

# CATALOG MURRAY STATE COLLEGE 2006-2007

## ACCREDITED BY

The Higher Learning Commission, A Commission of the  
North Central Association of Colleges and Schools  
(Suite 2400, 30 N. LaSalle Street, Chicago, IL 60602-2504; Phone 312-263-0456)

American Veterinary Medical Association  
(1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173-4360; Phone 847-925-8070)

National League for Nursing Accrediting Commission (NLNAC)  
(61 Broadway, 33<sup>rd</sup> Floor, New York, NY 10006; Phone 800-669-1656)

Commission on Accreditation in Physical Therapy Education of the  
American Physical Therapy Association  
(1111 N. Fairfax Street, Alexandria, VA 22314; Phone 703-706-3245)

Oklahoma State Regents for Higher Education

*(Students may view MSC's accreditation and licensing documents by contacting the Office of the President.)*

## MEMBER

American Association of Community & Junior Colleges  
Association of Collegiate Business Schools and Programs  
Council of North Central Community Junior Colleges

National Commission on Education  
National Junior College Athletic Association  
Oklahoma Association of Community Colleges  
Oklahoma Junior College Athletic Association

One Murray Campus  
Tishomingo, Oklahoma 73460  
580-371-2371

January 2006

This catalog presents information about the academic programs and support services of the College. The catalog is as accurate as possible, but the information may not remain current for all of the academic year. Changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, degrees offered, and other college matters may be changed in accordance with established college procedures and without prior notice. Such changes authorized by the College apply both to prospective students and to those previously enrolled unless the latter are specifically exempted.

Murray State College in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.

MSC's instructional and administrative facilities are accessible to the handicapped. Handicapped students may qualify for additional financial aid to cover special equipment and supplies. Contact the Financial Aid Office for assistance.

# 2006-2007 COLLEGE CALENDAR

Approved by Academic Council: [November 15, 2005](#)

Approved by President's Administrative Council: [November 28, 2005](#)

Approved by Board of Regents: [December 13, 2005](#)

## First 2006-2007 Intersession

May 8 through 26 ..... **Summer Intersession**

### Summer Semester 2006

4/3 through 4/7 ..... **Early Enrollment** (Currently Enrolled Students)  
4/10 through 5/5 ..... **Early Enrollment** (All Students)  
5/26 ..... **Fee Payment and Final Summer Enrollment**  
5/29 ..... **Memorial Day Holiday**  
5/30 ..... **Classes Begin** (Regular and 4-Week Block)  
5/30 ..... **Veterinary Technology Preceptorships Begin**  
5/31 ..... **Gunsmithing Student Application Deadline**  
5/31 ..... **Last Date to Enroll** (Regular and 4-Week Block)  
6/3 ..... **AHEC Saturday Classes Begin**  
6/22 & 6/23 ..... **Final Examinations** (4-Week Block)  
6/23 ..... **4-Week Block Summer Semester Ends**  
7/3 & 7/4 ..... **Independence Day Holiday**  
7/24 & 7/25 ..... **Final Examinations** (Regular Summer Semester)  
7/25 ..... **Regular Summer Semester Ends**

## Second 2006-2007 Intersession

August 2 through August 16 ..... **Fall Intersession**

### Fall Semester 2006

4/3 through 4/7 ..... **Early Enrollment** (Currently Enrolled Students)  
4/10 through 5/5, 6/12 through 6/23, 7/10 through 8/4 ..... **Early Enrollment** (All Students)  
8/10 ..... **Nursing Orientation**  
8/14 ..... **9-/10-Month Faculty Return**  
8/14 (9 AM) ..... **Veterinary Technology Orientation**  
8/14 & 8/15 ..... **Fee Payment and Final Fall Enrollment**  
8/15 & 8/16 ..... **New Student Orientation**  
8/17 ..... **Classes Begin**  
8/19 ..... **AHEC Saturday Classes Begin**  
8/23 ..... **Last Date to Enroll** (Fall Semester)  
9/4 ..... **Labor Day Holiday**  
10/7 ..... **AHEC Saturday Classes Begin**  
10/13 ..... **Vet Tech Open House**  
10/19 & 10/20 ..... **Student Fall Break Holiday**  
11/20 through 11/24 ..... **Thanksgiving Holiday** (Students & 9-/10-month faculty)  
12/12, 13, 14 & 15 ..... **Final Examinations** (Day Classes)  
12/15 ..... **Semester Ends**

## Third 2006-2007 Intersession

December 18 through January 10 ..... **Spring Intersession**

### Spring Semester 2007

11/6 through 11/10 ..... **Early Enrollment** (Currently Enrolled Students)  
11/13 through 11/24 & 12/4 through 12/15 ..... **Early Enrollment** (All Students)  
1/10 ..... **9-/10-Month Faculty Return**  
1/10 & 1/11 ..... **New Student Orientation**  
1/10 & 1/11 ..... **Fee Payment and Final Spring Enrollment**  
1/15 ..... **Martin Luther King Day Holiday**  
1/16 ..... **Classes Begin**  
1/20 ..... **AHEC Saturday Classes Begin**  
1/22 ..... **Last Date to Enroll** (Spring Semester)  
3/10 ..... **AHEC Saturday Classes Begin**  
3/7 ..... **Nursing Program Application Due Date**  
3/19 through 3/23 ..... **Spring Break Vacation** (Students & 9-/10-month Faculty)  
4/28 ..... **PTA Program Application Due Date**  
5/8, 9, 10 & 11 ..... **Final Examinations** (Day Classes)  
5/11 ..... **Semester Ends**  
5/11 ..... **Commencement Exercise**

## TABLE OF CONTENTS

<b>College Calendar</b> .....	2	<b>Part V-Enrollment</b>	
<b>Part I-General Information</b>		General.....	31
History.....	4	Classification of Students.....	31
Mission Statement.....	4	Number of Hours Permitted.....	31
Functions.....	4	Change in Enrollment.....	31
Location.....	4	Absence.....	31
Economic Development.....	5	Registration of Vehicles.....	32
Community Services.....	5	Extracurricular Learning.....	32
<b>Part II-Admission</b>		CLEP Exams.....	33
First-Time Student.....	6	Withdrawal from Courses.....	34
Transfer Student.....	6	Withdrawal from College.....	34
Concurrent High School Student.....	6	Honorable Dismissal.....	34
International Student.....	6	Educational Rights and Privacy.....	35
Specific Programs.....	7	Release of Student Information.....	36
Criteria for Admission		<b>Part VI-Services to Students</b>	
First-time Entering.....	7	Assessment.....	37
Resident by Transfer.....	7	Personal and Academic Counseling.....	37
Non-Resident by Transfer.....	8	Student Orientation.....	37
Immunization Requirements.....	8	Student Disability Services.....	37
Probation Transfer.....	8	Career Guidance.....	38
Special Adult.....	9	Library/LRC.....	38
Oklahoma Residency Information.....	9	Substance Use/Abuse Counseling.....	38
Ability to Benefit.....	9	Student Retention Program.....	38
Other Adm. Information.....	10	Student Support Services.....	38
Home Study or Unaccredited HS.....	10	Voluntary Health Programs.....	39
Assessment and Placement.....	10	Housing.....	39
High School Curricular Requirements.....	10	Meningococcal Compliance.....	39
Concurrent Enrollment of HS Students.....	11	Transfer Services.....	40
Students/English Second Language.....	12	<b>Part VII-Student Activities &amp; Organizations</b>	
Adm. to CIS Fast Track Program.....	13	General.....	41
Adm. to Gunsmithing.....	13	Organizations.....	41
Adm. to Nursing, PTA, &		Athletics.....	42
Vet. Tech. Programs.....	13-15	Alumni Associations.....	42
Adm. to President's Scholars Program.....	15	<b>Part VIII-Grades</b>	
<b>Part III-Student Financial Aid Information</b>		Grades & Grade Points.....	44
Application Procedure.....	16	Remedial Courses.....	45
When to Apply.....	16	Scholarship Required of Repts.....	45
How to Apply.....	16	Transfer of Credits.....	45
MSC Website.....	17	Transcripts.....	45
Student's Award.....	17	Academic Standing.....	45
Intersessions.....	18	Repeated Courses.....	46
Eligibility.....	18	Academic Reprieve.....	46
Fast Track.....	19	Academic Renewal.....	47
Not Qualified.....	19	Satisfactory Progress in Nursing.....	47
Expenses & Disbursement.....	19-20	Satisfactory Progress in PTA.....	47
Return of Title IV Aid Policy.....	21	Satisfactory Progress in Vet-Tech.....	47
Satisfactory FA Academic Progress.....	21	Honors & Awards.....	48
Federal Aid Programs.....	22	<b>Part IX-Requirements for Graduation</b>	
State Aid Programs.....	24	General Education Requirements.....	49
Scholarships.....	24	Associate in Applied Science.....	49
Foundation Programs.....	25	Associate in Arts or Science.....	50
Other Financial Aid Assistance.....	26	Residence Credit.....	51
Student Rights, Responsibilities.....	27	Courses Not Applying.....	51
Terms.....	28	Changes in Degree Requirements.....	51
<b>Part IV-Student Expenses</b>		Commencement.....	51
Student Expenses.....	29	Graduation with Honors.....	51
Refund Policy.....	29	<b>Part X-Courses of Study</b>	
Living Expenses.....	29	Degree Curricula.....	52-72
Termination of Contract by Resident.....	29	Cooperative Agreements.....	73
Deposit for Resident Housing.....	30	<b>Part XI-Course Descriptions</b> .....	74-119
Books, Supplies, & Equipment.....	30	<b>Part XII-Regents</b> .....	120
Student Financial Obligation.....	30	<b>Part XIII-Staff</b> .....	121
		<b>Index</b> .....	127

## **PART 1 GENERAL INFORMATION**

### **HISTORY**

Murray State College was established in accordance with an Act of the first legislature, approved May 20, 1908, which provided for "the establishment and maintenance of agricultural schools of secondary grade in each supreme court judicial district, with branch agricultural experiment stations and short courses in connection therewith."

Due to increasing demands for a higher standard and grade of work, the State Board of Agriculture by resolution in the spring of 1922 authorized the school to add a year of college work during the session of 1922-23 and another year during the 1923-24 sessions, thus raising the institution to the rank of a junior college. By proper enactment the legislature sanctioned the addition of junior college work, approved by the Governor on March 17, 1924. In 1972 the State Legislature changed the name of the college to Murray State College and placed it under the control of a local Board of Regents.

### **MISSION STATEMENT**

Murray State College provides educational opportunities and services to maximize student learning and personal growth resulting in an enhanced ability to succeed in life.

### **FUNCTIONS**

In keeping with the needs and background of its students, the changing community which the college serves, and the requirements of our society for its members, the faculty and administration of Murray State College are dedicated to the accomplishment of the following functions:

1. To provide a comprehensive two-year, post-secondary educational program to serve the needs of residents of the South Central Oklahoma counties of Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray, and Pontotoc.
2. To provide educational programs which give predominant emphasis to technical and occupational education.
3. To provide a program of general education which will enable students to develop the attitudes, knowledge, qualities and skills necessary for them to be effective as a person, a family member and a citizen.
4. To provide educational programs of two years or less for students who plan to transfer into baccalaureate and professional programs at four-year institutions.
5. To provide a program of education for youth and adults whose previous educational experiences have not prepared them for achievement at the collegiate level.
6. To provide the opportunity for academic guidance and counseling services for all students.
7. To provide community services to improve the cultural, economic and social environment of the area served by the college.
8. To provide leadership and assistance in economic development activities to enhance the quality of life in the service area.
9. To provide the opportunity for learning environments that utilize the appropriate technology to enhance instructional delivery and student learning.

The college makes its physical plant available for the use of community organizations and supplies the special talents, leadership, and influence of its professional staff for promoting the economic, civic, and cultural life of the community.

### **LOCATION**

Murray State College is located at Tishomingo, Oklahoma, the county seat of Johnston County and originally founded as the capital of the Chickasaw nation. One of the oldest towns in Oklahoma and rich in a background of historical and cultural associations, Tishomingo has grown as a city of homes, schools, and churches. With a

population that has never exceeded thirty-five hundred; the town has developed many of the conveniences of more populous cities without the civic problems that confront the larger industrial centers. Eight churches hold regular services in the town. Adding materially to the general desirability of the town and college is Lake Texoma, one of the largest manmade lakes in the world. This lake is immediately adjacent to Tishomingo and the Murray campus, and its location adds to the possibilities of an already well-known recreation center, besides providing unlimited opportunities for research in biology and other related fields.

## **ECONOMIC DEVELOPMENT**

Murray State College is prepared to help any business or industry keep its work force competitively trained in today's changing environment.

Educational opportunities on campus or on site are available to provide the skills and knowledge necessary for greater productivity and efficiency. These opportunities range from management training to employee skill training.

Anyone interested in starting a business or industry, changing locations, expanding, or adding new product lines or services should contact the Office of Planning, Technology and Facilities at 580-371-2371, extension 111.

Murray State College is eager to develop business/education partnerships to assist businesses or industries as they meet the challenges of the 22nd century.

## **COMMUNITY SERVICES**

The Community Services program responds to the educational, economic, cultural, and social needs and desires of local residents, including all ages and interest groups.

Courses, classes and seminars are held both on and off campus to meet varied interests in the service area. Employment/business related courses and personal enrichment courses are emphasized. Off campus sites include the public schools in several counties.

Contact the Community Services Office, 580-371-2371, Extension 192 for more information or to be placed on the mailing list for brochures.

## PART II ADMISSION

A prospective first-time student or a student who has ceased enrollment for at least one regular (fall/spring) semester applies for admission or readmission on line through the internet at [www.mscol.edu](http://www.mscol.edu). This on-line application for admission can be completed (a) from any computer with access to the internet, (b) in the Admissions/Registrar's Office on campus or (c) at the Ardmore Higher Education Center (AHEC).

Applicants to Murray State College are responsible for submitting to the Admissions Office the appropriate documents as listed below:

### First-Time Entering Student

1. A completed Application for Admission ([www.mscol.edu](http://www.mscol.edu)).
2. A high school transcript with graduation date or a document verifying completion of GED. (Note: To be admissible with GED, the student's high school class must have graduated.)
3. ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if student is under 21 years of age.
4. ASSET/COMPASS test scores for students who did not score 19 or higher in the ACT sub-score areas or who did not participate in the ACT or SAT. The ASSET/COMPASS is a standardized assessment administered on campus or at the Ardmore Higher Education Center.
5. Documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

**NOTE:** First-time entering students who did not complete high school or GED may be admissible under the Special Adult Admission criteria.

### Transfer Student

1. A completed Application for Admission ([www.mscol.edu](http://www.mscol.edu)).
2. An official transcript from **every** previous college attended.
3. And, the following if the student has an insufficient number of transfer hours to demonstrate readiness for college-level course work in English, math, science and reading:
4. A high school transcript with graduation date.
5. ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if student is under 21 years of age.
6. ASSET/COMPASS test scores for students who did not score 19 or higher in the ACT sub-score areas or who did not participate in the ACT or SAT. The ASSET/COMPASS is a standardized assessment administered on campus or at the Ardmore Higher Education Center.
7. Documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

### Concurrent High School Student

1. A completed Application for Admission ([www.mscol.edu](http://www.mscol.edu)).
2. A completed MSC Concurrent Enrollment form signed by the high school principal, high school counselor, parent/legal guardian, **and** the student.
3. A high school transcript (with high school GPA calculated by high school) **and** ACT (or SAT) scores.

**NOTE:**

- a. High school concurrent students must meet the minimum ACT (or SAT) and/or high school GPA criteria as listed in policy.
- b. There is **no** secondary assessment for concurrent high school students who do not meet ACT (or SAT) criteria.
- c. Also, concurrent high school students may not enroll in zero-level courses designed to remove high school curricular deficiencies.

### International Student

Students who need an I-20 issued in order to obtain a visa to enter the United States must submit the following:

1. A completed Application for Admission.
2. A certified MSC Financial Guarantee for International Students form.
3. Official report of TOEFL or other eligible documentation (for students for whom English is a Second Language).
4. A high school transcript with graduation date or a document verifying completion of GED. **Documents**

**must be translated in English.** (Note: To be admissible with GED, the student's high school class must have graduated.)

5. If no previous college, ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if student is under 21 years of age.
6. ASSET/COMPASS test scores for students who did not score 19 or higher in the ACT sub-score areas or who did not participate in the ACT or SAT. The ASSET/COMPASS is a standardized assessment administered on campus or at the Ardmore Higher Education Center.
7. If applicable, an official transcript (**translated in English**) from **every** previous college attended.
8. Documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

**NOTE:** All non-U.S. citizens must meet criteria as listed in the Policy Statement on Admission of Students for Whom English is a Second Language.

### **Notification of Acceptance**

After the Admission/Registrar's Office receives the on-line application for admission, students will receive an e-mail notification of admission status.

### **Any Student Not in Good Academic Standing**

Any acceptance of admission for students who have been placed on academic probation or academic suspension either at MSC or another college/university are readmitted on academic probation. Students admitted on academic probation must meet the minimum retention requirement or be academically suspended. This minimum requirement is either (a) the next semester's GPA of 2.00, or (b) 1.7 GPA with 0-30 hours attempted, or (c) 2.00 GPA with 31+ hours attempted. Students admitted on academic probation must meet the minimum retention requirement or be academically suspended.

### **Admission to Specific Programs**

**Please note** that admission to Murray State College does not guarantee admission to the specific programs of Computer Network/System Technician (Fast Track) option, Graphic Arts, Gunsmithing, Nursing, Physical Therapist Assistant or Veterinary Technology. Those programs have a separate application process with additional admission criteria.

## **CRITERIA FOR ADMISSION OF FIRST-TIME ENTERING STUDENTS**

For students seeking admission to Associate in Arts, Associate in Science, or Associate in Applied Science degree programs or certificate programs the following criteria apply:

Any individual is eligible for admission to Murray State College who:

1. is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his/her home state or has achieved a high school equivalency certificate based on General Education Development (GED) tests.
2. has met the high school curricular requirements as set forth, and
3. has participated in the ACT or a similar acceptable battery of tests. Students utilizing a test other than ACT will have their scores converted to ACT equivalents.

Students pursuing admission to Associate in Arts, Associate in Science or Associate in Applied Science degree programs may not count developmental/remedial courses used to make up high school deficiencies toward satisfaction of degree program requirements.

## **CRITERIA FOR RESIDENT ADMISSION BY TRANSFER**

An Oklahoma State System student who wishes to transfer to Murray State College may do so by meeting the high school curricular requirements and by the following:

1. The student must have a grade point average high enough to meet Murray State College's retention standards.

2. The student must have been in good standing in the institution from which he/she plans to transfer.
3. Also required is validation of transferred credit based on satisfactory progress (an average grade of "C" or better) for at least one semester at Murray State College.

Students suspended from another state system institution, who would otherwise qualify for admission to the reinstating institution, may petition the Admissions and Residence Committee for admission to Murray State College on probation. This written request must document extraordinary personal circumstances. Students admitted under this provision must maintain a 2.0 grade point average or meet the minimum standard required or be suspended again.

## **CRITERIA FOR NONRESIDENT ADMISSION BY TRANSFER**

A student wishing to transfer to Murray State College from an out-of-state college or university may do so by meeting the high school curricular requirements and by the following:

1. The nonresident applicant must be in good standing in the institution from which he/she plans to transfer.
2. The nonresident applicant must have made satisfactory progress (an average grade of "C: or better) in the institution from which he/she plans to transfer.
3. Also required is validation of transferred credit based on satisfactory progress (an average grade of "C" or better) for at least one semester at Murray State College.

Transcripts of record from colleges or universities accredited by the North Central Association or other regional associations will be given full value.

Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when the receiving institution has had an opportunity to validate the courses or programs.

## **IMMUNIZATION COMPLIANCE REQUIREMENTS**

Oklahoma Statutes, Title 70 §3244, requires that all students who enroll as a full-time or part-time student in an Oklahoma public or private postsecondary institution provide documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

The statute permits that when the vaccine is medically contraindicated and a licensed physician has signed a written statement to that effect, such student shall be exempt from the vaccination. Further, the statute permits a student or if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the administration of the vaccine conflict with the student's moral or religious tenets.

The documentation of vaccinations is required by law and all students must comply prior to enrollment with an Oklahoma institution or be one of the exempted categories listed.

## **TRANSFER PROBATION CATEGORY**

Students transferring to Murray State College who have been placed on academic probation at their transferring institution or whose grade point average does not meet MSC academic standards may be admitted on probation with the stipulation that the students must maintain a 2.0 GPA each semester while on probation or raise their retention/graduation GPA to the required academic standard. Students who fail to do so will be placed on academic suspension.

Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 credit hours in which enrolled.

MSC will provide appropriate academic support services to assist transfer probation students in achieving academic success.



## CRITERIA FOR SPECIAL ADULT ADMISSION

Persons who do not qualify for regular admission and: a) who are 21 years of age or older or on active military duty; **or**, b) who are not high school graduates but whose high school class has graduated; and, c) who have participated in the ACT are eligible for special adult admission as students to Murray State College. Students admitted by the special adult admission policy must agree to:

1. Participate in standardized testing for assessment of their ability.
2. Be enrolled in course work appropriate to their abilities as determined through assessments.
3. Participate in all academic support services (tutorial, media, writing lab, etc.) indicated as necessary by assessment and counseling.
4. Participate in regularly scheduled advisement sessions with an academic adviser.

## OKLAHOMA RESIDENCY INFORMATION

Under policy by the Oklahoma State Regents for Higher Education, a resident of Oklahoma is defined as one who has lived continuously in Oklahoma for at least 12 months as a **permanent** resident and not merely as a student. The residence of a dependent student is that of his/her parents or guardian unless documentation can be provided otherwise.

All others will be charged non-resident fees with the exception of individuals (or dependents and spouses of individuals) who have moved to Oklahoma and can document continued full-time employment, and individuals (or dependents and spouses of individuals) who can document they are full-time active duty in the armed services stationed in Oklahoma qualify for a continual waiver of non-resident fees.

Persons who can provide documentation of having established a permanent home in Oklahoma may request a change in the charging of non-resident fees to be effective at the next enrollment occurring 12 months after the establishment of the permanent home in Oklahoma.

Any student presenting a transcript of credit from a high school, college, university, or other educational institution outside the State of Oklahoma will be assumed to be a non-resident student unless he/she attests that he/she resided (and not as a student) in the State of Oklahoma continuously for at least 12 months immediately prior to enrollment or meets one of the previously stated exceptions.

It is the responsibility of each student to raise with the Registrar's Office any possible question of his/her right to resident status for purposes of attending a state institution of higher education.

Students who wish to challenge non-resident fees must complete a form available in the Registrar's Office.

*(NOTE: Students may apply in the Financial Aid Office for a scholarship to waive nonresident fees. For individuals who can document full-time active military duty and are stationed in Oklahoma, the scholarship is automatic. Also, for individuals who can document a residence in a Texas County that borders Oklahoma, the scholarship is automatic (per MSC agreement with Texas). For other non-residents, the scholarship is automatic only the first semester of attendance at MSC with subsequent renewal based on GPA.)*

## ABILITY TO BENEFIT

Effective July 1, 1991, first-time entering students at Murray State College who have neither a high school diploma nor a General Education Development (GED) certificate must demonstrate "ability to benefit" from higher education. Such students may meet the "ability to benefit" requirement by achieving passing scores on the following assessment test:

1. ASSET Test or COMPASS Test

Students seeking federal financial aid must meet minimum ability to benefit criteria established by the federal government. For specific information and assessment opportunities, contact the MSC Counseling Center.

## OTHER INFORMATION REGARDING ADMISSION

Murray State College takes into consideration the following non-academic criteria in admitting first-time or transfer students:

1. Whether applicants have been expelled, suspended, denied admission or readmission by any other college or university.
2. Whether applicants have been convicted of a felony or a misdemeanor involving violence or drug abuse.

Murray State College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions requirements or when evidence exists that the applicant would be incompatible with the aims and objectives of the College, or when, in the judgment of the College officials, the applicant's presence on campus would not be in the best interest of the applicant or the College.

Applicants who are denied admission may make a written appeal to the Admissions and Appeal Committee through the Registrar.

## HOME STUDY OR UNACCREDITED HIGH SCHOOLS

An individual who is a graduate of private, parochial, or other nonpublic high school that is not accredited by a recognized accrediting agency is eligible for admission to an institution in the State System as follows:

1. He/she has participated in the ACT or SAT.
2. His/her high school class of peers has graduated.
3. He/she must satisfy the curricular requirements set forth.

An individual may also be eligible for provisional admission under this category by presenting a GED certificate, ACT scores, and satisfying the high school curricular requirements.

## ENTRY-LEVEL ASSESSMENT AND PLACEMENT

Individual ACT sub-scores in English, Math, and Science must be 19 or higher in order for students to be eligible to take college-level courses in those areas. The Reading ACT sub-score must be 19 or higher to take other college courses.

Students scoring less than 19 in the above ACT sub-score areas may take a secondary test (the ASSET/COMPASS) to demonstrate readiness for college-level courses. Students who score less than the minimum cut score on the ASSET/COMPASS will be required to successfully complete zero level courses to remediate skill deficiencies within the first 24 credit hours attempted.

## HIGH SCHOOL CURRICULAR REQUIREMENTS

(Applicable to students under 21 years of age)

The Oklahoma State Regents for Higher Education require the following high school curricular requirements:

**4 Units English** (Grammar, Composition, Literature)

**2 Units Lab Science** (Biology, Chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may not be used)

**3 Units Mathematics** (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics)

**3 Units History and Citizenship Skills** (including 1 unit of American History, ½ unit of government, and 1 and ½ additional units from the subjects of History, Economics, Geography, Government, Non-Western Culture)

**3 Units Other** (From any of the subjects listed above or selected from the following: Computer Sciences, Foreign Language)

**15 Total Required Units**

=====

(A Unit equals one year of high school study.)

Note: As a pilot study, beginning fall 1992, selected applied courses may be substituted for the high school courses specified in this section. There are strict parameters attached to this policy which regulate the substitution of the applied courses.

Students under 21 years of age and lacking curricular requirements are admissible into Associate in Arts and Associate in Science programs, but must remove the deficiencies by: 1) demonstrated competency through ACT or secondary assessment; or, 2) successful completion of remedial courses (0-level courses) within the first 24 hours attempted.

These requirements are also applicable to students in Associate in Applied Science programs with the provision that if collegiate level work in a particular discipline is not required in the degree program, the student is exempted from removing the high school curricular requirement deficiency. Students admitted to AAS programs may not transfer into AA or AS programs without first completing the high school curricular deficiencies.

## CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

❖ To be eligible for concurrent enrollment, a high school **senior\*** must:

1. Have participated in the American College Testing (ACT) program and scored a **minimum composite of 19** or the equivalent on the Scholastic Aptitude Test (SAT) or have a high school GPA of 3.0.
2. Have a minimum sub-score of 19 on the ACT (or equivalent SAT) before being allowed to enroll in a college level course in the sub-score subject area. For example:
  - 19 in the English ACT sub-score to enroll in English courses;
  - 19 in the Math ACT sub-score to enroll in math courses;
  - 19 in the Science ACT sub-score to enroll in science courses; and
  - 19 in the Reading ACT sub-score area to enroll in other college courses
3. Be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as stated by the high school principal.
4. Have a workload of no more than the equivalent of 19 semester credit hours in a regular semester (1/2 high school unit equals 3 college semester credit hours).
5. Have the signed approval of the high school principal, signed recommendation of the high school counselor, and the signed permission of the parent/legal guardian.

❖ To be eligible for concurrent enrollment, a high school **junior\*** must:

1. Have participated in the American College Testing (ACT) program and scored a **minimum composite of 21** or the equivalent on the Scholastic Aptitude Test (SAT) or have a high school GPA of 3.5.
2. Have a minimum sub-score of 19 on the ACT (or equivalent SAT) before being allowed to enroll in a college level course in the sub-score subject area. For example:
  - 19 in the English ACT sub-score to enroll in English courses;
  - 19 in the Math ACT sub-score to enroll in math courses;
  - 19 in the Science ACT sub-score to enroll in science courses; and
  - 19 in the Reading ACT sub-score area to enroll in other college courses
3. Be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as stated by the high school principal.
4. Have a workload of no more than the equivalent of 19 semester credit hours in a regular semester (1/2 high school unit equals 3 college semester credit hours).
5. Have the signed approval of the high school principal, signed recommendation of the high school counselor, and the signed permission of the parent/legal guardian.

\*Note: A student receiving home-school instruction is considered a senior at 17 years of age or older and a junior at 16 years of age. Their eligibility criteria are based only on ACT (or SAT) scores. High school GPA does not apply.

Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college. The college experience is present in four environments:

1. High school students enrolled on a college or university campus in a course with collegiate students enrolled;
2. High school students enrolled at an off-campus site in a course that originates on campus with collegiate students enrolled;
3. High school students enrolled in a course with collegiate students enrolled at an established off-campus site with a regular program of student (defined as at least one Associate of Arts, Associate of Science, or Baccalaureate degree); and,
4. High school students enrolled at other off-campus sites and taught by regular faculty whose primary employment is as a faculty member at the institution delivering the course. Exceptions may be considered on a case-by-case basis.

A high school student admitted under the provisions set forth may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student who is otherwise eligible under this policy may enroll in a maximum of 9 semester-credit-hours during a summer session or term at Murray State College without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to 3 semester-credit-hours of college work. Student(s) wishing to exceed this limit may petition Murray State College. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. MSC should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may only enroll in curricular areas where the student has met the ACT requirements for college placement.) Concurrently admitted high school students will not be allowed to enroll in any "0" level courses offered by Murray State College designed to remove high school deficiencies.

A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if she/he achieves a college cumulative grade point average of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or another institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents' retention standards. Students enrolled concurrently are not eligible for financial aid.

All other students not qualified by grade level as specified might be considered for full enrollment or concurrent enrollment under the Opportunity Admissions Category.

## **POLICY STATEMENT ON ADMISSION OF STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE**

Students seeking enrollment at Murray State College must meet the admission standards in the "Policy Statement on Admission To, Retention In, and Transfer Among Colleges and Universities of the State System" and must present evidence of proficiency in the English language prior to admission, either as first-time students or by transfer from another college or university. The intent of this policy is to ensure that students have a reasonable chance of success based on their ability to comprehend, read, and write the English language. Students must demonstrate their competency in English by meeting one of the standards detailed below. Institutions may not waive this admission requirement as part of the alternative admissions category of admission within the State Regents general policy on admission.

1. First-Time Undergraduate Students:
  - a. Score 500 or higher (paper-based) or 173 or higher (computer-based) on the Test of English as a Foreign Language (TOEFL)<sup>1</sup>, or score 6.0 or higher on the International English Language Testing System (IELTS) examination.
  - b. Score 460 or higher (paper-based) or 140 or higher (computer-based) on the TOEFL test administered at a special testing center or an international testing center, or score 5.0 or higher on the IELTS Examination. In addition, after achieving the required score, and immediately prior to admission, successfully complete a minimum of 12 weeks of study at an Intensive English Program approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level.
  - c. Successfully complete the high school core requirements in an English speaking high school or graduate from an English speaking high school and demonstrate competency through the Policy on Remediation and Removal of High School Curricular Deficiencies.

2. Undergraduate Transfer Students<sup>2</sup>:
  - a. Attend an accredited United States college or university for a minimum of 24 semester credit hours with passing grades and meeting other transfer requirements.

<sup>1</sup>Results of TOEFL taken at International Testing Centers and Special Testing Centers will be accepted at all State System colleges and universities. Results of TOEFL administered at Institutional Testing Centers shall not be accepted by colleges and universities other than the administering institution.

<sup>2</sup>Transfer student: Any undergraduate student with greater than six attempted credit hours, excluding remedial (0-level courses) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.

## ADMISSION TO THE COMPUTER INFORMATION SYSTEMS FAST TRACK PROGRAM

Individuals who wish to participate in the Murray State College Computer Information Systems Fast Track Program must have a composite ACT score of 21, or an equivalent score on an approved secondary testing instrument. These tests may be administered by Murray State College at the request of the applicant. Applicants who have college credit through area technology centers, concurrent enrollment, or previous college courses are not required to meet the minimum ACT score, and are encouraged to apply.

## ADMISSION TO THE GUNSMITHING PROGRAM

In order to **apply** to the Gunsmithing Program all applicants must meet MSC admission requirements, and they **must also meet the following requirements:**

1. Satisfactory personal interview, and
2. Background check required by Federal Law. Persons with felony convictions or drug convictions not eligible.

Note: Application does not guarantee acceptance, and MSC selects students from those applicants who meet the highest level of admission requirements.

**The MSC admission procedures are:**

1. Submit a Murray State College application to the Registrar's Office. ([www.msco.edu](http://www.msco.edu))
2. Submit to the Registrar's Office **ALL** of the following and request a copy be sent to the Gunsmithing Program Director;
  - a. High school transcript or equivalent, and
  - b. If under 21 years of age, official ACT score report, and
  - c. College transcript, if applicable.
3. Submit to the Gunsmithing Program Director:
  - a. Application for Admission to Gunsmithing Program, and
  - b. Authority for Release of Information (for background check).

Contact the Gunsmithing Program Director for forms and additional information. The recommended date for completion of the total admissions process is May 31.

## ADMISSION TO THE NURSING PROGRAM

In order to **apply** to the Nursing Program all applicants must meet MSC admission requirements, and they **must also meet the following requirements:**

1. One year of high school chemistry with a grade of "C" or higher or one semester of college chemistry.
2. A grade point average of at least 2.5 on any completed college course work.
3. Enhanced ACT composite score of 19 or above with sub-scores of 19 or above. Deficiency in scores can be removed by taking appropriate courses and maintaining a grade point average of 3.0 or higher.

**The admission procedures are:**

1. Submit a Murray State College application to the Registrar's Office. ([www.msco.edu](http://www.msco.edu))
2. Submit to the Registrar's Office **ALL** of the following and request a copy be sent to the Nursing Office.
  - a. Official ACT score report, and
  - b. High school transcript or equivalent, and
  - c. College transcript, if applicable.

**After completing the general college admission process, the applicant for the nursing program must follow these additional application procedures:**

1. Attend a Nursing Program Admission Class conducted by the Nursing Program Director.
2. Complete a Nursing Application and submit to the Nursing Office.
3. Complete an application test if required.

Applicants are evaluated in relation to the entire applicant pool. Those meeting the criteria at the highest level will be selected. Applicants who are accepted into the nursing program but do not enroll for the designated class must reapply if admission at a later time is desired. Students who do not complete the first nursing course for any reason and desire to be considered for a later class will be reconsidered in relation to the entire applicant pool.

The total admissions process must be completed by **the first Friday in March**.

The Murray State College Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program, requirements include submission of an application for licensure with a criminal history records search and successfully passing the licensure examination. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. § 567.5 & 567.6]. To be granted a license, an applicant must have the legal right to reside in the United States (United States Code Chapter 8, Section 1621). The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. § 567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. § 567.5 & 567.6].

## **ADMISSION TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM**

In order to apply to the Physical Therapist Assistant Program all applicants must meet MSC admission requirements, and they **must also meet the following requirements:**

1. One year of High School Chemistry with a grade of "C" or higher or one semester of College Chemistry.
2. Enhanced ACT composite score of 19 or above and sub-scores of 19 or above. Deficiency in sub-scores can be removed by taking appropriate courses. \*
3. A grade point average of at least 2.5 on all completed college course work with a grade of "C" or higher in prerequisite classes. The biological and behavioral sciences must be taken within 10 years of anticipated year of graduation from the PTA program.
4. Physical and mental requirements (available from PTA Director).

\* If #2 above cannot be met, deficiencies may be removed by achieving at least a 2.5 GPA in college credit hours applicable to the PTA degree.

**The admission procedures are:**

1. Submit a Murray State College application to the Registrar's Office. ([www.msok.edu](http://www.msok.edu))
2. Submit to the Registrar's Office **ALL** of the following and request a copy to be sent to the PTA Office.
  - a. Official ACT score report, and
  - b. High school transcript or equivalent, and
  - c. College transcript.

**The following additional application procedures for the PTA program must be followed after completing the general college admission process:**

1. Attend a PTA Admission Orientation conducted by the PTA Director. These orientation sessions consist of approximately 1-hour small group orientation to the application process. Please call the PTA program and reserve a place in one of these classes that are held several times in February and March of each year.
2. Complete a minimum of 16 hours of observation of a physical therapist or physical therapist assistant in a clinical facility that provides physical therapy. In addition to the 16 hours of required observation, (4 x 8 hours =32 hours) is encouraged to gain additional points in the application process. Documentation of all observation is completed on the Clinical Observation Form and returned to the program by the PT/PTA who was observed.

3. Complete a PTA application and submit to the PTA Office prior to the **last Friday in April.**
4. Submit a health history form.

Applicants are evaluated in relation to the entire applicant pool. Those meeting the criteria at the highest level will be selected. Applicants who are accepted into the PTA program but do not enroll for the designated class must reapply if admission at a later time if desired. Students who do not complete the first semester PTA courses for any reason will be considered (if desired) for a later class on an individual basis and/or as space is available.

The total admissions process must be completed by the **last Friday in April.**

## **ADMISSION TO THE PRESIDENT'S SCHOLARS PROGRAM**

Applicants to the President's Scholars Program must meet the following requirements: (1) A minimum composite score of 21 on the ACT, (2) An excellent high school grade point average, (3) Strong composition skills displayed in essay to accompany the program application, (4) Submission of MSC Application for Scholarship, and (5) Submission of President's Scholars Program Application. Applications must be addressed to the Chair of the President's Scholars Program and received prior to March 15. Applicants will be notified by April 30.

## **ADMISSION TO THE VETERINARY TECHNOLOGY PROGRAM**

In order to apply to the Veterinary Technology Program all applicants must meet MSC admission requirements, and they **must also meet the following requirements:**

1. Enhanced ACT composite score of 19 or above.
2. Enhanced ACT math score of 19 or above or MTH 0403.
3. Enhanced ACT reading score of 19 or higher or ENG 0103 or ENG 0203.

If the criterion is not met, deficiencies may be removed by achieving at least a 2.5 GPA in a minimum of 18 college credit hours (including Intermediate Algebra or higher math and Chemistry I applicable to the Veterinary Technology Program degree. Students holding an A.S. (or higher) degree may be granted admission to the program by permission of the Program chair.

### **The admission procedures are:**

1. Submit a Murray State College application to the Registrar's Office. ([www.mscoke.edu](http://www.mscoke.edu))
2. Submit to the Registrar's Office **ALL** of the following and request a copy be sent to the Veterinary Technology Office.
  - a. Official ACT score report, and
  - b. High school transcript or equivalent, and
  - c. College transcript, if applicable.
3. Submit a completed Veterinary Technology Application to the Veterinary Technology Chair including copies of ACT scores and transcripts.

Applicants are evaluated in relation to the entire applicant pool. Those meeting the criteria at the highest level will be selected. Applicants who are accepted into the Veterinary Technology Program but do not enroll for the designated class must reapply for admission. Students who do not complete any veterinary technology course for any reason must apply for readmission into the program. The total admissions process must be complete by June 15<sup>th</sup>. Priority will be given to those submitted by March 15<sup>th</sup>.

## PART III

# STUDENT FINANCIAL AID INFORMATION

Scholarship and financial aid programs at Murray State College are designed to provide either partial or full support in helping families meet college costs. Help is available in the form of grants, work-study jobs, scholarships, and loans. Scholarships are awarded to students of high academic achievement and/or special talent.

The Financial Aid Office will package financial aid from all programs available up to a student's calculated need. Students should, therefore, make application for the entire package of federal, state and college-sponsored programs rather than specific kinds of federal financial aid. If a student is approved for credit by MSC for enrollment in a program of study abroad, federal financial assistance may be available.

