer Hansen Knoxville	Ms. Rhonda Sims Maryville
Ms. Karen Harris Morristown	Dr. Pat Smith Johnson City
Ms. Janet Hill Knoxville	Ms. Karen Tilson Greeneville
Ms. Tammy Hobbs Bristol	Ms. Terri Webster Knoxville
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Ms. Judy Ingala Johnson City	Ms. Kathryn Wilhoit Johnson City
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Ms. Tina Hensley Morristown	Ms. Betty Wright Morristown

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Ms. Pam Ditto, RRT Johnson City	Ms. Christi Southerland, CRT Talbott
Ms. Lisa French, RRT Newport, TN	Ms. Jessica Spencer, CRT Jefferson City
Mr. Steve Garland, RRT Greeneville	Ms. Sheryl Tolliver, RRT Sevierville
Mr. Jeff Horner Morristown	Ms. Sheila Ware, RRT Knoxville
Ms. Brenda Knight, RRT Morristown	

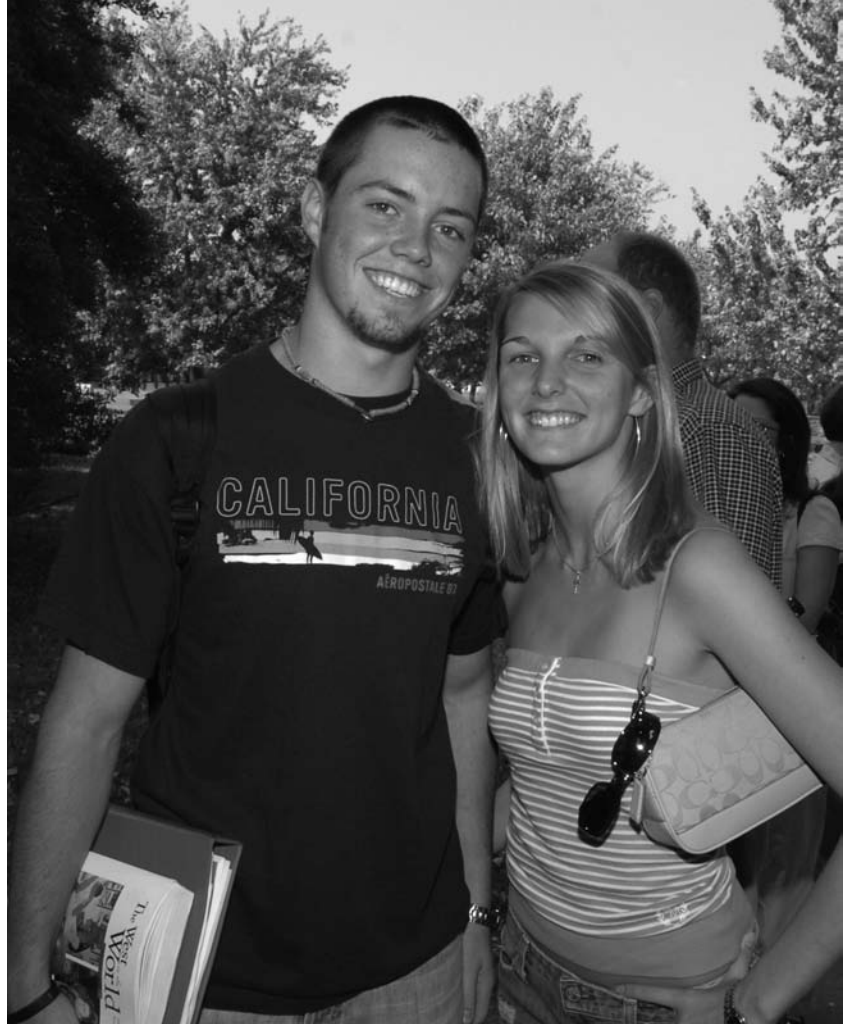
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Dr. Laura Campbell Morristown	Mr. Gary Kimble Pigeon Forge
Ms. Lisa Cantwell Morristown	Mr. George Miller Sevierville
Mr. Jimmy Collins Bean Station	Ms. Claudia Ogburn Sevierville
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Ms. Nancy Clark, PT Greeneville	Mr. Brian Seaton, PT Jefferson City
Mr. Wesley DeBord, PTA Bristol	Ms. Tammy Seymour, PTA Knoxville
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Ms. Angie Hance, PTA Jefferson City	Ms. Christine Smithee, PT Maryville
Ms. Kris Horder, PT Sevierville	Ms. Carol Witt, PTA Knoxville
Ms. Raquel Keithly, PT Johnson City	Ms. Bottney Wilson, PTA Bluff City
Ms. Susan LeVin, PTA Church Hill	

Student Handbook



GENERAL INFORMATION

Firearms on Campus

In accordance with Tennessee State Law, no firearms shall be permitted on the WSCC campus or worn by a WSCC student or employee at any time other than the exceptions listed below:

WSCC Campus Police shall wear firearms in accordance with institutional policy.

Full-time peace officers on campus either in a student or visitor status may carry a firearm if required by local departmental regulations. Specifically, full-time uniformed peace officers are authorized to wear their arms in accordance with their uniform regulations; however, plain clothed peace officers must wear clothing which will permit the complete concealment of their firearms at all times. At no time will such firearms be visible.

Freedom of Expression

Walters State Community College considers freedom of inquiry and discussion essential to educational development and recognizes the right of students to engage in discussion, exchange thought and opinion, and speak freely on any subject in accord with guarantees of our state and national constitution. In addition, Walters State strives to develop in students a realization that citizens not only have the right, but also the obligation, to inform themselves regarding issues and problems of the day, to formulate standards regarding these, and to give expression to their views. In discharging these rights and obligations, however, students must also recognize their responsibilities to other individuals, to the college and its constituency, and to the state and nation. Walters State takes pride in the fact that its campus is open to free discussion and the examination of views with the condition that such discussion be accompanied by peaceful conditions consistent with a scholarly nature of an academic community.

Health and Accident Insurance

Walters State Community College offers a non-compulsory health and accident policy which will provide protections for students at a very low rate. The college is offering this group insurance as a service to you because the rates are lower than for individual policies. Policy information is available in the office of the vice president for Student Affairs.

Students are urged to participate in this group policy. Students participating in physical education classes, intramural activities and sports clubs are strongly encouraged to purchase this policy. This policy does not provide coverage for students while they are participating in intercollegiate competition or practicing for such competition.

Nondiscrimination on the Basis of Sex

Walters State has developed a policy of reaffirming the fact that the college does not discriminate on the basis of sex in the educational programs or activities which it operates. The college's policy is as follows:

It is the policy of Walters State Community College not to discriminate on the basis of sex in the educational programs or activities which it operates, including employment therein and the admission of students thereto, and Walters State Community College is required by Title IX of the Education Amendments of 1972, and regulations issued pursuant thereto (45 C.F.R Part 86) (and by Section 799A and 845 of the Public Health Service Act and regulations) issued pursuant thereto not to discriminate in such manner. Inquiries concerning the application of the Acts and the regulations to Walters State Community College may be referred to the President or the director of Human Resources/ Affirmative Action Officer.

Search and Seizure

State law provides that students and their property on the Walters State Campus may be searched and where necessary seized on the basis of a determination of probable cause. Probable cause may be found where the facts and circumstances within college administrators' knowledge and of which they have reasonable trustworthy information are sufficient in themselves to warrant a search in the belief that a violation of the college's regulations has been or is being committed. The decision to implement a search of a student or property will be made by either the vice president for Student Affairs or the President in that order and should be based upon a signed statement (warrant if possible) by a person setting forth in detail the facts and circumstance justifying the search, and where based in whole or in part on hearsay evidence, stating the underlying circumstances from which the person concluded that the third person was creditable or information reliable.

In exceptional circumstances a warrantless search may be made, and college personnel may proceed with the search without a written authorization. Such circumstances are limited to those where the fruits of violation of the college's regulation on contraband can be said to be in imminent danger of disappearance, destruction, or removal.

When the student voluntarily consents to a search, no written authorization for the search is required. A voluntary consent in writing will be requested, however, from the student. In addition, in all cases where a search is to be made of a student's property or premises, the student should be present for the search whenever possible.

In the event that police or other law enforcement officials not employed by the college request permission to search for a student or property, the college will not consent to the search unless the officials have a search warrant for that particular student or property. All questions concerning this subject should be directed to the office of the vice president for Student Affairs or to the President of the college.

Sexual Harassment

Walters State Community College is committed to providing its faculty, staff and students with an environment free from implicit and explicit coercive sexual behavior used to control, influence, or affect the well being of an individual at the college. Sexual harassment of any person is inappropriate and unacceptable and is grounds for disciplinary action. It may also, depending on its nature, constitute a violation of federal law. Any student who has a complaint regarding sexual harassment may contact the vice president for Student Affairs for information and assistance relative to the procedure for review of the complaint.

Student Complaints

Students should be aware that, should they have concerns or complaints about their program or their financial aid, Walters State has an established procedure for receiving and responding to complaints from students. Students should voice their complaints in writing to the office of Student Affairs. The vice president for Student Affairs in consultation with vice presidents, deans, and directors will investigate the questioned complaint. Student complaint procedures are on file in the office of Student Affairs.

Telephones

Courtesy telephones located in the lobby of the Jack E. Campbell College Center in front of the "Z" Buda Gymnasium, in the Mathematics and Behavioral/Social Sciences Building and the Clifford H. "Bo" Henry Center for Business and Technology are provided for personal calls. The telephones in the administrative, faculty, and Student Government Association offices are for official college use only.

STUDENT RIGHTS AND FREEDOMS

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Tennessee Board of Regents institutions have developed policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

Freedom of Access to Higher Education

The admissions policies of each Tennessee Board of Regents institution are a matter of institutional choice, provided that each institution makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each institution should be open to all students who are qualified according to its admissions standards. The facilities and services of a TBR institution should be open to all of its enrolled students.

In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

2. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

3. Protection Against Improper Disclosure

Certain information about students is protected from public disclosure by Federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

Adapted from AAUP Statement of Rights and Freedoms of Students.

COLLEGE COMMITTEES

Functions

The detailed description, purpose and membership of each college committee may be found in the Handbook of College Advisory Councils and Committees located in all faculty and administrative offices. Following, for your convenience however, is a brief description of the college committees which concern you the most.

Academic Affairs Committee

The Academic Affairs Committee has the responsibility of all matters pertaining to the Library, curriculum changes, academic standards, academic admission and readmission requirements and such other responsibilities as may be assigned. There are three sub-committees: (1) Admissions Sub-Committee, (2) Curriculum Sub-Committee, and (3) Library Sub-Committee. The chair is the vice president for Academic Affairs.

Student Affairs Committee

The Student Affairs committee is concerned with all matters which regulate and administer the affairs of the student body which are co-curricular with the Division of Instruction. Its responsibilities include but are not limited to the Student Government Association, student conduct, dress, student clubs and organizations, group activities, intramural sports, social activities, lyceum programs, and student publications. It has under it the Student Government Association. The chair of this committee is the vice president for Student Affairs.

Student Discipline Committee

The Student Discipline Committee is charged with judging the student whose behavior on or off campus is considered undesirable or harmful to the college. It deals with the student who is found to be in violation of the guidelines provided to each student in this Handbook. The committee makes recommendations directly to the President for final approval. The chair of this committee is appointed by the President. An exception to this may be made for cases involving a violation or questioning of an academic standard or practice. In such cases, they would be heard by the Academic Affairs Committee.

Financial Aid Committee

The Financial Aid Committee is charged with providing assistance to students in meeting their college expenses through scholarships, loans, grants, and employment. The committee is responsible for making recommendations concerning financial aid policies. In addition, the committee is responsible for coordinating all financial aid activities, promoting scholarships for the college, considering applicants for financial aid, making awards, and keeping scholarship donors informed concerning progress of their scholarship holders.

For additional information on the details of the college committee system, please refer to other sections of this Handbook or see the vice president for Student Affairs.

Walters State Alumni Association

The Alumni Association was formed in December of 1980 to provide an opportunity for graduates of Walters State to keep in touch with old friends, to make new ones, and to work for the development of their alma mater. All former students of Walters State are encouraged to join the Association although voting memberships are restricted to those who have earned degrees or certificates.

Information on the Walters State Alumni Association is available in the office of College Advancement in Room 107-CCEN or you may write to:

Walters State Alumni Association
P.O. Box 1508
Morristown, TN 37816-1508

POLICY ON STUDENT ORGANIZATIONS

Scope

The following policy of the Board of Regents, applicable to all institutions in the State University and Community College System of Tennessee, provides minimum standards for the registration and conduct of student organizations at the institutions. Each institution is authorized to establish additional policies and procedures affecting student organizations which are consistent with the provisions of this policy.

Types of Student Organizations

Student organizations may be either organizations sponsored by the institution, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by the institution. Organizations which may be registered to operate on campuses include the following: (a) honors and leadership organizations and recognition societies; (b) departmental organizations and professional fraternities and sororities; (c) social fraternities and sororities; and (d) special interest groups (political, religions, athletic, etc.). Registration of a student organization by an institution shall neither constitute nor be construed as approval or endorsement by the institution of the purposes or objectives of the organization. All organizations are required to have a faculty sponsor approved by the vice president for Student Affairs.

General Policies on Student Organizations

1. No student organization may carry on any activity on the campus of an institution unless the organization has been officially registered by the institution.
2. No institution shall be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
3. No student organization shall deny membership to any person on the basis of age, race, sex, religion, disability or national origin, provided that social fraternities and sororities may have sex restricted membership.
4. No student organization shall engage in or condone any form of hazing including but not limited to harassment of any person by exacting unnecessary, disagreeable or difficult work, by banter, ridicule or criticism, or by abusive or humiliating acts.
5. Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
6. No lease or other agreements affecting real property for a period in excess of one year or for rental in excess of \$12,000 per year shall be entered into between an institution and an organization without the approval of the Chancellor of the Board of Regents or designee.
7. No person, group or organization may use the name of the institution in any manner, provided that registered student

organizations may use the name of the institution following the name of the organization. No person, group or organization may use the seal or any symbol of the institution without the prior written approval of the president of the institution or designee.

Criteria for Registration of Organization

1. Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students; provided that organizations may include faculty and staff of the institution, and / or spouses of students, faculty and staff, and provided further that professional organizations may include members of the professional and business communities as members.
2. A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.
3. The proposed organization must agree to comply with all policies, regulations and procedures established by the Board and the institution, and with all federal and state laws and regulations.
4. The proposed organization must not (a) have illegal aims and goals; (b) propose activities which would violate regulations of the Board or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or (c) advocate incitement of imminent lawless action which is likely to produce such action.
5. The proposed organization must have the minimum number of charter members designated by the institution, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term registration, an institution may grant temporary registration to an organization for a limited period of time.
6. New organizations may be denied registration where the purposes are within the scope of a currently registered organization. No organization may use the same name, or a name which is misleading and similar to the name, or a currently registered organization.
7. The organization must provide for the distribution of all funds and assets in the event of dissolution.

Procedure for Registration of Organizations

1. In order to become officially registered as a student organization, a group must meet the criteria set forth in section 4, and must provide to the institution a minimum of the following:
 - a. An application or request to form the organization on the form designated by the institution.
 - b. The proposed constitution and bylaws of the organization, which must clearly contain the following; the name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments.
 - c. The names and signatures of the charter members of the organization.
 - d. The names of the faculty adviser and / or the adminis-

trative officers of the institution who will sponsor the organization.

