

2015  
2016



# Lamar State College-Port Arthur

# Catalog

MEMBER TEXAS STATE UNIVERSITY SYSTEM  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION

WWW.LAMARPA.EDU  
REVISED December xx, 2015

# **Lamar State College-Port Arthur**

Volume 38, Number 4

Published 5.6.2015

Revised 12.15.15

2015-2016 Catalog

## **Street Address**

1500 Procter Street  
Port Arthur, Texas 77641

## **Mailing Address**

P.O. Box 310  
Port Arthur, Texas 77641

## **Phone Numbers**

(409) 983-4921 or (800) 477-5872

## **Web site**

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

Thirty-eighth annual college catalog with announcements for 2015-2016.

The provisions of this bulletin do not constitute a contract, expressed or implied, between Lamar State College Port Arthur and any applicant, student or faculty member. The College reserves the right to make changes in the policies, regulations, and modify courses scheduled.

Lamar State College Port Arthur is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lamar State College-Port Arthur.

Lamar State College Port Arthur is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, handicap, age, sex or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; and Section 504 of the Rehabilitation Act of 1973.



## Contents

General Information .....	6	Computer Programmer .....	80
Admissions .....	10	Graphic Design Program .....	80
Bacterial Meningitis .....	10	Cosmetology Programs .....	82
Communication .....	10	Instrumentation Technology .....	84
Admission Criteria .....	13	Office Administration Programs .....	85
How to Apply .....	13	Medical Office Administration .....	86
Texas Success Initiative (TSI) .....	14	Medical Coding Program .....	87
Developmental Education Courses .....	22	Paralegal Program .....	88
Online Courses .....	23	Process Technology Program .....	89
Technical Support .....	23	Department of Commercial Music .....	90
Tuition and Fees .....	24	Audiovisual Production .....	91
Academic Policies .....	35	Emphasis in EC-12 Music .....	91
Records .....	41	Commercial Music–Performance Program .....	91
Graduation .....	41	Commercial Music–Sound Engineer Program .....	93
Job Placement & Career Guidance .....	44	Live Sound Design and Technology .....	94
Special Populations .....	45	Department of Developmental Education .....	94
Student Organizations .....	45	Department of Health, Fitness & Sports .....	95
Parking .....	63	Emphasis in Kinesiology .....	95
Campus Security .....	65	Associate of Arts Degree in Teaching EC-12 Emphasis in Physical Education .....	95
Counseling Services .....	65	Department of Liberal Arts .....	96
Fitness Center .....	65	Emphasis in Academic Studies .....	96
Intercollegiate Athletics .....	65	Emphasis in Drama .....	97
Technology Services .....	66	Emphasis in EC-12 Art .....	97
Academic and Technical Programs .....	66	Emphasis in Studio Art .....	97
Academic Programs .....	67	Emphasis in EC-12 Theater Arts .....	98
Associate of Arts Degree .....	67	Department of Mathematics & Science .....	98
Associate of Arts Degree in Teaching .....	67	Emphasis in Criminal Justice .....	98
Core Curriculum .....	67	Workforce Training & Continuing Education .....	99
Technical Education Programs .....	68	Academic Courses .....	99
Department of Allied Health .....	70	Developmental Courses .....	112
Drug and Alcohol Abuse Counseling Program .....	71	Technical Courses .....	112
Nurse Aide Certificate .....	72	Full-Time Faculty .....	126
Surgical Technology Program .....	72	Adjunct Faculty .....	128
Vocational Nursing Program .....	75	Internet Links .....	131
Nurse Aide Certificate .....	75	Phone Numbers .....	131
Business and Technology Department .....	80	Campus Map .....	135
Emphasis in Business Administration .....	77		
Accounting Program .....	77		
Automotive Technology .....	78		
Computer Information Systems (CIS) .....	79		
Software Developer .....	79		

# Calendar

## Holiday Calendar

	<b>September 2015</b>
7	Labor Day– no classes, offices closed
	<b>November 2015</b>
26-27	Thanksgiving Break – no classes, offices closed
	<b>December 2015</b>
21-31	Winter Break – no classes, offices closed
	<b>January 2015</b>
1	New Year’s Day – no classes, offices closed
18	Martin Luther King Jr. Day – no classes, offices closed
	<b>March 2016</b>
14-18	Spring Break – no classes
25	Good Friday – no classes
	<b>May 2016</b>
30	Memorial Day – no classes, offices closed
	<b>July 2016</b>
4	Independence Day – no classes, offices closed

## Advising/Graduation Calendar

	<b>August 2015</b>
6	Fall 2015 new student orientation
14	Summer 2015 Commencement, 6:30 p.m., Parker Center
	<b>September 2015</b>
1	Application for December 2015 graduation begins
	<b>October 2015</b>
23	Distribution of 2016 Spring Semester class schedule
26	Advising for 2016 Spring Semester begins
	<b>November 2015</b>
2	2016 Spring Semester registration begins
4	Final day to apply for Fall 2015 graduation, pay for diploma, cap, gown
	<b>December 2015</b>
11	Fall 2015 Commencement, 6:30 p.m., Parker Center
	<b>January 2016</b>
25	Applications for Spring 2016 graduation begins

## March 2016

25	Distribution of Summer/Fall class schedule
28	Advising for Summer I, Summer II and Fall Semester begins

## April 2016

4	2016 Summer I, Summer I and Fall registration begins
6	Final day to apply for May 2016 graduation, pay for diploma, cap, gown

## May 2016

13	Spring 2016 Commencement, 6:30 p.m., Parker Center
----	--

## July 2016

14	Fall 2016 new student orientation, Session I
----	--

## August 2016

4	Fall 2016 new student orientation, Session II
---	---

## Academic/Admissions/ Financial Aid Calendar

### FALL SEMESTER 2015

#### August 2015

14	Deadline to receive bacterial meningitis immunization
24	First day of classes

#### September 2015

9	Census date
30	Final day to drop a course or withdraw <i>without</i> academic penalty

#### October 2015

27	Semester is 60 percent complete – critical date for financial aid students*
27	Final day to pay Short Term Loan

#### November 2015

18	Final day to drop a course or withdraw <i>with</i> penalty
----	--

#### December 2015

2	Final class day
3-9	Final Exams

### FALL 8-WEEK SESSION I 2015

#### August 2015

14	Deadline to receive bacterial meningitis immunization
24	First day of classes

24 Semester is 60 percent complete – critical date for financial aid students\*

31 Census date

### **September 2015**

9 Last day to drop a course or withdraw *without* academic penalty

### **October 2015**

7 Last day to drop a course or withdraw *with* penalty

16 Final class day

16 Final Exams

## **FALL 8-WEEK SESSION II 2015**

### **October 2015**

19 First class day

20 Final day for tuition payment

26 Census date

### **November 2015**

4 Last day to drop a course or withdraw *without* academic penalty

22 Semester is 60 percent complete – critical date for financial aid students\*

30 Last day to drop a course or withdraw *with* academic penalty

### **December 2015**

9 Final class day

9 Final Exams

## **FALL LATE START SEMESTER 2015**

### **September 2015**

11 Deadline to receive bacterial meningitis Immunization

21 First day of classes

### **October 2015**

1 Census date

15 Final day to drop a course or withdraw *without* academic penalty

27 Final day to pay Short Term Loan

### **November 2015**

8 Semester is 60 percent complete – critical date for financial aid students\*

18 Final day to drop a course or withdraw *with* penalty

### **December 2015**

7 Final class day

8-9 Final Exams

## **SPRING SEMESTER 2016**

### **January 2016**

9 Deadline to receive bacterial meningitis immunization

19 First class day

### **February 2016**

3 Census day

### **March 2016**

2 Final day to drop or withdraw *without* academic penalty

25 Semester is 60 percent complete – critical date for financial aid students\*

29 Final day to pay Short Term Loan

### **April 2016**

20 Final day to drop *with* academic penalty

### **May 2016**

4 Final class day

5-11 Final Exams

## **SPRING 8-WEEK SESSION I 2016**

### **January 2016**

19 First class day

20 Final day for tuition payment

26 Census date

### **February 2016**

3 Last day to drop a course or withdraw *without* academic penalty

18 Semester is 60 percent complete – critical date for financial aid students\*

29 Last day to drop a course or withdraw *with* academic penalty

### **March 2016**

9 Final class day

9 Final Exams

## **SPRING 8-WEEK SESSION II 2016**

### **March 2016**

21 First class day

29 Census date

### **April 2016**

6 Last day to drop a course or withdraw *without* academic penalty

### **May 2016**

2 Last day to drop a course or withdraw *with* academic penalty

11 Final class day

11 Final Exams

## **SPRING ACCELERATED SESSION 2016**

### **February 2016**

- 1 Deadline to receive bacterial meningitis immunization
- 10 Payment deadline. Students will be dropped for non-payment.
- 15 First class day
- 15 Last day for online registration.
- 18 Last day for registration or schedule revisions.
- 25 Census day. Students will be dropped for non-payment.
- 25 Census day. Last day to drop and / or withdraw with a refund.
- 29 First tuition and fee payment due

### **March 2016**

- 14-18 Spring Break (no classes).
- 21 Final day to drop or withdraw *without* academic penalty
- 25 Good Friday (campus closed).
- 29 Final day to pay Short Term Loan

### **April 2016**

- 5 Semester is 60 percent complete – critical date for financial aid students\*
- 27 Final day to drop *with* academic penalty

### **May 2016**

- 9 Final class day
- 3-9 Final Exams

## **SUMMER I SEMESTER 2016**

### **May 2016**

- 27 Deadline to receive bacterial meningitis immunization

### **June 2016**

- 6 First class day
- 9 Census date
- 15 Final day to drop a course or withdraw *without* academic penalty
- 24 Semester is 60 percent complete – critical date for financial aid students\*
- 30 Final day to drop a course or withdraw *with* academic penalty

### **July 2016**

- 5 Final class day
- 6-7 Final Exams

## **SUMMER II SEMESTER 2016**

### **July 2016**

- 1 Deadline to receive bacterial meningitis immunization
- 11 First class day
- 14 Census date
- 20 Final day to drop a course or withdraw *without* academic penalty
- 29 Semester is 60 percent complete – critical date for financial aid students\*

### **August 2016**

- 3 Final day to drop a course or withdraw *with* academic penalty
- 9 Final class day
- 10-11 Final Exams

## **SUMMER 8-WEEK SESSION 2016**

### **June 2016**

- 6 First class day
- 14 Census date
- 20 Final day to drop a course or withdraw *without* academic penalty

### **July 2016**

- 7 Semester is 60 percent complete – critical date for financial aid students\*
- 18 Final day to drop a course or withdraw *with* academic penalty
- 27 Final class day
- 27 Final Exams

**NOTE:** \* The 60-percent date is extremely important for financial aid students who withdraw during a semester. It determines what reimbursements they may have to make to grant or loan programs. For details, see the “Financial Aid” section.

**General Note:** Information above subject to change with notification on a rare basis.

## **Texas State University System Board of Regents**

Charlie Amato (2016)	San Antonio
Veronica Muzquiz Edwards (2021)	San Antonio
Jaime Garza, Chairman (2016)	San Antonio
David Montagne (2021)	Orange
Vernon Reaser III (2019)	Bellaire
Rossanna Salazar (2016)	Austin
William Scott (2018)	Nederland
Alan L. Tinsley (2021)	Madisonville
Donna N. Williams (2016)	Arlington
Spencer Copeland, Student Regent (2016)	Huntsville

## **TSUS System Administration**

Brian McCall, Ph.D.	Chancellor
Perry Moore, Ph.D.	Vice Chancellor for Academic Affairs
Fernando C. Gomez, J.D., Ph.D.	Vice Chancellor and General Counsel
Sean Cunningham, J.D.	Vice Chancellor for Governmental Relations and Educational Policy
Roland K. Smith, Ph.D.	Vice Chancellor for Finance
Peter Graves, J.D.	Vice Chancellor for Contract Administration
Rob Roy Parnell	Associate Vice Chancellor for Facilities
Diane Corley, J.D.	Associate Vice Chancellor for Legislative and System Operations
Cletus Bianchi	Executive Director of Texas State University System Foundation
Carole M. Fox, C.P.A.	Director of Audits and Analysis
Mike Wintemute	Director, Governmental Relations and Communications
Kelly Wintemute	System Compliance Specialist

## **Lamar State College Port Arthur Executive and Academic Administration**

Dr. Betty Reynard	President
Dr. Gary Stretcher	Vice President for Academic Affairs
Mary Wickland, C.P.A.	Vice President for Finance
Dr. Deborrah Hebert	Dean for Student Services
Sheila Trahan	Dean of Technical Programs
Peter Kaatrude	Dean of Library Science
Dr. Ben Stafford	Dean of Workforce Development and Continuing Education
J. Mark Knowles	Director, Institutional Effectiveness
Sheila Guillot	Chair, Department of Business and Technology
Dr. Percy Jordan	Chair, Department of Math and Science
Sherry Steele	Chair, Department of Developmental Education
Dr. Barbara Huval	Chair, Department of Liberal Arts
John Freyermuth	Chair, Department of Music Department



# General Information

---

## Accreditation

Lamar State College Port Arthur is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the associate level. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500, at <http://www.sacs.org> for questions about the accreditation of Lamar State College Port Arthur.

The College is approved by the Texas Education Agency for training veterans under all classifications. The College is also a member of or approved by the American Bar Association, the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the Texas Department of Aging and Disability Services, the Texas Certification Board of Addiction Professionals, the Texas Department of Licensing and Regulation, the Texas Board of Nursing, the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), the U.S. Department of Education and the Veterans Administration.

## Government

A board of nine regents, appointed by the Governor and confirmed by the State Senate for terms of six years, governs the Texas State University System. The Board of Regents delegates the direction of affairs to the president, campus administrative officers, and faculty.

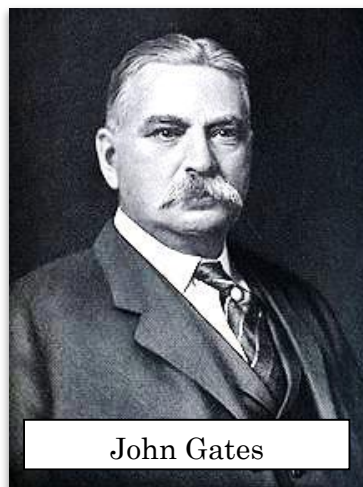
## History

John W. Gates of New York City, one of the founders of Texaco, established Port Arthur Business College in 1909, to train people for the petrochemical industry, then in its infancy. The College became Port Arthur Collegiate Institute in 1911, when the school was presented to the Board of Education of the Methodist Episcopal Church North, a forerunner of the present United Methodist Temple.

The church operated the growing campus until 1918, when it was turned over to a non-profit Texas corporation, which had no capital stock and was overseen by a self-perpetuating board of trustees. The name of the school was changed back to Port Arthur Business College and finally, in 1932, to Port Arthur College.

Another milestone in the school's history was reached July 31, 1974, when W. Sam Monroe,

President of Port Arthur College and a Lamar University regent, presented a resolution to merge



the College into Lamar University. The 21 trustees agreed that a merger would be in the best interests of both institutions and their constituencies.

The 64th Texas Legislature authorized the merger and appropriated \$600,000 for creation of the Lamar University Center at Port Arthur. On Aug. 21, 1975, the trustees presented the deed for Port Arthur College to the Lamar University Board of Regents. Classes began on the Port Arthur campus on Aug. 28, 1975.

In the years following the merger, enrollment increased from 151 students to a peak of more than 3,000 and the curriculum expanded to more than 50 areas of study.

In 1977, the 65th Legislature approved House Bill 1134 renaming the school Lamar University-Port Arthur and dropping the "Extension Center" designation.

In 1983, the 68th Legislature passed three bills that directly affected the College:

1. Senate Bill 409 deleted the restrictive language of HB 130 (passed in 1971 by the 63rd Legislature), making Lamar University-Port Arthur eligible, on an equal basis with other state institutions, for state funds to be used to buy land and/or buildings.
2. Senate Bill 410 provided Lamar University regents with the authority to levy a fixed student fee and the authority to bond against

said fee for construction of a Student Center on the Port Arthur campus. This legislation was validated by a majority vote of the Lamar University-Port Arthur student body in November 1983.

3. Senate Bill 620 created the Lamar University System. Lamar University-Port Arthur thus became a component institution of that system on Aug. 29, 1983.

In 1985, two bills affected the school:

1. Senate Bill 578 in 1985 provided that Lamar University-Port Arthur be a beneficiary institution and receive money from the Higher Education Assistance Fund.
2. The General Appropriations Act of 1985 directed that a formula be developed by the Texas Higher Education Coordinating Board to provide operational funding to Lamar University-Port Arthur on the same basis as other state-supported institutions of higher education.

Senate Bill 78 in 1989 removed restrictions imposed by earlier legislation on the acquisition of real estate and the construction of facilities on campus.

Senate Bill 843 in 1991 clarified the degree-granting authority by allowing Lamar University-Port Arthur to issue associate degrees in its own name.

On Sept. 1, 1995, the Texas Legislature dissolved the Lamar University System, and Lamar University-Port Arthur and its three sister

institutions in Orange and Beaumont joined The Texas State University System, which is headquartered in Austin and also includes Sam Houston State University, Texas State University and Sul Ross State University.

House Bill 1297, signed June 1999, changed the name of the school to Lamar State College-Port Arthur.

## Location

Lamar State College Port Arthur (LSCPA) is a two-year, state-supported institution located in Port Arthur, an industrial and cultural center of southeast Texas. The College offers freshman and sophomore-level work in numerous academic and technical/vocational fields. The campus sits between the 1000 and 1800 blocks of Procter Street and Lakeshore Drive.

Port Arthur has modern public schools, churches, shopping districts and recreation areas serving a community of approximately 70,000 persons. Principal industries in the area are oil refining, chemical production, shipping and shipbuilding.

The metropolitan area, known as the Golden Triangle, includes Port Arthur and the cities of Beaumont, Bridge City, Groves, Orange, Port Neches, Nederland and Vidor, all of which are located within 25 miles of Port Arthur and form the heart of the upper Texas Gulf Coast where approximately 385,000 people live.

# Mission and Core Values

## Mission

Lamar State College-Port Arthur, a member of The Texas State University System, is an open-access, comprehensive public two-year college offering quality and affordable instruction leading to associate degrees and a variety of certificates. The College embraces the premise that education is an ongoing process that enhances career potential, broadens intellectual horizons, and enriches life.

## Goals

- Provide educational opportunities flexible in scheduling, location, delivery method and content.
- Offer freshman and sophomore general education/core curriculum courses, which will

transfer to traditional baccalaureate degree programs.

- Provide opportunities to acquire information literacy skills, common to all disciplines.
- Provide instruction and/or support services to improve the potential for employment and/or occupational advancement.
- Provide students with personal attention in a broad range of student service activities, educational support services for instructional programs, and provide responsible oversight of the College's physical and financial resources
- Enhance institutional advancement efforts targeted toward the needs of local communities, economic development and community partnerships, and provide cultural enrichment opportunities, both on and off campus.

## Core Values

- Shared commitment by faculty, staff and administration to a mission characterized by student learning, diversity, and community involvement.
- General education/core curriculum that develops the values and concepts that allow the student to make a meaningful contribution in the workplace or community.
- Academic and technical programs designed to fulfill our commitment to accommodate students with diverse goals and backgrounds, using a variety of delivery methods, on and off campus.
- Technical education programs that provide for the acquisition of the knowledge, skills and behavior necessary for initial and continued employment.
- Student achievement characterized by attainment of individual goals and measured by

successful accomplishments and completion of curriculum.

- Co-curricular opportunities that develop social, financial and civic acuity.

## Principles

Lamar State College Port Arthur operates in the belief that all individuals should be:

- Treated with dignity and respect;
- Afforded equal opportunity to acquire a complete educational experience;
- Given an opportunity to discover and develop their special aptitudes and insights; and,
- Provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

## Facilities

The Lamar State College Port Arthur campus contains 28 buildings situated on approximately 40 acres. Most of these facilities were donated for the creation of the institution, including contributions from Port Arthur College, the City of Port Arthur, the Port Arthur College Foundation, Southern Union Gas, the First United Methodist Church of Port Arthur and the Daughters of the American Revolution.

### Gates Memorial Library

The Gates Memorial Library is one of the most attractive academic library buildings in Texas. The two-story Classical Revival building was entered into the National Register of Historic Places in 1981.

After a major \$2.1 million addition and renovation completed in 2004, the library now includes a 50-station open student computer lab, a quiet study carrel area, group study areas, a periodical reading room, extensive stack areas, individual audio-visual rooms, a multi-purpose conference room and expanded reference and access services areas. Plenty of soft seating inside the library complements an idyllic outside fountain garden surrounded by year-around patio seating.

The online public access catalog is available 24 hours a day on or off campus and is part of a system that automates the major library components.



The library is open five days per week for a total of 58 hours during regular semesters.

Collections are developed in support of all of the college's educational programs.

Materials are accessible in many formats, including paper, DVDs, CD-ROMs, videotapes and online. Through password authentication, students and faculty have continuous access to the library's electronic holdings, from anywhere on or off campus.

The total volume count numbers more than 55,000. An e-book collection provides an additional 29,000 titles. The total periodical count numbers more than

38,000 subscriptions in both paper and electronic formats. Special areas feature a law collection, a textbook collection, a career collection, a children's collection, a Texana collection, a rare book collection and a best-seller collection.

The Gates Library is a member of AMIGOS Bibliographic Council, which provides inter-library loan services to more than 400 libraries statewide and 20,000 libraries worldwide. Other affiliations included the Consortium of Academic Libraries and Learning.

Resources and TexShare, which provides on-site borrowing services for LSCPA students and faculty at most academic libraries statewide. Students also may use their student ID to check out materials at Lamar University, Lamar Institute of Technology, Lamar State College-Orange and the Port Arthur Public Library.

## Student Success Center



The Student Success Center (SSC) provides help for students needing assistance with study skills or remediation in the areas of math, English and reading. Computer-aided tutorial programs and teacher certified tutors are available to students. The Student Success Center houses a testing center and administers approved tests for TSI purposes and other diagnostic tests.

## Small Business Development Center

The Small Business Development Center supports economic development in Port Arthur, Groves, Nederland and Port Neches by providing counseling, training and technical assistance to owners and managers of new and existing small businesses.

The center offers confidential consulting on a variety of topics, including business plan preparation, finance sources, marketing, personnel actions, taxes and regulations. The center's library provides additional information about many business fields.

Since its inception, the SBDC has created 2,340 jobs, assisted in obtaining more than \$81 million in loans/equity, helped start 307 new business, held 505 business training classes and assisted 3,440 clients.

The SBDC, 1401 Procter St., works in association with Lamar State College-Port Arthur, the University of Houston and the U.S. Small Business Administration.

## The Museum of the Gulf Coast

The Museum of the Gulf Coast, 700 Procter St. in historic downtown Port Arthur, uses creative approaches and outstanding programs to tell the history of the Upper Gulf Coast and its rich cultural heritage. The museum, which opened July 2, 1994 traces its origins to the chartering of the Port Arthur Museum in 1964.

The museum has grown into one of the most significant educational and tourist attractions in Southeast Texas and Southwest Louisiana.

Among its permanent exhibits are features on the geology and prehistory of the region, its earliest inhabitants, the first European contacts and the establishment of the oil industry.

The museum also features the Snell Gallery, which is dedicated to the decorative arts. Popular culture exhibits focus on figures such as Janis Joplin and the Big Bopper in the music world and Coach Jimmy Johnson and Babe Zaharias in sports.



A replica of Janis Joplin's car is a major attraction at the Museum of the Gulf Coast.

# Admissions

---

Lamar State College Port Arthur welcomes students interested in education and personal improvement. The Admission Office provides complete admissions assistance for entering students. Professionally trained personnel assist prospective students in assembling all admission credentials so that a transition into the college environment can be as smooth and problem free as possible. Correspondence pertaining to admissions should be addressed to the Admissions Office, Lamar State College Port Arthur, P.O. Box 310, Port Arthur, TX 77641.

Lamar State College Port Arthur, a two-year college in The Texas State University System, offers educational opportunities through an open admissions policy which admits students who can benefit from post-secondary education. Lamar State College Port Arthur admits students without regard to race, color, creed, gender, age, national origin or disabilities. Lamar State College Port Arthur does reserve the right to verify the citizenship and residency of any prospective student.

A student may be admitted to Lamar State College Port Arthur based on one of the following criteria:

- High School Graduate
- High School Graduate of Non-Accredited High School
- High School Completer
- GED Certificate Holder
- Dual Enrollment Student
- Home School Graduate
- Returning Student
- Transfer Student
- International Student

All methods of admission listed above require completion of an Application for Admission. Applications can be found online at [www.lamarpa.edu](http://www.lamarpa.edu) or at the Admission Office.

Admission to Lamar State College Port Arthur does not guarantee admission to specific courses or programs of study. Prerequisites and co-requisites are required for some courses.

## Bacterial Meningitis

Effective January 1, 2012, students applying to Lamar State College Port Arthur must have had a bacterial meningitis vaccine.

A student who has been admitted to an institution of higher education or private or independent institution of higher education, must show evidence

of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least ten (10) days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution.

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

1. The student is 22 years of age or older by the first day of the start of the semester or
2. The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
3. The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
4. The student is incarcerated in a Texas prison.
5. An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or
6. An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used, or
7. Confirmation that the student has completed the Internet-based Department of State Health Services to claim an exemption for reasons of conscience (for entering students at public junior colleges only).

## Communication

Lamar State College Port Arthur uses a student's college email address for official communications with students. In some instances, telephone messages are broadcast to select student groups. Examples of information communicated to students include policy announcements, emergency notices, event notifications, financial aid information, schedule changes, course syllabi and requirements,

correspondence between faculty and students, and other important information. Correspondence is emailed to the student's official LSCPA email address.

In order for students to receive official email communications and telephone communications, students must maintain a @lamarpa.edu email account. It is strongly recommended that students monitor their @lamarpa.edu email account on a daily basis.

Students must also report any changes in telephone numbers and mailing address to the Admissions Office. Students that need assistance with their email account should contact the Help Desk Coordinator (409-984-6150).

## Emergency Communication

The College uses the Emergency Communications System (eLERTS) to notify students, faculty and staff about emergencies or dangerous situations that are believed to be an immediate threat to health or safety, including school closures related to weather or other circumstances.

In the event of an emergency or need for the College to make a mass notification, all students, faculty and staff will be contacted electronically (emails and/or phones and/or text message). Phone numbers and email addresses in the College system are automatically enrolled in the eLERTS system. When activated, the Emergency Notification System will send email, text messages and automated phone calls. If you want to modify contact information you must do so through your My.Lamarpa.edu account.

Warnings also are released to area media by the college Public Information Office, and are posted on the front page of the college website ([www.lamarpa.edu](http://www.lamarpa.edu)).

## My.Lamarpa.edu

Lamar State College Port Arthur uses your My.Lamarpa.edu email account as a primary point of contact. It is important that you secure or get assistance with your password as soon as possible so you are able to view important announcements and other communications.

Your My.Lamarpa.edu account can be checked on any computer with internet access including computers on campus. Students are strongly encouraged to log into their My.Lamarpa.edu account **DAILY**.

For assistance with email accounts, contact the My.Lamarpa.edu, Help Desk Coordinator at 409-984-6150.

## Categories of Students

### High School Graduate (First Time in College)

High school graduates must apply and submit an official high school transcript. LSCPA recommends that students apply to LSCPA by submitting an application online at Apply Texas. Students who plan to complete an Associate of Applied Science or Associate of Arts degree must also submit the results of the Texas Success Initiative Assessment Test (TSI Test).



### High School Graduate of Non-Accredited High School

Applicants who did not graduate from an accredited high school may be admitted if they (1) graduated in the upper two-thirds of their class, (2) score 700 or above on the Scholastic Aptitude Test (SAT) and (3) have the recommended high school preparation credits, or by individual approval provided the admitting officer is convinced that the applicant's record indicates ability to carry the College work assigned.

### High School Completer

Students who do not have a high school diploma, have not passed the TAKS test nor received a GED may apply for admission to LSCPA through individual approval.

### General Equivalency Diploma (GED) Holders

A holder of a General Equivalency Diploma (GED) certificate must submit GED scores with an LSCPA Application for Admission.

### Dual Enrollment

Lamar State College Port Arthur has agreements with several school districts to offer dual enrollment or co-enrollment opportunities for high school students.

Students must have a 3.0 GPA in high school coursework or show other evidence of special qualifications. High school students attending Lamar State College Port Arthur are subject to all requirements regarding assessment, admissions, academic standards, and conduct.

Dual enrollment students must meet TSI Requirements. For academic courses, TAKS scores of 2200 in math and/or 2200 in English / Language Arts with a writing sub score of 3 or STAAR scores of Level 2 on Algebra II EOC, score 4000; and Level 2 English III EOC, score 2000 are required.

For technical courses, TAKS scores of 2100 in math and/or 2100 in English / Language Arts with a writing sub score of 3 are required.

To enroll in dual enrollment courses, students must apply using [www.ApplyTexas.org](http://www.ApplyTexas.org), complete the Texas Residency Questionnaire, submit an official high school transcript, and a submit a copy of their TAKS or STAAR scores.

Parental permission and permission from the high school principal or designee is required.

## Home School Graduates

The State of Texas considers successful completion of a nontraditional secondary education to be equivalent to graduation from a public high school. Therefore, home school graduates that have completed a 'nontraditional secondary education' may register for classes at Lamar State College Port Arthur. Graduates must complete an application and submit an official transcript. Graduates that apply and register after August 22, 2013 must complete the TSI Assessment Test.

## Readmit of Former Students

Former Lamar State College Port Arthur students or its predecessors who are not currently enrolled or who were not enrolled during the previous long semester, must submit a new application for admission.

Students with unsettled financial debts to any previous institutions or incomplete records will not be allowed to register until the problems are resolved.

## International Students

International students are entitled to all student services and programs for which they are eligible according to law and definition. The College reserves the right to establish policies for selected groups of students if the policies are in the students' and the institution's best interest. Applicants will be carefully screened for academic excellence, English

proficiency, adequate health, and financial self-sufficiency.

International students are encouraged and expected to participate in student activity and organizational programs so as to experience more fully the culture and lifestyles of southeast Texas. It is the student's responsibility to integrate into the campus environment; however, the College provides an atmosphere conducive to acceptance of internationals and affords them every opportunity to succeed.

The College recognizes this responsibility by setting entrance and exit standards for its non-native English speakers that take into account the minimum language skills necessary for success in academic work as well as the minimum standards that a diploma from the College represents.

For international students to achieve their educational objectives, certain academic services are essential. The College provides facilities and staff to meet those needs. Moreover, the College recognizes that English language proficiency, and not citizenship or immigration status alone, is a key criterion in determining and meeting the needs of students for whom English is a second language.

## Individual Approval

A person who is eighteen (18) years of age or older may be exempt from the admission requirements and admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates ability to carry the college work assigned. Students admitted on this condition shall be subject to the same policies and regulations as all other students.

## Ability to Benefit

Students entering Lamar State College Port Arthur without passing the General Educational Development Test (GED), receiving a high school diploma, or a post-secondary degree must show the ability to benefit from the course of study they are pursuing.

These students must show the ability to benefit from the course of study they are pursuing by passing an independently administered test approved by the Secretary of the Department of Education before enrollment.

The College administers tests approved by the Department of Education to students who have been accepted for admission but have not yet enrolled in classes. The Texas Success Initiative Assessment (TSI) is administered by the Student Success Center to determine placement in classes and the ability to benefit from programs offered by the College.

## Classification of Students

Students are classified as freshmen or sophomores. For the purpose of determining eligibility to hold certain offices and for other reasons, officially enrolled students are classified as follows:

- Freshman: met all entrance requirements but completed fewer than thirty (30) semester credit hours.
- Sophomore: completed a minimum of thirty (30) semester credit hours with sixty (60) grade points.

## Early College High School

The Early College High School is a partnership between Lamar State College Port Arthur and the Port Arthur Independent School District. Participants in this program are chosen by the school district. Students classified as high school freshmen, sophomores, juniors, and seniors enrolling in college level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment.

1. Submit a Lamar State College Port Arthur admission application.
2. Submit official TSI scores.
3. Meet the current academic standing rules of LSCPA to continue enrollment in college level courses.
4. Submit proof of current bacterial meningitis vaccination.

The Early College High School will begin enrolling students in the Fall 2016 Semester.

## Admission Criteria

Students enrolling in college for the first time who fit one of these categories may apply for admission:

1. Graduate of an accredited high school or
2. Earned a GED certificate.
3. Those who are at least eighteen (18) years of age and do not have a high school diploma or GED may be admitted upon individual approval if it can be determined there is an ability to benefit in the course of study they propose to enter.
4. Those younger than eighteen (18) years of age and do not have a diploma or GED may be admitted upon the written recommendation of the principal or superintendent of their last high school.

## How to Apply

Prospective students may apply for admission on line or by completing a printed application. Official high school transcripts must also be submitted to the Admissions Office.

1. Schedule an appointment with an Enrollment Counselor.
2. Apply online to LSCPA at [www.ApplyTexas.org](http://www.ApplyTexas.org) or complete a paper application and deliver/mail to Admission and Records Office, Lamar State College-Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310. To expedite applying, LSCPA recommends that students apply online at [www.applytexas.org](http://www.applytexas.org). Online applications are able to be processed quicker than printed applications.
3. Request that your high school transcript be sent to the Admission and Records Office immediately after graduation. Partial transcripts before graduation may be submitted, but final certification of graduation is necessary.
4. Placement scores. Entering students must comply with requirements relating to the Texas Success Initiative (TSI).

## Orientation

Several orientation and registration programs are scheduled during the summer. These small group sessions are designed to acquaint new students with campus facilities and services, and to give each student an opportunity to confer with key advising staff and departmental faculty/mentors about an academic or technical program.

Participation is optional, but is strongly recommended.

Registration for the fall semester is completed at this time and tuition and fees may be paid. Books may be purchased or reserved.

Attendance at each session is limited, so advance reservations are strongly encouraged.

Details of the program, including available dates and reservation forms, are sent out following issuance of acceptance notices. Reservations should be requested early so a convenient date may be selected. Parents are invited to attend and participate.



## Texas Success Initiative (TSI)

### Assessment

On August 22, 2013, the Texas Higher Education Coordinating Board implemented new Texas Success Initiative (TSI) rules. The TSI Assessment Exam is a comprehensive computerized adaptive testing system that helps place students into appropriate college credit courses or developmental courses. Placement and diagnostic exams are offered in mathematics, reading, and writing. Scores are available to students upon completion of the exam.

Students registered after the first day of class in the Fall 2013 Semester are required to take the TSI Assessment Exam to determine their college readiness before enrolling in a college credit bearing course. Prior to graduation with an Associate of Applied Science or Associate of Arts degree, students must complete TSI requirements. Individuals should consult the website at [www.lamarpa.edu](http://www.lamarpa.edu) for the most current information on TSI Assessment, testing, placement and exemptions. An assessment test is required by Texas law to ensure that all graduates of Texas public colleges possess the academic skills necessary to perform effectively in the workplace.

Before testing, students are required to complete the TSI Pre-Assessment Activity, found on the LSCPA website.

### Exemptions

According to 19 TAC §4.54, the following students shall be exempt from the requirements of the TSI, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry level freshman course.

- **ACT.** Composite score of 23 or higher with at least a 19 on both English and math sections
- **SAT.** Combined verbal and math score of 1070 with a minimum of 500 on both the verbal test and math test
- **TAKS.** Minimum score of 2200 on both the English and/or math sections with at least a 3 on the writing component of the 11th grade TAKS (for a period of 3 years from the date of testing)

For more information about Dual Credit, Early College and Middle College eligibility and testing requirements for course placement, see the Dual Credit section.

- **Previous Degree.** A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- **Transfer.** Transfer from a private or independent institution or an accredited out-of-state institution and has satisfactorily completed college level coursework as determined by the receiving institution.
- **Certificate.** Enroll in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent) at a public community college, a public technical institute, or a public state college.
- **Military.** Veterans and active duty personnel serving for at least 3 years preceding enrollment.
- **Non-degree Seeker.** An institution may exempt a non-degree-seeking or non-certificate-seeking student.
- **ESOL Waiver.** An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(1)(1) and (2) for developmental education still apply.

Any student who has been determined to be exempt in mathematics, reading, and/or writing shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

### Placement Guidelines

The TSI Placement Guidelines below are effective for students who applied after August 21, 2013 for admission to Lamar State College Port Arthur.

Texas Success Initiative (TSI) Assessment Test Scores (Effective Fall 2015 Semester)					
Subject	TSI Score	Developmental Courses			Academic Courses
		1 <sup>ST</sup> Level	2 <sup>ND</sup> Level	3 <sup>RD</sup> Level	
<b>Mathematics</b>					
	<322	Note <sup>1</sup>			
	322-339	MATH 0312			
	340-343		MATH 0313		
	344-349			MATH 0332	
	348 or 349				MATH 1314 and SSC 102 MATH 1332 and SSC 102
	350 or higher				MATH 1314, MATH 1332
<b>Reading Only</b>					
	< 326	Note <sup>1</sup>			
	326-346	ENGL 0301			
<b>Writing Only</b>					
	< 330	Note <sup>1</sup>			
	330-356	ENGL 0310			
<b>Reading / Writing</b>					
	347-350 in Reading and/or 357-362 in Writing		ENGL 0327		
<b>Reading / Writing</b>					
	349 or 350 or higher in Reading and 361 or 362 or higher in Writing and an Essay Score of 4 or greater				ENGL 1301 and SSC 101
<b>Reading / Writing</b>					
	351 or higher in Reading and 363 or higher in Writing and an Essay Score of 4 or greater				ENGL 1301
<b>Reading / Writing</b>					
	351 or higher in Reading and an Essay Score of 5 or greater				ENGL 1301

## Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit a completed "Application for Admission" form and official transcripts from all colleges previously attended. Transfer applicants must be in good standing with all institutions previously attended, regardless of the length of time in attendance and regardless of whether credit was earned. Students who transfer less than 18 college hours also must submit and meet the entrance requirements of a first-time in-college student.

Students on scholastic or disciplinary suspension from another institution must petition the appropriate Dean or the Vice President for Academic Affairs for individual approval.

Students transferring from a Texas public college or university are subject to the same Texas Success Initiative requirements that apply to current students. Therefore, transfer students from Texas public colleges and universities who began their college careers in the 1989 fall semester or later must have scores on file from an approved test for placement purposes. Otherwise, enrollment will be limited to remedial and/or other courses which will not count toward graduation.

Students transferring from a non-Texas public college or university who began their college career in the 1989 fall semester or later and have not attended college since then must take the TSI assessment test prior to enrollment at Lamar State College Port Arthur.

Credit earned at other accredited institutions will be considered for credit at Lamar State College Port Arthur according to the following guidelines:

<sup>1</sup> Refer to Region V, 409-951-1700

1. All general education transfer courses, whether passed, failed or repeated, are used in calculating the cumulative grade point average.
2. Acceptance to Lamar State College Port Arthur does not constitute acceptance to a particular degree or certificate program.

Placement scores and developmental courses transferred by students from other regionally accredited Texas public institutions of higher education (IHE) will be honored for initial placement.

Students who transfer from a regionally accredited private or independent IHE in Texas, or from a regionally accredited out-of-state IHE, and who satisfactorily completed (with a grade of 'C' or better) college level, non-remedial coursework, as determined by the College, are exempt from developmental education requirements.

## Transfer of Credit

Credit earned at another accredited institution is acceptable for transfer and may be used to meet degree requirements, provided the courses are applicable to the program and curriculum in which the student enrolls. A transcript evaluator is employed by the College and the instructional deans may be consulted to make a final determination in order to ensure the integrity of programs of study. The following sections detail criteria used for acceptance of transfer credit.

In order to graduate, a student must have a 2.0 grade point average on all work in the respective degree plan.

Grades from other institutions are recorded as received. No grade is changed.

## Transfer Students and the Texas Success Initiative (TSI)

Transfer students are subject to the Texas Success Initiative requirements (TSI). Students transferring to LSC from another Texas public institution must meet TSI requirements to enroll. Transfer students from outside Texas or from a private Texas college or university who have made a 'C' or better in approved courses for all three skill areas are exempt from TSI. Contact a Student Services Advisor for additional information.

## Transferring Coursework

Official transcripts from all colleges or universities must be submitted for evaluation of transfer coursework. Additional documents that

demonstrate completion of learning from formal courses sponsored by associations, business, government, industry, and unions will be evaluated to determine transfer of credit. In some instances, students may be asked to supply additional information to assist in the evaluation of transfer coursework. Failure to provide transcripts from all colleges or universities attended and/or other documentation of formal courses may result in denial of the awarding of credit.

Students will be notified of acceptance of transfer work. The period of evaluation may be completed prior to enrollment but may occur at the end of the first academic term in which the student is enrolled.

Acceptance of transfer course work by Lamar State College Port Arthur does not guarantee credit for specific courses within particular programs of study or admission to all programs.

Students are encouraged to inform their advisors of any transfer courses at the time of the initial advisement.

## Transfer Guidelines

Lamar State College Port Arthur accepts transfer coursework from regionally accredited colleges and universities, non-regionally accredited colleges and universities, military educational training facilities, foreign educational institutions, and limited non-collegiate training facilities.

1. Regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended.
2. Non-regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended. Official transcripts must be submitted. Additional documentation may be required prior to acceptance of credit. Coursework will be evaluated in terms of level, content, quality, comparability, and degree program relevance.
3. Military educational training programs. Evaluation of military credit is based upon the evaluation recommendations outlined in the American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Services manual. Students must submit either a Form DD214 or Form DD256, and a Military Transcript Summary.
4. Foreign educational institutions. Students wishing to transfer college level work to Lamar State College Port Arthur from foreign educational institutions must have their official transcripts evaluated by an evaluation service approved by Lamar State College Port Arthur. Credit for courses taken at foreign institutions

will be awarded according to the policies outlined for transfer students.

5. Non-collegiate training facilities. Credit may be awarded for successful completion of learning acquired from participation in formal courses sponsored by associations, business, government, industry, and unions to the extent that the material is applicable and official certification and /or documentation of skills or competencies achieved is provided. Transfer credit for work accomplished in a non-collegiate setting may also be granted upon individual review only for the programs listed and under the provisions expressed in the LSCPA Catalog. Many of the recommendations in the American Council on Education (ACE) publication The 'National Guide to Educational Credit for Training Programs' and 'Transfer Credit Practices of Designated Educational Institutions' are used to determine the award of credit.

The following guidelines may determine the extent of transfer courses, the impact of transfer coursework on grade point average, status at graduation (honors), and transcribed grades.

1. Grades of 'C' or better will be accepted as transfer credit for a course within a degree plan.
2. Courses transferred and applied to a degree plan will be used in the calculation of the cumulative grade point average.
3. Grades of 'D' will be accepted as transfer credit for a course not within a major. Some programs have additional policies that will not allow a grade of 'D' to transfer. Students are advised to contact individual program advisors for policies about the transfer of a grade of 'D'.
4. Grades of 'F' will not transfer to LSCPA.
5. Courses transferred and applied to a degree plan will be used to determine 'honors' upon graduation.
6. At least 25 percent of the credit hours required for the degree must be earned through instruction offered by Lamar State College Port Arthur.

## Transfer Dispute

The following procedures shall be followed in the resolution of credit transfer disputes involving lower-division courses:

1. If Lamar State College Port Arthur does not accept course credit earned by a student at another institution of higher education, LSCPA shall give written notice to the student and to the sending institution that transfer of the course credit is denied. LSCPA shall provide written notice of the reasons for denying credit

for a particular course or set of courses at the request of the sending institution.

2. A student who receives notices as specified in item (1) of this section may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with The Texas Higher Education Coordinating Board rules and guidelines.
4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of Higher Education of the student's education and its denial and the reasons for the denial.

## Transfer Dispute Resolution Guidelines

The following guidelines and definitions are established to clarify and enhance paragraph (6) of Chapter 5, Subchapter S, Section 5.4 of the Texas Higher Education Coordinating Board rule pertaining to Transfer Curricula and Resolution of Transfer

### Disputes for Lower-Division Courses

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

### Requirements and Limitations

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

(b) Each university must identify at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the "Community College General Academic Course Guide Manual" including those that fulfill the lower-division portion of the institution's Core Curriculum.

(c) All public colleges and universities must accept transfer of credit for successfully completed courses identified in subsections (a) and (b) of this section as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.

(d) Each institution must accept in transfer into a baccalaureate degree the number of lower division credit hours in a major which are allowed for non-transfer students in that major; however,

1. No institution is required to accept in transfer more credit hours in a major than the number set out in the applicable Coordinating Board-approved Transfer Curriculum for that major, as prescribed by the current issue of the Coordinating Board's guide to transfer curricula and transfer of credit, Transfer of Credit Policies and Curricula.

2. In any major for which there is no Coordinating Board approved Transfer Curriculum, no institution is required to accept in transfer more lower division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major.

3. A university may deny the transfer of credit in courses with a grade of "D" as applicable to a student's field of study courses, core curriculum courses, or major.

(e) All senior institutions of higher education in Texas must provide support services for transfer students equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students equivalent to that provided for entering freshman enrollees.

(f) No university is required to accept in transfer or toward a degree, more than 66 semester credit hours of academic credits earned by community college student. Universities, however, may choose to accept additional credit hours.

## Noncompliance with Transfer Rules

If the Coordinating Board determines that an institution inappropriately or unnecessarily required a student to retake a course that is substantially equivalent to a course already taken at another institution, in violation of the provisions of Section 5.391 of the Texas Higher Education Coordinating Board Rules and Regulations (relating to Requirements and Limitations), formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

## Transfer Disputes for Lower-Division Courses

(a) The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

(1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

(2) A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

(3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

(4) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

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

(c) Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.

(d) The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

(e) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

## “Disputes vs. Problems”

Problems that occur during the transfer process will not always be categorized as disputes, and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution.

Problems may include, but are not limited to these situations:

- A student may lose credit hours or have to take additional, lower-level credit hours when he or she changes majors.
- Students may not decide which upper-level/senior institution they will attend to complete their degree until after they have completed significant lower-level coursework. Courses taken may not apply or transfer to the institution selected.
- A student may take more than 66 lower-level credit hours.
- A student may have received unsatisfactory grades in lower-level courses.
- The student may take vocational, technical, developmental or remedial courses that are not defined as general academic courses.
- Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
- Institutions may not accept work that is considered too old.
- The student may repeat courses to raise grade point averages. Duplicate credit would not be accepted.

## Veterans as Students

Lamar State College Port Arthur holds a contract for educating veterans under the Vocational Rehabilitation Law, known as Public Law Number 16, and is an approved institution of higher education for veterans under Public Law Number 346 and Public Law Number 550.

Veterans who are interested in continuing their education should secure approval from the Office of Veterans' Affairs. The LSCPA Financial Aid Office is available to assist veterans in obtaining their educational benefits. The office also provides advice

on program and training opportunities, academic assistance, and advising.

Veterans that apply to LSCPA are not required to complete an Assessment test before enrolling in classes. However, they are strongly encouraged to take the TSI assessment to help determine the most successful course of action for their education.

## Academic Record Appeals

Students that completed previous coursework at LSCPA and have a lapse in attendance may appeal to disregard previous coursework. They may appeal to 1) disregard two successive semesters of coursework and 2) academic credits or grades that were earned at ten or more years prior to the semester in which enrollment is sought.

## Previous Coursework

After an enrollment lapse of four or more years from Lamar State College-Port Arthur, and after completing successfully (2.2 GPA) twenty four (24) semester credit hours of work at the College, a student may petition to disregard a maximum of two entire successive semesters of work taken previously at the College. The petition must be filed with the Department Chair and follow regular channels to the appropriate Dean for a final decision.

Endorsements and/or recommendations shall be required at each academic level.

When approved by the registrar, disregarded work shall not count in determining the student's grade point average for academic progress or for graduation; however, it shall remain on the transcript with an appropriate notation, and it shall be used in determining honors. Once a degree has been conferred, a student may not use the academic appeals procedure for any courses used to award the degree or calculate the cumulative grade point average.

## Academic “Fresh Start”

Applicants seeking admission and who have academic credits or grades earned ten (10) or more years prior to the anticipated enrollment may elect to seek entry under the terms of Academic Fresh Start Policy, Texas Education Code §51.931.

Under the Academic Fresh Start Policy the applicant who is a Texas resident may petition Lamar State College Port Arthur to not consider, in the admission process, course credits or grades earned ten (10) years or prior.

Applicants seeking entry under this section 1) will not receive any credit for courses taken at all

institutions of higher education ten (10) or more years prior to enrollment, 2) are subject to all standard admission and testing criteria applicable to persons seeking admission, 3) are subject to standard admission and TSI criteria, and 4) when deciding eligibility for financial aid, LSCPA must still count all prior course credits earned.

Applicants seeking admission under the 'Academic Fresh Start' policy must deliver a written request to the Admissions Office two (2) weeks prior to the semester the applicant plans to enroll.