## FINANCIAL AID APPLICATION PROCEDURE

Federal and state financial aid programs require that a student show financial need. Students must complete the Free Application for Federal Student Aid (FAFSA) to establish financial aid eligibility.

The FAFSA is available through the MSC Financial Aid Office, or may be obtained from most high school counselors, or may be completed on the Internet at the following address -- <http://www.fafsa.ed.gov>. Other documents, such as a signed federal tax return, may be required and will be requested as needed.

## WHEN TO APPLY

Students should apply for financial aid and scholarships as early as possible. Applications for financial aid and scholarships are usually available from the high school counselor or the Financial Aid Office in early January. A renewal application will be sent in November to students who applied for federal aid the previous year. On renewal applications, students will only have to correct the pre-printed information that has changed, such as income. Students must complete the renewal application or the FAFSA, but not both. The FAFSA or renewal application should be completed and mailed as soon as possible **but not** before January 1. Even a student who does not think he/she needs financial aid or will not qualify, should still apply for aid. Many scholarships, work programs, and outside sources of aid such as BIA, WIA, etc. require that a student apply for aid even though the student may not qualify for need based aid.

**Scholarships.** In order to be eligible to receive a scholarship from Murray State College, all applications and necessary documentation should be received in the Financial Aid Office by the April 15 priority deadline.

**Federal Student Aid Programs.** To receive priority consideration for financial aid, students must be sure that all forms and applications, including the results of the FAFSA (Student Aid Reports or ISIRS) are received by the Financial Aid Office by April 15 prior to the following fall semester for which funding is desired. The FAFSA should be mailed to the processor no later than February 28 to allow for the average six week processing time. The processing time for the FAFSA completed on the Internet is generally shorter and the student must complete and mail a signature page to the federal processor or provide an electronic signature by applying for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov).

Students are encouraged to apply even if they miss the April 15 priority deadline since limited funding may be available.

## HOW TO APPLY

The application process is as follows:

1. Fill out the application forms. Mail the need analysis form (FAFSA or Renewal Application) to the address shown on the envelope provided or complete the form on the Internet and mail the completed signature page or provide a PIN. No fee is charged to complete the FAFSA or Renewal Application. Financial aid applicants must apply for admission to the college and submit a student data form (available in the Financial Aid Office). Academic transcripts from all schools previously attended must be submitted to the MSC Registrar's Office. All of this should be done as soon after January 1 as possible to be considered for all types of aid.



2. In 6-8 weeks the student will receive a Student Aid Report (SAR) in the mail from the processor. Review the received SAR. It is important to follow all instructions. If the SAR requires corrections, contact the Financial Aid Office for assistance. The FAO will receive the SAR electronically if the student listed MSC (code 003158) on the application and may be able to receive or correct a student's SAR electronically. Contact the Financial Aid Office for details.

If the SAR shows that the student has been selected for verification, a signed copy of the student's and/or the parents' federal tax return must be submitted to the MSC Financial Aid Office. In addition, a student must also submit a completed Verification Worksheet and Worksheets A, B, and C, which may be obtained at the MSC Financial Aid Office or online at [www.msco.edu](http://www.msco.edu) (see Downloadable forms link of Financial Aid Section).

If the SAR is not accurate, corrections must be made and the application is no longer considered complete. To process corrections electronically, the MSC FAO must have received signed documentation verifying the data elements requiring corrections.

3. The priority deadline for applying for all types of aid is April 15. A complete and accurate financial aid file by April 15 provides the best opportunity of being considered for all types of aid. In order for aid to be processed by the fall semester, a student should have his/her financial aid file completed by June 15. In most cases, a student must submit the application to the Financial Aid Office while still enrolled, attending classes, and eligible for payment. If a student must withdraw from school or if the application cannot be completed before the last day of the semester, contact the Financial Aid Office for specific information.
4. The Financial Aid Advisor will review a student's application when all required documents have been submitted. Files are reviewed in chronological order based on the date the last requested document was received. It typically takes 3-4 weeks from the date the student submits all required documents to complete the review process. If the Advisor determines that additional information is required to determine eligibility, a letter will be sent to the student. A student must respond as soon as possible to requests for additional information. If additional information is requested or corrections are required, the financial aid application becomes incomplete until the information is received and corrections are processed. The file will again be reviewed in chronological order based on the date additional documentation is received.
5. When the student's file is complete and accurate, the Financial Aid Office will send the student an award notice estimating eligibility. These awards are tentative since the Financial Aid Office must determine that additional eligibility requirements are met once the student has been admitted and enrolled.

## MSC WEBSITE

Murray State College's website [www.msco.edu](http://www.msco.edu) also has helpful information on the types of aid available, applying for aid, downloadable forms, condition of awards, disbursement policies, satisfactory academic progress policy, consortium agreements, completing the Free Application for Federal Student Aid (FAFSA) and sources of outside assistance. The Financial Aid section contains links to the following:

1. FAFSA on the Web
2. Applying for a PIN on the web (allows electronic signature and electronic access)
3. On-line Entrance Counseling for Student Loans
4. On-line Exit Counseling for Student Loans
5. On-line Promissory Note for Student Loans
6. FastWeb – a nationwide scholarship search site

## THE STUDENT'S AWARD

An award letter will be mailed to the student as soon as possible after all application forms and necessary documentation are received by the Financial Aid Office and the file is complete and accurate. The award letter indicates the types and amounts of aid awarded. If a student has a calculated financial need, it will probably be met by a combination of several types of aid. A typical aid package may consist of a scholarship, Federal Pell Grant, Federal Work Study, and Federal Loans. Award notices need not be returned. The Financial Aid Office assumes the student will accept all grants, work-study, scholarships, and outside aid unless the student notifies us in writing that

he/she is declining the aid awarded. Students must submit a completed Loan Confirmation Form before student loans will be processed. A conditions of award notice will accompany the award letter. Students receiving award notices by email are required to view the awards on the web and review conditions of the awards, institutions, academic progress policy, etc. on the MSC website. Students unable to view these documents online should contact Financial Aid for assistance. This document notifies the student of eligibility requirements, disbursement policies, etc. Students must be **enrolled and attending class** to maintain eligibility for financial aid. Students who cease attending class (unofficial withdrawal) or officially withdraw from MSC may be subject to termination or repayment of financial aid received. Leaves of Absence are not permitted.

An initial financial aid award is made with the assumption that the student will enroll full time. Unless the Satisfactory Academic Progress Policy prohibits it, the student's award will be made for the entire academic year. The academic year is 32 weeks (Fall and Spring terms). The summer term is treated as a trailer to the previous academic year. There is an exception for students enrolled in the CIS FastTrack program. Students in this program are subject to different policies and need to contact Financial Aid for details. A student's enrollment status will be checked at the end of the add/drop period each semester and the awards will be adjusted if the student's enrollment differs from the assumed enrollment. For financial aid purposes full-time is at least 12 credit hours per term (Fall, Spring, or Summer).

If a student drops a class after the add/drop period but remains enrolled, the awards will not be revised unless the student is receiving OTAG or a loan. Oklahoma State Regents for Higher Education policy requires that a student be enrolled in at least 6 credit hours at the time the enrollment is verified for OTAG. (The time of verification varies from semester to semester). A student receiving a student loan must be enrolled in at least 6 credit hours at the time the loan funds are disbursed.

## INTERSESSIONS

Intersession semesters are considered a part of the regular semester following it: i.e. Winter Intersession/Spring, Spring Intersession/Summer, Summer Intersession/Fall. Students can use financial aid to pay for intersession courses provided they do not exceed the total amount awarded to them for any given academic period. Financial Assistance for intersession courses will be disbursed using the timetable and procedures established for the subsequent full semester (i.e., aid for the Winter intersession will be disbursed according to the Spring semester disbursement schedule).

Students suspended at the end of the previous semester may not use their intersession courses to regain eligibility for the subsequent term (i.e., students suspended at the end of the Fall term may not regain eligibility for Spring aid by taking intersession courses). Students awarded financial aid for the Fall and Spring terms may use the intersession to make up deficiencies from the prior term.

## ELIGIBILITY REQUIREMENTS

In order to be eligible for aid, financial aid applicants must meet the following requirements:

1. Must have documented need.
2. Must enroll as a regular student in an eligible program.
3. Must be a U.S. citizen or an eligible non-citizen.
4. Must be making satisfactory academic progress.
5. Must be registered with Selective Service, if required.
6. Must sign a Statement of Educational Intent, promising to use the aid only for school related expenses (included on FAFSA).
7. Must sign a statement that no refund is owed on any education grant and that he/she is not in default on any student loan (included on FAFSA).
8. Must have a High School Diploma, GED, or verify that he/she has passed an approved Ability to Benefit test (A student who does not have a High School Diploma or GED should contact the Financial Aid Office and must prove Ability to Benefit).
9. Must be attending class.
10. Must not be suspended from Title IV aid eligibility due to drug-related convictions.

## FAST TRACK PROGRAM

MSC's Fast Track Program is a unique associate degree that enables students to complete a two-year degree in only 48 weeks. Due to the accelerated pace, there are a variety of differences in financial aid policies for students enrolled in this program. The beginning and ending dates for the semesters differ from those used for our standard programs. Therefore, financial aid recipients in this program will have different disbursement dates and be subject to different dates for repaying funds if he/she withdraws from school (for additional information and specific dates contact the Financial Aid Office).

### IF A STUDENT DOES NOT QUALIFY FOR AID

A student who does not qualify for aid based on the completion of the need analysis still may be able to get help. A student may qualify for an adjustment based on a documented change in financial circumstances, or the student may apply for programs that do not require that he/she show need. The programs that do not require demonstrated need but still require application for financial aid are most scholarships, jobs funded by the institution (not Federal Work-Study), the Federal Unsubsidized Stafford loan, and Parent loans for dependent students. In addition, if a student has expenses related to dependent care or a handicap that are not paid by some other source, the student should contact the Financial Aid Office about the required documentation needed to re-evaluate the estimated need for aid.

To apply for an adjustment the student should either complete an Unusual Circumstance Form (available at the FAO) or submit a signed statement detailing the change in circumstances. A death in the family, loss of job, or loss of untaxed income are examples of changed circumstances that may affect eligibility. These must be documented by providing copies of death certificates, letters from former employers verifying loss of job, etc. The student must also document how this change will affect the family income. For example, if 2005 income was used to complete the FAFSA, estimates of 2006 taxable and nontaxable income must be provided. Adjustments may also be made for students in certain degree programs that have documented educational costs in excess of those allowed for in the typical student budget. For example, gunsmithing students and nursing students have additional expenses for tools, supplies, uniforms, etc. Some students may need to purchase a computer. A one-time allowance of up to \$1,000.00 will be considered for a computer and software. Students enrolled in Fast Track programs may have additional costs due to the accelerated pace of the program. These students must individually apply for additional assistance to meet these expenses by submitting the appropriate documentation (contact FAO for details).

The decision of the Financial Aid Administrator regarding whether an adjustment is made is based on federal guidelines. That decision is final. A student may not appeal the decision to the college or to the federal government.

## STUDENT EXPENSES

It is important for students to consider all of the costs associated with attending college. These costs include enrollment fees, room and board, books, transportation and personal expenses such as clothing, medical, laundry, etc.

The following is an outline of the expenses that may be incurred for a student living on campus. A student may want to use this information to help construct a realistic budget for the time spent at Murray State College. A student will need to compare this budget to his/her financial aid award.

The student will be expected to make up the difference in direct costs to the college and the amount of actual financial aid awarded.

### DIRECT COSTS

In State Tuition & Fees <b>(estimate)</b> .....	\$2,220.00
Out of State Tuition & Fees <b>(estimate)</b> .....	\$5,354.00
Books <b>(estimate)</b> .....	\$1,024.00
On Campus Room and Board <b>(estimate)</b> .....	\$5,100.00

The above estimates are based on costs for the 2006-2007 school year and on average enrollment of 28 credit hours for one year. These figures may vary.

INDIRECT COSTS (The amounts shown are used in our average student budgets. Actual student expenses will vary and should be estimated.)

Transportation.....	\$1,352.00
Personal Expenses:	
Clothing.....	..\$675.00
Medical.....	..\$480.00
Personal Items.....	\$395.00

The Financial Aid Office uses an average Cost of Attendance Budget to determine total aid awarded (financial aid package). Students living off campus or with parents may contact the Financial Aid Office to obtain cost estimates. Students with expenses in excess of these costs must submit documentation to the FAO (see "If A Student Does Not Qualify For Aid").

### DISBURSEMENT POLICIES

The amount of a student's aid will be computed to the maximum amount possible in accordance with his/her need analysis and the availability of funds. Declined awards that are replaced with another type of aid will not be reinstated. Students may only request one adjustment to the financial aid package per academic year. In the event that this amount does not cover all costs, the student must make arrangements with the Business Office to pay the balance from some other source. Financial aid may not be used for deposits, physical exams or any other fees that must be paid prior to registration. Murray State College has no obligation to make this aid available until after classes begin, and the student is properly admitted, enrolled, and attending class. The student must have submitted required academic transcripts from all colleges previously attended and met all eligibility requirements before financial aid will be disbursed.

Awards for the fall and spring semester are normally made at the same time. Students on probation will be awarded for the fall and spring semester. Academic progress is reviewed at the end of each semester. Students placed on Financial Aid Suspension because they do not meet the requirements of the Satisfactory Academic Progress Policy will be denied financial aid and aid awarded for subsequent semesters will be cancelled. One-half of the total aid for the school year will be made available in the fall semester and one-half in the spring. Award amounts will not exceed one-half of the annual program maximum for a single semester. Awards for summer school are made late in the spring semester. Funds for summer school are disbursed on a different schedule. A separate Summer Aid Application is required.

If a student withdraws (either officially or unofficially--ceases class attendance), return of Title IV Aid calculations will be made based on the federal "Return of Title IV Aid Policy".

A sample disbursement schedule is listed below. This assumes that the first day of the fall term is 8/17 and the first day of the spring term is 1/16. Disbursements are made approximately four weeks after the first scheduled class day.

### ESTIMATED DISBURSEMENT DATES

Financial Aid	For Attendance on MSC Campus Only		For Attendance at AHEC	
	Fall Disbursed On or After	Spring Disbursed On or After	Fall Disbursed On or After	Spring Disbursed On or After
PELL & SEOG	09/26/2006	02/27/2007	09/28/2006	03/01/2007
Stafford Loans (Subsidized & Unsubsidized)	09/26/2006	02/27/2007	09/28/2006	03/01/2007

- Loan disbursements vary for students who apply for one semester only.
- Estimated disbursement dates vary from year to year (refer to Conditions of Award Notice).

- Students enrolled at AHEC and other off-campus locations may pick up funds at MSC on the date indicated. Check with the Business Office for dates funds will be disbursed at off-campus sites.
- Disbursement dates vary for students enrolled in the Fast Track program (contact the Financial Aid Office for details).

### DISBURSEMENT LOCATIONS

Murray State College Business Office  
Administration Building, Room 204  
Tishomingo, OK 73460  
580-371-2371, Ext. 116 or 117

MSC/AHEC Business Office  
611 Veterans Boulevard  
Ardmore, OK 73401  
580-223-1441

## RETURN OF TITLE IV AID POLICY

Any time a student withdraws from college (either officially or unofficially -- ceases class attendance) the Financial Aid Office must determine if financial aid must be returned. If a student ceases attendance prior to the disbursement of aid, the disbursement will be held until a recalculation of eligibility is completed. If a student withdraws from school prior to the 60% point in the semester, eligibility for financial aid will be recalculated based on federal guidelines. Any amount of money received in excess of the calculated need must be repaid to the appropriate financial aid program. Students who withdraw prior to the 60% point will also be required to repay MSC charges for any amount that MSC is required to refund to the federal programs. Contact the Financial Aid Office for additional information. Examples are available in the Financial Aid Office.

If a student withdraws from school after the 60% point, the student has earned all aid disbursed and will not have to repay aid already received. If a student withdraws before funds have been disbursed, he/she may be eligible for a portion of the aid awarded based on Return of Title IV Aid Policy and late disbursement regulations.

Any time a student withdraws from a class or school, satisfactory academic progress will be in jeopardy.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS GUIDELINES

Murray State College has established this Satisfactory Academic Progress Policy using the guidelines required by the Federal Government (CFR 668.16). **You must meet all three of the minimum standards indicated below to be eligible to receive financial aid from the Federal Title IV Programs** which include: Pell Grant, Oklahoma Tuition Aid Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, and the Federal Family Education Loan Programs (Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Plus Loan). **The following minimum requirements must be met regardless of whether or not the student has received financial aid.** The Financial Aid Administrator will determine financial aid eligibility at the end of each semester of attendance.

### 1. GPA REQUIREMENT:

HOURS ATTEMPTED:	CUMULATIVE GPA:
0-30	1.7
Greater than 30	2.0

2. **CUMULATIVE HOURS REQUIREMENT:** For every semester of attendance, a student must complete at least 75% of all coursework attempted as calculated by Financial Aid. Attempted enrollment is determined based on the number of hours the student is enrolled in at the end of the add/drop period each semester (close of business on the 10<sup>th</sup> class day for Fall and Spring and two days for shorter enrollment periods). Grades of I, U, F, W, and AW will count as courses attempted but not completed with a passing grade. Audit grades do not qualify for financial aid. Should a student receive financial aid for any classes that are later changed to audit, the student will be required to repay any applicable financial aid funds. Remedial courses are counted as hours attempted and must be completed with a passing grade (S) to be counted as hours completed. Please note that the federal law does not provide for academic forgiveness.

To determine if the student has completed at least 75% of all classes attempted, divide the hours completed by the hours attempted. Some examples are as follows:

- a. Student attempts 14 hours and completes 11 hours. 11 divided by 14 is 79% and this student has successfully met the requirements.
  - b. Student attempts 6 hours and completes 4 hours. 4 divided by 6 is 67% and this student has not met the requirements.
3. **MAXIMUM TIME FRAME:** Murray State College offers two-year associate degrees and certificate programs. Students have a maximum of 96 attempted credit hours in which to complete his/her academic program. Should a student change majors, no additional attempted hours will be permitted unless mitigating circumstances require the allowance of additional time. This is to be determined at the discretion of the Financial Aid Administrator through the appeal process. Students are eligible to receive financial aid for a maximum of two associate degrees at Murray State College.

**Probation** -- The first time a student fails to meet the GPA or cumulative hours requirements, he/she will be placed on probation. Students on probation may be awarded one semester of financial aid. Students who meet the requirements will be removed from probation. Students who meet the semester requirements but fail to make up any lost hours from prior semesters will be continued on probation.

**Suspension** -- Students who fail to meet the minimum requirements during the probationary semester or who reach the maximum timeframe will be suspended. Students on suspension are not eligible for financial aid until he/she again meets the above requirements. **Students who have been suspended must request reinstatement in writing once he/she regains compliance.** An example of a student who has regained compliance is as follows: Student has attempted a total of 48 hours for all semesters of attendance and completed 36 hours. 36 divided by 48 is 75%. **Students who are unable to complete sufficient hours to regain compliance may appeal for reinstatement on probation if he/she successfully completes one semester (must attempt a minimum of 9 credit hours) at his/her own expense (student must pay bill).**

**Appeals** – Students may appeal the financial aid suspension by following the steps on the Satisfactory Academic Progress Appeal Form. **The student must document (submit proof) of extenuating circumstances he/she feels contributed to the failure to meet the requirements (i.e. death in the family, extended illness, divorce, etc.). The Financial Aid Administrator may grant an additional probationary semester if the circumstances warrant it.**

**Transfer Students** – Students are required to submit transfer grades to the MSC Registrar Office from all schools previously attended. Students may be awarded one semester of aid on probation if all transfer grades have not been submitted or if transfer grades fall below the minimum requirements of this policy. Only transfer hours that count toward the MSC degree will be included in the maximum timeframe.

**Other** – The cumulative GPA calculated by the Financial Aid Office may differ from that calculated by the Registrar Office. The Financial Aid Office calculates both grades earned for repeated courses in the cumulative GPA but the Registrar only counts the second grade earned. The Financial Aid Office also takes into account remedial courses as well as classes paid by Murray State College for hours attempted at other institutions through consortium agreements. The Financial Aid Office looks at all courses attempted including those classes the MSC Admission Office may have relieved. Financial aid suspension is different from academic suspension. Students who are on academic suspension are not eligible to enroll at MSC. Students on financial aid suspension may be eligible to enroll but are not eligible to receive financial aid.

## **FEDERAL AID PROGRAMS**

**(This information is subject to change by the Federal Government.)**

Murray State College is certified by the United States Department of Education to participate in the following programs:

**Federal Pell Grants:** A grant is money given to a student to enable him/her to attend college. It does not have to be paid back. These grants are available to eligible undergraduate students who show a need. Students attending less than half-time may be eligible to receive a Federal Pell Grant. Grants range from \$400 to \$4050 per year. Since the Federal Pell Grant Program is the foundation upon which all financial aid packages are built, all students must apply for the Pell Grant before any financial aid will be awarded. This may be done by completing the FAFSA.

Students will receive a Student Aid Report (SAR) from the Federal processor 4-6 weeks after submitting the FAFSA. All copies of the SAR should be submitted to the MSC Financial Aid Office unless the Financial Aid Office receives it electronically. Funds are available for eligible applicants for as many semesters as the student is in compliance with the Satisfactory Academic Progress Policy.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG grants are available to eligible undergraduate students who show need. Students must be attending at least half-time to be eligible. SEOG grants range from \$200 to \$600 per year. Funding is limited and is awarded to the neediest students in chronological order based on the date the results of the FAFSA are received by the Financial Aid Office. Hours of enrollment and dependent/independent status are additional factors used to determine eligibility.

**Federal Work-Study Program (FWS):** Part-time jobs are offered to students who have demonstrated financial need. The awards normally average \$2,880 per year. Students must work to earn the amount of the award. Work Study allows students to "help themselves." Students work an average of 15 hours per week and are paid monthly for hours worked while gaining job experience. Students are paid at least minimum wage. Students who have accepted their work-study awards should review the Job Board posted outside the Financial Aid Office to determine job openings. The number of jobs available on campus to help students finance their education is limited.

**Community Service:** Murray State College offers a variety of student employment opportunities to students desiring to participate in community service. These positions are funded through the Federal Work-Study Program. MSC operates a Fitness Center, pool, auditorium, and pre-school through the Child Development Program available to and utilized by both MSC students and the general public. In addition, we have tutor positions in Family Literacy, America Reads and America Counts Programs. Students desiring to work in these areas should contact the Financial Aid Office for additional information.

**Federal Stafford Student Loans:** These are long-term loans made by a bank, credit union, or savings and loan. For new borrowers the interest rate is variable with a cap of 8.25%. There are two types of Federal Stafford loans - Subsidized and Unsubsidized. The federal government makes the interest payments on the Subsidized Stafford while the student loan borrower is in school at least 1/2 time, in grace period, and during approved periods of deferment. The student loan borrower is responsible for all interest payments on the Unsubsidized Stafford. The borrower may defer these interest payments but they will be capitalized (the borrower will end up paying interest on interest and principal). Depending on eligibility, independent Freshmen may borrow up to \$6625 on the combined Subsidized and Unsubsidized Stafford and independent Sophomores may borrow up to \$7500. Dependent students are restricted to the \$2625 for Freshmen and \$3500 for Sophomores. Repayment on the subsidized Stafford begins 6 months after graduation, leaving school, or when MSC enrollment status drops below half-time. A student who borrows \$2625 will repay approximately 66 payments of \$50 per month and interest of \$675. Stafford loan recipients must attend an entrance interview before the loan will be processed and an exit interview when MSC enrollment status drops below half-time. Students may be eligible to defer payments for half-time study, economic hardship, etc. Contact the FAO for additional information on deferments since different deferments apply depending on the date the student first borrowed a Federal Family Education Loan (Federal Subsidized or Unsubsidized Stafford, Plus, Consolidation loan). The Financial Aid Administrator may refuse to process a loan or may limit the amount borrowed. Students will be notified in writing of the reason for this decision.

**Federal PLUS Loans:** These are also low-interest loans from a bank, credit union, or savings and loan. The interest rate is variable and capped at 9%. Students or parents may contact the Financial Aid Office for information about current interest rates. This loan may be available to families of dependent students when other types of aid do not meet their needs. Parents may borrow up to the Cost of Attendance less other financial assistance. Repayment normally begins the day after the first loan disbursement. Repayment may be deferred if the borrower is eligible for an approved deferment. Contact the Financial Aid Office for information on the types of deferments available.

Students and/or parents should check carefully before borrowing under any of the federal student loan programs. Be sure to read the loan application thoroughly and to ask questions about anything that is not understood. If a student fails to pay back his/her loan, the student could go into **DEFAULT**. A defaulted loan could ruin the student's credit rating, jeopardize a tax refund, etc. Taking out a loan is a serious responsibility, and it is the student's responsibility to make sure that he/she understands the amount to be received, the amount that will have to be repaid, and what deferment options are available. Contact the MSC Financial Aid Office or a participating lender regarding any questions. The U.S. Department of Education has created a Student Loan Ombudsman position whose responsibility is to attempt to resolve complaints from loan borrowers. Contact the Financial Aid Office for information on how to contact the Student Loan Ombudsman if you have unresolved problems regarding student loans.

## STATE AID PROGRAMS

**Oklahoma Tuition Aid Grant (OTAG):** This program is administered by the Oklahoma State Regents and provides funds to help college students who are Oklahoma residents meet the cost of college attendance. Priority consideration will be given those eligible students whose applications are received by April 30. Students who complete a FAFSA will automatically apply for OTAG by listing Oklahoma as their state of legal residence, listing an Oklahoma school as their first choice for attendance, and authorizing the federal government to release information to the state and college. Students must demonstrate need and meet other eligibility criteria to receive this grant. Students must enroll in at least 6 credit hours to be eligible. Additional information is available at the MSC Financial Aid Office or by contacting the Oklahoma Tuition Aid Grant Program at (877) 662-6231. Students who are residents of states other than Oklahoma may be eligible to receive assistance from their state agency. Contact the Financial Aid Office for a directory of state agency addresses and phone numbers.

## SCHOLARSHIPS

Murray State College provides campus-administered scholarships representative of the entire college community. The primary funding source utilized in support of these scholarships is the Oklahoma Regents Tuition Waiver Scholarship. Policy for the Oklahoma Regents Tuition Waiver Scholarship is determined by the Oklahoma Regents for Higher Education. Scholarships are limited in number and will be awarded to eligible applicants as long as funding remains available.

The following scholarships are institutional-based aid to students. They may cover tuition only (not fees) up to the amount awarded. These scholarships will be cancelled if the recipients receive assistance that covers tuition through Voc-Rehab, WIA, or other sources. Exact amounts are subject to revision. Students must maintain a grade point average specified by the scholarship. Contact the Financial Aid Office for details.

**President's Scholars Program (PSP).** Limited to students admitted to the Scholars Program. The President's Scholars Program is designed to encourage imaginative thought among talented students. President's Scholars take special classes and attend seminars, as well as perform research in their field. Upon successful completion of the program, President's Scholars graduate "with honors". PSP covers enrollment fees up to \$920.00 per semester. MSCF scholarship is available to cover activity/union fees up to \$260 per semester and books up to \$200 per semester..

Eligibility criteria: Minimum of 21 ACT composite and admission to Scholars Program. Applicants must submit a typed essay of at least 300 words in which the student describes him/herself, with emphasis on the people, places, and experiences that have shaped the student. As part of the description, a significant educational experience is to be discussed.

**Special Talent Program.** Limited to students chosen to represent MSC on special talent teams; Baseball, Basketball, Softball, Art, Drama, Livestock Judging, Cheerleaders. May include a tuition waiver up to \$920 per semester.

Eligibility criteria: Minimum 15 ACT composite, or 2.0 retention/graduation GPA, and selection by sponsor/coach.

**General Academic.** Available to: a) students with a minimum 21 ACT composite or 3.0 retention/graduation GPA; b) Scholastic Contest Winners; c) Valedictorian/Salutatorians of Oklahoma high schools; or, d) elected MSC Student Senate Officers. Covers enrollment fees up to \$640.00 per semester. Recipients must be recommended by the Academic Vice President. Students must declare a major prior to applying for this scholarship.

**Non-resident Applicants.** Contact the Financial Aid Office. Different scholarship values and eligibility criteria apply.

**For additional information on scholarships, loans, grants, and student employment, please contact the Financial Aid Office.**



## MURRAY STATE COLLEGE FOUNDATION PROGRAMS

The MSC Foundation is a non-profit organization dedicated to supporting the college in its endeavors. Through the generosity of Foundation supporters, several programs are offered to students.

The following scholarships are available through the Murray State College Foundation. Some scholarships may have restrictions, such as being available only to sophomore students or majors in certain fields. Students must maintain a 2.5 GPA to receive second semester awards, and sophomores must have an overall GPA of 2.5 to make application. Except where otherwise noted, a student should write to the Murray State College Foundation, One Murray Campus, Tishomingo, Oklahoma 73460, to request an application.

- \*Shearer Scholarship**--Freshmen students with high academic achievement. Amount varies with funding.
- \*\*Bois d'Arc" Beames Scholarship**--Freshmen students with high academic achievement. Amount varies with funding.
- Dora K. Gill Scholarship**--Milburn High School graduate. Application made to Milburn H.S. Superintendent. \$500.00 per semester.
- Noble Agriculture Scholarship**--Amounts vary with funding.
  - I. Two awards to sophomore students majoring in Agriculture & Related Technology;
  - II. Six awards to freshmen students majoring in Agriculture & Related Technology.
- SCSA Agricultural Scholarship**--Sophomore in Agriculture. \$300.00 for one semester only.
- Tom Shaw Scholarship**--Freshman student from Johnston County or Marshall County. \$100.00 per semester.
- Tom Shaw Family Nursing Scholarship**--Sophomore nursing student. \$500.00 per semester for last year in nursing.
- Grigsby Scholarship**--Freshman student from Johnston County with outstanding achievement in 4-H.
- Joe R. Reid Business/Child Development Scholarship**--Restricted to sophomore students with a 2.5 GPA, or greater, majoring in Business or Child Development.
- Veterinary Technology Scholarships**--Sophomore with high academic achievement. Amount varies with funding.
  - I. Veterinary Technology Alumni Scholarship
  - II. Veterinary Technology Crawfish Scholarship
- \*Wallace Sullivan Athletic Scholarship**--Freshman with high academic achievement and who excels in varsity athletics. Amount varies.
- Carlock Nursing Scholarship**--Nursing majors. Amount of grant or loan varies.
- Thelma and Arthur Maguire Endowment Scholarship**--Sophomore with high academic achievement. Must maintain a 3.0 GPA. Amount varies.
- McCrary Scholarship**--Agriculture/Related Technology major. Amount varies.
- Belle Parker Melton Scholarship**--Chickasaw Indian majoring in business. Amount varies.
- MSCFSA Scholarship**--First-time entering freshman whose relative (mother, father, aunt, uncle, etc.) is a former Murray student. \$350.00 per semester.
- Ralph and Nell Benham Scholarship**--Open to second-year students in Engineering Technology. \$350.00 per semester.
- Virgie White Scholarship**--Based upon achievement and interest in public service. Marshall County student preferred. Amount varies.
- Ed and Effie Hanvey Agriculture Endowment Scholarship**--Freshman or sophomore student majoring in agriculture. Amount varies.
- Chickasaw Nation Endowment Scholarship**--Freshman or sophomore student of Chickasaw descent. Amount varies.
- Evelyn and Overton James Endowment Fund**--Available to Physical Therapist Assistant majors. Amount of grant or loan varies.
- Whirlwind Endowment Scholarship**--Available to men and women participating in basketball or baseball. Amount varies with funding.
- Tammy Davis Nursing Scholarship**--Available to nursing students. Amount varies.
- Bessie Bradley and Champ Clark Carney Endowment Scholarship**-- Available to full-time students at Murray State College who exhibit financial need. Amount varies.
- Duard and Elizabeth Stobaugh Pyle Scholarship**--Available to freshmen or sophomore students majoring in engineering/technology with preference given to students who reside in the Johnston County area. \$500.00 one-time award for spring semester.

**Shearer Ranch Endowment Scholarship**—Available to freshmen or sophomore students majoring in agriculture or veterinary technology. Amount varies.

**Southern Oklahoma Memorial Foundation Endowment for Nursing Majors**—Nursing majors with selection based on application criteria. Amount varies.

**John J. and Lovie Cox Stobaugh Scholarship**—Freshmen or sophomore students majoring in business, with preference given to students who reside in the Johnston County area. Fall award only; \$500.00.

**Norman M. Ward Scholarship**—Sophomore students majoring in agriculture or horticulture, with preference given to students who reside in the Johnston or Marshall County area. \$250.00 per semester.

**\*Funding for these scholarships will be available beginning Fall 2006.**

## OTHER FINANCIAL ASSISTANCE

**Bureau of Indian Affairs (BIA)** The U.S. Government, through the Bureau of Indian Affairs, provides annual scholarship grants to Indian students to enable them to attend institutions of higher learning. In order to qualify for an award, a student must be certified by his/her home agency as at least one-fourth or more degree Indian, must be a high school graduate or its equivalent and must be approved for admission by the college. Need must be established and reasonable assurance determined that the student will be successful in completing the college degree program. Any interested student should contact the Financial Aid Office at Murray State College or their tribal representative. Choctaw and Chickasaw tribal deadlines are March 15 for the fall; April 1 for the summer; and October 1 for the spring. Students must complete the FAFSA and submit all required paperwork to Financial Aid before the tribal need analysis form may be completed.

**Benefits for Veterans and their Dependents.** Veterans with at least 181 days continuous active duty, some part of which occurred after January 31, 1955 may be eligible for educational benefits under the Veterans Readjustment Benefits Act of 1966. Children of deceased or totally disabled veterans when injury was service-connected may apply for assistance in college training under Chapter 35, Title 38, United States Code.

Applications for the above benefits should be filed with the Regional Office, Veterans Administration, P.O. Box 8888, Muskogee, Oklahoma, 74402-8888, (or call toll-free 1-800-827-1000) or with other official representatives of the Veterans Administration.

Murray State College is certified by the Oklahoma State Accrediting Agency to the Veterans Administration (VA) as an approved training institution for certain veterans, eligible dependents or survivors and active service members who qualify for federally enacted education benefits administered by the VA.

The MSC Registrar's Office provides general information on application for benefits, available programs, admission and enrollment. A primary function is the certification of student enrollment and attendance to the VA. Students may inquire at the Registrar's Office concerning eligibility.

Initiation and continuation of VA education benefits are accomplished by eligible students through the Registrar's Office. The following information offers general guidelines for current and prospective students. Details and answers to specific questions are provided with assistance as required from the VA Regional office in Muskogee, OK.

1. VA processing of application and issuance of the **first** benefits check require 6 to 8 weeks from the first day of school.
2. The starting date for the payment period of the **first** benefits check is the date when the first term of attendance begins.
3. Advance payment may be made for the **first** term of attendance and must be requested 30 to 60 days before that term begins.
4. Students will obtain official degree plans from their advisors.
5. VA will pay benefits for **only** those courses required for degree completion as shown on official degree plans.
6. Students must provide evidence of planned course attendance to the Registrar's Office, in the form of acceptable PAID class schedules.
7. Certification to VA is made for each 16-week semester, 8-week summer session.
8. VA-eligible students must satisfy the college's regular standards for academic progress, and they must comply with class attendance requirements as defined by individual instructors.
9. Course load, length and type of course, and number of dependents determine the dollar amount of benefits payments. To ensure awareness of course load requirements for fulltime, three-quarter time, one-half time

and less-than- half-time eligibility and payments, obtain information from the Registrar's Office Veterans Affairs' Coordinator at the time of application and at each enrollment.

10. Courses that have been successfully completed in the past may not be repeated for compensation by VA.

The above information is applicable to all students attending Murray under Chapter 31 (Disabled Veterans), Chapter 32 (post-Vietnam "VEAP"), Chapter 35 (Dependents), Chapter 106 (Selected Reserve), Chapter 30 (New GI Bill), and other similar programs administered by the VA.

Information for currently enrolled Veterans:

1. Early enrollment for the upcoming semester and presentation of a paid schedule to the MSC Registrar's Office will facilitate the continuous receipt of benefits, provided the classes taken are required for degree completion.
2. Withdrawals from courses, course additions, or any changes in schedule **MUST BE REPORTED** to the VA Office.
3. Active duty students may not duplicate reimbursement by both Tuition Assistance and VA for the same exact course.

**Vocational Rehabilitation.** The State Board of Education, through the Vocational Rehabilitation Division, offers payment of tuition and other services to students who have substantial employment handicaps, provided the vocational objective selected by the student has been approved by a representative of the Division. Application for such services should be sent to:

**Vocational and Rehabilitation Counselor**  
**1220 North 16th**  
**Durant, OK 74701**

## STUDENT RIGHTS

The student has the right to:

1. Know what financial aid programs are available at Murray State College.
2. Know the deadlines for submitting applications for each of the programs available.
3. Know how financial aid will be distributed.
4. Know how much financial need has been met, as determined by the Financial Aid Office in accordance with federal guidelines.
5. Know what resources were considered in the calculation of need.
6. Know the institution's Return of Title IV Aid Policy.
7. Request examples of return of Title IV aid calculations.
8. Know the Cost of Attendance Budget used to determine financial aid package.
9. Know what portion of the student financial aid received must be repaid and what portion is a grant. If a loan is received, the student has the right to know the rate of interest, the total amount to be repaid, the payback procedures, the length of time allowed to repay the loan, and when the repayment is to begin.
10. Know how the institution determines whether satisfactory academic progress is made, and what happens if it is not.
11. Expect confidentiality.

## STUDENT RESPONSIBILITIES

The student must:

1. Adhere to financial aid policies, deadlines, etc.
2. Complete all application forms accurately and submit them on time to the appropriate office or address.
3. Must attend classes. Students will be required to show proof of regular attendance at the time aid is received using the Attendance Verification Form available at the MSC Financial Aid Office.
4. Must notify the Financial Aid Office immediately if he/she is receiving assistance other than that indicated on the award letter.
5. Must provide correct information on all documentation. In most instances, misreporting information on student financial aid forms is a violation of federal law and may be considered a criminal offense.

## GLOSSARY OF FINANCIAL AID TERMS

**Award** - the amount of aid offered based on need analysis.

**Eligibility** - requirements that must be met in order to receive aid.

**Grants** - money awarded for college expenses which does not have to be repaid.

**Jobs** - part-time work to help pay the cost of education.

**Loans** - money that is borrowed to help pay for education. Loans must be repaid with interest.

**Need** - the amount of aid that can be received according to the following formula: Cost of Attendance - family contribution = need. Unsubsidized Federal Stafford Loans and PLUS loans may be used to replace family contribution unless the student is receiving other assistance.

**Need Analysis** - the process that determines need, beginning with filing the Free Application for Federal Student Aid (FAFSA). After filing, the student will receive a report telling the MSC Financial Aid Office how much aid the student is eligible to receive.

**SAR (Student Aid Report)** - the report the student receives after filing the FAFSA.

**Verification** - the process requiring the student to submit individual and/or parents' financial documents.

**Deferment** - an approved postponement of loan repayments.

**Master Promissory note** - the legal document that details a borrower's rights and responsibilities on a loan program.

## PART IV STUDENT EXPENSES

### GENERAL FEE REFUND POLICY

The refund policy for fees and tuition for students who withdraw from Murray State College is as follows:

During the first two weeks of a regular semester.....	100%
During the first two class days of a summer term.....	100%
During the first two class days of an intersession term.....	100%
Thereafter.....	No refund

\*Any student considering withdrawing from school before the 60% point of the semester may be required to pay back a portion of their Financial Aid. All financial aid recipients planning to withdraw early must see their Financial Aid Advisor before withdrawing from their classes.