- e. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Board and the institution and with all federal and state laws and regulations.
2. The designated number of copies of the foregoing documents and information must be submitted to the office of the designated body or bodies of the institution authorized to review and make recommendations concerning proposed organizations. Recommendations regarding registration of a proposed organization must be forwarded by the designated body or bodies of the institution to the president of the institution or authorized designee; and registration by the president or designee is necessary before the organization can be officially registered.
3. Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process to resubmit the applications or request with nonconforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.

Nature and Conditions of Registration

1. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution, and shall be subject to annual renewal by the institution for each ensuing year.
2. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:
 - a. It must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws;
 - b. It must continue to meet all of the requirements for initial registration;
 - c. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.
 - d. It must submit all changes in the constitution and bylaws to the institution for approval.
 - e. It must maintain a current list of officers, faculty advisers and sponsors on file with the institution; and
 - f. It must have submitted all required financial and other reports to the institution.

Reports

1. Each institution may require any or all organizations to submit an annual report concerning its programs and activities during the preceding year. If required, this report shall be reviewed by the designated bodies or officials of the institution, and shall be a requirement for renewal of registration.
2. Each institution may require any or all organizations to submit an annual financial report reflecting all revenues received and disbursed by the organization, and/or an interim financial report or such a report concerning any fund-raising activity of the organization. If required, this report shall be a requirement for renewal of registration.

Probation, Suspension, and Withdrawal of Registration

1. An organization may be placed on probation, be suspended or registration may be withdrawn by the designated authority of the institution for any of the following reasons:

- a. The organization fails to maintain compliance with the initial requirements for registration;
- b. The organization ceases to operate as an active organization;
- c. The organization requests withdrawal of registration;
- d. The organization operates or engages in any activity in violation of rules and regulations of the institution or federal or state laws; or
- e. The organization fails to submit any required reports.
2. An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization which is placed under suspension may not engage in or sponsor any activity or program and may not hold meetings. Where registration of an organization is withdrawn, it shall cease to exist as an organization.
3. In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of section 1-d, the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.

Officers of Student Organizations

No student who is under academic or social suspension from the institution shall be eligible to become, or maintain the status of, an officer of an organization.

Fiscal Procedures

1. Each organization shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with general accepted accounting principles. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records shall be maintained for the purposes of audit.
2. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

Programs and Activities

1. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board and the institutions concerning use of property and facilities. All organizations registered pursuant to this



policy shall be “affiliated organizations” for the purposes of any Board or institution policies concerning use of campus property and facilities.

2. Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the institution, and each institution may require prior approval of off-campus programs and activities. Prior to approval, the institution may require a specified number of officials or security officers for any event, activity or program.
3. Any fund-raising activity on campus shall be for the benefit of the organizations as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.
4. No guest speakers shall be invited to the campus except pursuant to policies of the Board and the institution concerning guest or off-campus speakers.

STUDENT ORGANIZATIONS

Student organizations and activities exist for the personal enjoyment and development of students at WSCC. Students are encouraged to become involved in the co-curricular student activities program and active student organizations. The benefits to be derived from such involvement cannot be measured nor graded; however, the contributions they make to the student's total education cannot be overstated. The responsibility for the coordination of all student organizations and activities rest with the vice president for Student Affairs. The vice president for Student Affairs works closely with the Student Affairs Committee and the Student Government Association in carrying out this responsibility.

STUDENT CLUBS AND ORGANIZATIONS

All would-be student clubs and organizations are required to seek approval to organize from the vice president for Student Affairs. Application forms and standards for the creation of student clubs and organizations are on file in the office of the vice president for Student Affairs. Clubs or organizations making application are required to submit a statement of purpose to specify criteria for membership, and outline rules of procedure for selection of members.

Criteria for selection of membership must be consistent with the purpose(s) of the club. Any student may apply for membership in any recognized club or organization and may be accepted for membership if the criteria established is met. No applicant shall be denied membership because of race, sex, creed or national origin. Students interested in joining a club should contact the club president, club advisor, or the vice president for Student Affairs.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is the official voice of the student body at Walters State Community College. As such, it represents the feeling, values, and desires of the student body to the college administration. Members of the SGA serve on every major college committee except the faculty council. As such, members of this body are influential in every decision that is made which concerns this college and its students. The SGA is the single most powerful student organization on the WSCC campus and membership in this body is one of responsibility and prestige. All members of the SGA are elected by the student body. The SGA is specifically

responsible for the approval of every student activity that takes place on the Walters State Campus. In addition, members attend annual conferences of the Tennessee Intercollegiate Legislature and other state student government activities. The SGA sponsors major social activities each year and advises the Student Affairs Committee concerning the initiation of additional student social activities. Concerned, responsible students are strongly encouraged to participate in the activities of the SGA.

More detailed information concerning the Student Government Association may be obtained in the office of the vice president for Student Affairs, or the SGA Office, Room 277-CCEN.

SENATORS PAGES

The Senators Pages consist of a specified number of students who serve as a host corps for the president of the college. Pages assist the president in receiving visitors to the college, visit area schools as representatives of Walters State, assist during registration, conduct tours of the campus for various groups visiting the college, and perform other duties as assigned by the office of the President. Students applying to become a Page must have a minimum high school grade point average of 2.8 or a cumulative average of 2.5 on work taken at WSCC and be enrolled as a full-time student. Other criteria considered include leadership ability, character, poise, appearance, etc.

Applications and/or additional information may be obtained by contacting Kellie Campbell, Room 119A-CCEN, Avery McManaway, Room 119B-CCEN, and Sherry Watson, Room 119-CCEN.

CLUBS

Agriculture Club

The purpose of the WSCC Agriculture Club is to promote the field of agriculture at Walters State. For additional information contact Roger Brooks, Room 134-TECH.

Art Club

The purposes of the Art Club are to promote visual arts through exhibits within the community; to enhance knowledge and ideas, as well as critiques of both known and unknown artists; and to encourage an understanding and appreciation for all visual arts (i.e., painting, sculpture, photo, ceramics, etc.) among the entire student body, as well as the community. Faculty advisor is Steve Roberts, Room 137B-HUM.

Astronomy Club

The purpose of the Astronomy Club is to promote and maintain the interests of students in astronomy, space, exploration, and science; to provide an opportunity for interested students to use the facilities of the college to make astronomical observations; and to provide a forum to learn of the current developments and future plans in astronomy and space exploration.

Baptist Collegiate Ministry

The Baptist Collegiate Ministry was organized in 1971 with the purpose to “unite students and promote Christian growth through Bible study, worship, fun and fellowship.” The club is open to students of all denominations. The BCM receives support from the Nolachucky Baptist Association and the Tennessee Baptist Convention.

Club activities include weekly meetings with speakers, share sessions, weekend retreats, state meetings and a summer conference at Ridgecrest, North Carolina. The faculty advisor is Rodney Freeman, Room 211-CCEN.

Criminal Justice Club/Alpha Phi Sigma

The purpose of this club is to promote and assist in the development of professionalism among department students and criminal justice agencies in the Walters State service area, as well as, to assist Walters State service area criminal justice agencies in activities designed to improve community relations, agency morale, and critical skills competency development. For further information contact Jerry Loar, Room 117-PSC.

Drama Club

The purpose of the Drama Club is to promote an understanding of cultural arts to the college and community through productions for the student body, workshops for youths and community, and small productions for charitable organizations. Proposed activities include an amateur comedy hour, plays for the student body, and theatrical lectures from professional entertainers. For additional information contact Mr. Gerald Maloy, Room 115-HUM.

History Club

The purpose of the History Club is to promote awareness of history through intellectual discussions, debates, guest speakers, and field trips. The faculty co-advisors are Christopher Lee, WSCC Room 111, and Dr. Tim Holder, WSCC Room 100.

Hospitality Business Student Association

The purpose of the Hospitality Business Student Association is to allow students to promote the awareness of the hospitality industry and the opportunities the industry has to offer through student activities, and to strengthen their culinary knowledge through hands-on culinary techniques and experiences, while doing fund-raising and educational seminars both on- and off-campus. Faculty advisor is Joe Fall, Room 110-WSCC.

International Club

The purpose of the International Club is to share information about different cultures and traditions within the college community. Faculty advisors are Michelle Mitrik, 109B-HUM and Amanda McClure, 109C-HUM.

Kappa Beta Delta

The purpose of Kappa Beta Delta shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. For additional information, contact Thomas Love, Room 232-TECH.

Music Club

The purpose of the Music Club is to promote musical activities and concerts on campus and throughout the community. It is also to enhance the experience that Walters State's students will have in our music ensembles. Faculty advisor is Laura Ritter, Room 126-HUM.

Outdoor Club

The main purpose of the Outdoor Club is to encourage persons belonging to the WSCC community to share in the enjoyment of outdoor activities. No membership fees are required. Fortunately, the student activities fee has allowed the club to purchase equipment. Membership only involves participation and students may attend any activity scheduled during the year without previously being considered a member. Faculty advisor is Gary Acquaviva, Room 148A-HUM.

P.A.R.A. (Professional Ambulance and Rescue Association)

The purpose of P.A.R.A. is to promote and enhance emergency medical service awareness and education throughout the community as a whole. Faculty advisor is Greg Miller, Room 139-PSC.

Phi Theta Kappa

The Alpha Beta Iota Chapter of Phi Theta Kappa International Honor Society received its charter May 8, 1975. Phi Theta Kappa is the only honor society recognized by the American Association of Community and Junior Colleges. Membership is by invitation and is based upon academic excellence. The purpose of Phi Theta Kappa is to promote scholarship, leadership, fellowship, and service between the college and community. Faculty advisors are Kathy Smith, Room 440-WSGC, Karla Martin, Room 237-MBSS, Crystal Rice, Room 230-MBSS and Troy Bowman, Room 236-MBSS.

Physical Therapist Assistants Club

The purpose of the PTA Club is to provide interested students with an organization to further develop PTA students' career opportunities and to enhance their knowledge of current developments in the field of physical therapy. Proposed activities include conducting meetings to discuss problems members may be having, as well as providing a forum for former PTA students to speak on experiences in the profession. Members may attend state and national seminars to further their professional development. For additional information contact K.C. Cornett, Room 106C-TECH.

Respiratory Care Organization

The purpose of the Respiratory Care Organization is to foster interest in the Respiratory Care profession. For additional information, contact Bob McGee, club advisor, at the WSCC Greenville/Greene County Center, Room 249.

Science Club

The purpose of the Science Club is to promote learning in the field of science, encourage fellowship among members, and broaden knowledge of the practical applied aspects of science. Faculty advisor is Dr. Lawrence Kennard, Room 124, NSCI.

Social Sciences Club

The purpose of the Social Sciences Club is to provide academic career advising for social science majors - Sociology, Psychology, Social Work, and Anthropology, to offer opportunities for contact with professionals and social institutions related to social sciences as a career choice, to provide activities for social science majors and to provide opportunities for community service experience. Faculty advisors are Dr. Chris Baker, Room 112-MBSS, Aubrey Shoemaker, Room 134-MBSS, and Janice Donahue, Room 141-MBSS.

Student Nurses Association

WSCC's nursing program became an official constituent member in 1999. The mission of the Student Nurses Association is to promote the development of skills that students will need as responsible and accountable members of the nursing profession, and to advocate for high quality health care. Faculty members serve as advisors (Room 104-TECH) and serve as organizers, representatives and mentors for the students.

Student Tennessee Education Association (STEA)

The purpose of the Student Tennessee Education Association is to promote leadership training for future teachers, to provide special services for all field experience, to serve as an active voice for student teachers, and to meet other student education classes in Tennessee as part of the Student National Education Association. Faculty advisor is Dr. Marilyn Bowers, Room 136-MBSS.

Students in Free Enterprise (SIFE)

The purpose of the SIFE Club is to promote the U.S. free market economy and the free enterprise system through student-established and student-directed economic education programs. Faculty advisor is Dr. Orville E. Bach, Jr., Room 228-TECH.

Walters State Folk (Student Folklore Club)

The purpose of Walters State Folk is for students to interact with each other and the community in order to preserve and celebrate our heritage by learning, sharing, collecting, and participating in local, regional, and national folk traditions. For additional information, contact Chippy McLain, Room 109A-HUM.

Walters State Peer Counselors

The purpose of the Walters State Peer Counselors is to prepare academic work-study students as peer counselors, who will be assigned to entering freshmen students for the purpose of facilitating their personal, social, and academic adjustment to college life. The club advisor is Andy Hall, Room 217-CCEN.

Word Up Club

The purpose of the Word Up Club is to promote interest in, to stimulate awareness of culture events related to, and to recognize excellence and achievement in English and the Humanities. Faculty advisor is Sherri Mahoney Jacobs, 148C-HUM.

WSCC CHEERLEADING SQUAD

The selection of the WSCC Cheerleading Squad is based on the applicant's enthusiasm, appearance and skill. The cheerleading sponsor is Polly Johnson. For further information, contact the Student Affairs Office, Room 100-CCEN.

WSCC MASCOT

The Walters State mascot performs at basketball games in conjunction with the Cheerleading Squad and on other occasions by request. It is the responsibility of the mascot, or "Senator", to engender school spirit and audience participation and to project a healthy and positive image of the Walters State family. For further information, contact the Student Affairs Office, Room 100-CCEN.

STUDENT ACTIVITIES PROGRAM

Faculty Advisors

Members of the Walters State administrative staff or faculty are appointed to supervise each official college extra-class activity. It is the purpose of this person to ensure the activity is conducted safely, in compliance with college policies, does not infringe upon the rights of others, and meets the objectives for which the activity was planned. Each request for approval of an extra-class activity which is submitted to the office of the vice president for Student Affairs for approval must include the name of the faculty person or administrator who is to supervise the activity.

Student Activities/Access Fee

The president of Walters State Community College, after a recommendation by the Student Government Association and approval by the student body, approved the collection of a \$5 activity/access fee from each student enrolled in a credit course on campus during each semester of the academic year. This action was taken pursuant to authority granted the college and the Student Government Association by Chapter 606 of the Tennessee Public Acts of 1978. The collection of this fee will be beneficial to Walters State's students by (1) providing additional scholarships to WSCC students,

(2) increasing the amount of major student activity programming, (3) assisting all student organizations by providing funding for operational budgets and operational needs, and (4) supplementing the Student Government Association budget so as to increase the organization's ability to deliver improved services to students.

Intramural Athletics

In recognition that physical fitness should be a life-long objective and that competition is inherent to the American way of life it is natural to combine the two in athletics. It is believed that there is much to be learned as well as enjoyed through participation in a wide variety of games and sports. Since it is possible for only a small percentage of the students enrollment to participate in intercollegiate athletics, students are encouraged to participate in the comprehensive WSCC Intramural Program.

The objectives of the WSCC Intramural Program are to:

1. Provide a wide program of athletic competition for students and faculty in both individual and team sports.
2. Provide the opportunity for each team or individual to participate in as many games or matches as possible.
3. Involve as many students as possible in as many different sports as possible.
4. Maintain high standards of competition in conducting intramural play.
5. Insure proper supervision and quality officiating to maintain fair and safe play.

Intramural activities will include foosball, flag football, basketball, co-ed basketball, ping-pong, softball, and co-ed softball. Tournaments will be conducted in many of these activities. Tournament registration dates will be published in the weekly *Bulletin*. Students are encouraged to participate in the intramural program and also to offer suggestion which may lead to its improvement. Schedules for intramural competition will be posted on INFOSYS and listed in the weekly *Bulletin* and college newspaper. For more information or details on any intramural activity, please contact the office of the administrative coordinator for Student Activities and Student Services.