## Credit by Examination

Lamar State College Port Arthur awards college credit for successful performance in these examination programs: College Board Advanced Placement (AP) Program, College Level Examination Program (CLEP), ACT, and SAT I tests. Credit through any of the examinations listed in this section is awarded when the student has completed an enrollment term at Lamar State College Port Arthur and has earned an amount of resident credit equal to the hours earned by examination. By law, students may receive only three semester credit hours of credit in U.S. history and three semester credit hours credit in government through credit by examination. Applicants who wish to receive credit for college level work completed in high school may do so by submitting their scores on the College Board's Advanced Placement Examinations. Testing arrangement are made by high school counselors. Subject matter areas and the basis for granting credits for Advanced Placement courses are as follows:

Subject Area	Required Score	Credit Granted
Biology	3	BIOL 1406 & 1407
Calculus AB	3	MATH 2312 & 2413, or MATH 1324 and 1325, or MATH 2312 & 2313
Calculus BC	3	Math 2312, 2413, & 2414
Chemistry	3	CHEM 1411
Chemistry	4	CHEM 1405 & 1407
Chemistry	5	CHEM 1411 & 1412
Economics-Macro	3	ECON 2301
Economics-Micro	3	ECON 2302
English	3	ENGL 1301
English	4	ENGL 1301 & 1302

Subject Area	Required Score	Credit Granted
Foreign Language	3	6 hours of foreign language
Foreign Literature	4	12 hours of foreign language
Government	3	GOVT 2301 or 2302
History (U.S.)	3	HIST 1301 or 1302
Music Theory	3	MUSI 1301

Credit is awarded for most CLEP subject examinations. A list of subjects for which credit can be awarded and required minimum scores is available from the Admission and Records Office or the Vice President for Academic Affairs. Credit will not be awarded for the CLEP General Examinations. Credit will be granted in composition, government, history and mathematics for students presenting the following minimum ACT Standard Scores:

ACT Standard	Score	LSCPA Course	SCH <sup>2</sup>
<b>English</b>	28	ENGL 1301	3
Usage/Mech	14		
Rhet Skills	14		
<b>English</b>	30	ENGL 1301 & 1302	6
Usabe/Mefh	15		
Rhet Skills	15		
<b>Mathematics</b>	26	MATH 1332	3
Pre-algebra	14		
Alg/Geom	13		
Geom/Trig	13		
<b>Mathematics</b>	28	MATH 1332 & 1314	6
Pre-algebra	15 or		
Alg/Geom	14	MATH 1332 & 1324	
Geom/Trig	14		
<b>Reading</b>	28-29	HIST 1301 or 1302	3
Soc. Studies	15		
<b>Reading</b>		HIST 1301 or 1302 and	6

<sup>2</sup> Semester Credit Hours

ACT Standard	Score	LSCPA Course	SCH <sup>2</sup>
Soc. Studies	16	GOVT 2301 or 2302	
<b>Reading</b>	30	ENGL 2326 or 2331	
Arts/Literature	16		
<b>Reading</b>	32	HIST 1301 or 1302 and	9
Soc. Science	16	GOVT 2301 or 2302 and	
Arts/Literature	16	ENGL 2326 or 2331	

Credit earned through the ACT Test will be recorded on the transcript after a student earns an equal amount of credit at Lamar State College Port Arthur. The student must petition the Registrar for ACT credit. ACT Test scores are valid for credit-by-exam for five years.

Credit will be granted in English and Mathematics for student with the following minimum score on the SAT I Reasoning Test:

SAT Scores	LSCPA Course	SCH
Critical Reading: 590	ENGL 1301	3
Critical Reading: 640	ENGL 1301 & 1302	6
Math: 600	MATH 1332	3
Math: 630 or	MATH 1332 & 1314	6
	MATH 1332 & 1324	6

Credit earned for the SAT will be granted in composition and mathematics after a student earns an equal amount of credit at LSCPA. The student must petition the Registrar for SAT credit. SAT scores are valid for Credit by Exam for five (5) years.

## Credit for Military Experience

Lamar State College Port Arthur follows, with limitation, the recommendations of the *American Council on Education* as published in the *Guide to the Evaluation of Educational Experiences in the Armed Forces* in granting credit for military service schools. For consideration of credit for military service schools, applicants may submit the following records to the Admission and Records Office:

1. Certified original of the DD form 295, or
2. Copy of the DD form 214, or
3. Course completion certificates.

## Surgical Technology

Students seeking Associate Degree in Surgical Technology who are currently certified through the *National Board of Surgical Technology and Surgical Assisting* (NBSTSA) may be awarded credit for certain Surgical Technology courses. A student wishing to receive credit must submit an application to the Allied Health Department after completing 18 semester credit hours of college level work at Lamar State College Port Arthur that applies to the AAS degree in Surgical Technology.

If granted, credit will be awarded for SRGT 1301, SRGT 1405, SRGT 1409 and SRGT 1360. The student must be in good standing and TSI-compliant at the time the credit is posted to the transcript.

# Developmental Education

Lamar State College Port Arthur is dedicated to providing “compensatory education programs designed to fulfill our commitment to accommodate students with diverse goals and backgrounds.

The College makes the following definitions:

1. Developmental Education is remedial instruction that prepares students to successfully pursue college programs of education or training.

2. Developmental Education courses deal with knowledge and skills normally acquired at the secondary level.

The Developmental Education Department is responsible for developmental courses as well as activities in the Student Success Center.

Lamar State College Port Arthur offers developmental courses to assist students with basic skills in reading, writing, and mathematics.



## Developmental Education Courses

The courses listed below are Developmental Education Courses:

1. MATH 0311 Developmental Mathematics
2. MATH 0312 Fundamentals of Mathematics
3. MATH 0313 Introductory Algebra
4. MATH 0332 Intermediate Algebra
5. ENGL 0301 Basic Reading Skills
6. ENGL 0310 Developmental Writing I
7. ENGL 0327 Integrated Reading/Writing (IRW)
8. SSC 101 Individual Instruction Integrated Reading/Writing (IRW)SSC 102 Individualized Instruction Mathematics

## Attendance

Students enrolled in developmental courses are expected to follow the attendance requirements outlined in the course syllabus and complete all assignments and testing. Instructors may drop a student with a grade of “FD” for failure to follow the attendance policy, failure to complete assigned work and/or failure to complete all required testing

## Requirements

1. A student completes a “required developmental education program” by complying with one of the following provisions:
  - a. Passing the relevant section or sections of an approved test for TSI purposes.
  - b. Passing an approved developmental course or courses with a grade of “CD” or better. Students who earn a grade of “CD” or better will advance to the next level. Students who earn a “DD” or “FD” must repeat that course subject to all attendant conditions.
2. Students testing into any first-level developmental courses must be in remediation in the Student Success Center. The SSC requirement for any developmental course must be completed concurrently with that course, or a grade of “FD” will be issued for the course. See an advisor for details.
3. If a student earns a “DD” or “FD” in a developmental course once and takes it a second time, the student must be enrolled in EDUC 1300 OR PSYC 1300 (Learning Framework) concurrently. If a student earns a “DD” or “FD” in a developmental course the second time, he/she must be in remediation in the Student Success Center. See an advisor for details.

## Grade Scale for Developmental Courses

AD*	Excellent
BD	Good
CD	Satisfactory
DD	Unsatisfactory
FD	Failure
I	Incomplete
W	Withdrawn
Q	Course Dropped

\* ‘D’ indicates a developmental class

## Tutoring

The Student Success Center provides tutorial services, web-based learning systems, computers and printers for student use and administers make-up exams for all departments.

## Placement

Students who are deficient in any basic skill will be placed in an appropriate developmental program designed to remedy the deficiency. Until the deficiency is eliminated, students may be prohibited from enrolling in certain credit courses. See Placement Guidelines, page 14.

## Remediation

Students must be continuously enrolled in a developmental course until they have passed the TSI or an approved alternative test. A student must remain in one or more developmental courses until all TSI testing requirements have been met.

Students may retake an approved test for TSI purposes with no waiting period to determine their readiness to perform college level academic coursework. However, students who do not score high enough on such a placement test must enroll in and complete the prescribed developmental course or sequence of courses. Students who pass placement tests on this campus during a semester must fulfill the requirements of the course(s) in which they are enrolled.

Students who fall into first level of remediation on the assessment exam must participate in continuous remediation in the Student Success Center, in addition to enrolling in the appropriate developmental course(s).

## Repeating a Developmental Course

A student who enrolls for a second time in the same developmental course must enroll concurrently in EDUC 1300 and/or the corresponding Student Success Center lab.

If a student earns a “DD” or “FD” again, but passed EDUC 1300, the student will continue in the SSC lab until both the course and lab are passed concurrently.

After a student exceeds the state’s maximum of twenty seven (27) semester credit hours of remedial

courses, the College may charge an additional fee for further remedial courses.

A student must place into a college level course or successfully complete the developmental sequence that precedes the required college level course before enrolling in that course.

## Distance Education

### Distance Learning Coordinator

**Coordinator:** Darren McIntire  
**Office:** Madison Monroe Bldg., Office 114  
**Email:** darrenm@lamarpa.edu  
**Office:** (409) 984-6141  
**Fax:** (409) 984-6000

Lamar State College Port Arthur offers online and off-campus courses to make the pursuit of degrees and certificates more accessible for students who may find it difficult to attend regular on-campus classes.

Off-campus courses are available in the evening for the general public on area high school campuses, and co-enrollment courses for high school students are offered on some high school campuses.

Online courses offer the most convenience and flexibility by providing internet delivery of all course content, exams, assignments, activities, and communication with the instructor.

However, online courses usually are not self-paced, and deadlines for examinations and assignments will apply. Eight week courses will be more demanding as the same amount of material is covered in half the number of days of a regular semester.

Academic, technical, and developmental courses are available online, but students should be familiar with and have reliable access to the internet before enrolling in online courses. Students cannot complete an online course using only a mobile device.

Students should also be aware that to succeed in these classes they need to be motivated to learn, responsible, and very well organized. If students are unsure or want to learn more about Distance Learning classes, they should contact the Distance Learning Coordinator.

### Online Courses

E-Learning Homepage  
(<http://www.lamarpa.edu/distanceedu/e-learn.html>)

If students are unsure or want to learn more about E-Learning courses, they should contact the Distance Learning Coordinator.

### Technical Support

Help Desk/Technical Support for My Lamar, email & Distance Education  
**Office:** Gates Memorial Library Open Computer Lab  
**Email:** helpdesk@lamarpa.edu  
**Office:** (409) 984-6150

### Blackboard Online Orientation

Click the following link <http://blackboard.lamarpa.edu/webapps/portal/frameset.jsp> to access the Student Orientation Course page. Once logged in, click the "Student Orientation Course" link located in the "My Courses" box to begin the orientation.

Before signing up for a Distance Education course, ask yourself if the following descriptions apply to you:

- Self-Starter No one has to tell me when to do my schoolwork.
- Motivated I feel a strong desire to accomplish whatever I put my mind to.
- Organized I am a planner and can schedule things so most get done.
- Goal-Oriented I like to set goals for myself and follow through.
- Computer-Friendly I am very comfortable using a computer and have few problems.
- Assertive If I need help, I'm not afraid to seek out answers.
- Good Writer I can communicate well in writing.
- Good Reader I can read with understanding and assimilate large amounts of information.

If most of these describe you, then you probably can succeed in and benefit from taking an on-line course.

## Orientation Courses

Students majoring in an associate of arts degree program must complete EDUC 1100 or PSYC 1100 (Learning Framework) as part of the core curriculum, and it is highly recommended that they do so in their first semester of college. Students majoring in an associate of applied science degree plan who are enrolled in a developmental course and who have not completed fifteen (15) semester credit

hours of college level work are also required to enroll in and complete EDUC 1100 or PSYC 1100.

**EDUC 1100 and PSYC 1100 [Learning Framework]** provide an introduction and to college and assist the student in making adequate social and personal adjustments to college life and the factors affecting learning and success.

Opportunities are provided that allow students to develop educational and career goals, as well as to become familiar with institutional curricula and policies. Time management, note taking, and preparing for exams also are stressed.

# Tuition and Fees

## Vice President for Finance:

Mary Wickland, CPA

**Office:**

Business Building

**Address:**

1800 Procter Street, Port Arthur,  
TX 77641

**Phone:**

(409) 984-6125

**Email:**

wicklandma@lamarpa.edu

## Tuition

Tuition is based on the number of hours for which the student registers. It is determined by the student's classification as a Texas resident, a non-resident U.S. citizen or a non-resident who is a citizen of another country. Students also are responsible for paying several fees that support college services and programs. The tuition rate varies based upon the residency status of a student. The tuition rate for resident and non-resident students is:

Texas resident .....\$50 per SCH  
Non-Texas resident .....\$440 per SCH

A designated tuition fee of \$77.86 per semester credit hour is also charged for both resident and non-resident students.

## Summary of Expenses

Each student must plan a budget carefully. It is possible to attend Lamar State College Port Arthur on a modest sum and yet participate in most of the College programs. To assist in planning expenses, the following estimate is furnished as a guide.

**Texas resident enrolled in 15 semester credit hours:**  
Tuition..... \$1,917.00  
Student Services Fee ..... 250.00  
Student Center Fee ..... 27.00

Administrative Computer Use Fee ..... 308.55  
Endowed Scholarship Fee ..... 15.00  
Recreation Sport Fee ..... 24.00  
Student ID ..... 5.00  
Library Fee ..... 60.00  
Athletic Fee..... 158.70  
Transcript Fee ..... 5.00  
Parking Fee\* (if desired) ..... 40.00  
Books and Incidentals (estimated)..... 600.00  
**TOTAL: ..... \$3,411.15**

**Texas resident enrolled in 6 semester credit hours:**  
Tuition..... \$767.16  
Student Services Fee ..... 168.00  
Student Center Fee ..... 27.00  
Administrative Computer Use Fee ..... 123.42  
Endowed Scholarship Fee ..... 6.00  
Recreation Sport Fee ..... 24.00  
Student ID ..... 5.00  
Library Fee ..... 24.00  
Athletic Fee..... 63.48  
Transcript Fee ..... 5.00  
Parking Fee\* (if desired) ..... 40.00  
Books and Incidentals (estimated)..... 250.00  
**TOTAL..... \$1,503.06**

## Payment

A student is not registered until all fees are paid in full or the student has paid the equivalent of a down payment on the installment plan (if available). Payment may be made in person at the LSCPA Business Office or online.

Payment may be made by check, electronic check, money order, currency or credit/debit card (MasterCard, Visa and American Express). Checks and money orders, not in excess of total fees, should be made payable to Lamar State College Port

Arthur. The College will not accept counter checks, post-dated checks, credit card checks or altered checks.

Lamar State College Port Arthur reserves the right to change fees in keeping with acts of the Texas Legislature and The Texas State University System Board of Regents.

## Payment Amounts

**Payment in Full.** Students who have paid all their tuition and fees for the semester will be registered for classes.

**More than 50% of tuition and fees paid.** Students who pay more than 50% but less than 100% of their tuition and fees for a semester will be placed on the Installment Payment Plan.

**Less than 50% of tuition and fees paid.** Students who pay less than 50% of their tuition and fees for a semester will be dropped from all classes.

## Installment Payment Plan

By law (House Bill 1147), students can pay certain fees in installments during the Fall and Spring semesters only.

Options and applicable service charges are:

Payable upon registration .....	50%
Payable by 6 <sup>th</sup> class week .....	25%
Payable by 11 <sup>th</sup> class week .....	25%
Service Charge .....	\$20
Penalty for each delinquent payment .....	\$15



Students have the option to pay in installments for a 12-week Summer Semester. Payment options are:

Payable upon registration .....	50%
Payable by 5 <sup>th</sup> class week .....	25%
Payable by 9 <sup>th</sup> class week .....	25%

The same service charges and delinquent payment penalty will apply as in Fall and Spring semesters. For more information, call the Finance Office at 409-984-6127 or 409-984-6126. A payment schedule for the optional payment plan is available upon request.

## Refunds

Students may request a refund of tuition and/or fees for dropped courses or withdrawal from Lamar State College Port Arthur. Refunds are calculated as a percentage of total fees assessed, not as a percentage of partial payments on installments.

Refunds are generally processed at the end of the second week past the 12th class day for fall and spring semesters, and two weeks after the 4th class day for summer sessions.

## Refund for Dropped Course(s)

Students who drop courses during the drop period will receive a refund on tuition and fees, based on the following schedule:

### Sixteen Week Semester (Fall and Spring Semesters)

During class days:

1. One thru twelve ..... 100% of total fees
2. After the twelfth class day.....No refund

### Twelve Week Semester (Accelerated Semesters)

During class days:

1. One thru twelve ..... 100% of total fees
2. After the twelfth class day.....No refund

### Eight Week Semester

During class days:

1. One thru twelve ..... 100% of total fees
2. After the twelfth class day.....No refund

### Six Week Semester

During class days:

1. One thru four ..... 100% of total fees
2. After the fourth class day .....No refund

### Mini Semester

During class days:

1. One thru three ..... 100% of total fees
2. After the third class day ..... No refund

In order to receive a refund for dropped courses, a student must remain enrolled in the LSCPA. If a student withdraws, after having previously dropped one or more courses, no refunds will be given for the dropped course(s). Students should review Six Drop Rule to understand the limits regarding dropped courses.

## Refund for Withdrawal

Students officially withdrawing during the refund period will receive a refund for tuition, Student Center Fee, Student Services Fee, course fee, laboratory fee, Library Use Fee, private lesson fee, and Technology Service Fee according to the refund schedule below.

Refunds are awarded based on the following schedule:

### Semester Length (9 to 16 or more weeks)

1. Prior to the 1<sup>st</sup> class day..... 100% (less \$20 matriculation fee)
2. During the 1<sup>st</sup> five class days ..... 80 % of total fees
3. During the 2<sup>nd</sup> five class days..... 70 % of total fees
4. During the 3<sup>rd</sup> five class days..... 50 % of total fees
5. During the 4<sup>th</sup> five class days..... 25 % of total fees
6. No refunds after the fourth five class days.

**Semester Length (5 to 8 weeks)**

1. Prior to the 1<sup>st</sup> class day..... 100% (less \$20 matriculation fee).
2. During the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> class day..... 80 % of total fees
3. During the 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> class day..... 50 % of total fees
4. 7<sup>th</sup> class day and after ..... No refund.

**Semester Length (4 weeks)**

1. Prior to the 1<sup>st</sup> class day..... 100 % (less \$20 matriculation fee).
2. During the 1<sup>st</sup> and 2<sup>nd</sup> class days.. 80 % of total fees
3. During the 3<sup>rd</sup> and 4<sup>th</sup> class days.. 50 % of total fees
4. 5<sup>th</sup> class day and after ..... No refund.

**Semester Length (2-3 weeks)**

1. Prior to the first class day..... 100% (less \$20 matriculation fee)
2. On the first class day ..... 80 % of total fees
3. On the second class day ..... 50 % of total fees
4. Third class day and after ..... No refund.

Withdrawing from the College does not relieve a student of financial obligations under the Installment Payment Agreement or for any student loans as these are the student’s legal financial commitments. Refunds will be processed in accordance with the published schedule. Withdrawing from the College must be done with an advisor in order for the student to receive a refund.

**Federal Financial Aid Refunds**

Students who withdraw prior to completing 60% of the semester and who are receiving or have received financial assistance (grants, loans, scholarships), all or a portion of the aid received will be returned to the appropriate financial aid source.

Students who withdraw before completing 60% of a semester must repay unused aid to the federal government and Lamar State College Port Arthur.

Recipients who withdraw before the 60% point in the semester will have returns calculated according to the Return of Federal Title IV Guidelines.

During the 2015-2016 academic year, 60% of the session is complete on:

Semester	Date
Fall 2014	October 28
Spring 2015	March 30
Summer I 2015	July 2
Summer II 2015	July 30

All other applicable refunds will be calculated according to the Refund Policy as outlined in the above schedule. In allotting the refunds to specific

programs, the College will practice a “Fixed Priority Allocation.” The list below indicates the priority in which programs will be refunded. The full amount received under each program is returned in the priority order until the refund amount is exhausted.

The amount returned to a specific program cannot exceed the amount the student received from that program. The Director of Student Financial Aid may exercise professional judgment in exceptions to the distribution hierarchy policy.

**Refund Priority**

1. Federal Pell Grant
2. SEOG (Student Educational Opportunity Grant)
3. Federal Student loans, other Title IV programs
4. LEAP
5. TPEG short-term loans
6. TPEG (Texas Public Education Grant)
7. Other State Financial Aid Programs
8. Departmental budgeted funds
9. Restricted scholarship funds

**Debt**

Lamar State College Port Arthur is not responsible for debts contracted by individual students or student organizations and will not act as a collection agency for organizations, firms or individuals to whom students may owe bills.

Students and student organizations are expected to honor contractual obligations **promptly, but in case of flagrant disregard of such obligations**, the Business Office or the designated representative will take appropriate action. After the 12th week in the long semester and the fourth week in the summer term, failure to pay all fees by the specified date will result in suspension at the end of the current semester and may include (a) denial of readmission, b) withholding of grades and transcripts, and c) withholding of degree.

**Delinquent Accounts**

Delinquent accounts to the College will be sent to a collection agency and reported to credit bureaus. All costs of collections are paid by the student which is generally an additional 33.333% of the student’s obligations to the LSCPA.

Delinquent accounts sent to a collection agency will be reported to the credit bureau. Delinquent accounts must be paid to the collection agency. Payment cannot be accepted by the Lamar State College Port Arthur if the account has been forwarded to a collection agency.

A student who has a delinquent account may not receive an official academic transcript or diploma until the account has been paid in full.

## Tuition Exemptions

Tuition exemptions are available for eligible valedictorians, veterans of the armed services, and some Louisiana residents.

### Valedictorians

The valedictorian in the graduating class of a fully-accredited Texas high school is exempt from tuition for two regular semesters immediately following graduation.

Details may be obtained from the Admission Advising Office.

### Veterans (Hazelwood)

Persons who were citizens of Texas at the time of entry into the Armed Forces and who are no longer eligible for federal educational benefits (including Pell Grants) are exempt from tuition and laboratory fees, Student Center and Technology Service Charge fees. This applies to those who served in World War II, the Korean Conflict or the Vietnam War, and were honorably discharged. This exemption also applies to those veterans who entered service after January 1, 1977, and did not contribute under the VEAP program. To obtain this exemption, necessary documents must be presented prior to registration and approval obtained from the Office of Veterans' Affairs.

The above exemption also extends to children of members of the Armed Forces who were killed in action or died while in the service of World War II, the Korean Conflict, or the Vietnam War.

Students must provide a copy of their separation papers (DD 214) and a letter from the Veterans Administration stating that they have no remaining federal education entitlements (G.I. Bill).



Students who expect to attend under some veterans' benefit plan should contact the Office of Veterans' Affairs 60 to 90 days prior to registration. The Office

of Veterans' Affairs advises veterans on program and training opportunities and provides academic assistance and counseling. Veterans interested in information in these areas should visit this office in the Student Services Building.

### Louisiana Residents

In accordance with H.B. 1836 enacted in 1995 by the Texas Legislature, the Texas non-resident tuition fee will not apply to any resident of Louisiana who registers at Lamar State College Port Arthur. A Louisiana resident enrolling at the College shall pay tuition and fees equivalent to the amount charged a Texas resident. In no case will the Louisiana resident pay less than the Texas resident tuition and fees.

Proof of residency must be provided and approved to be eligible for this exemption.

### Out-of-State Students

Consult the Residency Coordinator in the Admission and Records Office concerning legal requirements for eligibility of tuition at the in-state rate.

### Proof of Residency

The Admission and Records Office determines the residence status of students for the purpose of tuition as set forth by the Texas Education Code and the Rules and Regulations for Determining Status of the Texas Higher Education Coordinating Board and college regulations. Students classified as Texas residents must provide documentation showing the applicant's name (or parent's name if residency is based on a parent) with a Texas residency and dated one year prior to registration.

### Fees

Students will be charged an Administrative Computer Fee, a Student Service Fee and an Endowed Scholarship Fee in addition to tuition. The amount of these fees varies based on the number of semester credit hours a student is taking. Other fees, such as a Student Center Fee, a Recreational Sports Fee, a Transcript Fee and those for student photo identification and late registration, are for fixed amounts. Descriptions of common fees appear below.

The College reserves the right to change fees in keeping with acts of the Texas Legislature and The Texas State University System Board of Regents.

## Administrative Computer Use Fee

The Administrative Computer Use Fee supports the administrative mainframe computer and the academic mainframe computer. The current rate is \$20.57 per semester credit hour.

## Athletic Fee

The Athletic Fee supports the intercollegiate athletic programs administration, staffing and activities related to participation in NJCAA (National Junior College Athletic Association) competition.

The current rate is \$10.58 per credit hour in fall and spring semesters and \$5.29 per credit hour during summer terms.

## Breakage or Damage Fee

The College will make a special assessment against any student responsible for the breakage of supplies or equipment, loss of instructional equipment or other college property.

Library fines, charges for breakage or loss of equipment or to other charges must be paid before a transcript of credit or a permit to re-enter the College will be issued.

## Verification of Identity Fee

Currently, the only Lamar State College Port Arthur students required to pay an additional charge for verifying identity are those students enrolled in RNSG 1300 and 1311. These students register for proctored final examinations in each course at a cost of \$25 per exam.

## Endowed Scholarship Fee

The Endowed Scholarship Fee is used to establish a Student Endowment Scholarship Fund. The current rate is \$1 per semester credit hour.

## Laboratory Fee

A Laboratory Fee is charged each semester for courses with a combined lecture and laboratory credit from one to three semester credit hours. The laboratory fee is \$4 per semester for courses that have four or more credit hours credit.

## Late Registration Fee

A charge of \$10 is made for late registration.

## Library Fee

This \$4 per credit hour fee is used to support a portion of the operations of the Gates Memorial Library.

## Matriculation Fee

A matriculation fee of \$20 will be incurred by students who withdraw prior to the first day of class. This \$20 fee will be deducted from refunds.

## Miscellaneous Fees

Associate Degree Diploma.....	\$27.98
Certificate of Completion .....	\$27.98
Cap and Gown Fee .....	\$37.98
Advanced Standing Examination (per course)....	\$25
Lost Photo ID.....	\$5
Distance Learning Fee .....	\$50

**NOTE:** After a student exceeds the state-mandated limit of 27 semester credit hours of remedial courses, the College may charge an additional fee for further remedial courses.

**NOTE:** Students may be charged out-of-state fees for courses repeated more than twice.

## Parking Fee

Charges for parking on campus are made at registration. Parking fees are:

Fall Semester .....	\$40
Spring Semester .....	\$35
Summer Session I.....	\$30
Summer Session II .....	\$25

Parking fees allow the use of parking facilities on the Lamar State College Port Arthur campus only.

## Recreational Sports Fee

The Recreational Sports Fee supports the operations of the Carl A. Parker Multipurpose Center. The current rate is \$24 for each long semester and \$12 for each short semester.

## Reinstatement Fee

A student seeking reinstatement to the College after withdrawing without paying the full amount of tuition and fees due, or after having been denied credit for work done for failure to pay an installment payment or late payment fee must pay a \$50 reinstatement fee plus the past due installment payments and late payment fees.

A \$50 fee also will be charged for classes dropped for non-payment. This fee will be applied only to students who re-enroll for the same term.

## Returned Check Fee

Checks written in payment of registration fees and are returned to the College due to insufficient funds will result in a \$25 check charge plus a \$10 late registration fee or a \$15 installment late penalty. Obligations paid by an insufficient funds check are

considered delinquent. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.

### Returned Direct Deposit Fee

In an effort to reduce costs and increase efficiency, the Texas State University System has mandated that the use of manual/paper checks be discontinued.

Students are required to establish a checking/savings account in their name to receive refunds by Direct Deposit. If an e-refund is returned from the student's banking institution and the bank reports the 'Account Closed', 'Unable to Locate', 'Invalid Account Number', etc., there will be a \$25 charge deducted from the refund each time the refund is returned.

### Student Center Fee

The Student Center Fee supports the programs, administration, staffing and services related to the Student Center and its programs. The current rate is \$27 per long semester and \$13 per summer session.

### Student Identification Fee

Students must buy a student identification card. The Student ID fee is \$5 and is good for two years. Students must carry their ID cards at all times while on campus. If the Student ID is lost or stolen, a replacement card may be purchased. Student IDs are required for use of college facilities and to attend college functions.

### Student Service Fee

The Student Service Fee supports student activities such as student organizations, extracurricular activities and other administrative student support services. The current rate is \$28 per semester credit hour.

### Transcript Fee

A Transcript Fee is assessed at the beginning of each semester a student attends the College. Upon official request, students will receive copies of their

transcript in the future at no charge. The Transcript Fee is \$5.

## Tuition Rebates for Students Earning a Bachelor's Degree

Students who earn a bachelor's degree from a Texas university may qualify for a tuition rebate of up to \$1,000 if they earned no more than three semester credit hours of credit beyond what is required for their degree. Although the rebate is not granted to students earning a certificate of completion or associate degree, students may qualify if they later transfer their credits to a university and complete a baccalaureate degree.

To be eligible, all four of the following criteria must be met:

- The student must have enrolled for the first time in a higher education institution in the fall 1997 semester or later.
- The student must request a rebate for work related to a first baccalaureate degree received from a Texas public university.
- The student must have been a resident of Texas, must have attempted all coursework at a Texas public higher education institution and have been entitled to pay resident tuition at all times while pursuing the degree.
- Students must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, credit by examination, courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons determined by the institution to be totally beyond the control of the student will not be counted. Co-enrollment and ROTC course hours do not account against this program. Students who transfer to a Texas university to complete a bachelor's degree are responsible for providing the university with official transcripts from all institutions attended previously. Rebate request forms and details about the program are available through the university granting the baccalaureate degree



## Fall 2015 Semester

Semester Hours	Tuition Texas	Tuition Non-Texas	Student Service Fee	Student Center Fee	Recreation Sports Fee	Transcript Fee	Endowed Scholarship Fee	Library Fee	Athletic Fee	Administrative Computer Use Fee	Total Charge Texas	Total Charge Non-Texas
1	\$ 127.86	\$ 517.86	\$ 28.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 1.00	\$ 4.00	\$ 10.58	\$ 20.57	\$ 248.01	\$ 638.01
2	\$ 255.72	\$ 1,035.72	\$ 56.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 2.00	\$ 8.00	\$ 21.16	\$ 41.14	\$ 440.02	\$ 1,220.02
3	\$ 383.58	\$ 1,553.58	\$ 84.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 3.00	\$ 12.00	\$ 31.74	\$ 61.71	\$ 632.03	\$ 1,802.03
4	\$ 511.44	\$ 2,071.44	\$ 112.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 4.00	\$ 16.00	\$ 42.32	\$ 82.28	\$ 824.04	\$ 2,384.04
5	\$ 639.30	\$ 2,589.30	\$ 140.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 5.00	\$ 20.00	\$ 52.90	\$ 102.85	\$ 1,016.05	\$ 2,966.05
6	\$ 767.16	\$ 3,107.16	\$ 168.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 6.00	\$ 24.00	\$ 63.48	\$ 123.42	\$ 1,208.06	\$ 3,548.06
7	\$ 895.02	\$ 3,625.02	\$ 196.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 7.00	\$ 28.00	\$ 74.06	\$ 143.99	\$ 1,400.07	\$ 4,130.07
8	\$ 1,022.88	\$ 4,142.88	\$ 224.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 8.00	\$ 32.00	\$ 84.64	\$ 164.56	\$ 1,592.08	\$ 4,712.08
9	\$ 1,150.74	\$ 4,660.74	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 9.00	\$ 36.00	\$ 95.22	\$ 185.13	\$ 1,782.09	\$ 5,292.09
10	\$ 1,278.60	\$ 5,178.60	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 10.00	\$ 40.00	\$ 105.80	\$ 205.70	\$ 1,946.10	\$ 5,846.10
11	\$ 1,406.46	\$ 5,696.46	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 11.00	\$ 44.00	\$ 116.38	\$ 226.27	\$ 2,110.11	\$ 6,400.11
12	\$ 1,534.32	\$ 6,214.32	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 12.00	\$ 48.00	\$ 126.96	\$ 246.84	\$ 2,274.12	\$ 6,954.12
13	\$ 1,662.18	\$ 6,732.18	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 13.00	\$ 52.00	\$ 137.54	\$ 267.41	\$ 2,438.13	\$ 7,508.13
14	\$ 1,790.04	\$ 7,250.04	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 14.00	\$ 56.00	\$ 148.12	\$ 287.98	\$ 2,602.14	\$ 8,062.14
15	\$ 1,917.90	\$ 7,767.90	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 15.00	\$ 60.00	\$ 158.70	\$ 308.55	\$ 2,766.15	\$ 8,616.15
16	\$ 2,045.76	\$ 8,285.76	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 16.00	\$ 64.00	\$ 169.28	\$ 329.12	\$ 2,930.16	\$ 9,170.16
17	\$ 2,173.62	\$ 8,803.62	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 17.00	\$ 68.00	\$ 179.86	\$ 349.69	\$ 3,094.17	\$ 9,724.17
18	\$ 2,301.48	\$ 9,321.48	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 18.00	\$ 72.00	\$ 190.44	\$ 370.26	\$ 3,258.18	\$ 10,278.18
19	\$ 2,429.34	\$ 9,839.34	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 19.00	\$ 76.00	\$ 201.02	\$ 390.83	\$ 3,422.19	\$ 10,832.19
20	\$ 2,557.20	\$ 10,327.20	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 20.00	\$ 80.00	\$ 211.60	\$ 411.40	\$ 3,586.20	\$ 11,356.20

## Spring 2016 Semester

Semester Hours	Tuition Texas	Tuition Non-Texas	Student Service Fee	Student Center Fee	Recreation Sports Fee	Transcript Fee	Endowed Scholarship Fee	Library Fee	Athletic Fee	Administrative Computer Use Fee	Total Charge Texas	Total Charge Non-Texas
1	\$ 127.86	\$ 517.86	\$ 28.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 1.00	\$ 4.00	\$ 10.58	\$ 20.57	\$ 248.01	\$ 638.01
2	\$ 255.72	\$ 1,035.72	\$ 56.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 2.00	\$ 8.00	\$ 21.16	\$ 41.14	\$ 440.02	\$ 1,220.02
3	\$ 383.58	\$ 1,553.58	\$ 84.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 3.00	\$ 12.00	\$ 31.74	\$ 61.71	\$ 632.03	\$ 1,802.03
4	\$ 511.44	\$ 2,071.44	\$ 112.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 4.00	\$ 16.00	\$ 42.32	\$ 82.28	\$ 824.04	\$ 2,384.04
5	\$ 639.30	\$ 2,589.30	\$ 140.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 5.00	\$ 20.00	\$ 52.90	\$ 102.85	\$ 1,016.05	\$ 2,966.05
6	\$ 767.16	\$ 3,107.16	\$ 168.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 6.00	\$ 24.00	\$ 63.48	\$ 123.42	\$ 1,208.06	\$ 3,548.06
7	\$ 895.02	\$ 3,625.02	\$ 196.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 7.00	\$ 28.00	\$ 74.06	\$ 143.99	\$ 1,400.07	\$ 4,130.07
8	\$ 1,022.88	\$ 4,142.88	\$ 224.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 8.00	\$ 32.00	\$ 84.64	\$ 164.56	\$ 1,592.08	\$ 4,712.08
9	\$ 1,150.74	\$ 4,660.74	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 9.00	\$ 36.00	\$ 95.22	\$ 185.13	\$ 1,782.09	\$ 5,292.09
10	\$ 1,278.60	\$ 5,178.60	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 10.00	\$ 40.00	\$ 105.80	\$ 205.70	\$ 1,946.10	\$ 5,846.10
11	\$ 1,406.46	\$ 5,696.46	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 11.00	\$ 44.00	\$ 116.38	\$ 226.27	\$ 2,110.11	\$ 6,400.11
12	\$ 1,534.32	\$ 6,214.32	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 12.00	\$ 48.00	\$ 126.96	\$ 246.84	\$ 2,274.12	\$ 6,954.12
13	\$ 1,662.18	\$ 6,732.18	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 13.00	\$ 52.00	\$ 137.54	\$ 267.41	\$ 2,438.13	\$ 7,508.13
14	\$ 1,790.04	\$ 7,250.04	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 14.00	\$ 56.00	\$ 148.12	\$ 287.98	\$ 2,602.14	\$ 8,062.14
15	\$ 1,917.90	\$ 7,767.90	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 15.00	\$ 60.00	\$ 158.70	\$ 308.55	\$ 2,766.15	\$ 8,616.15
16	\$ 2,045.76	\$ 8,285.76	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 16.00	\$ 64.00	\$ 169.28	\$ 329.12	\$ 2,930.16	\$ 9,170.16
17	\$ 2,173.62	\$ 8,803.62	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 17.00	\$ 68.00	\$ 179.86	\$ 349.69	\$ 3,094.17	\$ 9,724.17
18	\$ 2,301.48	\$ 9,321.48	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 18.00	\$ 72.00	\$ 190.44	\$ 370.26	\$ 3,258.18	\$ 10,278.18
19	\$ 2,429.34	\$ 9,839.34	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 19.00	\$ 76.00	\$ 201.02	\$ 390.83	\$ 3,422.19	\$ 10,832.19
20	\$ 2,557.20	\$ 10,327.20	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 20.00	\$ 80.00	\$ 211.60	\$ 411.40	\$ 3,586.20	\$ 11,356.20

## Summer 2016 Semesters

Semester Hours	Tuition Texas	Tuition Non-Texas	Student Service Fee	Student Center Fee	Recreation Sports Fee	Transcript Fee	Endowed Scholarship Fee	Library Fee	Athletic Fee	Administrative Computer Use Fee	Total Charge Texas	Total Charge Non-Texas
1	\$ 127.86	\$ 517.86	\$28.00	\$13.50	\$12.00	\$5.00	\$1.00	\$4.00	\$5.29	\$20.57	\$ 217.22	\$ 607.22
2	\$ 255.72	\$ 1,035.72	\$56.00	\$13.50	\$12.00	\$5.00	\$2.00	\$8.00	\$10.58	\$41.14	\$ 403.94	\$ 1,183.94
3	\$ 383.58	\$ 1,553.58	\$84.00	\$13.50	\$12.00	\$5.00	\$3.00	\$12.00	\$15.87	\$61.71	\$ 590.66	\$ 1,760.66
4	\$ 511.44	\$ 2,071.44	\$112.00	\$13.50	\$12.00	\$5.00	\$4.00	\$16.00	\$21.16	\$82.28	\$ 777.38	\$ 2,337.38
5	\$ 639.30	\$ 2,589.30	\$125.00	\$13.50	\$12.00	\$5.00	\$5.00	\$20.00	\$26.45	\$102.85	\$ 949.10	\$ 2,899.10
6	\$ 767.16	\$ 3,107.16	\$125.00	\$13.50	\$12.00	\$5.00	\$6.00	\$24.00	\$31.74	\$123.42	\$ 1,107.82	\$ 3,447.82
7	\$ 895.02	\$ 3,625.02	\$125.00	\$13.50	\$12.00	\$5.00	\$7.00	\$28.00	\$37.03	\$143.99	\$ 1,266.54	\$ 3,996.54
8	\$ 1,022.88	\$ 4,142.88	\$125.00	\$13.50	\$12.00	\$5.00	\$8.00	\$32.00	\$42.32	\$164.56	\$ 1,425.26	\$ 4,545.26
9	\$ 1,150.74	\$ 4,660.74	\$125.00	\$13.50	\$12.00	\$5.00	\$9.00	\$36.00	\$47.61	\$185.13	\$ 1,583.98	\$ 5,093.98
10	\$ 1,278.60	\$ 5,178.60	\$125.00	\$13.50	\$12.00	\$5.00	\$10.00	\$40.00	\$52.90	\$205.70	\$ 1,742.70	\$ 5,642.70
11	\$ 1,406.46	\$ 5,696.46	\$125.00	\$13.50	\$12.00	\$5.00	\$11.00	\$44.00	\$58.19	\$226.27	\$ 1,901.42	\$ 6,191.42
12	\$ 1,534.32	\$ 6,214.32	\$125.00	\$13.50	\$12.00	\$5.00	\$12.00	\$48.00	\$63.48	\$246.84	\$ 2,060.14	\$ 6,740.14
13	\$ 1,662.18	\$ 6,732.18	\$125.00	\$13.50	\$12.00	\$5.00	\$13.00	\$52.00	\$68.77	\$267.41	\$ 2,218.86	\$ 7,288.86

Note: Fees are subject to change by action of the Board of Regents or the Texas State Legislature.

# Financial Aid

---

**Director:** Connie Riley  
**Office:** Student Center  
**Address:** 1800 Procter Street, Port Arthur, TX  
77641  
**Phone:** (409) 984-6200  
**Email:** rileycf@lamarpa.edu

Financial assistance in the form of 1) scholarships, 2) grants, 3) loans and 4) employment is available to a number of qualified students.

Interested students should visit the Student Services office or my.lamarpa.edu for additional information.

## Apply for Financial Aid

Lamar State College Port Arthur requires students applying for grants, loans or college work-study employment to complete the *Free Application for Federal Student Aid* (FAFSA) and the LSCPA Financial Aid Supplement to determine the degree of need.

Students should complete the FAFSA online before the April 1<sup>st</sup> priority deadline. Processing requires four to six weeks, so students planning to meet the April 1<sup>st</sup> deadline should complete the FAFSA by mid-February.

The College considers an applicant's degree of need before awarding financial aid. New and continuing students must meet Satisfactory Academic Progress (SAP) criteria according to standards established by federal regulations for continued eligibility.

The amount and type of assistance is determined by the Financial Aid Office. Notification of awards is mailed during late spring and early summer.

The College will continue to award aid as long as funds are available. However, the most desirable types of aid normally are expended early. So, students should make every effort to meet the April 1<sup>st</sup> deadline.

Students applying for scholarships must complete the *Application for Scholarship for Lamar State College Port Arthur* that is available in the Admission Office. High school seniors should meet the April 1<sup>st</sup> deadline to be given first priority. All other scholarship applicants should meet the June 15<sup>th</sup> deadline for the following academic year.

## Qualifications

Those applying for need-based grants, loans or work-study employment must have their eligibility established by the *Free Application for Federal Student Aid*.

Scholarship awards to entering freshmen are determined by the applicant's high school class rank and/or financial need. Freshmen may be able to obtain required forms from their high school counselors or directly from the Financial Aid Office.

Scholarship awards for upperclassmen are determined by their cumulative grade point average at the college level. Scholarship applicants must have at least a 2.5 grade point average to be eligible for a college administered scholarship. Current students may obtain the forms from the Admission Advisors Office in the Student Center. Students must reapply annually to be considered for continued assistance.

## Grants

The Federal Pell Grant is the foundation source for all other aid programs. Applicants must submit the Student Aid Report for all grants. No other need-based assistance grants, loans, or work-study can be awarded until a student's eligibility for the Federal Pell Grant is determined.

When a student files a *Free Application for Federal Student Aid*, the government processes the application and sends a Student Aid Report to the student's address.

The student then should submit the Student Aid Report to the Financial Aid Office for an estimated grant amount to be determined. The final Pell Grant will be determined at the time of enrollment.

Other available grants are the Federal Supplemental Educational Opportunity Grant (SEOG), Texas Public Education Grant (TPEG) and Leveraging Educational Assistance Program (LEAP). Students with exceptional need as determined by the Free Application for Federal Student Aid may be awarded one of these grants.

## TEXAS Grant Program

The TEXAS (Toward Excellence, Access & Success) Grant Program provides grants to help

academically-prepared, eligible students attend higher education institutions in Texas. To compete for a grant, a student must be a Texas resident; a graduate of a public or accredited private high school in Texas since fall 1998; enroll in college and receive his/her TEXAS Grant within 16 months of high school graduation; have completed the recommended or advanced high school curriculum or its equivalent; have financial need; have applied for any available financial aid or assistance; be enrolling full-time as of September 2005 in an undergraduate degree or certificate program; and not have been convicted of a felony or a crime involving a controlled substance.

Students may apply for the TEXAS Grant Program through the LSCPA Financial Aid Office. The award amount is based on a minimum of 12 semester credit hours taken by the student and the type of institution the student attends. In general, it is an amount equal to the student's tuition and required fees.

Students who continue in college and meet the program's academic standards can receive awards for up to 150 semester credit hours or for six years, whichever occurs first. In the first year of college, the academic standards are set by the institution. In subsequent years, the requirements are completion of at least 75 percent of the hours taken in the prior semester plus an overall grade point average in college of at least 2.5 on a 4.0 scale.

## Texas Educational Opportunity Grant (TEOG)

The Texas Educational Opportunity Grant Program provides grants to financially needy students enrolled in Texas public two-year colleges. To compete for the grant, a student must be a Texas resident; show financial need; if applying for the first-time award, have a family contribution of no more than \$2,000; register for the Selective Service or be exempt from this requirement; be enrolled at least 1/2 time (six semester credit hours) in an associate degree or certificate program at a two-year college in Texas; have not been granted an associate or a baccalaureate degree; and have not been convicted of a felony or a crime involving a controlled substance.

Students who continue in college and who meet program academic standards can receive awards for up to 75 semester credit hours, for four years, or until they receive an associate degree, whichever comes first. In the first year of college, the academic standards are set by the institution.

The academic requirements for continuing in the program are completion of at least 75 percent of the

hours taken in the prior academic year, plus and overall college grade point average of at least 2.5 on a 4.0 scale. A student does not have to be a recent graduate but must have less than 30 attempted hours.

## Valedictorians

Valedictorians from accredited Texas high schools are entitled to an exemption from payment of tuition for the two regular semesters immediately after graduation.

Fees are not exempt. During registration, valedictorians should report to the Financial Aid Office for fee adjustments. Valedictorians of all Texas high schools are certified by principals to the Texas Education Agency. The College receives the list for reference.

## Scholarships

Scholarships awards cover a portion of a student's expenses. Scholarships are of two types – those administered solely by the College, including the selection of recipients, and those administered by the College at the request of donors who select the recipients themselves. The College's scholarship program is financed solely by public donations.

Some scholarships are based on a student's financial need while others are based on academic excellence. Scholarship applications from high school students are due on April 1<sup>st</sup>. The deadline for other students is June 15<sup>th</sup>. Students are encouraged to apply before the application deadline. For more information or to apply, contact an admissions advisor.

Half of the scholarship normally is disbursed for the Fall Semester, and the remaining half for the Spring Semester, unless otherwise stated.

The College awards approximately 300 scholarships annually. Among these are scholarships made available by the following individuals and organizations.

## Top 10 Percent Scholarship Program

The 80th Texas legislature created the Top 10 Percent Scholarship Program to encourage students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education.

### Initial eligibility requirements:

1. Must be a Texas resident.

2. Demonstrate financial need (determined by college or university financial aid office).
3. Complete a FAFSA or TASFA (if applicable) and file by deadline date.
4. Complete Recommended or distinguished Achievement HS curriculum.
5. Rank in the Top 10 percent (as of his/her 7th semester or 6th if the college uses that semester for admissions).
6. Graduate from an accredited Texas high school.
7. Enroll fulltime in a Texas public two-year or four-year college or university.

**Renewal Requirements (contingent upon available funding):**

1. Complete 30 semester credit hours (SCH) in the previous year.
2. Maintain cumulative 3.25 GPA.
3. Complete at least 75 percent of hours attempted.
4. Meet all eligibility and ranking criteria.
5. Complete a FAFSA or TASFA (if applicable) and file by the deadline date.

Students are notified by the college regarding their financial aid award.