Tuition and fees are charged to each student for each semester hour that the student is enrolled. An additional charge is made for nonresidents of Oklahoma (also per semester hour).

For a complete list of current fees, see the most recent Schedule of Classes. All fees are subject to change without notice.

All fees and other obligations must be paid before semester grades or transcripts are issued.

Students withdrawing from school at any time are required to check out through the Counseling Center, the Financial Aid Office, and the Business Office.

Failure to pay all student charges by the end of the semester may result in garnishment of future income tax returns and notification to the appropriate credit bureau of your defaulted account. Accounts not settled with the Business Office may be turned over to an outside collection agency and assessed a \$20.00 delinquent penalty fee.

### LIVING EXPENSES

Room and board charges are assessed to the students account during general enrollment after they have been assigned a room number. Students living in resident housing are required to take their meals in the college dining hall. Students may select from a 15-meal or a 19-meal plan. The college reserves the right to change the meal plan charges at any time if food prices or other factors necessitate. Resident housing students who wish to pay their account in installments must pay one fourth of their total charges before classes begin, and the remainder is to be paid in equal monthly payments. In order for students to pay in monthly payments, they must see the business office during general enrollment. The initial payment must be made at that time. Also, a promissory note must be completed and signed by both the student and the approving business office personnel. Failure to comply with the signed promissory note may result in removal from the Cafeteria meal plan and/or removal from resident housing.

### TERMINATION OF HOUSING CONTRACT BY RESIDENT

After the resident has signed a housing contract with Murray State College Foundation L.L.C., the contract may be terminated by the resident only for official withdrawal from the college or upon graduation. When the resident withdraws from college during the contract period he/she is responsible for room and board charges for that academic term. If the resident re-enrolls during the contract period, the resident shall be subject to the terms of this lease.

Resident will pay total rent in the amount of \$2450 - 15 meal or \$2650 - 19 meal per semester (summer semester cost to be announced) for room and board in advance and without demand, at the Murray State College Business Office on or before payment date, which is the first day of classes or have made other arrangements. Rent unpaid after the due date is delinquent and will authorize all remedies in this lease. If all rent is not paid on or before the due date, resident agrees to pay a late charge of \$30. If the resident moves during the lease period, they shall be responsible for the full lease amount.

### DEPOSIT FOR RESIDENT HOUSING

A \$200 room deposit will be charged to all students living in resident housing. The room deposit, paid prior to enrollment, will reserve a room for the student until the first day of class if a room is available. Students will receive

confirmation of their room reservation by mail. Please contact the Director of Student life (ext. 180) if you do not receive written confirmation by the week prior to arriving on campus. Room deposits, less any damage assessments, will be refunded at the end of the semester or term that the student officially withdraws or graduates. The room deposit is forfeited if the student: a) decides not to attend the institution; b) leaves school prior to the end of a semester; or, c) moves out of resident housing prior to the end of a semester.

Campus housing is closed three times during the academic year: 1) the Thanksgiving break; 2) the break between semesters; and, 3) the spring break. The cafeteria is also closed during these periods. If a student wishes to remain through the holiday period, notification must be given to the Resident Housing Manager.

## **BOOKS, SUPPLIES, & EQUIPMENT**

Books, supplies, and equipment may be purchased through the MSC bookstore, both on campus and at the Ardmore Higher Education Center. Qualified students may have a bookstore charge account created for their convenience. To do this, the student must see the Business Office. Books and school supplies, clothing and novelty items may be charged, but personal and food items may not. Certain forms of aid (such as Vocational Rehabilitation, VA and BIA) have their own requirements, and are subject to those limitations.

Books purchased at the beginning of a semester may be returned for a full refund with an add/drop slip only through the end of the add/drop period. A full refund will only be given for books that can be returned to the publisher or resold as new. Cash will be refunded only with a cash receipt; otherwise, your account will be credited. Only those checking out of school may return books after the add/drop period for end-of-semester prices.

Books will only be purchased by the bookstore on dates and times posted during finals of Fall, Spring, and Summer semesters. A list of the books that will not be bought back will be posted in the bookstore. The listing will be final one week prior to the first day of book buy-back.

All decisions by the bookstore management on condition of books repurchased are final. Books may not be water damaged, have pages missing, or be excessively worn. Books may be written in or have text underlined.

No refund is allowed for supplies and equipment since students may purchase these at areas other than the MSC bookstore. Supplies and equipment are offered through the MSC bookstore for the students' convenience.

## **STUDENT FINANCIAL OBLIGATION**

A student is responsible for dealing with all financial matters related to his/her attendance at Murray State College. Counseling will be provided in financial matters by the Financial Aid Office and/or Business Office. However, all financial obligations must be settled as required by college policy. In the event a student account or loan becomes delinquent, the college will initiate collection procedures in accordance with any applicable local, state, and federal regulations. The college will withhold services from any student who fails to meet his/her financial obligations. Withholding services includes, but is not limited to denial of registration, withholding grades and transcripts, and denial of admittance to classroom and laboratories.

**Any student who has not met or made arrangements to meet his/her financial obligations by the end of the third week of classes will not be permitted to attend class or remain in resident housing.**

## PART V ENROLLMENT

### GENERAL

Registration of students will be held on the days provided in the College Calendar. Students who fail to register on the dates stipulated will be required to pay a late registration fee.

All first-time freshmen are required to take a battery of standardized tests as a part of their registration program.

The last date of enrollment at Murray State College (full or part load) is one week after the beginning of a regular semester and a proportional time for shorter terms. Any exception must be by petition to the Vice President for Academic Affairs and must demonstrate exceptional circumstances.

NOTE: Once a student is enrolled, he/she is responsible for the payment of all tuition and fees unless he/she officially withdraws from class(es) in person or in writing by the 10<sup>th</sup> day of a regular 16-week semester or the 2<sup>nd</sup> day of shorter terms.

Paid students who withdraw from class(es) in accordance with these dates will receive a 100% refund. Non-paid students will receive a 100% credit to their accounts. **Any class withdrawals processed after these dates do not qualify for refunds or credits.**

### CLASSIFICATION OF STUDENTS

A freshman student is one who has less than 28 semester hours. A sophomore student is one who has credit for at least 28 semester hours of work. A full-time student is one who carries at least 12 semester hours during the fall or spring semester and 6 semester hours during the summer term.

### NUMBER OF HOURS PERMITTED

A beginning freshman may enroll for no more than 17 semester hours during the fall or spring semester or 8 semester hours during the summer term unless his/her prescribed courses of study provides for a heavier load. Other students may enroll for a heavier load with the approval of their faculty advisers and the Vice President for Academic Affairs, but in no case will they be permitted to carry a load in excess of 24 semester hours during the fall or spring semester or 12 semester hours during the summer term.

### CHANGE IN ENROLLMENT

During the first week of a regular semester/term and a proportional time for shorter terms, an enrolled student may add/drop classes with the academic adviser's approval.

During the second week of a regular semester/term and a proportional time for shorter terms, an enrolled student may add/drop classes with the academic adviser's approval and the respective instructor(s) approval.

During this add/drop (enrollment adjustment) period (two weeks in a regular semester, and a proportional time for shorter terms), full charges for courses added will be made and full refund for courses dropped will be made. After this add/drop period, refunds will not be made for withdrawal from classes. Refunds will be made for students who are withdrawing from the college (total withdrawals) according to the student fee refund policy.

### ABSENCE

Attending class and being on time are essential to being a successful student. There is no "safe" number of absences. A student who misses only one class, but misses a major examination could find his or her final grade lowered drastically as a result. Thus, it is the policy of Murray State College that students be on time for and attend all meetings of all classes in which they are enrolled. More than one hour absence per course hour enrolled is excessive.

When a student's absences become excessive and the instructor determines that the student cannot achieve a passing grade even if attendance is resumed, the instructor may recommend to the Vice President for Academic Affairs that the student be administratively withdrawn. Students should note that if an administrative withdrawal takes place prior to disbursement of aid, which is normally during the first four weeks of a regular semester and the first two weeks of a summer term, the disbursement will be held until a recalculation of eligibility is completed. After aid disbursement, students who are administratively withdrawn may still be subject to termination or repayment of financial aid received. Any student who is not administratively withdrawn or who does not withdraw him/herself will be maintained on the rolls and assigned the appropriate letter grade at the end of the semester. Students should consult with individual instructors regarding their specific application of the absence policy and review academic and financial aid policy regarding how course withdrawals or course failures affect satisfactory progress.

Absences are either excused or unexcused. With the exception of college-sponsored activities, individual instructors will determine whether an absence is to be excused. An excused absence allows a student to make up, within a reasonable length of time, any course requirement missed because of the absence. An unexcused absence means that a student will not be permitted to make up course work missed as a result of the absence. However, when absences (either excused or unexcused) become so excessive that in the judgment of the instructor the student cannot perform the requirements of the course, the instructor may recommend to the Vice President for Academic Affairs that the student be administratively withdrawn from the course.

## REGISTRATION OF VEHICLES

All vehicles belonging to and/or driven by students must be registered with the Student Affairs Office. A sticker for the rear window will indicate the registration and identify the automobile for parking.

## CREDIT FOR EXTRAINSTITUTIONAL LEARNING

Extracurricular learning (EL) is defined as learning that is attained outside the sponsorship of legally authorized and accredited postsecondary institutions. The term applies to learning acquired from work and life experiences, independent reading and study, the mass media, and participation in formal courses sponsored by associations, business, government, industry, the military and unions. In recognition of the need to evaluate learning that has taken place outside of the formal higher education structure, the Oklahoma State Regents for Higher Education have adopted a policy to address EL.

*(Note: It is not the intent of EL to be individualized study under the direction of MSC instructors. While an instructor can advise a student as to whether he/she may have the knowledge to pass an EL exam, it is not the responsibility of the instructor to provide individualized study.)*

The following items are listed from the State Regents Policy:

1. Students eligible to receive credit for EL must be enrolled or eligible to re-enroll at the awarding institution.
2. EL credit awarded to a student must be validated by successful completion of 12 or more semester hours at the awarding institution before being placed on the student's official transcript. An institutional policy exception to this provision must be requested by the institution and approved by the State Regents.
3. State System institutions awarding credit for EL must validate credit on a course-by-course basis. The following publications and methods are acceptable for validating EL for awarding credit:
  - a. American Council on Education (ACE) *Guide to Evaluation of Educational Experiences in the Armed Forces*,
  - b. ACE *National Guide to Educational Credit for Training Programs*,
  - c. ACE *Guide to Credit by Examinations*,
  - d. New York Regents *College Credit Recommendations: The Directory of The National Program on Noncollegiate Sponsored Instruction (PONSI)*,
  - e. College Entrance Examination Board Advanced Placement Program (CEEB/AP),
  - f. Degree-relevant EL credit awarded and transcribed by other accredited institutions, as well as credit transcribed by ACE on the Army/ACE Registry Transcript System (AARTS) and the Registry of Credit Recommendations (ROCR),
  - g. Individual portfolios using Council for Adult and Experiential Learning (CAEL) or other standardized guidelines,
  - h. "Higher Level" courses in the International Baccalaureate program,
  - i. Institutionally prepared examinations,



- j. Other publications as recommended by the American Council on Education.
4. Neither the American College Testing program's assessment battery nor the Scholastic Aptitude Test of the College Entrance Examination Board shall be utilized by State System institutions for the awarding of credit.
  5. Credit awarded for EL may be applied to a degree program subject to meeting the requirements of the institution conferring the degree.
  6. Credit awards (number of semester hours and level) shall not exceed the recommendations of the American Council on Education.
  7. Examination scores, used to validate EL, must meet or exceed the minimums recommended by the American Council on Education for national examinations, at least a four (on a seven-point scale) in the Higher Level course in the International Baccalaureate program, and a grade level of C or better for locally developed examinations. Cutoff scores for locally constructed and locally administered examinations shall be established by means of standard setting examinations
  8. Institutional validation procedures should be weighted in objectivity versus subjectivity to the extent that external evaluators would reach the same conclusion given the material reviewed. Methods to be used to establish credit may include comprehensive papers and structured comprehensive oral examinations with competency based questions.
  9. Institutions may award credit for EL only in those courses or program areas for which they are approved to offer by the Oklahoma State Regents for Higher Education. Institutions shall assign their own course title and number to the credit awarded. The neutral grade of pass (P) will be utilized to designate credit awarded for EL. Conventional letter grades shall not be used. All credit entries for EL shall be appropriately identified on the transcript.
  10. Institutional charges for evaluating EL, by means other than nationally developed examination, shall be based upon the actual costs of administering the evaluations. Charges for administration and recording of credit based on nationally developed examinations shall be at the rate established by the national testing agency for the particular test. No other charges shall be made for the administration or recording of this credit.
  11. Credit for EL, once recorded at a State System institution, is transferable on the same basis as if the credit had been earned through regular study at the awarding institution.

An application for EL credit is available in the Office of the Vice President for Academic Affairs.

It is the responsibility of the student to arrange for a test date with the instructor for locally developed tests, the CLEP (College Level Examination Program) information, or the Nursing Director for NLN (National League of Nursing) tests.

If a student is enrolled in the course for which he/she successfully completes an extracurricular learning exam, the student should follow the appropriate procedure for withdrawal from the course.

**NOTE:** There is no refund for such course withdrawal unless it occurs during the enrollment adjustment period (first two weeks in a regular semester/one week in a summer term).

## CLEP EXAMS

As listed in the table below, Murray State College will award credit for CLEP (College Level Examination Program) exams taken at a national testing center. Southeastern Oklahoma State University is the National CLEP center for Southern Oklahoma. You may contact the SOSU testing center at (580) 745-2452.

<b>CLEP EXAMS</b>			
<b>Subject Examination</b>	<b>MSC Course Equivalence</b>	<b>Minimum Score**</b>	<b>Number of Credit Hrs.**</b>
Principles of Accounting	ACC 2103 & ACC 2203	55	6
Calculus with Elementary Functions	MTH 2215	61	5
College Algebra	MTH 1513	52	3
College French I	FRE 1113	46	3
College German I	GER 1113	47	3

	SPA 1113	47	3
College Spanish I	SPA 1113 & SPA 1223	50	6
	BIO 1114	50	4
General Biology	ZOO 1114 or BOT 1114	60	4
General Chemistry	CHM 1114 & CHM 1214	50	8
Intro Psychology	PSY 1113	50	3
Intro Sociology	SOC 1113	50	3
Principles Of Macroeconomics	ECO 2113	50	3
Principles Of Microeconomics	ECO 2123	50	3
Trigonometry	MTH 1613	58	3
English Composition with Essay*	ENG 1113	50	3
College Mathematics	MTH 1413	55	3

\*Students who take the CLEP Examination for English Composition must take the National Exam with Essay.

\*\*The minimum score and number of credit hours are based on the American Council of Education (ACE) recommendations.

## WITHDRAWAL FROM COURSES

Students may withdraw from a course during the enrollment adjustment period (first ten days of a regular semester, a proportional time for shorter terms) and no record of the course is indicated on the transcript. Permission of the academic adviser is required. Students will receive a full refund for withdrawing from a course during this enrollment adjustment period.

After the enrollment adjustment period and any time prior to the end of the eleventh week of a regular term and a proportional time for shorter terms, a student may withdraw from a course with a grade of "W." Permission of the academic adviser and instructor is required.

A student withdrawing from a course after the eleventh week of a regular term or a proportional time for shorter terms will receive a grade "W" or "F," depending on the student's standing. Permission of the instructor, academic adviser, and Vice President for Academic Affairs is required.

No course withdrawals are permitted during the last two weeks of a regular term or a proportional time for shorter terms except complete withdrawals from the college **unless** extraordinary circumstances are documented and approved by the Vice President for Academic Affairs. A student who stops attending a course(s) and does not officially withdraw from the course(s) will receive a failing grade in the course(s).

After the enrollment adjustment period, there is no refund made for the withdrawn courses.

## WITHDRAWAL FROM COLLEGE

If a student finds it necessary to withdraw from college before the completion of the semester in which he/she is enrolled, he/she must fill out the official withdrawal form in the Counseling Center. All financial obligations to the college must be met. The student may withdraw from one course or all of his/her courses according to policy explained under "Withdrawal From Courses." Dropouts without official withdrawal from college will result in grades of "F".

End of the year checkout procedures begin in the Counseling Center for all students. To qualify for any refunds of deposits, a student must complete this procedure.

## HONORABLE DISMISSAL

A departing student is given an honorable dismissal when all obligations to the college are discharged, such as payment of all indebtedness for fees, library books, damages to school property, or any other type of indebtedness.

## STUDENT EDUCATIONAL RIGHTS AND PRIVACY

In accordance with the Family Educational Rights and Privacy Act (FERPA-also known as the Buckley Agreement), students of Murray State College (MSC) are guaranteed certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day MSC receives a request for access. (Exceptions to the right to inspect and review records are: a) confidential letters and statements of recommendation –regarding admission, application for employment, or receipt of an honor or honorary recognition –if the student has waived his or her right to inspect and review those letters and statements; and b) financial records of his or her parents.)

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. Positive identification of the student shall be required prior to examination of records. The MSC official will make arrangements for access and notify the student of the time and place where the records may be inspected. The student is not guaranteed the right to seclusion in examining the records or the right to remove any records. If the MSC official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask MSC to amend a record that they believe is inaccurate. They should write the MSC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If MSC decides not to amend the record as requested by the student, MSC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests. A college official is a person employed by MSC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom MSC 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 disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

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

4. The right to refuse the release of directory information.

If the student chooses to exercise that right, he/she must appear in person in the Office of the Registrar by the tenth class day in the fall or spring semesters, or the fifth class day in the summer term, and sign a form stipulating that information not be released.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MSC to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

## RELEASE OF STUDENT INFORMATION

In accordance with FERPA, prior consent of the student is not required to release directory information. Directory information is a category of information and does not refer to a publication known as a "Directory." Students have the right to refuse the release of directory information as explained above.

Information that MSC has declared to be directory information is listed below:

Student's name, address, telephone number, electronic mail address, date and place of birth, photographs, participation in officially recognized activities and sports, field of study (major), honors and awards, weight and height of athletes, enrollment status (full-, part-time), dates of attendance, most recent previous school/college attended, classification, degrees and awards received and dates of receipt, and anticipated date of graduation based on completion of hours.

FERPA requires the signed and dated consent of the student for the release to anyone (including parents) with the following exceptions: a) other college officials within the educational institution who have legitimate educational interests; b) to Federal, State and local authorities conducting an audit, evaluation, or enforcement of education programs; c) in connection with a student's application for, or receipt of financial aid; d) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; e) accrediting organizations; f) parents of a dependent student upon proof of dependency (exclusive of international students); g) to comply with a judicial order or lawfully issued subpoena; h) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons; i) directory information; j) results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies; and l) disclosure to the parent of a student under 21 years of age if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without written consent of the student.

## PART VI

# SERVICES TO STUDENTS

## ASSESSMENT

The Oklahoma State Regents for Higher Education have established policy that requires assessment of all students upon admission to the college and when they are at, or near, completion of their program of study.

Murray State College is an "open-door" institution and no Oklahoma resident will be denied admission on the basis of test scores; however, the entry assessment scores are used to assist academic advisors and counselors with enrolling students in classes for which their prior academic experience has prepared them.

Prior to enrollment, the prospective student should participate in standardized testing, such as the ACT, which would indicate the level of his/her academic achievements, and his/her potential for academic learning. For those students who have not participated in such testing, the College will provide diagnostic testing prior to finalizing enrollment.

Exit assessment scores are used to measure the academic gain achieved during the student's time in college. This information is useful to both the student and the college in planning for the future. Potential graduates with no more than six transfer hours are **required** to take the exit assessment (CAAP--Collegiate Assessment of Academic Proficiency) during their final semester. Testing date(s) are listed in each semester class schedule.

The exit assessment scores can, at the request of the student, be forwarded to the college of choice so the student does not need to take the mid-level assessment required by four-year institutions.

Student participation in the assessment process is an important part of the educational experience. Contact the counseling staff for further information.

## PERSONAL AND ACADEMIC COUNSELING

Each student is assigned to a faculty member who will serve as that student's major adviser. For those students who do not have a declared major, a member of the counseling staff will be their assigned adviser. The counselor/adviser takes a special interest in the welfare of his/her advisee and endeavors to assist the student in attaining academic success as well as assisting in the student's growth as an individual outside of the classroom. All students, regardless of major, are welcome to utilize the Counseling Center, which is located in the Library/Science Building. The staff is available to all students who might have concerns in academic and vocational areas as well as providing personal counseling. The Counseling Center also offers a variety of diagnostic inventories in areas ranging from career and academic interests to study habits.

## STUDENT ORIENTATION

All first-time, full-time, on campus freshmen students seeking a degree or certificate are required to enroll in the student orientation program. The program provides the college and student with information essential to improved chances for student success in a program of study. The orientation program awards one semester hour of credit for those students completing the program. The orientation program provides for faculty interaction, and assists students in understanding the college environment. Students gain a better understanding of expectations of college faculty and come to better know the services and personnel available to them at the college.

## STUDENT DISABILITY SERVICES

Students requiring accommodations and/or assistance due to a disability should contact either the on-campus Counseling Center, Room 103, Library Science Building or the MSC Counseling Center at the Ardmore Higher Education Center. The student will be required to provide supporting documentation from a qualified professional evaluator. MSC complies with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973.

## CAREER GUIDANCE

Many students entering Murray State College have not determined a major field of study. The goal of career guidance is to provide opportunities for students to explore and select a career which best meets their needs, interests, and abilities. The Counseling Center helps students explore their educational goals through: 1) career and personal interest inventories; and, 2) personal career counseling.

## LIBRARY/LEARNING RESOURCE CENTER

The Library/Learning Resource Center (LRC) is a comfortable facility that maintains an appropriate learning atmosphere. A friendly, knowledgeable staff is available to help students use library resources and services effectively. The Library/LRC is one of the salient features of Murray State College. (Library Ext. 207). An Online Public Access Catalog (OPAC) ([mscok.edu](http://mscok.edu), click on Library) may be used to locate library materials and Internet access to periodicals and other databases is available. In addition to the many books in the library, there are over 200 current magazines and journals with back issues for some titles dating back to the 1940's. Local and national newspapers are available. The LRC maintains a fine collection of non-print materials: videocassettes, CD-ROMs, etc., for student use. A microfiche reader/printer and photocopying services are also available.

The Help Center (incorporating the former Writing Center) located in the Library/LRC offers free tutoring services by a staff of professional tutors in a variety of subject areas including writing, math, science, liberal arts, and business. Microcomputers with Internet access are available for student use.

## SUBSTANCE USE/ABUSE COUNSELING SERVICES

The Counseling Center provides referral services for students. Murray State College has adopted a drug-free campus policy (Public Law 101-226). A copy of this policy is available from the President's Office.

## THE MURRAY STATE COLLEGE STUDENT RETENTION PROGRAM

Murray State College (MSC) initiated an intensive college-wide retention program in the fall semester of the 1985-86 academic year. The four areas of the retention program provide students assistance in adapting to the demands of college. The goal is to retain the largest possible enrollment of successful students.

**1. College-Wide Student Assessment:**

Student Assessment is designed to assure that all new students will be assessed by diagnostic testing for appropriate placement in college curricula.

**2. Transition Curriculum:**

The Transition Curriculum consists of the following basic skills courses: College Reading I, 3 hrs.; Basic English I, 3 hrs.; Introductory Math, 3 hrs.; Beginning Algebra, 3 hrs.; Intermediate Algebra, 3 hrs.; and, New Student College Orientation, 1 hr. The Transition Curriculum is designed to provide the student with preparation in the basic skills necessary to perform college work.

**3. Social Integration of Students:**

Social events and activities are scheduled to enhance student involvement on campus.

## STUDENT SUPPORT SERVICES

The office of Student Support Services is a federally funded program designed to assist eligible students with their academic endeavors. The program's goal is to improve the retention and graduation rate of eligible students. Services offered include academic advisement, career and personal counseling, study skills workshops, and transfer assistance.

To meet the eligibility requirements, you must: 1) be enrolled as a MSC student; 2) have an academic need; and, 3) belong to one of the following groups: a) first-generation college student (neither parent has a 4-year college

degree); b) financially disadvantaged (as determined by federal guidelines); or, c) have a documented disability. For more information, call (580) 371-2371, extension 203, or come by the Student Support Services office.

## **VOLUNTARY HEALTH PROGRAMS**

Voluntary programs of student health protection are made available by insurance companies. This protection is designed to meet the needs of both single and married students in case of serious illness or accident. The programs provide "year-round" protection to students both during school terms and summer vacations and are available to students at a special, very low cost. Information concerning these voluntary programs is available in the Business Office.

## **HOUSING REQUIRED RESIDENCE**

1. All unmarried students are required to live in college housing as long as resident housing rooms are available on the main campus. This requirement will not apply to unmarried students who:
  - a. live with parents or relatives in Tishomingo.
  - b. commute from a place of residence (parents or relatives outside of Tishomingo).
  - c. have a financial need to work for room in lieu of paying rent. Approval for this arrangement must be obtained from the Student Life Coordinator.
  - d. live in approved student cooperative houses.
  - e. have a medical condition which could be aggravated by their living in the dorm. (This condition must be certified by a medical doctor.) Approval shall be petitioned with the Student Life Coordinator.
  - f. are 21 years of age or older.
2. Before a student moves from the place of residence for which approval was given during enrollment, clearance through the Student Life Coordinator is required.
3. All foreign students, regardless of age, will be required to live in College housing with the exception of those who are married and living with their spouse.

The resident housing program at Murray State College is based on the belief that students are seeking a total education, and that the experiences they have in the resident housing contribute to that total education. It is in the resident housing that one integrates classroom experiences with beliefs and activities, learns to live with others, and in the process learns about oneself.

The housing program has developed over a number of years and has as its goal making the resident housing experience meaningful and rewarding. This is made possible through the efforts of a specially trained and selected staff which works with students.

After the resident has signed a student housing contract, the contract may be terminated by the resident only for official withdrawal from the college or upon graduation. When the resident withdraws from college during the contract period he/she is responsible for room and board charges for that academic term. If the resident re-enrolls during the contract period, the resident shall be subject to the terms of this lease.

Resident will pay total rent in the amount of \$1620 each fall/spring semester (\$3240 year) for a four bedroom student housing room in advance and without demand, at the Murray State College Business Office on or before payment date, which is the first day of classes. Rent unpaid after the due date is delinquent and will authorize all remedies in this lease. If all rent is not paid on or before the due date, resident agrees to pay a late charge of \$30. If the resident moves during the lease period, they shall be responsible for the full lease amount.

## **MENINGOCOCCAL COMPLIANCE REQUIREMENT FOR STUDENTS LIVING IN RESIDENT HOUSING**

Oklahoma Statutes, Title 70 §3244, requires that all students in any public or private postsecondary educational institution in this state who reside in on-campus student housing shall be vaccinated against meningococcal disease.

Information handouts are provided to any student indicating an interest in resident housing, on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine. The statute requires compliance by all students prior to moving into resident housing.

The statute permits the student or, if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of the vaccine, and has chosen not to be or not to have the student vaccinated.

## **TRANSFER SERVICES**

The Counseling Center maintains current catalogs from Oklahoma four-year universities plus some from surrounding states. The Counseling staff will assist those students wanting to transfer to a university after completing their program at Murray. Representatives from Oklahoma universities will be on campus at various times throughout the academic year to answer questions of students.



## PART VII

# STUDENT ACTIVITIES AND ORGANIZATIONS

### GENERAL

Many of the most beneficial experiences and lasting impressions in college are those acquired in extra-class activities (hereafter referred to as student activities). MSC endeavors, therefore, to provide a variety of student activities. All student activities must have the approval of the Student Life Coordinator and be sponsored by a member of the faculty. Any funds collected by student organizations must be deposited with and dispensed through the college Business Office.

### ORGANIZATIONS

All student organizations are required to operate under constitutions which conform to the educational objectives and administrative regulations of the college. The Student Government Association is the chartering body for new organizations.

**Student Government Association (SGA).** The student body organization of Murray State College each year elects a Student Government Association to represent it in school affairs. The SGA is composed of a president, a vice-president, parliamentarian, a secretary and a treasurer, elected from the student body at large; and a representative from each of the recognized campus organizations or clubs.

All representatives and officers of the SGA are required to maintain good standing in order to be continued as representatives.

The SGA is empowered to: recommend any rules necessary for the betterment of the College; grant charters to clubs and organizations; and, sponsor and supervise many matters concerning extra-curricular activities of the College.

### ACADEMIC ORGANIZATIONS

**Phi Theta Kappa.** Phi Theta Kappa is the national Honor Society for junior colleges. To become a member of Phi Theta Kappa, a student must meet the following standards: 1) a grade-point average of 3.5 or above; 2) must have completed not fewer than twelve semester hours of work leading to an Associate Degree; 3) must be an MSC campus student or enrolled at the Ardmore Higher Education Center through MSC; 4) no grades for courses taken at another institution may be considered when determining membership eligibility; and, 5) grades for courses completed at MSC more than five years prior to present enrollment will not be used for membership eligibility. Final selection for membership in the organization is made by faculty committee whose selection is based not only on the scholastic requirement but also on qualities of character and leadership. Invitations to join are extended twice each year, during the fall semester and during the spring semester.

**Sigma Phi Alpha.** Students interested in Music and Art maintain an active organization on the campus. This organization presents recitals during the school year, usually before the Christmas holidays and during the spring semester. Additionally in the spring, Sigma Phi Alpha, in the spring, sponsors Fine Arts Week and arranges the annual art show. The Murray musical groups present concerts and entertainments both on and off campus during the year as well as making concert tours.

**Alpha Beta Gamma.** The Lambda Chapter of Murray State College is a member of Alpha Beta Gamma is a National Business Honor Fraternity for junior colleges established to recognize and encourage scholarship among college students in business curricula. To be eligible for membership, a student must meet the following criteria: 1) be a declared major within the Business Division – Business, Management, Computer Science, or Computer Information Systems; 2) have completed a minimum of 40 credit hours toward a degree; and, 3) have an overall academic excellence of 3.5 GPA or higher. Final selection for membership in the organization is made by Business Division faculty whose selection is based not only on the scholastic requirement but also on qualities of character and leadership. Invitations to join are extended once each year during the spring semester.

**President's Scholars Program.** The President's Scholars Program was organized in 1984 for the purpose of identifying and allowing academically gifted students to know and work closely with each other, to provide them with the extra opportunities for developing the study and learning skills necessary for academic success, and to expose them to cultural, educational, and research experiences beyond those received by the ordinary college student.

Students participate in honors English courses, bi-weekly seminars, and honors option research projects. Guest speakers, films, debates, and panel discussions enliven the seminars.

Each semester, the group takes cultural and educational field trips related to that semester's topic. Each trip is designed to be academically and culturally enriching as well as enjoyable.

**Delta Psi Omega.** Delta Psi Omega is the national honorary fraternity for people interested in theater. The main purpose is to stimulate interest in dramatic activities, and to secure all the advantages of a large national honorary fraternity. Delta Psi Omega develops theater related projects and provides many services for the production program.

## SOCIAL ORGANIZATIONS

**Characters' Club.** The Characters' Club is an organization dedicated to furthering drama and art on campus. It is Characters' Club's goal to broaden theatrical and artistic awareness on campus by helping with the two plays and eight art shows each academic year. Any student -- full- or part-time -- can be a member of the club, and assist in decisions regarding activities such as trips, dances, carnivals, etc.

**Student Nurses Association.** All students enrolled in nursing courses are eligible for membership in the association which is a constituent of the Oklahoma Nursing Student Association. The purpose of the organization is to help prepare the student for assumption of professional responsibilities.

**Murray State College Association of Veterinary Technicians.** All Veterinary Technology students are members of the MSC AVT. This organization promotes continuing education and community services in the field of Veterinary Technology thereby stimulating group activities and student morale.

**Physical Therapist Assistant Student Association.** All students enrolled in the technical phase of the Physical Therapist Assistant (PTA) program are eligible for membership. The purpose of the organization is to promote the enrichment of education and social activities of the PTA student.

**Business and Information Technology Society.** The purpose of BITS is to promote professional, educational and social activities among business students with special emphasis on qualities of leadership. Students in all areas of business (administration, management, office technology, educational, computer) are encouraged to participate.

**Clubs.** Among other active clubs on campus are the Child Development, Collegiate FFA, Gunsmithing, Resident Housing Council and Murray Athletic Club.

## ATHLETICS

Recognizing the almost universal popularity of competitive sports and the desirability of providing opportunities for physical development and expression, Murray College offers a well-rounded program of intercollegiate and intramural sports as well as classroom instruction in Physical and Health Education.

All athletics, interscholastic and intramural, are under the direction of specially trained members of the faculty.

Pursuant to the Equity in Athletics Disclosure Act (IASA, Section 360B(b) (7) and (34 CFR Part 668, Sections 668.41 and 668.48) Murray State College provides data on participation rates, financial support, and other information on intercollegiate athletic programs to students, parents, and the general public. The report will be available in either the MSC Athletic Department or the MSC Business Office after October of the current year.

## ALUMNI ASSOCIATIONS

**Former Students Association.** The Former Students Association includes both graduates and other former students of Murray State College. An annual meeting is held each year.

**Nurses Alumni Association.** All graduates of the nursing program are members of the association. The purposes of the association are to stimulate continuing education and to foster continued communication among the graduates and with the nursing program.

**Veterinary Technician Alumni Association.** Graduates of the Veterinary Technology program are members of the alumni association and as role models promote Veterinary Technology career enrichment projects.

## PART VIII GRADES

### GRADES AND GRADE POINTS

Instructors submit grades at mid-term and at the end of each semester. Instructors determine the grade point average earned to that point in time and translate the scale into the appropriate letter grade. Students must log into their IQ Web account to view and/or print grade reports. Mid-term grades are advisory only. At the end of each semester, final grades are recorded on a student's official transcript.

Grades at Murray State College and what they represent are as follows:

A	Excellent..... 4 grade points per credit hour
B	Good..... 3 grade points per credit hour
C	Average..... 2 grade points per credit hour
D	Poor..... 1 grade point per credit hour
F	Failure..... 0 grade point, no credit hours. An "F" is calculated into the GPA.
P	Passing.....Indicates hours earned, no grade points. It does not contribute to GPA.
I	Incomplete.....No grade points. Used at the instructor's discretion, an "I" indicates the student is passing and has completed a substantial portion of the course work but has been unavoidably detained from completion of the course. The student has 30 days to make written arrangements with the instructor to satisfy all course requirements. After requirements are satisfied, the instructor submits a change of grade to the Registrar. "I" grades that are not changed remain as a permanent "I" and will not contribute to GPA.
S/U	Satisfactory/ Unsatisfactory...Reserved for courses that do not count toward graduation or retention GPAs (i.e. PE activity courses and 0-level courses).
AU	Audit.....Students enrolled to audit a course will receive the grade of "AU." It does not contribute to GPA.
W	Withdrawal..... No credits or grade points; indicates official withdrawal. <sup>1</sup>
AW	Administrative Withdrawal..... No credits or grade points, GPA neutral. Grades of "AW" must be approved by the Vice President for Academic Affairs to indicate that a student has been "involuntarily" withdrawn for disciplinary or financial reasons or inadequate attendance. <sup>2</sup>
N	Not Reported.....An "N" grade is used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.

### REMEDIAL COURSES

<sup>1</sup>No record of a course is indicated on a transcript if the student withdraws during the add/drop period (first 10 days of a regular semester and a proportional time for shorter terms). Permission of the academic adviser is required for this withdrawal.

Students will receive a grade of "W" who withdraw after the 10th class day and until the end of the 11th week of a regular semester and a proportional time for shorter terms. Permission of the instructor and the academic adviser is required for this withdrawal.

Students withdrawing after the 11th week of a regular semester and a proportional time for shorter terms will receive a grade of "W" or "F," depending on the student's standing. Permission of the instructor, academic adviser, and Vice President for Academic Affairs is required for this withdrawal. A grade of "W" is GPA neutral; a grade of "F" is calculated into the GPA.

<sup>2</sup>Administrative withdrawals due to inadequate attendance may be assigned (with the appropriate approval) at any time the determination is made that a student cannot achieve a passing grade even if attendance is resumed. Students should note that any withdrawal can result in termination or repayment of financial aid received.

Any course with a number that begins with zero (0) is a remedial, pre-collegiate course designed to prepare students for collegiate-level course work. Collegiate-level credit is not awarded for completion of such courses and, thus, cannot be applied toward graduation.

No remedial courses are calculated in the retention, graduation, or cumulative grade point averages. No remedial courses apply toward graduation.

Students who receive Title IV financial aid must complete remedial courses within the first 24 hours attempted.

## **SCHOLARSHIP REQUIRED OF REPRESENTATIVES**

Students representing the college through participation in any college sponsored "Special Talent" activities; i.e., collegiate athletics, cheerleading, judging teams, dramatic productions, etc., are required to maintain either a term or a retention/ graduation grade point of not less than 2.0 unless the activity has an external governing agency. If the activity has an external governing agency, the GPA eligibility criteria for that agency will be applied. Grade point will be confirmed at the end of each semester.

Students participating must meet all requirements set by the local, state, or national governing bodies of their particular activities.

## **TRANSFER OF CREDITS**

Credits earned at this college are fully transferable to other educational institutions. The student is advised to consult the catalog of his or her selected senior college in order to enroll in appropriate courses required by that college. Semester hours applicable toward a degree at senior colleges usually total 64 hours.

## **TRANSCRIPTS**

Limited copies of transcripts of a student's college record will be issued without cost to the student upon their written request.

## **ACADEMIC STANDING (RETENTION STANDARDS)**

A grade point average (GPA) of at least 2.00 is required for graduation from Murray State College. A student who fails to meet the following requirements will be placed on academic probation:

<u>Hours Attempted:</u>	<u>Retention GPA:</u>
0-30	1.7
Greater than 30	2.0

Freshman students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice.

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

A student may appeal academic suspension for immediate reinstatement by submitting a written request to the Admissions and Residence Committee within three days of notification of suspension. The written appeal must document extraordinary personal circumstances. Students whose appeals are denied and other suspended students may, after one regular semester (fall or spring), petition the Admissions and Residence Committee for readmission on probation. Suspended students can be readmitted only one time. Students readmitted on academic probation must maintain a 2.0 GPA each semester or meet the minimum standard required as listed above or be suspended again. Should a reinstated student be suspended a second time, he/she cannot return to Murray until such time as he/she

has demonstrated, by attending another institution, the ability to succeed academically by raising his/her cumulative GPA to the retention standards.

## REPEATED COURSES

A student has the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of 4 courses or 18 credit hours but not to exceed 18 hours in courses in which the original grade earned was a "D" or "F." The first attempt shall be recorded on the transcript with the earned grade. The second course with its grade will be listed in the semester earned. The Explanation of Grades section of the transcript will note that only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs. Students repeating courses above the first 4 courses or 18 credit hours of "Ds" or "Fs" repeated may do so with the original grades and repeat grades averaged.

## GUIDELINES FOR REQUEST FOR ACADEMIC REPRIEVE

A student may request an academic reprieve according to the following guidelines:

1. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
2. Prior to requesting the academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all subsequent regularly graded course work (minimum of 12 hours) excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
3. The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, MSC may choose to reprieve only one semester.
4. The student must petition for consideration of an academic reprieve by submitting a written request (with an accompanying transcript) listing which semester(s) are being requested for reprieve and outlining extenuating circumstances that resulted in poor grades. The request must be submitted to the Vice President for Academic Affairs for review and action.
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.
6. The student may not receive more than one academic reprieve during his/her academic career.