Entertainment

Many outstanding entertainment programs are brought to the Walters State campus each year for your pleasure and personal development. Outstanding artists and lecturers from Los Angeles, Chicago, New York, and Atlanta appear on our campus throughout the year to present very fine musical, dramatic, comedy, and lecture-type programs. In addition, many fine musical, dance, and drama groups from local colleges and universities appear to contribute their talents throughout the year.

We suggest that you plan your study, lab, and library work periods so that nothing will prevent you from enjoying these fine performances which are brought here only for you.

Watch for these outstanding events and join us in attending as many as you possibly can. They will be advertised through various media, i.e., weekly *Bulletin*, flyers, and posters.

Social Activities

Many social activities are planned around the nucleus of student clubs and organizations. In addition, several college sponsored activities are planned throughout the year. These are publicized and announced well in advance so that you may make plans to attend. These activities are provided for you, and we hope that you will find time to attend as many of these as you possibly can.

Honors

Each year the Student Affairs Division, in cooperation and coordination with the staff and faculty, sponsors a Student Honors Day

for the purpose of recognizing those students who have been leaders and outstanding participants in academic and student development activities at Walters State during the year. Honors currently awarded include the following:

President's Award for Most Outstanding Student - The President's Award is presented to the student who is considered to be the outstanding Walters State student for the academic year. The recipient is recommended by a committee of faculty members and administrators appointed by the President. Criteria considered by the committee in making the recommendation are scholarship, character, and participation and leadership in academic and student development activities. The final selection is made by the President.

Who's Who Among Students in American Junior Colleges - The staff and faculty select students each year from the sophomore class whose academic standing, participation in co-curricular activities, and community service are decidedly above average. Each faculty member and administrator in the college has an opportunity to nominate students to receive this award. Specifically, the award is based upon scholarship, participation, and leadership in academic and co-curricular activities, citizenship and service to the college, and promise of future usefulness.

Academic Awards - Awards are given in a variety of academic areas. The award areas are determined each year by the Academic Affairs Committee.

Athletic - Awards are given in men's basketball, women's basketball, baseball, softball, and golf.

Student Organizations - All club presidents who have had a successful year will be recognized and receive an award for their specific organization. Special recognition is given to each member of the student newspaper, the *Statesman*, the Student Government Association, and the Senator's Pages.

STUDENT PUBLICATIONS

All student publications are official college publications and are representative of the total campus. Student publications have faculty, staff, and student editors. Students are needed and urged to join the staff of these publications as your contributions are vital to their success. Additional information may be obtained from the editors or the office of the vice president for Student Affairs.

Statesman, the college newspaper of Walters State, is non-commercial in scope and published twice each semester. Its aim and purpose is:

1. To report and interpret news events of specific interest to all students, faculty, administrators and alumni of the college and to give equal voice to the views and opinions of these groups;
2. To report news that is pertinent to campus interests but not limited to the campus events; and
3. To provide opportunities in journalistic training and experience on the basis of interest, ability, and responsibility.

The *Statesman* office is located in Room 281-CCEN.

Gallery is an annual anthology of original literature edited and published under the auspices of the English Department. The purpose of *Gallery* is to provide recognition to students who have written creative works deemed meritorious by the English Department and to stimulate appreciation of the creative efforts of these students.

Faculty advisor for the *Gallery* is Ms. Sarah Eichelman.

R. JACK FISHMAN LIBRARY

The Library - a place which provides you with those materials that aid you with learning- is also a place to study or to pursue leisure and/or self-enrichment. You are encouraged to use the wide variety of available resources. The staff is here to provide assistance; feel free to ask.

Location

The Library is located at the north end of the campus.

Hours

When classes are in session: 8 a.m.-8:15 p.m., Monday through Thursday; 8 a.m.-4:15 p.m., Friday; 1:30-5:15 p.m. Sunday each semester except summer.

When classes are not in session: 8 a.m.-4:15 p.m., Monday through Friday.

The Library is closed when the administrative offices are closed.

Loan Period of Materials

Books from the general collection may be checked out for a period of four weeks. Reference books and periodicals are available for use in the Library.

The Library will have books, articles, tapes, and other materials placed on reserve by the faculty for student use. These materials are limited in number and have a short loan period in order that more students may have access to them.

All materials become due on the last day of exams.

Materials can be recalled before the date due if they are to be placed on reserve for a class.

The type of loan periods are:

1. Library Use Only - These materials may not leave the Library.
2. Overnight - These materials may be checked out during the last hour open and are due at the first hour of the next opening day.
3. 24-hour Check-Out - These materials are due 24 hours from the time of check-out.
4. 3-Day Check-Out - Materials are due within three days of check-out.
5. One-Week Check-Out - Materials are due within one week of check-out.
6. Semester Check-Out - Materials are due one week prior to the end of the semester.



Computers

The Information Center contains 65 computers for students to use. In addition, there are 14 laptop computers available for check out. The Library has a computer lab (LIB 201) consisting of 32 computers which is used for library bibliographic instruction. This room is shared with other instructors.

AV Materials and Equipment

Televisions are available for use in study rooms on the first floor of the Library.

Student Reserve

Students may reserve or place a "hold" on a four-week book that has been checked out by another student. When the book is returned, the student that requested the "hold" will be notified and given three days to pick up the book. If the book is not picked up, the book will be returned to the shelf.

The material placed on reserve by a faculty member for a class has a high demand. Since holding these materials for a student may deprive others from having access, we do not place a "hold" on materials reserved by faculty for a class or on textbooks.

Renewing Materials

A book may NOT be renewed for a second four-week period. Short-term loan materials cannot be renewed. However, if the materials are still in the Library 24 hours later, they may be checked out again by the person who returned them.

Returning Materials

Audiovisual materials and equipment must be returned to the Library circulation (check-out) desk. Books may be returned to the circulation desk or the book drop adjacent to the Library.

All books and materials must be returned each semester to permit the release of grades, further course enrollment, or the transfer of official records.

Materials that have been mutilated or lost are the responsibility of the borrower. The borrower will pay the list price of the materials plus a fee of \$8 for periodicals, books, and /or materials.

Reference Materials

Reference materials located in the Information Center do not normally circulate. Reference librarians are available for consultation and special requests.

Card Catalog - Electronic

All materials, whether print or non-print, will be listed in the electronic card catalog by author, title, and subject. The catalog is on the Internet and can be accessed through the Walters State Library web site at www.ws.edu/library.

Student Tutoring

Math and English tutoring services are available in the Library.

Location of Materials

The general book collection is placed on open shelves using the Library of Congress Classification System. The Law Section (K -) is divided into two sections. The first section is labeled LAW REF followed by the call number. These are non-circulating materials for Library Use Only. The second section is located immediately following the LAW REF section and is circulated in the usual procedure.

POLICY ON USE OF CAMPUS PROPERTY AND FACILITIES

Purpose

The purpose of this policy is to provide a uniform basis upon which the institutions and area vocational-technical schools governed by the Tennessee Board of Regents can regulate the use of campus property and facilities by affiliated and non-affiliated groups, organizations and individuals. The policy is intended to provide a system of regulations calculated to promote the orderly conduct of activities on campus property and in campus facilities; to prevent the interruption of or interference with normal missions, processes and functions of the institutions and schools; to promote an educational rather than commercial atmosphere on campus; to prevent commercial exploitation of students; to preserve residential tranquility and to prevent use of campus property and facilities contrary to federal, state or local law or regulation, or policies or regulations of the Board of Regents or the institutions and schools.

Definitions

1. For the purposes of these regulations, the following definitions shall apply:
 - a. "Student" - a person who is registered for a credit course or courses, or a non-credit course or program at the institution or school, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.
 - b. "Guest" - a person invited by a student, official or employee of the institution or school to visit the campus at a specific time and place.
 - c. "Affiliated Group or Organization" - an officially registered student group or organization, or a group or organization funded by and/or sponsored by the institution or school or a group or organization of faculty or other employees of the institution or school approved by the president or area school director. The term shall include any alumni association, booster club, etc., which is organized and operated for the benefit of the institution or school.
 - d. "Non-affiliated Group or Organization" - any group or organization which is not an "affiliated group or organization".
 - e. "Affiliated Individuals" - persons connected with the institution or school including the institution's or school's students, faculty, staff and guests.
 - f. "Non-affiliated individual" - Any person who is not an "affiliated individual."

Access to Campuses

1. The campuses and facilities of the institutions and schools are restricted to students, faculty, staff and guests of the institutions or schools, except when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved pursuant to the provisions of this policy or the policy of the individual institution or school.
2. All persons on the campus of any institution or school shall be subject to all rules and regulations of the institution or school, and the Board which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on the campus of any institution or school agree by such operation to be subject to institution or school, and Board rules, regulations, policies and procedures of traffic and parking.

3. All persons on the campus of any institution or school shall provide adequate identification upon request to appropriate officials and security personnel of the institution or school. Personnel and students of the institution or school who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

General Conditions for Use of Property and Facilities

1. Use of campus property and facilities, pursuant to prior approval as hereinafter required for meeting or other activities, is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.
2. Regulations of the individual institutions and schools which relate to the conduct of assemblies, meetings and demonstrations of affiliated groups, organizations and individuals shall apply to assemblies, meetings and demonstrations of non-affiliated groups, organizations and individuals.
3. Sound amplification equipment may be used by groups, organizations and individuals at assemblies, meetings and demonstrations only when prior approval has been granted by the appropriate official of the institution or school; provided, however, that such sound amplification is subject to reasonable regulation by the institution or school with respect to time, place, manner and volume.
4. Institution or school equipment may be used in connection with the use of campus property and facilities only with the approval of, or under the supervision of approved institution or school personnel.
5. Each institution and school shall establish a system whereby affiliated groups, organizations and individuals are given priority in the use of property and facilities. This system may result in a request for use submitted by a non-affiliated group, organization or individual being held in excess of the seven-day period referred to in Section "General Procedure-Application for Use of Property or Facilities," Paragraph 3. Such requests will be help and considered in the order received. The decision to grant or deny the requests will be made at least 10 working days prior to the date of the requested use.
6. Campus property and facilities may not be used by any non-affiliated group, organization or individual for the conduct of profit-making activities except when a rental or lease agreement is negotiated and the institution or school receives a fair rental value for the property or facilities used. Rental or lease agreements may be required for non-profit activities of non-affiliated groups, organizations or individuals provided that rental charges for such use may be reduced or waived in the discretion of the institution or school depending upon the nature and extent of the proposed use.
7. Rental rates may include the fair market of providing the property or facilities which may include overhead, depreciation, maintenance and security expenses. Rental charges may be based in part upon a fixed percentage of the gross receipts of the activity with a minimum of rental charge for use of the facilities.
8. All rental or lease agreements between the institution or schools and non-affiliated groups, organizations, or individuals must be approved by the Chancellor or the Board of Regents, or designee if such agreement deviates from Guideline G-030.
9. In utilizing campus property or facilities, non-affiliated groups, organizations and individuals shall provide: 1) adequate bond or other security for damage to the property or facilities during the period of the use; 2) personal injury

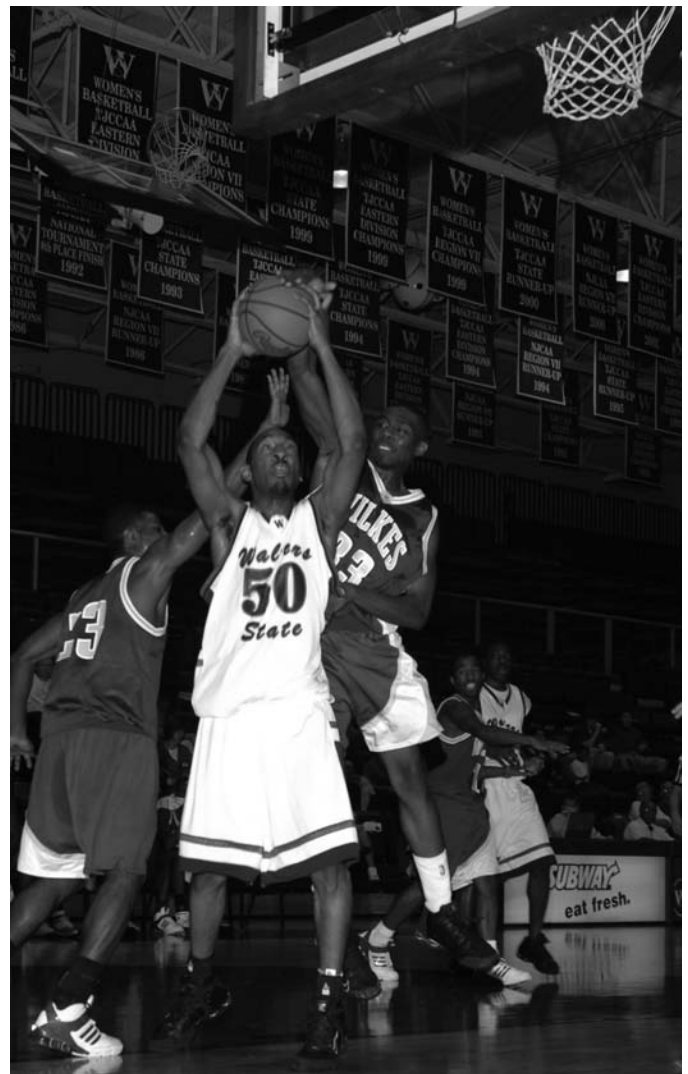
and property damage insurance coverage; 3) a performance bond or insurance guaranteeing or insuring performance of its obligations under the contract; and, 4) other types of insurance in such amounts as are designated by the institution or school; provided, that the institution or school may waive the requirements of security, performance bond or insurance coverage.

10. All non-affiliated groups, organizations and individuals agree, by making application for registration of an activity and by subsequent use after approval by the institution or school, to indemnify the institution or school and hold it harmless from any and all liabilities arising out of such group's, organization's or individual's use of the property and/or facilities of the institution or school, including, but not limited to, personal injury, property damage, courts costs and attorney fees.
11. Affiliated groups, organizations and individuals may be assessed the cost of providing maintenance and/or security required as a result of their use of campus property or facilities.

General Procedure - Application for Use of Property of Facilities

1. Regular or special meetings of affiliated groups or organizations may be planned and scheduled according to procedures established by this policy, or according to procedures established by the individual institution or school. All other gatherings at a central location on campus property which are sponsored or instigated by affiliated groups, organizations or individuals may be permitted without prior registration only at such times and locations as may be designated by the president of the institution or the director of the area school, or designee.
2. Any affiliated group, organization or individual desiring to use campus property or facilities at any time, and/or locations other than those designated pursuant to paragraph 1 above, and all non-affiliated groups, organizations or individuals desiring use of campus property or facilities must submit a written application for registration of the proposed activity at least 14 days in advance (excluding weekends and holidays) to the appropriate official at the institution or school; provided, however, that the president of the institution or director of the area school or designee, may approve applications for registration filed at a later time upon such official's determination that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for registration. Approval of late applications shall be within the sole discretion of the president of the institution or the director of the area school, or designee. The decision of such official is final. Applications shall be submitted on a form designated by the Chancellor of the Board of Regents, or designee.
3. With the exception of the provision found at Section "General Conditions for Use of Property or Facilities," Paragraph 5, written notice of approval or disapproval of the proposed use of campus property or facilities shall be made available to the applicant group, organization or individual within seven days (excluding weekends and holidays) from the time an application for registration is submitted to the appropriate official at the institution or school, at the office of the designated official at the institution or school. Notice of disapproval of the proposed use shall include the grounds for disapproval. Notices will not be mailed or delivered; it shall be the responsibility of the applicant to inquire at the office of the designated official as to the decision concerning the application, and the time and location in which the activity is authorized.