## Endowed Scholarships

1. SSgt. Lucian Adams Scholarship
2. Ahlbom Family Memorial Scholarship
3. H.S. & Bernice B. Anderson Scholarship
4. Ella Atwell Memorial Scholarship
5. G.W. Bailey Scholarship
6. Sue Bates Scholarship
7. Better Business Bureau Scholarship
8. Gail Bienvenu Memorial Scholarship
9. Beulah Bosarge Scholarship
10. Donald T. Boumans Memorial Scholarship
11. Miss Marie Bright Scholarship
12. W.A. "Dub" Brown Scholarship
13. Dr. Ronald Buchanan Scholarship
14. John B. & Estelle M. Caldwell Scholarship
15. Carabelle Family Scholarship
16. Centennial Scholarship
17. Bobby Terrell Cowart Scholarship for Legal Assistants
18. Fred S. Davis, Jr. Scholarship
19. Del Papa Distributing Company College Endowment
20. Department Club of Port Arthur
21. Jennie Mae Duhon Estate Scholarship
22. Manton L. Dunham & Delwin D. Dunham Memorial Scholarship
23. Gabby Eldridge Scholarship

24. Endowed Nursing Scholarship
25. Dr. Jim Garcia Scholarship
26. Jane Goins-Flanagan Scholarship
27. Sydalise Fredeman Award
28. John W. Gates Scholarship
29. Golden Triangle Cajun Association
30. Betty Guarnere Scholarship
31. Joe & Lloyd Hayes Memorial Scholarship
32. Mary Evelyn Dunn Hayes Scholarship
33. Wilbur & Josephine Hebert Scholarship
34. Norman Helms Scholarship
35. LCdr. Peter D. Herlin Memorial Scholarship
36. Dr. Mark Honea Scholarship
37. John C. Huval Memorial Award
38. Norma Provost Irwin Scholarship Fund
39. Joe James Memorial Scholarship
40. O'Dell James Memorial Scholarship Fund
41. Judice Family Scholarship
42. Kiwanis Club of Port Arthur – Sam Aquilina Scholarship
43. Kiwanis Club of Port Arthur – Leland Lacy Memorial Scholarship
44. Kiwanis Club of Port Arthur – Pat Wood Memorial Scholarship
45. Logan Family Memorial Scholarship by John & Shirley Logan Riedmueller
46. Dr. Charles Lance Lyday Scholarship
47. John Robert Mansinger Scholarship
48. Ann & Floyd Marceaux Scholarship
49. Herman & Carol Mazur Scholarship Fund
50. W. K. Milner Scholarship
51. Dr. Madison & Mrs. Thelma Monroe Memorial Scholarship
52. Dr. Sam Monroe Scholarship Fund
53. Everette Ford Montgomery Memorial Scholarship
54. Charles E. Neumann Scholarship
55. North Port Arthur Rotary Club Memorial Scholarship
56. Parker Family Scholarship Fund
57. Marlene & Roosevelt Petry Jr. Scholarship
58. Phi Theta Kappa
59. Pilot Club of Port Arthur
60. Volney & Florence Pinder Scholarship
61. Mildred & William. J. Pitts Memorial Scholarship
62. Mary Kay Place Scholarship
63. Mack A. Pond Scholarship by Rotary Club of Port Arthur
64. Port Arthur Founder's Lions Club
65. Thomas S. Balac/James A. DeLee Scholarship
66. Port Arthur Improvement Association
67. Port Arthur Men's & Women's Bowling Association
68. Port Arthur Symphony Club Scholarship
69. David A. Provost Memorial Scholarship
70. Bodie Pryor Scholarship
71. Robert Rauschenberg Scholarship Fund

72. Retail Merchants Association Scholarship Fund
73. Prof. W.E. Sampson Scholarship
74. Capt. Wm. Sanders Chapter of DAR
75. Mary Skeff Schlesinger & A. W. Schlesinger Scholarship Fund
76. South Jefferson County Medical Society Alliance Scholarship
77. Mac Timmerman Jr. Scholarship
78. TOTAL Petrochemicals & Refining USA, Inc. Scholarship
79. Jack & Beverly Verret Scholarship
80. Carl & Stella White/DAR Scholarship
81. Elsie & William White Memorial Scholarship
82. Wommack Family Scholarship

## General Scholarships

1. Alumni Association of Lamar State College-Port Arthur
2. American Legion Dorie E. Miller Post #817
3. Antioch Missionary Baptist Church
4. Paul Beard
5. Beaver Bottom Berms, LLC
6. Mr. & Mrs. John Benoit
7. Joan Brown/LSCPA Alumni Association
8. Casey Industrial
9. Chapter CP of PEO Sisterhood
10. Chevron Phillips Chemical Company
11. Chickasaw Nation Education Services
12. Choctaw Nation of Oklahoma
13. Mr. & Mrs. William R. Coons
14. Eber W. Ephlin Scholarship Fund
15. Extension Education Assoc. of Jefferson County
16. Fred & Leila Mae Erwin/LSCPA Alumni Association
17. First Baptist Church, Groves
18. First Baptist Church, Nederland
19. First Financial Bank
20. First United Methodist Church, Groves
21. First United Methodist Church, Port Neches
22. Flint Hills, LLC
23. Julia D. Fredeman
24. Juliette George/LSCPA Alumni Association
25. Golden Triangle Trail Riders Association
26. Brooks Goodhue
27. Gene Graham Safety Foundation
28. Avery Anne Guerra Memorial Foundation
29. Mr. & Mrs. Robert Harlow
30. Norman & Betty Helms
31. Patricia Holmes
32. James & Betsy Triplett Hurt
33. Dr. Barbara Huval
34. Jones Memorial United Methodist Church
35. Junior Achievement of SE Texas
36. Knights of Columbus Council #12809
37. Knights of Columbus Port Neches Council #2461
38. Koch Companies Public Sector, LLC

39. Dennis Lanclos Scholarship by Robert & Pat Harlow
40. Little Cypress Mauriceville Young Farmers Chapter
41. Charles Martin/LSCPA Alumni Association
42. Mr. & Mrs. William McCoy
43. Burk McGreevy
44. Medical Center of Southeast Texas Hospital Auxiliary
45. Mexican Heritage Society
46. Port Arthur ISD
47. Port Arthur Industrial Group (PAIG)
48. Air Products
49. BASF TOTAL Petrochemicals LLC
50. Chevron Phillips Chemical Co.
51. Flint Hills Resources
52. Motiva Enterprises
53. Oxbow Calcining, LLC
54. Port Arthur Steam Entergy
55. Praxair
56. Shell Pipeline Company
57. TOTAL Petrochemicals & Refining USA, Inc.
58. Valero-Port Arthur Refinery
59. Veolia ES Technical Solutions
60. Port Neches-Groves High School
61. Prime Choice Rentals, LLC
62. Renella Primeaux
63. Lois Reich
64. Rotary Club of Port Arthur
65. Louis Saldana
66. Julian C. Salter
67. SCCW Industrial Services, LLC
68. Mark S. Schlesinger & A.W. Schlesinger Scholarship by LU Foundation, Inc.
69. Scholarship America
70. Signature Industrial Services, LLC
71. Lamar State College Port Arthur Educators' Memorial Scholarship
72. St. Charles Church
73. Nelda C. & H. J. Luther Stark Foundation
74. Starks Lions Club
75. Starks VFW Post #4759
76. Sweet Double S Ranch, Inc.
77. T. J. Class of 1958
78. TOTAL Petrochemicals & Refining USA, Inc.
79. Vidor High Pirate Booster Club
80. Vidor ISD
81. Vidor Schools Foundation, Inc.
82. Dana R. Wasser
83. Wildwood Men's Golf Association

## Loans

Lamar State College Port Arthur provides emergency short-term loans. Short-term loans are awarded only during registration periods for the exact amount of tuition and fees based on the ability to repay the loan during the semester the loan was issued.

The College does not award the Federal Perkins Loan.

## Stafford Student Loans

Most students, regardless of their credit rating, qualify for a Stafford Loan that is subsidized by the U.S. government, or are unsubsidized as determined by a student's need. The program features a fixed interest rate of 4.66 percent for subsidized loans and 4.66 percent for unsubsidized loans for the 2015-2016 school term. Rates are set by Department of Education (DOE) and may vary. Check the DOE website for current rates.

Qualified students can apply for additional money each year up to a total limit over the course of four years.

Undergraduate dependent students can borrow up to \$5,500 for the first year up to a total limit of \$31,000 during their time in school. Independent students can borrow up to \$9,500 the first year with a final total of \$57,500.

To qualify, students must submit a FAFSA (*Free Application for Federal Student Aid*) form; have a financial need as determined by the College; be a U.S. citizen or national, permanent resident or eligible non-citizen; be enrolled or plan to attend at least half-time; and not be in default on any

education loan or owe a refund on an education grant.

## Employment

Employment opportunities under the Federal College Work-Study Program and other employment programs of the College are available to students as part of the financial assistance program.

The College, local businesses and industries provide a number of part-time jobs which allow students to earn part or all of these expenses while attending the College.

## Students with Disabilities

The Texas Rehabilitation Commission offers assistance with tuition and non-refundable fees to students who have certain disabling conditions, provided their educational objectives have been approved by a TRC Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc.

Other services are available to help students with disabilities become employable. Application for service should be made at the Texas Rehabilitation Commission, 5860 Ninth Avenue, Port Arthur, Texas 77642.

# Academic Policies

Academic policies and procedures are periodically reviewed and are updated. They may change during the course of an academic year. For further policy information or updates, see the Student Handbook or go to the Lamar State College Port Arthur website, [www.lamarpa.edu](http://www.lamarpa.edu).

## Academic Performance

Academic performance is a measure of a student's performance. Student performance is assessed by 1) grade point average (GPA); and 2) course completion. Academic performance is calculated beginning with the first semester that a student enrolls and all subsequent semesters.

Students are expected to make acceptable scholastic progress toward their degree objectives. A 'C' is the minimum satisfactory grade and a 2.0 grade point average (GPA) constitutes satisfactory performance.

The levels of academic performance include 1) good standing, 2) academic probation, and 3) academic suspension. Students who do not maintain a minimum GPA of 2.0 will be placed on academic probation, or academic suspension.

## Academic Probation

Students in the following categories at the end of the fall or spring semesters are placed on Academic Probation:

- Freshman students (1-29 semester credit hours (SCH) work attempted) who have less than a 2.0 but greater than a 1.15 GPA;
- Sophomore students (30-59 SCH work attempted) who have less than a 2.0 but greater than a 1.58 GPA;
- Other students who have greater than 60 SCH work attempted and have less than a 2.0 but greater than a 1.72 GPA.

## Suspension

Students with a GPA reflecting “academic suspension” at the end of the Fall or Spring semesters shall be suspended. No first-time college students shall be suspended at the end of their first semester of attendance.

Students in the following categories at the end of the Fall or Spring semesters are considered to be on Academic Suspension.

Semester Credit Hours Completed	GPA
1-29	>1.15
30-59	>1.58
60+	<1.72

Students suspended from Fall and/or Spring semesters may attend the Summer session on probation. Students who do not improve at least to the level of “academic probation” at the close of the Summer session may register for the following Fall semester, but will be charged with a suspension. Students returning from academic suspension must continue to improve their GPA every semester of enrollment until they achieve a minimum 2.0 GPA. If students fail to improve their GPA in any semester, they will be suspended, unless approved for probationary re-enrollment by the appropriate Dean.

Students enrolling for either a Fall or Spring semester, who passed fewer than 60 semesters hours, and who ended the previous two long semesters on scholastic probation, are required to enroll in EDUC 1300 OR PSYC 1300 Learning Framework, a course that helps students develop skills and techniques necessary for success in college, including memory development, note-taking, preparing for exams, study skills and time management. Students also learn about the importance of creativity, health, relationships and the effective use of resources for achieving collegiate success.

A grade of ‘C’ or better must be earned in EDUC 1300 OR PSYC 1300 to satisfy the institutional requirement; otherwise, the course must be repeated. EDUC 1300 OR PSYC 1300 may count as elective credit toward a degree or certificate. Students who petition for readmission after being placed on scholastic suspension either at Lamar State College Port Arthur or at another institution must enroll in and complete EDUC 1300 OR PSYC 1300 as a condition for readmission and retention in the College.

A department may set academic requirements for its majors in addition to the basic grade point standard,

with the approval of the Vice President for Academic Affairs.

## Attendance

Regular and punctual class attendance is important to the attainment of the educational objectives. Each instructor’s policy is explained at the beginning of the semester and is enforced in a consistent and uniform manner. Determination of whether an absence is excused or approved is the responsibility of the instructor, except in the case of an approved absence for participation in a college-sponsored activity or a religious holy day. When absences, other than approved absences, seriously interfere with a student’s performance, the instructor may recommend to his/her Department Chair that the student be dropped from a course.

## Extended Class Absence

A student may submit a request to the Vice President for Student Services to notify faculty member’s prior to or during an extended absence due to personal or family illness, accident, hospitalization or other emergency circumstance. This notification does not constitute an “excused absence” from class. It does advise faculty members as to the reason a student is absent and the expected dates of his/her return.

## Absence on Religious Holy Day

In accordance with Texas Education Code §51.911, all institutions of higher learning shall excuse a student from attending class or other required activities, including examinations, for the observance of a religious day, including travel for that purpose. A student whose absence is excused under this policy may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence. Policies and procedures for absence due to religious holy days shall be consistent with (or no more arduous than) the instructor’s policies and procedures related to other excused absences.

The Texas Education Code defines a “religious holy day” as a day observed by a religion in places of worship that are exempt from property taxes under Section 11.20 of the state tax code.

A student who will be absent to observe a “religious holy day” must notify the instructor for each class before the planned absence. If a student and instructor disagree about the nature of the absence, or if there is similar disagreement about whether the student has been given reasonable time to complete any missed assignments or examinations,

either the student or the instructor may request a ruling from the President or Presidential designee. The decision of the President or Presidential designee is final.

## Missed Examinations

Students must make arrangements with the course instructor for taking an examination outside of a regularly scheduled class meeting. Faculty members are not required to allow students to make up exams missed for any reason other than an excused absence. Students who know in advance that they will be absent from class on an examination day should discuss the matter in advance with their instructor.

Students who miss an examination without prior notification should contact the instructor as soon as possible after the absence and prior to the next class meeting.

## Class Meetings Canceled

The semester calendar will not be lengthened if the College cancels class meetings because of weather or other circumstances. Final exams are administered as scheduled.

The method for including the subject matter that normally would have been covered in missed class meetings will be left to the discretion of each instructor, and may include, but is not limited to, additional class meetings, lengthened class meetings, additional assignments, library or laboratory activities, field trips and/or fewer or take home exams in order to free more class time for demonstration, discussion and lecture.

## Course Information

Students may register for classes in person or online. Students registering for the first time or students with registration holds should contact Student Services for assistance in registering. Students must register for courses before the deadline published in the Academic Calendar.

## Academic Courses

Academic courses are used to satisfy the requirements of the Associate of Arts Degree. Academic courses are listed in the Lower Division Academic Course Guide Manual (ACGM) published by the Texas Higher Education Coordinating Board.

## Lower Division Academic Course Guide Manual (ACGM)

The Lower-Division Academic Course Guide Manual (ACGM) is the official list of approved courses for

general academic transfer to public universities that may be offered for state funding by public community and technical colleges in Texas. The ACGM lists courses alphabetically by discipline.

## Technical Courses

Technical courses form the foundation of the Associate of Applied Science Degree. Technical courses are program specific and are listed in the Workforce Education Course Manual (WECM).

## Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a web-based inventory of current workforce education courses available for use by two-year public colleges. WECM courses are not generally transferrable to a baccalaureate program.

## Semester Length

There are several semester lengths including sixteen (16), twelve (12), eight (8), and six (6) week semesters. Most courses are taught in a sixteen (16) week semester, however, some courses are taught in a non-semester length. Non-semester length courses allow a course to be taught in a compressed time line. Classes taught in a non-semester length have the same instructional time, are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities.

## Semester Credit Hour

The unit of measure for credit purposes is the semester credit hour. One hour of classroom lecture each week equals one semester hour. For each classroom hour, two hours of study are expected. Two or more hours of laboratory work usually are equal to one classroom hour. For laboratory work that requires reports to be written outside of class, two clock hours are usually counted as one semester hour.

## Course Numbers

Most courses meet three hours each week and have a credit value of three semester credit hours (3 SCH). Each course has an individual alpha-numeric code (such as POFT 1311). The alpha rubric indicates the subject area. Each number contains four figures. The first digit generally indicates the level of the course: 0 means a developmental level, 1 means it is freshman level, and 2 is sophomore level. The second figure indicates the number of semester credit hours. The third figure indicates the type of course. The fourth figure is a unique identifier for the course.



In the Course Descriptions, each course title is followed by three digits separated by colons (such as 3:2:2). This provides the following information: credits awarded, hours of lecture per week, and hours of lab/clinic/practicum per week.

### **Texas Common Course Numbering System**

Common Course numbers assist transfer students in the transition from one institution to another. Colleges participating in the Common Course Numbering System identify “common” courses taught on their campuses. All courses designed for transfer adhere to this numbering system in the State of Texas.

### **Evening Classes**

LSCPA schedules classes during the day and evening. Classes scheduled after 5 p.m. are considered evening classes. Classes taught during the day or evening do not differ. Classes are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities. Students employed during the day may attend classes in the evening and study to obtain a degree or to expand their knowledge in a special field of interest.

### **Course Load**

The normal course load in a regular semester is 15-18 semester credit hours; for a six-week summer term, 6-8 semester credit hours.

### **Course Overloads**

A Department Chair must approve all overloads. A student must have a 3.0 cumulative GPA to be approved for an overload.

### **New Courses**

In order to meet changing educational requirements, Lamar State College Port Arthur reserves the right to add any needed courses at any time without regard to the listing of such courses in the college bulletin. It is expected that a listing of these courses will appear in the next year’s issue of the college bulletin.

### **Class Size**

The College reserves the right not to offer any course listed in this bulletin if fewer than 10 students register for the course.

### **Course Audit by Senior Citizens**

Senior citizens, 65 years of age or older, may audit courses on a space available basis without the payment of fees.

## **Schedule Changes**

Schedule changes including course section changes, adds and drops must be approved by the Department Chair or Dean of the student’s major field. All changes are initiated by the completion of the proper form available in the Advising Office. Usually, a course may not be added after the first week of the semester or first two days of a Summer Semester.

## **Dropping Courses**

Students may drop a course and receive a grade of “Q” during the first six weeks (two weeks in a summer session) of the semester after consultation with their advisor and/or department chair. Classes dropped after the penalty-free period, grades are recorded as “Q”, “Q6” or “F,” indicating the student was passing or failing at the time of the drop. A grade of “Q” may not be assigned unless an official drop has been processed through the Records Office.

A student may not drop a course within 15 class days of the beginning of final examinations or five class days before the end of the summer term.

Students may drop a course and receive a grade of “Q6” during the first six weeks of a regular semester and the first two weeks in a summer session.

Lamar State College Port Arthur requires that a student who is deficient on one or more of the basic skills (reading, writing or mathematics) must participate continuously in a program of remediation until all deficiencies are removed. If a student drops a first-level developmental course, the co-requisite lab also must be dropped.

Students should check the published schedule for specific deadlines to drop a course.

## **Drop Initiated by Instructor**

When absences, other than approved absences, interfere seriously with study or performance, the instructor may recommend to the Department Chair or Dean that a student be dropped from the course. If this action is taken after the first six weeks of the Fall or Spring semester or the first two weeks of a Summer session, a grade of ‘F’ may be recorded for the course. The student’s Department Chair, Dean and Registrar’s Office will be notified in writing that the student should be dropped for excessive unexcused absences.

## **Six Drop Rule**

Under Section §51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was

enacted by the State of Texas in spring 2007 and applies to undergraduate students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

Any course that a student drops after the census date is counted toward the six course limit if 1) the student was able to drop the course without receiving a grade or incurring an academic penalty; 2) the student's transcript indicates or will indicate that the student was enrolled in the course; and 3) the student is not dropping the course in order to withdraw from the institution.

## Withdrawal

Students wishing to withdraw during a regular semester or summer term must complete a Withdrawal Petition and deliver the completed form to the Admissions Office.

Students must clear all financial obligations and return all uniforms, books, laboratory equipment and other materials to the point of original issue.

If a withdrawal is made before the end of the sixth week, second week of a summer term or if the student is passing at the time of withdrawal after the sixth week, a grade of "W" is issued for each course affected. A grade of "F" is issued for all courses not being passed at the time of withdrawal after the penalty-free period.

A student who leaves without withdrawing officially will receive a grade of "F" in all courses and forfeit all returnable fees. (See Withdrawal & Student Financial Responsibility).

Dropping courses via the college's online registration system does not constitute an official withdrawal from the College.

## Forced Withdrawal

The Vice President for Student Services, on the advice of competent medical personnel, may require withdrawal or deny admission of a student for health reasons (mental or physical).

## Reinstatement

A student may be reinstated to class upon written approval on the official form by the major Department Chair, instructor of the course and Admission and Records Office verification.

## Grading System

### Grades

A .....	Excellent
B .....	Good
C .....	Satisfactory

D .....	Passing
F .....	Failure
I .....	Incomplete
W .....	Withdrawn
NG .....	No grade
Q .....	Course dropped
Q6 .....	Course dropped, 6 drop rule applies
U .....	Unsatisfactory; no credit

A grade of "W", "Q" or "Q6" is given if the withdrawal or drop is made before the penalty date or if the student is passing at the time of withdrawal or drop.

Assigning a grade of 'I' (Incomplete) requires prior approval of the Department Chair.

An 'I' is assigned when the deadline for dropping the course has passed, the student is passing the course, and course requirements, including the final examination, but the course cannot be completed due to unavoidable circumstances. If incomplete work is not finished by the end of the next long semester, the 'I' will become an 'F' on the permanent record. The course must then be repeated to satisfy the degree plan requirements.

One semester extension requests may be honored if approved by the instructor and the Department Chair before the expiration of the normal deadline.

A grade of 'I' also automatically becomes an 'F' if the student re-registers for the course prior to removing the deficiencies and receiving a grade change.

An instructor must record the grade of 'F' for a student who is absent from the final examination and is not passing the course.

## Grades for Developmental Courses

AD* .....	Excellent
BD .....	Good
CD .....	Satisfactory
DD .....	Unsatisfactory
FD .....	Failure
I .....	Incomplete
W .....	Withdrawn
Q .....	Course Dropped

\* 'D' indicates a developmental class

## Grade Replacement

Students have one opportunity to replace a grade earned in an academic or technical course. If a student repeats a course, the official grade will be the second grade earned, regardless of whether it is higher, lower or the same as the first grade. The first grade remains on the student's official transcript. Repeating a course first completed at LSCPA at another institution will not replace the grade earned at LSCPA when calculating the cumulative grade

point average, nor will a grade earned in a LSCPA course replace a transcribed grade earned in the same course at another institution. Grades earned by repeating a course (third and subsequent grades earned in the same course) will be included in the calculation of the cumulative GPA. The College may charge additional fees to students who take a course multiple times.

## Grade Points

Grade points are assigned to letter grades listed below:

A .....	4 points
B .....	3 points
C .....	2 points
D .....	1 point
F, I, S, U, NG, W .....	0 points

## Grade Point Average

Grade point average is a measure of a student's overall academic performance and is used to determine academic standing, rank in class, eligibility for graduation, etc.

The number of grade points earned in a course is calculated by multiplying the number of semester credit hours by the number of points assigned to the letter grade made in the course.

The grade point average is calculated by dividing the total number of grade points earned by the total number of semester credit hours attempted in courses for which the grades A, B, C, D, F and I are assigned.

For grades S, U, NG, W, and Q, neither semester credit hours nor grade points are used in the computation of the grade point average. Hours attempted provide all work taken whether passed, failed or repeated.

## Cumulative Grade Point Average

The Cumulative Grade Point Average is calculated and used to qualify students for graduation and graduation honors status. The Cumulative GPA is calculated using LSCPA college level courses with grades of A, B, C, D, and F recorded during all semesters enrolled at LSCPA. Courses transferred to LSCPA from other postsecondary institutions are excluded from the Cumulative GPA calculation. The Cumulative GPA is recorded on the LSCPA official transcript.

## Grade Reports

Final grades are electronically posted to the students' "My.Lamarpa.edu" account at the end of

each semester or term. Grade reports include semester grades and the grade point average for the semester.

A student who wants to register for a course and receive a grade of "NG" must have the written approval of the major Department Chair, instructor and the instructor's Department Chair and Records Office verification. Student semester credit hours attempted will be reduced by an appropriate number of hours.



## Change of Major

Students wishing to change their major(s) must complete a "Change of Major" form available in the Advising Office. The completed form must be submitted to the Admission and Records Office.

## Transfer Courses

### Transfer of Correspondence Courses

Lamar State College Port Arthur does not offer courses by correspondence. However, a maximum of nine (9) semester credit hours of correspondence work from an accredited institution may be applied toward an associate degree.

No correspondence course may be carried while a student is in residence without the permission of the student's Department Chair. A permit signed by the Department Chair must be filed in the Office of Admission & Records before registration for the course. A student may not register for, carry or complete a correspondence course during the last semester of Summer Session before graduation except in the following circumstances: (a) a course required for graduation is not offered by LSCPA; and/or (b) the student has a schedule conflict between required courses. The statement of intent must be approved by the Department Chair and filed in the Admission and Records Office no later than the last day to apply for graduation.

Graduates must file correspondence transcripts fourteen (14) days before graduation.

## Articulated Credit

A student who earned college credit while in high school under Articulation agreements may petition for the credit with the Dean of Technical Programs.

## Records

### Academic Records and Transcripts

Academic records are in the permanent custody of the Admission and Records Office. Documents received by that office become the property of Lamar State College Port Arthur and cannot be copied or returned. Transcripts of academic records may be

secured by an individual personally or will be released on the student's written authorization.

Chapter 675, Acts of the 61st Legislature (1969 Regular Session) provides that "no person may buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow fraudulent use of such document.

"A person who violates this Act or who aids another in violating this Act is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.

# Graduation

## Apply for Graduation

Students must apply to graduate. Applications for graduation must be filed with the Admission and Records Office prior to the published deadline.

Before applications are approved, the following documents must be submitted:

1. Statements showing reasonable expectation of completion of degree requirements by graduation time.
2. Transcripts that demonstrate a 2.0 GPA for all courses in the degree plan. A course is counted each time it is taken whether failed or passed, unless excluded by GPA adjustment.
3. A receipt showing payment of cap and gown fee and diploma fee.
4. Clearance of all financial and property matters to date.
5. Approval of the department sponsoring the student.

The application of a student lacking a grade point average of 2.0 in the student's major field will be removed from the graduation list at the beginning of the semester. If a student under such condition does complete all degree requirements, then the student must apply for the next regularly scheduled graduation date.

The student is responsible for making the graduation application, seeking the advice of an advisor about degree plans, and verifying compliance with all degree requirements.



## Graduation Requirements

### Level One Certificate

1. Satisfy all admission requirements to LSCPA.
2. Satisfy all admission requirements specific to the program (if applicable).
3. Complete assessment and remediation if required.
4. Complete an approved Recommended Program of Study.
5. Complete a minimum of twelve (12) semester credit hours at LSCPA.
6. Earn a 2.0 Grade Point Average on all coursework in the Recommended Program of Study.
7. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.

### Level Two Certificate

1. Satisfy all admission requirements to LSCPA.

2. Satisfy all admission requirements specific to the program (if applicable).
3. Complete assessment and remediation if required.
4. Successfully complete all required developmental courses.
5. Earn a 2.0 grade point average on all coursework in the Recommended Program of Study.
6. Complete at least fifteen (15) semester credit hours of major course work at LSCPA.
7. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.

### Associate of Arts Degree

1. Satisfy all admission requirements to LSCPA.
2. Complete the Recommended Program of Study.
3. Successfully complete all required developmental courses.
4. Earn a 2.0 Cumulative Grade Point Average for all courses in the Recommended Program of Study.
5. Complete twenty five percent (25%) or more of the semester credit hours required for the Recommended Program of Study at LSCPA.
6. Complete the core curriculum.
7. No more than fifteen (15) semester credit hours of correspondence credit, and/or credit by examination combined may be used to satisfy degree requirements. No more than nine (9) semester credit hours may be correspondence courses.
8. Make final application for graduation and pay all designated fees by the deadline as stated in the current catalog.

### Associate of Arts Degree in Teaching

1. Satisfy all admission requirements to LSCPA.
2. Successfully complete all required developmental courses.
3. Complete twenty five percent (25%) or more of the semester credit hours required for the Recommended Program of Study at LSCPA.
4. Attain a GPA of at least 2.0 on all work required by the respective degree plan.
5. Complete the prescribed core curriculum.

6. Complete the program of study for one of the areas of emphasis in the Associate of Arts in Teaching as outlined in this catalog.
7. No more than a total of fifteen (15) semester credit hours of correspondence credit, and/or credit by examination combined may be applied toward an associate degree. No more than nine hours may be correspondence courses.
8. Make final application for graduation and pay all designated fees by the deadline as stated in the current catalog.

### Associate of Applied Science Degree

1. Satisfy all admission requirements to LSCPA.
2. Complete the Recommended Program of Study.
3. Successfully complete all required developmental courses.
4. Earn a 2.0 Cumulative Grade Point Average for all courses in the Recommended Program of Study.
5. Complete twenty five percent (25%) or more of the semester credit hours required for the Recommended Program of Study at LSCPA.
6. No more than fifteen (15) semester credit hours of correspondence credit, and/or credit by examination combined may be used to satisfy degree requirements. No more than nine (9) semester credit hours may be correspondence courses.
7. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.

### Catalog in Effect

A student graduates by satisfying the degree requirements in the catalog in effect at the time of the first completed semester of courses. The following exceptions apply:

1. A catalog more than seven years old shall not be used.
2. The College must currently offer the student's major that was included in the original catalog.
3. The program of a student who interrupts enrollment for reasons other than involuntary military service for more than one calendar year is governed by the catalog in effect at the time of the student's readmission to the College.

A student who interrupts enrollment for involuntary military service must re-enroll within one year from

military service separation date to continue under the provisions of the original bulletin. For these purposes, enrollment is defined as “registration for and successful completion of at least one course during an academic term.”

A student forced to withdraw for adequate cause before completing a course may petition for a waiver of this provision at withdrawal time. However, even in an instance of involuntary military service, a bulletin more than seven years old shall not be used.

The program of a student who first declares a major and then changes the major from one department to another shall be governed by the degree requirements in effect at the time the change of major becomes effective.

## Second Associate Degree

When another associate degree is taken simultaneously, or previously was taken, the second associate degree may be granted upon completion of all required work for the second degree. A total of 15 semester credit hours above the number required for the degree having the greater semester credit hours requirement must be completed.

## Graduation Ceremony

Graduation occurs in May, August, and December, however, graduation ceremonies are scheduled in May and December only.

Students that plan to participate in the Graduation Ceremony must complete the application for graduation and be eligible to graduate the current or following fall or spring semester.

Participation in the Graduation Ceremony should not be considered evidence that the student has satisfied all graduation requirements.

Candidates for graduation are required to wear the graduation regalia designated by LSCPA during the commencement ceremonies.

## Scholarly Achievement

### Honors

Students that achieve academic excellence are recognized as honor graduates. Honor graduates are identified by meeting several criteria. The criteria include: 1) completion of at least thirty semester credit hours (30 SCH) or fifteen semester credit hours (15 SCH) in a certificate program at Lamar State College Port Arthur, and 2) have a minimum

grade point average of 3.5 GPA for all courses that apply to the program of study.

There are three levels of honors. The levels are Summa Cum Laude (highest honors), Magna Cum Laude (high honors), and Cum Laude (honors). Students earn honor status based upon their Cumulative Grade Point Average.

Honor Category	Grade Point Range
Summa Cum Laude (highest honors)	3.80 to 4.00
Magna Cum Laude (high honors)	3.65 to 3.79
Cum Laude (honors)	3.50 to 3.64

## Deans' List

Full time students that earn a grade point average of 3.60 or above at the end of each long semester are placed on the Dean's List. Developmental courses are not considered in the calculation.



## President's List

Full time students that earn a grade point average of 4.0 at the end of each long semester are placed on the President's List. Developmental courses are not considered in the calculation.

These students then are listed on the President's List which is published after each fall and spring semesters.

## Sydlise Fredeman Award

The Sydlise Fredeman Award is presented to the graduate with the highest grade point average receiving an Associate of Applied Science Degree and to the graduate with the highest GPA receiving a Level II certificate in a technical program requiring 30 or more credit hours other than in an Allied Health program.

## H.S. Anderson Award

The H.S. Anderson Award, which was inaugurated in 1982, is presented to the Allied Health graduate with the highest grade point average.

## John C. Huval Memorial Award

The John C. Huval Memorial Award for Academic Excellence is awarded to the graduate who meets the following criteria:

1. Graduate with an Academic Associate Degree.
2. Earn the highest grade point average from among the eligible students.
3. Earn a Cumulative Grade Point Average of 3.8 or higher.
4. Graduate Summa Cum Laude.

In the event of a tie, the award will be divided equally among eligible graduates. The award includes \$100 cash and a commemorative certificate.

If no graduate meets the requirements, the award will not be given.

## North Port Arthur Rotary Club Memorial Award

The North Port Arthur Rotary Club Memorial Award is a cash award honoring Capt. Glen Tronstad, who served in the U.S. Merchant Marines and later taught at the College. It is presented each year in memory of one of the club's deceased members.

# Student Services

---

**Dean:** Dr. Deborah Hebert  
**Office:** Student Center, Room 301B  
**Address:** 1500 Procter Street, Port Arthur, TX 77641  
**Phone:** (409) 984-6156  
**Email:** hebertda@lamarpa.edu

Student Services provides services and programs that enhance the general education and development of students, enrich the quality of student life and support the teaching, and service mission of the College.

The Student Services office provides admission advising, admission and records, financial aid, recruiting, registration, security student activities, and student organizations.

## Student Center

The Student Center is the center for student services, organizations and activities.

The first floor includes Campus Security, the Information Desk, dining and lounging areas and the Snack Bar. The second floor has meeting rooms, classroom, reading/listening area, TV lounge, game room and the offices of Student Activities and Student Government.

The third floor houses Admissions, Advising, Financial Aid, Records, Registrar and the Dean for Student Services. The 4<sup>th</sup> floor has faculty offices, a faculty/staff workroom and a reception area with a panoramic view of Pleasure Island, the Sabine-Neches Waterway and Sabine Lake.

## Academic Advising

Academic advising is a shared responsibility between academic advisors and the faculty. First time in college students should meet with Academic Advisors located on the third floor of the Student Center. Returning students should meet with a faculty advisor.

Advisors assist students in their admission to the College and answer questions about residency, and registration for the Texas Success Initiative. Advisors also counsel students about dropping courses and withdrawing from school. They also help with the selection of courses, completion of schedules and registering for class.

## Bookstore

Barnes & Noble Bookstore operates a bookstore on campus for the convenience of faculty and students. Books and supplies may be purchased. Depending upon availability, a variety of rental books are provided for some courses. Used books which currently are approved may be sold to the bookstore. Books which must be discontinued are not purchased by the bookstore except at wholesale price. The bookstore reserves the right to require a seller to prove ownership of books.

## Job Placement & Career Guidance

Current available positions with community employers is maintained in the Department of Business and Technology office (MMED 147). The

list is posted on the college website. Office personnel will assist with computer searches of on-line job banks and job search techniques.

The Human Resources Office provides assistance to students seeking part-time positions on campus.

## Special Populations

Students with disabilities who need special accommodations must notify the Special Populations/Disabilities Coordinator at least two weeks before classes begin for the semester in which they will be enrolled. The Special Populations/Disabilities Office serves individuals who have one or more disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals who encounter other barriers to educational achievement, including those with limited English proficiency and academic disadvantage.

The coordinator ensures that individuals who are members of a special population or have a documented disability receive adequate services that are supplemental to basic student services offered by the College. Services include curriculum modification; equipment and/or classroom modification; supportive personnel, such as tutors, note takers, and/or interpreters; instructional aids and devices; childcare; remedial instruction; career guidance; and other services to ensure the student's full participation in the educational programs.

## Student Government Association

The Student Government Association serves as the representative voice of students. The SGA President, Vice President, Secretary / Treasurer and five Representatives are elected by the student body. Each student organization officially recognized by the College is allowed to send one senator to Senate meetings.

The organization co-sponsors a number of events on campus.

Each student officer has a one year term. Any student in good standing with a 2.5 or better grade point average may run for an SGA officer position. Students become involved with various standing and appointed committees. Students also become involved with programs and activities sponsored by the SGA.

The Judicial Arm of the SGA consists of the Supreme Court/Student Traffic Court. As a Supreme Court

they may rule on cases involving student conduct and other cases as may be assigned. As a Student Traffic Court, this body will hear appeals concerning parking and traffic citations.

## Student Handbook

The Student Handbook includes a Student Conduct Code, as well as other important information. It is the student's responsibility to be knowledgeable of established college policies and procedures that are contained in the Student Handbook and to comply with them.

Copies of the handbook are available upon request on the third floor of the Student Center. The handbook also is posted on the college website: ([www.lamarpa.edu](http://www.lamarpa.edu)).

## Student Identification Card (ID)

Students registered for classes at Lamar State College Port Arthur must purchase a Student Identification Card (ID).

The Student Identification Card must be carried by the student when on the LSCPA campus. The ID is required to allow LSCPA students to use campus facilities and events such as athletic events, artist series, plays, recitals, musicals, readings and lectures. The card also serves as a library card and required to use the computer labs.

If a student is unable to produce a current Student Identification Card, they may be required to leave the campus.

Lost Student Identification Cards must be reported to Student Services and replaced.

## Student Organizations

Students can join any of a growing number of organizations. Membership allows students to broaden their knowledge in their professional areas. In addition, these organizations promote academic and vocational excellence on campus.

Students interested in joining one of the existing groups or wants to form a new student organization should seek information from the Director of Student Activities on second floor of the Student Center.

The current organizations include:

- Accounting Society



- A Class Act. An organization for students interested in enhancing performing arts and expression through theater productions.
- Allied Health Sciences Society. An organization for students interested in health care fields.
- Alpha Beta Gamma. An organization the international honor society for business students.
- Audio Engineering Society (AES). A society for Commercial Music majors with an interest in sound engineering.
- Baptist Student Ministry. A religious/social organization.
- Chi Alpha. A social/service organization dedicated to the needs of the non-traditional student.
- Criminal Justice Association. An organization for Criminal Justice Majors.
- Diversity Club. An organization that fosters student appreciation of cultural and social diversity.
- Gamma Phi Gamma. A women's social/service sorority.
- Gamers United.
- International Society of Automation. An organization for Instrumentation Technology and Electronics Technology majors.
- LSCPA History Club. A student chapter of the Port Arthur Historical Society.
- LSCPA Speech and Debate Club. An organization for students interested in poetry, prose, public speaking and debate for competition.
- Phi Theta Kappa Academic Honor Society (Alpha Lambda Rho Chapter). The international honor society for two-year accredited colleges.
- POWER (paralegal club)
- Professional Cosmetologist Association. An organization for students interested in Cosmetology.
- Sigma Kappa Delta. A national honor organization for English majors and minors and students interested in English.

For more information about any of these organizations, visit the Student Government Association office located on the second floor of the Student Services Building or call (409) 984-6192.

## **SKILLS, U.S.A.™**

Skills USA is an international organization that serves students who are enrolled in training programs in technical, skilled, and service occupations. Skills USA prepares America's high

performance workers by providing quality educational experiences for students in leadership, teamwork, citizenship, and character development. Participation in Skills USA builds and reinforces self-confidence, work attitudes and communication skills while emphasizing total quality at work, high ethical standards, superior work skills, lifelong education and pride in the dignity of work. Skills USA programs include local, state, national, and international competitions in which students demonstrate occupational and leadership skills.

## **SOAR Student Book Clubs**

In January 2013, Lamar State College Port Arthur (LSCPA) implemented the College's Quality Enhancement Plan (QEP), as described by Comprehensive Requirement 2.12 and Comprehensive Standard 3.3.2 in *The Principles of Accreditation: Foundations for Quality Enhancement*. The College's QEP is entitled Seahawks SOAR (Students Obtaining Achievement in Reading).

One aspect of the Seahawks SOAR project is hosting Student Book Clubs for the duration of the five year study. Led by a faculty or staff member, the Student Book Clubs will meet three times a semester. At each meeting, the leader will guide the students in a discussion of one popular work of fiction or nonfiction, selected by a sub-committee of the Seahawks SOAR Advisory Committee. This process of reading the text and bringing the author or relevant speaker to address the student body is the model for subsequent semesters. Sign up for participation in a book club occurs during Welcome Week each semester. The College offers incentives for the students to participate in the student book club activities, including drawings for giveaways, T-shirts, wristbands, and gift cards. For more information contact the Director of Student Activities on the second floor of the Student Center.

## **Eligibility for Extracurricular Activities**

An extracurricular activity is an activity representing the student body, a student organization, any department or division organization or any activity representing the College.

Any half-time student not on disciplinary or scholastic probation, who is officially registered, is eligible to become a candidate and/or to hold student office or to represent the College in any extracurricular activity provided such student has a grade point average of at least 2.0 for both the whole of college work completed at Lamar State College Port Arthur and that of the preceding semester.

For the purpose of establishing eligibility, two six-week summer terms may count as one semester.

Transfer students have the same eligibility as freshman students until completion of one semester at Lamar State College-Port Arthur.

Students participating on an intercollegiate level in any one of the certified sports of the *National Junior College Athletic Association* shall conform to the requirements of the *Rules of Eligibility*, the rules and regulations of the Region XIV conference, and the rules of the College at which the students are attending and participating.

## Student Publications

“Expressions” is an annual student publication which encourages and promotes the literary, artistic and photographic expression of LSCPA students.

Students write literary works and submit them for evaluation. Entries are judged by a qualified panel of judges. Entries are received during the fall semester and published during the spring semester. Students from all majors and fields of study are encouraged to make submissions.

## The Campus SaVE Act: Campus Sexual Violence Elimination Act

The Campus SaVE Act signifies a defining moment in our nation's handling of sexual assault, domestic violence, dating violence, and stalking on college campuses. With the work of the White House Task Force to Protect Students from Sexual Assault, this issue has gained national attention signaling positive change and action to improve the lives of many thousands of students.

Effective with the Fall 2014 semester, the Campus Sexual Violence Elimination Act will address many of the secondary issues surrounding sexual assault. It defines what terms such as ‘sexual assault’ and ‘stalking’ mean within the bill, as well as outlines the rights that victims have when reporting crimes and seeking legal help. Educational programs focused on prevention and raising awareness on college campuses are also provided for within the bill. The bill requires that every college and university nationwide to provide such training for all students, faculty and staff. Any questions regarding the requirements associated with the provisions of this Act may be addressed by contacting the Dean of Student Services and or the Human Resources Department on campus.

## Compact with Texans

In response to the Agency Strategic Plan for Fiscal years 2001-2005, issued jointly by the Governor’s Office of Budget and Planning and the Legislative Budget Board, Lamar State College Port Arthur developed a “Compact with Texans,” which addresses the services provided to students, business and organizations that are part of the LSCPA community. The goals of the State of Texas include quality services to the customers of our state colleges. The College heartily supports this goal and commits to guidelines for quality of instruction and services.

**Services Provided:** The College provides accessible post-secondary education and training opportunities for a diverse population of Southeast Texas, including students pursuing a degree for the first time, students returning for personal or professional enhancement, students seeking career changes or promotion and organizations seeking to upgrade the skills of their workforce.

**Service Principles and Goals:** The College pledges to provide quality instruction and services in a professional, honest, timely, impartial, accurate, courteous and efficient way. Instruction and related services are offered with flexible scheduling, locations, delivery methods and content to those students pursuing post-secondary education. Students have the right to expect quality services in a safe environment while seeking enrollment, advisement, financial assistance, special services, instruction or other instructional-related services. The College is committed to providing the best possible services and quality instruction emphasizing Access and Retention, Focus on Learning, Core Values and Community Connections. (See Mission Statement).

**Continuous Improvement; A Partnership:** The College works in partnership with citizens, regional businesses, industries, schools, service sector organizations and other community organizations to provide quality, on-going services. It seeks continuous improvement through the on-going assessment of its services through customer satisfaction surveys, student services surveys, faculty evaluations, business and industry needs assessments, focus groups and advisory councils.

**Standards for Maximum Wait Times:** Every effort is made to provide services in a professional, honest, timely, impartial, accurate, courteous, efficient manner. The College strives to meet a minimum standard of wait time on all occasions, realizing that during periods of high quantity of demand, the times may be longer. However, the goal is to eliminate any excess wait time and plan appropriately for overload times to allow minimization of waiting periods.

Approximate wait times for the following services are:

- Determining financial aid awards: within 3 weeks of receiving completed file.
- Initial on-site assessment to begin registration process: 15-20 minutes.
- Handling receipt of payments with completed file: within 15 minutes.
- Determining results of credit by examination: 5 working days.
- Transcript evaluation: completed by end of first semester after receiving official completed file.
- Process admission applications with completed and official file: 3 working days.
- Processing transcript requests: 3 working days.
- Arranging specialized services: students are encouraged to contact the Special Populations Coordinator at least two weeks prior to class to arrange for specialized services. When special materials or equipment must be purchased, students should allow sufficient time to order, receive and install the equipment.
- Reporting ASSET results: students administered the test will have results reported

within one to two working days. The writing sample will be graded off-site and will take approximately five days.

**Complaints, Grievances and Appeals:** The goal is to provide equitable, timely, fair and accurate resolutions to problems and complaints. Initial complaints or problems should be brought to the attention of the relevant department for resolution. If an acceptable resolution is not reached within five working days, the student can then file a formal written complaint. If a student wishes to file a formal complaint, the process and procedures for filing a written complaint, grievance or appeal is available through The Texas State University System Rules and Regulations, the LSCPA Student Handbook, the Faculty Handbook, the college catalog and/or website.

**Student Relations Representative:** Dr. Gary Stretcher, Vice President for Academic Affairs, Lamar State College Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310. Phone (409) 984-6209 and fax (409) 984-6000. Email: [Gary.Stretcher@lamarpa.edu](mailto:Gary.Stretcher@lamarpa.edu). Additional contacts for student relations include the President, the Vice President for Finance and the Dean for Student Services.

## Student Rights and Responsibilities

---

### Student Conduct

To meet its educational objectives, an institution of higher learning must expect rational, mature behavior from its constituency. To accept anything less invites the destruction of not only academic freedom, but also the system of higher education.

Student discipline at Lamar State College Port Arthur is based on an educational philosophy of helping students grow and mature into responsible citizens. When a student behaves in a manner that requires disciplinary action, a careful investigation of all facts is made and the student is afforded every opportunity to assist in arriving at a just and equitable decision.

Counseling, conferences with parents and/or instructors, conferences with peer groups and other techniques as may seem appropriate, may be employed in making discipline an educational experience.

### Grievance Procedure

Students should first attempt to resolve grievances locally and informally through discussion with campus officials. Students should first discuss grievances with the campus individuals with whom they have an unresolved issue. If the issue remains unresolved, the student should discuss the unresolved issue with the immediate supervisor. For academic issues, the student should discuss the issue with the instructor, department chair, Dean of Technical Programs (if applicable) and the Vice President for Academic Affairs.

- a. Academic issues. The student should first discuss the issue with the instructor, then the department chair, and the Vice President for Academic Affairs.
- b. Non-academic issues. The student should first discuss the issue with the campus individual they have an issue, then their immediate supervisor, and finally the Dean for Student Services.

Each official, upon receipt of an issue or concern, shall investigate the circumstances (to include

interviews with the individuals involved where necessary) and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next higher level of responsibility.

If the issue or concern is not settled at the departmental level within 10 working days, then the issue shall be referred in writing to a vice president. If the unresolved issue is academic in nature, the referral will be forwarded to the Vice President for Academic Affairs. If the unresolved issue is non-academic in nature, the referral will be forwarded to the Dean for Student Services.

The Vice President for Academic Affairs will review the unresolved academic issues. The Dean of Student Services will review unresolved non-academic issues. If the issue remains unresolved, the Vice President or Dean may recommend to the President the appointment of a Special Board to conduct a formal administrative hearing as the basis for final action by the President.

The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may, however, be challenged.

## Academic Dishonesty

In an attempt to clarify possible misunderstandings, LSCPA faculty and staff have developed some definitions and examples of two types of academic dishonesty: cheating and plagiarism.

Cheating is defined as the giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade.

Plagiarism, or literary theft, is defined as appropriating the literary composition of another person, including the parts, passages, or language of that writing, and passing off the appropriate material as one's own. Plagiarism is the failure to give proper credit or citation to one's sources(s) of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student. Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;

3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test.
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials.
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

As with other violations of student conduct, cheating and/or plagiarism may result in disciplinary action.

## Penalty for False Statements

A student who provides false information or makes false statements to any college official or office or on an official form submitted to the College is subject to immediate dismissal.

## Computer Services Department Policies

The use of the college's computing and electronic communication resources is a privilege, not a right. That privilege can be revoked at any time if a user violates policies outlined here and contained in detail on the college website at: [www.lamarpa.edu/gen/ir\\_use\\_policy.html](http://www.lamarpa.edu/gen/ir_use_policy.html).

The Information Resource Use Policy is designed to ensure the ethical, efficient, effective and lawful use of computer hardware, software, networks and systems. Students who violate the policy will receive appropriate disciplinary action from the College and may also face legal action from civil authorities.

No provision of the college's policy supersedes or limits any state or federal laws, or any other Texas State University System or Lamar State College Port Arthur policies regarding confidentiality, information dissemination or standards of conduct.

The College is committed to:

- Providing students with the computer hardware and software necessary to perform their instructional assignments;
- Protecting its computer environment from viruses;

- Maintaining compliance with the U. S. copyright laws and software license agreement and;
- Discouraging and monitoring for copyright infringement.

Each user is granted non-commercial use of the computing and communications facilities and services of the College according to rules that may be posted at those facilities, and to the terms described in this publication. A student who illegally duplicates software and/or its documentation, violates the policies of the Information Resources Use Policy or otherwise fail to comply with the college's third-party software license agreements, will be subject to disciplinary action up to and including expulsion from school.

#### **Computing Facilities Use Policies:**

The college's computing facilities are provided for the support of college programs. All users are responsible for seeing that these facilities are used only for transaction of college business. Computing facilities and accounts are owned by the College and may be used only for college-related activities.

The College reserves the right to allocate and restrict access to computing resources. Users may not use computer systems, facilities or services in any way that diminishes or interferes with the reasonable and confidential use of those systems.

The College retains the right to access and immediately remove any data or files evidencing any such misuse.

Account access information assigned to an individual is not to be given to another individual. The individual assigned to an account is responsible for all activity for which that account is used.

The following policies govern the use of all college computing facilities. Any use of these facilities in any way other than those stated below will be considered in violation of college policy.

\* Users are accountable for using computing facilities in an effective, ethical and lawful manner.

\* Use of college computing facilities to create, display, modify, or transmit files that are abusive, harassing, threatening, indecent, or illegal is expressly prohibited.

\* Material that might be considered indecent, abusive, harassing or threatening may be accessed, activated and viewed only insofar as those materials and resources are required to perform legitimate college-related functions.

\* Illegal material may not be accessed, viewed or stored on college computing facilities.

\* Conduct that involves the use of computing or communications resources to violate a college policy or regulation, or to violate another's rights, is a serious abuse and can result in limitation of privileges and lead to appropriate disciplinary action.

#### **Software Use Policies:**

Neither licensed software, nor college-developed software, shall be copied except as specifically stipulated in license agreements or in The Texas

State University System Rules and Regulations. All software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright.

Students have permission to use licensed software according to the regulations set by the College. The use of such software is governed by the terms of licensing agreements between the College and the software licensors. Users must read and abide by the terms of those agreements.

#### **Internet Use Policies:**

The College maintains a connection to the internet in support of its mission. Users must be aware that all internet usage, including source and destination, can be recorded and stored. Users have no right to privacy with regard to internet use.

The College has the ability and right to view any user's usage patterns and take action to assure internet resources are devoted to maintaining the highest levels of productivity.

The internet path record is the property of the College and therefore the people of the State of Texas. Such information is subject to the Texas Public Information Act and the state laws applicable to records retention.