For students receiving academic reprieve:

1. The explanation of grades section of the transcript will note the courses and semester(s) reprieved.
2. The transcript will reflect the retention and graduation GPAs excluding reprieved courses/semesters.
3. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.

**Note:** Students who receive a reprieve and who plan to transfer to another college/university should be aware that the receiving institution has the **option** of honoring the academic reprieve received at MSC.

For students who transfer to MSC from another State System institution, MSC has the **option** of honoring course work/semesters reprieved at that institution. The Academic Council Subcommittee for Review of Academic Reprieve Requests will make that determination.

## GUIDELINES FOR REQUEST FOR ACADEMIC RENEWAL

A student may request an academic renewal according to the following guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request.
2. Prior to requesting the academic renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (minimum of 12 hours) excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
3. The request will be for all courses completed before the date specified in the request for renewal.
4. The student must petition for consideration of an academic renewal by submitting a written request (with an accompanying transcript) listing which semester(s) are being requested for renewal and outlining extenuating circumstances that resulted in poor grades. The request must be submitted to the Vice President for Academic Affairs for review and action.
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.
6. The student may not receive more than one academic renewal during his/her academic career.

For students receiving academic renewal:

1. The explanation of grades section of the transcript will note the courses and semester(s) renewed.
2. The transcript will reflect the retention and graduation GPAs excluding renewed courses/semesters.
3. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.

**Note:** Students who receive a renewal and who plan to transfer to another college/university should be aware that the receiving institution has the option of honoring the academic renewal received at MSC.

## **SATISFACTORY PROGRESS IN NURSING COURSES**

Students enrolled in nursing courses must maintain a 2.0 grade point average for each nursing course and in specified support courses, in order to enroll in subsequent nursing courses and in order to graduate (see Nursing brochure and degree plan).

Nursing courses are comprised of theoretical study and clinical laboratory experience. A satisfactory standard of performance must be maintained in both portions of each nursing course. No student who has unsatisfactory clinical performance will be given a 2.0 or above grade.

## **SATISFACTORY PROGRESS IN THE PHYSICAL THERAPIST ASSISTANT PROGRAM**

Students enrolled in physical therapist assistant (PTA) courses must maintain a 2.0 grade point average for each PTA course in the second year or technical phase of the program in order to enroll in subsequent PTA courses and in order to graduate.

## **SATISFACTORY PROGRESS IN THE VETERINARY TECHNOLOGY PROGRAM**

Students enrolled in the Veterinary Technology Program must obtain a grade no lower than a "C" in all Veterinary Technology courses as well as Chemistry, CHM 1114, in order to enroll in subsequent Veterinary Technology courses. A "C" or higher must be obtained in Microbiology, MIC 2224, in order to graduate (see degree plan).

Students who do not satisfactorily complete any veterinary technology course for any reason must apply for readmission into the program.

## **HONORS AND AWARDS**

**Who's Who at Murray State College.** Students who qualify for this award must be currently enrolled, full-time students who have completed at least one year as full-time students at Murray State College. They must have earned at least a 2.25 grade-point average in work taken. Nomination is made by the faculty and final selection is determined by the Heads of Departments serving in committee.

**President's Honor Roll.** To qualify for this award, which is made each regular semester, a student must be enrolled in a minimum of twelve credit hours of collegiate level course work and must have received no grade lower than an "A".

**Dean's Honor Roll.** This award, also granted each regular semester, is given to students enrolled in a minimum of twelve credit hours of collegiate level course work who have no grade lower than a "B".

**President's Scholars.** To participate in this honors program at MSC, the student must be admitted to the President's Scholars Program, execute all program requirements satisfactorily, and maintain a 3.25 GPA.

**Special Awards.** Students graduating with honors (see "Graduation with Honors") and those with a 4.0 GPA are recognized each year at Commencement. Plaques, etc. are mailed to recipients after Registrar's verification of final GPA.

Students most outstanding in activities are recognized at the annual Honors and Awards presentation.



## PART IX REQUIREMENTS FOR GRADUATION

### GENERAL EDUCATION REQUIREMENT

Murray State College's curriculum is designed to provide the general education needed to produce literate, informed, and involved citizens. It provides training in written and oral communication skills, critical thinking, and knowledge about the history and political system of the United States, and of world culture. It exposes the student to literature, and to the visual and performing arts. It grounds students in the basic mathematical, scientific, and computer skills necessary to function in the modern world. General Education curriculum at Murray State College emphasizes the development of critical thinking skills and writing-across-the-curriculum.

The College's Mission Statement and Functions statement on page 4 of the college catalog and its Requirements for Graduation on pages 47 and 48 provide more specific information about the general education goals and requirements of Murray State College.

### CHECKLIST FOR AAS DEGREE REQUIREMENTS

**Minimum Credit Hours: 60 (Some programs require up to 71 hours)**

**Minimum Retention/Graduation GPA: 2.00**

**Minimum of 15 of last 21 hours must be taken with MSC**

#### Section A: General Education Core Requirements (Credit Hours: 19-20)

Area 1: Communications..... 6 hours

This must include ENG 1113 Eng Comp I  
And one course from the following:  
ENG 1213 Eng Comp II OR  
SPC 1113 Fund. of Speech OR  
ENG 2113 Technical Report Writing

Area 2: U. S. History (HST 1483 or 1493) ..... 3 hours  
& Am. Fed. Govt. (GVT 1113) ..... 3 hours

Area 3: General Electives 6 hours  
See specific program curriculum; these general electives are listed as transferable on the State System Course Equivalency Project matrices.

Area 4: Humanities .....1 hour  
HUM 1111 or any humanities course listed in the AA or AS general education requirements will satisfy this requirement.  
Business & Computer Technologies majors may also complete:  
BUS 2841 Contemporary Business Issues  
Engineering Technology majors must complete:  
ET 2111 Technician Development

Area 5: Orientation .....1 hour  
First time college students who attend full-time on campus are required to take ORI 1011 their entering fall/spring semester. Others will need to take an additional hour of elective.

#### Section B: Program Requirements (Credit Hours: 44-45 minimum)

Additional College Credit Courses  
(do not include PE activity, intercollegiate sports, or 0-level courses) ..... 44-45 hours  
SEE EACH PROGRAM CURRICULUM FOR GUIDE TO PROGRAM REQUIREMENTS

## CHECKLIST FOR AA OR AS DEGREE REQUIREMENTS

**Minimum Credit Hours: 63**

**Minimum Retention/Graduation GPA: 2.00**

**Minimum of 15 of last 21 hours must be taken with MSC**

### Section A: General Education Core Requirements (Credit Hours: 40-41)

Area 1: Eng Comp (ENG 1113 & 1213) ..... 6 hours

Area 2: U. S. History (HST 1483 or 1493) ..... 3 hours  
& Am. Fed. Govt. (GVT 1113) ..... 3 hours

Area 3: Science (must include at least one lab course) ..... 8 hours

Lab Sciences:

AP 2124-Human A&P I\*

AP 2134-Human A&P II\*

BIO 1114-Gen. Biological Sci.

BOT 1114-General Botany

CHM 1114-General Chemistry I

CHM 1214-General Chemistry II\*

CHM 2114-Qualitative Analysis\*

CHM 2214- Qualitative Analysis\*

CHM 2345-Organic Chemistry\*

MIC 2224-Intro, to Microbiology\*

PHY 1114-General Physics I\*

PHY 1214-General Physics II\*

PHY 2015-Engineering Physics I\*

PHY 2115-Engineering Physics II\*

ZOO 1114-General Zoology

Non-Lab Sciences:

CON 1404-Cons. of Natural Resources or PHS 1114-General Physical Science

Area 4: Humanities..... 6 hours

This must include one course from any of the two following areas:

- a. Literature: Introduction to Literature (ENG 2413), English Literature ENG 2543 or 2653), or American Literature (ENG 2773 or 2883) or ENG 2713 Native American Literature
- b. Music: Music Appreciation (MU 1113)
- c. Art: Art Appreciation (ART 1113)
- d. \*Humanities: (HUM 2113, 2223, 2233) or (CON 2233)
- e. History: World Civilization (HST 1423 or 1433)
- f. Theatre: Introduction to Theatre (TH 1133)

\*Humanities I and II (HUM 2113 & HUM 2223) may be taken to fulfill the Humanities requirement.

Area 5: Math (MTH 1413\*, 1513\* or higher..... 3 hours

Area 6: Liberal Arts..... 3 hours

At least one course from one of the following areas:

Psychology, Social Sciences, Foreign Language, Fine Arts (Art, Music or Drama) Includes courses with prefixes of ART, ASL, CJ, ECO, GEO, GVT, HST, MU, PSY, SOC, SPA, or TH

Area 7: Arts & Sciences..... 3 hours

Includes courses already listed in areas 2 through 6 above and, additionally, ENG 2123 (Creative Writing) and courses with prefixes of BC, COM, DOL, FA, HP, LIB, RE, and SPC

Area 8: Physical Ed. (PE 1112 or 2212) ..... 2 hours

Area 9: Computer Applications (CIS 1113 or 2113) ..... 3 hours

Area 10: Orientation..... 1 hour

First time college students who attend full-time on-campus are required to take ORI 1011 their entering fall/spring semester. Others will need to take an additional hour of elective.

### Section B: Program Electives for AA/AS degree (Credit Hours: 22-23)

Additional College Credit Courses

(do not include PE activity, intercollegiate sports, or 0-level courses) ..... 22-23 hours

SEE EACH PROGRAM CURRICULUM FOR GUIDE TO PROGRAM REQUIREMENTS

Note: \*Has prerequisite; check catalog course descriptions.

## RESIDENCE CREDIT

At least 15 of the final 21 semester hours, exclusive of correspondence work, must be completed at Murray State College (on-campus or Ardmore Higher Education Center) in order to graduate from Murray State College. Enrollment in correspondence, extension, or courses on other college campuses at the same time a person is in residence at Murray State College must have prior approval of the Vice President for Academic Affairs.

## COURSES NOT APPLYING TOWARD GRADUATION

There are a number of courses in which a student may earn credit that do not apply toward meeting graduation requirements. These courses include all zero-level courses, PE activity courses (such as PE 1011), and community service courses (course numbers 2901-2904).

## CHANGES IN DEGREE REQUIREMENTS

If requirements change and subject to the stipulation\* stated below, a student seeking a degree may satisfy requirements as stated in the catalog effective at Murray State College at the beginning of his or her continuous enrollment. A continuous enrollment shall mean completion of an MSC course of at least one semester hour, semester after semester—excluding summer—until graduation. If a student interrupts enrollment, the student must satisfy requirements as stated in the MSC catalog effective at the time of re-entry to MSC.

\*Any changes imposed by law or policies by governing regulatory boards or agencies become effective at the date specified regardless of continuous enrollment.

## COMMENCEMENT

Commencement exercises are held at the close of the regular spring session. Attendance at Commencement exercises is required of all graduates unless specifically excused by the Vice President for Academic Affairs.

Students are encouraged to apply for graduation in the Registrar's Office during the early enrollment period for the semester in which the student expects to finish degree requirements and are **required to apply** no later than the beginning of that final semester.

Also, potential graduates with no more than six transfer hours are **required** to take the CAAP (Collegiate Assessment of Academic Proficiency) during their final semester. Testing date(s) are listed in each semester class schedule.

## GRADUATION WITH HONORS

To be eligible for graduation with honors from MSC, students must meet the following requirements:

1. Satisfactory completion of all general MSC graduation requirements.
2. Admission to the President's Scholars Program.
3. Satisfactory completion of requirements of the President's Scholars Program. These include:
  - a. Honors English 1113 and Honors English 1213
  - b. Two semesters in Honors Seminar HP 1001
  - c. Two semesters in Honors Seminar HP 2001
  - d. Two honors-option projects
  - e. One independent study project for a minimum of three credit hours
4. Satisfactory cumulative grade point average:
  - a. Cum Laude (3.5-3.74)
  - b. Magna Cum Laude (3.75-3.94)
  - c. Summa Cum Laude (3.95-4.0)
5. Recommendation of the President's Scholars Committee.

**PART X  
LIBERAL ARTS  
PRE-PROFESSIONAL AND TECHNOLOGICAL  
COURSES OF STUDY  
(DEGREE CURRICULA)**

An educational program is a sequentially organized series of educational experiences culminating in an academic degree or certificate. (Definition of an Instructional Program, Oklahoma State Regents for Higher Education.)

The following programs of study designated A.A. or A.S. will prepare a student to enter a senior college or professional school and to continue work toward a bachelor's degree. The other programs are two-year technical and occupational programs which will prepare a student to enter the work force.

Since some colleges and universities have particular requirements for entrance into the junior or senior level, it is suggested that students work closely with their advisers so that the proper programs may be arranged. Catalogs of Oklahoma colleges and universities, as well as those from some out-of-state schools, are available for consultation in the Office of Admissions and the Counseling Center.

Each of the programs listed below is followed by an abbreviation which represents the type of degree offered: Associate in Arts (A.A.), Associate in Science (A.S.) or Associate in Applied Science (A.A.S.).

Agriculture (A.S.)	History (A.A.)
Art (A.A.)	Mathematics (A.S.)
Business (A.S.)	Nursing (A.A.S.)
Business Management (A.A.S.)	Physical Education & Coaching (A.S.)
Chemistry (A.S.)	Physical Therapist Assistant (A.A.S.)
Child Development (A.A.S.)	Pre-Dentistry (A.S.)
Child Development (A.A.)	Pre-Law (A.A.)
Computer Information Systems (A.A.S.)	Pre-Medicine (A.S.)
Computer Science (A.S.)	Pre- Optometry (A.S.)
Conservation and Wildlife Management (A.S.)	Pre- Pharmacy (A.S.)
Criminal Justice (A.S.)	Pre- Veterinary Medicine (A.S.)
Elementary Education (A.S.)	Psychology (A.S.)
English/Language Arts (A.A.)	Science (A.S.)
General Studies (A.S.)	Sociology (A.S.)
Graphic Arts (A.A.S.)	Veterinary Technology (A.A.S.)
Gunsmithing Technology (A.A.S.)	

**Certificate Programs:**

Secretarial/Office Administration (One Year)	Gunsmithing (Two Years)
Medical Office Transcriptionist (One Year)	Medical Office Coding (One Year)

**Cooperative Agreements:**

Applied Technology (A.A.S.)	Computer Information Systems (A.A.S.)
Business Management (A.A.S.)	Engineering Technology (A.A.S.)

Mid-America, Wayne; Pontotoc, Ada; Kiamichi, Atoka & Durant; Red River, Duncan; Southern Oklahoma, Ardmore.

## AGRICULTURE (A.S.)

This general program of study is designed to prepare students for transfer. Emphasis may be in Agriculture, Agriculture Education, Agricultural Economics, Agronomy, Animal Science, or Environmental Science.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester ..... Cr			Second Semester..... Cr		
ORI	1011	New Student Orientation..... 1	AG	1124	Intro to Animal Science or
ENG	1113	English Comp I ..... 3	AG	1214	Intro to Plant Science ..... 4
AG	1124	Intro to Animal Science or	ENG	1213	English Comp II ..... 3
AG	1214	Intro to Plant Science..... 4	BIO	1114	General Biological Science or
CHM	1114	General Chemistry I..... 4	CHM	1214	General Chemistry II ..... 4
AG	2011	Topics in Agriculture ..... 1	MTH	1413	Survey of Math or
CIS	1113	Computer Concepts & Applications or	MTH	1513	College Algebra ..... 3
CIS	2113	Computer Application Packages..... 3	PE	1112	Personal Health or
		16	PE	2212	First Aid ..... 2
					16

### SOPHOMORE YEAR

First Semester ..... Cr			Second Semester..... Cr		
HST	1483	U.S. History to 1865 or	GVT	1113	American Federal Government ..... 3
HST	1493	U.S. History since 1865 ..... 3			Humanities Elective..... 3
		Humanities Elective ..... 3			Arts & Sciences Elective..... 3
		Liberal Arts Elective..... 3			Program Elective ..... 3
		Related Elective..... 3			Program Elective ..... 3
AG	1114	Intro to Ag Economics ..... 4			15
		16			

**Related Elective (3 hours):**

ACC	2103	Fundamentals of Financial Accounting
BIO	1114	General Biological Science
CHM	1214	Chemistry II
ECO	2113	Prin of Macroeconomics
PSY	1113	Psychology
SOC	1113	Sociology

**Program Electives (6 hours):**

AGR	2124	Soil & Soil Management
AGR	2324	Prin of Range Management
ANS	1011	Livestock Judging & Evaluation
ANS	1112	Livestock Selection & Carcass Evaluation
ANS	2123	Livestock Feeding

## ART (A.A.)

The course offerings in the Arts program have these objectives: 1) to provide students with the basic courses in Art which are prerequisite to more advanced study in this field; 2) to contribute toward requirements of public school teachers; 3) to increase students appreciation and enjoyment of the artistic; 4) to provide opportunities for artistic self-expression; and, 5) to develop skills which may have either vocational or avocational application.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester ..... Cr			Second Semester..... Cr		
ORI	1011	New Student Orientation..... 1	ENG	1213	English Comp II ..... 3
ENG	1113	English Comp I ..... 3	ART	1123	Design I ..... 3
ART	1213	Drawing I..... 3			Science Elective ..... 4
		Science w/Lab Elective ..... 4	MTH	1413	Survey of Math or
CIS	1113	Computer Concepts & Applications or	MTH	1513	College Algebra ..... 3
CIS	2113	Computer Application Packages..... 3			Program Elective ..... 3
		Program Elective ..... 3			16
		17			

### SOPHOMORE YEAR

First Semester ..... Cr			Second Semester..... Cr		
HST	1483	U.S. History to 1865 or	GVT	1113	American Federal Government ..... 3
HST	1493	U.S. History since 1865 ..... 3	ART	1133	Design II ..... 3
ART	1103	Ceramics I..... 3			Humanities Elective..... 3
ART	2103	Drawing II..... 3			Arts & Sciences Elective..... 3
		Humanities Elective ..... 3			Program Elective ..... 3
		Liberal Arts Elective..... 3	PE	1112	Personal Health or
		15	PE	2212	First Aid ..... 2
					17

**Program Electives (9 hours):**

ART	2113	Watercolor I
ART	2403	Sculpture I
ART	2123	Painting I
ART	2203	Ceramics II
ART	2813	Special Topics in Art

## BUSINESS & COMPUTER TECHNOLOGIES

The Business & Computer Technologies department is versatile in that it offers both an Associate of Science degree and an Associate of Applied Science degree. The Associate of Science degree is designed to prepare students for transfer to most four-year regional and comprehensive universities in the various fields of Business and Computer Science. The Business & Computer Technologies department has two Associate of Science degree programs: Business and Computer Science.

The Associate of Applied Science degrees in the Business & Computer Technologies department are designed to provide students with the skills needed to step directly into the fast moving age of technological advancement. The Associate of Applied Science programs provide collegiate-level occupational and technical education for those students who plan to seek employment upon completion. The Business & Computer Technologies department has two Associate of Applied Science degree programs: Business Management, which has options in Business Management, Business Office Technology, Legal Assistant, and Medical Office Administration; and Computer Information Systems, which has an option in Computer Network/Systems Technician. Students should enroll in courses in consultation with their academic advisor.

### BUSINESS (A.S.)

This versatile core program is designed to prepare the graduates for transfer into any business-related program at a four-year college or university. Emphasis may be in Business or Business Education. At the four-year institution, students follow a specialized course of study, choosing an exciting major such as: accounting; banking; economics; finance; marketing; management; international business; and, many other specialized areas.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

#### FRESHMAN YEAR

First Semester.....Cr			Second Semester.....Cr		
ORI	1011	New Student Orientation.....1	ENG	1213	English Comp II.....3
ENG	1113	English Comp I.....3			Science Elective.....4
HST	1483	U.S. History to 1865 or.....3			Program Elective.....3
HST	1493	U.S. History since 1865.....3	MTH	1413	Survey of Math or.....3
BM	1103	Introduction to Business.....3	MTH	1513	College Algebra.....3
CIS	1113	Computer Concepts & Applications or	PE	1112	Personal Health or
CIS	2113	Computer Application Packages.....3	PE	2212	First Aid.....2
Arts & Sciences Elective.....3					
			15		
16					

#### SOPHOMORE YEAR

First Semester.....Cr			Second Semester.....Cr		
ACC	2103	Fund of Financial Acctg.....3	ACC	2203	Fund of Managerial Acctg.....3
		Science with Lab elective.....4	ECO	2123	Prin of Microeconomics.....3
		Humanities Elective.....3	GVT	1113	American Federal Government.....3
ECO	2113	Prin of Macroeconomics.....3			Humanities Elective.....3
		Program Elective.....3			Program Elective.....3
16			18		

#### Program Electives (9 hours):

BC	2113	Business Communications
BM	1123	Marketing
BM	1403	Business Math
BM	2013	Principles of Management
BM	2513	Business Management Internship
BM	2533	Small Business Management
BUS	2763	Professional Development
CIS	2253	Web Page Design
ECO	2603	Business & Economic Statistics
ACC	2303	Computerized Accounting
ACC	1113	Introduction to Accounting
CIS	1103	Specialized Word Processing
CIS	2723	Spreadsheet Applications
CIS	2803	Desktop Publishing

## BUSINESS MANAGEMENT (A.A.S.)

The Business Management program at MSC is designed to provide students in each option a common core of courses along with support disciplines to give students a wide range of employment opportunities. Emphasis may be in Business Management, Business Office Technology, Legal Assistant, Medical Office Assistant and Graphic Arts. \*

### CORE CURRICULUM

#### FRESHMAN YEAR

First Semester ..... Cr			Second Semester..... Cr		
ORI	1011	New Student Orientation..... 1	ENG	1213	English Comp II or
ENG	1113	English Comp I ..... 3	SPC	1113	Fundamentals of Speech or
CIS	1113	Computer Concepts & Applications or	ENG	2113	Technical Report Writing ..... 3
CIS	2113	Computer Application Packages..... 3	HST	1483	U.S. History to 1865 or
BM	1103	Intro to Business ..... 3	HST	1493	U.S. History since 1865 ..... 3
Option Specialty		..... 6	Option Specialty		..... 9
		<u>16</u>			<u>15</u>

#### SOPHOMORE YEAR

First Semester ..... Cr			Second Semester..... Cr		
GVT	1113	American Federal Government ..... 3	BC	2113	Business Communications ..... 3
BM	1403	Business Math ..... 3	BUS	2763	Professional Development..... 3
Option Specialty		..... 12	BUS	2841	Contemporary Business Issues or
		<u>18</u>	Humanities Elective		..... 1
			Option Specialty		..... 9
					<u>16</u>

\* Graphic Arts majors are not required to complete all the courses in the Core Curriculum.

## BUSINESS MANAGEMENT (A.A.S.) BUSINESS MANAGEMENT OPTION

The Business Management Option is designed to prepare its graduates for supervisory and management positions in business and industry. The program consists of courses in management, marketing, computer science, accounting and supporting disciplines to give students a comprehensive, practical study of business.

#### FRESHMAN YEAR

First Semester ..... Cr			Second Semester..... Cr		
ORI	1011	New Student Orientation..... 1	ENG	1213	English Comp II or
ENG	1113	English Comp I ..... 3	SPC	1113	Fundamentals of Speech or
CIS	1113	Computer Concepts & Applications or	ENG	2113	Technical Report Writing ..... 3
CIS	2113	Computer Application Packages..... 3	HST	1483	U.S. History to 1865 or
BM	1103	Intro to Business ..... 3	HST	1493	U.S. History since 1865 ..... 3
Program Elective		..... 6	BM	2013	Principles of Management..... 3
		<u>16</u>	Program Electives		..... 6
					<u>15</u>

#### SOPHOMORE YEAR

First Semester ..... Cr			Second Semester..... Cr		
GVT	1113	American Federal Government ..... 3	BC	2113	Business Communications ..... 3
BM	1403	Business Math ..... 3	BUS	2763	Professional Development..... 3
ACC	2103	Fund of Financial Accounting ..... 3	FIN	2633	Personal Finance..... 3
Economics Elective..... 3			BUS	2841	Contemporary Business Issues or
Program Electives..... 6			Humanities Elective		..... 1
		<u>18</u>	Program Electives		..... 6
					<u>16</u>

**Program Electives:**

ACC 1113	Introduction to Acctg	BM 2513	Bus. Management Internship I
ACC 2203	Fund of Managerial Acctg	BM 2523	Bus. Management Internship II
ACC 2303	Computerized Acctg	BM 2533	Bus. Management Internship III
BM 1123	Marketing	ECO 2113	Prin of Macroeconomics
BM 2533	Small Bus Management	ECO 2123	Prin of Microeconomics
BM 2803	Probate Procedures		
BUS 1103	Business & Personal Keyboarding		
CIS 1433	Introduction to the Internet		
CIS 2253	Web Page design		
CIS 2603	Specialized Word Processing		
CIS 2723	Spreadsheet Applications		
CIS 2803	Desktop Publishing		
ECO 2603	Business and Economic Statistics		

## BUSINESS MANAGEMENT (A.A.S.) BUSINESS OFFICE TECHNOLOGY OPTION

The Business Management Business Office Technology option is a technically based two-year option dedicated to providing students with the essential knowledge to develop a high level of proficiency in techniques and skills needed in office procedures and administration, computer technology, professional development, and other typical office duties required to gain immediate employment or to advance in positions of increasing responsibility in the various administrative assistant and business office positions of the business world.

### FRESHMAN YEAR

First Semester .....Cr	Second Semester .....Cr
ORI 1011 New Student Orientation.....1	ENG 1213 English Comp II or
ENG 1113 English Comp I.....3	SPC 1113 Fundamentals of Speech or
CIS 1113 Computer Concepts & Applications or	ENG 2113 Technical Report Writing .....3
CIS 2113 Computer Application Packages.....3	HST 1483 U.S. History to 1865 or
BM 1103 Intro to Business .....3	HST 1493 U.S. History since 1865 .....3
Program Electives.....6	CIS 2603 Specialized Word Processing.....3
16	Program Electives.....6
	15

### SOPHOMORE YEAR

First Semester .....Cr	Second Semester .....Cr
GVT 1113 American Federal Government.....3	BC 2113 Business Communications .....3
BM 1403 Business Math .....3	BUS 2763 Professional Development.....3
ACC 2103 Fund of Financial Accounting .....3	BM 2513 Business Mgmt Internship I .....3
CIS 2723 Spreadsheet Applications .....3	BUS 2841 Contemporary Business Issues or
Program Electives.....6	Humanities Elective .....1
18	Program Electives.....6
	16

**Program Electives:**

ACC 1113	Introduction to Acctg
ACC 2203	Fund of Managerial Acctg
ACC 2303	Computerized Acctg
BUS 1103	Business & Personal Keyboarding
BUS 2743	Administrative Office Procedures
BUS 2810	Special Problems in Business
BM 2013	Principles of Management
BM 1123	Marketing
MOA 1113	Medical Terminology

CJ 1433	Introduction to Law
BM 2523	Business Management Internship II
MOA 2123	Medical Office Procedures I
CIS 1623	Introduction to Internet
CIS 2253	Web Page Design
CIS 2803	Desktop Publishing
MOA 2213	Medical Office Procedures and Billing
BM 2533	Business Management Internship III
ECO 2113	Principles of Macroeconomics
ECO 2123	Principles of Microeconomics

## BUSINESS MANAGEMENT (A.A.S.) GRAPHIC ARTS OPTION

Graphic Arts provides students with the proper learning environment and instruction for them to develop the skills necessary to enter the field of graphic arts. The courses cover design project fundamentals, photo manipulation, digital illustration, web design fundamentals, animation, portfolio development, and software instruction. Upon successful completion of the course, students earn an A.A.S. degree.

**This option requires application and acceptance based on admission criteria.** For information, contact the program director.

### FRESHMAN YEAR

First Semester .....Cr	Second Semester .....Cr
GA 1114 Advertising Layout .....4	GA 2224 Photographic Design .....*4
GA 1124 Digital Imaging .....4	GA 1144 Digital Publishing .....4
GA 1134 Digital Illustration.....4	GA 2214 Graphic Arts.....4
ENG 1113 English Comp I.....3	ENG 1213 English Comp II or
ART 1213 Drawing I .....3	SPC 1113 Fundamentals of Speech or
18	ENG 2113 Technical Report Writing .....3
	15

\*The student will need time out of class to complete assignments and review course steps and will not normally have access to design software from their home or in the school computer lab.

### SOPHOMORE YEAR

First Semester .....Cr	Second Semester .....Cr
GA 2234 Web Graphics & Animation.....4	ART 1113 Art Appreciation .....3
GA 2244 Web Design .....4	GA 2254 Graphic Arts Portfolio.....4
ART 1223 Design I * .....3	HST 1483 U.S. History to 1865 or
GVT 1113 American Fed Gov .....4	HST 1493 U.S. History since 1865 .....3
14	Business Management Elective.....3
	13

\* This was formerly Fundamentals of Art



## BUSINESS MANAGEMENT (A.A.S.) LEGAL ASSISTANT OPTION

The Business Management Legal Assistant Option is designed to prepare its graduates to work under the general supervision of an attorney performing tasks traditionally performed by attorneys. The responsibilities of the Legal Assistant are professional in nature, distinct from routine clerical duties. The Legal Assistant may: interview clients; research legal issues; prepare documents; and, assist in litigation allowing the supervising attorney to provide quality representation at lower cost to the client.

### FRESHMAN YEAR

First Semester .....	Cr	Second Semester .....	Cr
ORI 1011 New Student Orientation.....	1	ENG 1213 English Comp II or	
ENG 1113 English Comp I .....	3	SPC 1113 Fundamentals of Speech or	
CIS 1113 Computer Concepts & Applications or		ENG 2113 Technical Report Writing .....	3
CIS 2113 Computer Application Packages.....	3	HST 1483 U.S. History to 1865 or	
BM 1103 Intro to Business .....	3	HST 1493 U.S. History since 1865.....	3
CJ 1433 Introduction to Law .....	3	CJ 1483 Legal Research .....	3
Program Elective .....	3	CJ 2433 Domestic Relations .....	3
	16	Program Elective .....	3
		BM 2013 Principles of Management.....	3
			18

### SOPHOMORE YEAR

First Semester .....	Cr	Second Semester .....	Cr
GVT 1113 American Federal Government .....	3	BC 2113 Business Communications .....	3
BM 1403 Business Math .....	3	BUS 2763 Professional Development.....	3
ACC 2103 Fund of Financial Accounting .....	3	FIN 2633 Personal Finance.....	3
BM 2803 Probate Procedures.....	3	BUS 2841 Contemporary Business Issues or	
Program Elective .....	3	Humanities Elective .....	1
	15	CJ 2323 Criminal Law.....	3
		Program Elective .....	3
			16

#### Program Electives:

BM 1813 Law Office Practice & Procedures	BM 2883 Debtor Rights/Creditor Remedies
BM 1863 Trial Preparation and Procedures	CIS 2603 Specialized Word Processing
BM 2513 Bus. Management Internship I	CIS 2723 Spreadsheet Applications
BM 2523 Principles of Real Estate	CJ 1113 Intro. to Criminal Justice
BM 2803 Probate Procedures	CJ 2443 Criminal Procedures
BM 2823 Bus. Organization and Admin. Law	BM 2523 Business Management Internship II
BM 2863 Real Property	BM 2533 Business Management Internship III
BM 2623 Real Estate Practices	

## BUSINESS MANAGEMENT (A.A.S.) MEDICAL OFFICE ASSISTANT OPTION

The Business Management Medical Assistant Option is dedicated to providing students with the essential knowledge to develop techniques and skills in medical terminology, medical transcription, coding, and medical office procedures to gain immediate employment or to advance in positions of increasing responsibility in various medical offices, clinics, hospitals, doctors' offices and related health and medical facilities.

**Some courses listed below are only offered at the Technology Centers on page 73.**

### FRESHMAN YEAR

First Semester .....	Cr	Second Semester .....	Cr
ORI 1011 New Student Orientation.....	1	ENG 1213 English Comp II or	
ENG 1113 English Comp I .....	3	SPC 1113 Fundamentals of Speech or	
CIS 1113 Computer Concepts & Applications or		ENG 2113 Technical Report Writing .....	3
CIS 2113 Computer Application Packages .....	3	HST 1483 U.S. History to 1865 or	
BM 1103 Intro to Business .....	3	HST 1493 U.S. History since 1865.....	3
MOA 1113 Medical Terminology I.....	3	MOA 1233 Med. Term, A&P.....	3
PSY 1113 Introduction to Psychology.....	3	MOA 1243 Medical Transcription I.....	3
	16	Program Elective .....	3
			15

### SOPHOMORE YEAR

First Semester .....	Cr	Second Semester .....	Cr
GVT 1113 American Federal Government.....	3	BC 2113 Business Communications .....	3
BM 1403 Business Math .....	3	BUS 2763 Professional Development.....	3
MOA 2113 Medical Transcription II.....	3	MOA 1223 Adv Coding for Medical Office .....	3
MOA 1123 Coding for Medical Office .....	3	MOA 2233 Medical Office Clinical Practicum .....	3
MOA 1212 Medical Law, Liability, Ethics .....	2	BM 2513 Bus. Management Internship I.....	3
MOA 2123 Medical Office Procedures .....	3	BUS 2841 Contemporary Business Issues or	
	17	Humanities Elective .....	1
			16

#### Program Elective (3 hours):

ACC 1113 Intro to Acctg	BM 2523 Business Management Internship II
ACC 2103 Fund of Financial Acctg	BM 2533 Business Management Internship III
ACC 2303 Computerized Acctg	MOA 2213 Medical Office Procedures & Billing
CIS 2603 Specialized Word Processing	MOA 2810 Special Problems in Medical Office Administration
CIS 2723 Spreadsheet Applications	BM 2103 Principles of Management

## CHEMISTRY (PHYSICS) (A.S.)

The Chemistry program is designed to develop background skills for a broad variety of scientific fields, such as: Chemical Technician, Analytical Chemistry, Organic Chemistry, Inorganic Chemistry, Physical Chemistry, Research and Teaching, Biochemistry, Chemical Engineering, Agriculture and Food, and Pharmaceutical, Medical, Clinical.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....			Cr	Second Semester .....			Cr
ORI	1011	New Student Orientation .....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3	CHM	1214	General Chemistry II .....	4
CHM	1114	General Chemistry I .....	4	CIS	1113	Computer Concepts & Applications or	
MTH	1513	College Algebra .....	3	CIS	2113	Computer Application Packages .....	3
		Related Elective .....	3	PE	1112	Personal Health or	
		Humanities Elective .....	3	PE	2212	First Aid .....	2
			17	MTH	1613	Plane Trigonometry .....	3
							15

### SOPHOMORE YEAR

First Semester .....			Cr	Second Semester .....			Cr
HST	1483	U.S. History to 1865 or		GVT	1113	American Federal Government .....	3
HST	1493	U.S. History since 1865 .....	3	PHY	1214	General Physics II .....	4
PHY	1114	General Physics I .....	4	CHM	2345	Organic Chemistry .....	5
		Related Elective .....	3			Related Elective .....	3
		Humanities Elective .....	3				15
		Liberal Arts Elective .....	3				
			16				

#### Related Electives (9 hours):

Any college-level courses in Science, Math, or  
 CS 2113 Programming in BASIC  
 CS 2123 Pascal Programming I  
 CS 2153 COBOL Programming  
 CS 2163 C++ Programming  
 CS 2223 Advanced Pascal

NOTE: Participation in the President's Scholars Program is highly recommended for those who qualify.

## CHILD DEVELOPMENT (A.A.)

This Associate in Arts degree prepares students to work as teachers in early childhood programs and to transfer to a four-year institution. This program includes degree requirements and courses generally completed in the first two years of a baccalaureate degree curriculum.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....			Cr	Second Semester .....			Cr
ORI	1011	New Student Orientation .....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3			Science Elective .....	4
		Science w/Lab Elective .....	4	CD	1243	Hlth, Sfty & Nutrition of Children or	
CIS	1113	Computer Concepts & Applications or		HE	1553	Nutrition .....	3
CIS	2113	Computer Application Packages .....	3	MTH	1413	Survey of Math or	
CD	2543	Creative Arts for Children .....	3	MTH	1513	College Algebra .....	3
HE	2113	Child & Family Development .....	3	PE	2212	First Aid .....	2
			17				15

### SOPHOMORE YEAR

First Semester .....			Cr	Second Semester .....			Cr
HST	1483	U.S. History to 1865 or		GVT	1113	American Federal Government .....	3
HST	1493	U.S. History since 1865 .....	3	CD	2573	Children w/Special Needs .....	3
CD	2533	Guidance of Young Children .....	3	CD	2583	Lang & Phys Skills for Children .....	3
		Humanities Elective .....	3	CD	2463	Admin. of Child Care Centers .....	3
		Child Development Elective .....	3	SPC	1113	Fundamentals of Speech .....	3
		Liberal Arts Elective .....	3			Humanities Elective .....	3
			15				18

## CHILD DEVELOPMENT (A.A.S.)

This Associate in Applied Science program prepares students for careers in child development services and provides those already employed in childcare with the opportunity to increase their knowledge and update their skills. The demand for graduates of this program continues to increase as the need for quality childcare becomes one of the most important concerns of our nation. Working with children to enrich their lives can be a very personally satisfying occupation. Students should enroll in courses in consultation with their academic advisor.

### FRESHMAN YEAR

First Semester .....			Cr	Second Semester.....			Cr
ORI	1011	New Student Orientation.....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3	CD	1243	Hlth, Sfty & Nutrition of Children.....	3
HE	2113	Child & Family Development .....	3	CD	2533	Guidance of Young Children .....	3
CD	2583	Lang & Phys Skills for Children .....	3	SPC	1113	Fund of Speech .....	3
CD	1253	Infant & Toddler Programs.....	3	Program Elective <u>3</u>			
Program Elective <u>4</u>							15
17							

### SOPHOMORE YEAR

First Semester .....			Cr	Second Semester.....			Cr
HST	1483	U.S. History to 1865 or		GVT	1113	American Federal Government .....	3
HST	1493	U.S. History since 1865 .....	3	PE	2212	First Aid .....	2
CD	2573	Children w/Special Needs .....	3	MU	1113	Music Appreciation or	
CD	2543	Creative Arts for Children .....	3	ART	1113	Art Appreciation .....	3
CD	2593	The School Age Child.....	3	CD	2453	Curriculum Planning .....	3
CIS	1113	Computer Concepts & Applications or		CD	2563	Family & Community Relations .....	3
CIS	2113	Computer Application Packages .....	3	CD	2463	Admin. of Child Care Centers.....	<u>2</u>
Humanities Elective .....			<u>1</u>				16
16							

#### Related Electives (7 hours):

BIO	1114	General Biological Science
PHS	1114	General Physical Science
PSY	1113	Intro to Psychology

## COMPUTER INFORMATION SYSTEMS (A.A.S.) Computer Network/Systems Technician Option (Fast-Track 48-Week/3-Semester Option)

Becoming an Information Technology Professional offers a student many of the most exciting career opportunities available in today's high technology industries. Network and Computer Students will receive extensive instruction in Computer Repair and Network Management in some of the most modern facilities available anywhere.

**This option requires application and acceptance based on admission criteria.** For information, contact the program director.