4. No assembly, meeting, demonstration or other activity shall be authorized or permitted on any property or in any building or facility, and an application for registration may be denied when:
 - a. A determination by the appropriate official or body of the institution or school is made that the requested use would cause substantial disruption or interference with the normal activities of the institution or school conducted in the course of its lawful mission, processes and functions.
 - b. A determination is made that the requested use would be contrary to federal, state or local law or regulation, or policies or regulations of the Board of Regents, the institution or school.
 - c. The applicant or sponsor of the activity has not fully provided accurate or complete information required on the application for registration.
 - d. The applicant or sponsor of the activity has been responsible for violation of subparagraphs a, b, or c above during a previously registered use of campus property or facilities, or has violated any conditions or assurances specified in a previous registration application and the institution or school has reasonable cause to believe such violation will reoccur.
 - e. Approval for use of the property or facilities has previously been given to another group, organization or individual for the time(s) and location(s) requested.
 - f. Use of the property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location immediately before and/or after the requested use, or due to other extenuating circumstances.
 - g. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular area for which application is made, provided that in such event, an alternative on-campus site, if available for the activity, shall be proposed by the institution or school.
 - h. The activity creates or would create a danger, or dangerous condition impacting on the health, safety, and welfare of others.
 - i. Such use conflicts or would conflict with existing contractual obligations of the institution or school.
5. Any group, organization or individual whose timely application for registration for use of property of facilities of the institution or school is denied for reasons cited in subparagraphs a, b, d, g, h, or i of paragraph 4 above shall have the right to appeal that denial to the president or area school director, or designee. Notice of appeal shall be made in writing during normal business hours of the institution or school no later than five days (excluding weekends or holidays) prior to the time of the proposed event. The decision of the president or the area school director, or designee, shall be made at least four days before the time of the event.
6. Affiliated and non-affiliated groups, organizations, or individuals may sell or distribute literature only in conjunction with their authorized presence on campus after such proposed sale or distribution has been registered with and approved by the appropriate official of the institution or school as specified in paragraph 2 above. Any application for registration shall include, but not be limited to the name of the applicant; the name of the organization, if any; the date, time, duration and location of the proposed sale or distribution; and, the number of participants, and shall be on a form which has been designated by the Chancellor of the Board of Regents, or designee.
7. Applications for registration by affiliated and non-affiliated groups, organizations or individuals required in paragraph 6 above to distribute or sell literature shall be denied in the event that: 1) a prior application for registration for the same time and location has been made which has been or will be granted; 2) the location is or will be in use for the same time by an affiliated group, organization or individual; 3) the activities would not reasonably permit multiple occupancy of the particular area; 4) the sale or distribution will present a clear and present danger to the public health or safety; 5) the number of persons engaged in the sale or distribution exceeds the number that can reasonably be accommodated in the particular location applied for; or, 6) the activity would constitute a violation of applicable law or regulation, or any other provision of this policy.
8. No demonstration, distribution or sale of literature, or solicitation unless otherwise permitted elsewhere by this policy shall be permitted within: 1) classroom, library or other academic building or facilities; 2) administrative and employee offices and work areas; or, 3) student residence halls, dormitories or apartment buildings. However, an institution or school may permit distribution of sale of literature in designated locations within the lobbies or other general use areas of the above buildings or other campus facilities designated for the placement of literature for distribution or sale.



9. Any group, organization or individual whose application for registration required by paragraph 6 above is denied shall have the right to appeal that denial to the president or area school director, or designee. Notice of appeal shall be made in writing during normal business hours of the institution or school no later than five days (excluding weekends and holidays) prior to the time of the proposed sale or distribution. The decision of the president or area school director, or designee, shall be made at least four days before the time of the proposed sale or distribution.

Particular Uses

1. Political Use
 - a. The use of campus property or facilities for speaking engagements by candidates for political office or for other political activities whether at the request of an affiliated or non-affiliated group, organization or individual shall be subject to the registration requirements and procedures specified above and shall be subject to the regulations of the institution or school concerning other types of meetings or activities on campus property or in campus facilities.
 - b. When campus property or facilities are used for political purposes, reasonably equal opportunity shall be provided for presentation of all sides or views or reasonably equal access to the property or facilities shall be provided all sides.
 - c. No campaign posters, signs or other items of campaign or political advertising may be placed on campus property or facilities, except as specified in subparagraphs d and e below.
 - d. Students may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election within dormitory residence provided such placement is made in such a way as to not damage or destroy campus property.
 - e. Affiliated and non-affiliated groups, organizations or individuals, with the exception of state employees, may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election, on bulletin boards or other locations on campus specifically designated for such use by the institution or school. Any distribution of such material may be made only subsequent to the registration and approval process.
2. Religious Use
 - a. Campus property and facilities may be utilized by affiliated groups or organizations for the purpose of religious worship or evangelical activities subject to the specified registration requirements and procedures.
 - b. Non-affiliated groups, organizations and individuals may utilize campus property and facilities on a temporary basis for the purpose of religious worship or evangelical activities subject to the specified registration requirements and procedures.
3. Literature Distribution or Sale
 - a. Any proposed distribution or sale of literature by an affiliated or non-affiliated group, organization or individual is subject to the specified registration requirements and procedures.
 - b. Any literature which is, or which is proposed to be, distributed or sold shall comply with all applicable federal, state and local laws and regulations, and with the regulations and policies of the institution or school, and the Board of Regents. No obscene literature or material shall be distributed on any property owned or used by an institution or school.
- c. No literature, material or other printed matter shall be sold or distributed within: 1) classroom, library or other academic building or facilities; 2) administrative and employee offices and work areas; or, 3) student residence halls, dormitories or apartment buildings. However, an institution or school may permit such sale or distribution in designated locations within the lobbies or other general use areas of the above-noted buildings or other campus facilities designated for placement of literature for distribution or sale. Further, this shall not restrict a faculty member from distributing within the classroom non-commercial material related to the particular course or subject matter.
- d. Each institution and school shall designate the locations on campus which are available for the sale or distribution of literature. In addition to those areas designated in subparagraph c above, the institution or school shall prohibit the sale or distribution of literature in all areas where such would: 1) cause injury or damage to campus resources; 2) unreasonably impair the academic atmosphere of the campus; 3) unreasonably interfere with the academic program and other activities of the institution or school, or with the administrative functions of the institution or school; or, 4) substantially impair the use of facilities or services on the campus, or the flow of vehicular or pedestrian traffic.
- e. No person, whether distributor or recipient of literature, shall cause any litter to occur on the campus of an institution or school, and literature shall only be discarded in trash receptacles on campus.
- f. Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes of affiliations of those engaged in the sale or distribution, or misrepresent whether the printed matter is available without cost or donations.
- g. The institution or school shall have the right to terminate the distribution or sale of literature by any group, organization or individual which violates the provisions of this policy.
4. Solicitations
 - a. Except as is otherwise permitted by this provision, solicitation for purely commercial purposes is prohibited on all property owned or used by an institution or school, provided that solicitations by the institution or school and solicitations by vendors incidental to the vendor providing services on behalf of the institution or school pursuant to a contract between the institution or school and the vendor are permissible.
 "Solicitation" will not be considered to include activities or events engaged in by affiliated groups, organizations or individuals for the purpose of raising funds to meet expenses of the group, organization or individual. The funds raised by such activities or events shall be used for the benefit of the group, organization or individual, or for charity and no funds shall be distributed to the officers, members, or any individual for personal profit or use. For purposes of this provision the following activities are not prohibited:
 - (1) Advertising, as permitted by this policy;
 - (2) Sale or distribution of commercial literature as permitted by this policy;
 - (3) Conversations or communications between a dorm resident and a properly admitted guest notwithstanding the commercial content of the conversation or communication; provided, however, other dorm residents may not be solicited for the purposes of

selling a product or service or enrolling the individual in a contest, program or other commercial venture; or

- (4) Conversations or communications between a resident of University owned apartments and a properly admitted guest notwithstanding the commercial content of the conversation or communication, provided the conversations or communications are confined to the specific unit of the resident inviting the guest or other area properly reserved by the resident for such purpose.
- b. Solicitation and fund-raising activities other than for purely commercial purposes may be conducted on property owned and used by the institution or school by affiliated groups, organizations or individuals, charitable organizations holding such activities with the sponsorship of the institution or school or the State of Tennessee, or non-affiliated groups, organizations or individuals subject to the specified registration requirements and procedures of Section "General Procedure-Application for Use of Property or Facilities," paragraphs 2 through 5.
- c. No solicitation of charitable funds shall be permitted unless the group, organization or individual provides evidence to the institution or school demonstrating that the proposed activity is in accordance with, or exempt from, the provisions of T.C.A. Sections 48-3-501 through 48-3-518.
- d. Solicitation in conjunction with the distribution of literature is subject to the provisions of Section "Particular Uses" paragraph 3.
- e. Solicitation of dues and/or membership in an organization is permissible only by affiliated groups, organizations or individuals.
- f. Solicitations shall only be permitted in those areas designated by the institution or school pursuant to the conditions of Section "Particular Uses," paragraph 3, subparagraphs c and d, application for registration of a solicitation may be denied for any of the reasons set forth in Section "General Procedure-Application for Use of Property and Facilities," paragraphs 4 and 7; and persons engaged in solicitation shall comply with the provisions of Section "Particular Uses," paragraph 3, subparagraph f.
- g. No funds solicited on campus property shall inure to the benefit of any individual unless contributions are requested for the relief of an individual specified by name at the time of solicitations, and all funds contributed are turned over to the named beneficiary for use without any deductions whatsoever.
- h. An institution or school may require any group, organization or individual to verify the use, application or disposition of funds solicited on campus property.
5. Advertising
 - a. No advertising signs, posters, or other material may be placed on any campus property or facility by any non-affiliated group, organization or individual; except that institutions and schools may permit advertising on specifically designated bulletin boards and other designated locations on campus. Affiliated groups, organizations and individuals may place advertising materials on campus property but only in such places as are designated by the institution or school.
 - b. Institutions and schools may authorize the inclusion of advertisements in appropriate campus publications for a reasonable fee.
 - c. Institutions and schools may permit limited advertising by groups, organizations or individuals when incidental

to a donation of property or services to the institution or school pursuant to a contract with the institution or school.

Miscellaneous

1. Bulletin Boards
 - a. Bulletin Boards may be designated for use by specific groups, organizations or individuals. Those groups, organizations or individuals authorized to use a bulletin board, the type of materials which may be posted on a board, the maximum size and duration of any notice, and other special conditions on use shall be conspicuously posted on each board, and shall control use of the board when posted.
 - b. Each institution and school may require prior approval for the use of any or all bulletin boards on campus, and if required, the name of the official authorized to approve use of the board shall be posted on the board. Use of a board may be denied on the basis of one or more of the following: 1) the person or group is not authorized to use the board in question; 2) The material is not the type authorized for the board in question, or fails to meet any special conditions as posted on the board; 3) the material is obscene or otherwise violates any federal or state law or regulation of the institution or school; or 4) there is insufficient space available for the material on the board in question due to the previous posting of other materials.
2. The office of the official at each institution and school who is responsible for receiving and processing applications and registrations pursuant to this policy shall maintain a copy of the policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request and payment of a reasonable charge.
3. Exceptions to this policy can be made upon approval of the Chancellor of the Tennessee Board of Regents.

GUEST SPEAKER POLICY

Guest Speaker Policy

The following off-campus policy of the Board of Regents shall be applicable to all institutions in the State University and Community College System of Tennessee.

1. The colleges and universities in the State University and Community College System recognize the right of officially recognized student and faculty organizations and groups to hear off-campus, or outside speakers on the various campuses. However, there is no absolute right to assemble or to make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, and the issuance of invitations to off-campus or outside speakers for any meetings, activities or events on campus shall be limited in the following particulars:
 - a. A request to invite an outside speaker will be considered only when made by an officially recognized student organization or a faculty group recognized by the president of the college or university.
 - b. No invitation by such an organized group shall be issued to an outside speaker without the prior written approval of the president of the institution, or such

- person as may be designated (hereinafter referred to as an authorized designee); provided that the president of an institution may authorize organizations to invite guest speakers for meeting of the organization without prior approval where attendance at the meeting will be limited to members of the organization and where no fee or compensation will be paid to the speaker.
- c. Any student or faculty organization meeting for which an outside speaker will be invited will be limited to members of the organization, provided that a request to invite an outside speaker may include a request to permit students or faculty members who are not members of the organization initiating the request, and/or other designated guest, to attend the meeting.
 - d. A request to invite an outside speaker to whom any payment would have to be from college or university funds is subject to the availability of funds specifically programmed for that purpose, and no payment of any funds shall be made except pursuant to the Board of Regents' Guidelines for Personal Service, Professional Service, and Consultant Service Contracts. In the event any college or university funds are approved for payment, the meeting for which the outside speaker will be invited should be open to all students or all faculty members, or both, unless otherwise designated on the approval of the request.
 - e. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than 10 days (excluding holidays and weekends) prior to the date of the proposed speaking engagements; provided that the president or authorized designee may approve exceptions to the minimum notice requirement in appropriate cases; and further provided that in the event the proposed outside speaker will be paid a total fee and expenses in excess of \$2,500, the request must be submitted no later than 30 days prior to the date of the proposed speaking engagement. The request shall contain the name of the sponsoring organization, the proposed date, time and location of the meeting, the expected size of the audience, the name and address of the proposed speaker, and the topic of the speech. Any request not acted upon by the president of the college or university or authorized designee, within five days (excluding holidays and weekends) prior to the event shall be deemed denied.
 - f. Any speaker request is subject to the availability of the requested meeting place for the meeting time and date requested. In the event the space requested is not available for the requested time and date of the meeting, or is otherwise inappropriate for the proposed meeting or the requested speaking engagement would cause substantial interference with the normal activities of the institution if conducted at the time and place requested, alternative meeting space which is available may be offered by the institution, or the sponsoring organization is free to request a more suitable date. Any space which is approved for a meeting is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.
 - g. A request for an outside speaker by a recognized organization may be denied if the president of the college or university, or authorized designee, determines that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:
 - (1) The violent overthrow of the government of the United States, the State of Tennessee, or any political subdivision thereof; or
 - (2) The willful damage or destruction, or seizure and subversion of the institution's building or other property; or
 - (3) The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes, or other educational functions; or
 - (4) The physical harm, coercion, intimidation, or otherwise invasion of lawful rights of the institution's officials, faculty members, or students; or
 - (5) Other campus disorder of a violent nature, provided such advocacy would prepare the group addressed for imminent action and steel it to such action, and further provided there is a reasonable apprehension of such imminent lawless action. In determining the existence of a clear and present danger, the president of the institution or authorized designee, may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any college or university.
 - h. In the event that a request for an outside speaker is denied by the institution, any sponsoring organization thereby aggrieved shall have the opportunity to appeal from the denial. A written appeal to the president of the institution, or authorized designee, must be submitted within 24 hours from the initial denial to approve the request, and the organization will be provided a hearing within two days (excluding holidays and weekends) following the filing of its appeal before an impartial committee designated by the president or authorized designee. The committee shall be authorized to make appropriate findings of fact related to the request, and shall make and transmit such findings to the president within said two-day period. The president shall review the findings of the committee, and solely on the basis thereof, shall grant or deny the request within 24 hours (excluding holidays and weekends) from receipt of the findings of the committee.
 - i. In the event of a proposed meeting which will be attended by strong emotional feelings, or where there is a reasonable possibility that a speaker, members of an organization, or others may violate federal state or local laws or campus regulations in the course of a meeting, the president or authorized representative shall prescribe reasonable conditions for the orderly and scholarly conduct of the meeting. Such conditions may include membership, appointing one or more officials of the institution to preside over the meeting, authorize a search of all persons entering the area of the meeting, and such other conditions as the institution deems appropriate.
 - j. The representative of the organization inviting the speaker shall at the time of the invitation provide the speaker or speaker's agent, with a copy of this speaker policy and campus regulations. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law or campus regulations committed while on campus.
 - k. Any meeting, assembly, or other activity to which an outside speaker may be invited is subject to all requirements, conditions and approvals set forth in any policy of the Board and/or the institution concerning the use of campus property and facilities.