Using the college's internet connection to access information, images or other materials that violate any federal laws, state laws, Texas State University System rules or LSCPA policies is strictly prohibited. Using the internet connection to access other computer systems in violation of state or federal law is prohibited. Using the internet connection to access other computer systems in violation of the policies of the entity that owns those systems is strictly prohibited.

#### **Electronic Messaging Policies:**

Access to and the responsible use of modern information resources are essential to the pursuit and achievement of excellence. The College encourages the appropriate use of electronic messaging to enhance productivity. Use of these resources must be consistent with the college's goals of education, research, and public service.

"Electronic messaging" refers to those computer applications such as email, instant messaging, video and/or audio conferencing/collaboration, chat rooms, newsgroups, list servers, streaming media, message boards or any other application that allows a user to interactively or passively communicate with one or more persons or entities using the college computing or communications resources.

Responsible users of electronic messaging applications are expected to act in accordance with the following policies based on common sense, common decency and civility applied to the networked computing environment.

Information sent as electronic messages should meet the same standards for distribution or display as if they were tangible documents or instruments. Users must be clearly and accurately identified in all electronic communications.

Concealing or misrepresenting a name or affiliation in order to be dissociated from

responsibility for actions taken is never appropriate. Alteration of the source of electronic messages or postings is unethical and possibly illegal.

Electronic messaging facilities are for college-related activities only. All electronic messaging files belong to someone. Aside from the college's right of access, they should be assumed to be private and confidential unless the owner has explicitly made them available to others.

The College cannot guarantee the privacy or confidentiality of electronic documents or communications.

Users must respect the rights of others and must not send, post or broadcast abusive, threatening, illegal, indecent or harassing materials. While debate on controversial issues is inevitable and essential, users must do so in a way that actually advances the cause of learning and mutual understanding.

Electronic messaging and other network resources may not be used for commercial purposes or for personal financial gain.

The same standards of conduct expected of users regarding the use of telephones, libraries and other college resources apply to the use of electronic messaging.

Users will be held no less accountable for actions in situations involving electronic messaging than when dealing with other media.

Any communication where the meaning of the message, or its transmission or distribution, would be illegal, unethical or irresponsible is to be avoided.

#### **Telephone System Use Policies:**

The college's telephone facilities include any telephone or voice communication device including the Phone Mail System.

Users shall:

\* Be accountable for using these facilities in an effective ethical and lawful manner.

\* Only use those facilities for which they have authorization, whether these facilities are at the College or at any other facility accessible through the telephone network.

\* Take all reasonable steps to protect the privacy of others as well as the integrity of the College. Users shall not share with others PIN numbers, passwords, or any other authorization which has been assigned to them.

\* Be aware that all calls are monitored by a Call Detail Recording System located in the Computer Center. These reports are published to the President, Vice President of Academic Affairs and the Director of Computer Services monthly and are available to the Department Chairs upon written request.

#### **Consequences of Information Resources Policy Violations**

An individual's computing and communications resources use privileges may be suspended or restricted immediately upon discovery of any policy violation. Removal of the suspension or restriction will be by appeal to the Director of Information Technology Services or the Vice President for

Academic Affairs. Continued or major violations of these policies may result in the College exercising its right to deny future computing privileges. In addition, any user found in violation may also be subject to further disciplinary action by the College, including termination of employment or suspension from school, as well as legal action under state and federal laws, and legal action by the owners and licensors of proprietary software for violation of copyright laws and license agreements.

## **Disciplinary Action**

Students are subject to disciplinary action for unacceptable behavior, as outlined in the Student Handbook under "Student Conduct and Discipline." The Vice President for Student Services may classify behavior as unacceptable and may refer the case to the proper judicial body for investigation and decision. The student has the privilege of appealing the decision to the College Discipline Committee. This appeal is made through the Office of the Vice President for Student Services and the action of the College Discipline Committee is subject to review by the President.

## **Information Resources Policy**

### **I. Overview**

#### **A. Purpose and Scope**

The purpose of this Policy is to define Information Resource Operating Policies for the management and security of Lamar State College Port Arthur information resources.

#### **B. Authority**

The contents of the Policies listed below ensure the college's compliance with *Texas Administrative Code (TAC) 202* and the *Texas State University System Rules and Regulations*.

### **II. Security Violations and Sanctions**

Information resources are valuable assets strategically provided to further the instructional, research, public service, and administrative functions of the College. Individuals using information resources owned or managed by the College are expected to know and comply with all College policies, procedures, as well as local, state and federal laws. Individuals are responsible for the security of any computer account issued to them and will be held accountable for any activity that takes place in their account.

#### **A. Detecting and Reporting**

Users of College information resources are expected to report any known or observed attempted security violation. Additionally, they must not conceal or help to conceal violations by any party. Any actual or suspected security violation should be reported immediately to the Director of Information

Technology Services at 409-984-6484 or to the Assistant Director of Systems, Networking, and Telecom at 409-984-6141.

#### **B. Disciplinary Actions**

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries, a termination of employment relations in the case of contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of College information resources access privileges, civil, and criminal prosecution, as well as legal action under state and federal laws, and legal action by the owners and licensors of proprietary software for violation of copyright laws and license agreements.

### **III. Information Resources Policies**

#### **Responsibilities – Authority – TAC 202.70; 202.71; 202.72; 202.75**

1. The IRM shall produce annually for review and approval by the president of the College a document identifying College information resource ownership and associated responsibilities for all information resource assets. (TAC 202.71.a)
2. The IRM shall produce annually for review and approval by College information resource owners a document identifying information resource custodians and approved users. (TAC 202.71.c)
3. The president of the College shall appoint an Information Security Officer (ISO) who shall report to executive management of the College. (TAC 202.71.d)
4. The Information Security Officer shall document and maintain an up-to-date information security program. At a minimum the security program will be defined as the aggregate of policies compliant with TSUS rules and regulations Chapter III Paragraph 19 and TAC Chapter 202, Subchapter C, Rule 202.70 through Rule 202.78. The information security program shall be approved by the president of the College. (TAC 202.70.2, 202.71.d.2)
5. The Information Security Officer shall report annually to the president of the College the status and effectiveness of information resource security controls. (TAC 202.71.d.4, 202.72.c)
6. The Information Security Officer, in cooperation with information owners and custodians, shall develop and recommend policies, procedures, and practices necessary to ensure the security of information resources against unauthorized or accidental modification, destruction, or disclosure. (TAC 202.71.d.1&5)
7. The IRM and Information Security Officer shall establish a network perimeter protection strategy which includes some or all of the following components: DMZ, firewall, intrusion detection or prevention system, or router. (TAC 202.75.8)

8. The IRM shall ensure that an independent, third party, biennial review of the information security program is performed. (TAC 202.71.e)

#### **5.16.2 Data Classification and Risk Assessment – Authority-TAC 202.70; 202.71; 202.72; 202.74; 202.76**

All data owners or designated custodians shall be responsible for classifying data processed by systems under their purview based on data sensitivity so that the appropriate security controls can be applied and the information resource can be appropriately managed. (TAC 202.71.c.1.I)

The Data Classification document produced annually by the ISO shall be used to identify data types and their need for confidentiality, integrity, and availability. (TAC 202.71.b, 202.76.a.3)

A data classification of Category-I shall be based on compliance with applicable federal or state law, a contract, or on the demonstrated need to: (TAC 202.71.b, 202.76.a.3)

- Document the integrity of that digital data (that is, confirm that data was not altered intentionally or accidentally),
- Restrict and document individuals with access to that digital data, and
- Ensure appropriate backup and retention of that digital data.

Certain digital data not defined as Category-I digital data can be so classified if warranted by a department's demonstrated need. With suitable justification, the college may convert its classification of these digital data from Category-I digital data to a lesser classification upon request by the data owner, with IRM review and approval. (TAC 202.71.c.1.I, 202.72.c)

Under the guidance of the Information Security Officer, the college shall annually conduct and document an information security risk assessment. (TAC 202.72.a, 202.73.b, 202.74.a.2)

The confidentiality, integrity, and availability of information resources shall be managed and protected based on sensitivity and risk. (TAC 202.70.1)

The IRM produce and maintain a procedure manual consisting of IRM reviewed and approved procedures for the management and operation of information resource assets.

#### **5.16.1 Physical and Environmental Security Policy – Authority-TAC 202.73; 202.75**

1. All physical security and environmental control systems must comply with all applicable regulations such as, but not limited to, building codes and fire prevention codes.
2. All information resource facilities must be protected against loss from both physical and environmental threats in proportion to the category of data or systems housed within the facility. (TAC 202.73.a)
3. Physical access to all restricted information resource facilities must be documented and managed. (TAC 202.73.a)

4. The process for granting card and/or key access to information resource facilities must include the approval of the person responsible for the facility. (TAC 202.75.7.P)
5. Requests for access must be approved by the department head and authorized by the IRM. (TAC 202.75.7.P)
6. Card and/or key access to information resource facilities must be granted only to college support personnel, and contractors, whose job responsibilities require routine access to that facility. (TAC 202.75.7.P)
7. Each individual that is granted access rights to an information resource facility must receive emergency procedures training for the facility and must sign the appropriate access and non-disclosure agreements. (TAC 202.75.7.P)
8. Access cards, codes, and/or keys must be changed on a periodic basis based on the criticality or importance of the facility. (TAC 202.75.7.P)
9. Access cards, codes, and/or keys must not be shared, reallocated, or loaned to others.
10. Access cards and/or keys that are no longer required must be returned to the person responsible for the information resource facility. (TAC 202.75.7.P)
11. Lost, stolen, or compromised access cards, codes, and/or keys must be reported to the person responsible for the information resource facility. (TAC 202.75.7.P)
12. A service charge may be assessed for access cards and/or keys that are lost, stolen or are not returned. (TAC 202.75.7.P)
13. Cards and/or keys must not have identifying information other than a return mail address. (TAC 202.75.7.P)
14. All information resource facilities that allow access to visitors will track visitor access with a sign in/out log. (TAC 202.75.7.P)
15. Visitors must be escorted in authorized access controlled areas of information resource facilities. (TAC 202.75.7.P)
16. Access records and visitor logs must be kept for review. (TAC 202.75.7.P)
17. The card and/or key access rights of individuals that change roles within the college or are separated from their relationship with the college shall be removed. (TAC 202.75.7.P)
18. Access records and visitor logs for an information resource facility shall be reviewed on a periodic basis and any unusual access investigated. (TAC 202.75.7.P)
19. Signage for restricted access rooms and locations must be practical, yet minimal discernible evidence of the importance of the location should be displayed. (TAC 202.75.7.P)

#### **5.16.2 Backup and Business Continuity – Authority-TAC 202.70; 202.74; 202.75**

1. The IRM is responsible for developing and maintaining a Disaster Recovery Plan designed to address the operational restoration of the college's critical computer processing capability.

- The plan will integrate into and meet the objectives of the larger Business Continuity Plan for the college and be reviewed on the same schedule. (TAC 202.70.6, 202.74.a)
2. The frequency and extent of backups must be in accordance with the importance of the information and the acceptable risk as determined by the data owner. (TAC 202.74.b)
  3. The vendor(s) providing offsite backup storage, if any, for the college must be cleared to handle the highest level of information stored. (TAC 202.75.7.E)
  4. Physical access controls implemented at offsite backup storage locations, if any, must meet or exceed the physical access controls of the source systems. Additionally backup media must be protected in accordance with the college's highest sensitivity level of information stored. (TAC 202.75.7.E)
  5. The backup and recovery process for each system must be documented and periodically reviewed. (TAC 202.75.7.E)
  6. A process must be implemented to verify the success of the college electronic information backup. (TAC 202.75.7.E)
  7. Backups must be periodically tested to ensure that they are recoverable. (TAC 202.75.7.E)
  8. Procedures between the college and the offsite backup storage vendor(s), if any, must be reviewed and approved periodically by the IRM. (TAC 202.75.7.E)

#### **5.16.5 Portable Computing and Encryption – Authority-TAC 202.75**

1. Only portable computing devices approved by the IRM may be used to access college information resources. (TAC 202.75.7.Q)
2. College owned portable computing devices must be password protected. (TAC 202.75.7.Q)
3. College data should not be stored on portable computing devices or portable storage devices/media. Specific, written permission shall be obtained from the data owner before a user may store Category-I college data on a portable computing or storage device/media. (TAC 202.75.7.Q)
4. Category-I/II college data shall not be copied to or stored on portable computing devices, portable storage device/media or non-college owned portable computing device in a non-encrypted state. (TAC 202.75.4, 202.75.7.H)
5. Category-I/II college data must not be transmitted on a public network or via wireless network unless approved encryption techniques and/or approved wireless transmission protocols are utilized. (TAC 202.75.4, 202.75.7.H, 202.75.7.Z.ii)
6. The ISO is responsible for determining the approved encryption methods for storing and transmitting college data. (TAC 202.75.4, 202.75.7.H, 202.75.7.Z.ii)
7. Unattended portable computing devices must be physically secure. This means they must be locked in an office, locked in a desk drawer or



filing cabinet, or locked in a secure, out-of-sight area of a vehicle. (TAC 202.75.7.Q)

**5.16.6 System Development and Auditing – Authority-TAC 202.71; 202.75**

1. The Information Technology Services Department is responsible for developing, maintaining, and participating in a System Development Life Cycle (SDLC) for college system development projects. All software developed in-house which runs on production systems must be developed according to the SDLC. At a minimum, this plan should address the areas of preliminary analysis or feasibility study; security implications; risk identification and mitigation; systems analysis; general design; detail design; development; quality assurance and acceptance testing; implementation; and post-implementation maintenance and review. This methodology ensures that the software will be adequately documented and tested before it is used for critical college information. (TAC 202.75.6.B, 202.75.7.D, 202.75.7.U, 202.75.7.W)
2. All production systems must have designated owners and custodians. (TAC 202.71.c)
3. All production systems must have an access control system suited to the classification of data stored on the system as determined by the risk analysis process. (TAC 202.75.3.C)
4. Where resources permit, there shall be a separation between the production, development, and test environments. All development and testing environments must utilize sanitized data or maintain the same security access as the production system. (TAC 202.75.6.A)
5. All application-program-based access paths other than the formal user access paths must be deleted or disabled before software is moved into production. (TAC 202.75.7.D)
6. Information resources systems shall provide the means whereby authorized personnel have the ability to audit and establish individual accountability for any action that can potentially cause access to, generation of, modification of, or affect the release of Category-I data. (TAC 202.75.5.A)
7. Appropriate audit trails shall be maintained to provide accountability for updates to Category-I data and related hardware and software, and for all changes to automated security or access rules. (TAC 202.75.5.B)
8. Based on the risk assessment completed by the ISO, a sufficiently complete history of transactions shall be maintained to permit an audit of the information resources system by logging and tracing the activities of individuals through the system. (TAC 202.75.5.C)
9. Where possible a logon banner/warning should be presented when a user logs on to a system. The ISO shall approve the content of the banner/warning. (TAC 202.75.9)

**5.16.7 Acceptable Use – Authority – TAC 202.70; 202.75**

1. Lamar State College–Port Arthur information resources are finite by nature. All users must recognize that certain uses of college owned information technology resources may be limited or regulated as required to fulfill the college's primary teaching, research and public service missions.
2. Users must report any weaknesses in computer security, any incidents of possible misuse or violation of this agreement to the Information Security Officer. (TAC 202.75.7.A)
3. Users must not attempt to access any data or programs contained on college systems for which they do not have authorization or explicit consent to do so. (TAC 202.75.7.A)
4. Users must not share their college account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes. (TAC 202.75.7.A)
6. Users are responsible for all actions that take place with their account. (TAC 202.70.3)
7. Users must distinguish between ideas, comments, and opinions of the individual user versus those that represent the official positions, programs, and activities of the college.
8. The college is not responsible for the content of documents, exchanges or messages, including links to other information locations on the internet or world wide web, that reflect only the personal ideas, comments and opinions of individual members of the college community, even where they are published or otherwise circulated to the public at large by means of college information technology resources.
9. Students, faculty and staff using information technology resources for purposes of exchanging, publishing or circulating official institutional documents must follow LSCPA requirements concerning appropriate content, style and use of logos, seals, or other official insignia.
10. Users of college information resources must not use any software not provided by the college without Information Technology Services Department approval. (TAC 202.75.7.V)
11. Users must not purposely engage in activity that may: harass, threaten or abuse others; degrade the performance of college information resources; deprive an authorized Lamar State College - Port Arthur user access to a college resource; obtain extra resources beyond those allocated; circumvent any computer security measures. (TAC 202.75.7.A)
12. Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, users must not run password cracking programs, packet sniffers, or port scanners or

- any other non-approved programs on college information resources. (TAC 202.75.7.V)
13. Lamar State College - Port Arthur information resources must not be used for personal benefit, political lobbying or campaigning. (TAC 202.75.7.A)
  14. Users must not intentionally create, access, store, view or transmit material which the college may deem to be offensive, indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of the college's official processes for dealing with academic ethical issues). (TAC 202.75.7.L)
  15. Illegal material may not be used to perform any legitimate job or academic function and therefore may not be created, accessed, stored, viewed, or transmitted on college information resources. (TAC 202.75.7.L)
  16. A Lamar State College - Port Arthur owned, home based, computer must adhere to all the same policies that apply to use from within Lamar State College - Port Arthur facilities. Employees must not allow family members or other non-employees access to college computer systems. (TAC 202.75.7.A)
  17. Users must not otherwise engage in acts against the aims and purposes of Lamar State College - Port Arthur as specified in its governing documents or in rules, regulations and procedures adopted from time to time. (TAC 202.75.7.A)
  18. All user activity on college information resources assets is subject to logging, monitoring, and review. (TAC 202.75.7.A)
  19. Privately owned information resources are subject to the Acceptable Use Policy when used or operated on campus. (TAC 202.75.7.A)
  20. As a convenience to the Lamar State College - Port Arthur user community, some incidental use of information resources is permitted. The following restrictions apply: (TAC 202.75.7.A, 202.75.7.G, 202.75.7.L)
    - a. Incidental personal use of electronic mail, internet access, fax machines, printers, copiers, telephones, and so on, is restricted to college approved users; it does not extend to family members or other acquaintances.
    - b. Incidental use must not result in direct costs to the college.
    - c. Incidental use must not interfere with the normal performance of an employee's work duties.
    - d. No files or documents may be sent or received that may cause legal action against, or embarrassment to, the college.
    - e. Storage of personal email messages, voice messages, files and documents within the college's information resources must be nominal.
    - f. All messages, files and documents – including personal messages, files and documents – located on college information resources are owned by the college, may be

- subject to open records requests, and may be accessed in accordance with this policy.
- g. Non-business related purchases made over the internet are prohibited.

#### **5.16.8 Account Management – Authority-TAC 202.71; 202.75; 202.77**

1. All access requests for Category I-II information resources shall follow an account creation process that includes appropriate approvals. (TAC 202.75.1, 202.75.2.A)
2. Users must sign the appropriate Lamar State College - Port Arthur Information Resources Security Acknowledgement and Nondisclosure Agreement before access is given to a Category I/II information resources. (TAC 202.77.a, 202.77.c)
3. All accounts must be uniquely identifiable using a centrally assigned user name from the Information Technology Services Department. (TAC 202.75.3.A)
4. All accounts have a password construction and expiration that complies with the college Password Security Guidelines issued by the ISO. (TAC 202.75.3.D, 202.75.7.K)
5. Accounts of individuals, who have had their status, roles, or affiliations with the college change or who have become separated from the university, shall be updated or revoked to reflect their current status. (TAC 202.75.3.B)
6. Accounts of individuals on extended leave (more than 90 days) may be disabled at the discretion of the IRM. (TAC 202.75.3.B)
7. Accounts should be reviewed periodically by system administrators and data owners to ensure their status is correct. (TAC 202.71.c.1.G)
8. All vendor, consultant, and contractor accounts shall follow this policy. (TAC 202.75.2.B, 202.75.7.X, 202.77.c)

#### **5.16.9 Administrator/Special Access – Authority-TAC 202.75**

1. All users of system administrator or other special access accounts must be authorized by the IRM, ISO, and data owners. (TAC 202.75.7.C)
2. Users must sign the appropriate Lamar State College - Port Arthur Information Resources Security Acknowledgement and Nondisclosure Agreement before access is given to an administrator or other special access account. (TAC 202.75.7.C)
3. All users of system administrator or other special access accounts must have account management instructions, documentation, training, and follow guidelines developed by the ISO. (TAC 202.75.7.C)
4. The password for a shared administrator/special access account must change when an individual with the password leaves the department or college, or upon a change in the third party vendor personnel assigned to a college contract. (TAC 202.75.7.C)

5. When special access accounts are needed for internal or external Audit, software development, software installation, or other defined need, they: (TAC 202.75.7.C)
  - ❖ must be authorized by the system or data owner
  - ❖ must be created with a specific expiration date
  - ❖ must be removed when work is complete

**5.16.10 Change Management Policy – Authority-TAC 202.70; 202.75**

1. Every change to a college information resources resource, such as: operating systems, computing hardware, networks, and applications is subject to the Change Management Policy, and must follow the Change Management Procedures in the Information Technology Operations Manual. (TAC 202.70.5, 202.75.7.F)
2. A Change Management Committee for system containing or managing Category-I data, appointed by the IRM, will meet regularly to review change requests, and to ensure that change reviews and communications are being satisfactorily performed. (TAC 202.70.5, 202.75.7.F)
3. Changes to systems containing or managing Category-I data must be well documented and receive written approval from the data owners for that system prior to implementation. (TAC 202.70.5, 202.75.6.C)

**5.16.11 Incident Management – Authority-TAC 202.75; 202.76**

1. Whenever a security incident is suspected or confirmed, the appropriate incident management procedures as defined by the ISO must be followed. (TAC 202.75.7.J)
2. All unauthorized or inappropriate disclosures of Category-I data shall be reported promptly to the Information Security Officer. (TAC 202.76.a)
3. The college shall disclose, in accordance with applicable federal or state law, incidents involving computer security that compromise the security, confidentiality, and/or integrity of personally identifying information it maintains to data owners and any resident of Texas whose personally identifying information was, or is reasonably believed to have been, acquired without authorization. (TAC 202.76.a.3)
4. The ISO is responsible for reporting the incident to the:
  - ❖ Department of Information Resources as outlined in TAC 202.(TAC 202.76.a)
  - ❖ Local, state or federal law officials as required by applicable statutes and/or regulations (TAC 202.76.b)
5. The ISO is responsible for coordinating communications with outside organizations and law enforcement and act as the liaison between law enforcement and the college. (TAC 202.76.a, 202.76.c)

6. The ISO shall make monthly summary incident reports to the Department of Information Resources in the manner the department determines. (TAC 202.76.d)

**5.16.12 Password Security Policy – Authority-TAC 202.75**

1. All passwords, including initial passwords, must be constructed and implemented according to the Information Technology Services Department requirements for password characteristics such as length, complexity, age, and reuse. (TAC 202.75.7.K)
2. Stored passwords must be encrypted. (TAC 202.75.7K)
3. User account passwords must not be divulged to anyone. (TAC 202.75.7.K)
4. Security tokens (i.e. Smartcard) must be returned on demand or upon termination of the relationship with the college. (TAC 202.75.7.K)
5. If the security of a password is in doubt, the password must be changed immediately. (TAC 202.75.7.K)
6. Administrators must not circumvent the Password Security Policy for the sake of ease of use. (TAC 202.75.7.K)
7. Users must not circumvent password entry with auto logon, application remembering, embedded scripts or hard-coded passwords in client software. Exceptions may be made for specific applications (like automated backup) with the approval of the college ISO. In order for an exception to be approved there must be a procedure to change the passwords. (TAC 202.75.7.K)
8. Computing devices must not be left unattended without enabling a password protected screensaver or logging off of the device. (TAC 202.75.7.K)
9. Information Technology Services Department Helpdesk password change procedures must include the following: (TAC 202.75.7.K)
  - ❖ verify the identity of the user before changing password
  - ❖ change to a password that meets Information Technology Services Department guidelines for password characteristics.

**5.16.13 Intrusion Detection – Authority-TAC 202.75**

1. The ISO will develop a schedule for frequent, routine reviews of log files of systems containing Category-I data as identified through risk assessments. (TAC 202.75.7.M)
2. The ISO will develop a schedule for frequent, routine review of log files of any firewalls, Intrusion Detection, and other network perimeter devices. (TAC 202.75.7.M)
3. The ISO will develop a schedule for routine system integrity checks of the firewalls and other network perimeter access control systems. (TAC 202.75.7.M, 202.75.7.AA)

4. All trouble reports should be reviewed for symptoms that might indicate intrusive activity. (TAC 202.75.7.M)
5. All suspected and/or confirmed instances of successful intrusions must be immediately reported according to the Incident Management Policy. (TAC 202.75.7.M)
6. Users shall be trained to report any anomalies in system performance and signs of wrongdoing to the ISO. (TAC 202.75.7.M)

**5.16.14 Network Access – Authority-TAC: 202.75: 202.77**

1. Use of the college network constitutes acknowledgement of and agreement to abide by all policies set forth in the Acceptable Use Policy. (TAC 202.77.a, 202.77.b)
2. Use of the college network must be consistent with and in support of college initiatives.
3. Users are permitted to use only those network addresses issued to them by the Information Technology Services Department. (TAC 202.75.7.N)
4. All remote access to the college internal network must be authorized by Information Technology Services Department. (TAC 202.75.7.N)
5. Authorized remote users may connect to college information resources only through an approved ISP and using protocols approved by the college. (TAC 202.7.7.N)
6. Users may not be simultaneously connected to the college internal network and any external network. (TAC 202.75.7.N)
7. Users must not extend or re-transmit network services in any way. (TAC 202.75.7.N)
8. Users must not install or alter network hardware or software in any way. (TAC 202.75.7.N)
9. Non college owned computer systems that require network connectivity must conform to LSCPA Information Technology Services Department requirements.
10. Network devices that pose an immediate threat to network operations, performance, or other network-connected devices must be disconnected or quarantined to minimize risk until the threat is removed (TAC 202.75.7.N)

**5.16.15 Network Management and Configuration – Authority- TAC 202.75**

1. The Information Technology Services Department owns and is solely responsible for the management or administration of the college data and telephony network infrastructure including, but not limited to, the following: (TAC 202.75.7.O)
  - ❖ Installation, configuration and operation of all switches, routers, wireless devices, and firewalls (TAC 202.75.7.I, 202.75.7.Z.i)
  - ❖ Installation, configuration and operation of active network management devices
  - ❖ Establishment and management of all protocols used on the college network (TAC 202.75.7.I)

- ❖ Network address allocation and distribution
  - ❖ All connections to external third party data and telephony networks
  - ❖ All communications cabling installation or modification
  - ❖ Extension or re-transmission of network services in any way
  - ❖ Configuration and broadcast of all wireless signals providing access to the college network (TAC 202.75.7.Z.i, 202.75.7.Z.iii)
  - ❖ Installation and configuration of all telephony devices
  - ❖ Creation and maintenance of all college network infrastructure standards and guidelines (TAC 202.75.7.I)
  - ❖ Creation and maintenance of a directory of network devices
1. Any device connected to the college network is subject to Information Technology Services Department management and monitoring standards. (TAC 202.75.7.O)

**5.16.16 Information Resources Privacy Policy – Authority-TAC 202.75**

1. Electronic files and data created, sent, received, stored, or transmitted across computers or other information resources owned, leased, administered, or otherwise under the custody and control of the college are not private unless expressly stated in federal or state law and may be accessed at any time by the college administration, following a defined approval process, without knowledge of the information resource user or owner. Applicable open records requests shall follow the college standard formal request process. (TAC 202.75.7.R)
2. The college may log, review, capture, and otherwise utilize information stored on or passing through its information resources as needed for the purpose of system administration and maintenance, for resolution of technical problems, for compliance with Texas Public Information Act, for compliance with federal or state subpoenas, court orders, or other written authorities, allow institutional officials to fulfill their responsibilities when acting in their assigned capacity, and to perform audits. No notification is required to view this information; however, users with privileged access are expected to maintain the privacy of the individual. (TAC 202.75.7.R)
3. Identifying information shall be removed before sharing collected information to prevent loss of individual privacy where possible. (TAC 202.75.7.R)
4. Employees, contractors, vendors, and affiliates of the college shall safeguard the privacy and security of any information owned by or entrusted to the college. (TAC 202.75.7.R)
5. Disclosure of personally identifiable information to unauthorized persons or entities is expressly forbidden. (TAC 202.75.7.R)

6. Efforts shall be made to reduce the collection and use of personally identifiable information. If the information is required to be collected by state or federal law, the individuals shall be informed of the requirement on the form or at the time of collection. (TAC 202.75.7.R)
7. Access to personally identifiable information shall be granted through an appropriate approval process and be revalidated on a regular basis. (TAC 202.75.7.R)
8. Paper and electronic documents containing personally identifiable information shall be secured during use and when not in use. (TAC 202.75.7.R)
9. Electronic documents containing personally identifiable information shall only be stored on authorized systems. (TAC 202.75.7.R)

**5.16.17 Security Monitoring – Authority-TAC 202.71; 202.75**

1. To ensure compliance with these policies, state laws and regulations related to the use and security of information resources, the college's Information Security Officer has the authority and responsibility to monitor information resources to confirm that security practices and controls are adhered to and are effective. (TAC 202.71.d.3)
2. Routine monitoring and analysis of operating system, application, and network device logs are required on a schedule consistent with the ISO risk assessment. (TAC 202.75.7.S)
3. Backup strategies for security logs should be consistent with the ISO risk assessment. (TAC 202.75.7.S)
4. Logging of all administrator and root access should be consistent with the ISO risk assessment. (TAC 202.75.7.S)
5. Any security issues discovered will be reported to the ISO for follow-up investigation. (TAC 202.75.7.S)

**5.16.18 Security Awareness and Training – Authority-TAC 202.75; 202.77**

1. All new users must attend an approved Security Awareness training session prior to, or at least within 30 days of, being granted access to any college information resources. (TAC 202.75.7.T, 202.77.e)
2. All users must sign an acknowledgement stating they agree to the college's requirements regarding computer security policies and procedures. (TAC 202.75.7.T)
3. Information Technology Services shall deliver security awareness training on a periodic basis. (TAC 202.75.7.T, 202.77.d)
4. All employees must participate in a periodic computer security awareness presentation. (TAC 202.75.7.T, 202.77.d)

**5.16.19 Server Management and Hardening – Authority-TAC 202.75**

1. The IRM will create and maintain a server registration that will include the designated server owner and server administrator(s) and

other information necessary to indicate the purpose and function of the server supports and is consistent with college initiatives.

2. A server owner shall be designated by the IRM for each server. The server owner shall be responsible for establishing server usage policies, specifying server access controls (both physical and electronic), and assuring compliance with state and college server management standards. Data owners may be server owners.
3. A server administrator shall be designated by the server owner for each server. The server administrator shall be responsible for enforcing the owner's usage policies, implementing the owner-specified access controls, and configuring the server according to the required standards. Data custodians may be server administrators.
4. The IRM shall produce and maintain a server management guide that includes server management standards and best practices for college owned servers. All servers must be maintained to the standard set forth in the guide unless an exception has been made based on a documented risk management decision.
5. A server must not be connected to the college network until it is in an Information Technology Services Department accredited secure state and the network connection is approved by Information Technology Services Department. (TAC 202.75.7.U)
6. The degree of hardening for operating systems and applications shall be in accordance with the importance of the information on the system and the acceptable risk as determined by the data owner. (TAC 202.75.7.U)
7. Information Technology Services Department will monitor security issues, both internal to the college and externally, and will manage the release of security patches on behalf of the college. (TAC 202.75.7.U)
8. Information Technology Services Department may make hardware resources available for testing security patches in the case of special applications. (TAC 202.75.7.U)
9. Security patches must be implemented within the specified timeframe of notification from the Information Technology Services Department. (TAC 202.75.7.U)
10. Servers that pose an immediate threat to network operations, performance, or other network-connected devices must be disconnected or quarantined to minimize risk until the threat is removed.

**5.16.20 Software Licensing – Authority-TAC 202.75**

1. Copies of software licensed by the college shall not be made without verifying that a copy is permitted via the license agreement. (TAC 202.75.7.V)
2. Software used on college-owned systems shall be properly licensed for their method of use

(concurrent licensing, site licensing, or per system licensing). (TAC 202.75.7.V)

3. The college has the right to remove inappropriately licensed software from college computers if the user is not able to show proof of license. (TAC 202.75.7.V)
4. Software license management shall be achieved through central purchasing oversight.

#### **5.16.21 Computer Related Purchasing and Support – Authority-TAC 202.70; 202.75**

1. The IRM must approve all information technology related software and hardware purchases regardless of source of funds, including any device capable of storing, transmitting or processing electronic college owned data. This applies to information resources acquired as part of a larger or non-IT purchase or contract. (TAC 202.70.7, 202.75.7.W)
2. The Information Technology Services Department will conduct all quotes for bids and prices.
3. Each division, department, and office should consult with the Information Technology Services Department when preparing its annual budget for assistance in developing its requests for funds for hardware and software acquisitions. (TAC 202.75.7.W)
4. All college owned information resources, hardware and software, will be managed, facilitated, or provided by the Information Technology Services department.

#### **5.16.22 Vendor Access – Authority-TAC 202.75**

1. Vendors must comply with all applicable college policies, practice standards and agreements. (TAC 202.75.2.B, 202.75.7.X)
2. Vendor agreements and contracts must specify: (TAC 202.75.2.B, 202.75.7.X)
  - ❖ The college information resources to which the vendor should have access
  - ❖ How the college information is to be protected by the vendor
  - ❖ Acceptable methods for the return, destruction or disposal of the college's information in the vendor's possession at the end of the contract
  - ❖ The vendor must only use the college's data and information resources for the purpose of the business agreement
  - ❖ Any other college data acquired by the vendor in the course of the contract cannot be used for the vendor's own purposes or divulged to others
  - ❖ Upon termination of contract or at the request of college, the vendor will return or destroy all college data and provide written certification of that return or destruction within 24 hours.
3. Each vendor employee with access to college data must be approved by the data owner to handle data of that classification. (TAC 202.75.2.B, 202.75.7.X)

4. Vendor personnel must report all security incidents directly to the appropriate Lamar State College - Port Arthur personnel. (TAC 202.75.2.B, 202.75.7.X)
5. If the vendor is involved in college security incident management the responsibilities of the vendor must be specified in the contract. (TAC 202.75.2.B, 202.75.7.X)
6. Regular work hours and duties will be defined in the contract. Work outside of defined parameters must be approved in writing by appropriate college personnel. (TAC 202.75.2.B, 202.75.7.X)
7. Vendors are required to comply with all federal, state and Lamar State College - Port Arthur auditing requirements, including the auditing of the vendor's work. (TAC 202.75.2.B, 202.75.7.X)

#### **5.16.23 Malicious Code – Authority-TAC 202.75**

1. All workstations and servers, whether connected to the college network, or standalone, must use the Information Technology Services Department approved virus and malware protection software and configuration. (TAC 202.75.7.Y)
2. The virus and malware protection software must not be disabled or bypassed. (TAC 202.75.7.Y)
3. The settings for the virus protection software must not be altered in a manner that will reduce the effectiveness of the software. (TAC 202.75.7.Y)
4. The automatic update frequency of the virus protection software must not be altered to reduce the frequency of updates. (TAC 202.75.7.Y)
5. Any system identified as a security risk due to a lack of anti-malware software may be disconnected from the network, or the respective network account may be disabled, until adequate protection is in place. (TAC 202.75.7.Y)
6. Every virus that is not automatically cleaned or quarantined by the virus protection software must be reported to the Information Technology Services Department Help Desk. (TAC 202.75.7.Y)

#### **5.16.24 Data Disposal and Destruction – Authority-TAC 202.78**

1. Prior to the sale, transfer, or other disposal of information resources, the Information Technology Services Department will assess whether to remove data from any associated storage device. (TAC 202.78.b.1)
2. Electronic state records shall be destroyed in accordance with §441.185, Government Code. If the record retention period applicable for an electronic state record has not expired at the time the record is removed from data process equipment, the college shall retain a hard copy or other electronic copy of the record for the required retention period. (TAC 202.78.b.2)

3. If it is possible that Category-I/II information resources are contained on the storage device, the storage device should be sanitized or the storage device should be removed and destroyed. (TAC 202.78.b.3)
4. The college shall keep a record/form (electronic or hard copy) documenting the removal and completion of the process with the following information: (TAC 202.78.b.4)
  - ❖ date
  - ❖ description of the item(s) and serial number(s)
  - ❖ inventory number(s)
  - ❖ the process and sanitization tools used to remove the data or method of destruction
  - ❖ the name and address of the organization the equipment was transferred to.

#### **5.16.25 Peer-to-Peer (P2P) – Authority-TAC 202.75; *Executive Order (RP58)***

1. Users of state computers or networks shall not download/install or use any P2P software on state computers, networks, or mobile computing device (PDA) without specific authorization in writing from the IRM. (TAC 202.75.7.V)
2. Any permitted use of P2P software is subject to all information resource policies including the Acceptable Use policy. (TAC 202.75.7.V)

## **Official Summons**

An official summons takes precedence over other college activities of the student and should be answered promptly on the day and hour designated. Failure to heed an official summons may subject the student to disciplinary action.

## **Personal Information**

Personal information, such as an address and telephone number, is used to communicate with students. Students are responsible for notifying Lamar State College Port Arthur of any change of name, address, and/or telephone number. Changes must be reported to the Records Office. Students may request that directory information not be shared by submitting a request in writing to the Registrar's Office. This shall remain in effect until rescinded in writing by the student.

Change of name due to marriage or correction of name because of spelling errors may be made by completing a name change card. All name changes must be accompanied by a copy of the legal document making the name change official. This document will be kept on file in the student's confidential folder. Former student names will be displayed on all official transcripts.

## **Family Education Rights and Privacy Act of 1974**

The following information concerning student records maintained by LSCPA is published in compliance with the Family Education Rights and Privacy Act of 1974 (PL 93-380).

Access to educational records directly related to a student will not be granted unless disclosure of the type of record is authorized to be disclosed under the provision of the law. The types, locations, and names of custodians of educational records maintained by LSCPA are available from the Registrar. Access to records by persons other than the student will be limited to those persons and agencies specified in the statute.

The release of information to the public without the consent of the student will be limited to the categories of information which have been designated by Lamar State College Port Arthur as directory information and which will be routinely released. The student may request that any or all of this information be withheld from the public by making written request to the Registrar's Office. The request must be made by the last official day to register for a given session and applies until a written release is received. Directory information includes name, current and permanent address, telephone listing, date and place of birth, major and minor, semester hour load, classification, participation in officially recognized activities, dates of attendance, degrees and awards received with dates, and the last educational agency or institution attended.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Lamar State College Port Arthur or the Texas State University System Administrative Office in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the LSCPA has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the LSCPA discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

A student has the right to challenge records and information directly related to him or her if it is considered to be inaccurate, misleading or otherwise inappropriate. Issues may be resolved either through an informal hearing with the official immediately responsible or by requesting a formal hearing. The procedures to be followed in a formal hearing are available in the Office of Student Services. The right of parental access to student records may be established by either of two methods: first, by the student's filing a written consent statement, or second, by the parent validating the student's dependency as defined by the Internal Revenue Service.

## Bacterial Meningitis Information

Information about bacterial meningitis is being provided to new college students in the State of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast, so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

### What are the symptoms?

- High fever
- Severe headache
- Rash
- Vomiting
- Rashes on skin
- Stiff neck
- Light sensitivity
- Nausea
- Confusion
- Seizures
- Lethargy

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

### How is bacterial meningitis diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

### How is the disease transmitted?

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

### How do you increase your risk of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

### What are the possible consequences of the disease?

- Death (in 8 to 24 hours from perfectly well to dead).
- Permanent brain damage.
- Kidney failure.
- Learning disability.
- Hearing loss, blindness.
- Limb damage (fingers, toes, arms, legs) that require amputation.
- Gangrene.
- Coma.
- Convulsions.

### Can the disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

### Vaccinations are available and should be considered for:

- Those living in close quarters.
- College students 25 years old or younger.
- Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but do not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3 to 5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe. Most common side effects are redness and minor pain at injection site for up to two days.

### How can I find out more information?

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office at (409) 832-4000.
- Contact Web sites: [www.cdc.gov](http://www.cdc.gov); [www.acha.org/](http://www.acha.org/).



## Drug-Free Workplace Policy

### 1. Purpose

1.1 Based on its commitment to assure the safety and health of students and employees, the College seeks to maintain a work and learning environment free of the unlawful manufacture, distribution, possession or use of a controlled substance or the abuse of alcohol. Drug and alcohol abuse affects the responsible conduct of business, teaching and learning and therefore will not be tolerated.

1.2 This policy is based on the following objectives:

(1) To maintain a safe and healthy environment for students and employees;

(2) To maintain the good reputation of the College and its employees;

(3) To minimize accidental injuries to a person or property;

(4) To keep absenteeism and tardiness at a minimum and to improve the effective performance of job duties and productivity of all employees and the educational performance of all students;

(5) In appropriate circumstances, to assist students and employees in securing substance abuse rehabilitation;

(6) To comply with the federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and other applicable legislation;

(7) To adopt and implement a program to prevent use of illicit drugs and abuse of alcohol by students and employees.

1.3 This policy shall be in addition to any drug abuse policy or policies relating to participation in intercollegiate athletics.

### 2. Definitions

As used in this policy, the following definitions apply:

2.1 "Drugs or other controlled substances" means any substance, other than alcohol, capable of altering an individual's mood, perception, pain level or judgment.

2.11 A "prescribed drug" is any substance prescribed for individual consumption by a licensed medical practitioner. It includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

2.12 An "illicit drug" or chemical substance is: (a) any drug or chemical substance, the use, sale or possession of which is illegal under any state or federal law, or (b) one which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.

2.13 "Controlled substance" means a controlled substance in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C.S. 812) or which possession, sale or delivery results in criminal sanctions under the Texas Controlled Substances Act (Art. 4476-15, TCS). In general, this includes all prescription drugs, as well as those substances for which there is no generally accepted medicinal use

(e.g., heroin, LSD, marijuana, etc.), and substances which possess a chemical structure similar to that of the controlled substance (e.g., "Designer Drugs"). The term does not include alcohol.

2.2 "Alcohol" refers to any beverage that is "alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted."

2.3 "Alcohol abuse" means the excessive use of alcohol in a manner that interferes with (1) physical or psychological functioning, (2) social adaptation, (3) educational performance or (4) occupational functioning.

2.4 "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes. (See 9.5 for time limitations on reporting such convictions.)

2.5 "Cause for reasonable suspicion" is established by (1) observation, (2) action and/or behaviors of the individual, (3) witness by supervisor or other reliable individual of possession or use or (4) any other legal measure used for alcohol or drug detection.

2.6 "Criminal drug statute" means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

2.7 "Sanctions" may include completion of an appropriate rehabilitation or assistance program, probation, expulsion, termination or referral to authorities for prosecution. If an employee has been convicted of a criminal drug statute, sanctions must be imposed within 30 days.

### 3. Policy

3.1 Standards of Conduct: The unlawful manufacture, distribution, possession or use of illicit drugs or alcohol is strictly prohibited.

3.2 Sanctions will be imposed on students and employees (consistent with local, state and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct set forth in 3.1.

## Electronic Device Policy

Electronic devices (such as cell phones, MP3 players and laptops) may not be used during tests unless specifically allowed by the instructor, or if the Special Populations Coordinator determines that a device is an acceptable accommodation for a physical or mental disability. Under any other circumstances, the use of an electronic device during a test is considered "academic dishonesty" and will result in appropriate sanctions as outlined in the Instructor's syllabus, the Faculty Handbook (Section IX-1) and the Student Handbook ("Academic Dishonesty").

Use of electronic devices during normal class hours distracts other students, disrupts the class and wastes valuable time. The syllabus for every LSCPA

course includes that instructor's policy regarding the use of electronic devices during class.

## Extracurricular Activities

An extracurricular activity is understood to be an activity representing the student body, any student organization, any department or division organization or any general activity representing LSCPA.

Any student currently registered, not on disciplinary or scholastic probation, and who has a GPA of at least 2.0 for both the college work completed at LSCPA and that of the preceding semester is eligible to participate in extracurricular activities. Individual organizations may establish higher requirements for GPA and enrollment status.

For the purpose of establishing eligibility, two six-week summer terms may count as one semester. Transfer students have the same eligibility as freshmen students until completion of one semester.

## Hazing

Hazing is prohibited in state educational institutions by the Texas Education Code, Section 4.19. Lamar State College Port Arthur students are forbidden to engage in, encourage, aid or assist any person(s) participating in what is commonly known and recognized as hazing.

Any student who does so will be subject to college disciplinary action and might also expect to be dealt with by civil authority. Refer to the Student Handbook for more specific definitions and information relevant to the legal implications of hazing.

## Smoke Free Workplace Policy

In order to protect the health, safety and welfare of the campus community, the College is committed to providing an environment that limits exposure to the harmful effects of tobacco products.

All campus buildings are designated "smoke free," including all instructional facilities; faculty, staff and administrative offices; and student services areas. Smoking is also prohibited in campus-owned vehicles available for general use.

The use and sale of smokeless tobacco, including snuff and chewing tobacco, is prohibited on campus.

As used in this policy, the term "smoking" shall include all of the following:

- a. Carrying or holding a lighted pipe, cigar, cigarette or any other lighted smoking equipment or device;

- b. Lighting a pipe, cigar, cigarette or any other smoking equipment or device;

- c. Emitting or exhaling the smoke of a pipe, cigar, cigarette, e-cigarette, hookas or any other smoking equipment or device.

## Parking

Students who purchase a parking permit will be issued a hanging parking tag that authorizes the owner to park on campus. The parking tag is numbered and must be displayed as instructed in official parking and traffic regulations, which are issued when automobiles are registered.

Designated handicapped parking spaces are available.

## Health Insurance

All full-time students enrolled in the College are eligible to purchase health and accident insurance. Coverage may be purchased for an entire year or on a semester basis and is available to students only or students and their dependents. The fees for the year may be paid upon enrollment or during the academic year. A brochure explaining the coverage, cost and benefits is available in the Student Activities Office. Proof of health and accident insurance is required of all foreign students and all participants in intercollegiate/intramural/ recreational sports programs.

## Student Travel

### Authorization and Supervision

Each college-related activity that requires student travel must be authorized by the sponsoring department's Dean or Department Chair. The authorizing Dean or Department Chair must designate a faculty/staff member or members to be responsible for the safety and conduct of the trip. (Exception): Student employees of the College, in the course of their employment, may be drivers on and in the vicinity of campus.

### Student Drivers

Only persons meeting the college's policies defining "Employee" and who hold an "Approved Driver Certificate" from Lamar State College Port Arthur are eligible to drive. Students, except student employees driving as part of their employment with the College, are expressly excluded from operating college vehicles.

## Insurance Requirements for Transporting Students

Passengers Involved in College-Related Activities – The trip sponsor is responsible for each student who is to be a passenger in a vehicle driven on a college-related activity. All student travel must be noted to the Director of Student Activities and Vice President for Student Services prior to the trip for special event insurance that is available.

If students are to be transported in rental vehicles, the college, through the State of Texas, has several rental sources that offer special rate and inclusive insurance for this type of travel at no or little additional cost. To use this the sponsor must use their State Travel Card with our agency code located on it to rent transportation. Without the State Travel Card a sponsor must contact the Travel Coordinator in the Business Office to make such reservations and rental for the trip. If students are to be transported in rental vehicles on the sponsor's personal payment, personal injury and personal effects insurance should be purchased as part of the vehicle rental agreement. This is particularly important where vans or buses are rented to transport a large number of students in a single vehicle.

Each student who travels by motor vehicle or any other form of transportation to participate in a college-related activity, including but not limited to academically related field trips or courses, competitions or contest; or non-academic activities such as those sponsored by Student Services or team sports, must execute a copy of the Release and Indemnification Agreement and Authorization for Emergency Medical Treatment. Copies of these documents are available from the Student Activities Director.

If students use their own vehicles to drive themselves or transport other students as passengers to college-related activities, they should be informed in advance that their personal insurance will be responsible for any liability arising from the trip.

All College travel guidelines are presented in the college's Vehicle Fleet Management Plan and all

should familiarize themselves with these and other critical travel policies and procedures. It can be located on the College website under the Physical Plant Department.

## Guidelines for Transporting Students Involved in College- Related Activities

Loading of the vehicle shall be done in accordance with the vehicle manufacturer's recommendations. Particular attention should be paid in loading the large (3/4 ton) vans. No more than eleven (11) passengers should be transported and even with a reduced load the driver must remain cautious when maneuvering or making quick turns in order to avoid a rollover.

All occupants must remain seated with their seat belts fastened while the vehicle is in motion. The number of occupants must never exceed the number of working seat belts in the vehicle.

The use of tobacco products is not allowed in any vehicles owned by the College.

The Trip Manifest, Itinerary and Authorization for Student Travel documents must be verified by the LSCPA sponsor of the trip and the driver.

Each vehicle transporting students involved in college-related activities shall be equipped with the following items: a first aid kit, a fire extinguisher, a flashlight, water, a Texas state map, a cellular telephone and a Voyager Fleet credit card.

Student trips will be planned in accordance with the following restrictions:

- The driver may not drive more than eight hours in any calendar day.
- The driver may not drive more than 48 hours in a week.
- Every driver must take a rest period of at least 12 hours between driving periods.
- The maximum number of hours any passenger car or van may be driven during any calendar day is 12 hours.

## Other Services

### Alumni Association

The Alumni Association, which includes former students, current and former employees and friends of the College, supports the school and provides six

student scholarships every academic year. The group's activities include an annual picnic with college employees and an annual banquet meeting in October.