### FRESHMAN YEAR

First Semester .....			Cr	Second Semester.....			Cr
ENG	1113	English Comp I .....	3	ENG	1213	English Comp II or	
MTH	1413	Survey of Math or		SPC	1113	Fundamentals of Speech or	
ET	1123	Technical Math I .....	3	ENG	2113	Technical Report Writing .....	3
ITN	1613	Basic Computer Hardware.....	3	ITN	2113	Network Wiring Essentials.....	3
ITN	1713	Advanced Computer Hardware .....	3	ITN	2213	Network Hardware Essentials .....	3
ITN	1113	Networking Essentials .....	3	ITN	1413	Networking Resources .....	3
ITN	1213	Workstation Interoperability .....	3	ITN	1513	Network Directory Resources.....	3
ITN	1313	Server Interoperability Within Net .....	<u>3</u>	ITN	2313	Router and Switch Programming .....	3
			21	General Education Elective .....			<u>3</u>
21							

### SOPHOMORE YEAR

First Semester .....			Cr
GVT	1113	American Federal Government .....	3
HST	1483	United States History to 1865 or	
HST	1493	United States History since 1865 .....	3
ITN	2413	Advanced Router & Switch Pro .....	3
ITN	2513	Database Structure.....	3
ITN	2613	E-Mail Structure .....	3
ITN	2713	Designing a Network Infrastructure .....	<u>3</u>
			18

## COMPUTER SCIENCE (A.S.)

This curriculum is intended for students interested in traditional computer science. The program is designed to provide sound instruction and a firm foundation for students who will transfer to a four-year college or university. Students are exposed to fundamental computer concepts, various computer applications, hardware, software (both operating systems and languages), and more. Substantial "hands-on" practical experience in all topics is required.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....			Cr	Second Semester .....			Cr
ORI	1011	New Student Orientation .....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3	Program Electives .....			6
Science w/Lab Elective .....			4	MTH	1413	Survey of Math or	
CIS	1113	Computer Concepts & Applications or		MTH	1513	College Algebra .....	3
CIS	2113	Computer Application Packages .....	3	PE	1112	Personal Health or	
CS	1313	Logic & Problem Solving .....	3	PE	2212	First Aid .....	2
Program Elective .....			3				14
			17				

### SOPHOMORE YEAR

First Semester .....			Cr	Second Semester .....			Cr
HST	1483	U.S. History to 1865 or		GVT	1113	American Federal Government .....	3
HST	1493	U.S. History since 1865 .....	3	Humanities Elective .....			3
ACC	2103	Fund of Financial Acctg .....	3	Science Elective .....			4
Humanities Elective .....			3	Arts & Sciences Elective .....			3
Liberal Arts Elective .....			3	Program Elective .....			3
Program Electives .....			6				16
			18				

#### Program Electives (18 hours):

CIS	1533	Intro to Visual Basic
CIS	1653	Data Com & Network Fund
CIS	1683	Operating Systems
CIS	2113	Compu. Appl. Pkgs.
CIS	2143	Computer Networking
CIS	2173	Obj-Oriented Programming
CIS	2183	Intro to JAVA
CIS	2213	Database Mngmt Systems

CIS	2223	Systems Analysis
CIS	2253	Web Page Design
CIS	2603	Spec Word Processing
CIS	2723	Spreadsheet Applications
CIS	2803	Desktop Publishing
CS	2123	Pascal Programming
CS	2153	COBOL Programming
CS	2163	C++ Programming
CS	2223	Advanced Pascal

## CONSERVATION AND WILDLIFE MANAGEMENT (A.S.)

The Conservation and Wildlife Management program is a two-year curriculum designed to prepare students for: 1) entrance into occupations associated with various conservation efforts and wildlife management; 2) to transfer into four-year programs in conservation and/or wildlife management (e.g. Oklahoma State University and Southeastern Oklahoma State University).

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....			Cr	Second Semester .....			Cr
ORI	1011	New Student Orientation .....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3	CHM	1114	General Chemistry I .....	4
MTH	1513	College Algebra .....	3	CON	2403	Conservation of Wildlife Resources .....	3
ZOO	1114	General Zoology .....	4	CIS	1113	Computer Concepts & Applications or	
PSY	1113	Introductory Psychology .....	3	CIS	2113	Computer Application Packages .....	3
Humanities Elective .....			3	BOT	1114	General Botany .....	4
			17				17

### SOPHOMORE YEAR

First Semester .....			Cr	Second Semester .....			Cr
CON	1404	Conservation of Natural Resources .....	4	GVT	1113	American Federal Government .....	3
CHM	1214	General Chemistry II .....	4	HST	1483	U.S. History to 1865 or	
PHY	1114	General Physics I .....	4	HST	1493	U.S. History since 1865 .....	3
AGR	2124	Soil & Soil Management .....	4	Science Elective or Honors Research Elective .....			3
			16	PE	1112	Personal Health or	
				PE	2212	First Aid .....	2
				Humanities Elective .....			3
							14

NOTE: Participation in the President's Scholars Program is highly recommended for those who qualify.

### CRIMINAL JUSTICE (A.S.)

Professions open to a criminal justice major include law enforcement, corrections, probation and parole, juvenile offender programs, private security, federal and state government agencies, and with additional training, the legal profession. The criminal justice curriculum listed below is designed for transfer to a four-year institution although many of the individual courses can be used to meet continuing education requirements in law enforcement and related fields.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

#### FRESHMAN YEAR

First Semester .....			Cr	Second Semester .....			Cr
ORI	1011	New Student Orientation .....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3	PSY	1113	Introductory Psychology .....	3
CJ	1113	Intro to Criminal Justice .....	3			Science Elective .....	4
		Science w/Lab Elective .....	4	MTH	1413	Survey of Math or	
HST	1483	U.S. History to 1865 or		MTH	1513	College Algebra .....	3
HST	1493	U.S. History since 1865 .....	3	PE	1112	Personal Health or	
CIS	1113	Computer Concepts & Applications or		PE	2212	First Aid .....	2
CIS	2113	Computer Application Packages .....	3				15
			17				

#### SOPHOMORE YEAR

First Semester .....			Cr	Second Semester .....			Cr
CJ	2323	Criminal Law .....	3	GVT	1113	American Federal Government .....	3
		Humanities Elective .....	3			Humanities Elective .....	3
SOC	1113	Introductory Sociology .....	3			Arts & Sciences Elective .....	3
		Program Electives .....	6			Program Electives .....	7
			15				16

**Program Electives 13 hours):**

CJ 1433 Intro to Law	CJ 2443 Criminal Procedures	SOC 2143 Cultural Diversities
CJ 1483 Legal Research	GVT 2343 Intro to State & Local Gov	SPA 1115 Beginning Spanish I
CJ 2433 Domestic Relations	SOC 2063 Dev, Crime, & Delinquency	

### ELEMENTARY EDUCATION (A.S.)

Elementary education students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer. ECU OR SOSU transfer students should enroll with an advisor to follow 2 + 2 Agreements specific to their transferring university.

First Semester .....			Cr	Second Semester .....			Cr
ORI	1011	New Student Col Orientation .....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3	PHS	1114	General Physical Science .....	4
PE	1112	Personal Health .....	2	HST	1483	United States History to 1865 .....	3
BIO	1114	General Biological Science .....	4			Arts and Sciences Elective .....	3
CIS	1113	Computer Concepts & Applications or				Humanities Elective .....	3
CIS	2113	Computer Application Packages .....	3				16
MTH	1413	Survey of Math or					
MTH	1513	College Algebra .....	3				
			16				

First Semester .....			Cr	Second Semester .....			Cr
		Humanities Elective .....	3	SPC	1113	Fundamentals of Speech .....	3
PSY	1113	Introduction to Psychology .....	3	SOC	1113	Introduction to Sociology .....	3
HST	1493	United States History since 1865 .....	3	ART	1113	Art Appreciation .....	3
GVT	1113	American Federal Government .....	3	GEO	2513	World Regional Geography .....	3
		Arts & Sciences Elective .....	3			Foreign Language Elective .....	3 - 5
			15				15 - 17

**Foreign Language Electives (5 hours):**

ASL 2613 American Sign Language I
ASL 2623 American Sign Language II
SPA 1115 Beginning Spanish I

*ECU OR SOSU transfer students should enroll with an advisor to follow 2 + 2 Agreements specific to their transferring university.*

## ENGLISH/LANGUAGE ARTS (A.A.)

Professions open to English majors include teaching, writing, journalism research, business and the law. English is far more than the study of grammar. The study of English and American Literature has traditionally been the center of a major in English. However, an English major also learns many forms of writing to suit various purposes and audiences.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....Cr			Second Semester ..... Cr		
ORI	1011	New Student Orientation.....1	ENG	1213	English Comp II ..... 3
ENG	1113	English Comp I.....3	MTH	1413	Survey of Math or
CIS	1113	Computer Concepts & Applications or	MTH	1513	College Algebra ..... 3
CIS	2113	Computer Application Packages.....3			Science Elective 4
PE	1112	Personal Health or			Liberal Arts Elective ..... 3
PE	2212	First Aid.....2			Program Elective ..... <u>3</u>
		Program Electives ..... <u>6</u>			16
		15			

### SOPHOMORE YEAR

First Semester .....Cr			Second Semester ..... Cr		
HST	1483	U.S. History to 1865 or	GVT	1113	American Federal Government..... 3
HST	1493	U.S. History since 1865 .....3			Humanities Elective ..... 3
		Science w/Lab Elective .....4			Arts & Sciences Elective ..... 3
SPC	1113	Fundamentals of Speech.....3			Program Electives..... <u>8</u>
		Humanities Elective .....3			17
		Program Elective ..... <u>2-3</u>			
		15-16			

#### Program Electives (19-20 hours):

ENG 2113	Technical Report Writing	HP 1001	Honors Seminar	TH 1143	Creative Dramatics
ENG 2123	Creative Writing	HP 2006	Honors Seminar	TH 2123	Oral Interpretation I
ENG 2413	Intro to Literature	HP 2893	Honors Project		
ENG 2543	English Literature thru 18 <sup>th</sup> Century	HST 1423	World Civ to 1500		
ENG 2653	English Literature since 18 <sup>th</sup> Century	HST 1433	World Civ since 500		
ENG 2713	Native American Literature	LIB 1002	Intro to Library Research		
ENG 2773	American Literature to 1865	SOC 2143	Cultural Diversities		
ENG 2883	American Literature since 1865	TH 1133	Intro to Theatre		

## GENERAL STUDIES (A.S.)

This program will include transferable courses in English, history, government, science, and physical education. Until the student is sure of a major, the general studies program will fulfill all academic requirements.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....Cr			Second Semester ..... Cr		
ORI	1011	New Student Orientation.....1	ENG	1213	English Comp II ..... 3
ENG	1113	English Comp I.....3	MTH	1413	Survey of Math or
CIS	1113	Computer Concepts & Applications or	MTH	1513	College Algebra ..... 3
CIS	2113	Computer Application Packages.....3			Science Elective ..... 4
PE	1112	Personal Health or			Liberal Arts Elective ..... 3
PE	2212	First Aid.....2			Program Elective ..... <u>3</u>
		Program Electives ..... <u>6</u>			16
		15			

### SOPHOMORE YEAR

First Semester .....Cr			Second Semester ..... Cr		
HST	1483	U.S. History to 1865 or	GVT	1113	American Federal Government..... 3
HST	1493	U.S. History since 1865 .....3			Humanities Elective ..... 3
		Science w/Lab Elective .....4			Arts & Sciences Elective ..... 3
		Humanities Elective .....3			Program Electives..... <u>7</u>
		Program Electives ..... <u>6</u>			16
		16			

#### Program Electives (22 hours):

Choose Electives from college-level liberal arts and sciences courses.

## GUNSMITHING TECHNOLOGY (A.A.S.)

This program is designed to teach the student the latest techniques in Gunsmithing. Emphasis is specifically toward the repair and maintenance of modern firearms. Attention is also devoted to custom and antique Gunsmithing. Since there are less than ten such programs in colleges throughout the United States, the demand for graduates will be excellent for many years to come. Graduates may find employment with firearms industries, established gunshop-sporting goods stores, or through self-employment. Students should enroll in courses in consultation with their academic advisor.

### FRESHMAN YEAR

First Semester			Cr	Second Semester			Cr
ORI	1011	New Student Col Orientation .....	1	BM	1403	Business Math .....	3
ET	1123	Technical Math or .....		GS	2714	Conversion of Firearms .....	4
MTH	1513	College Algebra .....	3	GS	1304	Machine Metal Work.....	4
GS	1112	Blueprint Reading or .....		GS	1113	Gunsmithing Theory II .....	3
TD	1113	Intro to Drafting & CAD .....	2-3	TMT	2213	General Metals .....	3
TMT	1124	Machine Tool Practices.....	4				17
GS	1103	Gunsmithing Theory I.....	3				
GS	1204	Bench Metal Work.....	4				
			17 or 18				

### SOPHOMORE YEAR

First Semester			Cr	Second Semester			Cr
ENG	1113	English Comp I .....	3	GS	1314	Machine Metal Work.....	4
GS	1224	Stockmaking .....	4	GS	2824	Repairing of Firearms .....	4
GS	2573	Gun Blueing & Metal Finishing .....	3	GS	2413	Gun Store Management .....	3
GVT	1113	American Federal Government.....	3	GS	2582	Handloading & Ballistics .....	2
GS	2724	Repairing of Firearms .....	4	ENG	1213	English Comp II or .....	
GS	2503	Advanced Gunsmithing Theory .....	3	SPC	1113	Fundamentals of Speech or .....	
ET	2111	Technician Development .....	1	ENG	2113	Technical Report Writing .....	3
			21	HST	1483	United States History to 1865 or .....	
				HST	1493	United States History since 1865.....	3
							19

## HISTORY (A.A.)

Professions open to a history major include teaching, historical research and writing, journalism, government service (diplomacy, bureaucracy, intelligence-gathering, archival management, political office) and with additional training, the law. A bachelor's or graduate level degree is necessary for most history-related careers. The curriculum below is designed to transfer to four-year institutions.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....			Cr	Second Semester.....			Cr
ORI	1011	New Student Orientation.....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3	HST	1493	U.S. History since 1865 .....	3
		Science w/Lab Elective .....	4			Science Elective 4 .....	
CIS	1113	Computer Concepts & Applications or .....		MTH	1413	Survey of Math or .....	
CIS	2113	Computer Application Packages.....	3	MTH	1513	College Algebra .....	3
HST	1483	U.S. History to 1865.....	3	PE	1112	Personal Health or .....	
		Program Elective .....	3	PE	2212	First Aid .....	2
			17				15

### SOPHOMORE YEAR

First Semester .....			Cr	Second Semester.....			Cr
HST	1423	World Civilization to 1500 .....	3	GVT	1113	American Federal Government .....	3
		Humanities Elective .....	3	HST	1433	World Civilization since 1500.....	3
		Liberal Arts Elective .....	3			Humanities Elective .....	3
		Program Electives.....	6			Arts & Sciences Elective.....	3
			15			Program Electives .....	6
							18

**Program Electives (15 hours):**

Choose Electives from the following fields: History, Geography, Sociology, Economics, Psychology or Government.

## MATHEMATICS (A.S.)

The area of Mathematics endeavors: 1) to provide the basic courses which are prerequisite to advanced study in Mathematics, Science, Engineering, and related fields; and, 2) to teach those number of concepts which will add to one's understanding of his physical and cultural environment and which will increase his effectiveness in adjusting to and controlling that environment.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....Cr			Second Semester .....Cr		
ORI	1011	New Student Orientation.....1	ENG	1213	English Comp II .....3
ENG	1113	English Comp I.....3		Science Elective .....	4
MTH	1513	College Algebra .....	MTH	1613	Plane Trigonometry.....3
		Science w/Lab Elective.....4	PHY	2015	Engineering Physics I.....5
CIS	1113	Computer Concepts & Applications or	PE	1112	Personal Health or
CIS	2113	Computer Application Packages.....3	PE	2212	First Aid.....2
		14			17

### SOPHOMORE YEAR

First Semester .....Cr			Second Semester .....Cr		
HST	1483	U.S. History to 1865 or	GVT	1113	American Federal Government.....3
HST	1493	U.S. History since 1865.....3	MTH	2315	Calculus II w/Analytic Geometry.....5
MTH	2215	Calculus I w/Analytic Geometry.....5	PHY	2115	Engineering Physics II.....5
CS	2113	Programming in BASIC or		Humanities Elective .....	3
CS	2123	Pascal Programming I.....3			16
		Humanities Elective.....3			
		Liberal Arts Elective.....3			
		17			

Recommended Additional Courses (Not Required): Any major-level courses in Science, Math, & Computer Programming.

**NOTE:** Participation in the President's Scholars Program is highly recommended for those who qualify.

## NURSING (A.A.S.)

The Associate in Applied Science degree nursing program has full approval by the Oklahoma Board of Nursing and has national accreditation by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006 (1-800-669-1656). Graduates of this program are eligible to write the National Council Licensure Examination for Registered Nurses.

The curriculum consists of both general academic and nursing subjects providing the student with a well-rounded as well as a specialized education. Clinical nursing experiences are planned around current nursing theory and are provided in hospitals and other health agencies in the community. Graduates are prepared to give client-centered nursing care in beginning nurse positions. Students should enroll in courses in consultation with their academic advisor.

### FRESHMAN YEAR

First Semester .....Cr			Second Semester .....Cr		
ORI	1011	New Student Orientation.....1	HE	1553	Nutrition.....3
ENG	1113	English Comp I.....3	AP	2134	Human Anatomy & Physiology II.....4
PSY	1113	Intro to Psychology.....3	NUR	1129	Hlth Promo & Nursing Process I.....9
AP	2124	Human Anatomy & Physiology I.....4			16
NUR	1116	Client & Nursing Process.....6			
		17			

### SOPHOMORE YEAR

Summer Semester.....Cr					
MIC	2224	Intro to Microbiology.....4			
First Semester .....Cr			Second Semester .....Cr		
HST	1483	U.S. History to 1865 or	ENG	1213	English Comp II or
HST	1493	U.S. History since 1865.....3	SPC	1113	Fundamentals of Speech or
SOC	1113	Intro to Sociology.....3	ENG	2113	Technical Report Writing.....3
		Humanities Elective.....1-3	GVT	1113	American Federal Government.....3
NUR	2219	Hlth Promo & Nursing Process II.....9	NUR	2220	Leadership & Nursing Process.....11
		16			17

#### Controlled Electives:

BM 2513	Business Management Internship
CIS 1113	Computer Concepts & Applications
MOA 1113	Medical Terminology
NUR 2810	Special Problems in Nursing
PSY 2523	Developmental Psychology
	See Advisor for additional elective courses.

**NOTE:** Students without the equivalent of one year high school Chemistry will be required to complete one semester of college-level Chemistry. Students without verified nurse aid skills will be required to complete a CNA course or enroll in NUR1102 prior to the first Nursing course.



## PHYSICAL EDUCATION AND COACHING (A.S.)

The course offerings in Physical Education are designed: 1) to provide the basic courses which are prerequisite to advanced study in the field and 2) to assist students in the development of physical skills and to provide instruction which will promote personal health.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....	Cr	Second Semester.....	Cr
ORI 1011 New Student Orientation.....	1	ENG 1213 English Comp II .....	3
ENG 1113 English Comp I .....	3	Science Elective 4	
Science w/Lab Elective .....	4	Arts and Sciences Elective .....	3
CIS 1113 Computer Concepts & Applications or		MTH 1413 Survey of Math or	
CIS 2113 Computer Application Packages.....	3	MTH 1513 College Algebra .....	3
PE 1112 Personal Health or		Arts & Sciences Elective.....	2
PE 2212 First Aid.....	2	PE 1112 Personal Health or	
Liberal Arts Elective .....	3	PE 2212 First Aid .....	2
	<u>16</u>		<u>17</u>

### SOPHOMORE YEAR

First Semester .....	Cr	Second Semester.....	Cr
HST 1483 U.S. History to 1865 or		GVT 1113 American Federal Government .....	3
HST 1493 U.S. History since 1865 .....	3	Humanities Elective .....	3
PE 2242 Theory of Coaching Basketball or		Arts & Sciences Electives.....	9
PE 2252 Theory of Coaching Baseball .....	2		<u>15</u>
PE 2222 Sports Rules .....	2		
Humanities Elective .....	3		
Arts & Science Electives.....	6		
	<u>16</u>		

## PHYSICAL THERAPIST ASSISTANT (A.A.S.)

The Associate in Applied Science degree physical therapist program prepares the individual to become a skilled paraprofessional working under the supervision of a physical therapist. The physical therapist assistant is given the background to provide essential patient services for the prevention and alleviation of physical impairment and the restoration of function.

### FRESHMAN YEAR

First Semester .....	Cr	Second Semester.....	Cr
ORI 1011 New Student Orientation.....	1	ENG 1213 English Comp II or	
ENG 1113 English Comp I .....	3	SPC 1113 Fundamentals of Speech or	
ET 1123 Technical Math I or		ENG 2113 Technical Report Writing .....	3
MTH 1413 Survey of Math or		GVT 1113 American Federal Government .....	3
MTH 1513 College Algebra .....	3	CIS 1113 Computer Concepts & Applications.....	3
HST 1483 U.S. History to 1865 or		PSY 2523 Developmental Psychology .....	3
HST 1493 U.S. History since 1865 .....	3	AP 2134 Human Anatomy & Physiology II .....	4
PSY 1113 Intro to Psychology .....	3	Humanities Elective.....	1
AP 2124 Human Anatomy & Physiology I .....	4		<u>17</u>
	<u>17</u>		

### SOPHOMORE YEAR

Summer Intersession .....		Cr	Spring Intersession .....		Cr
PTA 2102 Anatomy & Movement .....		2	PTA 2152 Clinical Practicum I .....		2
PTA 2112 Intro to Physical Therapy .....		2			
First Semester .....	Cr	Second Semester.....	Cr		
PTA 2126 Phys Therapy Prin & Proc I .....	6	PTA 2213 Phys Therapy Prin & Proc II .....	3		
PTA 2133 Medical & Surgical Proc .....	3	PTA 2223 Seminar in Physical Therapy .....	3		
PTA 2144 Functional Anat & Kinesiology .....	4	PTA 2234 Rehabilitation Techniques .....	4		
	<u>13</u>		<u>10</u>		
		Summer Session.....	Cr		
		PTA 2243 Clinical Practicum II .....	3		
		PTA 2253 Clinical Practicum III .....	3		
			<u>6</u>		

NOTE: Students must have current adult, child, infant, one-person and two-person CPR certification

## PRE-DENTISTRY, PRE-MEDICINE, PRE-OPTOMETRY (A.S.)

Pre-dental majors should take courses in Biology, Physics, Chemistry, and Advanced Math. Dental education extends at least six years beyond high school, including two years minimum of pre-dental. The pre-medical student must follow a course of study that provides adequate preparation for medical school. The medical school years include four years of college, four years of medical school, one year of internship, and a varying number of years of residency. College preparatory courses for pre-optometry training should place emphasis on the basic sciences. A minimum of 60 semester hours of pre-optometry training is required for admission to optometry school, which requires completion of an additional four years of advanced optometry study.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....Cr			Second Semester ..... Cr		
ORI	1011	New Student Orientation.....1	ENG	1213	English Comp II .....3
ENG	1113	English Comp I.....3	CHM	1214	General Chemistry II.....4
CHM	1114	General Chemistry I.....4	ZOO	1114	General Zoology .....4
CIS	1113	Computer Concepts & Applications or	MTH	1513	College Algebra .....3
CIS	2113	Computer Application Packages.....3	PE	1112	Personal Health or
PHY	1114	General Physics I.....4	PE	2212	First Aid.....2
		15			16

### SOPHOMORE YEAR

First Semester .....Cr			Second Semester ..... Cr		
HST	1483	U.S. History to 1865 or	GVT	1113	American Federal Government.....3
HST	1493	U.S. History since 1865 .....3	PHY	1214	General Physics II.....4
MTH	1613	Plane Trigonometry.....3			Science or Honors Research Elective .....3
		Humanities Elective .....3			Humanities Elective .....3
		Liberal Arts Elective .....3			Program Elective .....3
		Program Electives.....6			3
		17			16

#### Program Electives (9 hours):

Choose Electives from college-level courses in Science, Math, and Computer Programming.

NOTE: Participation in the President's Scholars Program is highly recommended for those who qualify.

## PRE-LAW (A.A.)

The curriculum below is a suggested program of study for the prospective law student. It is selected to provide the pre-law student with a broad, general background in the knowledge a lawyer uses, including English, literature, speech, political science, history, and business. No specific baccalaureate degree is required for law students, although history, political science, criminal justice, and business are common choices. Law schools normally require three years of resident study beyond the bachelor's degree. Credit requirements at various law schools vary from 84 to 96 hours. The Social Science faculty strongly recommends the curriculum suggested below.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....Cr			Second Semester ..... Cr		
ORI	1011	New Student Orientation.....1	ENG	1213	English Comp II .....3
ENG	1113	English Comp I.....3	HST	1483	U.S. History to 1865 or
		Science w/Lab Elective .....4	HST	1493	U.S. History since 1865 .....3
CIS	1113	Computer Concepts & Applications or			Science Elective .....4
CIS	2113	Computer Application Packages.....3	MTH	1413	Survey of Math or
ECO	2113	Prin of Macroeconomics .....3	MTH	1513	College Algebra .....3
		Program Elective .....3	PE	1112	Personal Health or
		17	PE	2212	First Aid.....2
					15

### SOPHOMORE YEAR

First Semester .....Cr			Second Semester ..... Cr		
HST	1483	U.S. History to 1865 or	GVT	1113	American Federal Government.....3
HST	1493	U.S. History since 1865 .....3	CJ	1113	Intro to Criminal Law .....3
CJ	1433	Intro to Law .....3	HST	1433	World Civilization since 1500.....3
GVT	2343	Intro to State & Local Gov.....3	CJ	2443	Criminal Procedures .....3
HST	1423	World Civilization to 1500 .....3			Humanities Elective .....3
		Liberal Arts Elective .....3			Science Elective .....3
		15			18

#### Program Electives (3 hours):

BC	2113	Business Communications	HST	2433 or 2443	English History
ENG	2543 or 2653	English Literature	SPA	1115	Beginning Spanish I

## PRE-PHARMACY (A.S.)

Most colleges of pharmacy require entrants to have completed one or two years of pre-pharmacy training emphasizing mathematics and basic sciences, but also including courses in the humanities and social sciences. At least five years of study beyond high school are required to earn the pharmacy degree.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....			Second Semester.....				
Cr			Cr				
ORI	1011	New Student Orientation.....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3	CHM	1214	General Chemistry II .....	4
CHM	1114	General Chemistry I .....	4	MTH	1513	College Algebra .....	3
CIS	1113	Computer Concepts & Applications or		PE	1112	Personal Health or	
CIS	2113	Computer Application Packages.....	3	PE	2212	First Aid .....	2
ZOO	1114	General Zoology .....	4			Program Elective .....	3
			15				15

### SOPHOMORE YEAR

First Semester .....			Second Semester.....				
Cr			Cr				
HST	1483	U.S. History to 1865 or		GVT	1113	American Federal Government .....	3
HST	1493	U.S. History since 1865 .....	3	MIC	2224	Intro to Microbiology .....	4
CHM	2345	Organic Chemistry .....	5	PHY	1114	General Physics I .....	4
		Humanities Elective .....	3			Humanities Elective .....	3
		Liberal Arts Elective .....	3			Science or Honors Research Elective .....	3
		Program Elective .....	3				17
			17				

**Program Electives (6 hours):**

Choose Electives from college-level courses in Science, Math, and Computer Programming.

NOTE: Participation in the President's Scholars Program is highly recommended for those who qualify.

## PRE-VETERINARY MEDICINE (A.S.)

For admission to an undergraduate pre-professional curriculum, the prospective veterinarian should have a special interest and good grades in the sciences, such as chemistry, physics, biology, and mathematics. Emphasis may be in Pre-Veterinary Medicine or Pre-Veterinary Agriculture Medicine. Communication skills are also important. All veterinary colleges require a minimum of two years of pre-professional training for admission, and the professional curriculum includes two years of the basic medical sciences followed by two years of clinical veterinary medicine, surgery, and other supplemental courses.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....			Second Semester.....				
Cr			Cr				
ORI	1011	New Student Orientation.....	1	ENG	1213	English Comp II .....	3
ENG	1113	English Comp I .....	3	CHM	1214	General Chemistry II .....	4
CHM	1114	General Chemistry I .....	4	BOT	1114	General Botany .....	4
CIS	1113	Computer Concepts & Applications or		MTH	1513	College Algebra .....	3
CIS	2113	Computer Application Packages.....	3	PE	1112	Personal Health or	
ZOO	1114	General Zoology .....	4	PE	2212	First Aid .....	2
		Humanities Elective .....	3				16
			18				

### SOPHOMORE YEAR

First Semester .....			Second Semester.....				
Cr			Cr				
HST	1483	U.S. History to 1865 or		GVT	1113	American Federal Government .....	3
HST	1493	U.S. History since 1865 .....	3			Humanities Elective .....	3
PHY	1114	General Physics I .....	4	PHY	1214	General Physics II .....	4
		Program Electives.....	4-9			Program Electives .....	4-5
		Liberal Arts Elective .....	3				14-15
			14-19				

**Program Electives (9-13 hours):**

AG	1114	Intro to Ag Economics	AG	2011	Topics in Agriculture
AG	1124	Intro to Animal Science	CHM	2345	Organic Chemistry
AG	1214	Intro to Plant Science	MIC	2224	Intro to Microbiology

NOTE: Pre-Veterinary students not choosing to matriculate through the OSU College of Agriculture and Natural Resources may choose an alternative curriculum. Please see the academic advisor for details.

## PSYCHOLOGY (A.S.)

Professions open to a psychology major include teaching, testing, social work, psychological services, counseling, personnel work, and--with additional education--clinical psychology, college teaching, sports psychology, medical social work, treatment therapist, and many others. The curriculum below is designed to transfer to four-year institutions.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....Cr			Second Semester ..... Cr		
ORI	1011	New Student Orientation.....1	ENG	1213	English Comp II ..... 3
ENG	1113	English Comp I.....3			Science Elective ..... 4
		Science w/Lab Elective .....4	MTH	1413	Survey of Math or
CIS	1113	Computer Concepts & Applications or	MTH	1513	College Algebra ..... 3
CIS	2113	Computer Application Packages.....3	PSY	2523	Developmental Psychology ..... 3
PSY	1113	Intro to Psychology .....3			Related Elective ..... <u>3</u>
PE	1112	Personal Health or			16
PE	2212	First Aid..... <u>2</u>			
		16			

### SOPHOMORE YEAR

First Semester .....Cr			Second Semester ..... Cr		
HST	1483	U.S. History to 1865 or	GVT	1113	American Federal Government..... 3
HST	1493	U.S. History since 1865 .....3			Humanities Elective ..... 3
		Humanities Elective .....3			Arts & Sciences Elective..... 3
		Liberal Arts Elective .....6			Program Elective ..... 3
		Program Electives..... <u>3</u>			Related Electives ..... <u>4</u>
		15			16

#### Program Electives (6 hours):

PSY	2113	Psychology of Adjustment
PSY	2313	Introduction to Counseling
PSY	2433	Psychological Statistics
PSY	2443	Personality Theories
PSY	2533	Social Psychology

#### Related Electives (7 hours):

Students should choose Related Electives from the following fields: Geography, Sociology, History, Economics, Foreign Language, Government, Criminal Justice, or Religious Studies.

## SCIENCE (A.S.)

Course offerings in the Division are intended: 1) to provide students with the basic sciences prerequisite to advanced standing Science, Engineering, and related fields; and, 2) to give students a knowledge of those basic scientific concepts and skills which will make for better understanding of the natural environment and more effective living in a technological society.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester .....Cr			Second Semester ..... Cr		
ORI	1011	New Student Orientation.....1	ENG	1213	English Comp II ..... 3
ENG	1113	English Comp I.....3	CHM	1214	General Chemistry II..... 4
CHM	1114	General Chemistry I.....4	MTH	1513	College Algebra ..... 3
ZOO	1114	General Zoology .....4	BOT	1114	General Botany.....4
CIS	1113	Computer Concepts & Applications or	PE	1112	Personal Health or
CIS	2113	Computer Application Packages..... <u>3</u>	PE	2212	First Aid..... <u>2</u>
		15			16

### SOPHOMORE YEAR

First Semester .....Cr			Second Semester ..... Cr		
HST	1483	U.S. History to 1865 or	GVT	1113	American Federal Government..... 3
HST	1493	U.S. History since 1865 .....3	MTH	2215	Calculus w/Analytic Geometry or
MTH	1613	Plane Trigonometry.....3	CHM	2345	Organic Chemistry ..... 5
PHY	1114	General Physics I.....4	PHY	1214	General Physics II.....4
		Humanities Elective .....3			Science or Honors Research Elective ..... 2
		Liberal Arts Elective ..... <u>3</u>			Humanities Elective ..... <u>3</u>
		16			17

NOTE: Participation in the President's Scholars Program is highly recommended for those who qualify.

## SOCIOLOGY (A.S.)

Professions open to a sociology major include: teaching; testing; social work; statistical research; personnel work; law enforcement; penology; city, state and federal governmental agencies; census bureau; social work; and, with additional graduate work, college teaching, sociological research, and supervisory positions in private and governmental agencies. The curriculum below is designed to transfer to four-year institutions.

Students should choose electives in consultation with their academic advisor and based on the catalog of the college/university to which they plan to transfer.

### FRESHMAN YEAR

First Semester ..... Cr	Second Semester.....Cr
ORI 1011 New Student Orientation..... 1	ENG 1213 English Comp II .....3
ENG 1113 English Comp I .....3	Science Elective .....4
SOC 1113 Intro to Sociology .....3	Program Elective .....3
Science w/Lab Elective .....4	MTH 1413 Survey of Math or
CIS 1113 Computer Concepts & Applications or	MTH 1513 College Algebra.....3
CIS 2113 Computer Application Packages.....3	PE 1112 Personal Health or
Optional Elective .....3	PE 2212 First Aid .....2
<u>17</u>	<u>15</u>

### SOPHOMORE YEAR

First Semester ..... Cr	Second Semester .....Cr
HST 1483 U.S. History to 1865 or	GVT 1113 American Federal Government.....3
HST 1493 U.S. History since 1865 .....3	SOC 2023 Social Problems .....3
Arts and Sciences Elective or	Humanities Elective.....3
Optional Electives .....5	Arts & Sciences Elective .....3
Humanities Elective .....3	Optional Elective .....3
Liberal Arts Elective .....3	<u>15</u>
Program Elective .....3	
<u>17</u>	

**Program Electives (6 hours):**

CJ	1113	Intro to Criminal Justice
SOC	2013	Marriage and Family
SOC	2063	Deviance, Crime & Delinquency
SOC	2143	Cultural Diversities
SOC	2613	Sociology of Gender
SW	1113	Intro to Social Work

**Optional Electives (Not Required):**

Students should choose optional electives from the following fields: Geography, History, Economics, Psychology, Government, Criminal Justice, or Religious Studies.

## VETERINARY TECHNOLOGY (A.A.S.)

In 1978 Murray State College began Oklahoma's first Veterinary Technology Program.

The Veterinary Technology Program emphasizes "hands-on" training with multiple species and offers two options for the curriculum. The Pre-Veterinary Technology option gives students the opportunity to take required general education courses prior to beginning the core veterinary technology curriculum. The Pre-Veterinary Technology option consists of 13 to 15 credit hours per semester. Students who meet the requirements and elect to take general education courses concurrently with the Veterinary Technology core curriculum (2 year option) will be required to take 16-19 credit hours per semester. Both options are designed to provide basic principles, knowledge and skill development pertaining to care and handling of normal and abnormal animals. Veterinary Technicians are an integral member of the veterinary medical team. Areas of study include: veterinary nursing, nutritional counseling, anesthesiology, veterinary imaging, clinical pathology, surgical nursing, dental hygiene and client education. Veterinary technician duties include all facets of veterinary medicine except diagnosis, prescribing medication and performing surgery. The Associate of Applied Science Degree and/or the credits in Veterinary Technology are discipline specific and do not substitute for or transfer to pre-veterinary medical school curriculum.

Graduates of this program are eligible to take the State and National Board Examination for registration as a Veterinary Technician.

This program is fully accredited by the American Veterinary Medical Association.

### YEAR 1 Freshman

First Semester-Fall			Cr	Second Semester-Spring			Cr
VT	1104	Intro to Veterinary Technology .....	4	VT	1223	Physiology of Domestic Animals .....	3
VT	1114	Anatomy of Domestic Animals .....	4	VT	1214	Anesthesia & Surgical Nursing .....	4
VT	1112	Applied Math for Meds .....	2	VT	1224	Clinical Pathology I .....	4
ORI	1011	New Student Col Orientation .....	1	HUM	1111	Humanities .....	1
ENG	1113	English Comp I .....	3	ENG	1213	English Comp II or	
CHM	1114	General Chemistry I .....	4	SPC	1113	Fundamentals of Speech or	
			18	ENG	2113	Technical Report Writing .....	3
				MIC	2224	Introduction to Microbiology .....	4
							19

### YEAR 2 Sophomore

Summer Session			Cr				
VT	2006	Preceptorship .....	6				
			6				
First Semester-Fall			Cr	Second Semester-Spring			Cr
VT	2124	Pharm & Sm Animal Med Nursing .....	4	VT	2223	Wildlife, Zoo, and Lab Animal .....	3
VT	2103	Clinical Pathology II .....	3	VT	2213	Veterinary Clinical Management .....	3
VT	2113	Veterinary Imaging .....	3	VT	2214	Large Animal Med Nursing .....	4
VT	2123	Diseases of Domestic Animals .....	3	VT	2222	Small Animal Nutrition .....	2
HST	1483	United States History to 1865 or		VT	2122	Livestock Feeding for Veterinary Techology ....	2
HST	1493	United States History since 1865 .....	3	GVT	1113	American Federal Government .....	3
			16				17

## PRE-VETERINARY TECHNOLOGY (A.A.S.)

### PRE-VETERINARY TECHNOLOGY OPTION

First Semester-Fall			Cr	Second Semester-Spring			Cr
ORI	1011	New Student Col Orientation .....	1	VT	1021	Topics in Veterinary Technology II .....	1
VT	1011	Topics in Veterinary Technology I .....	1	ENG	1213	English Comp II or	
ENG	1113	English Comp I .....	3	SPC	1113	Fundamentals of Speech or	
CHM	1114	General Chemistry I .....	4	ENG	2113	Technical Report Writing .....	3
HST	1483	United States History to 1865 or		GVT	1113	American Federal Government .....	3
HST	1493	United States History since 1865 .....	3	CIS	1113	Computer Concepts & Applications .....	3
			12	MIC	2224	Introduction to Microbiology .....	4
							14

## CERTIFICATE PROGRAMS OF STUDY

The following certificate programs are designed to teach students the knowledge and skills that will equip them for immediate employment in selected vocational fields. The programs consist, therefore, of a concentration of courses of a specialized nature plus selected courses in general education and controlled electives.