2. The provisions of Section 1 shall not apply to invitations by departments to guest lectures for any academic course at an institution which shall be subject to the approval of the appropriate department or division head.

SUMMARY OF DRUG-FREE CAMPUS/WORKPLACE POLICY

The following summary of Walters State Community College's policy and penalties relative to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Schools and Communities Act Amendments of 1989, is being provided to each student enrolled at the college. As a student of Walters State, you are required to be knowledgeable of and comply with WSCC Policy No. 06:40:00 Drug-Free Campus / Workplace Policy, the applicable provisions of which are summarized below:

Standards Of Conduct

Walters State Community College employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the college campus, at off-campus facilities owned or controlled by the college or as a part of college sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter.

Legal Sanctions Under Local, State, And Federal Law

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either: 1.) distribution or possession at or near a school or college campus, or 2.) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. S39-17-417. (21 U.S.C. S801, et. seq.; T.C.A. S39-17-417)

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine, or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both. (T.C.A. SS1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified as a Class A misdemeanor. (T.C.A. S39-15-404. The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both. (T.C.A. S39-17-310)

Health Risks Associated With the Use of Illicit Drugs and/Or Abuse of Alcohol

Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lyseric acid (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months, and even years after drug use has stopped.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

DRUG AND ALCOHOL COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

College Health Clinic

The Campus Nurse provides confidential counseling to students and employees on drug and alcohol related problems. This service is furnished at no cost to students or employees. Referral services are also provided for professional counseling, treatment and rehabilitation programs that are available in the local community. The cost of these professional services is normally the responsibility of the individual concerned or the individual's insurance carrier. The Campus Nurse also coordinates the administration of the college Drug-Free Awareness Program.

Penalties and Sanctions

Appropriate action shall be taken in all cases in which faculty members, students or staff employees are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy. Any alleged violation of the Act by a student of the college shall be reported to the vice president for Student Affairs. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

1. Probation;
2. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program;
3. Suspension;
4. Referrals for prosecution;
5. Expulsion;
6. Other appropriate disciplinary action.

Questions

If you have questions or desire additional information concerning the provisions of this policy, please contact the vice president for Student Affairs.

POLICY ON SMOKING/TOBACCO USE ON CAMPUS

Tobacco Smoking

1. **College buildings and indoor facilities** - Smoking is prohibited in all college buildings and indoor facilities.
2. **Grounds and open-air facilities** - Smoking is permitted on college grounds provided it occurs beyond 25 -50 feet of any building entrance as indicated by signage or in the enclosed designated smoking shelters (which may be within 50 feet of a building entrance). Smoking will be permitted within the area of any college building doorway entrance. Understood is the fact that proper disposal of all waste products of smoking is required.

Other Tobacco Use

The use of mouth tobacco (to include dipping, chewing, etc.) is prohibited in all buildings owned or controlled by Walters State.

SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping. Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

WSCC Policy - Campus Sex Crimes Prevention Act

The "College and University Security and Information Act" as enacted by the State of Tennessee and in conjunction with federal legislation, requires that each college make available certain information within the college's community relative to safety and security matters. In this regard, Walters State Community College is providing the information contained herein to assure that the college's community, students, faculty and staff are appropriately advised and informed relative to college security and safety procedures and applicable crime statistics.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution at the Campus Police Office located in the Information Center. Information is also available on the TBI's website listing of sex offenders located on the internet at

<http://www.ticic.state.tn.us/SEX/ofndr/search/short.asp>.

To request a copy of the Campus Security Information, please contact the Campus Police Department:

Walters State Community College
Campus Police Department
500 S. Davy Crockett Parkway
Morristown, Tennessee 37813-6899
423-585-6752

A summary of the Walters State Drug-Free Workplace Policy, the Campus Sex Crimes Prevention Act, and the Campus Crime Statistics may be accessed through the Web at www.ws.edu (click on Admissions, then Campus Policies/Statistics. Statistics are available in the Campus Police office.

PROCEDURES TO REPORT SEXUAL ASSAULT OR RAPE

Walters State Community College will not tolerate sexual assault in any form. A student charged with sexual assault can be prosecuted under Tennessee criminal statutes and disciplined under the campus code of student conduct. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action. Procedures for on-campus disciplinary action in cases of alleged sexual assault which shall include a clear statement that the accuser and the accused are entitled to the same opportunities to have others present during a due process hearing; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault. This sanction includes the possibility of suspension or dismissal from the college.

Individuals are advised to immediately report all such incidents to Campus Police, located in the Information Center. The telephone number to Campus Police is 585-6752. The Campus Police Department has procedures for responding effectively to these sensitive crisis situations. In the alternative, an individual may report such an incident to the campus nurse who is located in Room 127-CCEN, 585-6820.

Individuals who are victims of sexual assault are asked not to engage in any type of personal hygiene before reporting an incident. In order to facilitate a thorough investigation, individuals are also asked not to wash clothing or dispose of any items that may be used as physical evidence.

College police staff will provide referrals for counseling, emotional support, legal and medical information, hospital and court accompaniment, and advocacy to sexual assault victims, their families and friends.

A sexual assault crisis center is located in Knoxville and the helpline number is 423-522-7273.

MINORS ON CAMPUS POLICY

Walters State Community College is an institution of higher education and as such must preserve conditions that will permit a proper learning and working environment at all times. Thus, minor children must not be left unsupervised on campus. It is not the intent of this policy to prevent children in the accompaniment of an adult from visiting the campus. However, consideration for the learning environment of the student, the work routine of staff employees, and the safety of the children requires that children may not accompany adults into classrooms, offices, or other work spaces as a babysitting function nor be left unsupervised in the hallways of buildings or on the grounds of the college.

In certain circumstances, children may be on campus for classes held for their benefit (EDU Camps, field trips, etc.). At such times, it is expected that the instructor or responsible adult will supervise the activities of the children, and that before and after the class an area will be designated for the children to await the arrival of their parents. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the children and to monitor the enforcement where feasible.

PETS ON CAMPUS POLICY

Pets are not allowed on Walters State Community College campuses. Exceptions will be made only for students with identified disabilities. When exceptions are made, pets that are allowed on campus must be on a leash under the direct and positive control of the individual responsible for the pet. Such individuals will be liable for any accident or damage caused by the pet while on campus.

CODE OF COMPUTING PRACTICE

Computer resources at Walters State Community College are available to all students, faculty, and staff for authorized use in a responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct their computing activities in this manner since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of other users.

The following constitutes a code of computing practices to be adhered to by all users of the computer systems.

1. Users must obtain official approval from the department responsible for use of the computing resources. Approval will not be granted to use computing facilities that do not conform to the missions, processes, and functions of the Institution.
2. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger or threat to any person's health, safety, or interfere with authorized individual and institutional activities. Use of computing resources to view or transmit obscene material is prohibited.
3. Users must not misuse, damage or misappropriate in any manner computing equipment, software, property, and other facilities and resources.
4. Users must utilize only those computers which have been authorized for their use and for the purposes for which the authorization was granted.
5. Users of the computer systems are responsible for the use of their computer accounts and, as such they should take precautions against others obtaining access to their computer accounts. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.
6. Users must follow the established procedures for accessing the computing systems. All computing work must be readily identified with the user's own name and where applicable the relevant department name.
7. Users may not access, modify, or copy programs, files, data of any sort belonging to other users or to Walters State Community College without obtaining prior authorization to do so from the other user and/or department involved. Similarly programs, subroutines, data, equipment, and other computing related resources may not be taken to

other computer installations without the proper department and/or Walters State Computer Services Department authorization and a clearly defined understanding of the responsibilities associated with such action (e.g. security of access to the data at the other computer installation).

8. Users may not use programs, data, equipment, and other computing related resources or other computer sites at Walters State for other than officially scheduled and sanctioned academic and administrative purposes unless prior approval has been obtained from the department responsible for the computer and the Walters State Associate Vice President for Computer Services.
9. Users should minimize the impact of their work on the work of other Users. Attempts should not be made to encroach on others' use of the facilities or deprive them of resources. Game-Playing that is not part of an authorized program of study must not interfere with users' rights to access a system for educational purposes.
10. Users must not attempt to modify system facilities and/or subvert the restrictions associated with their assigned use of computers.

The above code is intended to work to the benefit of all Computer Services users by encouraging responsible conduct and use of computing resources. Disciplinary action for violating this code shall be governed by the applicable provisions of student handbooks, faculty and staff handbooks, and other policies and procedures of Walters State Community College, its governing body, the Tennessee Board of Regents and the applicable state and federal laws. The General Regulations on Student Conduct and Disciplinary Sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination by the Institution against violators of this code.

GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

Institution Policy Statement

1. College students are citizens of the state, local and national governments, and of the academic community. As such, they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of the college to take such actions as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
2. Pursuant to this authorization, the college has developed the following regulations that are intended to govern student conduct on the campus. In addition, students are subject to all federal, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to sanctions by the institution whether or not such conduct is simultaneously violative of state, local, or federal laws. Additionally, all allied health and nursing students are subject to alcohol and drug testing as required by clinical agencies or under "reasonable suspicion testing" as stated in each allied health and nursing program handbook.

General Offenses

1. Through appropriate due process procedures, institutional sanctions shall be imposed for conduct that adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.
2. Individual or organizational conduct which is subject to sanction shall include but not limited to the following:
 - a. Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse;
 - b. Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and saturations created in connection with initiation into or affiliation with any organization.
 - c. Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;
 - d. Obstruction of or interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
 - (1) Any unauthorized occupancy of institution or institution-controlled facilities or blockage of access to or from such facilities.
 - (2) Interference with the right of any institution member or other authorized person to gain access to any institution or institutional controlled activity, program, event or facilities.
 - (3) Any obstruction or delay of a campus police officer, fireman, or any institution official in the performance of his/her duties.
 - e. Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution.
 - f. Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.
 - g. Misuse of documents or identification cards. Any forgery, alteration of, or unauthorized use of institution documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
 - h. Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind. No firearms shall be permitted on the college campus or worn by any person at any time except as provided in T.C.A. § 39-17-1309.
 - i. Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
 - j. Alcoholic beverages. The use, possession, distribution, sale or manufacture of alcoholic beverages, or public intoxication on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Walters State Community College Drug-Free Campus/Workplace Policy Statement.
 - k. Drugs. The unlawful use, possession, distribution, sale or manufacture, of any drug, drug paraphernalia, or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Walters State Community College Drug-Free Campus Workplace Policy Statement.
 - l. Gambling. Gambling in any form;
 - m. Financial irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.
 - n. Unacceptable conduct in hearings. Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
 - o. Failure to cooperate with institutional officials. Failure to comply with directions of institutional officials acting in the performance of their duties;
 - p. Violation of general rules and regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
 - q. Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to com-



mit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission.);

- r. Violations of state or federal laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
 - s. Violation of imposed disciplinary sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution or school official or a constituted body of the institution or school.
 - t. Harassment. Any act of harassment by an individual or group against a student, faculty member, or another group. Harassment shall include, but not be limited to insults, heckling, verbal abuse, threats or physical abuse, unwanted suggestions of a sexual nature, repeated teasing or annoyance to another, repeated unsolicited phone calls made with the intent to harass, or other actions considered disturbing to others.
 - u. Pets. With the exception of "service animals" and the exception of animals used for academic research purposes, animals are prohibited on institution or school owned or controlled facilities. The term "service animal" is defined as any animal individually trained to do work or perform tasks for the benefit of a person with a disability (e.g., a guide dog, signal dog, etc.). "Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him/herself. The institution requires documentation reflecting appropriate certification of the medical necessity of the animal for the individual seeking its assistance while on the premises prior to approval of the use of the animal.
 - v. Filing a false complaint or statement. Any behavior whereby a student knowingly submits a false complaint or statement alleging a violation of these regulations by a student, organization, institution or school employee.
3. Sanctions may be imposed against a student for violations of the foregoing regulations which occur on institutional-owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, sanctions may be imposed on the basis of any conduct, on or off-campus, which constitutes a substantial threat to persons or property within the institutional community.
 4. For the purposes of these regulations, a "student" shall mean any person who is registered for study at the college for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

Academic and Classroom Offenses

1. The classroom instructor has the primary responsibility for maintaining academic integrity and controlling classroom behavior.
2. Individual or group conduct subject to sanctions shall include but not be limited to the following:
 - a. Plagiarism, cheating, and other forms of academic dishonesty. Students guilty of academic dishonesty either directly or indirectly through participation or assistance are immediately responsible to the instructor of the class.
 - b. Other conduct described in the section, General Offenses, if such offenses occur in the classroom.
 - c. Other conduct described in handbooks for specific programs of study.

3. The classroom instructor has the authority to sanction a student engaged in conduct that is disruptive or conduct that violates these regulations or regulations specified in handbooks for specific programs:
 - a. The instructor can assign an "F" or a "zero" for the exercise or examination, or assign an "F" in the course.
 - b. The instructor can order that the student be temporarily removed or excluded from the classroom. Additionally, the student may be sanctioned as defined in the next section of the College catalog or in a handbook for a specific program of study. Extended or permanent exclusion from the classroom or further sanctions can be imposed only through appropriate procedures of the institutions.
4. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, (unrelated to classroom content), harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic and other noise or light emitting device which disturbs others (e.g., disturbing noise from beepers, cell phones, palm pilots, laptop computers, games, etc.)
5. Class attendance and punctuality requirements are established between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course. Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with the faculty, the student may contact the office of Student Affairs for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.
6. The student may appeal these sanctions through the appropriate institutional procedures. The section, Due Process Procedures, describes the institution's disciplinary and appeal processes available to the student.

Sanctions

1. Upon a determination that a student or organization has violated any of the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials.
2. Definition of Sanctions:
 - a. Restitution. A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
 - b. Warning. The appropriate institution official may notify the student that continuation or repetition of specified conduct may be the cause for other disciplinary action.
 - c. Reprimand. A written reprimand, or censure, may be given any student or organization whose conduct violates any parts of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution

community, but that any further violation may result in more serious sanctions.