The association traces its beginning to the Port Arthur College Alumni Association organized in 1917 and active until the early 1950s. In 1986, with the encouragement of Lamar-Port Arthur President Sam Monroe, former PACAA members, faculty and staff reactivated the group as the Lamar University-Port Arthur Alumni Association. The organization changed its name in 2000 to reflect the change of the institution's name.

## Campus Security

Community Service officers help to provide a safe environment for students, visitors and college employees. They provide escort service to vehicles upon request and provide parking lot surveillance. The College also utilizes video and other forms of surveillance to aid in providing a secure and safe operation. The campus also relies on the Port Arthur Police Department when in need.

Campus emergencies must be reported to the Security Office by dialing '0'.

## Counseling Services

Lamar State College Port Arthur recognizes that stressful personal and family problems can have an adverse impact on the academic performance of college students. While no program can eliminate all personal problems, efforts to provide timely assessment and effective counseling are steps that can be taken to address such concerns. In an effort to provide support in this area, Student Services offers assistance to students in the form of personal counseling to help students confront and cope with today's problems.

Counseling services referral can be arranged for students by contacting the Vice President for Student Services.

## Fitness Center

Lamar State College Port Arthur has a state of the art fitness center composed of cardiovascular machines such as treadmills, bikes and rowing machines as well as strength training equipment such as free weights and Pre-Cor weight machines. A dance studio is adjacent to the Fitness Center where classes are offered. The basketball court is available for free play. The Fitness Center is student-driven and works with the interests of the student body to form such things as basketball contests, fun runs and club/intramural sports activities.

The Fitness Center is located in the Carl Parker Building.

## Port Arthur Higher Education Foundation

Far-sighted leaders formed the Port Arthur Higher Education Foundation as a 501(c)(3) non-profit organization in 1973. Its purpose is to promote the arts, sciences and programs of Port Arthur College, which later became Lamar State College-Port Arthur.

The Foundation's early role included assisting the College in acquiring property surrounding the campus and in making special contributions, such as providing \$125,000 to purchase books for the Gates Memorial Library after city voters donated the library to the College.

The Foundation's current primary purpose is to administer more than 5 million dollars in permanently endowed scholarships for Lamar State College Port Arthur students. The awards bear the names of longtime community members, celebrities and local social and civic clubs, including Robert Rauschenberg, H.S. and Bernice B. Anderson, Lloyd and Joe Hayes, Sydalise Fredeman, G.W. Bailey and the Port Arthur Rotary Club.

Lamar State College Port Arthur receives applications for the foundation's scholarships, which may be awarded based on academic merit, financial need or both.

## Intercollegiate Athletics

The College also has a Division I intercollegiate athletic programs: men's basketball and women's softball. The teams compete in Region XIV, a conference of the National Junior College Athletic Association (NJCAA). Region XIV is known as one of the strongest conferences in the NJCAA.

## Men's Basketball

Lamar State College Port Arthur sponsors a Men's Basketball Team that competes in NJCAA Division I. Each year, approximately 14 student-athletes represent the Seahawks playing some of the best teams in the country. In 2011, the Seahawk Basketball team earned a spot in the National NJCAA Basketball Tournament by winning the Region XIV Tournament. Students interested in participating should contact the Head Basketball Coach.



## Women's Softball

Lamar State College Port Arthur sponsors a Women's Softball Team that competes in NJCAA Division I. Each year, approximately 20 student-athletes represent the Seahawks playing teams from Texas to Florida. Each year there are approximately 25 home games that Lamar State Students can cheer on the home team! Students interested in participating should contact the Head Softball Coach.

## Student Support

Students interested in a career in athletics can get first-hand experience assisting coaches and staff. Students may gain experience in such areas as operations, marketing, tutoring and coaching. Students interested in participating should contact the Director of Athletics.

## Club Sports

Lamar State College Port Arthur is committed to providing student life experiences to our students.

When students show an interest in forming a club sports team, the Fitness Center Staff work with the student group to help achieve the students' goals.

Club sports are designed to meet the competitive athletic desires of students, faculty and staff. Many student athletes choose Club Sports because their sport is not offered through the varsity or they do not wish to make the time commitment necessary for a varsity sport. Club Sports competes against other institutions of higher education from the local and regional area on a non-varsity level. Each Club Sports Team is a registered student organization providing instruction, organizing practice and scheduling competition in a specific sport. As a student organization each team is administered, developed and coached by students on that team.



Teams may have larger or fewer members based on the level of interest in that sport. Club Sports are partially funded through the College, and no athletes are on scholarships.

## Technology Services

Technology Services provides services to students who are enrolled at LSCPA. The services include student email, internet connectivity from all the computer labs on campus, access to our learning management system, access to Self Service Banner, distance education support, registration, and additional services as needed.

# Educational Programs

## Academic and Technical Programs

Lamar State College Port Arthur offers general academic courses that lead to Associate of Arts and Associate of Arts in Teaching degrees. Courses for transfer to four-year institutions are offered in accounting, economics, anthropology, art, government, home economics, kinesiology, physics, history, speech, computer science, health, mathematics, psychology, biology, chemistry, geography, geology, sociology, criminal justice, music, drama, English, teaching and Spanish.

Students can complete two full years of course work and satisfy the majority of the general education requirements for a bachelor's degree.

Students can complete freshman and sophomore course work at Lamar State College-Port Arthur and be prepared to move into junior and senior level course work at a four-year institution.

Lamar State College Port Arthur offers a technical education curriculum that leads to an Associate of Applied Science Degree in office administration, commercial music: performance, commercial music: sound engineer, audiovisual production, cosmetology, automotive, instrumentation technology, paralegal, medical office administration, process technology, software developer, accounting, graphic design, medical coding, surgical technology, vocational nursing and upward mobility (registered nursing).

The Associate of Applied Science Degrees can be completed in two-years. Certificates of completion are also available to those students completing one-semester and one-year programs of study in most of these fields.

## Academic Programs

### Associate of Arts Degree

Students at Lamar State College Port Arthur who wish to take courses in an academic transfer field of study may choose to pursue an Associate of Arts Degree. The Associate of Arts Degree provides a Core Curriculum that will transfer to four-year institutions and parallels the first two years of most baccalaureate degree plans. Upon completion of the Core Curriculum, students may choose from several areas of emphasis to fulfill the remaining degree requirements. These areas of emphasis include Academic Studies, Business Administration, Criminal Justice, Drama, Kinesiology and Studio Art.

1. Emphasis in Academic Studies / Department of Liberal Arts
2. Emphasis in Business Administration / Department of Business and Technology
3. Emphasis in Criminal Justice / Department of Mathematics and Science
4. Emphasis in Drama / Department of Liberal Arts
5. Emphasis in Kinesiology / Department of Health, Fitness, and Sports
6. Emphasis in Studio Art / Department of Liberal Arts

### Certificate Award

1. Academic Certificate

### Associate of Arts Degree in Teaching

The Associate of Arts Degree in Teaching is designed for students that plan to complete a bachelor's degree in education at a four year institution of higher education. Upon completion of the Core Curriculum, students may choose an emphasis in several areas to fulfill the remaining degree requirements. The areas of emphasis include Art, Theater Arts, Music, and Physical Education.

1. Emphasis in EC-12 Art / Department of Liberal Arts
2. Emphasis in EC-12 Theater Arts / Department of Liberal Arts
3. Emphasis in EC-12 Music / Department of Liberal Arts

4. Emphasis in EC-12 Physical Education / Department of Health, Fitness, and Sports

## Core Curriculum

Lamar State College Port Arthur offers an Associate of Arts degree and an Associate of Arts in Teaching for students who do not wish to pursue a baccalaureate degree, or as an interim goal for students who intend to transfer to a four year school. These degree plans are designed to parallel the first two years of most baccalaureate degree plans at senior institutions and to facilitate the student's transition to those institutions.

Lamar State College Port Arthur has a core curriculum of forty two (42) semester credit hours. (See page 69 for course requirements.)

In accordance with Texas Education Code, Chapter 61, each state-supported college and university in Texas is required to design and implement a Core Curriculum, with the courses comprising the curriculum totaling no more than forty two (42) semester credit hours. Each Core Curriculum must be consistent with the Texas Common Course Numbering System, and must be consistent with the framework identified.

A student successfully completing the Core Curriculum at Lamar State College Port Arthur may transfer that block of courses to any other state-supported institution.

When transferred, the receiving institution must substitute the block of courses for its Core Curriculum. A transferring student shall receive academic credit for each of the courses transferred and may not be required to take additional Core Curriculum courses at the receiving institution.

A student who transfers from Lamar State College Port Arthur to another institution without completing the Core Curriculum receives academic credit within the Core Curriculum of the receiving institution for each applicable course transferred. Following receipt of credit for these courses, the student probably will be required to satisfy the remaining course requirements in the Core Curriculum of the receiving institution.

To eliminate the possibility of being required to take additional core curriculum courses at the receiving institution, students are strongly encouraged to complete the entire Core Curriculum before transferring.

A student concurrently enrolled at more than one institution of higher education must follow the Core Curriculum requirements in effect for the institution at which the student is classified as a degree-seeking student.

## Technical Education Programs

Lamar State College Port Arthur offers a variety of technical programs that lead to an Associate of Applied Science (A.A.S.) degree or a certificate. These programs are not designed to transfer to four-year colleges or universities. Technical programs are designed to provide students with the knowledge and skills for employment in today's complex economy. Qualified instructors, using state of the art equipment and technology, introduce students to the knowledge and skills that business and industry currently seek in potential employees.

Each Associate of Applied Science Degree program also contains a general education component that emphasizes humanities, communication, mathematics skills, and social awareness. The general education courses within the Associate of Applied Science Degree meet transfer level standards and will transfer to four-year institutions.

### Associate of Applied Science Degrees

1. Accounting
2. Audiovisual Production
3. Cosmetology Instructor
4. Cosmetology Operator
5. Commercial Music-Performance
6. Commercial Music-Sound Engineer
7. Drug and Alcohol Abuse Counseling
8. Graphic Design
9. Instrumentation Technology
10. Medical Coding Specialist
11. Medical Office Administration
12. Office Administration
13. Paralegal
14. Process Technology
15. Software Developer
16. Surgical Technology
17. Upward Mobility Nursing

### Certificate Degrees

1. Accounting
2. Administrative Assistant
3. Automotive Service Technician
4. Automotive Technology
5. Computer Programmer
6. Cosmetology Instructor
7. Cosmetology Operator
8. Esthetics
9. Graphic Design
10. Instrumentation
11. Licensed Vocational Nursing
12. Live Sound Design and Technology
13. Medical Coding
14. Medical Office Assistant
15. Music Certificate
16. Nurse Aide

17. Process Technology
18. Receptionist
19. Surgical Technology

### Advanced Technical Certificate Degrees:

1. Drug and Alcohol Abuse Counseling

Students interested in gaining basic training in vocational areas can take advantage of several certificate programs offered by the Technical Programs Division. Students successfully finishing a technical program will possess the basic skills required for entry-level employment in their field.

## Transfer Programs

Lamar State College Port Arthur offers general academic courses leading to Associate of Arts and Associate Arts in Teaching degrees. The courses in these degrees are designed to transfer to four-year institutions and include accounting, anthropology, art, biology, business, computer science, chemistry, criminal justice, drama, economics, education, English, geography, geology, government, health, history, home economics, mathematics, music, physical education, physics, psychology, speech, sociology, and Spanish. The College uses the State's Common Course Numbering System, which has been developed to help receiving institutions easily identify work eligible for transfer and has greatly improved the transfer of course work by students from two-year colleges to universities.

A student can complete two full years of course work and satisfy the majority of the general education requirements for a bachelor's degree. In most majors, a student can complete virtually all of his or her freshman and sophomore course work at LSCPA and be fully prepared to move into junior and senior level course work at a senior institution.

## Guarantee of Competency

The College makes certain guarantees to its students who earn an Associate of Applied Science Degree or Certificates in technical education programs.

If a graduate is judged by his/her employer as lacking in technical job skills that are identified as exit competencies for the degree program, the graduate will be provided up to nine tuition-free semester credit hours of additional skill training by the College. Certain conditions apply. Inquiries should be directed to the Vice President for Academic Affairs.

## General Education Requirements for Associate of Applied Science Degrees

**All AAS degree plans include at least five general education courses.**

**Each degree plan must contain a minimum of one course selected from each of three categories: Natural Sciences/Mathematics, Humanities/Fine Arts, and Social/Behavioral Sciences.** Most degree plans specify that students must complete certain general education courses for the degree. However, some degree plans allow students to select electives from one or more general education category. The courses listed below meet the general education requirements in AAS degree plans for the three categories shown.

Communication	ENGL 1301; SPCH 1315, 1318, 2335
Natural Sciences/ Mathematics	BIOL 1406, 2401; HECO 1322; CHEM 1405, 1411; MATH 1314, 1342; GEOL 1403, 1404; PHYS 1401, 1407, 1415, 1417
Humanities/Fine Arts	ARTS 1301, 1303, 1304, 1311, 1312, 1316, 2313, 2316, 2348, 2349; DRAM 1310, 1320, 1321, 1351, 1352, 2336; MUSI 1306, 1310; PHIL 1301; ENGL 2321, 2326, 2331, 2341
Social/Behavioral Sciences	HIST 1301, 1302, 2301; ECON 2301, 2302; PSYC 2301, 2314; GEOG 1302; GOVT 2305, 2306; EDUC 1300/PSYC 1300; SOCI 1301, 1306, 2301

## Core Curriculum

Core Component Area	SCH	Core Courses	Core Code
Communication	6	ENGL 1301 and 1302	10
Mathematics	3	MATH 1332 or 1314	20
Life & Physical Sciences	6	BIOL 1406, 1407, 2401, 2402 CHEM 1405, 1406, 1407, 1408, 1411, 1412 GEOL 1403, 1404 PHYS 1401, 1402, 1405, 1407, 1415, 1417	30
Language, Philosophy, & Culture	3	ENGL 2321, 2326, 2331, or 2341 ARTS 1303 or 1304 DRAM 2361 PHIL 1301	40
Creative Arts	3	ARTS 1301 DRAM 1310 MUSI 1306 or 1310	50
American History	6	HIST 1301 and 1302	60
Government/Political Science	6	GOVT 2305 and 2306	70



Core Component Area	SCH	Core Courses	Core Code
Social/Behavioral Sciences	3	ECON 2301 or 2302 GEOG 1302 HIST 2301, 2321, or 2322 SOCI 1301, 1306, or 2301 PSYC 2301, 2314, or 2317	80
Component Area Option	6	SPCH 1315, 1318, or 2335 (one course) Labs for life and physical sciences (2 SCH) EDUC 1100 or PSYC 1100 (one course)	90
Total	42	14	

## Department of Allied Health

**Contact:** Ms. Sheila Trahan  
**Office:** Madison Monroe Bldg., Rm. 117  
**Email:** [trahansc@lamarpa.edu](mailto:trahansc@lamarpa.edu)  
**Phone:** 409-984-6239

The Department of Allied Health houses educational programs that include the Vocational Nursing Program, Surgical Technology Program, and the Medical Coding Program. A Nurse Aide curriculum is also offered by the department.

Graduates of programs within the department provide specific services to people in a variety of health care settings, industries and private businesses. Graduates describe pleasant working conditions and competitive salaries following their education.

The goal of delivering services through a team of dedicated specialists working cooperatively characterizes each Allied Health program. Each educational program strives to give the student a quality education with the use of innovative teaching tools, clinical and job experiences and state-of-the-art equipment and facilities. The department offices are located in the Allied Health Building.

### Associate of Applied Science Degrees

1. Surgical Technology
2. Drug and Alcohol Abuse Counseling
3. Upward Mobility Nursing

### Certificate Degrees

4. Licensed Vocational Nursing
5. Nurse Aide
6. Surgical Technology

### Advanced Technical Certificate Degrees

1. Drug and Alcohol Abuse Counseling

### Admission to Selective Programs

Students interested in programs including the Vocational Nursing Program and the Surgical Technology Program must apply to the program. Interested students must 1) complete an Application for Admission to an Allied Health program; 2) submit required official transcripts; 3) submit test scores; and 4) submit other documents on specific dates (see program statement).

Students will not be considered for admissions if they do not complete specific program application procedures. Applicants must pass all sections of the TSI or an approved test to be admitted to a program.

Applicants are urged to follow application instructions carefully to ensure processing by program admission committees. Enrollment is based on availability of clinical sites.

Applicants for Admission are evaluated on the following:

1. Admission to Lamar State College Port Arthur.
2. SAT or ACT scores.
3. Transcripts and grades in high school and all previous college work.

Additional costs above tuition and fees are required in all Allied Health programs. Uniforms, equipment and instruments, liability insurance, health examinations, immunizations, licensure / registration examination fees, and transportation to clinical facilities are the responsibility of the student. Financial aid is available to eligible students. Liability insurance and health

examinations are required each year of the program. Students may be assigned to clinical experiences during day, evening, night and weekend hours. Clinical agencies may require additional health examinations, dress codes or conformity with other policies. Students will be informed in advance of each requirement.

The Medical Coding Program does not have special admissions procedures or requirements.

**Associate of Applied Science  
Degrees and Certificate Awards**

**Drug and Alcohol Abuse Counseling  
Program**

**Contact:** Sheila Trahan  
**Office:** Madison Monroe Bldg., Office 117  
**Email:** [trahansc@lamarpa.edu](mailto:trahansc@lamarpa.edu)  
**Phone:** 409-984-6239

The Drug and Alcohol Abuse Counseling Program provides instruction that prepares graduates to provide specialized services to individuals and their families who are experiencing the effects of substance abuse.

Program courses meet the requirements for 'Counselor Intern' status of the *Texas Certification Board of Addiction Professional* (TCBAP).

Graduates of the Associate of Applied Science Degree or the Advanced Technical Certificate are eligible to take the state licensure examination which leads to licensure as a *Chemical Dependency Counselor* after the completion of all other requirements mandated by TCBAP.

The Advanced Technical Certificate (ATC) is designed for individuals who already have an associate's degree in a related field and want to be a *Licensed Chemical Dependency Counselor*.

Courses in the program encourage the acquisition of the knowledge, skills, and values that will enable graduates to succeed in the workforce.

**Recommended Program of Study  
Associate of Applied Science  
Drug and Alcohol Abuse Counseling**

**First Year**

<b>First Semester</b> .....	<b>Credit</b>
COSC 1301 Introductions to Computers .....	3
DAAC 1304 Pharmacology of Addiction .....	3

DAAC 1311 Counseling Theories.....	3
DAAC 1317 Basic Counseling Skills.....	3
SPCH 1315 Public Speaking .....	3
<b>Total Hours</b> .....	<b>15</b>

<b>Second Semester</b> .....	<b>Credit</b>
DAAC 1305 Co-Occurring Disorders .....	3
DAAC 1309 Assessment of Substance Use Disorders .....	3
DAAC 2454 Dynamics of Group Counseling .....	4
ENGL 1301 Composition I .....	3
BIOL 1322 Nutrition & Diet Therapy .....	3
<b>Total Hours</b> .....	<b>16</b>

**Second Year**

<b>First Semester</b> .....	<b>Credit</b>
DAAC 1164 Practicum.....	1
DAAC 2307 Addicted Family Intervention .....	3
DAAC 2330 Multi-Cultural Counseling .....	3
Elective Humanities/Fine Arts .....	3
POFT 2312 Business and Professional Communications .....	3
SOCI 1301 Introduction to Sociology.....	3
<b>Total Hours</b> .....	<b>16</b>

<b>Second Semester</b> .....	<b>Credit</b>
DAAC 1165 Practicum.....	1
DAAC 2306 Substance Abuse Prevention .....	3
DAAC 2343 Current Issues.....	3
PSYC 1301 General Psychology.....	3
SOCI 1306 Social Problems.....	3
<b>Total Hours</b> .....	<b>13</b>
<b>Total Degree Hours</b> .....	<b>60</b>

\* DAAC 1264 Practicum may be substituted for DAAC 1164 and 1165 with Instructors permission.

**Recommended Program of Study  
Advanced Technical Certificate  
Drug and Alcohol Abuse Counseling**

**First Year**

<b>First Semester</b> .....	<b>Credit</b>
DAAC 1164 Practicum.....	1
DAAC 1165 Practicum.....	1
DAAC 1304 Pharmacology of Addiction or DAAC 1311 Counseling Theories.....	3
DAAC 2307 Addicted Family Intervention or DAAC 1317 Basic Counseling Skills.....	3

DAAC 2454 Dynamics of Group Counseling .....	4
DAAC 1319 Introduction to Alcohol and Other Drug Addictions .....	3
DAAC 2343 Current Issues .....	3
<b>Total Hours .....</b>	<b>18</b>

## Nurse Aide Certificate

Wherever there is a need for personal care, nursing assistants (NA), or nurses' aides, are there. Nursing assistants work in nursing homes, assisted living, Hospice, hospitals, community based long-term care, correctional institutions, and other long-term care settings.

Nursing assistants help patients of all ages perform the most basic daily tasks. They work under a nurse's supervision, and since they have extensive daily contact with each patient, they play a key role in the lives of their patients and in keeping the nurse up to date on vital information about the patients' conditions.

The required prerequisite courses for entering the Vocational Nursing Program can earn students a Certificate of Completion for Nurse Aide.

To enroll in the NURA classes (NURA 1301/1160), a student must first complete the criminal background check process with the agency chosen by LSCPA.

### Recommended Program of Study Certificate in Nurse Aide

<b>First Semester .....</b>	<b>Credit</b>
NURA 1301 Nurse Aide for Healthcare .....	3
NURA 1160 Clinical Nursing Assistant/Aide.....	1
BIOL 2401 Human Anatomy and Physiology I.....	4
BIOL 2402 Human Anatomy and Physiology II .....	4
HECO 1322 Principles of Nutrition .....	3
<b>Total Hours .....</b>	<b>15</b>

## Surgical Technology Program

**Contact:** Brandon Buckner CST  
**Office:** Allied Health Building, Room 125  
**Email:** bucknebr@lamarpa.edu  
**Phone:** 409-984-6367

The Surgical Technology Program provides instruction to prepare graduates for entry level positions in surgical technology. Courses allow students to acquire the skills and knowledge necessary to function in the surgical suite and

deliver competent care to patients. Surgical technologists are responsible for preparing supplies and equipment for surgical procedures, assisting surgeons during operative procedures by passing instruments, ensuring that equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety.

Successful completion of this program allows graduates to take the *National Surgical Technologist Certification Exam*.

The Surgical Technology Program provides students with the option of earning a certificate or an Associate of Applied Science Degree.

The program is fully accredited by the *Accreditation Review Council on Education in Surgical Technology and Surgical Assisting* (ARC/STSA), and the *Commission on Accreditation of Allied Health Education Programs* (CAAHEP).



## Admission Requirements

The Surgical Technology Program is a selective enrollment program. Interested students must apply for the Surgical Technology Program. Information about requirements and application forms are available from the Allied Health Department and the LSCPA webpage.

### Recommended Program of Study Associate of Applied Science Surgical Technology

#### First Year

<b>Prerequisites .....</b>	<b>Credit</b>
NURA 1301 Nurse Aide for Health Care .....	3
NURA 1160 Clinical-Nursing Assistant/Aide .....	1
BIOL 2401 Human Anatomy & Physiology I .....	4
BIOL 2402 Human Anatomy & Physiology II.....	4
BIOL 2420 Microbiology for Non-Science Majors ...	4
HITT 1305 Medical Terminology I.....	3

SPCH 1315 Public Speaking .....	3
<b>Total Hours .....</b>	<b>22</b>

<b>Fall Semester .....</b>	<b>Credit</b>
SRGT 1405 Introduction to Surgical Technology....	4
SRGT 1409 Fundamentals of Perioperative Concepts/Techniques .....	4
SRGT 1360 Clinical-Surgical Technology.....	3
Social/Behavioral Science Elective .....	3
<b>Total Hours .....</b>	<b>14</b>

**Second Year**

**Spring Semester**

SRGT 1541 Surgical Procedures I .....	5
SRGT 1461 Clinical-Surgical Technology.....	4
BCIS Business Computer Applications** .....	3
Fine Arts or Humanities Elective+ .....	3
<b>Total Hours .....</b>	<b>15</b>

**Summer I & Summer II combined:**

SRGT 1442 Surgical Procedures II.....	4
SRGT 2130 Professional Readiness .....	1
SRGT 1462 Clinical-Surgical Technology.....	4
<b>Total Hours .....</b>	<b>9</b>
<b>Grand Total.....</b>	<b>60</b>

\* *WECM courses*  
+ *General education courses*  
\* *Course must have been completed within the last 5 years*

**Recommended Program of Study  
Certificate in Surgical Technology**

**First Year**

<b>Prerequisites .....</b>	<b>Credit</b>
NURA 1301 Nurse Aide for Health Care .....	3
NURA 1160 Clinical-Nursing Assistant/Aide .....	1
BIOL 2401 Human Anatomy & Physiology I.....	4
BIOL 2402 Human Anatomy & Physiology II.....	4
BIOL 2420 Microbiology for Non-Science Majors ...	4
HITT 1305 Medical Terminology I.....	3
<b>Total Hours .....</b>	<b>19</b>

**Fall Semester .....**

<b>Credit</b>	
SRGT 1405 Introduction to Surgical Technology....	4
SRGT 1409 Fundamentals of Perioperative Concepts/Techniques .....	4
SRGT 1360 Clinical-Surgical Technology.....	3
<b>Total Hours .....</b>	<b>11</b>

**Second Year**

**Spring Semester**

SRGT 1541 Surgical Procedures I .....	5
SRGT 1461 Clinical-Surgical Technology.....	4
BCIS Business Computer Applications** .....	3
<b>Total Hours.....</b>	<b>12</b>

**Summer I & Summer II combined**

SRGT 1442 Surgical Procedures II.....	4
SRGT 2130 Professional Readiness .....	1
SRGT 1462 Clinical-Surgical Technology.....	4
<b>Total Hours .....</b>	<b>9</b>
<b>Grand Total .....</b>	<b>51</b>

\*\* *Course must have been complete within the last 5 years*

**Upward Mobility Nursing Program**

**Contact:** Shirley MacNeill, R.N.  
**Office:** Allied Health Building, Room 116  
**Email:** [macneisb@lamarpa.edu](mailto:macneisb@lamarpa.edu)  
**Phone:** 409-984-6355

The Upward Mobility LVN to RN Nursing Program meets the unique need of the experienced Licensed Vocational Nurse (LVN) desiring to advance in their nursing career. An Upward Mobility Nursing Program is designed to provide sound educational experience, ensure competence in nursing, and achieve the LVN's goal of career advancement with minimal duplication of education.

Upward Mobility Nursing Programs are competency based and typically a twelve month program leading to an Associate of Applied Science in Nursing and eligibility to take the *National Council Licensure Examination* (NCLEX) to become a Registered Nurse (RN).

The Upward Mobility Nursing Program is a selective enrollment program. The program has a limited capacity and selects students based upon defined criteria. Students must complete prerequisite courses before applying to the program. Potential students must have a clear and unencumbered Vocational Nursing License, before full acceptance into the Upward Mobility Nursing Program. Application forms, selection criteria and admission procedures are available from the Upward Mobility Nursing Program in the Allied Health Building,

Once accepted into the Upward Mobility Nursing Program, the curriculum is three semesters in length. One cohort of students begin the program in January. During the program, students attend lecture, laboratory, and clinical courses. For

additional information about the Upward Mobility Nursing Program, please examine the Nursing Program Handbook available on the LSCPA webpage ([www.lamarpa.edu](http://www.lamarpa.edu)).



Students enrolled in the Upward Mobility Nursing Program must meet the following requirements in order to graduate:

1. Earn a 'C' or better in all courses in the Recommended Program of Study.
2. Maintain a Cumulative 2.0 Grade Point Average.
3. Submit an online application to complete the *National Council Licensure Examination for Registered Nurses* (NCLEX-RN) and pay associated fees.
4. Pay NCLEX-RN fees to Pearson Vue.
5. Submit LSCPA graduation application and pay associated fees.

Students must earn a minimum score of 75% in all nursing courses (RNSG) to earn a grade of 'C'.

### Eligibility for Licensure

The *Texas Board of Nursing* (TBON) identified certain circumstances that may render a potential candidate ineligible for licensure as a nurse in the State of Texas. The board provides individuals with an opportunity to *Petition for a Declaratory Order* as to their eligibility in accordance with Article 301.257 of the *Nursing Practice Act*. Information is available on the BON website, [www.bon.state.tx.us](http://www.bon.state.tx.us).

A *Petition for Declaratory Order* must be submitted by the nursing candidate if the candidate answers "yes" to any of the following questions:

1. For any criminal offense including those pending appeal (excluding Class C misdemeanor traffic violations), have you:
  - a. Been convicted of a misdemeanor?
  - b. Been convicted of a felony?
  - c. Pled "nolo contendere," no contest or guilty?
  - d. Received deferred adjudication?
  - e. Been placed on community supervision or court-ordered probation, whether or not you were judged guilty?

- f. Been sentenced to serve jail or prison time or court-ordered confinement?
  - g. Been granted pre-trial diversion?
  - h. Been arrested or have any pending criminal charges?
  - i. Been cited or charged with any violation of the law?
  - j. Been the subject of a court martial, Article 15 violation or received any form of military judgment/ punishment/action?
2. Are you currently the target or subject of a grand jury or governmental agency investigation?
  3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously?
  4. Has any licensing authority fined, censured, reprimanded or otherwise disciplined you?
  5. Within the past five years, have you been addicted to and/or treated the use of alcohol or any other drug?
  6. Within the past five years, have you been diagnosed with, treated for or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, anti-social personality disorder or borderline personality disorder.

### Recommended Program of Study Associate of Applied Science Upward Mobility Nursing

#### First Year

Prerequisites .....	Credit
BIOL 2401 Human Anatomy & Physiology I .....	4
ENGL 1301 Composition I .....	3
HECO 1322 Principles of Nutrition .....	3
PSYC 2301 General Psychology .....	3
PSYC 2314 Lifespan Growth and Development.....	3
RNSG 1300 Health Assessment Across the Lifespan .....	3
SPCH 1315 Public Speaking .....	3
<b>Total Hours.....</b>	<b>22</b>

First Semester .....	Credit
BIOL 2402 Human Anatomy & Physiology II.....	4
RNSG 1118 Professional Nursing Competencies ....	1
RNSG 1228 Introduction to Health Care Concepts	2

RNSG 1424 Concept-based Transition to Professional Nursing Practice.....	4
RNSG 1260 Transition Clinical I.....	2
<b>Total Hours .....</b>	<b>13</b>

<b>Second Semester .....</b>	<b>Credit</b>
BIOL 2420 Microbiology.....	4
RNSG 1538 Health Care Concepts III.....	5
RNSG 1137 Professional Nursing Concepts III .....	1
RNSG 2361 Clinical II.....	3
<b>Total Hours .....</b>	<b>13</b>

<b>Third Semester .....</b>	<b>Credit</b>
Elective Humanities/Fine Arts .....	3
RNSG 2539 Health Care Concepts IV .....	5
RNSG 2138 Professional Nursing Concepts IV.....	1
RNSG 2362 Clinical III .....	3
<b>Total Hours .....</b>	<b>12</b>
<b>Total Program Hours.....</b>	<b>60</b>

## Vocational Nursing Program

The Vocational Nursing Program provides instruction in courses which prepare graduates for the *National Council Licensure Examination (NCLEX-PN/VN)* to become a Licensed Vocational Nurse (LVN). Program courses give students the opportunity to acquire the skills and demeanor necessary to provide nursing care to clients in structured health care settings.

The vocational nurse functions under the supervision of a registered nurse and/or licensed physician. The program provides students with the background necessary to enable them to succeed in the workforce or to seek additional nursing education.

The program begins in the Fall and Spring Semesters.

## Admission Requirements

Individuals interested in enrolling in the vocational nursing program must apply to Lamar State College Port Arthur and the Vocational Nursing Program.

Complete information on requirements and application forms are available from the Allied Health Department.

The number of students admitted to any class is governed by the requirements of the *Board of Nursing*. The Admission Criteria Rating Form was developed to aid in the objective selection of the class.

Applicants are ranked according to their score on the Admission Criteria Rating Form. In any given admission period, those applicants having the highest scores are the applicants admitted to the program. Lamar State College Port Arthur is an open access institution. All available slots are filled with the most qualified applicants.

Successful completion of academic prerequisites does not guarantee admission to the program. Successful completion of the Vocational Nursing Program does NOT guarantee that a graduate may take the NCLEX-PN/VN.

## Nurse Aide Certificate

The required courses (Prerequisites) for entering the Vocational Nursing Program can earn students a Certificate of Completion for Nurse Aide.

To enroll in the NURA classes (NURA 1301/1160), a student must first complete the criminal background check process with the agency chosen by LSCPA.

## Eligibility for Licensure

The *Texas Board of Nursing* (BON) has identified circumstances that may render a potential candidate ineligible for licensure as a nurse in the *State of Texas*. The board provides individuals with the opportunity to petition for a Declaratory Order as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act.

The Allied Health Department requires students to complete the criminal background check process through the *Board of Nursing* before being fully accepted into the Vocational Nursing Program. Please note that this is a separate background check from that required for the NURA 1301/1160 courses.

Complete information is available from the *Texas Board of Nursing* website: [www.bon.state.tx.us](http://www.bon.state.tx.us).

A Petition for Declaratory Order must be submitted by the nursing candidate if the candidate answers "yes" to any of the following questions:

1. For any criminal offense including those pending appeal (excluding Class C misdemeanor traffic violations), have you:
  - a. Been convicted of a misdemeanor?
  - b. Been convicted of a felony?
  - c. Pled "nolo contendere" (no contest) or guilty? Received deferred adjudication?
  - d. Been placed on community supervision or court-ordered probation, whether or not you were judged guilty?
  - e. Been placed on community supervision or court-ordered probation, whether or not you were judged guilty?

- f. Been sentenced to serve jail or prison time or court-ordered confinement?
  - g. Been granted pre-trial diversion?
  - h. Been arrested or have any pending criminal charges?
  - i. Been cited or charged with any violation of the law
  - j. Been the subject of a court martial, Article 15 violation, or received any form of military judgment/ punishment / action?
2. Are you currently the target or subject of a grand jury or governmental agency investigation?
  3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously?
  4. Has any licensing authority ever fined, censured, reprimanded or otherwise disciplined you?
  5. Within the past five years, have you been addicted to and/or treated for the use of alcohol or any other drug?
  6. Within the past five years, have you been diagnosed with, treated or hospitalized for schizophrenia and/or psychotic disorder, bi-polar disorder, paranoid personality disorder, anti-social personality disorder or borderline personality disorder.

**Recommended Program of Study  
Certificate in Vocational Nursing  
(LVN/LPN)**

Prerequisites .....Credit

NURA 1301 Nurse Aide for Healthcare .....3  
 NURA 1160 Clinical Nursing Assistant/Aide..... 1  
 BIOL 2401 Human Anatomy and Physiology I.....4  
 BIOL 2402 Human Anatomy and Physiology II ..... 4  
 HECO 1322 Principles of Nutrition .....3  
**Total Hours..... 15**

**First Year**

**First Semester**

VNSG 1400 Nursing in Health & Illness I..... 4  
 VNSG 1227 Essentials of Medication  
 Administration\* ..... 2  
 VNSG 1231 Pharmacology .....2  
 VNSG 1204 Foundations of Nursing .....2  
 VNSG 1261 Clinical LPN/LVN Training.....2  
**Total Hours..... 12**

**Second Semester ..... Credit**

VNSG 1409 Nursing in Health & Illness II ..... 4  
 VNSG 1234 Pediatrics .....2  
 VNSG 1462 Clinical LPN/LVN Training..... 4  
 BCIS 1305 Business Computer Applications\*\*.....3  
**Total Hours..... 13**

**Second Year**

**Third Semester**

VNSG 2410 Nursing in Health & Illness III .....4  
 VNSG 1230 Maternal-Neonatal Nursing .....2  
 VNSG 1463 Clinical LPN/LVN Training.....4  
**Total Hours..... 10**  
**Grand Total ..... 50**

*\*\* BCIS 1305 must have been complete within the last 5 years*

# Department of Business and Technology

**Department Chair:** Sheila Guillot  
**Office:** Madison Monroe Building,  
 Office 147  
**Phone:** 409-984-6381  
**Email:** guillsr@lamarpa.edu

The Department of Business and Technology provides high quality technical training in a variety of fields. Each program has a curriculum designed to prepare students with the knowledge and skills for entry into their chosen field. In addition to technical

skills students learn to work effectively with others, solve problems, and make decisions.

Students receive quality classroom and laboratory instruction using state-of-the-art instructional equipment. Students may also be eligible for internships with local businesses and industries in some programs of study.

The Department of Business and Technology has highly qualified faculty committed to teaching excellence and professional development; faculty who continually update and strengthen programs with advisory committee involvement to develop

programs that meet the needs of business, industry, and public agencies.

Department student organizations encourage civic pride and responsible citizenship through community service to produce a well-rounded individual who appreciates the value of diversity. The student organizations include Accounting Society, Alpha Beta Gamma, Gamers United, International Society of Automation, POWER (paralegal club), and Professional Cosmetology Association.

The department participates in the Texas Career Readiness Initiative. This WorkKeys based employee job skill credentialing system provides assessment and instructional support to assure that students possess workplace skill levels required for employment. All students pursuing a Level 1 Certificate in the Technical Programs Division must successfully complete HRPO 1191 (Special Topics in Human Resources Management). Students must validate skill levels in applied mathematics, writing, listening, locating information, reading for information and teamwork.

The Department of Business and Technology offers the following Programs.

### Associate of Arts Degree

1. Emphasis in Business Administration

### Associate of Applied Science Degrees

1. Accounting ..... pg 77
2. Cosmetology Instructor ..... pg 82
3. Cosmetology Operator ..... pg 82
4. Graphic Design ..... pg 80
5. Instrumentation Technology ..... pg 84
6. Medical Coding Specialist ..... pg 87
7. Medical Office Administration ..... pg 86
8. Office Administration ..... pg 85
9. Paralegal ..... pg 88
10. Process Technology ..... pg 89
11. Software Developer ..... pg 79

### Certificate Degrees

1. Accounting
2. Cosmetology Operator
3. Cosmetology Instructor
4. Esthetics
5. Administrative Assistant
6. Receptionist
7. Automotive Service Technician
8. Automotive Technology
9. Graphic Design
10. Instrumentation
11. Medical Coding
12. Medical Office Assistant

13. Process Technology
14. Computer Programmer

## Associate of Arts Degree

### Emphasis in Business Administration

**Contact:** Sheila Guillot  
**Office:** Madison Monroe Building, Office 147  
**Phone:** 409-984-6381  
**Email:** guillsr@lamarpa.edu

The Emphasis in Business Administration curriculum is designed for students who plan to pursue a Bachelor of Business Administration degree. The curriculum parallels the first two years of study in business administration at state-supported colleges and universities in Texas and follows the field of study curriculum prescribed by the Texas Higher Education Coordinating Board.

### Recommended Program of Study Associate of Arts Degree with an Emphasis in Business Administration

Courses .....	Credit
Core Curriculum Courses .....	42
ACCT 2301, 2302 .....	6
BUSI 1301 .....	3
ECON 2301 .....	3
BCIS 1305 .....	3
MATH 1325 .....	3
<b>Total Hours.....</b>	<b>60</b>

*To fulfill Core Curriculum requirements, students should take MATH 1314 to satisfy the mathematics component, and ECON 2302 to satisfy the Social/Behavioral Science component.*

## Associate of Applied Science Degrees and Certificate Awards

### Accounting Program

**Contact:** Tammy Green  
**Office:** Faculty Office Pavillion, Office 102  
**Email:** 409-984-6247  
**Phone:** [greentd1@lamarpa.edu](mailto:greentd1@lamarpa.edu)

The Accounting Degree allows students to develop essential skills in analytical, conceptual, and technical proficiency in accounting. Students will learn to understand the financial world through the use of ledgers, financial statements, and budgets.



The Accounting Degree introduces students to courses such as computerized accounting, managerial accounting, and forensic accounting.

A minimum grade of 'C' must be earned in all technical courses in the Recommended Program of Study.

### Recommended Program of Study Associate of Applied Science Degree Accounting

#### First Year

<b>First Semester</b> .....	<b>Credit</b>
ACCT 2301 Principles of Financial Accounting .....	3
ACNT 1331 Federal Income Tax: Individual .....	3
BUSI 1301 Business Principles .....	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation ....	3
POFT 1127 Introduction to Keyboarding .....	<u>1</u>
<b>Total Hours</b> .....	<b>16</b>

<b>Second Semester</b> .....	<b>Credit</b>
ACCT 2302 Principles of Managerial Accounting...3	
ACNT 1311 Introduction to Computerized Accounting .....	3
POFI 1349 Spreadsheets .....	3
POFT 1321 Business Math .....	3
POFT 2312 Business Communication and Correspondence .....	<u>3</u>
<b>Total Hours</b> .....	<b>15</b>

#### Second Year

<b>Third Semester</b> .....	<b>Credit</b>
ECON 2301 Principles of Economics (Macro) or ECON 2302 Principles of Economics (Micro) ...3	
MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I.....	3
SPCH 1315 Public Speaking .....	3
ACNT 1205 Forensic Accounting .....	2
ITSW 1301 Introduction to Word Processing .....	<u>3</u>
<b>Total Hours</b> .....	<b>14</b>

<b>Fourth Semester</b> .....	<b>Credit</b>
ENGL 1301 Composition.....	3
Humanities/Fine Arts Elective .....	3
ACNT 1347 Federal Income Tax for Partnerships and Corporations .....	3
ACNT 2386 Internship Accounting Technology/Technician and Bookkeeping.....	3
POFI 2350 Database .....	<u>3</u>
<b>Total Hours</b> .....	<b>15</b>

**Grand Total** ..... 60

### Recommended Program of Study Accounting Assistant Certificate

#### First Year

<b>First Semester</b> .....	<b>Credit</b>
ACCT 2301 Principles of Financial Accounting .....	3
ACNT 1331 Federal Income Tax: Individual .....	3
HRPO 1191 Special Topics Human Resources Management .....	1
POFT 1309 Administrative Office Procedures I.....	3
POFT 1127 Introduction to Keyboarding .....	1
POFT 1313 Professional Workforce Preparation ....	<u>3</u>
<b>Total Hours</b> .....	<b>14</b>

<b>Second Semester</b> .....	<b>Credit</b>
ACCT 2302 Principles of Managerial Accounting ...3	
ACNT 1311 Introduction to Computerized Accounting .....	3
POFI 1349 Spreadsheets .....	3
POFT 1321 Business Math .....	3
POFT 2312 Business Communication and Correspondence .....	<u>3</u>
<b>Total Hours</b> .....	<b>15</b>
<b>Grand Total</b> .....	<b>29</b>

### Automotive Technology

**Contact:** Morgan Brown  
**Office:** PAME, Office 102  
**Email:** brownmr1@lamarpa.edu  
**Phone:** 409-984-6385



Working on today's cars requires an understanding in the science and technology that goes into the modern, highly sophisticated automobile. At LSCPA, students spend time in the classroom and then apply what they've learned to actual shop projects.

The Automotive Technology Certificate is a two semester program designed for students who require basic entry level employment in the automotive service industry. There also is a Technician Certificate that can be completed in a single semester.

Students must earn a minimum grade of 'C' in all automotive courses in the Recommended Program of Study in order to graduate.

### Recommended Program of Study Automotive Technology Certificate

#### First Year

<b>First Semester.....</b>	<b>Credit</b>
AUMT 1305 Introduction to Automotive Technology .....	3
AUMT 1307 Automotive Electrical Systems .....	3
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Automotive Suspension & Steering Systems .....	3
HRPO 1191 Special Topics - Human Resources Management .....	1
<b>Total Hours .....</b>	<b>13</b>

<b>Second Semester .....</b>	<b>Credit</b>
AUMT 1319 Engine Repair .....	3
AUMT 1345 Automotive Climate Control Systems .....	3
AUMT 2317 Automotive Engine Performance Analysis I .....	3
AUMT 2328 Automotive Service (Capstone) .....	3
ITSC 1401 Introduction to Computers .....	4
<b>Total Hours .....</b>	<b>16</b>
<b>Grand Total.....</b>	<b>29</b>

### Recommended Program of Study Automotive Service Technician

#### First Year

<b>First Semester.....</b>	<b>Credit</b>
AUMT 1305 Introduction to Automotive Technology .....	3
AUMT 1307 Automotive Electrical Systems .....	3
AUMT 1310 Automotive Brake Systems .....	3

AUMT 1316 Automotive Suspension and Steering Systems .....	3
HRPO 1191 Special Topics - Human Resources Management .....	1
ITSC 1401 Introduction to Computers .....	4
<b>Grand Total .....</b>	<b>17</b>

### Computer Information Systems (CIS)

**Contact:** Zach Mills  
**Office:** Faculty Office Pavillion, Office 101  
**Email:** millszk@lamarpa.edu  
**Phone:** 409-984-6421

The Computer Information System Programs (CIS) prepare students to enter the field of information technology. Students completing CIS degrees are prepared for jobs supporting computer users in business and industry. The degrees are targeted toward developing proficiency in software applications, operating systems, computer programming and solutions development, web design and Internet research.

The following computer information system degree and certificate programs are offered:

#### Associate of Applied Science

1. Software Developer
2. Graphic Design

#### Certificate Award

1. Graphic Design
2. Computer Programmer

### Software Developer

**Contact:** Zach Mills  
**Office:** Faculty Office Pavillion, Office 101  
**Email:** millszk@lamarpa.edu  
**Phone:** 409-984-6421

The Associate of Applied Science degree in Software Developer provides a degree alternative to students interested in programming, database administration, and introductory game development. The degree emphasizes major programming languages, as well as the courses necessary to develop skills for designing effective web pages, designing and implementing databases, and integrating multimedia, graphics, and animation for introductory game design.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study in order to graduate.

## Recommended Program of Study Associate of Applied Science Software Developer

### First Year

First Semester.....	Credit
GAME 1303 Introduction to Game Design and Development .....	3
IMED 1416 Web Design I.....	4
ITSC 1401 Introduction to Computers .....	4
ITSE 1359 Introduction to Scripting Languages ....	3
POFT 1127 Introduction to Keyboarding .....	1
<b>Total Hours .....</b>	<b>15</b>

### Second Semester

ENGL 1301 Composition+ .....	3
GAME 1336 Introduction to 3D Game Modeling ....	3
IMED 1301 Introduction to Digital Media .....	3
ITSE 2321 Object-Oriented Programming .....	3
POFI 2350 Databases.....	3
<b>Total Hours .....</b>	<b>15</b>

### Second Year

#### Third Semester.....Credit

MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I+ ....	3
Social/Behavioral Science Elective+ .....	3
ITSC 1305 Introduction to PC Operating Systems .	3
ITSE 2357 Advanced Object-Oriented Programming .....	3
ITSW 2337 Advanced Database.....	3
<b>Total Hours .....</b>	<b>15</b>

#### Fourth Semester

Humanities/Fine Arts Elective+ .....	3
SPCH 1315 Public Speaking+ .....	3
GAME 1304 Level Design .....	3
ITSE 2359 Advanced Computer Programming.....	3
POFT 1313 Professional Workforce Preparation ....	3
<b>Total Hours .....</b>	<b>15</b>
<b>Grand Total.....</b>	<b>60</b>

+ General education core

## Computer Programmer

**Contact:** Zach Mills  
**Office:** Faculty Office Pavillion, Office 101  
**Email:** millszk@lamarpa.edu

**Phone:** 409-984-6421

Students who are primarily interested in application programming should consider the Computer Programmer Certificate option within the Software Developer degree. Computer programmers use their skills in programming languages, graphic design, animation and multimedia to create Web pages, applications and programs for end users. They also may be responsible for maintaining web pages and updating the text and graphics when necessary.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

## Recommended Program of Study Computer Programmer Certificate

### First Year

First Semester .....	Credit
GAME 1303 Introduction to Game Design and Development.....	3
IMED 1416 Web Design I.....	4
ITSC 1401 Introduction to Computers .....	4
ITSE 1359 Introduction to Scripting Languages.....	3
POFT 1127 Introduction to Keyboarding .....	1
<b>Total Hours.....</b>	<b>15</b>

### Second Semester

GAME 1336 Introduction to 3D Game Modeling ....	3
HRPO 1191 Special Topics Human Resources Management .....	1
IMED 1301 Introduction to Digital Media .....	3
ITSE 2321 Object-Oriented Programming .....	3
POFI 2350 Databases.....	3
<b>Total Hours.....</b>	<b>13</b>
<b>Grand Total .....</b>	<b>28</b>

## Graphic Design Program

**Contact:** Zach Mills  
**Office:** Faculty Office Pavillion, Office 101  
**Email:** millszk@lamarpa.edu  
**Phone:** 409-984-6421

The Graphic Design Program prepares students who want to be prepared to enter the computer graphic job market quickly but also have a well-rounded education with transferable core courses that can be used for future employment and educational growth. It provides exposure to the fine arts components of graphics design as well as technological computer components.



The program develops skills in both print and digital media, giving students a chance to decide if they would prefer to work in Graphic Design for printing (such as magazine ads, newspapers, brochures, and other publications) or for digital end use (such as web pages, digital video, multimedia, animation, and other digitized images for viewing on a computer monitor or other screen). Students exiting the program could seek employment in a wide variety of fields including Commercial and Industrial Design, Multimedia and Animation, and Graphic Design.