### CERTIFICATE PROGRAM IN SECRETARIAL/OFFICE ADMINISTRATION

**Plan A--For those with high school credit in typing.**

#### FRESHMAN YEAR

First Semester	Cr	Second Semester	Cr
ORI 1011 New Student Col Orientation .....	1	BUS 2763 Professional Development .....	3
ENG 1113 English Comp I .....	3	CIS 2113 Computer Application Pkgs or	
BM 1103 Introduction to Business .....	3	CIS Elective .....	3
CIS 1113 Computer Concepts & Applications or		BC 2113 Business Communications .....	3
CIS 2113 Computer Application Packages .....	3	CIS 2603 Spec Word Processing .....	3
ACC 2103 Fund of Financial Accounting .....	3	*Controlled Elective .....	6
BM 1403 Business Math .....	3		18
	16		

**\*Electives:**

ACC 1113 Introduction to Accounting	CIS 2723 Spreadsheet Applications
ACC 2203 Fund. of Managerial Accounting	CIS 2803 Desktop Publishing
ACC 2303 Computerized Accounting	ECO 2113 Principles of Macroeconomics
BUS 2743 Admin Office Procedures	MOA 2123 Medical Office Procedures I
BM 2513 Business Mgmt Internship	

### CERTIFICATE PROGRAM IN MEDICAL OFFICE TRANSCRIPTIONIST

#### FRESHMAN YEAR

First Semester	Cr	Second Semester	Cr
ORI 1011 New Student Col Orientation .....	1	CIS 2603 Specialized Word Processing .....	3
ENG 1113 English Comp I .....	3	BC 2113 Business Communications .....	3
MOA 1113 Medical Terminology I .....	3	MOA 1233 Med. Terminology, Anatomy &	
MOA 1243 Medical Transcription I .....	3	Physiology .....	3
PSY 1113 Introduction to Psychology .....	3	MOA 2113 Medical Transcription II .....	3
CIS 1113 Computer Concepts or		MOA 2123 Medical Office Procedures .....	3
CIS 2113 Computer Application Pkgs .....	3	BUS 2763 Professional Development .....	3
	16		18

### CERTIFICATE PROGRAM IN MEDICAL OFFICE CODING

#### FRESHMAN YEAR

First Semester	Cr	Second Semester	Cr
ORI 1011 New Student Col Orientation .....	1	BUS 2763 Professional Development .....	3
ENG 1113 English Comp I .....	3	BC 2113 Business Communications .....	3
MOA 1113 Medical Terminology I .....	3	MOA 1233 Med. Terminology, Anatomy &	
MOA 1123 Coding for the Med Office .....	3	Physiology .....	3
PSY 1113 Introduction to Psychology .....	3	MOA 1223 Adv Coding/Ins for Med Office .....	3
CIS 1113 Computer Concepts or		MOA 2123 Medical Office Procedures .....	3
CIS 2113 Computer Application Pkgs .....	3	Controlled Elective .....	3
	16		18

### CERTIFICATE PROGRAM IN GUNSMITHING

#### FRESHMAN YEAR

First Semester	Cr	Second Semester	Cr
GS 1112 Blueprint Reading .....	2	GS 2714 Conversion of Firearms .....	4
TMT 1124 Machine Tool Practices .....	3	GS 1304 Machine Metal Work .....	4
GS 1103 Gunsmithing Theory I .....	3	GS 1113 Gunsmithing Theory II .....	3
GS 1204 Bench Metal Work .....	4	TMT 2213 General Metals .....	3
ORI 1011 New Student Col Orientation .....	1	BM 1403 Business Math .....	3
	13		17

#### SOPHOMORE YEAR

First Semester	Cr	Second Semester	Cr
GS 1224 Stockmaking .....	4	GS 2413 Gun Store Management .....	3
GS 2573 Gun Blueing & Metal Finishing .....	3	GS 1314 Machine Metal Work .....	4
GS 2724 Repairing of Firearms .....	4	GS 2824 Repairing of Firearms .....	4
GS 2503 Advanced Gunsmithing Theory .....	3	GS 2582 Handloading & Ballistics .....	2
	14		13

**Optional Electives:**

CIS 1113 Computer Concepts & Applications or	TMT 1213 Introduction to CNC
CIS 2113 Computer Application Packages	ET 2111 Technician Development
TD 1113 Intro Draft/CAD	

Gunsmithing Certificate students must demonstrate an acceptable level of competency in mathematics.

## **COOPERATIVE AGREEMENTS**

Cooperative agreements between Murray State College and technology centers are designed to give college credit for approved technical competencies taught by technology centers. These Associate in Applied Science degree programs may award up to 36 hours for education received at the technology center and require 30 to 35 additional hours with Murray State College.

Students who are interested in pursuing one of the following programs should contact their counselor and/or instructor at the technology center for additional information or call Murray State College at 580-371-2371 and speak with the Outreach Coordinator at extension 106 or the Dean of Applied Science at extension 191.

### **Career Technology Centers**

Kiamichi Technology Center  
Mid-America Technology Center  
Pontotoc Technology Center  
Red River Technology Center  
Southern Oklahoma Technology Center

### **Areas of Study**

Applied Technology  
Automotive Technology (Pontotoc only)  
Business/Office Technology  
Child Care  
Computer Information Systems  
Construction Technology  
Drafting and Design  
Electronics  
Health Technology  
Manufacturing



## PART XI

### COURSE DESCRIPTIONS

**Arrangement:** All course descriptions are arranged in alphabetical order by subject (example: Accounting, ACC) with the division listed also.

**Course Numbers:** All courses are numbered in terms of four digits. The first digit indicates the class year in which the subject ordinarily is taken; the last digit indicates the credit hours and all four serve to denote the course. For example, a course numbered 1123 should be interpreted as a freshman course carrying three hours of credit. Any course with a number that begins with 0 is remedial and pre-collegiate, is not for credit, and does not apply toward graduation. Some course numbers end in 0 e.g., 2120. This means that the credit carried varies. When the last digit of a course number indicates the semester credit hours carried by the course, a student cannot take the course for more or less than the designated credit hours.

### ACCOUNTING (ACC)

### Business and Technology

#### ACC 1113 -- Introduction to Accounting.

Prerequisite: None.

This course is designed to provide the student with the basic accounting knowledge and skills necessary for development and maintenance of a set of books. Students will gain a working knowledge of the accounting cycle; bank reconciliation; payroll accounting; taxes; accounting for service and merchandising concerns; special journals and subsidiary ledgers; adjustments; financial statements; and the closing process. Emphasis will be placed on preparing students for entry-level bookkeeping and accounting clerk positions. Three lecture hours a week. Credit: Three semester hours.

#### ACC 2103 -- Fundamentals of Financial Accounting.

Prerequisite: None.

The study of concepts and procedures for preparation of general-purpose financial statements using general accounting principles. This course is designed to provide the student with basic principles of accounting theory. Students will gain a working knowledge of accounting for sole proprietorships, partnerships, and corporations. Topics covered will include the accounting cycle, financial statements/ratio analysis, capital and stockholders equity, merchandising, stock transactions, cash flow statements, investments, and ethics. Emphasis will be placed on the study of financial accounting. It is recommended that a student entering this course have bookkeeping, accounting work related experience, or high school equivalent. Three lecture hours a week. Credit: Three semester hours.

#### ACC 2203 -- Fundamentals of Managerial Accounting.

Prerequisite: ACC 2103.

This course is the study of managerial accounting concepts and objectives; planning and control of sales and costs; analysis of costs and profits for management decision making. This course is designed as a continuation of fundamentals of financial accounting. Topics covered will include manufacturing/cash flow, cost behavior, cost-volume-profit, managerial decisions, capital budgeting, present value/future value, budget allocation, variance analysis, job order costing, process costing, and standard costing. Emphasis will be placed on managerial decision-making based upon the analysis of accounting information. Three lecture hours a week. Credit: Three semester hours.

#### ACC 2303 -- Computerized Accounting.

Prerequisite: ACC 1113 or ACC 2103 & CIS 1113.

This course is designed to provide the student with an introduction to modern computerized integrated accounting systems utilizing a hands-on approach. Students will gain a working knowledge of accounting for sole proprietorship and partnership service and merchandising concerns within an integrated system beginning with analysis of transactions or "input," the actual functions of the computer system, and the "output" or end result generated by the computer. Three lecture hours a week. Credit: Three semester hours.

#### ACC 2503 -- Oil & Gas Accounting.

Prerequisite: ACC 2103 or demonstrated competence approved by program chair.

This course is an introduction to specific financial accounting rules and practices common to the petroleum industry from exploration to producing properties. Topics covered will include terminology exclusive to the field, successful efforts accounting procedures, full cost accounting procedures, SEC regulations, FASB procedures, and tax treatment. Three lecture hours a week. Credit: Three semester hours.

**ACC 2703 -- Tax Accounting.**

Prerequisite: ACC 2203 or demonstrated competence approved by program chair.

This course examines basic income tax laws, which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains, and losses. Completion of an individual income tax return will be included. Some computer skills would be beneficial. Three lecture hours a week. Credit: Three semester hours.

**ACC 2810 -- Selected Accounting Topics.**

Prerequisite: Approval of program chair.

This course is designed for selected accounting topics. Specific course titles will be announced. May be taken more than once. Credit varies from one to three hours.

**AGRICULTURE (AG)****Arts & Sciences****AG 1114 -- Introduction to Agricultural Economics.**

Prerequisite: None.

This course covers the economic theory of production, marketing and consumption of agricultural products. The role and structure of agriculture in the American economy are also included. Four lecture hours a week. Credit: Four semester hours.

**AG 1124 -- Introduction to the Animal Sciences.**

Prerequisite: None.

This survey course deals with meat, milk, eggs, and other animal products, world needs and distribution of farm animals; production and management; quality standards, processing and distribution. Three lecture and two laboratory hours a week. Credit: Four semester hours.

**AG 1214 -- Introduction to the Plant Sciences.**

Prerequisite: None.

This basic course covers the concepts and principles of growth and distribution, classification, culture, and utilization of economic plants. Three lecture and two laboratory hours a week. Credit: Four semester hours.

**AG 1513 -- Introduction to Horse Production.**

Prerequisite: None.

This course begins an introduction to the horse industry. The course then covers the history of the horse including the various breeds and their uses. Digestive physiology and equine nutrition, diseases and parasites of the horse, and health care are other topics discussed in this course. Three lecture hours a week. Credit: Three semester hours.

**AG 1532 -- Advanced Horse Production.**

Prerequisite: AG 1513.

This course completes the study of the horse. The first half of this course deals with equine anatomy and physiology, covering the skeletal system, muscular systems, respiratory system, circulatory system, urinary-excretory system, nervous system, and skin and hair. Two lecture hours a week. Credit: Two semester hours.

**AG 1543 -- Equine Evaluation.**

Prerequisite: None.

This course deals with the evaluation of a horse's conformation and performance. Topics covered in this course include: terms used in judging horse conformation, evaluation of the horse's conformation and structural soundness, evaluating and judging a horse show, and expressing oral reasons. Also discussed in this course are the blemishes and unsoundnesses of the hurrays, and determining age by teeth. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**AG 2003 -- Agroecosystem.**

Prerequisite: None.

This course is the study of natural plant and animal processes and how man interacts and regulates these. Issues such as factory farming, animal welfare, pesticides and water quality, world food supply and global warming will be discussed. Designed for the non-agriculture major. Three lecture hours a week. Credit: Three semester hours.

**AG 2011 -- Topics in Agriculture.**

Prerequisite: None.

This course involves the use of farm and ranch operators as resource personnel in discussions of current problems and issues in agriculture. One lecture hour a week. Credit: One semester hour.

**AG 2810 -- Special Problems in Agriculture.**

Prerequisite: Permission of Agriculture Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to agriculture. May be taken more than once. Credit varies from one to four hours.

**AG 2900 -- Community Service/Agriculture.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**AGRICULTURE ECONOMICS (AGE)****Arts & Sciences****AGE 2103 -- Principles of Economics Applied to Agriculture.**

Prerequisite: AG 1114.

This course covers economics of farm and business decisions as well as the national economic policy with emphasis toward agriculture. Three lecture hours a week. Credit: Three semester hours.

**AGE 2810 -- Special Problems in Agriculture Economics.**

Prerequisite: Permission of Agriculture Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to agriculture economics. May be taken more than once. Credit varies from one to four hours.

**AMERICAN SIGN LANGUAGE (ASL)****Arts & Sciences****ASL 2613 – American Sign Language I.**

Prerequisite: None.

This course consists of the principles, methods, and techniques of communicating manually with the deaf. Emphasis will be on developing manual communication skills and a basic vocabulary in American Sign Language and an understanding of the basic grammatical principles of American Sign Language. Three lecture hours a week. Credit: Three semester hours.

**ASL 2623 – American Sign Language II.**

Prerequisite: ASL 2613.

This course provides continued development of American Sign Language vocabulary and A.S.L. grammar. Emphasis will be on developing expressive and receptive signing skills in ASL. Three lecture hours a week. Credit: Three semester hours.

**AGRONOMY (AGR)****Arts & Sciences****AGR 2124 -- Soil and Soil Management.**

Prerequisite: One-year inorganic chemistry.

The survey course deals with the fundamentals of soil origin, development, classification, fertility, and management. Laboratory is devoted to analytical procedures relevant to the chemical and physical conditions of soil. Three lecture and two laboratory hours a week. Credit: Four semester hours.

**AGR 2324 -- Principles of Range Management.**

Prerequisite: AG 1214 & AG 1124.

This course involves a study of the general principles of range and pasture management. Principles of forage plant properties, ecology and management of rangelands for sustained production are covered. Three lecture and two laboratory hours a week. Credit: Four semester hours.

**AGR 2810 -- Special Problems in Agronomy.**

Prerequisite: Permission of Agriculture Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to agriculture. May be taken more than once. Credit varies from one to four hours.

## ANATOMY & PHYSIOLOGY (AP)

## Arts & Sciences

### AP 2124 -- Human Anatomy and Physiology I.

Prerequisite: CHM 1114 and introductory life science course recommended. Priority given for Nursing and PTA students.

This first course of a two-course sequence is designed to provide the student with a basic working knowledge of human anatomy and physiology starting from the molecular level and progressing to the integrated systems level. Although some clinical applications will be discussed, the major emphasis will be on the homeostatic structure and function of the normal human organism. In addition to basic terminology relative to regions of the body, the anatomy and chemical functions of the following systems will be studied in both lecture and lab: the cell; tissues; the digestive system; the respiratory system; the urinary system; basic metabolism; and, the reproductive systems. Laboratory sessions include microscopic examination of tissues, mammalian anatomical dissections, and physiological exercises appropriate to each system. Three lecture and three laboratory hours a week. Credit: Four semester hours. (Students who withdraw from AP 2124 will need permission of the Director of Nursing prior to enrolling the next semester.)

### AP 2134 -- Human Anatomy and Physiology II.

Prerequisite: CHM 1114. Priority given for Nursing and PTA students.

This is the second in a two-course sequence and covers the major body systems not covered in AP 2124. Although some clinical applications will be discussed, the major emphasis will be on the homeostatic structure and function of the normal human organism. The anatomy and physiology of the following systems will be studied in both lecture and lab: the integumentary system; the nervous system; the skeletal system; the muscular system; the cardiovascular system; and, the endocrine system. The scientific method will also be discussed as it relates to the health sciences. Laboratory sessions will include microscopic examination of the various systems as well as organ and mammalian anatomical dissection. Related anatomical and physiological investigations appropriate to each system will also be performed. Three lecture and three laboratory hours a week. Credit: Four semester hours. (Students who withdraw from AP 2134 will need permission of the Director of Nursing prior to enrolling the next semester.)

### AP 2810 -- Special Problems in Anatomy and Physiology.

Prerequisite: Permission of Science Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to anatomy and physiology. May be taken more than once. Credit varies from one to four hours.

## ANIMAL SCIENCE (ANS)

## Arts & Sciences

### ANS 1101 -- Livestock Judging and Evaluation.

Prerequisite: None.

Practice is afforded in the evaluation and selection of species and types of farm livestock including beef cattle, dairy cattle, sheep, swine, and horses. The course will include the judging of classes of breeding and market animals with written and oral reasons. Two laboratory hours a week. Credit: One semester hour.

### ANS 1112 -- Livestock Selection and Carcass Evaluation.

Prerequisite: ANS 1101 or permission of instructor.

Emphasis will be placed on carcass evaluation of meat animals. Slaughtering and processing of farm meats will be included. Four laboratory hours a week. Credit: Two semester hours.

### ANS 2012 -- Livestock Grooming, Fitting & Showing.

Prerequisite: None.

This course deals with the fundamentals behind grooming, fitting and showing of livestock. Practical application of the skills presented in the course will be evaluated in a showmanship contest at the end of the course. Four laboratory hours a week. Credit: Two semester hours.

### ANS 2123 -- Livestock Feeding.

Prerequisite: None.

Nutrients and their functions, nutrient requirements of the various classes of livestock; composition and classification of feed stuffs and ration formulation are covered. Credit: Three semester hours.

**AS 2810 -- Special Problems in Animal Science.**

Prerequisite: Permission of Agriculture Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to animal science. May be taken more than once. Credit varies from one to four hours.

**ART (ART)****Arts & Sciences****ART 1103 -- Ceramics I.**

Prerequisite: None

Ceramics I covers a variety of building techniques, glazing and ceramics terminology. Students will develop basic hand building skills (pinch, coil and slab), demonstrate basic glaze theory and application, and exhibit basic knowledge of the firing processes. Four laboratory hours a week. Credit: Three semester hours.

**ART 1113 -- Art Appreciation.**

Prerequisite: None.

Art Appreciation is an illustrated lecture course that examines the functions of the visual arts in contemporary life. The historic development of art in western culture is included where it is relevant to the appreciation of modern art. Three lecture hours a week. Credit: Three semester hours.

**ART 1123 -- Design I.**

Prerequisite: None.

Design I is a study of the principal elements of two-dimensional design. Those elements include color, perspective, fundamental drawing concepts and compositional elements. By using a variety of materials students will apply the information to a series of studio assignments. Three lecture hours a week. Credit: Three semester hours.

**ART 1133 -- Design II.**

Prerequisite: None.

Design II is a continuation of Design I. This course is a study and analysis of three-dimensional forms. By using a variety of materials and processes, the student will complete a series of studio assignments. Three lecture hours a week. Credit: Three semester hours.

**ART 1213 -- Drawing I.**

Prerequisite: None.

Drawing I will develop the students' understanding of the basic concepts of drawing and their powers of observation. Students will work with various black and white media utilizing a variety of sources and environments. Four laboratory hours a week. Credit: Three semester hours.

**ART 2103 -- Drawing II.**

Prerequisite: None.

Drawing II will continue to develop the students understanding of the concepts of drawing. Students will continue to develop their skills in color media by using a variety of sources and environments. Four laboratory hours a week. Credit: Three semester hours.

**ART 2113 -- Watercolor I.**

Prerequisite: None.

Watercolor I will develop skills in watercolor painting, stressing form and composition, visual perception and individual expression. Students will develop their understanding of composition and theory as it relates to transparent painting media. Four laboratory hours a week. Credit: Three semester hours.

**ART 2123 -- Painting I.**

Prerequisite: None.

Painting I will develop skills in opaque painting, stressing form and content visual appreciation and individual expression. Students will develop conceptual skills in various painting methods, compositions and color theories. Four laboratory hours a week. Credit: Three semester hours.

**ART 2203 -- Ceramics II.**

Prerequisite: None.

Ceramics II continues to develop the students' skills in a variety of ceramic techniques. Students will continue to develop their glazing and knowledge of ceramic and its terminology. Students will continue the development of hand

building and throwing techniques, and the development of their personal style within the ceramic medium. Four laboratory hours a week. Credit: Three semester hours.

**ART 2403 -- Sculpture I.**

Prerequisite: None.

Sculpture I is a creative approach to sculptural techniques and form exploration using a variety of media. Students will develop their knowledge of sculptural forms, their technical skills in various media/materials and increase their conceptual skills. Four laboratory hours a week. Credit: Three semester hours.

**ART 2810 -- Special Problems in Art.**

Prerequisite: Permission of Liberal Arts Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to art. May be taken more than once. Credit varies from one to four hours.

**BANKING & FINANCE (B&F)**

**Business and Technology**

**B&F 1113 -- Principles of Banking.**

Prerequisite: None.

This foundation course touches on nearly every aspect of banking functions. An introduction to banking in today's economy, the language and documents of banking, check processing, teller functions, trust services, bank bookkeeping and bank loans and investments will be covered. Three lecture hours a week. Credit: Three semester hours.

**B&F 2810 -- Special Problems in Banking and Finance.**

Prerequisite: Permission of Business Departmental Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to banking and finance. May be taken more than once. Credit varies from one to four hours.

**BIOLOGY (BIO)**

**Arts & Sciences**

**BIO 1114 -- General Biological Science.**

Prerequisite: None.

This is a general education course directed toward majors that do not require other specific life science courses. It covers a wide range of basic biological concepts, ranging in scope from scientific methods to cell function, to the processes and products of evolution. Mastery and appreciation of the material will give the students a better understanding of the biological environments in which they live. Three lecture and two laboratory hours a week. Credit: Four semester hours.

**BIO 2810 -- Special Problems in Biology.**

Prerequisite: Permission of Science Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to biology. May be taken more than once. Credit varies from one to four hours.

**BOTANY (BOT)**

**Arts & Sciences**

**BOT 1114 -- General Botany.**

Prerequisite: None.

This course is a basic introduction to the life processes and structure of the higher plants. Emphasis is on basic plant physiology, morphology and anatomy. Students will study plant cell structure and function (including photosynthesis and respiration); flower structure and function; the seed and fruit; stem, root and leaf structure; and plant identification. Three lecture and two laboratory hours a week. Credit: Four semester hours.

**BOT 2810 -- Special Problems in Botany.**

Prerequisite: Permission of Science Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to agriculture. May be taken more than once. Credit varies from one to four hours.

**BUSINESS (BUS)****Business and Technology****BUS 1001 -- Basic Keyboarding.**

Prerequisite: None.

This course is designed to teach the student proper typing techniques by using the touch control method. Units covered will include topics on building basic speed and accuracy, formatting most often used personal and business documents and developing minimum skills in typing letters, reports, and tables. One lecture hour a week. Credit: One semester hour.

**BUS 1103 -- Business and Personal Keyboarding.**

Prerequisite: None.

This course is designed to provide the student an introduction to and the mastery of alphabetic and numeric keys by touch method, followed by a series of progressive exercises to the acquisition of practical speed and accuracy to format letters, tables, reports, and other business documents using terminology and technology as an efficient communication tool. This is a beginning course for students with little or no previous keyboarding instruction. Three lecture hours a week. Credit: Three semester hours.

**BUS 1113 -- Intermediate Information Processing.**

Prerequisite: BUS 1103 or equivalent.

This course consists of review, refinement, and practice in basic keyboarding techniques, and the application of this skill to the practical problem in letter styles, manuscripts, rough drafts, tabulations, business forms, and legal documents. Emphasis is placed on production of quality work within accepted time limits and further development of speed and accuracy. Three lecture hours a week. Credit: Three semester hours.

**BUS 2703 -- Advanced Information Processing.**

Prerequisite: BUS 1113 or equivalent.

This course is designed to integrate the skills, knowledge, and techniques involved in producing documents found in typical business offices. Improvement of individual technique; speed and accuracy in production work and timed writings; emphasis on decision making, problem solving, setting priorities, and judgment in settings that encourage students to perform as if they were actually at work in real job situations. The major focus of this course is on productivity and excellence in document production. Three lecture hours a week. Credit: Three semester hours.

**BUS 2743 -- Administrative Office Procedures.**

Prerequisite: None.

This course emphasizes ethics, traits, and duties of the professional office assistant; correlates related office skills and knowledge; develops initiative and judgment; and improves human relations skills, work habits and procedures in the professional office. Three lecture hours a week. Credit: Three semester hours.

**BUS 2763 -- Professional Development.**

Prerequisite: None.

This course is organized around the premise that the techniques and personal qualities students need to find the best possible job in a particular field are identical to those that they must develop and refine in order to become effective and promotable employees. Three lecture hours a week. Credit: Three semester hours.

**BUS 2803—Business/Office Internship.**

Prerequisite: BUS 2763 and concurrent enrollment in BUS 2841.

This course will be a supervised "on-the-job" training experience, providing practical and technical skills. Includes practical experience obtained through actual work assignment in offices. Twelve office hours a week. Credit: Three semester hours.

**BUS 2810 -- Special Problems in Business.**

Prerequisite: Permission of the Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to business. May be taken more than once. Credit varies from one to four hours.

**BUS 2841--Contemporary Business Issues.**

Prerequisite: None.

This will be a "capstone" course for all A.A.S. majors in the Business and Information Technology program. Students must submit a portfolio and receive faculty approval prior to graduation. Credit: One semester hour.

**BUSINESS COMMUNICATION (BC)****Business and Technology****BC 2113 -- Business Communications.**

Prerequisite: ENG 1113.

This course is designed to provide the student with the opportunity to study the various types of business communications. Students will learn to prepare professional, mailable letters that inform, explain, direct, instruct, and sell, as well as letters that seek credit, collection, recommendation, and application. Students will develop oral communication skills through the preparation and delivery of several formal presentations. Course activities also include the discussion of job interview techniques and development of interviewing skills. Three lecture hours a week. Credit: Three semester hours.

**BC 2810 -- Special Problems in Business Communications.**

Prerequisite: Permission of Business Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to agriculture. May be taken more than once. Credit varies from one to four hours.

**BUSINESS MANAGEMENT (BM)****Business and Technology****BM 1123 -- Marketing.**

Prerequisite: None.

This course is a study of the institutions engaged in the movement of goods and services from producers to consumers. Also included are the functions, methods, channels, pricing, and regulation of marketing policies. Three lecture hours a week. Credit: Three semester hours.

**BM 1103 -- Introduction to Business.**

Prerequisite: None.

This course gives the beginning business student background information related to the scope of business activity and the methods of solving business problems. Emphasis is placed upon units dealing with management, finance, marketing, business organizations, stocks and bonds, business law, and accounting. Three lecture hours a week. Credit: Three semester hours.

**BM 1403 -- Business Mathematics.**

Prerequisite: None.

This course is designed to develop knowledge and skill in the computation of practical financial problems of a business and personal nature. A thorough review of the fundamental processes of mathematics will begin the course and topics that follow will include percentages; trade, cash and bank discounts; simple and compound interest; credit sales and billing; mark up and mark down; payroll, social security and other taxes; installment buying and periodic payments; negotiable instruments; depreciation and inventory valuation methods. This course does not meet math requirements for general education. Three lecture hours a week. Credit: Three semester hours.

**BM 1813 -- Law Office Practices and Procedures.**

Prerequisite: None.

This course includes the preparation and use of forms and checklists for causes of action and procedures. These items will be applied to actual legal problems. Emphasis will be given to learning legal terminology, to client interviews and methods of extracting relevant information from them. Additionally, the course will examine the regulation of paralegals. Three lecture hours a week. Credit: Three semester hours.

**BM 1863 -- Trial Preparation and Procedure.**

Prerequisite: None.

The various trial courts on state and federal levels are reviewed in this course. The preparation of pleadings associated with civil actions, the digesting of transcripts and depositions, the preparation of exhibits, and the outlining of testimony are important topics, which are covered. Three lecture hours a week. Credit: Three semester hours.

**BM 2013 -- Principles of Management.**

Prerequisite: None.

This course provides instruction in principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling; and recent concepts in management. Three lecture hours a week. Credit: Three semester hours.



**BM 2513 -- Business Management Internship I.**

Prerequisite: Business-Management major or consent of instructor and concurrently enrolled in six semester hours.

This course is one part of a three part program developed to provide the opportunity to earn college credit for employment situations to include traditional employment (full-time and part-time), work-study, volunteer, clinical training and service learning. Human Relations in Organizations will be the focus for the course and will involve an application of theory and practices to on-the-job training. Credit: Three semester hours.

**BM 2523 -- Business Management Internship II.**

Prerequisite: BM 2513.

This course is one part of a three part program developed to provide the opportunity to earn college credit for employment situations to include traditional employment (full-time and part-time), work-study, volunteer, clinical training and service learning. Leadership will be the focus for the course and will involve an application of theory and practices to on-the-job training. Credit: Three semester hours.

**BM 2523 -- Principles of Real Estate.**

Prerequisite: None.

This is a principles course designed to give the student a fundamental background for the real estate industry. Included in the course are sections on the Oklahoma real estate laws, laws of agency, contracts, deeds, mortgages, property right, titles, finance, taxation and appraising. This course qualifies the student to sit for the State Real Estate Commission Examination for a Sales Associate. Three lecture hours a week. Credit: Three semester hours.

**BM 2533 -- Small Business Ownership and Management.**

Prerequisite: ACC 2103 or ACC 1113.

Study is made of problems faced in creation and early growth periods of business enterprises; such as accounting, finance, opportunity recognition, management, marketing and consumer economics. To solidify the concepts covered, students are asked to create a plan for implementation and operation of a new business venture. Also, an interdisciplinary problem-solving approach with emphasis on "live" case studies will be used. Three lecture hours a week. Credit: Three semester hours.

**BM 2623 -- Real Estate Practices.**

Prerequisite: None.

This course is an in-depth study of the principles of real estate, designed to help an individual measure up to his/her potential in the real estate profession. Included in the course are sections on brokerage, property management, financing, appraising, investing, public control and taxation. This course qualifies the student to sit for the State Real Estate Commission Examination for a Broker license. Three lecture hours. Credit: Three semester hours.

**BM 2633 -- Business Management Internship III.**

Prerequisite: BM 2523.

This course is one part of a three part program developed to provide the opportunity to earn college credit for employment situations to include traditional employment (full-time and part-time), work-study, volunteer, clinical training and service learning. Human Relations in Organizations will be the focus for the course and will involve an application of theory and practices to on-the-job training. Credit: Three semester hours.

**BM 2803 -- Probate Procedures.**

Prerequisite: CJ 1433.

This course covers the steps in probating a will or administering an estate. Items covered teach a student to assemble the information necessary for collecting and evaluating assets; maintain proper records for accounting purposes; prepare pleadings for the initial petition and appointment of an administrator and executor, sale of assets, mortgage of assets, and lease of assets; and prepare estate tax returns. Three lecture hours a week. Credit: Three semester hours.

**BM 2810 -- Special Problems in Business Management.**

Prerequisite: Approval of the program chairman.

This course is designed for independent study regarding special problems in business. May be taken more than once. Credit varies from one to four hours.

**BM 2823 -- Business Organizations and Administrative Law.**

Prerequisite: CJ 1433.

This course covers the preparation and amendment of articles of incorporation by-laws, ways to satisfy the state filing requirement, maintenance of corporate minute books, the preparation of stock certificates and securities, the

maintenance of stock ledgers, drafting of resolutions and authorizing dividends, stock splits, and stock option plans. Three lecture hours a week. Credit: Three semester hours.

**BM 2863 -- Real Property.**

Prerequisite: CJ 1433.

This course reviews the preparation of documents for common real estate transactions and conveyance including deeds, contracts, leases, and mortgages. It also covers various causes of action associated with real property including foreclosure, quiet title, and determination of heirship. Three lecture hours a week. Credit: Three semester hours.

**BM 2873 -- Criminal Law.**

Prerequisite: CJ 1433.

This course deals with the Oklahoma and federal criminal justice system. The student will learn from both the prosecution and defense view of the law. On the prosecution side, the student will learn the differences between a misdemeanor and a felony, how to put together a case, when to file the action and what information it will take to prosecute the individual. On the defense side, the student will learn about the various motions, which can be used to produce discovery in a case and how to defend against an action. Three lecture hours a week. Credit: Three semester hours.

**BM 2883 - Debtor's Rights/Creditors' Remedies.**

Prerequisite: CJ 1433.

In this course, the student is trained in methods, processes and procedures for representation of a debtor or creditor in bankruptcy actions, secured transaction matters, garnishment, levy and execution, replevins and related areas. Three lecture hours a week. Credit: Three semester hours.

**BM 2890 -- Selected Legal Topics.**

Prerequisite: None.

This course gives the student the opportunity to explore legal topics of current interest and importance to the legal assistant profession. May be taken more than once. Variable Credit: One to six semester hours.

**BM 2900 -- Community Service/Business Management.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**CHEMISTRY (CHM)****Arts & Sciences****CHM 1114 -- General Chemistry I.**

Prerequisite: None.

Given each semester and required of first year college students majoring in Agriculture, Engineering, or Science, the course deals with the fundamentals of general chemistry and consists of lectures, recitations, written exercises and laboratory experiments. It is essential that students of this course be well grounded in mathematics. Three lecture and three laboratory hours a week. Credit: Four semester hours.

**CHM 1204 -- Descriptive Chemistry.**

Prerequisite: None.

A one-semester terminal course for non-science majors or those with a limited school experience in sciences. Principal concepts and theories of inorganic and biological chemistry will be examined. (No Credit for students who require further chemistry courses.) This course does not meet the general education requirement for science. Three lecture and three laboratory hours a week. Credit: Four semester hours.

**CHM 1214 -- General Chemistry II.**

Prerequisite: CHM 1114

Given each semester, this course is a continuation of course 1114. It is required of the same students and is conducted in the same manner as course 1114. Three lecture and three laboratory hours a week. Credit: Four semester hours.

**CHM 2114 -- Qualitative Analysis.**

Prerequisite: CHM 1114 and 1214 or equivalent.

This course covers modern theories of solution and precipitation in relation to analysis for common metallic elements and acid radicals and makes use of semimicro laboratory technique. Two lecture and four laboratory hours a week. Credit: Four semester hours.

**CHM 2214 -- Quantitative Analysis.**

Prerequisite: CHM 1114 and 1214 or equivalent.

This course covers principles and techniques of volumetric and gravimetric analysis and is recommended for Engineering, Pre-medical, Pre-veterinary, and Soils majors. Two lecture and six laboratory hours a week. Credit: Four semester hours.

**CHM 2345 -- Organic Chemistry.**

Prerequisite: CHM 1114 and 1214.

Required of second-year college students majoring in Agriculture and other curricula, the course includes a brief introduction on physiological chemistry, and consists of lectures, recitations, written exercises and laboratory experiments. The laboratory work includes the preparation and purification of some of the more common compounds as well as the performance of many fundamental laboratory processes. Three lecture and four laboratory hours a week. Credit: Five semester hours.

**CHM 2810 -- Special Problems in Chemistry.**

Prerequisite: Permission of the Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities. May be taken more than once. Credit varies from one to four hours.

**CHILD DEVELOPMENT (CD)****Nursing and Allied Health****CD 1243 -- Health, Safety & Nutrition for Children.**

Prerequisite: None.

This course is designed to provide the student an understanding of the principles and practices for development of positive health, safety and nutrition practices for children. The laboratory provides opportunity for application of these principles. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 1253 -- Infant and Toddler Programs.**

Prerequisite: None.

This course is designed to provide the student an understanding of the developmental processes and environmental factors that affect physical growth and emotional and social development from conception to three years of age. It includes skills for individual care of infants or toddlers such as daily schedules, record keeping, food preparation, age appropriate discipline techniques and activities. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 1353 -- Child and Family Development.**

Prerequisite: None.

This course is designed to provide the student knowledge of the child from conception to adolescence in the areas of physical, intellectual, social and emotional growth. The laboratory provides opportunity for observation of these developments. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 2453 -- Curriculum Planning.**

Prerequisite: None.

This course is designed to provide the student the skills and techniques of program planning, room arrangement and scheduling of activities for young children in group settings (including long range, weekly, daily) and activity plans and objectives for activities. The laboratory provides for application of these techniques and skills. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 2463 -- Administration of Child Care Centers.**

Prerequisite: None.

This is a course with emphasis on managerial principles; skills, knowledge and attitudes required of managers of the growing number of child care centers. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 2511 -- Introduction to the Child Development Associate.**

Prerequisite: None.

This course is designed to develop a basic understanding of the Child Development Associate, its competencies, assessment and credentialing award system. Also, observation and recording skills of individual are developed. One lecture a week. Credit: One semester hour.

**CD 2533 -- Guidance of Young Children.**

Prerequisite: None.

This course is designed to provide the student an understanding of the principles and techniques of guiding children in group and individual settings. General understanding of behavior patterns of children, methods of guiding and directing children's behavior, and activities for positive growth and development are studied. The laboratory provides for application of these principles. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 2543 -- Creative Arts for Children.**

Prerequisite: None.

This course is designed to provide the student an understanding of the principles and practices for the development of skills and techniques for working with children in creative arts-art, music, drama and poetry. The laboratory provides opportunity for application of these principles. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 2553 -- Cognitive Activities for Children.**

Prerequisite: None.

This is a laboratory course with specific emphasis on the development of skills and techniques for working with young children in cognitive activities--math, science, social science, and field trips. An understanding of each area and presentation of learning experiences and activities to children in a group setting is developed. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 2563 -- Family and Community Relations.**

Prerequisite: None.

This course will enable students to develop the skills and techniques for working with parents and community in relation to the child care setting. It includes methods for communication, parent involvement, and parent education. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 2573 -- Children with Special Needs.**

Prerequisite: None.

This is a laboratory course to develop an understanding of children with special needs, their world, their families, and their problems, through working with them. The special needs of children and development of methods for working with them and their families to develop each child's greatest potential are recognized. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**CD 2583 -- Language & Physical Skills for Children.**

Prerequisite: None.

This course is designed to provide the student the skills and techniques for working with students in language development and physical skills activities. The laboratory provides opportunity for application of these principles. Two lecture and two laboratory hours a week. Credit: Three semester hours a week.

**CD 2593 -- The School-Age Child.**

Prerequisite: None.

This course is designed to provide the student an understanding of the development, appropriate environments, materials and activities and teaching and guidance techniques for the child 5-13 years. It focuses on the social, emotional, mental and physical developmental processes. It includes interpreting Oklahoma licensing standards, problem-solving techniques and personal qualities as related to guiding children 5-13. Two lecture and two laboratory hours a week. Credit: Three semester hours a week.

**CD 2810 -- Special Problems in Child Development.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in child development. May be taken more than once. Credit varies from one to four semester hours.

## COMMUNICATION (COM)

## Arts and Sciences

### **COM 1233 – Interpersonal Communication.**

Prerequisite: None.

This course gives a thorough introduction to the field of interpersonal communication. The student will be shown how to apply these principles to everyday interactions. Three lecture hours. Credit: Three semester hours.

### **COM 2810 -- Special Problems in Communication.**

Prerequisite: Permission of the Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities. May be taken more than once. Credit varies from one to four hours.

## COMPUTER INFORMATION SYSTEMS (CIS)

## Business and Computer Technologies

### **CIS 1113 -- Computer Applications.**

Prerequisite: None.

This course is designed to train students in the use of computer application software packages commonly used by industrial or commercial businesses. Students will learn about several application programs such as document production software, spreadsheet software and graphics presentation software. Email usage is highly recommended.

Students will use computers daily to perform rigorous tasks to enhance their computer skills. Three lecture hours a week. Credit: Three semester hours.

### **CIS 1123 – Introduction to Computers.**

Prerequisite: None.

This course is designed to familiarize the student with fundamental knowledge of the computer, such as CPU's, memory, floppy disks, hard drives, modems, scanners, mouse, keyboard, monitors, printers and commonly used computer applications. Information processing, its historical development, needed components and processing cycle will be examined. This course is required for CIS majors. It does not meet the general education requirement for computer applications required for an A.A. or A.S. degree. Three lecture hours a week. Credit: Three semester hours.

### **CIS 1533 -- Introduction to Visual Basic.**

Prerequisite: None.

This course is designed to give the student a basic knowledge of Visual Basic Programming. Topics covered include: elements of the object model; design methods; message passing; and, the inheritance hierarchy. Three lecture hours a week. Credit: Three semester hours.

### **CIS 1623 -- Introduction to the Internet.**

Prerequisite: None.

This course is designed to provide the student the skills necessary to navigate/surf the Net effectively, and expose them to eight different services offered by the Internet (Email, Telnet, FTP, Newsgroups, LISTSERV, WWW, IRC and Gopher). Learn to configure a variety of browsers, learn about search engines, and be able to differentiate between a human based search engine and robots, which are search engines known as spiders. Through their use of the Internet, students will critique the visual presentation of web pages and their effectiveness. Three lecture hours a week. Credit: Three semester hours.

### **CIS 1653 – Data Communications and Network Fundamentals.**

Prerequisite: None.

This course is a study of the theory, protocols and signaling devices employed in the transmission of data between computer installations, network elements, and peripherals. Network topologies and organization are emphasized. The emphasis is upon advanced applications that include methods used to access, transfer and/or exchange data between conversations, shared environments and local and remote networks. Three lecture hours a week. Credit: Three semester hours.