- d. **Restriction.** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of right to represent the institution in any way, denial of the use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.
 - e. **Probation.** Continued enrollment of a student on probation may entail strict adherence to these regulations. Any student placed on probation will be notified of such in writing and will be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious sanction.
 - f. **Suspension.** If a student is suspended, he or she is separated from the institution for a stated period of time. Conditions of readmission will be stated in the notice of suspension.
 - g. **Expulsion.** Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.
 - h. **Interim or summary suspension.** Though as a general rule, the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him or her, summary suspension may be imposed upon a finding by the appropriate institution official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution community or its guest, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension. If there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
 - i. **Mandatory participation in and satisfactory completion of, a drug or alcohol abuse program, or rehabilitation program.**
3. The President of the college is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction.

Due Process Procedures

1. **General Statement.**
 - a. Walters State Community College has proceedings that facilitate avenues of communication between students, faculty, and staff which provide for the transmission of constructive ideas in the solution of incidents related to General Offenses and Academic and Classroom Offenses.
 - b. The administration of incidents relating to General Offenses on the campus of Walters State Community College that violate College and Tennessee Board of Regents policies and standards of conduct contained herein and in the college catalog is a function of the vice president for Student Affairs and/or the appropriate Walters State Community College adjudicating body. The administration of incidents related to Academic and Classroom Offenses is a function of the vice president for Academic Affairs and/or the appropriate Walters State Community College adjudicating body. The vice presidents and/or other authorized college personnel are responsible for investigating alleged offenses. In all cases proper procedural safeguards will be used to assure due process.
2. **Hearing Procedures.**
 - a. All cases which may result in (i) suspension or expulsion of a student from the institution, or (ii) revocation of reg-

istration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA) and shall be processed in accordance with the uniform contested case procedures adopted by the Tennessee Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with the College Due Process Procedures.

- b. All cases which are not subject to the contested case procedures under the TUAPA and all cases in which the student has waived the contested case procedures in writing are eligible to be disposed of in accordance with the College Due Process Procedures if a written appeal is received in the office of the President within ten (10) days following notification of the sanction imposed.
3. **College Due Process Procedures.**

A student charged with a General Offense or Academic and Classroom Offense who elects this course of action shall be called before the College Due Process Committee, and the following procedures shall apply:

 - a. The student shall be informed, in writing, of the charges being brought against his/her and the rule or regulation allegedly breached.
 - b. The student shall be given the name(s) of witness(es) bringing charges and a written report on the facts to which each witness testified.
 - c. The student shall be informed of the time, place, and date of the College Due Process Committee hearing which shall be held within ten (10) days of the date of notification.
 - d. The student may request a public hearing.
 - e. The student shall be given the opportunity to hear and question witnesses against his/her and to present oral and written evidence in his/her defense.
 - f. The student shall have the right to be assisted in his/her defense by an adviser of his/her choice. The adviser's participation shall be limited, however, to advising the student and shall not include representing the student.
 - g. All evidence upon which the decision is made shall be presented at the proceedings of the College Due Process Committee hearing.
 - h. Following the hearing, the College Due Process Committee shall submit its recommendation to the President for final approval.
 - i. The decision of the President shall be final subject only to any appeal provided by policies of the Tennessee Board of Regents.
 4. **Cases of alleged sexual assault.**
 - a. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and
 - b. Both the accuser and the accused shall be informed of the outcome of any due process proceeding involving allegations of sexual assault.

TRAFFIC AND PARKING INFORMATION

1. **General Statements**
 - a. These regulations are established and are applicable to all students, faculty, staff and visitors on the Walters State Community College campus. Students abide by these regulations as a condition of attendance at the college. Staff and faculty must obey them as a condition of employment.
 - b. The purpose of these regulations is to facilitate the safe and orderly conduct of college business and to provide parking facilities in support of this function within the limits of available space.

- c. The Campus Police Department is required to implement and enforce these regulations.
- d. The college shall have no responsibility for loss or damage to any vehicle or its contents operated or parked on the college campus. All personnel parking vehicles on the campus are reminded that they should remove the keys from the switch, lock the doors, and not have valuables exposed in the car.
- e. Pedestrian traffic has right-of-way on campus.
- f. The use of bicycles, which require no registration, is encouraged on campus.
- g. Abandoned vehicles, per TBR policy, will be removed from campus after 30 days of abandonment.

2. Parking Regulations

- a. Students, faculty, and staff should park only in the appropriate designated areas. The designated areas are identified by appropriate signage.
- b. Students who attend classes at other WSCC facilities, who have periodic business on the main campus in Morristown are required to park in student parking.
- c. Faculty and staff may not override existing parking rules and regulations without written approval of the President.
- d. Vehicles are not to be parked at any time in loading areas, in parking area entrances or so as to block roadways, fire lanes or the movement of any other vehicle, on sidewalks or campus lawns, or in places with signs indicating parking restrictions.
- e. Vehicles illegally parked may be towed away at the owner's expense.

3. Driving Regulations

- a. The speed limit on campus streets is 15 MPH. Speed limit in all parking lots is 10 MPH.
- b. Passing on campus streets is prohibited.
- c. All vehicles must come to a complete stop at intersections where stop signs are displayed or posted.
- d. Motorists must yield right of way to pedestrians.
- e. Vehicles must pull over, come to a complete stop and yield the right of way to all emergency vehicles with flashing lights.
- f. All State of Tennessee motor vehicle laws are applicable on the WSCC campus twenty-four (24) hours a day.
- g. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
- h. All accidents must be reported to the Campus Police Department immediately. Written reports will be made to this office.
- i. Excessive and disturbing noises by loudspeakers, faulty mufflers, or muffler cutouts is prohibited on the college campus.

4. Pedestrian Regulations

- a. Students and staff members must not endanger their safety or constitute an unreasonable impediment to lawful vehicle traffic by crossing streets at other than authorized lanes (crosswalks) or by willfully walking or congregating in the streets.
- b. Pedestrians are encouraged to use walks and observe traffic signs.

5. Special Occasions and Emergencies

On special occasions, (i.e., athletic events, concerts, graduation exercises, etc.) and in emergencies, parking and traffic limitations may be imposed by the Campus Police Department as required by the conditions which prevail.

6. Enforcement and Payment of Citations

- a. All vehicles parked in faculty, staff or visitor lots between 7 a.m. and 5:30 p.m. and without a permanent or temporary parking permit displayed will be cited.
- b. Vehicles displaying a student parking permit are not permitted to park in faculty, staff, or visitor lots between 7 a.m. and 4:30 p.m. Violators will be cited.
- c. Certain faculty, staff, or visitor lots will be designated as open to vehicles with student parking permits after 5:30 p.m. Vehicles with student parking permits parked in faculty, staff, or visitor

lots after 5:30 p.m. that have not been designated for student use will be cited.

- d. Citations are issued beginning the first day of class each semester for parking in faculty, staff, or visitor parking areas without an appropriate parking permit.
- e. Currently enrolled students, when on campus for any purpose, must park in student parking to avoid being cited.
- f. Beginning with the first day of class of each semester, students parking in designated student parking areas will be given a two week period to obtain the student parking permit before being cited for this violation. After this two week period, citations for not displaying the student permit will be issued.
- g. Protests of the fine for parking and registration citations must be made within ten (10) days of the citation date (excluding holidays and weekends). These protests must be made to the office of Student Affairs between the hours of 8 a.m. and 4:30 p.m. or to the switchboard in the Jack E. Campbell College Center between the hours of 4:30 and 9 p.m.
- h. In cases where students are protesting the citations, the protests must be made within ten (10) days of the citation date (excluding holidays and weekends). These protests must be made to the office of Student Affairs between the hours of 8 a.m. and 4:30 p.m. or to the switchboard in the Jack E. Campbell College Center between the hours of 4:30 and 9 p.m.
- i. The fine for a moving vehicle violation is \$20 per violation. If the fine is not cleared (paid or protested) within ten (10) days of the citation date (excluding holidays and weekends), the fine is increased to \$25.
- j. The fine for parking and permit violations is \$15 per violation.
- k. The fine for parking in areas designated as disabled is \$100.
- l. One citation may reflect multiple violations and fines.
- m. Outstanding and unpaid citations must be cleared each semester to permit further course enrollment, reception of grades, or transfer of official records.
- n. All fines should be paid promptly to avoid penalties. All fines must be paid during the current semester. Fines may be paid at the office of Business Affairs, between 8 a.m. and 4 p.m., Monday through Friday, or at the switchboard in the lobby of the Jack E. Campbell College Center between 4 and 8:30 p.m., Monday through Friday when classes are in session.
- o. Students, faculty, or staff cited for five (5) parking or two (2) moving violations per academic year will be subject to disciplinary action in addition to the imposed fines. Said person may be restricted from parking on the campus. If the car is parked on campus during the restricted period, it may be removed from campus at the owner's expense.
- p. Any vehicle receiving multiple violations for not displaying a valid hang tag may be removed from the campus at the owner's expense.
- q. Any vehicle parked in a tow-away zone may be removed at owner's expense.
- r. Visitors and guests receiving citations should return them to the Campus Police Department prior to leaving campus. No fine will be assessed.

7. Student Traffic Court

- 1. Structure
 - a. The Walters State Community College Traffic Court hears student cases of traffic violations evolving from the violation of the Traffic and Parking Regulations on the Walters State Community College campus.
 - b. The president of the Student Government Association shall appoint six (6) students to serve as justices of the Traffic Court. The term of their appointment will be for no more than two (2) semesters or until the date of their graduations from WSCC unless otherwise prohibited.
 - c. The WSCC Traffic Court shall have a chief justice, appointed by the SGA president, who presides over all cases brought before the court. The chief justice shall preside

over all court sessions and shall select two (2) justices from the remaining five (5) justices to serve at each session. This should be done on a rotating basis.

- d. The president of the Student Government Association shall set the dates each semester for all traffic courts and so notify the justices.
- e. The administrative adviser to the Traffic Court shall be the vice president for Student Affairs or designated representative.
- f. The Traffic Court shall have a court reporter, the secretary of the vice president for Student Affairs will keep all court records.
- g. Dates for Traffic Court shall be printed in the official weekly WSCC *Bulletin* and the college newspaper, the *Statesman*.

2. Appeals Function

- a. The WSCC Traffic Court operates to hear parking and traffic violation cases that students contest. The decision of the Traffic Court shall be final unless the vice president for Student Affairs feels there is a violation of due process. In no case will an appeal be considered on the basis that the court's decision was too severe. In cases where a student makes an appeal because of additional evidence or a violation of due process, the student must do so with 48 hours to the vice president for Student Affairs. If the vice president for Student Affairs feels there is justification for a hearing, the case will be reheard at the next regular Traffic Court. For extenuating circumstances, the vice president for Student Affairs may make a decision regarding a student's traffic violation without referring the student to the WSCC Traffic Court. In such cases, the vice president for Student Affairs will file a written statement explaining actions to the president of the college with a copy being forwarded to the Student Traffic Court. Parking and traffic violation cases involving staff members may be appealed to the vice president for Business Affairs; cases involving faculty members may be appealed to the vice president for Academic Affairs. Any exception to this policy shall be approved by the president of the college.
- b. The WSCC Traffic Court shall hear only those cases for which an appeal has been filed. The necessary appeal form may be obtained in the office of Student Affairs, Room 120-CCEN.
- c. Student Justices receiving citations may contest the citations before the WSCC Traffic Court. However, their cases can be heard only on a court date for which they are not actively serving.
- d. If a student fails to appear before the WSCC Traffic Court on the designated date, the right to a hearing is forfeited; and charges cited must be accepted.
- e. The Campus Police Department is not responsible for the student appeals process.
- f. Campus Police officers are not authorized to dismiss a citation which has been issued.
- g. All student complaints, protests, or appeals of a citation should be directed to the Student Affairs Office.
- h. Faculty and staff citation appeals should be directed to the director of Campus Police who will forward the request to the vice president for assessment.
- i. All appeals resulting in dismissal must have the approval of the appropriate administrative staff of the college.

8. Motor Vehicle Registration

- a. All motor vehicles used on campus must meet the registration requirements of the State of Tennessee.
- b. All vehicles operated on all Walters State campuses are required to display the appropriate parking permit, which is available in the Campus Police Department to students, faculty, staff, and visitors.

- c. A parking permit is issued to students, employees, and visitors and must be clearly displayed on the rearview mirror of the vehicle driven.
- d. Special parking permits are available for use on vehicles temporarily used on campus. These may be obtained through the Campus Police Department.
- e. Visitor permits. Visitor permits are available to persons not connected with the college who occasionally have business or other reasons to be on campus. Visitor spaces are provided and designated by appropriate signs.
- f. Annual parking permit issue begins on August 15 of each year.
- g. It is not necessary for returning students to obtain a parking permit each semester. The parking permit obtained during fall semester expires August 15 of the following year.
- h. Students enrolled for credit courses may obtain the parking permit through the Campus Police Department located in the Information Center, after payment of all fees.
- i. Any student taking non-credit courses must obtain a temporary parking permit through the office of Community and Economic Development.
- j. Illegible or damaged parking permits must be replaced. Failure to replace a damaged permit may result in a citation.
- k. Lost parking permits should be reported immediately to the Campus Police Department. There is not a charge for replacement.
- l. Parking permits are issued in the name of a student or employee and are valid on any vehicle driven. It is this individual's responsibility to ensure that the hang tag is properly used and displayed and to ensure that rules and regulations relative to operating a vehicle on college property are obeyed, regardless as to whom the vehicle is registered.

WSCC Police

The WSCC Police Department, located in the Information Center, is operated for the safety and benefit of the students attending WSCC. Walters State Police Officers are fully certified police officers under the Peace Officer's Standards and Training Commission of Tennessee. Officers have full investigative and arrest powers on all WSCC properties. Uniformed officers are on duty 24 hours a day, seven days a week for your protection. You should not hesitate to contact them in regard to special needs.

Pursuant to the provisions of the "College and University Security Information Act", Public Chapter No. 317, enacted by the 1989 General Assembly, WSCC makes available crime rates and statistics as well as security policies and procedures to interested parties. If you wish to review or receive a copy of this information, please contact:

WSCC Police Department

Walters State Community College
500 South Davy Crockett Parkway
Morristown, Tennessee 37813-6899
telephone: 423-585-6752

Disability Parking Procedures

All students, faculty, and staff with disabilities who intend to park a motor vehicle in an area designated for individuals with disabilities must have a valid state disability parking permit (i.e., plates, hang tags and placards). All vehicles parked in areas designated for individuals with disabilities must also display a current WSCC hang tag.

The number from the valid state disability parking permit (plates, placards or hang tags) must be registered with Campus Police. Students, faculty, and staff must furnish proof (copy of application submitted for the state parking permit) that the state disability parking permit is registered in the individual's name.

Any student or employee who becomes temporarily disabled may apply for a temporary disabled permit at the department of Services for Individuals with Disabilities, CCEN, Room 210.

Temporary WSCC disabled permits are available for three weeks duration. Persons who have a disability that is not visible will need to have a doctor's statement to verify the disability. After three weeks, an individual will be required to have a temporary state placard or hang tag.

Applications for State of Tennessee disability parking permits are available at the department of Services for Individuals with Disabilities, CCEN, Room 210, county clerk offices, and local municipal offices.

As a state institution, the Campus Police Department is mandated to ensure that operators of motorized vehicles are in compliance with all disabled parking regulations. The Campus Police work closely with the State Department of Motor Vehicle Records to verify that disabled placards used in vehicles parked on the Walters State campus are registered to currently enrolled students. Vehicles displaying disabled placards which are not registered to a currently enrolled Walters State Student will be cited and assessed a \$100 fine.