Students may choose to complete and Associate of Applied Science in Graphic Design or a Level1 Certificate in Graphic Design.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

### Recommended Program of Study Associate of Applied Science Graphic Design

#### First Year

First Semester.....	Credit
ARTS 1311 Design I .....	3
ARTS 1316 Drawing I .....	3
IMED 1416 Web Design I.....	4
ITSC 1401 Introduction to Computers .....	4
POFT 1127 Introduction to Keyboarding .....	<u>1</u>
<b>Total Hours .....</b>	<b>15</b>

#### Second Semester .....Credit

MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I.....	3
PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology.....	3
ARTC 1313 Digital Publishing I.....	3
ARTS 1303 Art History I or ARTS 1304 Art History II .....	3
IMED 1301 Introduction to Digital Media .....	<u>3</u>

**Total Hours..... 15**

#### Second Year

#### Third Semester ..... Credit

ARTS 1301 Art Appreciation .....	3
ENGL 1301 Composition.....	3
ARTS 2348 Digital Art I.....	3
PHTC 1311 Fundamentals of Photography.....	3
POFT 1313 Professional Workforce Preparation .....	<u>3</u>
<b>Total Hours.....</b>	<b>15</b>

#### Fourth Semester

SPCH 1315 Public Speaking .....	3
Approved Elective.....	3
ARTC 2388 Internship – Commercial and Advertising Art.....	3
ARTC 2335 Portfolio Development for Graphic Design (Capstone).....	3
POFT 2312 Business Correspondence & Communication.....	<u>3</u>
<b>Total Hours.....</b>	<b>15</b>

**Grand Total ..... 60**  
*+ General education core*

### Recommended Program of Study Certificate in Graphic Design

#### First Year

#### First Semester ..... Credit

ARTS 1301 Art Appreciation .....	3
ARTS 1311 Design I .....	3
ARTS 1316 Drawing I .....	3
IMED 1416 Web Design I.....	4
ITSC 1401 Introduction to Computers .....	4
POFT 1127 Introduction to Keyboarding .....	<u>1</u>
<b>Total Hours.....</b>	<b>18</b>

#### Second Semester ..... Credit

Approved Elective.....	3
ARTC 1313 Digital Publishing I .....	3
ARTS 1303 Art History I or ARTS 1304 Art History II .....	3
HRPO 1191 Special Topics Human Resources Management .....	1
IMED 1301 Introduction to Digital Media .....	3
POFT 2312 Business Correspondence & Communication.....	<u>3</u>
<b>Total Hours.....</b>	<b>16</b>

**Grand Total..... 34**

## Cosmetology Programs

**Contact:** Amanda Smith  
**Office:** Cosmetology Building, Office 109  
**Email:** smitham@lamarpa.edu  
**Phone:** 409-984-6402

The Cosmetology Program prepares students for a career as cosmetology professional. The recommended courses of study are designed to meet licensure requirements established by the *Texas Department of Licensing & Regulation*.

Courses of study lead to the following awards:

- Associate of Applied Science in Cosmetology Operator (60 semester credit hours with 1,536 cosmetology clock hours in classroom/lab)
- Associate of Applied Science in Cosmetology Instructor (60 semester credit hours with 864 cosmetology clock hours in classroom/lab)
- Level 1 Certificate in Cosmetology Operator (42 semester credit hours with 1,536 cosmetology clock hours in classroom/lab)
- Level 1 Certificate in Cosmetology Instructor (21 semester credit hours with 512 cosmetology clock hours in the classroom/lab).
- Level 1 Certificate in Esthetics (20 semester credit hours, 800 esthetician clock hours in classroom and lab).



Students who lack a high school diploma or GED must demonstrate necessary skills in reading, writing and math to enroll in any beginning Cosmetology course. The designated implement for demonstrating such skills is the TSI exam. Students

seeking the AAS who fail to meet minimal standards in one or more of these areas must complete appropriate developmental courses such as ENGL 0301, ENGL 0310 or MATH 0312 prior to enrolling in any cosmetology course.

After completion of a degree or certificate program, students will have successfully completed all required courses, will have accrued the required clock hours of training and will possess knowledge and skills enabling him or her to pass an examination administered by the *Texas Department of Licensing and Regulations*.

A licensed cosmetology instructor in good standing in the State of Texas may be awarded 20 semester credit hours toward an A.A.S. degree in Cosmetology Instructor. See the "Credit by Examination" section of this catalog for more information. Students who complete the Esthetics programs will gain the skills and accumulate sufficient hours of training to be qualified to take and pass applicable examinations administered by the *Texas Department of Licensing and Regulations*.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

### Recommended Program of Study Associate of Applied Science Cosmetology Operator

#### First Year

<b>First Semester</b> .....	<b>Credit</b>
CSME 1410 Introduction to Hair Cutting and Related Theory .....	4
CSME 1501 Orientation to Cosmetology .....	5
CSME 1553 Chemical Reformation and Related Theory .....	5
CSME 2202 Introduction to Application of Hair Color .....	<u>2</u>
<b>Total Hours</b> .....	<b>16</b>

<b>Second Semester</b> .....	<b>Credit</b>
CSME 1547 Principles of Skin Care/Facials & Related Theory .....	5
CSME 2343 Salon Development .....	3
CSME 2410 Advanced Hair Cutting and Related Theory .....	4
CSME 2501 Principles of Hair Color and Related Theory .....	<u>5</u>
<b>Total Hours</b> .....	<b>17</b>

<b>Summer Term</b> .....	<b>Credit</b>
CSME 1451 Artistry of Hair, Theory & Practice ....	4

CSME 2441 Preparation for Texas Cosmetology Commission Exam .....	<u>4</u>
<b>Total Hours</b> .....	<b>8</b>

**Second Year**

<b>Third Semester</b> .....	<b>Credit</b>
ENGL 1301 Composition+ .....	3
Humanities/Fine Arts Elective+ .....	3
Social/Behaviorial Science Elective+ .....	3
SPCH 1315 Public Speaking+ .....	<u>3</u>
<b>Total Hours</b> .....	<b>12</b>

<b>Fourth Semester</b> .....	<b>Credit</b>
College level Mathematics Course+ .....	3
ITSC 1401 Introduction to Computers .....	<u>4</u>
<b>Total Hours</b> .....	<b>7</b>
<b>Grand Total</b> .....	<b>60</b>

+General education core

**Recommended Program of Study  
Cosmetology Operator Certificate**

**First Year**

<b>First Semester</b> .....	<b>Credit</b>
CSME 1410 Introduction to Hair Cutting & Related Theory.....	4
CSME 1501 Orientation to Cosmetology .....	5
CSME 1553 Chemical Reformation and Related Theory .....	5
CSME 2202 Introduction to Application of Hair Color .....	2
HRPO 1191 Special Topics-Human Resources Management .....	<u>1</u>
<b>Total Hours</b> .....	<b>17</b>

<b>Second Semester</b> .....	<b>Credit</b>
CSME 1547 Principles of Skin Care/Facials & Related Theory .....	5
CSME 2343 Salon Development .....	3
CSME 2410 Advanced Hair Cutting & Related Theory .....	4
CSME 2501 Principles of Hair Color & Related Theory .....	<u>5</u>
<b>Total Hours</b> .....	<b>17</b>

<b>Summer Term</b> .....	<b>Credit</b>
CSME 1451 Artistry of Hair, Theory & Practice ....	4
CSME 2441 Preparation for Texas Cosmetology Commission Exam .....	<u>4</u>

<b>Total Hours</b> .....	<b>8</b>
<b>Grand Total</b> .....	<b>42</b>

**Recommended Program of Study  
Associate of Applied Science  
Cosmetology Instructor**

**First Year**

<b>First Semester</b> .....	<b>Credit</b>
CSME 1534 Cosmetology Instructor I .....	5
CSME 1535 Orientation to Instruction in Cosmetology .....	5
CSME 2514 Cosmetology Instructor II.....	<u>5</u>
<b>Total Hours</b> .....	<b>15</b>

<b>Second Semester</b> .....	<b>Credit</b>
CSME 2337 Advanced Cosmetology Techniques ....	3
CSME 2445 Instruction Theory and Clinic Operation .....	4
CSME 2549 Cosmetology Instructor III .....	5
CSME 2544 Cosmetology Instructor IV.....	<u>5</u>
<b>Total Hours</b> .....	<b>17</b>

**Second Year**

<b>Third Semester</b> .....	<b>Credit</b>
ENGL 1301 Composition+ .....	3
HRPO 1311 Human Relations .....	3
ITSC 1401 Introduction to Computers .....	4
ACNT 1303 Introduction to Accounting I.....	3
SPCH 1315 Public Speaking+ .....	<u>3</u>
<b>Total Hours</b> .....	<b>16</b>

<b>Fourth Semester</b> .....	<b>Credit</b>
MATH College level mathematics course+.....	3
Humanities/Fine Arts Elective+ .....	3
Social/Behaviorial Science Elective+ .....	3
ACNT 1311 Introduction to Computerized Accounting .....	<u>3</u>
<b>Total Hours</b> .....	<b>12</b>
<b>Grand Total</b> .....	<b>60</b>

+Course in the general education core

**Recommended Program of Study  
Cosmetology Instructor Certificate**

**First Year**

<b>First Semester</b> .....	<b>Credit</b>
CSME 1534 Cosmetology Instructor I .....	5

CSME 2514 Cosmetology Instructor II.....	5
CSME 2549 Cosmetology Instructor III .....	5
CSME 2544 Cosmetology Instructor IV.....	5
HRPO 1191 Special Topics-Human Resources Management .....	<u>1</u>
<b>Grand Total.....</b>	<b>21</b>

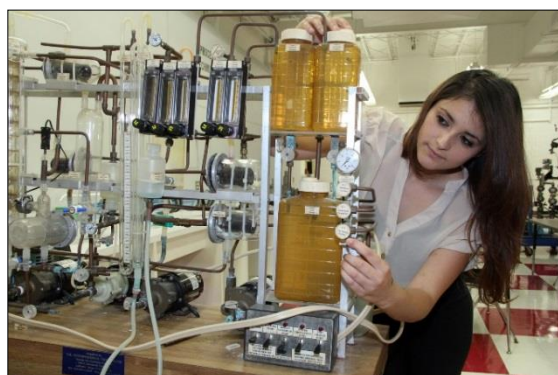
### Recommended Program of Study Esthetics Certificate

<b>First Semester.....</b>	<b>Credit</b>
CSME 1248 Principles of Skin Care .....	2
CSME 1421 Principles of Facial and Skin Care Technology I.....	4
CSME 1445 Principles of Facial and Skin Care Technology II .....	4
HRPO 1191 Special Topics-Human Resources Management .....	<u>1</u>
<b>Total Hours .....</b>	<b>11</b>

<b>Second Semester .....</b>	<b>Credit</b>
CSME 2251 Preparation for TCC Examination.....	2
CSME 2343 Salon Development .....	3
CSME 2431 Principles of Facial and Skin Care Technology III.....	<u>4</u>
<b>Total Hours .....</b>	<b>9</b>
<b>Grand Total.....</b>	<b>20</b>

### Instrumentation Technology

**Contact:** George Bohn  
**Office:** Education Building, Office 107  
**Email:** bohnbw@lamarpa.edu  
**Phone:** 409-984-6391



The Instrumentation Technology Program prepares individuals to test, certify, install, repair, inspect and maintain the high-tech instruments used in automated systems that are critical to the operation of chemical plants, petrochemical refineries, power plants, and air and water pollution control agencies.

The curriculum includes pneumatic and electronic control systems, control loop adjustments and their analysis, process computers, process simulation, and programmable logic controllers. Graduates are proficient in the calibration of controls and the troubleshooting and maintenance of hydraulic, pneumatic, electrical and electronic control devices.

Students who complete the Recommended Program of Study for the Instrumentation Technology Program earn an Associate of Applied Science Degree and students who complete the Recommended Program of Study for the Certificate of Completion in Instrumentation earn a Certificate Award.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

### Recommended Program of Study Associate of Applied Science Instrumentation Technology

#### First Year

<b>First Semester .....</b>	<b>Credit</b>
CETT 1303 DC Circuits.....	3
CETT 1325 Digital Fundamentals.....	3
INTC 1301 Principles of Industrial Measurements .....	3
ITSC 1401 Introduction to Computers .....	4
ENGL 1301 Composition+ .....	<u>3</u>
<b>Total Hours.....</b>	<b>16</b>

<b>Second Semester .....</b>	<b>Credit</b>
CETT 1305 AC Circuits.....	3
CETT 1349 Digital Systems.....	3
INTC 1341 Principles of Automatic Control.....	3
INTC 1355 Unit Operations.....	3
MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I+ .....	<u>3</u>
<b>Total Hours.....</b>	<b>15</b>

#### Second Year

<b>Third Semester .....</b>	<b>Credit</b>
Social/Behavioral Science Elective+ .....	3
INTC 1443 Applications of Industrial Automatic Control .....	4
INTC 1348 Analytical Instrumentation .....	3
SPCH 1315 Public Speaking+ .....	3
HRPO 1311 Human Relations .....	<u>3</u>
<b>Total Hours.....</b>	<b>16</b>

<b>Fourth Semester .....</b>	<b>Credit</b>
------------------------------	---------------

INTC 2336 Distributed Control & Programmable Logic .....	3
Humanities/Fine Arts Elective+ .....	3
PHYS 1405 Elementary Physics I or SCIT 1418 Applied Physics.....	4
ELMT 2333 Industrial Electronics .....	3
<b>Total Hours</b> .....	<b>13</b>
<b>Grand Total</b> .....	<b>60</b>

### Recommended Program of Study Instrumentation Certificate

#### First Year

<b>First Semester</b> .....	<b>Credit</b>
CETT 1303 DC Circuits.....	3
CETT 1325 Digital Fundamentals.....	3
HRPO 1191 Special Topics-Human Resources Management .....	1
INTC 1301 Principles of Industrial Measurements	3
ITSC 1401 Introduction to Computers .....	4
<b>Total Hours</b> .....	<b>14</b>

<b>Second Semester</b> .....	<b>Credit</b>
CETT 1305 AC Circuits.....	3
CETT 1349 Digital Systems.....	3
INTC 1341 Principles of Automatic Control.....	3
INTC 1355 Unit Operations.....	3
PHYS 1405 Elementary Physics I or SCIT 1418 Applied Physics .....	4
<b>Total Hours</b> .....	<b>16</b>
<b>Grand Total</b> .....	<b>30</b>

### Office Administration

**Contact:** Pat Granger  
**Office:** Faculty Office Pavillion, Office 105  
**Email:** grangp@lamarpa.edu  
**Phone:** 409-984-6392

The Office Administration Program incorporates the knowledge, skills and attitudes necessary to succeed in the business world. Topics include time management, human relations, filing procedures, telephone and listening techniques, oral and written business communications. Computer skills include word processing and spreadsheets, database, presentation and telecommunication applications.

The College offers Associate of Applied Science degrees in 1) Office Administration and 2) Medical Office Administration. Students also may earn a Certificate of Completion in Administrative Assistant, Medical Office Assistant and/or

Receptionist. An Associate of Applied Science in Medical Coding is offered in the Allied Health Department.

Graduates are prepared for positions such as human resource assistant, administrative assistant, information technology assistant, office coordinator and executive assistant. Specialties include medical office specialist. These jobs are described as high-demand occupations for Southeast Texas.

The general education core will transfer to a variety of colleges and universities.



### Office Administration Program

The Office Administration curriculum instructs students in effective and professional communications, keyboarding, proofreading, telephone etiquette, and computerized accounting. Students are also taught to prioritize tasks, schedule appointments, prepare budgets, maintain databases, and develop spreadsheets. In some offices, administrative assistants are responsible for maintaining the company's website or preparing the company newsletter.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

### Recommended Program of Study Associate of Applied Science Office Administration

#### First Year

<b>First Semester</b> .....	<b>Credit</b>
ACNT 1303 Introduction to Accounting I.....	3
POFI 1349 Spreadsheets.....	3
POFT 1127 Introduction to Keyboarding .....	1
POFT 1309 Administrative Office Procedures I.....	3



POFT 1313 Professional Workforce Preparation .....3  
**Total Hours** ..... **13**

**Second Semester** ..... **Credit**  
ITSW 1301 Introduction to Word Processing ..... 3  
MDCA 1205 Medical Law & Ethics ..... 2  
POFI 2350 Databases ..... 3  
POFT 1321 Business Math ..... 3  
POFT 2301 Intermediate Keyboarding ..... 3  
POFT 2312 Business Correspondence &  
Communication.....3  
**Total Hours** ..... **17**

**Second Year**

**Third Semester**..... **Credit**  
ENGL 1301 Composition+ ..... 3  
MATH 1314 College Algebra or  
MATH 1332 Contemporary Mathematics I+ .... 3  
SPCH 1315 Public Speaking+ ..... 3  
ACNT 1311 Introduction to Computerized  
Accounting ..... 3  
LGLA 1307 Introduction to the Law and Legal  
Professions ..... 3  
**Total Hours** ..... **15**

**Fourth Semester**..... **Credit**  
BUSI 1301 Business Principles+ ..... 3  
Humanities/Fine Arts Elective+ ..... 3  
POFT 2331 Administrative Project Solutions ..... 3  
POFT 2386 Internship-Administrative Assistant... 3  
Social/Behavioral Science Elective+ ..... 3  
**Total Hours** ..... **15**  
**Grand Total**..... **60**

**Recommended Program of Study  
Administrative Assistant  
Certificate**

**First Year**

**First Semester**..... **Credit**  
ACNT 1303 Introduction to Accounting I ..... 3  
HRPO 1191 Special Topics Human Resources  
Management ..... 1  
POFI 1349 Spreadsheets ..... 3  
POFT 1127 Introduction to Keyboarding ..... 1  
POFT 1309 Administrative Office Procedures I ..... 3  
POFT 1313 Professional Workforce Preparation ..... 3  
**Total Hours** ..... **14**

**Second Semester** ..... **Credit**  
ITSW 1301 Introduction to Word Processing ..... 3  
MDCA 1205 Medical Law and Ethics ..... 2  
POFI 2350 Databases ..... 3  
POFT 1321 Business Math ..... 3  
POFT 2301 Intermediate Keyboarding ..... 3  
POFT 2312 Business Correspondence &  
Communication.....3  
**Total Hours**..... **17**  
**Grand Total** ..... **31**

**Recommended Program of Study  
Receptionist Certificate**

**First Year**

**First Semester** ..... **Credit**  
ACNT 1303 Introduction to Accounting ..... 3  
HRPO 1191 Special Topics Human Resources  
Management ..... 1  
MDCA 1205 Medical Law & Ethics ..... 2  
POFI 1349 Spreadsheets ..... 3  
POFT 1309 Administrative Office Procedures I ..... 3  
POFT 1313 Professional Workforce Preparation ... 3  
POFT 1127 Introduction to Keyboarding ..... 1  
**Grand Total**..... **16**

**Medical Office Administration**

**Contact:** Adrienne Champagne  
**Office:** Faculty Office Pavillion, Office 103  
**Email:** champagneam@lamarpa.edu  
**Phone:** 409-984-6416

The Medical Office Administration Program provides instruction in the use of electronic health records and practice management software related to the smooth and efficient operation of a medical office or specialty practice. Physicians and healthcare professionals depend on their medical administrative staff for accuracy, compliance and interoffice communications as well as scheduling and billing.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study  
Associate of Applied Science in  
Medical Office Administration**

**First Year**

**First Semester** ..... **Credit**

ACNT 1303 Introduction to Accounting I.....	3
HITT 1305 Medical Terminology I.....	3
POFI 1349 Spreadsheets.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1127 Introduction to Keyboarding.....	1
POFT 1313 Professional Workforce Preparation....	3
<b>Total Hours</b> .....	<b>16</b>

<b>Second Semester</b> .....	<b>Credit</b>
ITSW 1301 Introduction to Word Processing.....	3
MDCA 1205 Medical Law and Ethics.....	2
POFI 2350 Databases.....	3
POFT 2301 Intermediate Keyboarding.....	3
POFT 2312 Business Correspondence & Communication.....	3
<b>Total Hours</b> .....	<b>14</b>

**Second Year**

<b>Third Semester</b> .....	<b>Credit</b>
ENGL 1301 Composition.....	3
POFM 1300 Basic Medical Coding.....	3
MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I.....	3
MDCA 1343 Medical Insurance.....	3
SPCH 1315 Public Speaking.....	3
<b>Total Hours</b> .....	<b>15</b>

<b>Fourth Semester</b> .....	<b>Credit</b>
Humanities/Fine Arts Elective.....	3
POFM 2333 Medical Document Production.....	3
POFM 2386 Internship-Medical Administrative Assistand or HRPO 1311 Human Relations.....	3
POFT 1321 Business Math.....	3
Social/Behavioral Science Elective.....	3
<b>Total Hours</b> .....	<b>15</b>
<b>Grand Total</b> .....	<b>60</b>

**Recommended Program of Study  
Medical Office Assistant Certificate**

**First Year**

<b>First Semester</b> .....	<b>Credit</b>
ACNT 1303 Introduction to Accounting I.....	3
HITT 1305 Medical Terminology I.....	3
HRPO 1191 Special Topics Human Resources Management.....	1
POFI 1349 Spreadsheets.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1313 Professional Workforce Preparation....	3

POFT 1127 Introduction to Keyboarding.....	1
<b>Total Hours</b> .....	<b>17</b>

<b>Second Semester</b> .....	<b>Credit</b>
ITSW 1301 Introduction to Word Processing.....	3
MDCA 1205 Medical Law and Ethics.....	2
POFI 2350 Databases.....	3
POFT 2301 Intermediate Keyboarding.....	3
POFT 2312 Business Correspondence & Communication.....	3
<b>Total Hours</b> .....	<b>14</b>
<b>Grand Total</b> .....	<b>31</b>

**Medical Coding Program**

**Contact:** Sheila Guillot  
**Office:** Madison Monroe Building, Office 147  
**Phone:** 409-984-6381  
**Email:** guillsr@lamarpa.edu

The Medical Coding Program provides a student with training in medical terminology, electronic health records, coding classification systems, and database management. Students entering this field should be detail-oriented and work well with numbers. Students will learn how to safely manage a patient's protected health information and methodically transfer medical record information into codes—both diagnostic and procedural.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study  
Associate of Applied Science in  
Medical Coding Specialist**

**First Year**

<b>First Semester</b> .....	<b>Credit</b>
BIOL 2401 Anatomy & Physiology.....	4
HITT 1305 Medical Terminology I.....	3
MDCA 1343 Medical Insurance.....	3
POFM 1300 Basic Medical Coding.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1127 Introduction to Keyboarding.....	1
<b>Total Hours</b> .....	<b>17</b>

<b>Second Semester</b> .....	<b>Credit</b>
HITT 1301 Health Data Content and Structure....	3
HITT 1303 Medical Terminology II.....	3
HITT 1313 Coding and Insurance.....	3
MDCA 1205 Medical Law and Ethics.....	2

POFM 2310 Intermediate Medical Coding.....	3
<b>Total Hours .....</b>	<b>14</b>

**Second Year**

<b>Third Semester.....</b>	<b>Credit</b>
Humanities/Fine Arts Elective .....	3
Social/Behavioral Science Elective .....	3
HITT 2335 Coding & Reimbursement Methodologies .....	3
HITT 2346 Advance Medical Coding .....	3
POFT 1313 Professional Workforce Preparation ....	3
<b>Total Hours .....</b>	<b>15</b>

<b>Fourth Semester.....</b>	<b>Credit</b>
ENGL 1301 Composition.....	3
SPCH 1315 Public Speaking .....	3
HITT 2245 Coding Certification Exam Review.....	2
POFI 2350 Databases.....	3
POFM 2333 Medical Document Production .....	3
<b>Total Hours .....</b>	<b>14</b>
<b>Grand Total.....</b>	<b>60</b>

**Recommended Program of Study  
Medical Coding Specialist  
Certificate**

**First Year**

<b>First Semester.....</b>	<b>Credit</b>
HITT 1305 Medical Terminology I.....	3
MDCA 1343 Medical Insurance .....	3
POFM 1300 Basic Medical Coding.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1127 Introduction to Keyboarding .....	1
POFT 1313 Professional Workforce Preparation ....	3
<b>Total Hours .....</b>	<b>16</b>

<b>Second Semester .....</b>	<b>Credit</b>
HITT 1301 Health Data Content and Structure.....	3
HITT 1303 Medical Terminology II .....	3
HITT 1313 Coding and Insurance .....	3
HRPO 1191 Special Topics–Human Resources Management .....	1
MDCA 1205 Medical Law and Ethics.....	2
POFM 2310 Intermediate Medical Coding.....	3
<b>Total Hours .....</b>	<b>15</b>
<b>Grand Total.....</b>	<b>31</b>

**Paralegal Program**

**Contact:** Ed Quist  
**Office:** Student Center, Office 401  
**Email:** quisteb@lamarpa.edu  
**Phone:** 409-984-6382

The Paralegal Program provides students with the necessary knowledge and skills to function successfully as a paralegal in law offices, corporations, government offices and private industry. Paralegals (legal assistants) are not attorneys and are prohibited from practicing law. They work under the supervision of attorneys. Upon completion of the program, students receive an Associate of Applied Science degree.

**ABA AMERICAN BAR ASSOCIATION**

The Paralegal Program was approved by the American Bar Association in 2007 after an extensive self-study and a site visit.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.



The Paralegal course of study is the only ABA approved program in the region.

**Recommended Program of Study  
Associate of Applied Science in  
Paralegal**

**First Year**

<b>First Semester .....</b>	<b>Credit</b>
ENGL 1301 Composition+.....	3
MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I.....	3
BUSG 2305 Business Law/Contracts .....	3
HRPO 1311 Human Relations .....	3
LGLA 1307 Introduction to Law and the Legal Professions .....	3
POFT 1127 Introduction to Keyboarding .....	1
<b>Total Hours.....</b>	<b>16</b>

<b>Second Semester .....</b>	<b>Credit</b>
Humanities/Fine Arts Elective+ .....	3
ITSW 1301 Introduction to Word Processing .....	3
LGLA 1345 Civil Litigation.....	3
LGLA 1355 Family Law .....	3
POFT 2312 Business Correspondence & Communication.....	<u>3</u>
<b>Total Hours .....</b>	<b>15</b>

**Second Year**

<b>Third Semester.....</b>	<b>Credit</b>
ACCT 2301 Principles of Financial Accounting .....	3
LGLA 1401 Legal Research and Writing.....	4
LGLA 2303 Torts and Personal Injury Law .....	3
LGLA 2313 Criminal Law and Procedure.....	3
GOVT 2306 Texas Government .....	<u>3</u>
<b>Total Hours .....</b>	<b>16</b>

<b>Fourth Semester.....</b>	<b>Credit</b>
Social/Behavioral Science Elective .....	3
SPCH 1315 Public Speaking .....	3
LGLA 2388 Paralegal/Legal Assistant Internship..	3
LGLA 2433 Advanced Legal Document Preparation.....	<u>4</u>
<b>Total Hours .....</b>	<b>13</b>
<b>Grand Total.....</b>	<b>60</b>

**Process Technology Program**

**Contact:** James 'Jim' Powell  
**Office:** Process Operating Building, Office 102  
**Email:** powellj@lamarpa.edu  
**Phone:** 409-984-6344

The Process Technology prepare students to become process operators in the refining, petrochemical, power generation, oil and gas production, food and other process industries. Technical knowledge and skills will be gained in areas such as operating equipment, instrumentation systems, process systems, and process troubleshooting and computer applications.

The Process Technology Program curriculum includes topics such as safety, computer science, mathematics, communication skills, general procedures in distillation, reactions, and quality control. The program provides hands on training in the classroom and laboratory environments.

Process operators generally work rotating shifts, climb tall towers, work with chemicals, and must meet certain physical requirements. Graduates of the Process Technology Program may be required to

complete a drug screen, background check, and a physical exam to be employed.



The Process Technology Program is recognized by the *Texas Skill Standards Board* which verifies that the knowledge and skill competencies required by industry are included within the curriculum. In addition, the Process Technology Advisory Committee reviews the curriculum to ensure that current industry standards are met.



current industry standards are met.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study  
Associate of Applied Science in  
Process Technology**

**First Year**

<b>First Semester .....</b>	<b>Credit</b>
MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I.....	3
PTAC 1302 Introduction to Process Technology .....	3
PTAC 1408 Safety, Health, & Environment I.....	4
PTAC 1432 Process Instrumentation I.....	<u>4</u>
<b>Total Hours.....</b>	<b>14</b>

<b>Second Semester .....</b>	<b>Credit</b>
PTAC 1410 Process Technology I-Equipment.....	4
PHYS 1405 Elementary Physics I or SCIT 1418 Applied Physics .....	4
ENGL 1301 English Composition .....	3
ITSC 1401 Introduction to Computers .....	<u>4</u>
<b>Total Hours.....</b>	<b>15</b>

**Second Year**

<b>Third Semester</b> .....	<b>Credit</b>
CHEM 1405 Introductory Chemistry I or SCIT 1414 Applied General Chemistry I .....	4
Humanities/Fine Arts Elective+ .....	3
PTAC 2314 Principles of Quality .....	3
PTAC 2420 Process Technology II –Systems .....	4
Social/Behavioral Science Elective+ .....	3
<b>Total Hours</b> .....	<b>17</b>
 <b>Fourth Semester</b> .....	 <b>Credit</b>
HRPO 1311 Human Relations .....	3
SPCH 1315 Public Speaking .....	3
PTAC 2438 Process Technology III–Operations .....	4
PTAC 2446 Process Troubleshooting.....	4
<b>Total Hours</b> .....	<b>14</b>
<b>Grand Total</b> .....	<b>60</b>

**Recommended Program of Study  
Process Technology Certificate**

**First Year**

<b>First Semester</b> .....	<b>Credit</b>
MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I.....	3
PTAC 1302 Introduction to Process Technology .....	3
PTAC 1408 Safety, Health, & Environment I.....	4
PTAC 1432 Process Instrumentation I.....	4
<b>Total Hours</b> .....	<b>14</b>

<b>Second Semester</b> .....	<b>Credit</b>
PTAC 1410 Process Technology I-Equipment.....	4
PHYS 1405 Elementary Physics I or SCIT 1418 Applied Physics .....	4
ITSC 1401 Introduction to Computers .....	4
ENGL 1301 Composition.....	3
<b>Total Hours</b> .....	<b>15</b>

<b>Summer Semester</b> .....	<b>Credit</b>
SPCH 1315 Public Speaking .....	3
Humanities/Fine Arts Elective .....	3
Social/Behavioral Science Elective .....	3
<b>Total Hours</b> .....	<b>9</b>
<b>Grand Total</b> .....	<b>38</b>

# Department of Commercial Music

**Department Chair:** John Freyermuth  
**Office:** Performing Arts Center,  
Office 137D  
**Email:** freyermuthje@lamarpa.edu  
**Phone:** 409-984-6520

The Department of Commercial Music offers Associate of Applied Science Degrees in Performance, Audiovisual Production, and Sound Engineering. The Department of Commercial Music also offers certificates in Entertainment Business and Live Sound and Design Technology.

Potential employers include entertainment venues, audio production companies, broadcast facilities, churches, corporate audiovisual facilities, recording studios, publishing companies, and independent multimedia production companies. Other opportunities are available in the field when sufficient work experience is combined with academic preparation including record production, publishing, artist management, concert promotion, venue management, music merchandising and teaching.

Graduates will have a strong background in appropriate core sub disciplines: music theory, keyboard, video editing, sound design, sound system repair and installation, arranging and composing music, acoustics and music business training. Courses are carefully sequenced and designed around student outcomes and include general education components that foster problem-solving and communication skills. Laboratory training encompasses state-of-the-art instruments, materials and techniques employed in the commercial music industry, plus a dedicated performance hall.

Non-Performance majors may enroll in applied lessons and ensembles but should prepare an audition for scholarship consideration.

**Associate of Arts Degree**

1. Emphasis in EC-12 Music

**Associate of Applied Science  
Degrees**

2. Audiovisual Production Program
3. Commercial Music-Performance Program
4. Commercial Music-Sound Engineer Program

5. Live Sound Design and Technology

**Certificate Degrees**

1. Music Certificate
2. Certificate in Live Sound Design and Technology

**Associate of Arts Degrees**

**Emphasis in EC-12 Music**

**Contact:** John Freyermuth  
**Office:** Performing Arts Center, Office 137D  
**Email:** freyermuthje@lamarpa.edu  
**Phone:** 409-984-6520

The EC 12 Music curriculum is the first two years of a track designed for students who plan to complete a bachelor's degree and be certified to teach music in the public schools. The degree was developed by the *Texas Higher Education Coordinating Board* and serves as a guide for colleges and universities in structuring the first two years of a curriculum for music education majors.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study for Emphasis in EC-12 Music**

Courses.....	Credit
Core Curriculum Courses* .....	42
COSC 1301 or BCIS 1305.....	3
EDUC 1301 and 2301 .....	6
MUSI Courses .....	9
<b>Total Hours .....</b>	<b>60</b>

\* To fulfill the Core Curriculum requirement, students should take MUSI 1306 or MUSI 1310 as part of the Creative Arts component.

**Audiovisual Production Program**

**Contact:** John Freyermuth  
**Office:** Performing Arts Center, Office 137D  
**Email:** freyermuthje@lamarpa.edu  
**Phone:** 409-984-6520

The Audiovisual Production program blends music production, sound design and video technology to create compelling multimedia content for all forms of visual media including web, video, film, animation, mobile technology, and games.

The Audiovisual Production Program goals are to provide hands-on training utilizing industry-standard technology while focusing on professional best practices to build a music production and sound design portfolio that supports the visual narrative and demonstrates a broad range of creative skill sets including video editing, music composition, and sound design.

Graduates of the Audiovisual Production Program are prepared for entry level positions such as audio and video editors, production assistants, sound designers, radio board operators, multimedia composers and audiovisual technicians.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study in order to graduate.

**Recommended Program of Study Associate of Applied Science in Audiovisual Production**

**First Year**

First Semester .....	Credit
MATH 1314 College Algebra or	
MATH 1332 Contemporary Mathematics I.....	3
MUSI 1301 Music Fundamentals .....	3
MUSI 1181 Class Piano I .....	1
MUSC 1327 Audio Engineering I .....	3
MUSC 1325 Acoustics .....	3
<b>Total Hours.....</b>	<b>13</b>

Second Semester .....	Credit
MUSI 1182 Piano Class Instruction II .....	1
ENGL 1301 Composition I .....	3
MUSC 1331 MIDI I .....	3
MUSC 2327 Audio Engineering II .....	3
RTVB 2330 Film and Video Editing .....	3
COMM 1336 Video Production I .....	3
<b>Total Hours.....</b>	<b>16</b>

Summer Semester.....	Credit
Social/Behavioral Science Elective+ .....	3
<b>Total Hours .....</b>	<b>3</b>

Third Semester .....	Credit
SPCH 1315 Public Speaking .....	3
MUSI 1390 Electronic Music I.....	3
FLMC 2330 Audio Post Production .....	3
MUSC 2347 Audio Engineering III .....	3
MUSI 1310 American Popular Music .....	3

<b>Total Hours</b> .....	<b>15</b>
<b>Fourth Semester</b> .....	<b>Credit</b>
MUSC 1196 Special Topics in Recording Arts Technology .....	1
MUSC 2330 Commercial Music Arranging and Composition .....	3
MUSC 2351 Audio for Video .....	3
MUSB 1305 Survey of Music Business.....	3
RTVB 2340 Portfolio Development.....	3
<b>Total Hours</b> .....	<b>13</b>
<b>Grand Total:</b> .....	<b>60</b>

## Commercial Music–Performance Program

**Contact:** John Freyermuth  
**Office:** Performing Arts Center, Office 137D  
**Email:** freyermuthje@lamarpa.edu  
**Phone:** 409-984-6520

The Commercial Music–Performance Program is designed to prepare students for jobs as musicians in the entertainment industry.

Employment opportunities include session musician, live venue musician, music arranger/orchestrator and songwriter. Potential employers include entertainment venues, audio production companies, recording studios, publishing companies and independent soundtrack producers. Other opportunities available in the field when sufficient work experience is combined with academic preparation includes record production, publishing, artist management, concert promotion, venue management, music merchandising and teaching.

Graduates have a strong background in appropriate core subdisciplines of ensemble performance, music theory, writing, orchestration, arranging and composing music and music business training. Laboratory training encompasses state-of-the-art instruments, materials and techniques employed in the commercial music industry, plus a dedicated Commercial Music Performance Hall.

Students must earn a minimum grade of ‘C’ in all technical courses in the Recommended Program of Study.

### Recommended Program of Study Associate of Applied Science Degree in Commercial Music– Performance

<b>First Year</b>	
<b>First Semester</b> .....	<b>Credit</b>
MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I.....	3
MUSI 1301 Music Fundamentals .....	3
MUSI 1181 Piano Class Instruction I.....	1
MUSP 12XX Applied Commercial Music Course ....	2
MUSP 1242 Small Commercial Music Ensemble ...	2
SPCH 1315 Public Speaking .....	2
<b>Total Hours</b> .....	<b>14</b>
<b>Second Semester</b> .....	<b>Credit</b>
ENGL 1301 Composition.....	3
MUSP 12XX Applied Commercial Music Course ....	2
MUSP 1242 Small Commercial Music Ensemble ...	2
MUSC 1211 Comm Music Sight Singing/ Ear Training I.....	2
MUSC 1213 Comm Music Theory I .....	2
MUSC 1331 MIDI I .....	3
MUSI 1182 Piano Class Instruction II .....	1
<b>Total Hours</b> .....	<b>15</b>
<b>Summer Semester</b>	
Social/Behavioral Science Elective .....	3
<b>Total Hours</b> .....	<b>3</b>
<b>Second Year</b>	
<b>Third Semester</b> .....	<b>Credit</b>
MUSP 12XX Applied Commercial Music Course ....	2
MUSP 1242 Small Commercial Music Ensemble ...	2
MUSC 2211 Comm Music Sight Singing/Ear Training II .....	2
MUSC 2213 Comm Music Theory II.....	2
MUSP 2103 Commercial Class Piano .....	1
MUSC 1321 Songwriting .....	3
MUSI 1310 American Popular Music .....	3
<b>Total Hours</b> .....	<b>15</b>
<b>Fourth Semester</b>	
MUSC 2330 Comm Music Arranging& Composition .....	3
MUSP 12XX Applied Commercial Music Course ....	2
MUSP 1242 Small Commercial Music Ensemble ...	2
MUSB 1305 Survey of the Music Business .....	3
MUSP 2103 Commercial Class Piano.....	1
MUSC 1235 Commercial Music Software .....	2
<b>Total Hours</b> .....	<b>13</b>
<b>Grand Total:</b> .....	<b>60</b>

## Recommended Program of Study Music Certificate

<b>First Year</b>	
<b>First Semester</b> .....	<b>Credit</b>
MUSC 1211 Commercial Music Sight Singing / Ear Training I.....	2
MUSC 1213 Commercial Music Theory I.....	2
MUSC 1331 MIDI I.....	3
MUSC 2330 Commercial Arranging & Composition.....	3
MUSI 1181 Piano Class Instruction I.....	1
MUSI 1310 American Popular Music.....	3
<b>Total Hours</b> .....	<b>14</b>
<b>Second Semester</b> .....	
<b>Credit</b>	
MUSB 1305 Survey of the Music Business .....	3
MUSC 1321 Songwriting.....	3
MUSC 1235 Commercial Music Software .....	2
MUSC 2211 Commercial Music Theory II.....	2
MUSC 2213 Commercial Music Sight Singing/Ear Training II .....	2
MUSI 1182 Piano Class Instruction II .....	1
<b>Total Hours</b> .....	<b>13</b>
<b>Grand Total</b> .....	<b>27</b>

## Commercial Music–Sound Engineer Program

**Contact:** John Freyermuth  
**Office:** Performing Arts Center, Office 137D  
**Email:** freyermuthje@lamarpa.edu  
**Phone:** 409-984-6520

The Commercial Music Sound Engineer Program prepares students for audio production jobs in the music industry. Employment opportunities include recording engineer, audio producer, sound designer and MIDI programmer.

Potential employers include advertising agencies, audio production companies, recording studios, record labels and publishing companies. Other opportunities will be available in the field when sufficient work experience is combined with academic preparation include record production, publishing, artist management, concert promotion, venue management and music merchandising.

Graduates will have a strong background in the appropriate core sub-disciplines of music theory; writing, orchestrating, arranging and composing music; audio recording; and the music industry.

Laboratory training encompasses state-of-the-art instruments, materials and techniques employed in the commercial music industry.

Students must earn a minimum grade of ‘C’ in all technical courses in the Recommended Program of Study.

## Recommended Program of Study Associate of Applied Science in Commercial Music–Sound Engineer

<b>First Year</b>	
<b>First Semester</b> .....	<b>Credit</b>
MUSC 1327 Audio Engineering I .....	3
MUSI 1301 Music Fundamentals .....	3
MUSI 1181 Class Piano I .....	1
MUSC 1325 Acoustics .....	3
SPCH 1315 Public Speaking .....	3
<b>Total Hours</b> .....	<b>13</b>
<b>Second Semester</b> .....	
<b>Credit</b>	
MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I.....	3
MUSC 2327 Audio Engineering II .....	3
MUSC 1211 Comm Music Sight Singing/Ear Training I.....	2
MUSC 1213 Comm Music Theory I .....	2
MUSC 1331 MIDI I .....	3
MUSI 1182 Piano Class Instruction II .....	1
<b>Total Hours</b> .....	<b>14</b>
<b>Summer Semester</b>	
PHYS 1415 Physical Science or PHYS 1405 Elementary Physics .....	4
<b>Total Hours</b> .....	<b>4</b>
<b>Third Semester</b> .....	
<b>Credit</b>	
MUSC 1196 Special Topics in Recording Arts .....	1
MUSC 2347 Audio Engineering III .....	3
MUSC 1405 Live Sound I .....	4
MUSI 1310 American Popular Music .....	3
Social/Behavioral Science Elective+ .....	3
<b>Total Hours</b> .....	<b>14</b>
<b>Fourth Semester</b>	
MUSC 2448 Audio Engineering IV .....	4
MUSB 1305 Survey of Music Business.....	3
MUSC 2403 Live Sound II .....	4
MUSC 1423 Audio Electronics.....	4
<b>Total Hours</b> .....	<b>15</b>



Grand Total: ..... 60



### Live Sound Design and Technology

**Contact:** John Freyermuth  
**Office:** Performing Arts Center, Office 137D  
**Email:** freyermuthje@lamarpa.edu  
**Phone:** 409-984-6520

The Live Sound Design and Technology Certificate blends creative application of live sound reinforcement with solid foundation in electronics theory, circuitry and system installation. The certificate may be completed in one year. Twenty one credits are focused in the area of live sound, maintenance, and installation of audiovisual systems. The other nine credits focus specifically on the fundamentals of electricity, circuits, and digital fundamentals.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

#### Recommended Program of Study

### Certificate in Live Sound Design and Technology



#### First Year

First Semester .....	Credit
CETT 1303 DC Circuits.....	2
MUSC 1405 Live Sound I.....	4
MUSC 1423 Audio Electronics.....	4
<b>Total Hours .....</b>	<b>10</b>

Second Semester .....	Credit
CETT 1305 AC Circuits.....	3
CETT 1325 Digital Fundamentals.....	3
MUSC 1325 Acoustics .....	3
MUSC 2403 Live Sound II .....	4
<b>Total Hours.....</b>	<b>13</b>
<b>Grand Total .....</b>	<b>23</b>

# Department of Developmental Education

**Department Chair:** Sherry Steele  
**Office:** Madison Monroe Building, Office 207  
**Email:** steelesg@lamarpa.edu  
**Phone:** 409-984-6321

The Department of Developmental Education provides a comprehensive program of preparatory courses in composition, mathematics and reading to help students acquire the basic skills necessary to complete a college level course of study. The department helps the college's commitment to accommodate students with diverse goals and backgrounds.

The department also operates the Student Success Center, which supports the formal developmental education instructional program through testing, tutorial services and a system for self-paced instruction. The center also provides information about the content of the tests conducted through the Texas Higher Education Assessment Program.

## Student Success Center (SSC)

### SSC 101, 102, 103 Individualized Instruction.. 0:0:1

Self-paced tutorial lab instruction for students needing individualized remediation. The SSC requirement pertains to students in ENGL 0302, ENGL 0317, MATH 0313 and MATH 0332.

NOTE: The lab or SSC requirement for any developmental course must be completed concurrently with that course, or a grade of "FD" will be issued for the course.

*SSC101 is reading remediation, SSC102 is math remediation, and SSC103 is writing remediation.*

# Department of Health, Fitness & Sports

**Contact:** Scott Street  
**Office:** Carl Parker Center, Office 102  
**Email:** streetsa@lamarpa.edu  
**Phone:** 409-984-6292



The Department of Health, Fitness and Sport provides a broad series of courses to enhance the mental, social and physical well-being of students, faculty and staff.

The department offers courses of study leading to an Associate of Arts Degree in Teaching (EC-12 Emphasis in Physical Education) or an Associate of Arts Degree with an emphasis in Kinesiology, which also satisfy Core Curriculum requirements at all state colleges and universities in Texas. These associate degrees will transfer to schools that offer four-year baccalaureate degrees requirements.

The department also offers a wide variety of physical activity classes which fulfill Core Curriculum.

Fitness courses, sport activity courses (credit and non-credit) and a variety of sports events are available to enrich the lives of everyone associated with the College.

## Associate of Arts Degrees

### Emphasis in Kinesiology

**Contact:** Scott Street  
**Office:** Carl Parker Center, Office 102  
**Email:** streetsa@lamarpa.edu  
**Phone:** 409-984-6292

The Associate of Arts Degree with an Emphasis in Kinesiology parallels the first two years of study of Kinesiology baccalaureate programs at state colleges and universities in Texas. The associate degree requires forty eight (48) semester credit hours of courses from the Core Curriculum at Lamar State College-Port Arthur, plus fifteen (15) semester credit hours of Kinesiology.

### Recommended Program of Study Associate of Arts Degree Emphasis in Kinesiology

Course.....	Credit
Core Curriculum Courses.....	42
COSC 1301 or BCIS 1305.....	3
KINE .....	<u>15</u>
<b>Total Hours.....</b>	<b>60</b>

*Students are advised to take BIOL 2401 and BIOL 2402, Human Anatomy and Physiology I and II, to meet the science requirements of the Core Curriculum.*

### Associate of Arts Degree in Teaching EC-12 Emphasis in Physical Education

The Associate of Arts Degree in Teaching is designed for students who plan to pursue a baccalaureate degree in education to be certified to teach physical education classes at some level from early childhood kindergarten through grade 12.

### Recommended Program of Study Associate of Applied Science in Physical Education

Course .....	Credit
Core Curriculum Courses.....	42
COSC 1301 or BCIS 1305.....	3
EDUC 1301 and 2301 .....	6
KINE .....	9
<b>Total Hours .....</b>	<b>60</b>

*Students are advised to take BIOL 2401 and 2402, Human Anatomy and Physiology I and II, to meet the science requirements of the Core Curriculum.*

#### Physical Education General Activity Courses (PHED)

The physical education general activity courses are designed to increase student awareness of fitness, health concepts and lifestyle modification. They include laboratories and practical activities which help students in their attempt to improve the quality of life and achieve well-being.

Course .....	Credit:Lec:Lab
PHED 1100 Weight Training and Conditioning .....	1:0:3
PHED 1101 Fitness for Life .....	1:0:3
PHED 1104 Adaptive Physical Education.....	1:0:3
PHED 1109 Basketball.....	1:0:3
PHED 1110 Cardiovascular Training.....	1:0:3
PHED 1112 Softball .....	1:0:3
PHED 1114 Recreational Dance .....	1:0:3
PHED 1120 Basketball II .....	1:0:3
PHED 1121 Basketball III .....	1:0:3
PHED 1122 Basketball IV .....	1:0:3
PHED 1123 Softball II .....	1:0:3
PHED 1124 Softball III .....	1:0:3
PHED 1125 Softball IV .....	1:0:3
PHED 1126 Dance II .....	1:0:3
PHED 1127 Dance III .....	1:0:3
PHED 1128 Dance IV .....	1:0:3
PHED x2xx Internship.....	2:0:8

## Department of Liberal Arts

**Department Chair:** Dr. Barbara Huval  
**Office:** Madison Monroe Building,  
Office 116  
**Email:** huvalbj@lamarpa.edu  
**Phone:** 409-984-6330

The Department of Liberal Arts provides instruction in a variety of art, English, drama, foreign language, government, history, humanities, music, philosophy and speech courses. The courses satisfy the requirements for an Associate of Arts degree. The courses will also satisfy the requirements for a Certificate in Academic Studies. Courses are designed to meet the requirements of the Core Curriculum and to provide students with the background necessary to enable them to successfully transfer to a baccalaureate program.

#### Associate of Arts Degree

1. Academic Studies
2. Dance
3. EC-12 Art
4. EC-12 Theatre Arts
5. Studio Art

#### Certificate

1. Academic

### Associate of Arts Degrees

#### Emphasis in Academic Studies

**Contact:** Dr. Barbara Huval  
**Office:** Madison Monroe Building, Office 116  
**Email:** huvalbj@lamarpa.edu  
**Phone:** 409-984-6330

The Emphasis in Academic Studies curriculum is designed for students who plan to pursue a baccalaureate degree but are undecided about a specific major. The degree plan provides a Core Curriculum that will transfer to any state-supported college or university in Texas. It includes the general education requirements for almost any baccalaureate degree. Electives beyond the Core Curriculum allow students to explore various disciplines in order to determine a major.