### **CIS 1683 – Operating Systems.**

Prerequisite: None.

This course will cover the history of the computer and its companion, the system software known as the Operating System. The Operating System makes it possible to communicate between computer hardware and the application software and acts as a mediator between them. The student will learn about the first Operating System written for

microcomputers in the 70's called DOS (disk operating systems/Windows 95, 98, NT, Linux, Novell and others. Three lecture hours a week. Credit: Three semester hours.

**CIS 2113 -- Computer Application Packages.**

Prerequisite: None

This course is designed to train students in the use of popular computer processing packages commonly used by industrial or commercial businesses. These packages include commercially--available data base management systems, spreadsheets, word processing, and integrated packages. Topics for each package studied include loading the package, preparing data and/or text for processing, completing and validating entries, using appropriate menus or commands, deriving predesigned results, and familiarization with requirements and capacities. This course has a hands-on flavor and is heavily user-oriented with emphasis on microcomputer packages. Three lecture hours a week. Credit: Three semester hours.

**CIS 2143 -- Computer Networking.**

Prerequisite: CIS 1683.

This course is an introduction to computer networks, distributed systems and their systematic design. The students will learn the structure and architecture of computer networks. Networking experiments will be used to demonstrate network topologies. Three lecture hours a week. Credit: Three semester hours.

**CIS 2173 -- Object-oriented Programming.**

Prerequisite: CS 1523.

This course is an overview of contemporary object-oriented languages, such as, C++ and JAVA. It includes practical application of object-oriented techniques. The student will learn elements of the object model, object-oriented design methods, message passing and the inheritance hierarchy. Three lecture hours a week. Credit: Three semester hours.

**CIS 2183 -- Introduction to JAVA.**

Prerequisite: CS 1523.

This course is designed to introduce the student to basic programming techniques using JAVA. Topics covered include expressions, functions, conditionals, iteration and data abstraction. Three lecture hours a week. Credit: Three semester hours.

**CIS 2213 -- Data Base Management Systems.**

Prerequisite: CIS 1113.

This course familiarizes students with the basic models and capabilities of standard DBMS packages. Topics included are a review of database principles, types of databases (hierarchical, network, and relational models), database selection criteria and considerations, database implementation, maintenance, and security. Students will receive hands-on experience in implementing and working with a database application. Relationships of DBMS to database and to users are also studied. Three lecture hours a week. Credit: Three semester hours.

**CIS 2223 -- Systems Analysis.**

Prerequisite: CIS 1113.

This course is an introduction to the full scope of systems analysis, including problem definition, data collection (observation, interviewing and questionnaires), documentation of existing systems, and definition of new system requirements. Also included are topics such as the role of the systems analyst, tools and techniques, written and oral presentations, working on a systems development team, and interaction with computer users. Three lecture hours a week. Credit: Three semester hours.

**CIS 2253 -- Web Page Design.**

Prerequisite: CIS 1113.

For Associate of Applied Science majors only, this course is designed to teach students current and effective web page design techniques. Students are required to build and maintain their own web page. Three lecture hours a week. Credit: Three semester hours.

**CIS 2603 -- Specialized Word Processing.**

Prerequisite: CIS 1113.

This is an advanced course designed to assist students to increase proficiency in processing data. Emphasis is on those types of programs most likely to be used by office personnel. Special attention is given to word processing applications. This is a hands-on, heavily user-oriented course. Three lecture hours a week. Credit: Three semester hours.

**CIS 2723 -- Spreadsheet Applications.**

Prerequisite: CIS 1113.

This course provides the student with an intensive study of selected spreadsheet applications. The student will apply the basic theoretical and practical concepts of an electronic spreadsheet as used in business applications. Study will include the design and creation of worksheets, templates, graphs, macros and other options as they apply to the software being used. This is a heavily hands-on, user-oriented course. Three lecture hours a week. Credit: Three semester hours.

**CIS 2803--Desktop Publishing.**

Prerequisite: CIS 1113.

This course will introduce students to the popular new field of computerized desktop publishing. Major topics to be covered are document component preparation through scanning, word processing or graphics. This is a hands-on, heavily user-oriented course. Three lecture hours a week. Credit: Three semester hours.

**CIS 2810 -- Special Problems in Computer Information Systems.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in child development. May be taken more than once. Credit varies from one to four semester hours.

**CIS 2813 -- CIS Student Internship.**

Prerequisite: Approval of Program Chair.

This course will provide the student with comprehensive, supervised computer hardware and software training. The training will be under the direct supervision of the course facilitator. The student will learn general hardware concepts, including basic PC troubleshooting, personal computer upgrading, and general PC networking. Software concepts include packages evaluation and installation, operating system installation, networking evaluation and installation, and end-user help desk functions and training. Credit: Three semester hours.

## **COMPUTER INFORMATION SYSTEMS (CIS)      Business and Technologies**

### **Fast Track Information Technology Network Technician**

**ITN 1113 – Networking Essentials (Microsoft)**

Prerequisite: None.

This course is an overview of the networking medium. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class. Currently, a national exam does not exist.

**ITN 1123 – Introduction to LINUX.**

Prerequisite: None.

This course will be a Quick tour of Red Hat Linux, Linux history, File and Shell Basics, Users, Groups, and System Information, File Access Permissions, The Bash Shell, Standard I/O and Pipes, String Processing, Intro to Processes, X/Gnome/Kde, Printing and Mailing, Basic Networking, Using Vi Editor, Bash Shell Scripting, sed and awk and other languages, and System Tools. Six lecture hours and three laboratory hours a week. Credit: Three semester hours. This is an eight-week course.

**ITN 1213 – Workstation Interoperability Within the Network (server and Pro).**

Prerequisite: None.

This course is designed to show the student how to manage computer workstations within the networking environment. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class and the equivalent Microsoft test (70-210).

**ITN 1223 – LINUX Installation and Configuration.**

Prerequisite: ITN 1123 or permission of instructor.

This class will cover Pre-Installation Issues, Using the X Window System, Boot Loaders, Startup and Shutdown Procedures, How to Get Help, Customizing your Prompt, Basic Administration, and Using up2date. Six lecture hours and three laboratory hours a week. Credit: Three semester hours. This is an eight-week course.

**ITN 1313 – Server Interoperability Within the Network (Server and Pro).**

Prerequisite: None.

This course is designed to show the student how to manage Servers within the networking environment. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class and the equivalent Microsoft test (70-215).

**ITN 1413 – Networking Resources (Infrastructure).**

Prerequisite: None.

This course is designed to show the student how to develop and use all the resources within the networking medium. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class and the equivalent Microsoft test (70-216).

**ITN 1513 – Network Directory Resources (Active Directory).**

Prerequisite: None.

This course is designed to show the student the directory structure of the network and how it relates to the networking medium. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class and the equivalent Microsoft test (70-217).

**ITN 1613 – Basic Computer Hardware.**

Prerequisite: None.

This course is designed to show the student all the hardware components of a computer and how they relate to the operability of the machine. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class and the equivalent COMPTIA A+ Hardware test.

**ITN 1713 – Advanced Computer Hardware.**

Prerequisite: None.

This course is designed to show the student how to repair and build computers; it will also show how to manage the BIOS and CMOS. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class and the equivalent COMPTIA A+ Operating Systems test.

**ITN 2113 – Network Wiring Essentials.**

Prerequisite: None.

This course is designed to show the student the wiring codes and layouts for network wiring. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. *After successful completion of the CCNA Certification, 12 hours of credit will be given for ITN 2113, ITN 2213, ITN 2313 and ITN 2413.*

**ITN 2123 – LINUX Networking and Security.**

Prerequisite: ITN 1223 or permission of instructor.

This class will cover Using Kickstart, Perform User and Group Administration, Integrating a LINUX Workstation onto a Network, Maintain and Interpret System Logs, Creating and Maintaining the LINUX File System, and Administering the LINUX Printing Subsystem. Six lecture hours and three laboratory hours a week. Credit: Three semester hours. This is an eight-week course.

**ITN 2213 – Network Hardware Essentials (semester two of the Cisco training).**

Prerequisite: None.

This course is designed to show the student the operability of Routers, Switches and Hubs within the networking environment. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. *After successful completion of the CCNA Certification, 12 hours of credit will be given for ITN 2113, ITN 2213, ITN 2313 and ITN 2413.*

**ITN 2223 – Configuring LINUX in the Workplace.**

Prerequisite: ITN 2123 or permission of the instructor.

This class will cover Running Backups, Basic Troubleshooting, Basic Security, Basic Samba, Basic DHCP, DNS, and NIS Settings, Controlling System Hardware, Automate Tasks with at, cron, and anacron, Compiling, Configuring and Installing a LINUX Kernel, Installing, Updating, Querying, and Removing Software Packages with RPM. Six lecture hours and three laboratory hours a week. Credit: Three semester hours. This is an eight-week course.

**ITN 2303 – HTML**

Prerequisite: None.

The HTML course is designed to teach Web Developers how to create static and dynamic hypertext markup language (HTML) pages. Students will learn basic Internet and intranet concepts. At the end of course completion, the students will be able to identify technologies and supporting tools that enable web development, create HTML



pages that use data binding to read data from a database. Three lecture hours a week. Credit: Three semester hours.

### **ITN 2313 – Router and Switch Programming (semester three of the Cisco training).**

Prerequisite: None.

This course is designed to show how to program Switches and Routers and how the program relates to the overall networking medium. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. *After successful completion of the CCNA Certification, 12 hours of credit will be given for ITN 2113, ITN 2213, ITN 2313 and ITN 2413.*

### **ITN 2323 – Visual Basics**

Prerequisite: None.

The Visual Basic course is designed to give developers of Microsoft Programs the knowledge and skills needed to develop Microsoft.Net based applications by using Visual Basic. This course is primarily for developers who use Microsoft technologies such as Microsoft Active X Data Objects (ADO) and Active Server Pages (ASP) to develop applications, and who plan to use Visual Basic.net for future application. Three lecture hours a week. Credit: Three semester hours.

### **ITN 2333 – Active Server Pages**

Prerequisite: None.

The ASP course is designed to teach Microsoft Visual Basic Programmers and beginning Web developers the fundamentals of Web application site implementation by using Microsoft ASP.Net and Microsoft Visual Basic.Net. This course focuses on using Microsoft Visual Studio.Net environment and the Microsoft.Net platform to create an ASP.Net Web application that delivers dynamic content to a Web site. Three lecture hours a week. Credit: Three semester hours.

### **ITN 2343 – Managing LINUX**

Prerequisite: ITN 2223.

This course is the fifth of six courses designed to prepare students for a general understanding of LINUX. Students will use the textbook and hands-on activities to prepare for this goal. Firewalls strategies and security importance's, printing and file services, backup and recovery, network monitoring, general server configuration are a few of the general topics covered. Six lecture hours and three laboratory hours a week. Credit: Three semester hours.

### **ITN 2353 – LINUX-The Bash Shell**

Prerequisite: ITN 2343.

This is the sixth of six courses designed to prepare students for a general understanding of LINUX. Students will use the textbook and hands-on activities to prepare for this goal. Getting started with shells, differences between shells, features of bash, shell scripting, making scripts executable, executing the script, bash variables, automating scripts are a few of the general subjects covered. Six lecture hours and three laboratory hours a week. Credit: Three semester hours.

### **ITN 2413 – Advanced Router and Switch Programming (semester four of the Cisco training).**

Prerequisite: None.

This course will develop virtual networks using switches and will develop routing tables within the router. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. *After successful completion of the CCNA Certification, 12 hours of credit will be given for ITN 2113, ITN 2213, ITN 2313 and ITN 2413.*

### **ITN 2513 – Database Structure (administering Sql. Server).**

Prerequisite: None.

This course is designed to develop database management and structure. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class and the equivalent Microsoft test (70-028).

### **ITN 2613 – E-Mail Structure (Exchange 2000).**

Prerequisite: None.

This course examines the Structure and management of the e-mail server. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class and the equivalent Microsoft test (70-224).

**ITN 2713 – Designing a Network Infrastructure.**

Prerequisite: None.

This course will develop the design and features of a network. Two lecture hours and two laboratory hours a week. Credit: Three semester hours. Credit will be given after successful completion of the class and the equivalent Microsoft test (70-221).

**COMPUTER SCIENCE (CS)****Business and Technologies****CS 1313—Logic and Problem Solving.**

Prerequisite: None.

This course is the study of sound reasoning and the application of this reasoning to problem solving. The course will cover many approaches to problem solving such as step algorithms, flow charts, set theory and truth tables. Students will learn techniques to translate real life problems into forms that will enable computer programs to solve them. Three lecture hours a week. Credit: Three semester hours.

**CS 2113 -- Programming in BASIC.**

Prerequisite: CIS 1113 and CS 1313.

This is a computer programming course using the computer language BASIC. Topics included are fundamental concepts of programming, system--level commands, program execution and debugging, sequential files, input/output operations, conditional operations, arithmetic operations, predefined functions, report generation, program loops, string manipulation, subscripted variables and arrays (both list and tables), and an introduction to structured program techniques. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

**CS 2123 -- Pascal Programming I.**

Prerequisite: CIS 1113 and CS 1313.

This course is a study of structured programming techniques using the computer language Pascal. Included topics are modular program design, logic structures, programming style, top-down design, syntax/semantics, input/output, file types, and data structures. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

**CS 2153 -- COBOL Programming I.**

Prerequisite: CIS 1113 and CS 1313.

This is a computer programming course using the business-oriented computer language COBOL (Common Business-Oriented Language). Topics included are input/output, branching, loops, arrays, file maintenance, sorting, modularization and structured programming techniques. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

**CS 2163 -- C++ Programming.**

Prerequisite: CIS 1113 and CS 1313.

This course is a study of the structured programming language C++. Topics included are modular program design, logic structures, programming style, top-down design, syntax/semantics, input/output operations, file types, memory management, and data structures. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

**CS 2223 -- Advanced Pascal.**

Prerequisite: CS 2123.

This is an advanced study of structured programming techniques using Pascal. It serves as an extension of CS 2123. Topics included are sorting, searching, merging, advanced data structures, advanced I/O, memory management, file types, and program efficiency. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

**CS 2810 -- Special Problems in Computer Science.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Computer Science. May be taken more than once. Credit varies from one to four semester hours.

**CS 2900 -- Community Service/Computer Science.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**CONSERVATION (CON)****Arts & Sciences****CON 1404 -- Conservation of Natural Resources.**

Prerequisite: None.

This course is designed for both conservation majors and as a general education science alternative for students who wish to learn more about important environmental concepts and issues. It includes a study of global issues such as acid rain, global warming and ozone depletion. It also explores local and regional issues such as conservation of water, soils, minerals, energy, rangelands and forests. An introduction to chemistry and other areas of science are covered to provide the students with the foundation to better understand these natural resource conservation topics. Four lecture hours a week. Credit: Four semester hours.

**CON 1414 -- Dendrology.**

Prerequisite: BOT 1114

Included in this course are the identification and classification of tree and shrubs both in the field and laboratory in winter and summer seasons. Consideration is given to the principal uses and geographical distribution of each species. Three lecture and two laboratory hours a week. Credit: Four semester hours.

**CON 2233 -- Mexican Ecology & Culture.**

Prerequisite: Approval of instructor based on personal interview. Main interview topics are presented in syllabus and may be obtained prior to interview.

This course includes a study-abroad component of nearly two weeks. Students study with Mexican university students and are taught an "immersion" tropical field zoology course by the faculty of the Centro de Investigaciones Biológicas of the Universidad Autónoma del Estado del Morelos and United States faculty from participating institutions. Field sampling and identification techniques for birds, reptiles, amphibians, fish and mammals are the focus. Murray State College is the charter U.S. institution in this collaborative program. Students meet on campus throughout the semester both before and after the trip abroad. Internet use is required. Required books and readings and in-class discussions address some of the great diversity of Mexican cultural, political and socioeconomic conditions. A major objective of this course for both Murray State College and UAEM is to promote greater tolerance, understanding and appreciation of our two countries by our students. This course counts as either a science elective or general education humanities elective. Field study abroad component consists of 12-14 days. "Immersion" study hours with UAEM are approximately 50 hours of the days abroad. One lecture/discussion hour is scheduled per week on campus. Credit: Three semester hours.

**CON 2403 -- Conservation of Wildlife Resources.**

Prerequisite: BOT 1114 or ZOO 1114.

This course is presented from a conservation ecology perspective. The history and importance of the conservation movement is reviewed, and important conservation agencies and organizations are presented. Coverage of fundamental concepts of wildlife management are integrated in units on the structure and function of a wide range of terrestrial and aquatic ecosystems. Special problems such as endangered species preservation, genetic diversity conservation, predator management, designing wildlife preserves, and affects of chemical pollution are also addressed. Three lecture hours a week plus required field trips. Credit: Three semester hours.

**CON 2810 -- Special Problems in Conservation.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Conservation. May be taken more than once. Credit varies from one to four semester hours.

**CRIMINAL JUSTICE (CJ)****Arts and Sciences****CJ 1113 -- Introduction to Criminal Justice.**

Prerequisite: None.

An examination of the historical and social development of and contemporary practices related to the major components of the U.S. criminal justice system: law enforcement, the courts and corrections; and their role in a democratic society. Three lecture hours per week. Credit: Three semester hours.

**CJ 1433 -- Introduction to Law.**

Prerequisite: None.

This course is designed to provide the student with the foundation upon which to commence legal studies. The course should be taken before the student takes any law-related course, but it may be taken in conjunction with Legal Research (BM 1843). This course will include an analysis of the following items: legal terms, state and federal court systems, civil and criminal actions, appeal process, functions of county offices, filing procedures and ethics. This

course will require the student to conduct an exploration of the various parts of the legal system so as to understand their nature, function and interrelationship. This course is presented in a lecture format, and testing will be based upon an objective format, though some components will be written/essay assignments. The student will be required to demonstrate a working knowledge of the materials covered in the course. Three lecture hours a week. Credit: Three semester hours.

### **CJ 1483 -- Legal Research.**

Prerequisite: None.

This course prepares the student to use a law library. Other areas covered help to explain the use, function and purpose of each type of legal publication; utilize proper methods of citing references; research legal problems; prepare individual case briefs, legal memoranda, a legal bibliography on legal research problems; accurately research reported cases; commit the findings of legal research to clear precise writing; and prepare appellate briefs in accordance with applicable court rules. Three lecture hours a week. Credit: Three semester hours.

### **CJ 2323 -- Criminal Law.**

Prerequisite: CJ 1113.

This course is an examination of the basic concepts of the theory of substantive criminal law including sources, classification of crimes, anticipatory offenses, parties to crime, uncompleted crimes, criminal liability, and defenses. Three lecture hours per week. Credit: Three semester hours.

### **CJ 2433 -- Domestic Relations.**

Prerequisite for Criminal Justice Major: CJ 1113.

Prerequisite for Business Management Legal Option Major: CJ 1433.

This course examines the laws of divorce, annulment, separate maintenance actions, and a review of various juvenile problems including adoption, custody and delinquency. Three lecture hours a week. Credit: Three semester hours.

### **CJ 2443 -- Criminal Procedures.**

Prerequisite: CJ 1113 or CJ 1433.

This course is an examination of the rules, principles, and concepts governing the enforcement of arrest, search and seizure primarily focusing on the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Amendments to the United States Constitution. Three lecture hours per week. Credit: Three semester hours.

### **CJ 2523 -- Introductions to Corrections.**

Prerequisite: None.

This course is an overview and complete analysis of the entire adult corrections system and is designed to provide an understanding of the adult correctional system, both in Oklahoma and on a national basis. The course will provide the student with information regarding the entire field of adult corrections. Credit: Three semester hours.

### **CJ 2810 -- Special Problems in Criminal Justice.**

Prerequisite: Approval of program chairman.

This course is designed for independent study regarding special problems in criminal justice. May be taken more than once. Credit varies from one to four hours.

## **DYNAMICS OF LEADERSHIP (DOL)**

## **Business and Technology**

### **DOL 2201 -- Dynamics of Leadership**

Prerequisite: By nomination only.

This course is of particular interest to students with an interest in developing leadership skills or in exhibiting skills possessed. Through a series of lectures and social activities, students will come to a greater awareness of the importance of current events, economic development, citizenship and social skills, and the role they play in life. Credit: One semester hour.

### **DOL 2810 -- Special Problems in Dynamics of Leadership.**

Prerequisite: Permission of the Program Chairman.

This course is designed specifically for special seminars, studies, interests, and projects/events/activities related to development of leadership skills. May be taken more than once. Credit varies from one to four hours.

**ECONOMICS (ECO)****Business and Technology****ECO 2113 -- Principles of Macroeconomics.**

Prerequisite: None.

This course exposes the student to the forces and institutions governing the economic system. Topics covered include economic issues, scarcity, choice, supply and demand, the role of government, performance, macroeconomics theory and policy, Keynesian Model, money, aggregate supply, productivity, banking, and the world economy. Three lecture hours a week. Credit: Three semester hours.

**ECO 2123 -- Principles of Microeconomics.**

Prerequisite: None.

This course exposes the student to basic choices, supply and demand, microeconomic issues and applications policy analysis, price ceilings and floors, income and substitution, firms and production, pure competition, model monopoly, monopolistic competition and oligopoly, factor markets, government intervention and the market, and the world economy. Three lecture hours a week. Credit: Three semester hours.

**ECO 2603 -- Business and Economic Statistics.**

Prerequisite: MTH 1513 and BC 2113.

This introductory course covers such topics as statistical terminology, averages, dispersion, data display, probability, sampling, tests of hypothesis, and inferences. Throughout the course, the major emphasis will be placed on using statistical methods to solve business problems. As a requirement of this course, each student will complete a major applied research project (MARF). Three lecture hours a week. Credit: Three semester hours.

**ECO 2810 -- Special Problems in Economics.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Economics. May be taken more than once. Credit varies from one to four semester hours.

**ENGLISH (ENG)****Arts & Sciences****ENG 0103 -- Reading I.**

Prerequisite: None.

This non-credit course will emphasize the skills required to read college level texts with satisfactory comprehension, speed and retention. Vocabulary development is a major component. Enrollment is based upon reading proficiency scores on standard tests. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Three lecture hours a week. Credit: None

**ENG 0203 -- Reading II.**

Prerequisite: None.

Using the texts of content courses such as history or biology, Reading II (a non-credit course) will continue emphasis on reading comprehension skills. Major components will include interpretation, evaluation and analysis of main idea, supportive detail and purposes of reading selections. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Three lecture hours a week. Credit: None

**ENG 0303 -- Basic English I.**

Prerequisite: None.

This non-credit course is for students whose English proficiencies do not qualify them to enroll in English 1113. It will emphasize the composing process and narrative, descriptive and expository essay writing skills. Reading will be used to provide models and topics for writing. Sentence structure, grammar, mechanics and usage will be included. A demonstrated level of English proficiency in English 0303 is a prerequisite for enrolling in English 1113. Students who do not achieve satisfactory writing proficiencies will be required to enroll in English 0403. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Three lecture hours a week. Credit: None

**ENG 0403 -- Basic English II.**

Prerequisite: ENG 0303 or permission of instructor.

A continuation of ENG 0303, this non-credit course provides additional practice in acquiring the reading and writing competencies required for successful college work. Expository writing and writing for particular purposes and audiences will be emphasized. It will continue practice in mastering common errors at the sentence, paragraph and

essay levels. A demonstrated level of English proficiency is a prerequisite for enrolling in ENG 1113. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Three lecture hours a week. Credit: None

**ENG 1053 -- Introduction to Folklore.**

Prerequisite: None.

A classic and general introduction to the theories, origins, forms, and characteristics of folklore is provided in this course. It also provides a background in folklore terminology, genres, motifs in folklore and serves as a supplementary course to other folklore. Three lecture hours a week. Credit: Three semester hours.

**ENG 1113 -- English Composition I.**

Prerequisite: ACT English Subscore of 19 or higher, or minimum secondary assessment score, or ENG 0303.

This reading and writing course emphasizes the process of beginning, developing, organizing, revising and completing essays. Narrative, descriptive and expository writing forms will be covered. Three lecture hours a week. Credit: Three semester hours.

**ENG 1213 -- English Composition II.**

Prerequisite: Successful completion of ENG 1113.

A continuation of the writing practices begun in ENG 1113, this course includes critical reading, thinking and writing. It will emphasize expository, persuasive and argumentative writing for particular purposes and for particular audiences. Three lecture hours a week. Credit: Three semester hours.

**ENG 1223 -- Medical Terminology.**

Prerequisite: None.

Emphasis in this course is on the development of medical terminology skill; i.e., pronunciation, spelling, and meaning of word elements that comprise medical vocabulary. Focus is on the understanding and proficiency in using terminology common to all areas of the medical and nursing professions. One lecture and four laboratory hours a week. Credit: Three semester hours.

**ENG 2113--Technical Report Writing.**

Prerequisite: ENG 1113.

This course is designed to provide study and practice in the format, organization, and style of writing for technical purposes. Emphasis will be placed on objectivity, clarity, and precision. Three lecture hours a week. Credit: Three semester hours.

**ENG 2123 -- Creative Writing.**

Prerequisite: None.

This course focuses on the process of writing and reading various forms of poetry and prose including short stories. Writing assignments emphasize writing techniques, critique and evaluation, writing styles, various discourse forms, and finding the writer's "voice." Three lecture hours a week. Credit: Three semester hours.

**ENG 2413 -- Introduction to Literature.**

Prerequisite: None.

Using selections from prose fiction, drama and poetry, this course will provide student useful reading strategies for increasing understanding and appreciation of these literary forms. Reading selections will survey world literature. The course will provide insight into the uses of language as an artistic form and into the value of literature. Three lecture hours a week. Credit: Three semester hours.

**ENG 2543 -- English Literature Through the Eighteenth Century.**

Prerequisite: None.

Beginning with the Anglo-Saxon epic Beowulf, this course will provide a historical survey of the English literary canon through the eighteenth century. In addition to study in the primary texts, the course will cover the social, political, scientific and religious contexts, which shaped the literature. Particular emphasis will be given to the shift from a medieval world view to a post-Reformation and new science world view. Three lecture hours a week. Credit: Three semester hours.

**ENG 2653 -- English Literature since the Nineteenth Century.**

Prerequisite: None.

Starting with nineteenth-century romanticism, this course will provide a historical survey of major English writing to the present day. Particular emphasis will be given to the major features of the romantic literary outlook and literary adaptations to cultural influences; such as, industrialization, urbanization, Darwinian science and the two world wars. Three lecture hours a week. Credit: Three semester hours.

**ENG 2713 – Native American Literature.**

Prerequisite: None.

This course will explore the literary evolution as well as the historical experiences of Native American authors and their writings. The course focus will be on the historical, societal, and cultural contributions made by native authors to American literary society. We will discover the reclamation of voice, heritage, and culture, through authors such as Joy Harjo, James Welch, N. Scott Momaday, and Louise Erdrich. Concurrently, we will explore the literary culture that produced the romantic, and often mythologized, Wild West. Three lecture hours a week. Credit: Three semester hours.

**ENG 2773 -- American Literature to 1865.**

Prerequisite: None.

This course will provide a historical survey of the American literary canon from the arrival of the Puritans and Pilgrims to the end of the Civil-War period. It will emphasize the religious and political origins of American literature and the process by which writers in America distinguished themselves as American authors, helping to create and to define what "American" means. Three lecture hours a week. Credit: Three semester hours.

**ENG 2883 -- American Literature since 1865.**

Prerequisite: None.

This historical survey of American literature from 1865 to the present will cover the major writers and texts of this period. It will emphasize the transition of American literature from the romantic outlooks of the pre-Civil War period to the development of "realistic" and "naturalistic" practices in response to the war and Darwinian ideas in science. Twentieth-century study will examine the cultural forces which produce "modernistic" and "post-modernistic" literature. Three lecture hours a week. Credit: Three semester hours.

**ENG 2810 -- Special Problems in English.**

Prerequisite: Approval of department chairman.

This course is designed to include seminars, special projects, and other activities related to topics in English. May be taken more than once. Credit varies from one to three semester hours.

**ENG 2900 -- Community Service/English.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**ENTOMOLOGY (ENT)****Arts & Sciences****ENT 2023 -- General Entomology.**

Prerequisite: ZOO 1114 or BIO 1114

This course is a general study of insect life including biology, morphology, classification, control and modern research developments. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**ENT 2810 -- Special Problems in Entomology.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Entomology. May be taken more than once. Credit varies from one to four semester hours.

**FINANCE (FIN)****Business and Technologies****FIN 2633 – Personal Finance.**

Prerequisite: ACC 1113 or ACC 2103.

An introductory course covering the various problems of individual / consumer financial management. Course topics may include: personal budgeting, consumer loans and installment loans, credit cards and charge accounts, personal insurance, savings accounts, investments, social security, home ownership and purchase, commercial bank services, financial institution services, personal taxes, wills, estate planning, retirement planning, career planning, financial planning, and leasing arrangements. Three lecture hours a week. Credit: Three semester hours.

**FIN 2810 -- Special Problems in Finance.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Finance. May be taken more than once. Credit varies from one to four semester hours.

**FINE ARTS (FA)****Arts & Sciences****FA 2810 -- Special Problems in Fine Arts.**

Prerequisite: Approval of department chairman.

This course is designed to include seminars, special projects, and other activities related to topics in fine arts. May be taken more than once. Credit varies from one to three semester hours.

**FA 2900 -- Community Service/Fine Arts.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**GEOGRAPHY (GEO)****Arts & Sciences****GEO 1113 -- Introduction to Geography.**

Prerequisite: None.

This course is a study of basic geographic concepts and global physical and cultural patterns. Three lecture hours a week. Credit: Three semester hours.

**GEO 1223 -- Economic Geography.**

Prerequisite: None.

This course is a study of the processes significant to the spatial structures of economic systems. Production, consumption and exchange activities are examined in regard to location, distribution, areal differentiation and spatial interaction patterns. Attention is given to processes of change as well as to steady states. Three lecture hours a week. Credit: Three semester hours.

**GEO 2443 -- Human and Cultural Geography.**

Prerequisite: None.

This course deals with the major organizing concepts of economic and cultural geography. It examines people's geographic behavior in terms of their spatial organization of the earth's surface and their development of regional and political systems. Three lecture hours a week. Credit: Three semester hours.

**GEO 2513 -- World Regional Geography.**

Prerequisite: None.

This course focuses on the world's major cultural regions with emphasis on the geographic aspects of contemporary economic, social and political relationships with the physical environment. Three lecture hours a week. Credit: Three semester hours.

**GEO 2810 -- Special Problems in Geography.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Geography. May be taken more than once. Credit varies from one to four semester hours.

**GEOLOGY (GEOL)****Arts & Sciences****GEOL 1014 -- General Geology.**

Prerequisite: None.

This is a course in general geology, dealing with the structure of the earth, the forces that change it, and the history of physical developments. Three lecture hours and three laboratory hours a week. Credit: Four semester hours.

**GEOL 2810 -- Special Problems in Geology.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Geology. May be taken more than once. Credit varies from one to four semester hours.



**GOVERNMENT (GVT)****Arts & Sciences****GVT 1113 -- American Federal Government.**

Prerequisite: None.

This course is a study of the principles, structure, processes and functions of the United States Federal Government. Three lecture hours. Credit: Three semester hours.

**GVT 2323 -- Introduction to Political Science.**

Prerequisite: None.

This course will be an overview of the four major fields of political science: American politics, international politics, political theory and methodology, and comparative politics. The course will also examine special topics such as the public policy process and current political events and issues. Three lecture hours a week. Credit: Three semester hours.

**GVT 2343 -- Introduction to State and Local Government.**

Prerequisite: None.

This course is a study of the government of Oklahoma that examines the historical foundations of the Constitution of Oklahoma, the constitutional evolution of the three branches of Oklahoma government, and the present organizational structure of Oklahoma government. Included in the course is a study of Oklahoma politics and important civil rights cases. Three lecture hours a week. Credit: Three semester hours.

**GVT 2810 -- Special Problems in Government.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Government. May be taken more than once. Credit varies from one to four semester hours.

**GRAPHIC ARTS-(GA)****Business and Technologies****GA-1114 – Advertising Layout.**

Prerequisite: None.

This course teaches eleven basic ad design styles, concept development, and the applied design of four different ad size formats. Basic computer literacy and step-by-step software instruction in Adobe InDesign page program is included. Three lecture and two laboratory hours a week. Credit: Four semester hours

**GA-1124 – Digital Imaging.**

Prerequisite: None.

This course is an introduction to working with scanning software and flatbed scanning devices to properly scan reflective and transparent mediums. Assignments included photo correction, restoration, and basic Photoshop design projects. Step-by-step instruction in Photoshop is conducted throughout the course. Three lecture and two laboratory hours a week. Credit: Four semester hours

**GA-1134 – Digital Illustration.**

Prerequisite: None.

This course introduces students to the use of the vector graphics program, Adobe Illustrator, its tools and features. Assignments independent of the course book develop a working knowledge of the software and illustrating on the computer. Three lecture and two laboratory hours a week. Credit: Four semester hours

**GA-1144 – Digital Publishing.**

Prerequisite: None.

This course offers step by step instruction in the use of Quarkxpress, the graphic arts industry major page program, for use in advanced print assignments and its application in web page layout. Three lecture and two laboratory hours a week. Credit: Four semester hours

**GA-2214 – Graphic Arts.**

Prerequisite: GA 1114.

This course presents students with a broad range of assignments in graphic arts, including print ads, newsletters, mailers, billboards, labels and box design. Three lecture and two laboratory hours a week. Credit: Four semester hours

**GA-2224 – Photographic Design.**

Prerequisite: GA 1124.

This course offers step by step instruction in using Photoshop to create print and web designs. More advanced assignments for print and web usage is included, and is independent of the course book materials. Three lecture and two laboratory hours a week. Credit: Four semester hours

**GA-2234 – Web Graphics & Animation.**

Prerequisite: None.

Students will develop a basic understanding of designing web animations and interactive graphics through the use of Flash MX. This can be used to compliment skills developed in the Web Design course. Course assignments include the development of several animation projects. Three lecture and two laboratory hours a week. Credit: Four semester hours.

**GA-2244 – Web Design.**

Prerequisite: None.

This course includes instruction in the use of Adobe Go-Live in creating websites; develop an understanding of the web and how it is used to promote businesses. Course assignments include the design of an individual website. Three lecture and two laboratory hours a week. Credit: Four semester hours

**GA-2254 – Graphic Arts Portfolio.**

Prerequisite: GA 2214.

This course is an introduction to creating an acceptable graphic arts portfolio, self-promotion materials and resume creation. Students will build their own portfolios using the assignments from previous courses. Three lecture and two laboratory hours a week. Credit: Four semester hours

**GUNSMITHING (GS)****Business and Technologies****ET 2111 -- Technician Development.**

Prerequisite: Sophomore Status - Engineering Technology/Gunsmithing Majors

This course is designed to prepare prospective graduates for entry in the workforce. Course will emphasize career search methods, résumé preparation, interview preparation, interviewing techniques, correspondence related to securing employment, evaluating career opportunities, planning career paths, first days of employment, work attitudes, job and work ethics, team work and team leaders, group problem solving, and evaluation criteria used for employee reviews. The Internet will be used as one of the search and information tools. A fall semester course. One lecture hour a week. Credit: One semester hour.

**GS 1103 -- Gunsmithing Theory I.**

Prerequisite: None.

This course will give the student an explanation of firearms design, function nomenclature, assembly & disassembly and minor repair. Students will use factory updates in this course. The course will cover shotguns (Over/under, Pump, Internal Gas Systems, External Gas Systems, Short & Long, Recoil & Blowback Systems). Two lecture and three laboratory hours a week. Credit: Three semester hours.

**GS 1112 -- Blueprint Reading.**

Prerequisite: None.

Drawings and manufactured parts will be utilized to familiarize individuals with blueprint reading. Individuals will be able to solve dimensioning problems utilizing the application of mathematics and geometric tolerancing. Problems which enable students to apply information concerning commonly accepted industrial standards would be assigned. Two lecture and two laboratory hours a week. Credit: Two semester hours.

**GS 1113 -- Gunsmithing Theory II.**

Prerequisite: GS 1103.

This course will cover firearms design, function nomenclature, assembly and disassembly of guns, and minor gun repair. Factory updates for each gun will also be covered. The course will cover semi-automatic pistols, double-action revolvers, single-action revolvers, gas operated rifles, and lever action rifles. Two lecture and three laboratory hours a week. Credit: Three semester hours.

**GS 1204 -- Bench Metal Work I.**

Prerequisite: None.

This course is a study of the care and use of common bench tools as they apply to the field of gunsmithing. The use of the sensitive drill press, the basics of forging, heat treatment, non-fusion bonding techniques (i.e. brazing, silver

soldering and soft soldering), semi-precision layout and the use of the oxyacetylene torch will also be covered. The student will develop skills with common hand tools and gunsmithing bench techniques through the construction of common gunsmithing tools. Two lecture and six laboratory hours a week. Credit: Four semester hours.

**GS 1224 -- Stockmaking I.**

Prerequisite: GS 1204 & GS 2714.

A study of gun stock woods and layout. Inletting, shaping, finishing and checkering of semi-inlet stock blanks. Attaching forend tips, grip caps and butt plates. Two lecture and six laboratory hours a week. Credit: Four semester hours.

**GS 1304 -- Machine Metal Work I.**

Prerequisite: TMT 1123.

This course is a continuation of TMT 1123, Machine Tool Practices. It is designed to continue developing operational and procedural skills on the Engine lathe and to provide the student with basic operational skills of the Vertical Milling Machine and the Horizontal Spindle Surface Grinder. The student will develop skills with these machine tools through laboratory exercises and the manufacture of gunsmithing tools. Two lecture and six laboratory hours a week. Credit: Four semester hours.

**GS 1314 -- Machine Metal Work II.**

Prerequisite: GS 1304.

This course is a continuation of TMT 1123 and GS 1304. It is designed to continue developing operational and procedural skills on the Engine lathe, Vertical Milling Machine, and the Horizontal Spindle Surface Grinder. Use of the Electric Checkering tool will also be covered. Application of the use of these machine tools toward the manufacture of custom gun parts and custom modifications will be emphasized. The student will further develop and refine skills with these machine tools through the manufacture of custom gun parts and gunsmithing tools. Two lecture and six laboratory hours a week. Credit: Four semester hours.

**GS 2413 -- Gun Store Management.**

Prerequisite: None.

A study of the problems faced in creation and growth of a gunsmithing business such as, opportunity recognition, financing, money flow, business organization, shop location and layout, record keeping, stock and inventory, local, state, federal laws, and insurance. Three lecture hours a week. Credit: Three semester hours.

**GS 2503 -- Advanced Gunsmithing Theory.**

Prerequisite: GS 1113.

This course is a study of advanced theory related to handgun accurizing, barrel making, rifling and relining of barrels; barrel work including shotgun rib soldering, straightening, dent removal and barrel obstructions. Two lecture and three laboratory hours a week. Credit: Three semester hours.

**GS 2573 -- Gun Blueing & Metal Finishing.**

Prerequisite: GS 2714.

This course is a study in metal preparation techniques and chemical processes as they relate to metal finishing. A wide range of metal finishing processes including hot caustic immersion blueing, rust blueing, antique browning, electroless nickel plating, and zinc phosphate coating (parkerizing) will be covered during this course. Metal preparation utilizing both hand and power techniques, equipment, and safety factors will also be covered. Two lecture and three laboratory hours a week. Credit: Three semester hours.

**GS 2582 -- Handloading and Ballistics.**

Prerequisite: GS 1113.