Students, faculty and staff utilizing disabled parking must come by the Campus Police Office to register their vehicle license tag number, disabled placard number and student hang tag number.

The fine for parking in areas designated for individuals with disabilities without the valid state parking permit or the WSCC three-week temporary hang tag will be \$100. This policy will be strictly enforced.

AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Purpose

The purpose of this procedure is to provide a clear, orderly and expedient method through which all persons may process bona fide complaints related to Title II of the Americans with Disabilities Act (ADA), which states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination" in programs or activities sponsored by a public entity such as the institution.

Scope

This procedure is available to all persons.

Steps for Filing a Complaint

A complaint should be addressed to the institutional ADA Coordinator. The vice president for Information Technology and Administrative Services has been designated by the president to coordinate ADA compliance efforts.

A complaint may be made verbally or in writing, preferably in writing, and must provide the name and address of the person making it and a brief description of the alleged violation of ADA regulations.

A complaint must be filed within 10 working days after the complainant becomes aware of the alleged violation.

Investigation

The ADA Coordinator will investigate the complaint. The investigation will include, but not necessarily be limited to, interviews with the complainant and with college personnel in charge of the area in which the alleged violation occurred. All interested parties will be provided an opportunity to submit evidence relevant to the complaint, and the investigation will be conducted in a manner which protects any due process rights of parties concerned and also insures that the institution complies with the ADA and its implementing regulations.

When the investigation is complete, the ADA Coordinator will issue a written determination concerning the validity of the complaint and a description of the resolution, if any. This statement will be provided to the complainant no later than 20 working days following receipt of the complaint.

Steps for Filing an Appeal

The complainant may request a reconsideration of the case in instances where the complainant is dissatisfied with the resolution. Request for reconsideration should be made in writing to the President within 10 working days from receipt of the determination.

Maintenance of Records

The ADA Coordinator will maintain files and records of the institution relating to the complaint.

CANCELLATION OF CLASSES DUE TO WEATHER OR ROAD CONDITIONS

After gathering as much data as possible concerning weather, road conditions, and forecast between 4 a.m. and 5 a.m., the Campus Police consults with the college President and a final decision is made as to whether or not classes will be cancelled or the college closed. This decision is normally made by 5:30 a.m. A similar procedure is followed for evening classes with the final decision being made no later than 4 p.m. Once the decision has been made, information may be obtained on the *Citizen Tribune* Info Connect line, 423-581-1233, extension 1045. The radio and TV stations listed below are also contacted:

Morristown	WMXX FM 94.1, WCRK AM 1150, WMTN AM 1300, WJDT FM 106.5
Newport	WLIK, WNPC 1060
Jefferson City	WJFC AM 1480, WNOX FM 99.3
Knoxville	WIVK AM 990 FM 107.7, WATE-TV, WBIR-TV, WKXT-TV, WIMZ FM 104, WMYU FM 102
Greeneville	WGRV / WIKQ FM 94.9 AM 1340, WSMG
Rogersville	WRGS, WMCH-AM, WEYE FM 104.3
Sevierville	WSEV AM
Tazewell	WNNT, WSVQ
Tri Cities	WKPT-TV
Mountain City	WMCT 1390
Johnson City	WJHL-TV, WAE2-FM 99.3, WQUT
Kingsport	WKPT-TV, WTFM AM 1400
Oak Ridge	WOKI FM 100

In addition to the radio stations listed above, the following two numbers may also be called to determine weather related cancellations:

Student Information: 1-800-225-4770 or 423-318-2763
select option 1

Info Connect: 423-581-1233, select 1045

Weather-related cancellations will also be posted on the college's web site at www.ws.edu.

Students and employees are requested to stay in tune with the station once a decision has been made because on occasion, due to an unexpected and sudden change in the weather and road conditions, a decision is modified. In all instances decisions are made with the safety of students and employees foremost in consideration but with an attempt to have classes if possible. However, on a day or evening when classes are being conducted and weather conditions are questionable, students are advised to use individual judgement in attending. Students shall be provided an opportunity to make up work missed for absences incurred for days when conditions are questionable but classes are meeting.

Where potential abuse of the above by the student exists in the judgement of a faculty member, the burden of proof shall rest with the student. When differences arise, the vice president for Academic Affairs shall act as arbiter.

SNOW AND ICE CLEARANCE SCHEDULE

In order to facilitate safe vehicular and pedestrian movement on college property during periods of inclement weather, Walters State maintains a systematic schedule for clearing snow and /or ice and salting, if necessary, campus walkways, parking lots, and roadways. The priority of work for the various areas of college property is as follows: (1) primary walkways, (2) roadways, (3) parking lots, and (4) secondary walkways.

As a safety precaution, students, faculty, and staff should use the primary walkways to access college facilities. The primary walkways are shown in the map below.

Normally, the primary walkways will be cleared and, if necessary, salted prior to the start of the day's classes. In addition, continuous related maintenance efforts will be provided throughout the day for as long as conditions remain such that re-icing could occur.



CAMPUS PARKING

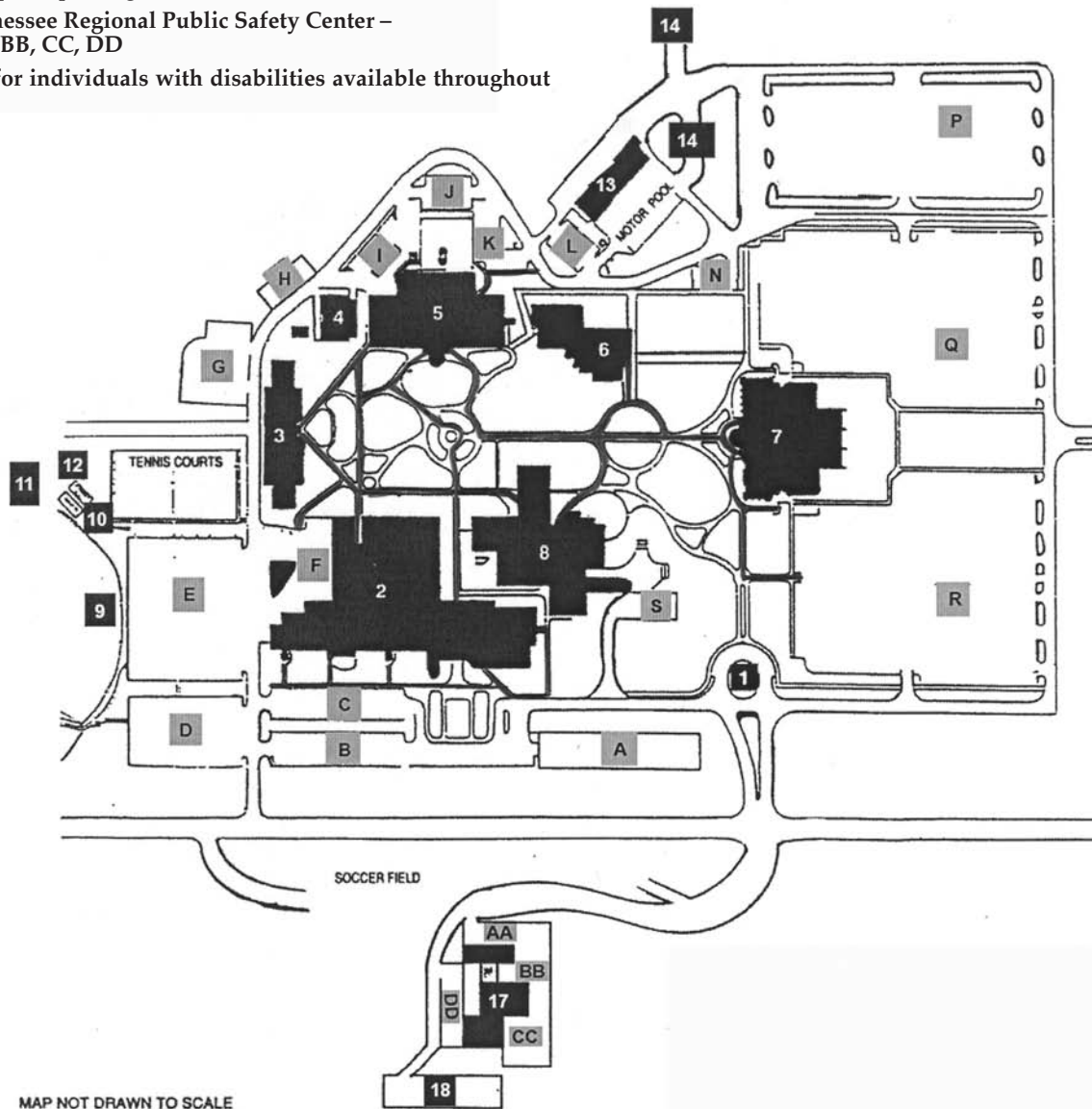
Faculty/Staff/Visitor Parking – Lots A, B, C, F, G, H, I, J, K, L, S

Student Parking – Lots D, E, P, Q, R

Students may use faculty/staff, and visitor parking lots after 5:30 p.m. except for parking lots C, F, I, J and K.

East Tennessee Regional Public Safety Center –
Lots AA, BB, CC, DD

Parking for individuals with disabilities available throughout campus



MAP NOT DRAWN TO SCALE

CAMPUS BUILDINGS

- | | |
|--|--|
| 1. Campus Police | 10. Physical Education Annex |
| 2. Jack E. Campbell College Center | 11. Baptist Collegiate Ministries |
| 3. Doggett Mathematics and Behavioral/Social Sciences Building | 12. Jack Stewart Racquetball Courts |
| 4. Greenhouse | 13. Plant Operations Building |
| 5. Clifford H. "Bo" Henry Center for Business and Technology | 14. Storage Building |
| 6. McGuffin-Jolley Natural Science Building | 15. Theatre Laboratory |
| 7. R. Jack Fishman Library | 16. Softball Complex |
| 8. Judge William H. Inman Humanities Complex | 17. East Tennessee Regional Public Safety Center |
| 9. Baseball Complex | 18. Defensive/Tactical Driving Course |

Definitions and Index



DEFINITIONS OF TERMS

Admission – Acceptance of a candidate for enrollment.

Admission to Advanced Standing – Granted on the basis of demonstrated educational attainment beyond the minimum required for admission.

Advisor, Advisee – The advisor is the individual assigned to help students with their academic program. The student is called the advisee.

Associate Degree – A degree awarded upon successful completion of a curriculum of at least 60 hours of designed college level work.

Average, Grade Point – A measure of average scholastic success obtained by dividing the number of grade points earned by the total number of hours of course work.

Behavioral and Social Sciences – Education, Early Childhood Education, Geography, Health, Physical Education, History, Military Science, Political Science, Psychology, and Sociology.

Business – Accounting, Agriculture Business, Business, Culinary Arts, Economics, Hospitality Management, Legal Assistant, Management, and Office Administration.

Calendar – The divisions of the full calendar composed of two regular terms per year with about 15 weeks per term of instruction excluding final examinations in a school year running from August through May, with the third semester as a summer session.

Classification – A student's status (i.e., Advanced Studies, Freshman, Sophomore, Special, Transient) in respect to progress toward the completion of a curriculum based upon the number of course credit hours attained.

Concentration – At a community college, the student's primary field of interest. (See Emphasis)

Corequisite – Courses a student must take with another course.

Course – Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.

Course Number – Identifies class level and distinguishes it from other courses in a given area of study. This usually indicates the level of difficulty of a course, e.g., 0700 level courses (Remedial); 0800 level (Developmental); 0900 level (Deficiency); 1000-1999 (Freshman level); 2000-2999 (Sophomore level); 3000-3999 (Junior level), and 4000-4999 (Senior level). All courses with higher numbers are graduate level.

Course Prerequisite – A preliminary requirement that must be met before a certain course may be taken.

Credit Hours (Semester Hour) – A unit measure of instruction. For example: 750 minutes of instruction equals one semester hour.

Curriculum – The whole body of courses offered for study.

Dean's List – An honor awarded students who have attained a grade point average of 3.50-3.99 during a semester in which a minimum of 12 hours of college level credit is completed.

Degree (Earned) – Title bestowed as official recognition for the completion of a designated curriculum.

Degree Student – One who has fulfilled the admissions requirements and who is pursuing an Associate Degree program; referred to by some colleges as a regular student.

Department – An academic discipline which offers instruction in a particular branch of knowledge.

Developmental Education – A program of studies in various areas designed to give the student background prerequisite to college level studies.

Division – An administrative unit comprised of a group of related academic departments.

Drop/Withdraw – Resignation from a class or classes or from the college following the procedures outlined in the college catalog.

Educational Planning Seminar – A scheduled meeting for the advisement and assistance of those students who have taken placement testing in interpreting their placement scores and selecting their classes.

Elective – A subject or course which the student may choose as distinguished from courses which are required.

Emphasis – At the community college, an area of concentration for study that would lead to a major at the university.

Extracurricular Activities – The academic / non-academic functions offered by a college.

Evening Classes – Any class beginning at 4 p.m. or later.

Freshman – Classification of degree-seeking students having accumulated less than 30 credit hours.

Full-Time Students – A student who is enrolled for 12 semester hours of academic courses. A normal full-time load is 16 semester hours.

Grant-in-Aid – A monetary award made to a student without regard to financial need.

Health Programs – Nursing, Physical Therapist Assistant, Pharmacy Technician, Respiratory Care Technician, Medical Transcription, Medical Insurance Specialist, Health Information Technology.

Humanities – Art, English, Foreign Language, Humanities, Mass Communications, Music, Philosophy, Speech and Theatre.

Liberal Arts – Academic disciplines such as languages, literature, history, philosophy, mathematics and science that provide information of general cultural concern.

Major – The student's primary field of interest or study.

Music Ensemble – Vocal or instrumental performance, usually conducted in a small group.

Natural Science – Pre-professional programs, Biology, Chemistry, Physics.

Part-Time Student – A student enrolled for less than 12 hours of academic course work.

Prerequisite – A course/courses a student must successfully complete prior to enrolling for a particular course.

President's List – An honor awarded students who have attained a GPA of 4.00 during a semester in which a minimum of 12 hours of college level credit is completed.

Probation – Probation status may be for academic or for disciplinary reasons. Academic probation is the result of unsatisfactory scholarship. It is not a penalty but a warning and an opportunity to improve. Academic probation usually involves a compulsory reduction of academic load and interviews for diagnosis of difficulties and for checking on recovery. Sometimes it brings a required restriction of extracurricular activities and general surveillance. Usually the student is required to make regular specified improvements in their record in order to avoid disqualification. Disciplinary probation is a middle status between good standing or dismissal. The student remains enrolled but under stated conditions according to college policies. Disciplinary probation covers a stated trial period during which it is determined whether the student is returned to good standing, having met the stated requirements, or dismissed or suspended at the end of the period for failing to meet the stated requirements.

Public Safety – Criminal Justice, Law Enforcement, Fire Protection, Basic Police Officer Education, Basic Emergency Medical Technician and Paramedic.

Residency – Refers to whether or not a student qualifies for in-state maintenance fees.

Reinstatement – The act of readmitting a student after dismissal.

Semester – One of any three terms during which courses are offered by the college. (Fall, Spring, Summer)

Sophomore – A degree seeking student who has completed 30 or more college level credit hours.

Special Student – One who is not pursuing an Associate Degree program. Special students either do not fulfill minimum requirements for entrance as degree students or have been permitted to enroll in a limited or special selection of degree credit courses without regard to degree requirements.