#### Recommended Program of Study for an Associate of Arts Degree in Academic Studies

Course.....	Credit
-------------	--------

Core Curriculum Courses .....	42
COSC 1301 or BCIS 1305.....	3
Electives .....	<u>15</u>
<b>Total Hours .....</b>	<b>60</b>

*Students should consult with an advisor to determine the appropriate electives. Electives must be academic transfer courses.*

### Recommended Program of Study for a Certificate in Academic Studies

<b>Course .....</b>	<b>Credit</b>
Core Curriculum Courses .....	<u>42</u>
<b>Total Hours .....</b>	<b>42</b>

### Emphasis in Drama

**Contact:** Dr. Barbara Huval  
**Office:** Madison Monroe Building, Office 116  
**Email:** huvalbj@lamarpa.edu  
**Phone:** 409-984-6330

The Emphasis in Drama curriculum is designed for students who plan to pursue a baccalaureate degree with a major in theater or a pre-professional degree in law. The degree plan provides a Core Curriculum that will transfer to any state-supported college or university in Texas. It includes the general education requirements for almost any baccalaureate degree. The electives beyond the Core Curriculum allow students to explore various aspects of the performing arts.

### Recommended Program of Study for an Associate of Arts Degree in Dance

<b>Course .....</b>	<b>Credit</b>
Core Curriculum Courses .....	42
COSC 1301 or BCIS 1305.....	3
DRAM Courses .....	<u>15</u>
<b>Total Hours .....</b>	<b>60</b>

*To fulfill the Core Curriculum requirement, students should take DRAM 1310 as part of the Creative Arts component.*

### Emphasis in EC-12 Art

**Contact:** Dr. Barbara Huval  
**Office:** Madison Monroe Building, Office 116  
**Email:** huvalbj@lamarpa.edu  
**Phone:** 409-984-6330

The Emphasis in EC-12 Art curriculum is designed for students who plan to pursue a baccalaureate degree in education to be certified to teach art classes at some level from early childhood/kindergarten through grade 12.

### Recommended Program of Study for an Associate of Arts Degree in EC-12 Art

<b>Course.....</b>	<b>Credit</b>
Core Curriculum Courses .....	42
COSC 1301 or BCIS 1305.....	3
EDUC 1301 and 2301 .....	6
ARTS Courses .....	<u>9</u>
<b>Total Hours.....</b>	<b>60</b>

*To fulfill the Core Curriculum requirement, students should take ARTS 1301 to satisfy the Creative Arts requirement and the ARTS 1303 or ARTS 1304 to satisfy the Language/Philosophy/Culture requirement of the Core Curriculum.*

### Emphasis in Studio Art

**Contact:** Dr. Barbara Huval  
**Office:** Madison Monroe Building, Office 116  
**Email:** huvalbj@lamarpa.edu  
**Phone:** 409-984-6330

The Emphasis in Studio Art curriculum is designed for students who plan to work toward a traditional Bachelor of Arts degree or a professional Bachelor of Fine Arts degree. It also is recommended for students who are undecided about majoring in art, but who would like to explore their artistic abilities.

### Recommended Program of Study for an Associate of Arts Degree in Studio Art

<b>Course.....</b>	<b>Credit</b>
Core Curriculum Courses .....	42
COSC 1301 or BCIS 1305.....	3
ARTS Courses .....	<u>15</u>
<b>Total Hours .....</b>	<b>60</b>

*To fulfill the Core Curriculum requirement, students should take ARTS 1301 to satisfy the Creative Arts requirement of the Core Curriculum and should take ARTS 1303 or ARTS 1304 to satisfy the Language/Philosophy/Culture requirement of the Core Curriculum.*

## Emphasis in EC-12 Theater Arts

**Contact:** Dr. Barbara Huval  
**Office:** Madison Monroe Building, Office 116  
**Email:** huvalbj@lamarpa.edu  
**Phone:** 409-984-6330



The EC 12 Theater Arts curriculum is designed for students who plan to pursue a bachelor's degree in

education to be certified to teach drama classes at some level from early childhood/kindergarten to grade 12.

### Recommended Program of Study for an Associate of Arts Degree in EC-12 in Theatre Arts

Course.....	Credit
Core Curriculum Courses.....	42
COSC 1301 or BCIS 1305.....	3
EDUC 1301 and 2301.....	6
DRAM Courses .....	9
<b>Total Hours.....</b>	<b>60</b>

*To fulfill the Core Curriculum requirement, students should take DRAM 1310 as part of the Creative Arts component and should take DRAM 2361 as part of the Language, Philosophy, and Culture component.*

# Department of Mathematics & Science

**Department Chair:** Dr. Percy Jordan  
**Office:** Instrumentation Bldg., Rm. 133  
**Email:** [jordanpj@lamarpa.edu](mailto:jordanpj@lamarpa.edu)  
**Phone:** 409-984-6335

The Department of Mathematics and Science provides instruction in a variety of business, mathematics, social science and laboratory science courses leading to an Associate of Arts Degree and an Associate of Arts in Teaching. Courses Degree are designed to meet the requirements of the college's Core Curriculum and to provide students with the background necessary to enable them to succeed in a baccalaureate program.

## Associate of Arts Degree

1. Criminal Justice

## Associate of Arts Degree

### Emphasis in Criminal Justice

**Contact:** Dr. Percy Jordan  
**Office:** Instrumentation Bldg., Rm. 133

**Email:** [jordanpj@lamarpa.edu](mailto:jordanpj@lamarpa.edu)  
**Phone:** 409-984-6335

The Emphasis in Criminal Justice curriculum is designed for students who plan to pursue a bachelor's degree in Criminal Justice. The curriculum requires coursework in basic criminal justice principles and concepts and allows students to complete the degree plan. The degree plan follows the field-of-study curriculum prescribed by the *Texas Higher Education Coordinating Board*.

### Recommended Program of Study for an Associate of Arts Degree in Criminal Justice

Course.....	Credit
Core Curriculum Courses .....	42
COSC 1301 or BCIS 1305.....	3
CRIJ 1301, 1306, 1310, 2313, 2328 .....	15
<b>Total Hours .....</b>	<b>60</b>

### Mathematics Courses (MATH)

Prerequisites for any college level mathematics course are listed in the table below.

Math Course	Prerequisite Requirements
<b>MATH 1332</b>	Successful completion of MATH 0332, or SAT math score of 500 or higher, or ACT math score of 19 or higher, or TSI math score of 350 or higher, or any other applicable exemption claimed under 19 TAC §4.54 that qualifies the student for the class
<b>MATH 1314 or 1316</b>	Successful completion of MATH 0332, SAT Math score of 500 or higher; or ACT math score of 19 or higher, OR  TSI math score of 350 or higher, or any other applicable exemption claimed under 19 TAC §4.54 that qualifies the student for the class
<b>MATH 1325, 1342, 2305 or 2312</b>	MATH 1314
<b>MATH 1350 or 1351</b>	MATH 1314, MATH 2312, MATH 2413, MATH 2414

## Workforce Training & Continuing Education

**Contact:** Dr. Ben Stafford  
**Office:** Madison Monroe Bldg., Office 123  
**Email:** staffordbk@lamarpa.edu  
**Phone:** 409-984-6354

### Workforce Training

Maintaining a talented and productive workforce in a growing local economy requires a commitment to employee development. LSCPA meets the training needs of your business by partnering with you to tailor a custom learning curriculum that can be delivered on-site or on-campus to your employees.

Our goal is to provide quality training that is current, convenient, and highly effective.

### Continuing Education

Lamar State College Port Arthur recognizes that providing lifelong learning opportunities is an integral part of its primary mission of teaching and

community service. Continuing Education courses and programs are an extension of the traditional college learning process, available to community residents in appropriate subject areas where there is sufficient interest.

Noncredit and continuing education courses are generally open to anyone who is eighteen (18) years of age or older, with provision for enrolling younger students under certain conditions.

Courses may be offered where there are qualified instructors, suitable facilities on or off campus, and sufficient demand. Various instructional methods and techniques are used to accomplish the objectives of the courses, including lecture, laboratory practice, seminars, workshops, conferences, and presentation via the Internet.

The College welcomes suggestions and requests for non-credit courses.

## Course Descriptions

### Academic Courses

#### (ACCT) Accounting

#### ACCT 2301 Principles of Financial Accounting I..... 3:3:0

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine

the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

*Prerequisite(s): TSI complete in reading, writing, and math.*

**ACCT 2302 Principles of Managerial Accounting II ..... 3:3:0**

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

*Prerequisite(s): ACCT 2301.*

**(ANTH) Anthropology**

**ANTH 2346 General Anthropology ..... 3:3:0**

The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**ANTH 2351 Cultural Anthropology ..... 3:3:0**

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**(ARTS) Art**

**ARTS 1301 Art Appreciation ..... 3:3:0**

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media,

techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art (painting, sculpture, architecture) within formal, cultural, and historical contexts.

**ARTS 1303 Art History I ..... 3:3:0**

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Primarily an examination of Western painting, sculpture, architecture and related visual arts from prehistoric times to the end of the Gothic Period in the late Middle Ages.

**ARTS 1304 Art History II ..... 3:3:0**

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Primarily an examination of Western painting, sculpture, architecture and related visual arts from the early Renaissance to the present.

**ARTS 1311 Design I ..... 3:3:0**

An introduction to the fundamental terminology, concepts, theory, and application of two dimensional design creating a visual interpretation of cultural expression.

**ARTS 1312 Design II ..... 3:3:0**

An introduction to the fundamental terminology, concepts, theory, and application of three dimensional design in creating a visual interpretation of cultural expression.

**ARTS 1316 Drawing I ..... 3:2:4**

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques which promote the appreciation of cultural expression. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

**ARTS 1317 Drawing II ..... 3:2:4**

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques which promote the appreciation of cultural expression. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

*Prerequisite(s): ARTS 1316.*

**ARTS 2311 Design III ..... 3:3:0**

Elements and principles of arts using two and three dimensional concepts

*Prerequisite(s): ARTS 1311 or ARTS 1312.*

**ARTS 2313 Design Communications I ..... 3:3:0**

Communication of ideas through processes and techniques of graphic design and illustration, creating a visual interpretation of cultural expression.

**ARTS 2314 Design Communications II ..... 3:3:0**

Further communication of ideas through processes and techniques of graphic design and illustration, creating a visual interpretation of cultural expression.

*Prerequisite(s): ARTS 2313.*

**ARTS 2316 Painting I ..... 3:2:4**

Exploration of ideas using painting media and techniques, creating a visual interpretation of cultural expression leading to an appreciation of works of the human imagination.

**ARTS 2317 Painting II ..... 3:2:4**

Further exploration of ideas using painting media and techniques creating a visual interpretation of cultural expression leading to an appreciation of works of the human imagination.

*Prerequisite(s): ARTS 2316.*

**ARTS 2323 Life Drawing I ..... 3:2:4**

Basic study of the human form

*Prerequisite(s): ARTS 1317.*

**ARTS 2348 Digital Art I ..... 3:3:0**

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts which express the human condition across cultures.

**ARTS 2349 Digital Art II ..... 3:3:0**

Studio art courses that further explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

## **(BCIS) Business Computer Information Systems**

**BCIS 1305 Business Computer Applications . 3:2:4**

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet.

## **(BUSI) Business**

**BUSI 1301 Business Principles..... 3:3:0**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

## **(BIOL)Biology**

**BIOL 1322 Nutrition & Diet Therapy ..... 3:3:0**

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

**BIOL 1406 Biology for Science Majors I..... 4:3:2**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**BIOL 1407 Biology for Science Majors II..... 4:3:2**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to



anatomy, physiology, ecology, and evolution of plants and animals.

*Prerequisite(s): BIOL 1406.*

**BIOL 2401 Anatomy and Physiology I..... 4:3:2**

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**BIOL 2402 Anatomy & Physiology II..... 4:3:2**

Anatomy and Physiology II is the second part of a two course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

*Prerequisite(s): BIOL 2401.*

**BIOL 2420 Microbiology for Non-Science Majors ..... 4:3:2**

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. The lab covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health.

*Prerequisite(s): BIOL 2401 and BIOL 2402.*

## **(CHEM) Chemistry**

**CHEM 1405 Introductory Chemistry I..... 4:3:2**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food / physiological chemistry, and environmental / consumer chemistry. Designed for students who are not science majors.

*Prerequisite(s): TSI complete in reading, writing, and math (See page Placement Guidelines, page 14).*

**CHEM 1406 Introductory Chemistry I..... 4:3:2**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental / consumer chemistry. Designed for allied health majors.

*Prerequisite(s): TSI complete in reading, writing, and math (See page Placement Guidelines, page 14).*

**CHEM 1407 Introductory Chemistry II..... 4:3:2**

For non-science majors. Continuation of CHEM 1405. Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/ consumer chemistry.

*Prerequisite(s): CHEM 1411 or CHEM 1405.*

**CHEM 1411 General Chemistry I..... 4:3:3**

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

*Recommended: High school chemistry.*

**CHEM 1412 General Chemistry II..... 4:3:3**

A continuation of CHEM 1411. Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

*Prerequisite(s): CHEM 1411.*

**CHEM 2423 Organic Chemistry I..... 4:3:4**

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined.

*Prerequisite(s): CHEM 1412.*

**CHEM 2425 Organic Chemistry II..... 4:3:4**

A continuation of CHEM 2423. Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules.

*Prerequisite(s): CHEM 2423.*

**(COSC) Computer Science**

**COSC 1301 Introduction to Computing..... 3:2:4**

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings

are also studied. This course will not satisfy degree requirements in business or computer science degrees.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**(CRIJ) Criminal Justice**

**CRIJ 1301 Introduction to Criminal Justice .... 3:3:0**

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

**CRIJ 1306 Courts Systems and Practices ..... 3:3:0**

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**CRIJ 1310 Fundamentals of Criminal Law ..... 3:3:0**

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**CRIJ 2313 Correctional Systems and Practices ..... 3:3:0**

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**CRIJ 2328 Police Systems and Practices ..... 3:3:0**

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**(DRAM) Drama**

**DRAM 1161 Introduction to Musical Theater 1:0:4**

Study and performances of works from the musical theater repertoire. (Cross-listed as MUSI 1159) An introductory study and performance of works from

the musical theater repertoire, with practical experience in participating in a full theater production. Open by audition or consent of the instructor to students from all departments who are interested in musical theater production.

**DRAM 1162 Musical Theater II ..... 1:0:4**

Study and performance of works from the musical theater repertoire.

**DRAM 1310 Introduction to Theater ..... 3:3:0**

Survey of theater including its history, dramatic works, stage techniques, production procedures and relation to other art forms. Participation in productions may be required. Emphasis on observation and appreciation of various types and styles of plays, knowledge of the functions of the personnel and other elements of theater production including its history, dramatic works, stage techniques, production procedures and its relation to the fine arts.

**DRAM 1320 Theater Practicum I ..... 3:2:3**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

*A student may not take more than nine hours of theater practicum.*

**DRAM 1321 Theater Practicum II ..... 3:2:3**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

*A student may not take more than nine hours of theater practicum.*

**DRAM 1330 Stagecraft I ..... 3:2:3**

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Additional topics may include: basic course on handling and construction of scenery, the care of stage properties and theatrical terminology and the study and application of visual aesthetics of design which may include hands-on experience in the physical theater.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**DRAM 1351 Acting I ..... 3:2:3**

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development and analysis of the actor's instrument: voice, body and imagination as a means of interpreting human creativity and social expression.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**DRAM 1352 Acting II ..... 3:2:3**

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination as a means of interpreting human creativity and social expression.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**DRAM 2120 Theater Practicum III ..... 1:0:4**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions Laboratory instruction in production techniques in scenery, lighting, costumes and other technical areas. Course may be taken three times for a total of three semester credit hours.

*A student may not take more than nine hours of theater practicum.*

**DRAM 2121 Theater Practicum IV ..... 1:0:4**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions Laboratory instruction in production techniques in scenery, lighting, costumes and other technical areas. Course may be taken three times for a total of three semester credit hours.

*A student may not take more than nine hours of theater practicum.*

**DRAM 2336 Voice for the Theater ..... 3:3:0**

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. Builds vocal development, vocabulary and pronunciation through exercises and analysis of the application of the performer's use of the voice as a creative instrument of effective communication and cultural expression.

**DRAM 2351 Acting III ..... 3:3:0**

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

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**DRAM 2352 Acting IV ..... 3:3:0**

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. A continuation of the study of the principles and practices of acting.  
*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

**DRAM 2361 History of the Theater I ..... 3:3:0**

Study of the history of the theater from primitive times through the Renaissance.

## **(ECON) Economics**

**ECON 2301 Principles of Macroeconomics ... 3:3:0**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.  
*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

**ECON 2302 Principles of Microeconomics .... 3:3:0**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.  
*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

## **(EDUC) Education**

**EDUC 1100 Learning Framework..... 1:1:0**

A study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. The course assists the student in making adequate social and personal adjustments to college life, developing educational and career goals, and becoming familiar with institutional curricula and policies. It includes techniques for time management, note taking, and preparing for exams. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college level student academic strategies. Students use assessment instruments to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners.

EDUC 1100 is in the Core Curriculum and is required of students pursuing an academic transfer curriculum. This course is also required of all students pursuing a technical degree if they are enrolled in developmental courses and have not completed 15 hours of college level work. *It is recommended that students take this course in their first semester of college.*

**EDUC 1300 Learning Framework..... 3:3:0**

Study of the 1) research and theory in the psychology of learning, cognition and motivation; 2) factors that impact learning; and 3) application of learning strategies. Students use assessment instruments (learning inventories) to identify their strengths and weaknesses as learners. Develops skills and techniques necessary for success in college including memory development, note-taking, test preparation, study skills and time management. Assists the student in making adequate social and personal adjustments to college life, developing educational and career goals, and becoming familiar with institutional curricula and policies. Includes techniques for time management, note taking, and preparing for exams. Stresses the importance of creativity, health, relationships and the effective use of resources in achieving college success. All students who have passed fewer than sixty (60) semester credit hours and finished the immediate two long semesters on scholastic probation are required to enroll in and pass the course. Recommended for all students desiring to improve their opportunities for success in college. A passing grade must be earned to meet the institutional requirement. May count for elective credit in selected degree and certificate programs. Students who fail a developmental course must take either EDUC 1300 or PSYC 1300.

**EDUC 1301 Introduction to the Teaching Profession ..... 3:3:1**

An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high-need fields; provides students with opportunities to participate in early field observations at all levels (P-12) with varied and diverse student populations; and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and must include a minimum of 16 contact hours of field experience in P-12 classrooms. Students must pass a criminal background check in order to participate in field experience. Students who do not provide this

documentation during the first week of class will be dropped.

*Prerequisite(s): TSI complete in reading, writing, and math. (See page Placement Guidelines, page 14).*

**EDUC 2301 Introduction to Special Populations..... 3:3:1**

An enriched integrated pre-service course and content experience providing an overview of schooling and classrooms from the perspectives of language, gender, socio-economic status, ethnic and academic diversity and equity with emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and must include 16 contact hours of field experience in P-12 classrooms with special populations. Students must pass a criminal background check in order to participate in field experience. Students who do not provide this documentation during the first week of class will be dropped.

*Prerequisite(s): EDUC 1301.*

## **(ENGL) English**

**ENGL 1301 Composition I ..... 3:3:0**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

**ENGL 1302 Composition II ..... 3:3:0**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

*Prerequisite(s): ENGL 1301.*

**ENGL 2307 Creative Writing I ..... 3:3:0**

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

*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

**ENGL 2311 Technical Writing ..... 3:3:0**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

*Prerequisite(s): ENGL 1301.*

**ENGL 2321 British Literature ..... 3:3:0**

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

*Prerequisite(s): ENGL 1301.*

**ENGL 2326 American Literature ..... 3:3:0**

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

*Prerequisite(s): ENGL 1301.*

**ENGL 2331 World Literature ..... 3:3:0**

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**ENGL 2341 Forms of Literature ..... 3:3:0**

The study of one or more literary genres including, but not limited to, poetry, fiction, drama and film.

*Prerequisite(s): ENGL 1301.*

## **(GEOG) Geography**

**GEOG 1302 Human Geography ..... 3:3:0**

This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.

## **(GEOL) Geology**

**GEOL 1403 Physical Geology ..... 4:3:2**

Introduction to the study of the materials and processes that have modified and shaped the surface

and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

**GEOL 1404 Historical Geology ..... 4:3:2**

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils.

*Prerequisite(s): GEOL 1403.*

## **(GOVT) Government**

**GOVT 2305 Federal Government ..... 3:3:0**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

*Prerequisite(s): TSI complete in reading (See page Placement Guidelines, page 14).*

**GOVT 2306 Texas Government..... 3:3:0**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

*Prerequisite(s): TSI complete in reading (See page Placement Guidelines, page 14).*

## **(HECO) Home Economics**

**HECO 1322 Nutrition & Diet Therapy..... 3:3:0**

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

*Prerequisite(s): TSI complete in reading (See page Placement Guidelines, page 14).*

## **(HIST) History**

**HIST 1301 United States History I..... 3:3:0**

A survey of the social, political, economic, cultural, and intellectual history of the United States from

the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

**HIST 1302 United States History II ..... 3:3:0**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

**HIST 2301 Texas History ..... 3:3:0**

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

**HIST 2321 World Civilizations I ..... 3:3:0**

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

**HIST 2322 World Civilizations II ..... 3:3:0**

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

## **(KINE) Kinesiology**

**KINE 1238 Introduction to Physical Fitness & Sport ..... 2:1:2**

Orientation to the field of physical fitness and sports. Includes the study and practice of activities and principles that promote physical fitness, including team sports.

**KINE 1301 Introduction to Physical Fitness & Sports..... 3:3:0**

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

**KINE 1304 Personal/Community Health I ..... 3:3:0**

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

**KINE 1306 First Aid ..... 3:3:0**

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

**KINE 1321 Coaching/Sports/Athletics I ..... 3:2:2**

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

**KINE 1322 Coaching/Sports/Athletics II ..... 3:2:2**

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

**KINE 1336 Introduction to Recreation ..... 3:3:0**

Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

**KINE 1337 Introduction to Recreation ..... 3:3:0**

Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

**KINE 1338 Concepts of Physical Fitness ..... 3:2:2**

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

**KINE 2156 Taping & Bandaging..... 1:1:0**

Fundamental taping and bandaging techniques used in the prevention and care of athletic injuries.

**KINE 2356 Care and Prevention of Athletic Injuries ..... 3:3:0**

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

## **(MATH) Mathematics**

**MATH 1314 College Algebra..... 3:3:0**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

*Prerequisite(s): MATH 0332 or TSI math score of 350 or higher.*

**MATH 1316 Plane Trigonometry ..... 3:3:0**

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

*Prerequisite(s): MATH 1314.*

**MATH 1325 Calculus for Business & Social Sciences ..... 3:3:0**

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences.

*Prerequisite(s): MATH 1314.*

**MATH 1332 Contemporary Mathematics I (Math for Liberal Arts Majors I) ..... 3:3:0**

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

*Prerequisite(s): MATH 0332 or TSI math score of 350 or higher.*

**MATH 1333 Contemporary Mathematics II (Math for Liberal Arts Majors II) ..... 3:3:0**

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

*Prerequisite(s): MATH 1332 or MATH 1314.*

**MATH 1342 Elementary Statistical Methods... 3:3:0**

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

*Prerequisite(s): MATH 1314.*

**MATH 1350 Fundamentals of Mathematics I... 3:3:0**

Concepts of sets, functions, numeration systems, number theory and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Course also may be appropriate for early childhood education majors.

*Prerequisite(s): MATH 1314.*

**MATH 1351 Fundamentals of Mathematics II.. 3:3:0**

Concepts of geometry, probability and statistics as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. The course is designed for students who seek middle grade (4-8) teacher certification and is a required part of the approved field of study curriculum for middle grades certification. The course also may be appropriate for early childhood education majors.

*Prerequisite(s): MATH 1314, MATH 1350.*

**MATH 2305 Discrete Mathematics ..... 3:3:0**

A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary

number theory, graph theory, and mathematical proof techniques.

*Prerequisite(s): MATH 2413.*

**MATH 2312 Pre-Calculus Math..... 3:3:0**

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

*Prerequisite(s): MATH 1314.*

**MATH 2413 Calculus I..... 4:4:0**

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

*Prerequisite(s): MATH 2312.*

**MATH 2414 Calculus II..... 4:4:0**

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

*Prerequisite(s): MATH 2413.*

## **(PHIL) Philosophy**

**PHIL 1301 Introduction to Philosophy ..... 3:3:0**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

**PHIL 1304 Introduction to World Religions..... 3:3:0**

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

**PHIL 2303 Introduction to Formal Logic ..... 3:3:0**

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.

## **(PHYS) Physics**

**PHYS 1401 College Physics I ..... 4:3:3**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with



emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving.

*Prerequisites: MATH 1314 and MATH 1316 or MATH 2312.*

**PHYS 1402 College Physics II ..... 4:3:3**

A continuation of PHYS 1401. Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

*Prerequisite(s): PHYS 1401.*

**PHYS 1405 Elementary Physics I ..... 4:3:3**

Conceptual level survey of topics in physics for non-science majors. Introduces the basic interactions of nature with emphasis on thermodynamics and heat transfer.

**PHYS 1407 Elementary Physics I ..... 4:3:3**

Conceptual level survey of topics in physics intended for non-science majors continuation of Elementary Physics I (PHYS 1405).

**PHYS 1415 Physical Science I ..... 4:3:3**

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology.

**PHYS 1417 Physical Science II ..... 4:3:3**

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology.

**PHYS 2425 University Physics I ..... 4:3:4**

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles presented in lecture involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data

collection and analysis, and preparation of laboratory reports.

*Prerequisite(s): MATH 2413.*

**PHYS 2426 University Physics II ..... 4:3:4**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles presented in lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

*Prerequisite(s): PHYS 2425 and MATH 2414.*

## **(PSYC) Psychology**

**PSYC 1100 Learning Framework ..... 1:1:0**

A study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. The course assists the student in making adequate social and personal adjustments to college life, developing educational and career goals, and becoming familiar with institutional curricula and policies. It includes techniques for time management, note taking, and preparing for exams. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college level student academic strategies. Students use assessment instruments to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners.

*It is recommended that students take this course in their first semester of college. (Cross-listed as EDUC 1100)*

**PSYC 1300 Learning Framework ..... 3:3:0**

Study of the 1) research and theory in the psychology of learning, cognition and motivation; 2) factors that impact learning; and 3) application of learning strategies. Students use assessment instruments (learning inventories) to identify their strengths and weaknesses as learners. Develops skills and techniques necessary for success in college including memory development, note-taking, test preparation, study skills and time management. Assists the student in making adequate social and personal adjustments to college life, developing educational and career goals, and becoming familiar with institutional curricula and policies. Includes techniques for time management, note taking, and preparing for exams. Stresses the importance of

creativity, health, relationships and the effective use of resources in achieving college success. All students who have passed fewer than 60 semester credit hours and finished the immediate two long semesters on scholastic probation are required to enroll in and pass the course. Recommended for all students desiring to improve their opportunities for success in college. A passing grade must be earned to meet the institutional requirement. May count for elective credit in selected degree and certificate programs. Students who fail a developmental course must take either EDUC 1300 or PSYC 1300.

**PSYC 2301 General Psychology ..... 3:3:0**

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.  
*Prerequisite(s): TSI complete in reading and writing. (See page Placement Guidelines, page 14).*

**PSYC 2314 Lifespan Growth and Development ..... 3:3:0**

Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.  
*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

**PSYC 2317 Statistical Methods in Psychology ..... 3:3:0**

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.  
*Prerequisite(s): MATH 1314.*

## **(SGNL) Sign Language**

**SGNL 1301 Sign Language I..... 3:3:0**

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.  
*Prerequisite(s): TSI complete in reading (See page Placement Guidelines, page 14).*

## **(SOCl) Sociology**

**SOCl 1301 Introduction to Sociology ..... 3:3:0**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional

context may include topics such as social stratification, gender, race/ethnicity, and deviance.  
*Prerequisite(s): TSI complete in reading and writing. (See page Placement Guidelines, page 14).*

**SOCl 1306 Social Problems ..... 3:3:0**

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.  
*Prerequisite(s): TSI complete in reading and writing. (See page Placement Guidelines, page 14).*

**SOCl 2301 Marriage and the Family ..... 3:3:0**

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.  
*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

## **(SPCH) Speech**

**SPCH 1315 Public Speaking ..... 3:3:0**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.  
*Prerequisite(s): TSI complete in reading (See page Placement Guidelines, page 14).*

**SPCH 1318 Interpersonal Communications.... 3:3:0**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.  
*Prerequisite(s): TSI complete in reading (See page Placement Guidelines, page 14).*

**SPCH 2335 Argumentation & Debate ..... 3:3:0**

Principle theories and practice in argumentation and debate, including analysis, reasoning, organization, evidence and refutation in a variety of speaking situations. Critique of these issues as reflected in current public affairs.

## Developmental Courses

### (ENGL) English, Developmental

#### **ENGL 0301 Basic Reading Skills ..... 0:3:1**

A course designed to help students practice the skills necessary for understanding and retention of college level material. Course includes a co-requisite lab.

*Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 14).*

#### **ENGL 0310 Developmental Writing I ..... 0:3:1**

A course covering the fundamentals of grammar, usage, syntax and punctuation to give students practice in writing well-constructed paragraphs. Course includes a co-requisite lab.

*Prerequisite(s): TSI complete in writing. (See page Placement Guidelines, page 14).*

#### **ENGL 0327 Integrated Reading/Writing (IRW) 0:3:0**

Integration of critical reading and academic writing skills. Development of reading and higher order thinking skills necessary for college readiness. Development of college level writing focusing on idea generation, drafting, organization, revision, and utilization of Standard English. The intervention fulfills TSI requirements for reading and/or writing.

*Prerequisite(s): TSI complete in reading and writing (See page Placement Guidelines, page 14).*

### (MATH) Mathematics, Developmental

#### **MATH 0311 Developmental Mathematics..... 0:3:0**

Study of basic concepts and operations involved in computations, ratios, proportions, percents, charts and graphs, simple geometry, rational numbers, exponents and scientific notation.

*Prerequisite(s): (See page Placement Guidelines, page 14).*

#### **MATH 0312 Pre-Algebra ..... 0:3:1**

Basic concepts and operations involved with whole numbers, integers, fractions, decimals, ratio and proportion, percent, exponents, and polynomials. Included is an introduction to solving equations and problem solving. Course includes a co-requisite lab.

*Prerequisite(s): TSI math score of 322-339.*

#### **MATH 0313 Introductory Algebra ..... 0:3:0**

Concepts of basic algebra. Operations on real numbers and polynomials, solving equations, inequalities and systems, graphing, factoring polynomials and problem solving are included.

*Prerequisite(s): MATH 0312 or TSI complete in math. (See page Placement Guidelines, page 14).*

#### **MATH 0332 Intermediate Algebra ..... 0:3:0**

Basic concepts necessary for the study of algebra: solving linear, rational, absolute value, radical, and quadratic equations and linear, compound and absolute value inequalities. Factoring polynomials, problem solving and operations on rational and radical expressions are included.

*Prerequisite(s): MATH 0313 or TSI complete in math. (See page Placement Guidelines, page 14).*

## Technical Courses

### (ACNT) Accounting / Accounting Technology

#### **ACNT 1303 Introduction to Accounting I ..... 3:3:0**

Study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll.

#### **ACNT 1205 Forensic Accounting..... 2:2:0**

Accounting fraud and examination designed to provide a basic understanding of the impact that fraud has on an organization.

#### **ACNT 1311 Introduction to Computerized Accounting ..... 3:3:0**

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

*Prerequisite(s): ACCT 2301 or ACNT 1303.*

#### **ACNT 1331 Federal Income Tax: Individual 3:3:0**

A study of the federal tax law for preparation of individual income tax returns.

#### **ACNT 1347 Federal Income Tax for Partnerships and Corporations ..... 3:3:0**

A study of federal tax laws for preparation of partnership and corporate returns.

#### **ACNT 2386 Internship Accounting Technology /Technician and Bookkeeping..... 3:0:0**

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

*Prerequisites: Must have completed 45 semester credit hours toward the accounting degree and have a Cumulative 2.0 GPA.*

### (ARTC) Art: Commercial / Graphic Design

**ARTC 1302 Digital Imaging I..... 3:3:0**

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

**ARTC 1313 Digital Publishing I..... 3:3:0**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

**ARTC 2388 Internship-Commercial and Advertising Art ..... 3:0:0**

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

*Prerequisite(s): Must be taken in last semester and Cumulative GPA of 2.5*

**ARTC 2305 Digital Imaging II..... 3:3:0**

Principles of digital image processing and digital painting. Emphasis on bitmapped- or raster-based imaging and the creative aspects of electronic illustration for commercial or fine art applications.

*Prerequisite(s): ARTC 1302*

**ARTC 2311 History of Communication Graphics ..... 3:3:0**

Survey of the evolution of graphic arts in relation to the history of art. Includes formal, stylistic, social, political, economic, and historical aspects. Emphasis on art movements, schools of thought, individuals, and technology as they interrelate with graphic arts.

**ARTC 2313 Digital Publishing II..... 3:3:0**

Includes layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects.

*Prerequisite(s): ARTC 1313.*

**ARTC 2317 Typographic Design..... 3:3:0**

Exploration of typographic design including computer generated letterforms as elements of design. Includes theory and techniques of traditional, contemporary, and experimental typography.

**ARTC 2335 Portfolio Development for Graphic Design..... 3:3:0**

Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

*Prerequisite(s): ARTC 1313, ARTS 2348, IMED 1416.*

## **(AUMT) Automotive Technology**

**AUMT 1305 Introduction to Automotive Technology..... 3:3:1**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle sub-systems, service publications, fasteners, professional responsibilities and basic automotive maintenance. May be taught manufacturer-specific.

**AUMT 1307 Automotive Electrical Systems .. 3:2:4**

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems and electrical accessories. Emphasis on electrical principles, schematic diagrams and service manuals. May be taught manufacturer-specific.

**AUMT 1310 Automotive Brake Systems ..... 3:2:4**

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis and repair of power, manual, anti-lock brake systems and parking brakes. May be taught manufacturer-specific.

**AUMT 1316 Automotive Suspension & Steering Systems ..... 3:2:4**

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures, and tire and wheel service. May be taught manufacturer-specific.

**AUMT 1319 Automotive Engine Repair ..... 3:2:3**

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair and reassembly of the engine. May be taught manufacturer-specific.

*Prerequisite(s): AUMT 1305.*

**AUMT 1345 Automotive Climate Control Systems ..... 3:2:4**

Diagnosis and repair of manual/electronic climate control systems: includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer-specific.

*Prerequisite(s): AUMT 1305, AUMT 1307.*

**AUMT 2317 Automotive Engine Performance Analysis I ..... 3:2:3**

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer-specific.

*Prerequisite(s): AUMT 1305 and AUMT 1307.*

**AUMT 2328 Automotive Service ..... 3:1:4**  
Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific. This is a capstone course.

## **(BUSG) Business, General**

**BUSG 2305 Business Law/Contracts ..... 3:3:0**  
Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.  
*Prerequisite(s): LGLA 1307.*

## **(CETT) Electrical, Electronic & Communication Engineering Technology**

**CETT 1303 DC Circuits ..... 3:2:3**  
A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques.

**CETT 1305 AC Circuits ..... 3:2:3**  
A study of the fundamentals of alternating current, including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers and resonance.  
*Prerequisite(s): CETT 1303.*

**CETT 1325 Digital Fundamentals ..... 3:2:3**  
An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

**CETT 1349 Digital Systems ..... 3:2:3**  
A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems.  
*Prerequisite(s): CETT 1303 and CETT 1325.*

## **(COMM) Communication**

**COMM 1336 Video Production I ..... 3:3:1**  
Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs.

## **(CSME) Cosmetology**

**CSME 1248 Principles of Skin Care ..... 2:0:6**  
An introduction to the theory and practice of skin care.

**CSME 1310 Introduction to Hair Cutting and Related Theory ..... 3:1:7**  
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

**CSME 1501 Orientation to Cosmetology ..... 5:3:8**  
An overview of the skills and knowledge necessary for the field of cosmetology.

**CSME 1410 Introduction to Hair Cutting and Related Theory ..... 4:2:8**  
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

**CSME 1421 Principles of Facial & Skin Care Technology I ..... 4:2:8**  
An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory and related skills of facial and skin care technology.

**CSME 1445 Principles of Facial & Skin Care Technology II ..... 4:2:8**  
A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology.

**CSME 1547 Principles of Skin Care/Facials and Related Theory ..... 5:3:8**  
In-depth coverage of the theory and practice of skin care, facials and cosmetics.

**CSME 1451 Artistry of Hair, Theory and Practice ..... 4:2:8**  
Instruction in the artistry of hair design. Topics include theory, techniques and application of hair design.

**CSME 1453 Chemical Reformation and Related Theory ..... 4:2:8**  
Presentation of the theory and practice of chemical reformation, Topics include terminology, application and workplace competencies related to chemical reformation.

**CSME 1501 Orientation to Cosmetology ..... 5:3:8**  
An overview of the skills and knowledge necessary for the field of cosmetology.

**CSME 1534 Cosmetology Instructor I ..... 5:3:6**  
The fundamentals of instruction of cosmetology students.

**CSME 1535 Orientation to the Instruction of Cosmetology ..... 5:4:2**

An overview of skills and knowledge necessary for instruction of cosmetology students.

**CSME 1547 Principles of Skin Care/Facials and Related Theory ..... 5:3:8**

In-depth coverage of the theory and practice of skin care, facials and cosmetics.

**CSME 1553 Chemical Reformation and Related Theory ..... 5:3:8**

Presentation of the theory and practice of chemical reformation including terminology, application and workplace competencies.

**CSME 2202 Introduction to Application of Hair Color..... 2:0:6**

Introduction to basic hair color applications including safety and sanitation procedures.

**CSME 2251 Preparation for the State Licensing Practical Examination..... 2:0:8**

An overview of the objectives required by the state examination. Preparation for the state licensing practical examination.

**CSME 2337 Advanced Cosmetology Techniques ..... 3:1:7**

Mastery of advanced cosmetology techniques, including hair designs, professional cosmetology services, and workplace competencies.

**CSME 2343 Salon Development ..... 3:2:4**

Procedures necessary for salon development. Topics include professional ethics and goals, salon operation and record keeping.

**CSME 2401 Principles of Hair Coloring and Related Theory ..... 4:2:8**

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color.

**CSME 2410 Advanced Hair Cutting and Related Theory ..... 4:2:8**

Advanced concepts and practice of haircutting. Topic include haircuts utilizing scissors, razors and/or clippers.

**CSME 2431 Principles of Facials & Skin Care Technology III ..... 4:2:8**

Advanced concepts and principles of skin care and other related technologies.

**CSME 2441 Preparation of State Licensing Examination ..... 4:2:8**

Preparation for the state licensing examination.

**CSME 2445 Instructional Theory and Clinic Operation ..... 4:2:6**

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

**CSME 2501 Principles of Hair Coloring and Related Theory ..... 5:3:8**

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color.

**CSME 2514 Cosmetology Instructor II ..... 5:3:5**

Continuation of the fundamentals of instruction of cosmetology students.

**CSME 2549 Cosmetology Instructor III ..... 5:3:5**

Presentation of lesson plan assignments and evaluation techniques.

**CSME 2544 Cosmetology Instructor IV ..... 5:3:4**

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation techniques.

## **(DAAC) Drug and Alcohol Abuse Counseling**

**DAAC 1164 Practicum (Field Experience) .... 1:0:10**

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

**DAAC 1165 Practicum (Field Experience)..... 1:0:10**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student  
*Prerequisite(s): DAAC 1164.*

**DAAC 1304 Pharmacology of Addiction ..... 3:3:0**

Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors.

**DAAC 1305 Co-Occurring Disorders ..... 3:3:0**

Provides students with an overview of co-occurring psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness.

**DAAC 1309 Assessment of Substance-Related and Addictive Disorders ..... 3:3:0**

Exploration of procedures and tools used to identify substance-related and addictive disorders and

assess a client's problems, strengths, deficits, and needs.

**DAAC 1311 Counseling Theories ..... 3:3:0**

Examination of major theories and current treatment modalities used in the field of counseling.

**DAAC 1317 Basic Counseling Skills ..... 3:3:0**

An overview of the basic counseling skills. The course is designed to facilitate development of basic counseling skills necessary to develop an effective helping relationship with clients. Includes the use of special skills to assist in achieving objectives through exploration of problems, examination of attitudes and feelings, consideration of alternative solutions and decision making.

**DAAC 1319 Substance-Related and Addictive Disorders ..... 3:3:0**

An overview of causes and consequences of substance-related and addictive disorders, the major drug classifications, and the counselor's code of ethics. Overview of alternatives regarding prevention, intervention, and treatment. Includes explanation of competencies and requirements for licensure in Texas. Also covers addiction issues related to diverse populations. With case management as the focus, this course prepares the student to make the transition to active practice as a substance abuse counselor.

**DAAC 2306 Substance Abuse Prevention I .... 3:3:0**

Examination of substance use disorder prevention; Identify evidence-based prevention strategies within a cultural context; identify risk and protective factors for substance use disorders; describe resources for prevention program planning; and explain program evaluation methods.

**DAAC 2307 Addicted Family Intervention ..... 3:3:0**

Examination of family systems focusing on the effects of addiction and recovery. The family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. Includes the effects of mood altering substances, behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

**DAAC 2330 Multicultural Counseling ..... 3:3:0**

An examination of the multicultural counseling theories and characteristics of diverse populations.

**DAAC 2441 Counseling Alcohol & Other Drug Addictions ..... 4:3:2**

Advanced examination of skills, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, and recovery of substance use disorders.

**DAAC 2343 Current Issues..... 3:3:0**

Examination of current issues related to substance use and addictive disorders. Includes special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling.

**DAAC 2454 Dynamics of Group Counseling .. 4:3:2**

Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics.

## **(ELMT) Electromechanical Technology**

**ELMT 2333 Industrial Electronics (Capstone) 3:2:3**

Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes.

*Prerequisite(s): CETT 1303 and CETT 1325.*

*Corequisite(s): CETT 1305 and CETT 1349.*

## **(FLMC) Film/Cinema Studies**

**FLMC 2330 Audio Post Production ..... 3:3:1**

Skill development utilizing the technology, creative application and requirements for producing audio soundtracks for film and video.

## **(GAME) Computer Game Design**

**GAME 1303 Introduction to Game Design & Development ..... 3:3:1**

Introduction to electronic game development and game development careers. Includes examination of the history and philosophy of games, the game production process, employee factors for success in the field and current issues and practices in the game development industry.

**GAME 1304 Level Design ..... 3:3:1**

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.

**GAME 1336 Introduction to 3D Game Modeling ..... 3:3:0**

Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in realtime.

*Prerequisite(s): GAME 1303, ITSC 1401.*

## **(HITT) Health Information / Medical Records**

### **HITT 1301 Health Data Content and Structure 3:3:1**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

### **HITT 1303 Medical Terminology II..... 3:3:0**

A continuation of the study of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

*Prerequisite(s): HITT 1305.*

### **HITT 1305 Medical Terminology I..... 3:3:0**

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

### **HITT 1313 Coding and Insurance..... 3:3:0**

An overview of skills and knowledge in ICD and CPT coding of insurance forms for reimbursement of medical services.

### **HITT 2245 Coding Certification Exam Review 2:2:0**

Review of coding competencies and skills in preparation for a coding certification exam. This is a capstone course.

*Prerequisite(s): HITT 2346.*

### **HITT 2335 Coding and Reimbursement Methodologies..... 3:3:1**

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

*Prerequisite(s): HITT 1313.*

### **HITT 2346 Advanced Medical Coding ..... 3:3:1**

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

*Prerequisite(s): POFM 1300 and POFM 2310.*

## **(HRPO) Human Resources Personnel**

### **HRPO 1191 Special Topics in Human Resource Management ..... 1:1:1**

Addresses recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to students' professional development. Course can be repeated to improve student proficiency.

### **HRPO 1311 Human Relations ..... 3:3:0**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

## **(IMED) Information Multimedia**

### **IMED 1301 Introduction to Digital Media ..... 3:3:1**

A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations.

### **IMED 1416 Web Design I ..... 4:3:2**

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

## **(INTC)Instrumentation Technology**

### **INTC 1341 Principles of Automatic Control .... 3:2:3**

Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.

*Prerequisite(s): INTC 1301.*

### **INTC 1443 Application of Industrial Automatic Control ..... 4:3:2**

Automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument diagrams. Includes connection and troubleshooting of loops.

*Prerequisite(s): CETT 1303 and INTC 1301.*

### **INTC 1348 Analytical Instrumentation..... 3:2:3**

Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.

*Prerequisite(s): INTC 1301.*



**INTC 1301 Principles of Industrial Measurements I** ..... 3:2:4

Principles of measurement. Includes operation of devices used to measure process variables and basic control functions.

**INTC 1355 Unit Operations** ..... 3:2:3

Automatic control requirements of industrial processes. Includes control systems, control loop tuning and analysis.

**INTC 2336 Distributed Control and Programmable Logic** ..... 3:2:3

An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.

*Prerequisite(s): CETT 1303 and CETT 1305.*

## **(ITSC) Computer & Information Sciences, General Courses**

**ITSC 1305 Introduction to PC Operating Systems** ..... 3:3:0

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

**ITSC 1401 Introduction to Computers**..... 4:3:2

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.

## **(ITSE) Information Technology Programming**

**ITSE 1359 Introduction to Scripting Languages** ..... 3:3:1

Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.

**ITSE 2321 Objected-Oriented Programming...** 3:3:1

Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects.

*Prerequisite(s): ITSC 1401, ITSE 1359.*

**ITSE 2357 Advanced Object-Oriented Programming**..... 3:2:3

Application of advanced object-oriented techniques such as abstract data structures, class inheritance, polymorphism, and exception handling.

**ITSE 2386 Internship Computer Programming/ Programmer, General** ..... 3:0:0

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

*Prerequisite(s): ITSE 2357, ITSE 1305 and a Cumulative GPA of 2.5.*

## **(ITSW) Information Technology Systems**

**ITSW 1301 Introduction to Word Processing..** 3:3:1

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

*Prerequisite(s): POFT 1127.*

**ITSW 2337 Advanced Database** ..... 3:3:1

Advanced concepts of database design and functionality.

*Prerequisite(s): POFI 2350.*

## **(LGLA) Paralegal**

**LGLA 1307 Introduction to Law and the Legal Professions**..... 3:3:0

Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.

**LGLA 1345 Civil Litigation** ..... 3:3:0

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.

**LGLA 1355 Family Law** ..... 3:3:0

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

**LGLA 1401 Legal Research & Writing** ..... 4:3:2

Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.

*Prerequisite(s): LGLA 1307.*

**LGLA 2303 Torts and Personal Injury Law ..... 3:3:0**

Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability are presented with emphasis on the paralegal's role in tort and personal injury law.

*Prerequisite(s): LGLA 1307.*

**LGLA 2313 Criminal Law and Procedure ..... 3:3:0**

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

*Prerequisite(s): LGLA 1307.*

**LGLA 2388 Paralegal Internship ..... 3:0:0**

A work-based learning experience that enables the student to apply specialized theory, skills and concepts. A learning plan is developed by the College and the employer. Two mandatory on-campus class meetings will be held.

*Prerequisite(s): LGLA 1401, LGLA 2302, LGLA 2313.*

**LGLA 2433 Advanced Legal Document Preparation ..... 4:3:2**

Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

*Prerequisite(s): LGLA 1307, LGLA 1401, POFT 2312.*

## **(MDCA) Medical Assistant**

**MDCA 1205 Medical Law and Ethics ..... 2:2:0**

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

**MDCA 1343 Medical Insurance ..... 3:3:1**

Emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.

## **(MUSB) Commercial Music Business**

**MUSB 1305 Survey of the Music Business ..... 3:3:0**

An introductory overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts, licenses and career opportunities.

## **(MUSC) Commercial Music**

**MUSC 1196 Special Topics in Recording Arts Technology ..... 1:0:3**

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

**MUSC 1211 Commercial Music Sight Singing / Ear Training I ..... 2:2:1**

Introduction to basic aural, visual, and vocal experiences in dictation and singing at sight with emphasis on identification of chord progression, motion, and melody/harmony relationship of popular music.

*Prerequisite(s): MUSI 1301*

*Corequisite(s): MUSI 1213.*

**MUSC 1213 Commercial Music Theory I 2:2:1**

Introduction to chord progressions, song forms, and harmonic techniques used in commercial music. Topics include modern chord notation and chord voicing.

*Prerequisite(s): MUSI 1301.*

*Corequisite(s): MUSI 1211.*

**MUSC 1235 Commercial Music Software ..... 2:2:1**

Specialized training in commercial music software applications.

**MUSC 1321 Songwriting I ..... 3:3:0**

Introduction to the techniques of writing marketable songs including the writing of lyrics and melodies, setting lyrics to music, developing lyrical and musical "hooks", analyzing the marketplace, and developing a production plan for a song demo.

*Prerequisite(s): completion of or concurrent enrollment in MUSC 1213, 1211 and MUSP 2103.*

**MUSC 1325 Acoustics ..... 3:3:0**

Principles of sound in air, sound in recording, and sound reinforcement. Topics include acoustical properties of studios, live performance facilities, resonance, and electronic and acoustic control.

**MUSC 1331 MIDI ..... 3:3:1**

Exploration of the history and evolution of Musical Instrument Digital Interface (MIDI) systems and applications. Includes the MIDI language and applications in the studio environment using software-based sequencing programs.

*Prerequisite(s): MUSI 1181; completion of or concurrent enrollment in MUSC 1213 and MUSC 1211*

**MUSC 1405 Live Sound I ..... 4:3:3**

An overview of the field of live sound. Includes principles of live sound and the theory and interconnection of the components of a sound reinforcement system.

*Prerequisite(s): MUSC 1427*

**MUSC 1423 Audio Electronics ..... 4:3:3**

Basic concepts in electricity, Ohm's Law, circuit analysis and troubleshooting. Includes soldering techniques and equipment maintenance.

**MUSC 1327 Audio Engineering I..... 3:2:4**

Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and placement techniques, studio set up and signal flow, console theory, signal processing concepts, multi-track principles and operation, and an overview of mixing and editing.

**MUSC 2211 Commercial Music Sight Singing/Ear Training II..... 2:2:1**

Continuation of Commercial Music Sight Singing and Ear Training I with emphasis on chromatic tonalities and melodies. Learn to sight sing selected melodies in chromatic tonalities; and transcribe dictation of selected rhythmic patterns, chromatic melodies and intermediate chord progressions.

*Prerequisite(s): MUSC 1213 and MUSC 1211.*

*Corequisite(s): MUSC 2213.*

**MUSC 2213 Commercial Music Theory II ..... 2:2:1**

Continuation of Commercial Music Theory I. Emphasizes harmonic and melodic analysis, extended chord theory, and modal and altered scales. Learn to compose melodies using standard song forms; harmonize melodies using chords appropriate to assigned musical style; and analyze selected pieces from lead sheets and arranged concept key scores.

*Prerequisite(s): MUSC 1213 and MUSC 1211.*

*Corequisite(s): MUSC 2211.*

**MUSC 2330 Commercial Music Arranging & Composition ..... 3:3:1**

Presentation of arranging and composition for projects in industry recognized genres including songwriting, show writing, video, and film. Students learn to compose and arrange for multi-instrumental ensembles; compose and arrange stylistically correct background figures and counter lines; and compose and arrange broadcast jingles, video/film scores and stage show formats.

*Corequisite(s): MUSC 1321.*

**MUSC 2351 Audio for Video ..... 3:3:1**

Advanced audio techniques for video production. Includes synchronization, automated mix down,

audio post production for video, and editing techniques.

*Prerequisite(s): RTVB 1347, RTVB 2330.*

**MUSC 2403 Live Sound II ..... 4:3:3**

Overview of stage monitor systems. Includes monitor systems set-up and operation and stage management. Also covers interactivity between sound management, performance quality, and audience experience.

*Prerequisite(s): MUSC 1405.*

**MUSC 2327 Audio Engineering II..... 3:2:4**

Implementation of the recording process, microphones, audio console, multi-track recorder, and signal processing devices.

*Prerequisite(s): MUSC 1327.*

**MUSC 2347 Audio Engineering III..... 3:2:4**

Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing, advanced recording techniques and advanced engineering projects.

*Prerequisite(s): MUSC 2327.*

**MUSC 2448 Audio Engineering IV ..... 4:3:3**

Advanced recording, mixing, arranging, and editing. Includes the role of the producer in session planning, communication, budgeting, business aspects, technical considerations and music markets. This is a capstone course for Commercial Music-Sound Engineering AAS degree.

*Prerequisite(s): MUSC 2347.*

**(MUSI) Music**

*Note: ONLY MUSI 1310 and MUSI 1306 fulfill general education requirements for non-Commercial Music majors.*

**MUSI 1159 Musical Theater I ..... 1:0:4**

Study and performance of works from the musical theater repertoire.

**MUSI 1181 Piano Class Instruction I ..... 1:0:3**

Class instruction in the fundamentals of keyboard technique for beginning piano students.

**MUSI 1182 Piano Class Instruction II ..... 1:0:3**

Further class instruction in the fundamentals of keyboard technique for beginning piano students.

*Prerequisite(s): MUSI 1181.*

**MUSI 1183 Voice Class Instruction I..... 1:0:3**

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Open to non-music majors.

**MUSI 1184 Voice Class Instruction II..... 1:0:3**

Class instruction in a group setting in the singing fundamentals including breathing, tone production, and diction. Designed for students with little or no previous voice training. Open to non-music majors.

**MUSI 1390 Electronic Music I..... 3:3:0**

Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.

*Prerequisite(s): MUSI 1301.*

**MUSI 1301 Fundamentals of Music I ..... 3:3:0**

Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm which promotes the appreciation of cultural expressions. (Does not apply to a music major degree.)

**MUSI 1306 Music Appreciation ..... 3:3:0**

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

**MUSI 1310 American Music..... 3:3:0**

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music which promotes the appreciation of cultural expressions.

**(MUSP) Commercial Music Ensemble, Piano, Individual Instruction**

*Note: Courses do not satisfy general education requirements for non-Commercial Music major students.*

**MUSP 1148 Small Commercial Music Ensemble – Improvisation..... 1:0:3**

Participation in a small ensemble concentrating on improvisation of commercial music performance styles.

**MUSP 1204 Applied Commercial Music: Bass Guitar ..... 2:1:3**

Private instruction in bass guitar with goals related to commercial music.

**MUSP 1205 Applied Commercial Music: Commercial Guitar..... 2:1:3**

Private instruction in commercial guitar with goals related to commercial music.

**MUSP 1210 Applied Commercial Music: Piano ..... 2:1:3**

Private instruction in piano with goals related to commercial music.

**MUSP 1217 Applied Commercial Music: Percussion..... 2:1:3**

Private instruction in percussion with goals related to commercial music.

**MUSP 1227 Applied Commercial Music: Voice ..... 2:1:3**

Private instruction in voice with goals related to commercial music.

**MUSP 1242 Small Commercial Music Ensemble ..... 2:1:4**

Participation in a small commercial ensemble concentrating performance styles in a recording studio environment.

**MUSP 2103 Commercial Class Piano ..... 1:0:3**

Development of keyboard skills for commercial music majors. Includes selected chord progressions and scales, modal harmony, and extensive use of the ii-V7-I progression with appropriate keyboard voicing. May be repeated twice for credit.

*Prerequisite(s): MUSI 1181 and MUSI 1182.*

**(NURA) Nurse Aide**

**NURA 1160 Clinical Nursing Assistant/Aide and Patient Assistant/Aide ..... 1:0:3**

A health-related work based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

*Corequisite(s): NURA 1301.*

**NURA 1301 Nurse Aide for Health Care ..... 3:2:4**

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

*Corequisite(s): NURA 1160.*

**(PHTC) Photography– Commercial**

**PHTC 1311 Fundamentals of Photography..... 3:3:0**

An introduction to camera operation and image production, composition, flash usage, and use of exposure meters and filters.

## **(POFI) Professional Office Information**

### **POFI 1349 Spreadsheets ..... 3:3:1**

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

### **POFI 2350 Databases ..... 3:3:1**

In-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency.

## **(POFM) Professional Office Medical**

### **POFM 1300 Basic Medical Coding ..... 3:3:0**

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

### **POFM 1302 Medical Software Applications ... 3:3:1**

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

### **POFM 2310 Intermediate Medical Coding ..... 3:3:0**

Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.

### **POFM 2333 Medical Document Production .... 3:3:1**

Create, format and produce publishable medical documents.

*Prerequisite(s): POFM 1300, POFM 1302, POFT 1127 and MDCA 1343.*

### **POFM 2386 Internship–Medical Administrative / Executive Assistant / and Medical Secretary.. 3:1:8**

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

*Prerequisite(s): POFM 1302, POFT 2312, HITT 1305, MDCA 1343, and a Cumulative GPA of 2.5.*

## **(POFT) Professional Office Technology**

### **POFT 1127 Introduction to Keyboarding ..... 1:1:1**

Skill development in keyboarding techniques. Emphasis on the development of speed and accuracy

### **POFT 1309 Administrative Office Procedures I ..... 3:3:0**

Study of current office procedures, duties and responsibilities applicable in an office environment.

*Prerequisite(s): POFT 1127.*

### **POFT 1313 Professional Workforce Preparation ..... 3:3:0**

Preparation for career success including ethics, interpersonal relations, professional attire and advancement.

### **POFT 1321 Business Math ..... 3:3:0**

Fundamentals of business mathematics including analytical and critical thinking skills.

### **POFT 2301 Intermediate Keyboarding ..... 3:3:1**

A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.

*Prerequisite(s): POFT 1127.*

### **POFT 2312 Business Correspondence & Communication ..... 3:3:0**

Development of writing and presentation skills to produce effective business communications.

### **POFT 2331 Administrative Project Solutions . 3:3:1**

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

*Prerequisite(s): POFT 2301, POFT 1309, POFI 2350 and POFI 1349.*

### **POFT 2386 Internship Administrative Assistant/Secretarial Science, General ..... 3:0:0**

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

*Prerequisite(s): POFT 1309, POFT 2301, POFT 2312, ITSW 1301, and a Cumulative GPA of 2.5.*

## **(PTAC) Process Technology**

### **PTAC 1302 Introduction to Process Technology ..... 3:2:2**

An introduction overview of the various processing industries.

### **PTAC 1408 Safety, Health and Environment I. 4:4:0**

An overview of safety, health, and environmental issues in the performance of all job tasks.

### **PTAC 1410 Process Technology I-Equipment 4:3:2**

Introduction to the use of common processing equipment.

### **PTAC 1432 Process Instrumentation I ..... 4:3:2**

Study of the instruments and control systems used in the process industry, including terminology,

process variables, symbology, control loops and basic troubleshooting.

*Prerequisite(s): PTAC 1302.*

**PTAC 2314 Principles of Quality ..... 3:3:0**

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement.

*Prerequisite(s): PTAC 1302.*

**PTAC 2420 Process Technology II–Systems.. 4:3:2**

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

*Prerequisite(s): PTAC 1410 and PTAC 1432.*

**PTAC 2438 Process Technology III–Operations ..... 4:3:2**

This course emphasizes activities associated with the hands-on operation of process equipment.

*Prerequisite(s): PTAC 2420.*

**PTAC 2446 Process Troubleshooting ..... 4:3:2**

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

*Prerequisite(s): PTAC 2420, PTAC 1432.*

## **(RNSG) Upward Mobility Nursing**

**RNSG 1300 Health Assessment Across the Lifespan ..... 3:2:2**

Development of skills and techniques required for comprehensive nursing health assessment of clients across the lifespan: pediatric, adult and geriatric. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework.

*Prerequisite(s): BIOL 2401, Accepted in the Upward Mobility Nursing Program.*

**RNSG 1118 Introduction to Professional Nursing for Integrated Programs .....1:0:4**

Transition to professional nursing competencies in the care of patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept based approach.

*Prerequisite(s): Vocational Nursing License, Accepted in the Upward Mobility Nursing Program; RNSG 1300.*

*Corequisite(s): RNSG 1260, RNSG 1228, RNSG 1424.*

**RNSG 1137 Professional Nursing Concepts III ..... 1:1:0**

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, teamwork and collaboration. Introduces the concepts of quality improvement, health information technology, and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

*Prerequisite(s): BIOL 2402, RNSG 1118, RNSG 1228, RNSG 1260, RNSG 1424.*

*Corequisite(s): RNSG 1538, RNSG 2361.*

**RNSG 1228 Introduction to Health Care Concepts ..... 2:2:0**

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping, and tissue integrity. This course lends itself to a concept-based approach.

*Prerequisite(s): Vocational Nursing License; Accepted in the Upward Mobility Nursing Program; RNSG 1300.*

*Corequisite(s): RNSG 1260, RNSG 1118, RNSG 1424.*

**RNSG 1260 Clinical - Transition Clinical I ..... 2:0:6**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Direct supervision is provided by the clinical professional.

*Prerequisite(s): Vocational Nursing License; Accepted in the Upward Mobility Nursing Program; RNSG 1300.*

*Corequisite(s): RNSG 1118, RNSG 1228, RNSG 1424.*

**RNSG 1424 Concept-Based Transition to Professional Nursing Practice ..... 4:2:4**

Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through

exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach. Theoretical content is implemented in the clinical environment.

*Prerequisite(s): Vocational Nursing License; Accepted in the Upward Mobility Nursing Program; RNSG 1300.*

*Corequisite(s): RNSG 1118, RNSG 1228, RNSG 1260.*

**RNSG 1538 Health Care Concepts III..... 5:4:4**

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.

*Prerequisite(s): BIOL 2402, RNSG 1118, RNSG 1228, RNSG 1260, RNSG 1424.*

*Corequisite(s): RNSG 1137, RNSG 2361.*

**RNSG 2138 Professional Nursing Concepts III ..... 1:1:1**

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, teamwork, and collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

*Prerequisite(s): BIOL 2420, RNSG 1137, RNSG 1538, RNSG 2361.*

*Corequisite(s): RNSG 2362, RNSG 2539.*

**RNSG 2361 Clinical II-Nursing ..... 3:0:14**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A method of instruction providing detailed education, training and work-based experience, and direct patient/client

care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Direct supervision is provided by the clinical professional.

*Prerequisite(s): BIOL 2402, RNSG 1118, RNSG 1228, RNSG 1260, RNSG 1424.*

*Corequisite(s): RNSG 1137, RNSG 1538.*

**RNSG 2362 Clinical–Nursing.....3:0:12**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the assigned preceptor and college faculty. Clinical experiences are unpaid external learning experiences. Direct supervision is provided by the clinical professional.

*Prerequisite(s): BIOL 2420, RNSG 1137, RNSG 1260, RNSG 1538, RNSG 2361.*

*Corequisite(s): RNSG 2138, RNSG 2539.*

**RNSG 2539 Health Care Concepts IV ..... 5:4:4**

In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include, cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. This course lends itself to a concept-based approach.

*Prerequisite(s): BIOL 2420, RNSG 1137, RNSG 1538, RNSG 2361.*

*Corequisite(s): RNSG 2138, RNSG 2362.*

**(RTVB) Radio and Television Broadcasting**

**RTVB 2330 Film and Video Editing..... 3:3:1**

Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features.

*Prerequisite(s): COMM 1336.*

**RTVB 2340 Portfolio Development ..... 3:3:1**

Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester.

## (SCIT) Science

### **SCIT 1414 Applied General Chemistry I ..... 4:3:3**

Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, solutions, and an overview of organic chemistry.

### **SCIT 1418 Applied Physics ..... 4:3:3**

Introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat, and thermodynamics.

## (SRGT) Surgical Technology

### **SRGT 1360 Clinical–Surgical Technology .... 3:0:16**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite(s): SRGT 1505 and SRGT 1509.*

### **SRGT 1461 Clinical–Surgical Technology .... 4:0:24**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite(s): SRGT 1505, SRGT 1509 and SRGT 1360*

*Corequisite(s): SRGT 1541.*

### **SRGT 1462 Clinical–Surgical Technology .... 4:0:24**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite(s): SRGT 1505, SRGT 1509, SRGT 1360, SRGT 1541 and SRGT 1461.*

*Corequisite(s): SRGT 1542.*

### **SRGT 1405 Introduction to Surgical Technology ..... 4:2:6**

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts.

*Prerequisite(s): BIOL 2401, BIOL 2402, BIOL 2420, NURA 1301, NURA 1160 and HITT 1305.*

*Corequisite(s): SRGT 1360 and SRGT 1509.*

### **SRGT 1409 Fundamentals of Perioperative Concepts and Techniques ..... 4:2:6**

In-depth coverage of perioperative concepts, such as aseptic/sterile principles and practices, infectious

processes, wound healing and creation and maintenance of the sterile field.

*Corequisite(s): SRGT 1505 and SRGT 1360.*

### **SRGT 1541 Surgical Procedures I ..... 5:4:3**

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

*Prerequisites: SRGT 1405, SRGT 1409 and SRGT 1360.*

*Corequisite(s): SRGT 1461.*

### **SRGT 1442 Surgical Procedures II ..... 4:3:2**

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/ maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

*Prerequisites: SRGT 1405, SRGT 1409 and SRGT 1541.*

*Corequisite(s): SRGT 1462 and SRGT 2130.*

### **SRGT 2130 Professional Readiness ..... 1:1:0**

Overview of professional readiness for employment, attaining certification, and maintaining certification status.

*Prerequisite(s): SRGT 1505, SRGT 1509 and SRGT 1541.*

*Corequisite(s): SRGT 1542 and SRGT 1462.*

## (VNSG) Vocational Nursing

### **VNSG 1227 Essentials of Medication Administration ..... 2:2:0**

General principles of medication administration including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

### **VNSG 1261 Clinical-Licensed Practical/Vocational Nurse Training ..... 2:0:12**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite(s): Admission to the Vocational Nursing Program.*

*Corequisite(s): VNSG 1500.*



**VNSG 1304 Foundations of Nursing..... 3:3:0**

Introduction to the nursing profession including history, standards of practice, legal and ethical issues and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process and holistic awareness.

*Prerequisite(s): NURA 1160, NURA 1301, accepted in the Vocational Nursing Program*

**VNSG 1330 Maternal-Neonatal Nursing ..... 3:3:0**

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium

*Prerequisite(s): VNSG 1261, VNSG 1304, VNSG 1334, VNSG 1509, VNSG 1462 and VNSG 1500.*

*Corequisite(s): VNSG 1463.*

**VNSG 1331 Pharmacology ..... 3:3:0**

Fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing interventions utilizing the nursing process.

**VNSG 1334 Pediatrics..... 3:3:0**

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process

*Prerequisites: VNSG 1261, VNSG 1304 and VNSG 1500.*

*Corequisite(s): VNSG 1462.*

**VNSG 1462 Clinical Licensed Practical / Vocational Nurse Training ..... 4:0:24**

A health related, work based learning experience that enables the student to apply specialized

occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite(s): VNSG 1261, VNSG 1304 and VNSG 1500.*

*Corequisite(s): VNSG 1334 and VNSG 1509.*

**VNSG 1463 Clinical Licensed Practical / Vocational Nurse Training..... 4:0:24**

A health-related, work-based learning experience that enables students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite(s): VNSG 1261, VNSG 1304, VNSG 1334, VNSG 1509, VNSG 1462 and VNSG 1500.*

*Corequisite(s): VNSG 1510 and VNSG 1330.*

**VNSG 1500 Nursing in Health & Illness I..... 5:3:6**

Introduction to general principles of growth and development, primary health care needs of the client across the life span and therapeutic nursing interventions.

*Corequisite(s): VNSG 1261.*

**VNSG 1509 Nursing in Health & Illness II..... 5:4:3**

Introduction to common health problems requiring medical and surgical interventions.

*Prerequisite(s): VNSG 1261, VNSG 1304 and VNSG 1500.*

*Corequisite(s): VNSG 1462.*

**VNSG 1510 Nursing in Health & Illness III ..... 5:4:5**

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client. Includes concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

*Prerequisite(s): VNSG 1261, VNSG 1304, VNSG 1334, VNSG 1462, VNSG 1500 and VNSG 1509.*

*Corequisite(s): VNSG 1463.*

## Directory of Personnel

### Full-Time Faculty

**Shalanda Allen**, 2007, Instructor I of Certified Nurse's Aide. Certificate, Lamar State College-Port Arthur; Licensed Vocational Nurse (LVN).

**Cynthia Arceneaux**, 2014, Instructor for Vocational Nursing, A.A.S., Lamar State College -Port Arthur, B.S.N., Lamar University.

**Michelle Askew**, 1982, Instructor III of Technical Mathematics. A.S., Gulf Coast Community College; B.S., M.S., Lamar University.

**Carol Barbay**, 1990, Professor of Psychology. B.A., Lamar University; M.S., Ph.D., Oklahoma State University; Licensed Psychologist, Texas.

**Jeremy Chad Belyeu**, 2012, Instructor of Developmental English. B.S., M.A., Lamar University.

**George Bohn**, 2015, Instructor of Instrumentation.

**John Bozeman**, 2011, Inmate Instructor of Microcomputer. A.A.S., Lamar State College-Port Arthur.

**Chandra Brooks**, 2012, Instructor of Developmental English. B.A., M.A., Lamar University.

**Carolyn Brown**, 2005, Instructor of Vocational Nursing. A.A.S., Lamar State College-Port Arthur; Registered Nurse (RN).

**Morgan Brown**, 2014, Instructor of Automotive, Autmotive Tech Certificate, Lamar State College-Port Arthur.

**Jennifer Bryant**, 2011, Instructor of Economics, Business and Technology. B.S., Franklin University; M.S., Kaplan University.

**Brandon Buckner**, 2000, Coordinator of the Surgical Technology Program. A.A.S., Lamar State College-Port Arthur; Certified Surgical Technologist (CST).

**Eugene Byrd**, 1996, Assistant Professor of Physics & Developmental Education. B.S., Lamar University; M.S., Rice University; D.E., Lamar University.

**James Cammack**, 1984, Instructor of Business Computer Information Systems. B.B.A., M.B.A., Lamar University.

**Tina Capeles**, 2013, Instructor of Government. B.S., M.P.A., Lamar University.

**Adriane Champagne**, 2012, Instructor of Business Technology. A.A.S., Lamar Institute of Technology, B.A.A.S., Lamar University.

**Jamie Clark**, 2011, Instructor of Education. B.S.; M.A., Stephen F. Austin University.

**Keith Cockrell**, 1993, Professor of Speech & Drama, Theater Director. B.S., M.S., Lamar University; Ph.D, Louisiana State University.

**Eursula Davis**, 2006, Coordinator of Vocational Nursing Program. B.S.N., Lamar University; Registered Nurse (RN).

**Helen "Yvonne" Fonteno**, 2012, Instructor of Cosmetology. Licensed Cosmetology Instructor, Licensed Esthetician.

**John Freyermuth**, 2012, Instructor, Department Chair for Commercial Music, Commercial Music. B.A., Emerson College; M.F.A., Savannah College of Art and Design.

**Damon Gengo**, 2006, Instructor of Speech & Drama; Theater Technical Director. B.S., M.S. Lamar University.

**Robert Gillam**, 2013, Assistant Professor, Commercial Music. B.A. Azusa Pacific University; MM, California State University- Los Angeles.

**Patricia Granger**, 2002, Instructor of Office Administration. B.B.A., M.B.A., Lamar University.

**Tamalla Green**, 2014, Instructor of Accounting, B.S. McNeese State University; MBA, University of Phoenix.

**Sally Griffin-Byrd**, 1982, Instructor II of English. B.A., Baylor University; M.A., Lamar University.

**Electra Kathryn Guidry**, 2002, Instructor I of Vocational Nursing. A.A.S., Lamar State College-Port Arthur; Registered Nurse (RN).

**Sheila Guillot**, 1986, Instructor IV of Business Technology, Business & Technology Department Chair B.B.A., M.Ed., Lamar University, Certified Professional Secretary (CPS), Certified Administrative Professional (CAP).

**Bradd Henry**, 2012, Instructor of Microcomputer Applications, Inmate Instruction. A.A.S, Lamar University.

**Barbara Huval**, 1983, Professor of English, Liberal Arts Department Chair, Director of Inmate Instruction Programs. B.A., M.A., Lamar University; Ph.D., Rice University.

**Caitlin James**, 2012, Instructor of English. B.A., M.A., Lamar University.

**Percy Jordan**, 1999, Associate Professor of Biology; Department Chair of Mathematics and Science. B.S., Southern University and A&M College, Louisiana; M.S., University of Southwestern Louisiana; Ph.D., University of Louisiana- Lafayette.

**Michelle Judice**, 2005, Instructor of English. B.A., M.A., Lamar University.

**J. Mark Knowles**, 1994, Instructor of Developmental Education. B.S., M.Ed., Lamar University.

**Toni LaGrone**, 2013, Instructor of Vocational Nursing, A.A.S., Lamar State College-Port Arthur; Registered Nurse (RN).

**Deborah Lawson**, 2013, Instructor of Vocational Nursing. A.A.S. Nursing Lamar State College Port Arthur.

**Sherry LeJeune**, 2001, Instructor I of Cosmetology. A.A.S., Lamar State College-Port Arthur; Licensed Cosmetologist, Licensed Cosmetology Instructor.

**Nancy Longlet**, 2004, Instructor of Biology. B.S., Texas Lutheran University; M.S., Texas A&M University; Ph.D., University of North Texas.

**Zebulon Lowe**, 2010, Instructor of English. B.A., Texas A & M; M.A., Lamar University.

**Shirley MacNeill**, 1998, Coordinator of Upward Mobility Nursing Program. A.A.S., Houston

Community College; B.S., Texas Woman's University; M.S.N., University of Phoenix; Registered Nurse (RN).

**Grace Ruth Megnet**, 2005, Assistant Professor of Art. B.F.A., University of Berne (Switzerland); M.A., Lamar University; M.F.A., Stephen F. Austin State University.

**Zachary Mills**, 2013, Instructor of Computer Information Systems, A.A.S., Lamar Institute of Technology.

**Craig Netterville**, 1997, Instructor III of Appliance Repair, Inmate Instruction. A.A.S., B.S. Lamar University.

**Robert Peeler**, 1979, Instructor IV of Instrumentation. B.S., M.Ed., M.P.A., Lamar University.

**Richard Pollock**, 2011, Instructor of Biology. B.S., Lamar University; M.S., Lamar University; Ph.D., Trident University International.

**James "Jim" Powell**, 2006, Instructor of Process Technology.

**Carl Richardson**, 2011, Instructor of Commercial Music. B.M., Lamar University.

**Amanda Smith**, 2002, Instructor I of Cosmetology. Program Coordinator for Cosmetology. A.A.S., Lamar State College-Port Arthur; Licensed Cosmetologist, Licensed Cosmetology Instructor.

**Bethany Smith**, 2011, Instructor of Vocational Nursing; Clinical Contract Specialist. B.S., McNeese State University, Registered Nurse (RN).

**Lisa Smith**, 2007, Instructor of Nursing. Certificate, Lamar State College-Port Arthur; A.A.S., Lamar University. Registered Nurse (RN).

**Kyung-Ae Son-Guidry**, 2013, Instructor of Chemistry. B.S., M.S. Kyungpook National University; Ph.D., Texas A&M University.

**Laura Stafford**, 1981, Professor of Speech & Drama. B.S., M.S., Lamar University; Ph.D., University of Texas.

**Sherry Steele**, 1984, Instructor of Developmental Education, Developmental Education Department Chair, Student Success Center, Director. B.S., M.Ed., Lamar University.

**Scott Street**, 2010, Health-Fitness-Sport Department Chair; Athletic Director. B.G.S., University of Iowa; M.S., Mankato State University; M.B.A., Wake Forest University.

**Mavis Triebel**, 1986, Instructor of Government. B.S., M.P.A., Lamar University.

**Christina Wilbur**, 2011, Instructor of History. B.A., M.A., Lamar University.

**Tanya Woods**, 2010, Instructor of Vocational Nursing. B.S.N., M.S.N., Lamar University; Registered Nurse (RN).

## Adjunct Faculty

**Joyce Alexander**, 2005, Instructor of Mathematics, Inmate Instruction, B.B.A. Lamar University, M.Ed. Prairie View A & M University, D.Ed. Walden University.

**Kimberly Arrington**, 2012, Instructor of Drug and Alcohol Abuse Counseling. B.S., M.Ed., Lamar University

**Jimmy Ashcraft**, 2004, Instructor of Biology. B.S., M.S., Lamar University.

**Benny Baxter**, 1997, Instructor of Diesel Mechanics, Inmate Instruction.

**Michael Blanchard**, 2011, Instructor of Culinary Arts, Inmate Instruction.

**Kriste Bossley**, 1998, Microcomputer Applications Instructor, Inmate Instruction. B.S., Lamar University.

**Brenda Bourque**, 2011, Instructor of Developmental Education, Inmate Instruction, B.B.A. Lamar University.

**Bernard Brown**, 2000, Instructor of Geography, Inmate Instruction. B.A. Lamar University, M.S. Texas A & M University.

**Lawanda Brown**, 2008, Instructor of Sociology, Inmate Instruction. B.A., Southern University New Orleans, M.A., University of Northern Iowa.

**Blas Canedo**, 2014, Instructor of Music. M.M., Texas Christian University.

**Ken Carona**, 1999, Instructor of Psychology. B.S., M.S., Lamar University.

**Craig Cole**, 2001, Culinary Arts & Business Education Instructor, Inmate Instruction.

**William Decker**, 1998, Developmental Education Instructor, Inmate Instruction. A.A., Blinn College; B.A.A.S., Lamar University.

**Jesse Doiron**, 2007, Instructor of English, Inmate Instruction. B.A., M.A., Lamar University

**Sharon Dorrell**, 2009, Instructor of Kinesiology, Inmate Instruction. B.S., M.S., Lamar University.

**Mark Douglas**, 2008, Instructor of Upward Mobility. A.A.S., B.S., Lamar University.

**Albert Faggard**, 2010, Instructor of Art. B.F.A., M.F.A., Lamar University.

**Charles Gongre**, 1977, Professor of Emeritus. B.A., Lamar University; M.A., Stephen F. Austin State University; Ph.D., University of North Texas.

**Susan Gregory**, 2013, Instructor of Mathematics. B.A., M.S., Lamar University.

**F. Truman Hare**, 2012, Instructor of Surgical Technology. A.A.S., Lamar State College-Port Arthur, Certified Surgical Technologist (CST).

**Herman Hebert**, 2010, Instructor HVAC, Inmate Instruction.

**Phyllis Jeanise**, 1999, Instructor of Developmental Education. B.S., Lamar University.

**Ellen Jones**, 1997, Instructor of Industrial Sewing, Inmate Instruction.

**Sue Jordan**, 2005, Instructor of Chemistry. B.S., M.S., Lamar University.

**Jared Kincaid**, 2010, Instructor of Desktop Publishing, Inmate Instruction.

**Charles 'Chad' Kish**. 2012. Instructor for Kinesiology. M.A., Ball State University.

**Joshua Leger**, 2013, Instructor of Commercial Voice. B.M., Lamar University.

**Petra Lemm**, 2004, Business Information Systems Instructor, Inmate Instruction. A.A.S., ITT Technical Institute.

**Erskine Leysath**, 2002, Commercial Driving Instructor, Inmate Instruction.

**Neil Lindley**, 1995, Instructor of Philosophy & Government. B.A., Texas Christian University; M.Div., Yale Divinity School; Ph.D., University of Oklahoma.

**John Loewer**, 2008, Instructor of Building Trades, Inmate Instruction.

**Darren McIntire**, 2011, Instructor of Developmental Math. B.A., M.B.A., Lamar University.

**Michelle McPherson**, 2007, Instructor of Paralegal. A.A.S., Lamar State College-Port Arthur; B.A.A.S., Lamar University; J.D., South Texas College of Law.

**Kayla Ned**, 2013, Instructor of Computer Science. B.S., Grambling State University; M.S., McNeese State University.

**Paul Owens**, 2010, Instructor of Welding, Inmate Instruction. A.A., Long Beach City College; B.A., California State University, Fullerton.

**Martha Pate**, 2013, Instructor of Developmental Education. B.S., M.S., Lamar University.

**Michael Parrish**, 2012, Instructor of HVAC, Inmate Education.

**James Pitre**, 2002, Instructor of Developmental Education. B.S., Lamar University.

**Amber Placette**, 2009, Instructor of English. B.A., M.A.S., Lamar University.

**Michael Sparrow**, 2014, Instructor of Process Technology.

**Raymond Sweat**, 1983, Instructor of Computer Information Systems. A.A.S., B.B.A., Lamar University.

**Ronald Taylor**, 2002, Instructor of Geology. B.A., Denison University; M.S., University of Kentucky; Ph.D. University of Kansas.

**Albert Thigpen**, 2001, Instructor of Government. B.S., Georgia Institute of Technology; M.B.A., M.P.A., Lamar University; Ed.D., Texas Southern University.

**Marilyn Diane Trevey**, 1994, Instructor of Education. B.A., M.A., Lamar University.

**Robert Trevey**, 2002, Instructor of Education. B.S., M.Ed., Lamar University.

**Kenneth Turner**, 2014, Instructor of Commercial Music.

**Amber Woodard**, 2011, Instructor of Nutrition. B.A., M.A., Lamar University.

**Duncan Woodford**, 2014, Instructor of Government, B.A., University of Washington, M.P.A., Lamar University.

**Steve Zani**, 2003, Instructor of Philosophy, Inmate Instruction. B.A., University of Alabama; M.A., Ph.D., State University of New York, Binghamton.

## Staff

Lita Abate ..... Payroll Clerk III, Business Office  
Veronica Allen..... Custodian I, Physical Plant  
Aron Arceneaux ..... Coordinator, Enrollment Services  
Steve Arnold..... Director, Physical Plant  
Gloria Barragan..... Admission and Records Specialist  
Willis Barrett..... Community Service Officer, Security Office

Remigio Batuyong ... Groundskeeper, Physical Plant  
 Lisa Baumer..... Financial Aid Advisor, Student Services  
 David Beard ..... Director, Museum of the Gulf Coast  
 Eva Bellard ..... Custodial Manager, Physical Plant  
 Sarah Bellian ..... Curator/Archivist, Museum of the Gulf Coast  
 Curtis Benoit..... HVAC and General Mechanics  
 To be announced ..... Secretary II, Student Success Center  
 Stephanie Broussard Admission Advisor, Student Services  
 Carl Brown ..... Custodian I, Physical Plant  
 Lawanda Brown..... Admission Advisor, Student Services  
 John Burgin ..... System Administrator, Information Technology Services  
 Mary Lou Camarena Senior Secretary, Vice President for Academic Affairs  
 Matthew Champagne ..... Accountant I, Finance Office  
 David Collazo ..... Community Service Officer, Security Office  
 John Cooley ..... Community Service Officer, Security Office  
 Joseph Cooley ..... Custodian I, Physical Plant  
 Conrad Cooper ..... Consultant Advisor, Small Business Development Center  
 Shelley Cowart..... Accountant I, Finance Office  
 Thomas Kash Cox..... Application and DBA, Information Technology Services  
 Diana Crutchfield ..... Secretary II, Student Activities  
 Gerry Dickert ..... Coordinator, Public Information, President's Office  
 Anthony Diehl..... Athletic Trainer, Fitness & Sports  
 Susan Dillon..... Clerk III, Information Technology Services  
 Mark Ducote ..... Network & System Administrator, Information Technology Services  
 Donna Dunigan..... Assistant Director, Information Technology Services  
 Karen Duvall..... Payroll Director, Business Office  
 Bernell Dwyer ..... Custodian I, Physical Plant  
 Michael "Vance" Edwards

..... Sports Coordinator, Head Softball Coach, Health, Fitness & Sports  
 Donna Ellis ..... Inmate Education Specialist, Inmate Instruction Program  
 Ariel Fontenot..... Administrative Assistant, Inmate Instruction Programs  
 NaSondra Fontnette. EDI Coordinator/ Archivist, Admission and Records Office  
 Samir Ghorayeb..... Director, Information Technology Services  
 Anneliese Gonzales... Accounts Payable Manager, Business Office  
 Casandra Goodman .. Assistant Women's Softball Coach, Health, Fitness & Sports  
 Schawanna Gray..... Clerk III, Financial Aid  
 Patricia Guidry ..... Inmate Education Specialist, Inmate Instruction Program  
 To be announced ..... Administrative Assistant, Physical Plant  
 Brenda Hayes ..... Custodian I  
 Judy Hoffpauir..... Administrative Assistant, Workforce Training  
 Robin Humphrey ..... Assistant Registrar, Admission and Records Office  
 Dayna Hyatt ..... SSC Technical Assistant, Student Success Center  
 Karon Jackson ..... Secretary I, Department of Business & Technology  
 Marvin Johnson ..... Custodian I  
 Donald Jones..... Electrician  
 Nakeisha Joseph..... Frontline Coordinator, Financial Aid  
 Konsetta Kelly ..... Technical Associate, Gates Memorial Library  
 Kathy Kuhn ..... Document Imaging Specialist, Admission and Records  
 Jamie Larson ..... Director of Accounting  
 Crystal Lee..... Accounting Associate, Business Office,  
 Kenneth Lisby..... Help Desk Operator, Information Technology Services  
 Sandra Louis..... Secretary I, Small Business Development Center  
 Sandra Ludwig ..... Bursar, Finance Office  
 Christine Luquette ... Administrative Assistant, Business Office  
 Charles Lynch..... Painter II, Physical Plant  
 Lance Madison..... Head Men's Basketball Coach, Health, Fitness & Sports  
 Douglas Manning..... Painter III, Physical Plant  
 Laurie Marcantel ..... Special Populations Coordinator  
 Raymond Mathers .... Property Manager, Business Office  
 Rose McBride ..... Secretary III, Library

Darren McIntire..... Coordinator, Distance Learning  
 Alice A. Nelson..... Director, Testing Office  
 Amanda Metts ..... Graduation Coordinator, Admission and Records  
 Carl Miles..... System Administrator I, Information Technology Services  
 Ruth Nelson ..... Transcript Evaluator, Admission and Records Office  
 Khoa Nguyen ..... Technical Support Specials, Information Technology Services  
 Connie Nicholas ..... Registrar, Admission and Record Office  
 Jamie Ochoa..... Technical Support Sepcialist, Information Technology Services  
 Erin Peltier ..... Business Manager / Coordinator of Parker Center  
 Tom Peterson ..... Technical Support Specialist III, Information Technology Services  
 Trudi Redman..... Advisor, Small Business Development Center  
 Richard “Clark” Reed Production Assistant, Theater/Liberal Arts Department  
 Kathy Richard..... Office Manager, Physical Plant  
 Wendi Richard ..... Systems Analyst III, Information Technology Services  
 Connie Riley..... Director of Financial Aid  
 Tammy Riley..... Director of Human Resources, Finance Office  
 Brian Reynard ..... Human Resources Associate, Finance Office  
 Megan Rowe..... Assistant Women’s Softball Coach, Department of Health, Fitness & Sport  
 Perry Rubit ..... Custodian I, Physical Plant  
 Carla Santos ..... Enrollment Counselor, Student Services  
 Donna Schion..... Executive Assistant, President’s Office  
 Bridget Shahan..... Secretary III, Student Services.  
 Anita “Nuni” Siddens ..... Records Clerk III, Financial Aid  
 Shakenia Smith ..... Assistive Technology Assistant, Special Populations/Disabilities Office  
 Cheryl Steward..... Records Specialist, Admission and Records  
 Scott Street ..... Athletic Director of Health, Fitness and Sports

Sally Stump..... Secretary III, Dean of Technical Programs  
 Linda Tait ..... Director, Small Business Development Center  
 Claire Thomason..... Director of Student Activities  
 Anthony Thompson... Maintenance Mechanic I, Physical Plant  
 DeBose Thompson .... Campus Security Coordinator  
 Myra Thompson ..... Administrative Technician III, Gates Memorial Library  
 Petra Uzoruo ..... Coordinator, Institutional Research & Reporting  
 Maureen Veltz ..... Director of Finance, Business Office  
 Steve Webb..... Programmer Analyst I, Information Technology Services  
 Barry Wellington ..... Resident Assistant, Health, Fitness & Sports  
 Donna Wolfe..... Secretary III, Allied Health Department  
 Allison Wright,..... Purchasing Manager/Office Manager, Business Office

## Internet Links

**College Homepage** ..... [www.lamarpa.edu](http://www.lamarpa.edu)  
**Student Portal** ..... [my.lamarpa.edu](http://my.lamarpa.edu)  
**Seahawks Athletics** ..... [athletics.lamarpa.edu](http://athletics.lamarpa.edu)  
**Facebook Page** ..... [www.facebook.com/LSCPA](http://www.facebook.com/LSCPA)  
**Bookstore Facebook Page** ..... [www.facebook.com/LamarPAbookstore](http://www.facebook.com/LamarPAbookstore)  
**Texas State University System** ..... [www.tsus.edu](http://www.tsus.edu)  
**Commercial Music Page** . [www.lamarpa.edu/dept/mus](http://www.lamarpa.edu/dept/mus)  
**Student Handbook**  
<http://www.lamarpa.edu/dept/stac/docs/StudentHandBook.pdf>

## Phone Numbers

(409) 983-4921 or (800) 477-5872

## Enrollment Counselors

**Aaron Arceneaux**

409-984-6304

[arceneauxad@lamarpa.edu](mailto:arceneauxad@lamarpa.edu)

**Carla Santos**

409-984-6349

[santoscs@lamarpa.edu](mailto:santoscs@lamarpa.edu)

**Kerisha Mark**

409-984-6585

[klmark@lamarpa.edu](mailto:klmark@lamarpa.edu)

Admission Advisors..... (409) 984-6186  
 Admissions.....984-6166  
 Allied Health Department.....984-6356  
 Bookstore .....984-6388  
 Business and Technology.....984-6378  
 Math and Science Department.....984-6301  
 Business/Finance Office.....984-6116  
 Campus Security .....984-6255  
 Career Placement Center .....984-6418  
 Commercial Music Department.....984-6520  
 Computer Lab (Gates Memorial Library) .....984-6154  
 Information Technology Services .....984-6149  
 Cosmetology Program .....984-6403  
 Dean of Student Services..... 984-6156  
 Dean of Technical Programs.....984-6239  
 Dean of Workforce Training and Continuing  
 Education.....984-6230

Dean of Library Services .....984-6216  
 Developmental Education Department.....984-6245  
 Distance Learning/Education Program .....984-6349  
 Financial Aid.....984-6203  
 Gates Memorial Library .....984-6218  
 Health, Fitness and Sport Department .....984-6292  
 Inmate Instruction Programs.....984-6330  
 Liberal Arts Department .....984-6341  
 Museum of the Gulf Coast.....982-7000  
 Music Hall Scheduling.....984-6210  
 Parker Multipurpose Center .....984-6291  
 Performing Arts Center Scheduling .....984-6210  
 Public Information Office.....984-6342  
 Records .....984-6178  
 Registrar .....984-6165  
 Special Populations.....984-6240  
 Student Government Association.....984-6193  
 Student Activities.....984-6191  
 Student Success Center .....984-6245  
 Testing Office.....984-6244  
 Theater Office.....984-6338  
 Vice President for Academic Affairs .....984-6209

# Index

Academic “Fresh Start” ..... 19	Medical Office	Associate of Arts Degree in
Academic Courses..... 98	Administration ..... 86	Teaching..... 66
Academic Dishonesty..... 48	Office Administration . 84, 85	Audiovisual Production
Academic Records and	Paralegal Program..... 87	Program..... 90
Transcripts ..... 40	Physical Education ..... 95	Bacterial Meningitis..... 60
Accreditation..... 6, 46, 72	Process Technology..... 88	Bookstore ..... 44
Alumni Association..... 64	Software Developer..... 79	Certificate Programs
Associate of Applied Science	Surgical Technology	Accounting Assistant ..... 77
Audiovisual Production.... 90	Program ..... 71	Administrative Assistant.. 85
Associate of Applied Science	Associate of Arts Degree..... 66	Automotive Service..... 78
Degree	Business Administration.. 77	Automotive Technology .... 78
Accounting Program..... 77	Emphasis in Academic	Computer Programmer..... 79
Commercial Music –	Studies ..... 95	Cosmetology Instructor..... 83
Performance ..... 91	Emphasis in Criminal	Cosmetology Operator ..... 82
Commercial Music – Sound	Justice..... 97	Esthetics..... 83
Engineer ..... 92	Emphasis in Drama..... 96	Graphic Design..... 81
Cosmetology Instructor.... 82	Emphasis in EC-12 Art .... 96	Instrumentation..... 84
Cosmetology Operator..... 82	Emphasis in EC-12 Music 90	Live Sound Design and
Drug and Alcohol Abuse	Emphasis in EC-12 Theater	Technology ..... 93
Counseling Program .... 70	Arts ..... 97	Medical Coding Specialist. 87
Graphic Design Program . 80	Emphasis in Kinesiology .. 94	Medical Office Assistant... 86
Instrumentation Technology	Emphasis in Studio Art.... 96	Music Certificate..... 92
..... 83	Teaching EC-12 Emphasis	Nurse Aide..... 71
Medical Coding..... 86	in Physical Education .. 94	Process Technology
		Certificate ..... 89

Receptionist .....	85	(AUMT) Automotive Technology .....	112	(POFT) Professional Office Technology .....	121
Vocational Nursing Program .....	74	(BUSG) Business, General .....	112	(PTAC) Process Technology .....	122
Change of Major.....	39	(CETT) Electrical, Electronic & Communication Engineering Technology .....	113	(RNSG) Upward Mobility Nursing .....	122
Club Sports .....	65	(COMM) Communication	113	(RTVB) Radio and Television Broadcasting .....	124
Core Curriculum.....	67, 69	(CSME) Cosmetology.....	113	(SCIT) Science.....	124
Cosmetology Programs.....	81	(DAAC) Drug and Alcohol Abuse Counseling.....	114	(SRGT) Surgical Technology .....	124
Counseling Services.....	64	(ELMT) Electromechanical Technology.....	115	(VNSG) Vocational Nursing .....	125
Course Descriptions.....	98	(FLMC) Film/Cinema Studies .....	115	Cumulative Grade Point Average.....	39
Courses, Academic		(GAME) Computer Game Design .....	115	Deans' List.....	42
(ACCT) Accounting.....	98	(HITT) Health Information / Medical Records.....	115	Developmental Courses.....	110
(ANTH) Anthropology .....	99	(HRPO) Human Resources Personnel .....	116	Distance Education Verification of Identity Fee .....	27
(ARTS) Art .....	99	(IMED) Information Multimedia .....	116	Electronic Device Policy .....	62
(BCIS) Business Computer Information Systems..	100	(INTC) Instrumentation Technology .....	116	Fees .....	27
(BIOL) Biology.....	100	(ITSC) Computer & Information Sciences, General Courses .....	117	Fine and Breakage Fee .....	27
(BUSI) Business .....	100	(ITSE) Information Technology Programming .....	117	Fitness Center .....	64
(CHEM) Chemistry .....	101	(ITSW) Information Technology Systems...	117	General Education Requirements .....	68
(COSC) Computer Science .....	102	(LGLA) Paralegal.....	118	Grade Point Average .....	39
(CRIJ) Criminal Justice .	102	(MDCA) Medical Assistant .....	118	Grading System .....	38
(DRAM) Drama .....	102	(MUSB) Commercial Music Business.....	118	Graduation Requirements ....	41
(ECON) Economics .....	104	(MUSC) Commercial Music .....	118	Grievance Procedure .....	48
(EDUC) Education .....	104	(MUSI) Music.....	120	Hazing.....	62
(ENGL) English.....	105	(MUSP) Commercial Music Ensemble, Piano, Individual Instruction	120	Intercollegiate Athletics.....	65
(GEOG) Geography .....	105	(NURA) Nurse Aide.....	120	Men's Basketball .....	65
(GEOL) Geology.....	105	(PHTC) Photography – Commercial.....	121	Non-Smoking Policy .....	62
(GOVT) Government .....	106	(POFI) Professional Office Information.....	121	Nurse Aide Certificate .....	75
(HECO) Home Economics .....	106	(POFM) Professional Office Medical.....	121	Official Summons .....	59
(HIST) History.....	106			Online Courses .....	22
(KINE) Kinesiology .....	107			Online Technical Support ....	22
(MATH) Mathematics ....	107			Parking .....	63
(PHIL) Philosophy.....	108			Personal Information .....	59
(PHYS) Physics.....	108			Port Arthur Higher Education Foundation .....	65
(PSYC) Psychology .....	109			President's List.....	43
(SGNL) Sign Language ..	110			Proof of Residency .....	27
(SOC) Sociology.....	110			Security.....	64
(SPCH) Speech .....	110			Six Drop Rule .....	38
Courses, Developmental				SKILLS, U.S.A.™.....	45
(ENGL) English, Developmental .....	110			Software Developer .....	79
(MATH) Mathematics, Developmental .....	111			Student Conduct.....	48
Courses, Technical				Student Government Association .....	44
(ACNT) Accounting / Accounting Technology .....	111				
(ARTC) Art Commercial / Graphic Design .....	111				



Student Health Insurance....	63	Texas Board of Nursing ...	6, 66, 73, 75	Texas Success Initiative (TSI)	.....	14
Student Organizations .....	45	Texas Department of Aging		Transfer Courses .....		39
Student Success Center (SSC)		and Disability Services.....	6	Transferring Coursework.....		15
.....	94	Texas Department of Licensing		Tuition Exemptions.....		26
Student Travel Policies .....	63	and Regulation.....	6, 114	Veterans as Students .....		18
Technical Courses.....	111	Texas Success Initiative		Withdrawal.....		38
Technical Education Programs		Exemptions .....	14	Women's Softball.....		65
.....	67	Placement Guidelines.....	14			

## Campus Map

- |   |  |
|---|--|
| 1. Madison Monroe Building (MMED)       | 17. Music Hall (MUS)                   |
| 2. Student Center (SC)                  | 18. Woodrow Wilson Middle School       |
| 3. Faculty Offices / Bookstore (FOB)    | 19. Armory/Welding Building (AMRY)     |
| 4. Ruby Fuller Building (RF)            | 20. Bandstand                          |
| 5. Gates Memorial Library               | 21. Student Success Center (SCC)       |
| 6. Cosmetology Annex (COSA)             | 22. Small Business Development Center  |
| 7. Cosmetology Center (COS)             | 23. Physical Plant Garage              |
| 8. Allied Health Annex (AHA)            | 24. Carl A. Parker Multipurpose Center |
| 9. Business Office                      | 25. Faculty Office Pavilion (FOP)      |
| 10. Automotive Technology Center (AUTM) | 26. Performing Arts Center (PAC)       |
| 11. Process Technology Building (PTAC)  | 27. Stilwell Plaza                     |
| 12. Educational Annex (EDUC)            | 28. Martin Field Softball Field        |
| 13. Instrumentation Building (INTC)     | A. Historic radio tower                |
| 14. Allied Health (AH)                  | B. Statue of Liberty replica           |
| 15. Vuylsteke Home                      | C. Seaman's Sun Dial memorial          |
| 16. Physical Plant Office/Supply Center | D. "Music of the Sea" sculpture        |