Student Aid – Financial assistance for college expenses through any form of grants, scholarships, loans or work.

Suspension – Involuntary separation of the student from the college.

Syllabus – An outline for an academic course; includes assignments, exam dates, grading practices, etc.

Technical Education – Agriculture, Animal Science (Pre-Veterinary Medicine), Computer Science, Industrial Technology and Production Horticulture.

Transcript – The official record of completed courses and the grades made.

Transfer Student – A student who has attended one or more colleges and is admitted to another.

Transfer Credit – The number of course credits taken by a student at one college that another college accepts.

Transient Student – A student in good standing in one college who is taking courses which will transfer back to the original college.

Withdrawal – A release from enrollment in all classes. An official withdrawal occurs when a student notifies the appropriate authorities. When the student merely stops attending classes without notifying the authorities, failing marks (F) are recorded and charged against the student.

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Walters State

Application for Admission to Walters State Community College Morristown, Tennessee

**For student information, admissions, records and financial aid offices,
call 318-2763 or toll-free 1-800-225-4770.**

APPLICATION PROCEDURE

1. APPLICATION FEE – Please enclose a non-refundable \$10 application fee. Check or money order should be payable to Walters State Community College. (Do not send cash)
Readmitted students do not pay application fee.
2. Fill in all information requested.
3. Print in ink or type the information.
4. Have your high school send an official transcript after graduation.
5. Applicants under **21 years of age** must have official scores from ACT or SAT submitted to Walters State. The ACT or SAT must have been taken no later than three years prior to the beginning date of classes of the term for which the application is being made. **Dual Enrollment students must take the ACT and show a minimum composite score of 19. Additionally, Dual Enrollment and Advanced Studies students who plan to enroll in English or math must score a 19 or higher on the applicable ACT subtest. Advance Studies students who are not enrolling for an English or math course, Basic Police Officer Education students, and those students enrolling in technical or job-related courses are exempt from this requirement.** Exempted students will, however, be required to submit these scores if they change to degree-seeking status prior to reaching the age of 21 years.
Degree-seeking applicants 21 years of age or older are required to undergo placement assessment prior to enrollment. This assessment should be scheduled well in advance of registration through the Department of Counseling and Testing and may also apply to transfer students.
6. If you are a transfer student from another college(s), have each college send a complete official transcript.
7. Admission to the college does not guarantee admission to a specific program of study. Admission to certain programs must be approved by the division chair or director of the program (i.e., Nursing, Education, Public Safety, and Computer Science).
8. Enter Selective Service Information (see No. 14)
9. Return completed application and fee to:

DEPARTMENT OF ADMISSIONS AND REGISTRATION SERVICES
WALTERS STATE COMMUNITY COLLEGE
500 SOUTH DAVY CROCKETT PARKWAY
MORRISTOWN, TENNESSEE 37813-6899

QUICK CHECK LIST

1. FILL IN THE APPLICATION COMPLETELY.
2. WRITE YOUR SOCIAL SECURITY NUMBER.
3. ATTACH A \$10 NON-REFUNDABLE APPLICATION FEE.
4. NOTIFY YOUR HIGH SCHOOL OR YOUR COLLEGE(S) TO SEND YOUR TRANSCRIPT(S).
5. SIGN APPLICATION.

Please Type or Print in Ink.

1. Social Security Number _____ - _____ - _____ If U.S. Social Security Number is unavailable, a student identification number will be assigned. The applicant must retain this number for access to his/her file.
2. Your Full Name:

Last First Middle

If you have ever had another last name at any time, please list such name(s) _____

3. Your Permanent Home Address:

Number and Street, P.O. Box, Apt. No.

City State Zip Code

County Home Country (IF NOT USA)

4. Phone Number: Home (____) _____ Work (____) _____ Other No. (____) _____

5. *Birthdate ____/____/____
mo. day year
- E-mail address: _____

6. *Sex: Male ____ Female ____

7. *Race (circle one) Asian or Pacific Islander Native American Indian Alaskan Native
Black-not Hispanic Hispanic White

8. *Citizenship: U.S. Citizen ____ VISA Type ____
Permanent Resident Alien ____ Country of Citizenship ____
Foreign Citizen ____

***Does not affect admission status. Used for reporting purposes only.**

9. Have you lived in Tennessee continuously since birth? Yes ____ No ____ You have lived in Tennessee since:
Month ____ Year ____
- If no, state your reason for moving to Tennessee _____

Employed: Full-time ____ Part-time ____ Total Hrs. Per week ____

Current Employment: Name of Company _____ Telephone _____

Name of Company _____ Telephone _____

10. Person to notify in case of emergency

Name _____

(Area Code) Phone Number: _____ Relationship: (circle one): Parent Guardian Spouse Other

11. Have you previously attended Walters State? Yes ____ Last Year Attended: 19 ____ / 20 ____
(includes off-campus sites/not CEU courses) No ____ Number of Hrs. Accrued at WSCC _____

12. If you are degree seeking your major will be: _____ **Please use code found on back page of this application.**
(Non-Degree Seeking Students use N)

13. Please check below to identify your intended status at Walters State.

____ Advance Studies Student
(High School Junior or Senior)

____ Transfer From Another College

____ First-time Freshman/Regular Student

____ Transient (attending another college - taking one semester of courses at Walters State designed to transfer back to original college)

____ Special Student *
(non-degree seeking/Not eligible for financial aid)

**You will be required to furnish official high school and/or college transcripts in keeping with our admission requirement for all students.*

14. Term and year you plan to enroll: Fall ____ Spring ____ Summer ____ Year ____

15. High School Name: _____

Location: _____
City _____ State _____ Zip Code _____

Type of diploma (check one) _____ Graduation Date _____
 _____ Regular high school diploma _____ Month _____ Year _____
 _____ Specialized Education *
 _____ Certificate of Attendance *
 _____ GED Date Taken _____ Location _____

***Students holding this type of diploma must be 21 yrs. of age to be admitted and enrollment will be limited to select courses.**

16. List all Colleges and Universities attended other than Walters State. If none, so state. Use additional sheet if necessary.

Name of School	Location	Dates of Attendance		Degree(s) Received
		From-Mo. & Yr.	To-Mo. & Yr.	

Are you eligible for readmission next term to the last college attended: Yes _____ No _____

If you attended another TBR institution and took the required assessment test in reading, writing, and/or mathematics you must request the scores to be sent to WSCC.

"Certain Tennessee Board of Regents (TBR) institutions will send transcripts electronically between schools to better serve students. I give Walters State Community College permission to request my official transcript from any TBR school in which I have previously been enrolled, all of which are noted elsewhere on this application. I realize this is a service provided to me by WSCC and other TBR schools and I understand it is my responsibility to obtain official transcripts from each institution attended to support my application for admission. WSCC accepts no formal responsibility for delivery of transcripts by other schools."

17. Chapter 759 of the State of Tennessee Public Acts of 1984 provides that "no person who is required to register for the Federal Draft shall be eligible to enroll in any state post-secondary school until such person has registered for the draft." Please provide information below:

_____ I certify I am registered or will register with Selective Service. I will provide number if requested.

I am not registered for the Federal Selective Service because I am:

_____ female _____ not yet required. Permanent resident of the Trust Territory of the Pacific islands or the Northern Mariana Islands
 _____ on active duty in the armed forces
 _____ not 18 yrs. of age. I will register for Selective Service. _____ not yet required since I was born before 1960 or I am a foreign student on an F-1 Visa.

18. Are you a veteran of the United States Armed Forces? Yes _____ No _____
 If yes, what is/was your date of separation? Month _____ Day _____ Year _____

If you have a learning or physical disability which will cause you to need assistance while in college, please notify the office of Services for Individuals with Disabilities, Room 210, Jack E. Campbell College Center, Telephone No. 585-6893. It is recommended that students who may benefit from these services make early contact with the office so that appropriate accommodations can be arranged.

19. Have you ever been convicted of, or pleaded guilty to, a criminal charge other than a traffic violation? Yes _____ No _____
 If yes, please explain _____

ALL APPLICANTS MUST READ AND SIGN BELOW

I understand that withholding information requested in this application or giving false information may make me ineligible for admission to, or continuation in, Walters State Community College. With this in mind, I certify that all the above statements are correct and complete. If I am accepted as a student at this institution, there are certain performance tests I will be required to take during my academic career. It is a requirement of admission that I agree to take any tests deemed necessary by the institution. In those instances where tests are administered by an external entity, I hereby agree for the results of such tests to be released to the institution. The purpose of this requirement is to comply with the legislature's expressed intent that institutions regularly evaluate and improve instruction at all levels. If I am under 21 years of age and am required by institutional policy to complete the Compass Test, my scores on these tests and course placement may be reported to my high school for research purposes. Any test scores will be treated confidentially as required by law.

Signature

Date

FOR COLLEGE USE ONLY	
How Received	_____
Date Paid	_____
Receipt Number	_____
Date Entered	_____
Entered By	_____

Transfer Programs

Associate of Arts

ARED	Art Education	FREN	French	MCOM	Mass Communications	RLGS	Religious Studies
ARHI	Art History	GENA	General Studies	MUSA	Music	SPAN	Spanish
BRCT	Broadcasting	GERM	German	MUSE	Music Education	SPCH	Speech Communication
DNCE	Dance	JRNL	Journalism	PHIL	Philosophy	THTR	Theatre
ENGL	English	LBAA	Liberal Arts	PLSC	Political Science	WMST	Women's Studies
FASA	Fine/Studio Arts						

Associate of Science

AFAS	African-American Studies	ENTP	Profess. Entertainment - Performance	POCC	Pre-Occupational Therapy
AGRI	Agriculture Option	ENTS	Profess. Entertainment - Stage	POPT	Pre-Optometry
AMST	American Studies	GEN	General Option	PRDH	Pre-Dental Hygiene
ASTR	Astronomy	GGY	Geography	PPHR	Pre-Pharmacy
BIOL	Biology	GEOL	Geology	PPTH	Pre-Physical Therapy
BUSN	Business	HIST	History	PRMT	Pre-Med Technology
CHEM	Chemistry	HPER	Phys. Ed., Health & Rec.	PSYC	Psychology
CINS	Computer Science, UP	MMED	Math/Math Ed/Statistics	PVET	Pre-Veterinary Medicine - Animal Science (Ag)
CRJT	Criminal Justice, UP	PCHR	Pre-Chiropractic	PVMD	Pre-Veterinary Medicine (Sci.)
EEDU	Elementary Education	PDEN	Pre-Dentistry	SCED	Secondary Education
ENGR	Pre-Engineering	PHYS	Physics	SOWK	Social Work
ECHD	Early Childhood Education	PMED	Pre-Medicine	SOLA	Sociology/Anthropology

Technical Education Programs

Associate of Applied Science

CIS	Computer & Information Science - Comp.Sc.	MHRM	MGMT - Hotel & Restaurant Management
CSNW	CIS - Computer Networking	NRCM	Nursing - Career Mobility
ECED	Early Childhood Education	NRRN	Nursing
GTEC	Industrial Technology - General Technology	OADM	Office Administration
HITC	Health Information Technology	PNRN	Pre-Nursing
ITDR	Industrial Technology - Drafting/Design	PSPA	Paramedic
ITEL	Industrial Technology - Electrical/Electronics	PRGH	Production Horticulture - Greenhouse Management
ITMF	Industrial Technology - Manufacturing	PTHA	Physical Therapy Assistant
MGAB	MGMT - Agric. Business	PRTG	Prod. Horticulture - Golf Course & Turfgrass Mgmt.
MGAC	MGMT - Accounting	PSFP	Public Safety - Fire Protection
MGBA	MGMT - Business Administration	PSLE	Public Safety - Law Enforcement
MGCL	MGMT - Culinary Arts	RESP	Respiratory Care
MGPS	MGMT - Paralegal Studies		

Certificate Programs

BEMT	Emergency Med. Tech. Basic	INFT	Information Technology	PHAR	Pharmacy Technician
BLEO	Basic Law Enforcement	ITMT	Industrial Maintenance	PSPM	Emergency Med. Tech. Paramedic
	Officer Training	MDCD	Medical Coding	QCT	Quality Control Technician
ECE	Early Childhood Education	MDIS	Medical Insurance Specialist	WFPP	Workforce Preparedness
CLAR	Culinary Arts	MDTR	Medical Transcription		

Regents On-Line Degree Programs

PRST	AAS Professional Studies - Information Technology	RGNA	AA - General Studies	RGEN	AS - General Studies
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Walters State Community College Security

Pursuant to the provisions of the "College and University Security Information Act", Public Chapter No. 317, enacted by the 1989 General Assembly, Walters State Community College makes available crime rates and statistics as well as security policies and procedures to interested parties. If you wish to review or receive a copy of this information, please contact: Campus Police, Walters State Community College 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813-6899, Telephone: 423-585-6752.

Walters State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award Associate of Arts, Associate of Science and Associate of Applied Science degrees.

Walters State is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 community colleges, and 26 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Walters State Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the college. Walters State does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Humans Resources Office at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Services for Individuals with Disabilities at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899.



APPLICATION FOR READMISSION

WALTERS STATE COMMUNITY COLLEGE

500 South Davy Crockett Parkway

Morristown, TN 37813-6899

423-585-0828 • 1-800-225-4770

Social Security Number

Last Name First Name Middle Name

Street

City State Zip

County Telephone

Date of Birth

*Sex

*Race

***Does not affect admission status. Used for reporting purposes only.**

Term last attended Walters State _____ Term and year returning _____

Status _____ Degree-Seeking _____ Non-Degree (special) _____ Non-Degree (transient)

Major _____

High School attended _____

Address _____
Street City State Zip

Have you attended another institution since you were enrolled at Walters State? Yes _____ No _____

List institutions attended _____
and dates attended: _____

If degree seeking, you must have transcripts from **ALL** institutions you have attended since your last enrollment at Walters State forwarded to the Walters State Admissions Office. If transient, you must complete a transient form in place



DEPARTMENT OF ADMISSIONS AND
REGISTRATION SERVICES

Hepatitis B Immunization Health History Form

Name: _____ SSN# _____
Last First MI

Date of Birth: _____ Telephone Number: () _____
Month / Day / Year

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning hepatitis B infection to all students matriculating for the first time. The required information below includes the risk factors and dangers of the disease as well as information on the availability and effectiveness of the vaccine for persons who are at-risk for the disease. The information concerning this disease is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.

A. Hepatitis B (HBV) Immunization

[TO BE COMPLETED BY ALL NEW STUDENTS]

Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. The disease is transmitted by blood and/or body fluids and many people will have no symptoms when they develop the disease. The primary risk factors for Hepatitis B are sexual activity and injecting drug use. This disease is completely preventable. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to confer lifelong immunity in most cases.

CHECK ONE:

_____ I hereby certify that I have read this information and **I have received the initial dose of the Hepatitis B vaccine.**

_____ **Date of initial dose of Hepatitis B vaccine:** _____ / _____ / _____

_____ I hereby certify that I have read this information and **I have elected not to receive the Hepatitis B vaccine.**

Signature of **Student** or **Parent/Guardian**

(If student is under 18): _____

Date _____

For more information about the Hepatitis B disease and its vaccine, please contact your local health care provider or consult the Center for Disease Control and Prevention Web site at: www.cdc.gov/health/default.htm .

This form must be completed in full by all students as part of the admissions process. Failure to return this form to the admissions office will result in the loss of registration privileges for future semesters.