This course is a study of the bullets flight from barrel to target; history and evolution of loading components; use of various types of powder, primers and cases; types of bullets and effect on rifling in barrel; actual loading and testing of ammunition; loading tools and dies; and safety factors. One lecture and two laboratory hours a week. Credit: Two semester hours.

**GS 2714 -- Conversion of Firearms.**

Prerequisite: GS 1204 & GS 1304.

This course is a detailed study of the art of sporterizing common military turnbolt rifle actions. The history of development, design, function and safety of various rifle actions will be covered along with riflesmithing techniques necessary to perform a sporter conversion to these actions. Restyling, accurizing, barrel fitting, chambering, barrel contouring, trigger modifications, bolt modifications, safety modifications, magazine and receiver modifications along

with sight and accessory installation will be covered in this course. Two lecture and six laboratory hours a week. Credit: Four semester hours.

### **GS 2724 -- Repairing of Firearms I.**

Prerequisite: GS 1113.

This course is a study of repairing of all types of rifles, pistols, and shotguns stressing factory methods and techniques; and diagnosing malfunctions, fitting and adjusting parts. Two lecture and six laboratory hours a week. Credit: Four semester hours.

### **GS 2810 -- Special Problems in Gunsmithing.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in gunsmithing. May be taken more than once. Credit varies from one to four semester hours.

### **GS 2824 -- Repairing of Firearms II.**

Prerequisite: GS 2724.

This is a continuation of GS 2724. Diagnosing malfunctions fitting and adjusting gun parts stressing factory methods and techniques for more complex repairs are studied. Two lecture and six laboratory hours a week. Credit: Four semester hours.

### **GS 2900 -- Community Service/Gunsmithing.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

### **TD 1113 -- Introduction to Drafting and CAD.**

Prerequisite: None.

This introductory course will consist of an introduction to the use and/or study of: drafting media, basic geometric concepts, geometric construction, multi-view orthographic projection, and basic dimensioning. In addition to the study of drafting techniques, students will study the basics of computer aided drafting to generate dimensioned multi-view drawings, utilizing Autocad software, and the fundamentals of microcomputer operation. Three lecture and two laboratory hours a week. Credit: Three semester hours.

### **TMT 1124 -- Machine Tool Practices.**

Prerequisite: None.

This course is designed to provide the student with basic operational skills and knowledge of some common machine tools associated with the field of gunsmithing. Use of the Engine lathe, lathe accessories, toolbit grinding and lathe machining procedures will be emphasized in this course. Use of the bench and pedestal grinders and metal cutting saws will also be covered. The student will develop skills with these machine tools through the manufacture of gunsmithing tools. Two lecture and six laboratory hours a week. Credit: Four semester hours.

### **TMT 2213 -- General Metals.**

Prerequisite: None.

This course is designed to provide the gunsmith student a basic knowledge of the field of metallurgy as it may pertain to their metalsmithing activities. An emphasis will be placed on heat treating and testing of metals as students learn to hammer weld, forge, solder, braze and weld using several different welding processes (oxy-acetylene, SMAW, GMAW, GTAW). Students will also receive an introduction to sand and investment casting processes. Two lecture and two laboratory hours a week. Credit: Three semester hours.

## **HISTORY (HST)**

## **Arts & Sciences**

### **HST 1423 -- World Civilization to 1500.**

Prerequisite: None.

This course examines the major world civilizations from the prehistoric era to the early renaissance. Three lecture hours. Credit: Three semester hours.

### **HST 1433 -- World Civilization since 1500.**

Prerequisite: None.

This course examines the events, movements, and ideas of the last five centuries that have shaped contemporary civilizations. Three lecture hours. Credit: Three semester hours.

**HST 1483 -- United States History to 1865.**

Prerequisite: None.

This course is a survey of the history of the United States from the pre-European era to 1865. Three lecture hours. Credit: Three semester hours.

**HST 1493 -- United States History since 1865.**

Prerequisite: None.

This course is a survey of the history of the United States from 1865 to the present. Three lecture hours. Credit: Three semester hours.

**HST 1723 -- History of the Indian Tribes of the United States.**

Prerequisite: None.

This course is a survey of the Indian tribes of the United States from the pre-Columbian to the contemporary period. The presentation will encompass the impact on tribal cultures of contact with white civilization, and the relationship of various tribes with the colonial and United States governments. Three lecture hours a week. Credit: Three semester hours.

**HST 2323 -- Oklahoma History.**

Prerequisite: None.

This college level course in Oklahoma history surveys early European exploration, Indian and white settlement, and development of state government. It examines the Oklahoma experience in the context of the larger national experience. Three lecture hours a week. Credit: Three semester hours.

**HST 2433 -- English History to 1688.**

Prerequisite: None.

This course examines the history of Great Britain from the Pre-Roman Era to 1688. Three lecture hours. Credit: Three semester hours.

**HST 2443 -- English History since 1688.**

Prerequisite: None.

This course examines history of Great Britain from 1688 era to the present. Three lecture hours. Credit: Three semester hours.

**HST 2453 -- The Far East.**

Prerequisite: HST 1423 or 1433.

This course is a survey of Asian history from the prehistoric era to the present. It examines the political, social, economic, and intellectual histories of China, Japan, and the countries of Southeast Asia. Three lecture hours. Credit: Three semester hours.

**HST 2463 -- African History.**

Prerequisite: HST 1423 or 1433.

This course is a survey of African history from the prehistoric era to the present. It identifies and discusses the diverse cultural traditions of the continent and examines the impact that European imperialism and modern nationalism has had on those cultures. Three lecture hours. Credit: Three semester hours.

**HST 2810 -- Special Problems in History.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in History. May be taken more than once. Credit varies from one to four semester hours.

**HOME ECONOMICS (HE)****Nursing Allied Health****HE 1553 -- Nutrition.**

Prerequisite: None.

This course is designed to provide the student with an understanding of basic nutrition and how it applies to good health throughout the life cycle. This course is required for nursing students but is not limited to those seeking a nursing degree. Three lecture hours a week. Credit: Three semester hours.

**HE 2113 -- Child & Family Development.**

Prerequisite: None.

This course is designed to provide the student knowledge of the child from conception to adolescence in the areas of physical, intellectual, social and emotional growth. The laboratory provides opportunity for observation of these developments. Two lecture hours and two hours of directed observations a week. Credit: Three semester hours.

**HE 2810 -- Special Problems in Home economics.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Home Economics. May be taken more than once. Credit varies from one to four semester hours.

**HE 2900 -- Community Service/Home Economics.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

## HONORS PROGRAM (HP)

## Arts & Sciences

**HP 1001 -- Honors Program Seminar.**

Prerequisite: Concurrent Honors Enrollment.

This course is an interdisciplinary seminar (team taught) open only to honors program students who are concurrently enrolled in honors option and/or independent study. May be repeated once for credit. One lecture hour a week. Credit: One semester hour.

**HP 2001 -- Honors Program Seminar.**

Prerequisite: Concurrent Honors Enrollment.

This course is an interdisciplinary seminar (team taught) open only to honors program students who are concurrently enrolled in honors option and/or independent study. May be repeated once for credit. One lecture hour a week. Credit: One semester hour.

**HP 2810 -- Special Problems in Honors Program.**

Prerequisite: Permission of the Program Chairman.

This course is designed specifically for special seminars, studies, interests, and projects/events/activities. May be taken more than once. Credit varies from one to four hours.

**HP 2893 -- Honors Individual Research Project.**

Prerequisite: Concurrent Honors Enrollment in HP 1001 or HP 2001.

This course is a President's Scholar's Research Project. The project will be developed by the student and a faculty member in that discipline and will involve some original research, a scholarly contribution of some lasting value to that area or to the institution and/or a substantial academic study. The President's Scholars Committee will review and approve the Individual Research Contract between the student and the faculty member and receive the final paper containing the results of their research project. If prior approval has been obtained from the Committee, the Individual Research Project may be a continuation or broadening of an earlier H-Option Research project. Three to six contact hours a week. Credit: Three semester hours.

## HUMANITIES (HUM)

## Arts & Sciences

**HUM 1111 -- Humanities.**

Prerequisite: None.

This course is composed of a series of humanities-related events (concerts, art shows, plays, etc.). Students earn credit by attending these events and completing assignments as described in the course syllabus. Credit: One semester hour.

**HUM 2113 -- Humanities I.**

Prerequisite: None.

Humanities I is a study of how the significant ideas of western and other world cultures have been expressed in the visual arts, architecture, music, film, and literature from the pre-historic era through the Renaissance. Three lecture hours a week. Credit: Three semester hours.

**HUM 2223 – Humanities II.**

Prerequisite: None.

Humanities II is a study of how the significant ideas of western and other world cultures have been expressed in the visual arts, architecture, music, film, and literature from the late Renaissance through the present. Three lecture hours a week. Credit: Three semester hours.

**HUM 2233 – Travel Studies**

Prerequisite: None.

In this humanities course students will travel and learn first hand about the history and culture of the countries they visit. Students will tour art and historical museums, study the regional architecture, learn about cultural, commercial and agricultural practices, and taste the delicacies each country has to offer. Students will meet prior to departure for trip-specific research to be completed before departure, will be assisted in preparing for foreign travel. Students will be required to keep a daily travel journal. Course work will be completed within two weeks of return. Credit: Three semester hours.

**HUM 2810 – Special Problems in Humanities.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Humanities. May be taken more than once. Credit varies from one to four semester hours.

**LIBRARY (LIB)****Arts & Sciences****LIB 1002 -- Introduction to Library Research.**

Prerequisite: None.

This course is a study of how to use the Library/Learning Resource Center, including book and non-print materials, the OPAC (Online Public Access Catalog), reference books, CD-ROMS and other electronic information sources. The gathering of information for the preparation of a formal report is also covered. Two lecture hours a week. Credit: Two semester hours.

**LIB 2810 -- Special Problems in Library.**

Prerequisite: Permission of Program Chairman.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities. May be taken more than once. Credit varies from one to four hours.

**MATHEMATICS (MTH)****Arts & Sciences****MTH 0103 -- Introductory Math.**

Prerequisite: None.

This non-credit course will focus on arithmetic, basic concepts and computational skills. Addition and multiplication are stressed and used in the study of whole numbers, fractions and decimals. Ratio and proportions will be taught for problem-solving in the context of percentages. Sign numbers and algebraic equations will be introduced. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Three lecture hours a week. Credit: None.

**MTH 0114 – Elementary Algebra.**

Prerequisite: None.

This non-credit course is for students with little or no previous algebra background. Topics include arithmetic review, real number operations, linear equations and inequalities, polynomial operations, rational expressions, and square roots. The course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Five lecture hours a week. Credit: None.

**MTH 0303 -- Beginning Algebra.**

Prerequisite: MTH 0103 or minimum secondary assessment score.

This non-credit course is designed for students with little or no high school algebra background. Concepts covered include: signed numbers, algebraic expressions, factoring, fractions, linear equations and inequalities, graphing, exponents, and quadratic equations. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Three lecture hours a week. Credit: None.

**MTH 0403 -- Intermediate Algebra.**

Prerequisite: MTH 0303 or minimum secondary assessment score.

This non-credit course covers elementary algebraic operation and is not open for credit to students presenting more than one unit of high school algebra, except by departmental assignments in special cases. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Three lecture hours a week. Credit: None.

**MTH 1112 -- Math for Meds.**

Prerequisite: None

Offered in summer and fall intersession, Math for Meds is a course designed to provide the student with a beginning level of understanding of math as it relates to the health field. Students will review basic math skills and learn how to apply this basic knowledge to medication dosage calculations. Specific areas covered include basic units of measurements, abbreviations, equivalencies, apothecary, household, metric conversions, pediatric dosage calculations, and calculation by weight, and intravenous dosage therapy. The student will have the opportunity to learn and practice math skills necessary for dosage calculation and administration. Equivalent of two lecture hours a week. Credit: Two semester hours.

**MTH 1123 -- Technical Math I.**

Prerequisite: None.

After completing a short review of arithmetic operations, this course is designed to provide the student skills needed to successfully solve problems containing elementary algebraic operations including signed numbers, scientific notation, exponents, linear equations and functions, Pythagorean theorem, elementary right triangle trigonometry, and the English-Metric measuring systems. Three lecture hours a week. Credit: Three semester hours.

**MTH 1233 -- Technical Math II.**

Prerequisite: ET 1123.

A continuation of Technical Math I, this course is designed to provide the student a review of linear equations and trigonometry and includes a study of factoring, algebraic functions, graphs, systems of linear equations, exponents and scientific notation, roots and radicals, quadratic equations, logarithms, and an introduction to statistics. Three lecture hours a week. Credit: Three semester hours.

**MTH 1413 -- Survey of Mathematics.**

Prerequisite: ACT Math Subscore of 19 or higher, or minimum secondary assessment score, or MTH 0403.

This is a contemporary math course designed to emphasize the many uses and practical applications of mathematics providing the foundations for arithmetic and problem solving. Origin of numbers, number bases, systems of whole numbers, integers, rational numbers, real number operations, problem solving and consumer mathematics are some of the topics included in the course. Three lecture hours a week. Credit: Three semester hours.

**MTH 1513 -- College Algebra.**

Prerequisite: ACT Math Subscore of 19 or higher, or minimum secondary assessment score, or MTH 0403.

Review, theory of exponents, linear, quadratic and higher equations, variables and function, binomial theorem, progressions, determinants, combinations and permutations, ratio and proportion, and partial fractions are topics covered in this course. Three lecture hours a week. Credit: Three semester hours.

**MTH 1613 -- Plane Trigonometry.**

Prerequisite: Two years of high school algebra and one year plane geometry or MTH 1513 or equivalent.

This course involves the development and use of trigonometric functions, logarithms, solution of right and oblique triangles, the development and use of identities, and application to practical problems throughout the course. Three lecture hours a week. Credit: Three semester hours.

**MTH 2133 -- Geometry for Elementary Majors**

Prerequisite: MTH 1513 or equivalent.

This course involves the study of geometry concepts such as measurement, congruence, constructions lines and circled for elementary education majors. Credit: Three semester hours.

**MTH 2143 -- Brief Calculus.**

Prerequisite: MTH 1513 or equivalent.

This is a sophomore level course for the non-science major. The purpose of this course is to provide mathematical knowledge and ability to develop and analyze mathematical models using the calculus. Topics covered in this course include a brief review of algebra and functions, differentiation and applications of the derivative,



exponential and logarithmic functions and models, and integration and applications of the integral, and multivariable functions. Three lecture hours a week. Credit: Three semester hours.

**MTH 2215 -- Calculus with Analytic Geometry.**

Prerequisite: MTH 1513 AND 1613 or equivalent.

This course covers introduction to analytical geometry in two dimensions, functions, limits, continuity, derivatives, integrals, and applications. Five lecture hours a week. Credit: Five semester hours.

**MTH 2315 -- Calculus II with Analytic Geometry.**

Prerequisite: MTH 2215.

Further application of integrals, conic sections, parametric equations, polar coordinates, series, vectors, solid analytic geometry, partial derivatives and multiple integrals are covered in this course. Five lecture hours a week. Credit: Five semester hours.

**MTH 2613 -- Differential Equations.**

Prerequisite: MTH 2155.

Ordinary, differential equations, solution in series, the Laplace Transform Theory are included with application. Three lecture hours a week. Credit: Three semester hours.

**MTH 2810 -- Special Problems in Mathematics.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Mathematics. May be taken more than once. Credit varies from one to four semester hours.

## **MEDICAL OFFICE ASSISTANT (MOA) Business and Technologies**

**MOA 1113 -- Medical Terminology I**

Prerequisite: None.

A study of the terminology used in all areas of medical science, hospital science, and paramedical specialties. Emphasis placed on understanding proficiency in use of medical terminology. Three lecture hours a week. Credit: Three semester hours.

**MOA 1123 -- Coding for the Medical Office**

Prerequisite: MOA 1113 or concurrent enrollment or permission of instructor.

This course presents current procedural terminology (CPTA) and international classification Disease-9-Clinical Modification (ICD-9-CM) coding system for beginning coders. Three lecture hours a week. Credit: Three semester hours.

**MOA 1212 -- Medical Law, Liability and Ethics**

Prerequisite: None.

A study of the legal and ethical issues facing medicine today and to inform and alert employers in the health care delivery system of the legal and ethical responsibilities to their employer in the medical office. Bioethical issues will also be covered. Two lecture hours a week. Credit: Two semester hours.

**MOA 1223 -- Advanced Coding/Insurance for the Medical Office**

Prerequisite: MOA 1123 or permission of instructor.

This course will continue to build upon the coding principles learned in Coding for the Medical Office. ICD-9-CM and CPT-4 coding will be enhanced and the student will learn more complex diagnoses and procedures. Federal and private insurance programs will be emphasized. Three lecture hours a week. Credit: Three semester hours.

**MOA 1233 -- Medical Terminology, Anatomy & Physiology**

Prerequisite: MOA 1113 or permission of instructor.

Specialized terminology related to the various medical specialties: pathological terminology used to describe diseases; and, a foundation in anatomy and physiology with clinical practice applications. Three lecture hours a week. Credit: Three semester hours.

**MOA 1243 -- Medical Transcription I**

Prerequisite: MOA 1113 and basic keyboarding skills.

This course is designed to develop speed and accuracy in keyboarding, skill in the use of transcribing, and the expansion of medical terminology. Two lecture and two laboratory hours a week. Credit: Three semester hours

**MOA 2113 -- Medical Transcription II**

Prerequisite: MOA 1243

This course is a continuation of MOA 1243. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**MOA 2123 -- Medical Office Procedures I**

Prerequisite: MOA 1113 or permission of instructor.

This course consists of administrative medical assistant procedures necessary in the management of the patient with emphasis on: public relations; receptionist skills; telephone and appointment skills; preparation and maintenance of patient records; mail processing; and, filing. Included is a study of computer terminology with applications. Three lecture hours and one laboratory hour a week. Credit: Three semester hours.

**MOA 2213 -- Medical Office Procedures & Billing**

Prerequisite: MOA 2123 or permission of instructor.

This course presents the administrative medical assistant procedures on: office management; written and oral communications; and, management of physician's professional schedule and travel arrangements. Emphasis is placed on billing, collecting, and types of bookkeeping. All of these topics will be covered through computer application. Three lecture hours and one laboratory hour a week. Credit: Three semester hours.

**MOA 2221 -- Medical Office Seminar**

Prerequisite: MOA 2113 and concurrent enrollment in MOA 2233.

Problem solving and correlation of classroom theory and practice with work experience in a conference course. Attention will be given to understanding the role of the medical secretary, human relations, and legal relations. One lecture hour a week. Credit: One semester hour.

**MOA 2233 -- Clinical Practice**

Prerequisite: Concurrent enrollment in MOA 2221.

Supervised experience in a doctor's office or clinic. Twelve clinical hours a week. Credit: Three semester hours.

**MOA 2810 -- Special Problems in Medical Office Assistant.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Medical Office Administration. May be taken more than once. Credit varies from one to four semester hours.

**MICROBIOLOGY (MIC)****Arts & Sciences****MIC 2224 -- Introduction to Microbiology.**

Prerequisite: One semester of chemistry. Reserved for Nursing and PTA Students.

This course will provide instruction in the major concepts of microbiology with frequent emphasis on the clinical/diagnostic relevance of basic theory. Lectures will cover the bacteria, viruses, and fungi and will include discussion of disease processes, host defense mechanisms, epidemiology and the basics of microbial control. Laboratories will emphasize routine bacteriology skills such as aseptic technique, staining and microscopy, the isolation and biochemical differentiation of several unknown bacteria, bacterial cell counts, and antibiotic sensitivity testing. Three lecture and three laboratory hours a week. Credit: Four semester hours. (Nursing and PTA majors who withdraw from Microbiology will need permission of the Director of Nursing prior to enrolling the next semester.)

**MIC 2810 -- Special Problems in Microbiology.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Microbiology. May be taken more than once. Credit varies from one to four semester hours.

**MUSIC (MU)****Arts & Sciences****MU 1113 -- Music Appreciation.**

Prerequisite: None.

This course is designed to cultivate a broader listening and appreciative attitude toward good music. Lectures with musical illustrations on important works of musical literature are included. Three lecture hours a week. Credit: Three semester hours.

**MU 1202 -- Fundamentals of Music.**

Prerequisite: None.

This is a course designed to lay the foundation for an approach to music by ear, eye and keyboard, using rudiments of rhythm, notation, and melodic and harmonic writings. Two lecture hours a week. Credit: Two semester hours.

**MU 1541-2541 -- Mixed Ensemble.**

Prerequisite: Must meet a prescribed level of achievement as defined by the instructor.

Each course may be repeated once for additional credit. Ten laboratory hours a week. Credit: One semester hour.

**MU 1561-2561 -- College Choir.**

Prerequisite: None.

Each course number may be repeated once for additional credit. Four laboratory hours a week. Credit: One semester hour.

**MU 2402 -- Music Literature I.**

Prerequisite: None.

This course is a study of music from ancient times to 1750. It covers the stylistic characteristics of music, analysis of musical form, and emphasizes listening experience and broadens student acquaintance with literature of music. Two lecture hours a week. Credit: Two semester hours.

**MU 2412 -- Music Literature II.**

Prerequisite: None.

This is a continuation of Music Literature I from 1750 to present. Two lecture hours a week. Credit: Two semester hours.

**MU 2810 -- Special Problems in Music.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Music. May be taken more than once. Credit varies from one to four semester hours.

**NURSING (NUR)****Nursing and Allied Health****NUR 1102 – Assisting Clients with Basic Self Care Needs.**

Prerequisite: Acceptance to the Nursing Program.

A self-directed modular course designed to teach students to assist clients with basic self care needs. Based on the model of nursing care by Dorothea Orem, students will learn to identify, implement and evaluate a client's basic self-care needs. This course consists of 11 skill packets divided into 4 modules. All modules need to be completed before the end of this course and one module should not be started until the previous one is completed. It is important that the student realize that this course will only satisfy entry-level requirements of the MSC nursing program and the student will not be a recognized certified nurse aid upon completion.

**NUR 1113 -- Nursing Role Transition.**

Prerequisite: Permission of Nursing Program Director.

This course is designed to introduce the licensed practical nurse and other health professionals to concepts related to change and transition as they pursue education to become registered nurses. Students will learn about role development and transition, the process of change, transitions in nursing, transition to the student role, associate degree nursing education process, differentiation of LPN and RN roles, the nursing domain, critical thinking in registered nursing, role concepts essential for registered nursing practice, application of the nursing process, and legal and ethical issues related to nursing. Three lecture hours a week. Credit: Three semester hours.

**NUR 1114 -- The Client and the Nursing Process.**

Prerequisite: Acceptance into the Nursing Program. Prerequisite or concurrent enrollment: AP 1124 and PSY 1113.

This course is designed to provide the student with an introduction to the field of nursing as a profession. Students will learn about the history of nursing, legal aspects related to the practice of nursing, effective communication methods, and the nursing practice with a focus on assessment and data analysis. The student will have the opportunity to learn and practice basic nursing skills for clients throughout the life span utilizing a holistic approach. Four lecture hours a week. Credit: Four semester hours.

**NUR 1116 -- The Client & the Nursing Process.**

Prerequisite: Acceptance into the Nursing Program. Prerequisite or concurrent enrollment: AP 1124 and PSY 1113.

This course is designed to provide the student with an introduction to the field of nursing as a profession. Students will learn about the history of nursing, legal aspects related to the practice of nursing, effective communication methods, and the nursing practice with a focus on assessment and data analysis. The student will have the opportunity to learn and practice basic nursing skills for clients throughout the life span utilizing a holistic approach. Four lecture and six laboratory hours a week. Credit: Six semester hours.

**NUR 1129 -- Health Promotion & the Nursing Process I.**

Prerequisite: NUR 1116. Prerequisite or concurrent enrollment: AP 1134 and HE 1553.

This course is designed to provide the student the assistance in the process of acquiring knowledge in nursing skill performance based on a beginning acquisition of the physical and mental health deviations across the life span. The nursing process is the framework for application of course content with an emphasis on analysis. The content is based on medical-surgical and pediatric nursing, including stressful life-span events. The student will be able to perform specific nursing skills such as I.V. maintenance, wound care, surgical asepsis, oral & nasopharyngeal suctioning, and post-mortem care. Six lecture and nine laboratory hours a week. Credit: Nine semester hours.

**NUR 2219 -- Health Promotion & the Nursing Process II.**

Prerequisite: NUR 1116 and NUR 1129. Prerequisite or concurrent enrollment: SOC 1113 and MIC 1224.

This course is designed to provide the student the assistance in the process of acquiring knowledge in advanced nursing skill performance based on an ongoing acquisition of the physical and mental health deviations across the life span. The nursing process is the framework for application of course content with an emphasis on evaluation. The content is based on medical-surgical, psychiatric, obstetrical, and pediatric nursing. The student will be able to perform specific nursing skills such as IV starts, suctioning, tracheotomy care, and participation in code blue with the supervision of an instructor. Six lecture and nine laboratory hours a week. Credit: Nine semester hours.

**NUR 2220 -- Leadership & the Nursing Process.**

Prerequisite: NUR 1116, NUR 1129 and NUR 2219.

This course is designed to provide the student the assistance in utilization of the nursing process in management and leadership roles. Current trends in nursing, professionalism, and role transition are addressed. Content is selected from medical-surgical, pediatric, community and rural nursing. Six lecture and fifteen laboratory hours a week. Credit: Eleven semester hours.

**NUR 2810 -- Special Problems in Nursing.**

Prerequisite: Approval of Nursing Program Director.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to nursing. May be taken more than once. Credit varies from one to four semester hours.

**ORIENTATION (ORI)****Counseling****ORI 1011 -- New Student College Orientation.**

Prerequisite: None.

This course is required of all first-time, full-time MSC-campus, college freshmen. It is designed to introduce students to college. Topics include but are not limited to: study skills; career/degree information; campus tour; and, financial aid information. Eight (8) classroom hours in one (1) day plus eight (8) classroom hours over an eight (8) week period. Credit: One semester hour.

**PHYSICAL EDUCATION (PE)****Arts & Sciences****PE 1011 -- Intercollegiate Participation.**

Prerequisite: None.

This course includes intercollegiate participation in varsity athletics. Course may be repeated for a maximum of four semester hours credit. Five laboratory hours a week in season. Credit: One semester hour. Does not apply toward graduation.

**PE 1112 -- Personal Health.**

Prerequisite: None.

Instruction is given in personal health and hygiene. Two lecture hours a week. Credit: Two semester hours.

**PE 1122 -- Introduction to Physical Education.**

Prerequisite: None.

This course is designed for the student interested in a major in physical education. This course will take a look at the history of physical education and where physical education is headed in the future. The importance of physical education in elementary, secondary, and higher education will also be presented. Two lecture hours a week. Credit: Two semester hours.

**PE 2212 -- First Aid.**

Prerequisite: None.

Open to both men and women, this standard first aid course as outlined by the American Red Cross, consists of emergency assistance and treatment in cases of accident, injury, or illness. Included is instruction on prevention of injuries and methods of massage, taping and bandaging. Two lecture hours a week. Credit: Two semester hours.

**PE 2222 -- Sports Rules and Officiating.**

Prerequisite: None.

This course involves a study of the rules, mechanics and principles of officiating in different sports. Two lecture hours with laboratory work required. Credit: Two semester hours.

**PE 2242 -- Theory of Coaching Basketball.**

Prerequisite: None.

This course involves the basic principles of coaching basketball. Two lecture hours a week. Credit: Two semester hours.

**PE 2252 -- Theory of Coaching Baseball.**

Prerequisite: None.

This course covers the basic fundamentals of all player positions, the philosophy of high school coaching, and the principles involved in construction and maintenance of a baseball park. Two lecture hours a week. Credit: Two semester hours.

**PE 2810 -- Special Problems in Physical Education.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Physical Education. May be taken more than once. Credit varies from one to four semester hours.

**PE 2900 -- Community Service/Physical Education.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**PHYSICAL SCIENCE (PHS)****Arts & Sciences****PHS 1114 -- General Physical Science.**

Prerequisite: None.

This is a course with a general education orientation designed to help the student understand and interpret his physical environment. The course consists of a study of important topics in astronomy, chemistry, geology, and physics. The course is recommended for Liberal Arts and Education majors but should not be taken by students who intend to complete other courses in these physical sciences. Four lecture-demonstration hours a week. Credit: Four semester hours.

**PHS 2810 -- Special Problems in Physical Science.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Physical Science. May be taken more than once. Credit varies from one to four semester hours.

**PHYSICAL THERAPIST ASSISTANT (PTA)****Nursing and Allied Health****PTA 2102 -- Anatomy and Movement.**

Prerequisite: Admission to the 2<sup>nd</sup> Year of PTA Program or special permission of PTA Director.

This course will further student knowledge of musculoskeletal anatomy with a focus on human movement. This course will expand upon the information learned in A&P I and II units related to the skeletal, muscular, and neurological systems. Topics include anatomical terminology, identification of surface anatomy landmarks, and

musculoskeletal anatomy related to the profession of physical therapy. This course will further prepare the student to be successful in PTA 2144 and the remainder of the PTA program. Two lecture hours a week. Credit: Two semester hours.

**PTA 2112 -- Introduction to Physical Therapy.**

Prerequisite: Admission to the PTA Program (or Alternate) with permission of PTA Director.

This course is an orientation to the physical therapy profession. Topics include: history, professional organization, federal/state regulations, interpersonal relationship skills, medical terminology and documentation. Two lecture hours a week. Credit: Two semester hours.

**PTA 2126 -- Physical Therapy Principles and Procedures I.**

Prerequisite: Admission to the PTA Program.

This course teaches the principles and techniques of selected physical therapy treatment methods. These include: aseptic technique, body mechanics, safety procedures, vital signs, patient positioning and draping, transfers, gait training, therapeutic exercise, traction, massage, superficial heat and cold, deep heat modalities, ultraviolet radiation and hydrotherapy. Three lecture hours and six laboratory hours a week. Credit: Six semester hours.

**PTA 2133 -- Medical and Surgical Conditions.**

Prerequisite: Admission to the PTA Program.

This course is the study of health and disease of all age groups introduced with an emphasis on the etiology, pathology, prevention, and treatment of selected medical and surgical conditions encountered in physical therapy. Three lecture hours a week. Credit: Three semesters hours.

**PTA 2144 -- Functional Anatomy and Kinesiology.**

Prerequisite: Admission to the PTA Program.

This course will cover the structure and function of the musculoskeletal system with an emphasis on the mechanical aspect of human action. Muscle testing, flexibility testing, goniometry, and the aspects of normal functional gait and posture will be covered. Two lecture hours and four laboratory hours a week. Credit: Four semester hours.

**PTA 2152 -- Clinical Practicum I.**

Prerequisite: Concurrently enrolled in PTA 2112, PTA 2102, PTA 2126, PTA 2133 and PTA 2144.

This course is clinical observation and the practice of physical therapy procedures. Knowledge from previous general education coursework and concurrent PTA courses is applied. The student will be required to travel to clinical education sites on a weekly bases. Eight Clinical hours a week. Credit: Two semester hours.

**PTA 2213 -- Physical Therapy Principles and Procedures II.**

Prerequisite: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144 and PTA 2152, with a grade of "C" or better.

This course teaches additional physical therapy principles, techniques and pathologies. These include: electrotherapy, neuromuscular re-education, chest physical therapy, compression therapy, pathological gait and burns. Two lecture and two laboratory hours a week. Credit: Three semester hours.

**PTA 2223 -- Seminar in Physical Therapy.**

Prerequisite: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144 and PTA 2152, with a grade of "C" or better.

This course covers topics to assist the student in the transition to physical therapist assistant. Topics included are trends, specialized practice, patient services, case studies integrating theory and practice and the employment process. Two lecture hours a week plus off-site observation requirement (48 clock hours). Credit: Three semester hours.

**PTA 2234 -- Rehabilitation Techniques.**

Prerequisites: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144 and PTA 2152, with a grade of "C" or better.

This course covers rehabilitative procedures, including assistive devices, for patients of all age groups with disabilities resulting from arthritis, brain injury, amputation, spinal cord injury, cardiac conditions and genetic/congenital disorders are presented. Two lecture and four laboratory hours a week. Credit: Four semester hours.

**PTA 2243 -- Clinical Practicum II.**

Prerequisite: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144, PTA 2152, PTA 2213, PTA 2222 and PTA 2234.

This course is clinical observation, application, and practice of physical therapy procedures under the direction and supervision of clinical faculty. Knowledge from previous general education and PTA courses will be applied. Location of clinical practicum will be assigned with transportation and housing being the responsibility of the student. Six weeks (240 hours). Credit: Three semester hours.

**PTA 2253 -- Clinical Practicum III.**

Prerequisite: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144, PTA 2152, PTA 2222, PTA 2234, and PTA 2243.

This course follows PTA 2243 and is continued clinical observation, application, and practice of physical therapy procedures under the direction and supervision of clinical faculty. Knowledge from the previous general education and PTA courses will be applied. Location of clinical practicum will be assigned with transportation and housing being the responsibility of the student. Six weeks (240 hours). Credit: Three semester hours.

**PTA 2811, 2812, OR 2813 -- Special Problems in Physical Therapy.**

Prerequisite: Approval of PTA Program Director.

This is an elective course that can be taken with approval during any phase of the program. A plan is developed between the student and faculty that identifies a project to be completed by the student that addresses current Physical Therapy practice issues. TBA. Credit: one, Two, or Three hours dependent upon project requirements.

**PHYSICS (PHY)****Arts & Sciences****PHY 1114 -- General Physics I.**

Prerequisite: MTH 1513; MTH 1613 recommended.

This is a general technical physics for non-engineering students. It is a beginning lecture and laboratory study of the fundamental principles of mechanics and heat. Three lecture and three laboratory hours a week. Credit: Four semester hours.

**PHY 1214 -- General Physics II.**

Prerequisite: PHY 1114 or equivalent.

This is a continuation of Physics 1114. It is a lecture and laboratory study of the fundamental principles of sound, electricity, magnetism, light, and modern physics. Three lecture and three laboratory hours a week. Credit: Four semester hours.

**PHY 2015 -- Engineering Physics I.**

Prerequisite: MTH 2215.

This course, designed for engineers or science majors, is a lecture-laboratory course of general physics taught with calculus. It includes topics from mechanics and heat. Four lecture and three laboratory hours a week. Credit: Five semester hours.

**PHY 2115 -- Engineering Physics II.**

Prerequisite: PHY 2015 or equivalent.

This is a continuation of Physics 2015 including topics from sound, electricity, magnetism, light and modern physics. Four lecture and three laboratory hours a week. Credit: Five semester hours.

**PHY 2313 -- Modern Physics.**

Prerequisite: PHY 2115.

Introductory topics in relativity, atomic structure, nuclear theory, wave mechanics, statistical physics, and solid state physics are studied. Three lecture hours a week. Credit: Three semester hours.

**PHY 2810 -- Special Problems in Physics**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Physics. May be taken more than once. Credit varies from one to four semester hours.

**PSYCHOLOGY (PSY)****Arts & Sciences****PSY 1113 -- Introductory Psychology.**

Prerequisite: None.

A survey of the major areas of study in Psychology such as: motivation, learning physiology, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment. Three lecture hours a week. Credit: Three semester hours.

**PSY 2113 -- Psychology of Adjustment.**

Prerequisite: None.

This course is a psychology course that is a study of adjustment problems and their effect on the lives, behavior, and personalities of individuals. Three lecture hours per week. Credit: Three semester hours.

**PSY 2313 -- Introduction to Counseling.**

Prerequisite: PSY 1113.

This course is an introduction to theoretical principles and techniques of counseling. This course will also include the professional and ethical issues of counseling and social services issues. Three lecture hours per week. Credit: Three semester hours.

**PSY 2433 -- Psychological Statistics.**

Prerequisite: PSY 1113. Recommended: MTH 1513.

This course is an introduction to descriptive and inferential, parametric and nonparametric statistical techniques used in behavioral research including: measures of central tendency, variability, correlation, regression analysis, hypothesis testing, t-tests, chi-square, and simple analysis of variance. Three lecture hours per week. Credit: Three semester hours.

**PSY 2443 -- Personality Theories.**

Prerequisite: PSY 1113.

A psychology course that examines personality processes and the various theoretical approaches to the study of personality such as: psychodynamic, behavioral, phenomenological, trait, and social learning theories. Three lecture hours per week. Credit: Three semester hours.

**PSY 2523 -- Developmental Psychology.**

Prerequisite: PSY 1113.

This is a theoretical and research-based course that will cover social, emotional, physical and cognitive aspects of human development throughout the lifespan. Three lecture hours. Credit: Three semester hours.

**PSY 2533 -- Social Psychology.**

Prerequisite: PSY 1113 or SOC 1113.

This course will cover topics such as: conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison. Three lecture hours a week. Credit: Three semester hours.

**PSY 2810 -- Special Problems in Psychology.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Engineering. May be taken more than once. Credit varies from one to four semester hours.

**RELIGIOUS EDUCATION (RE)****Arts & Sciences****RE 1713 -- Survey of the Old Testament.**

Prerequisite: None.

This course is a survey of Old Testament literature with special attention given to literary form, historical background, and religious message. Two lecture hours a week. Credit: Two semester hours.

**RE 1723 -- Survey of the New Testament.**

Prerequisite: None.

This course is a survey of New Testament literature with special attention given to literary form, historical background, and religious message. Two lecture hours a week. Credit: Two semester hours.

**RE 2810 -- Special Problems in Religious Education.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Religious Education. May be taken more than once. Credit varies from one to four semester hours.

**SCIENCE (SCI)****Arts & Sciences****SCI 0103 -- Basic Science.**

Prerequisite: None.

This non-credit course is designed for students who need to improve their science background before taking college-level science courses. It is an integrated course, which introduces a range of basic concepts of both physical and life sciences. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Two lecture and two laboratory hours a week. Credit: None.



**SCI 1563 -- Therapeutic Nutrition.**

Prerequisite: None.

Designed for persons concerned with nutrition as it relates to disease processes and health problems. Emphasis is on special nutritional needs throughout the life cycle and diet modifications required by specific health problems. Three lecture hours a week. Credit: Three semester hours.

**SCI 2810 -- Special Problems in Science.**

Prerequisite: A minimum of eight hours of science courses with a grade of "B" or higher, approval of the department chair, and approval of supervising instructor.

This course is designed specifically for special studies; President's Scholars research projects, seminars, and other scholarly science-related activities. May be taken more than once provided topic is different. Credit varies from one to four hours.

**SCI 2900 -- Community Service/Science.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**SOCIAL SCIENCE (SS)****Arts & Sciences****SS 2900 -- Community Service/Social Science.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**SS 2810 -- Special Problems in Social Science.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Social Science. May be taken more than once. Credit varies from one to four semester hours.

**SOCIOLOGY (SOC)****Arts & Sciences****SOC 1113 -- Introduction to Sociology.**

Prerequisite: None.

This course is a general survey of the field of sociology, the origin and development of social institutions and social processes. Three lecture hours a week. Credit: Three semester hours.

**SOC 2013 -- Marriage and Family Relationships.**

Prerequisite: None.

This course includes: 1) a study of the factors for successful marital adjustment; 2) a study of the problems of courtship and marriage; 3) a comparative analysis of family structure and change in relation to other aspects of society; and 4) a study of family processes such as courtship, marriage, reproduction, childbearing and marital dissolution. Three lecture hours. Credit: Three semester hours.

**SOC 2023 -- Social Problems.**

Prerequisite: SOC 1113.

This course is a study of contemporary social problems, their causes and proposed solutions. An attempt is also made to anticipate areas of future difficulty and to examine proposals for mitigating them. Three lecture hours. Credit: Three semester hours.

**SOC 2063 -- Deviance, Crime, and Delinquency.**

Prerequisite: SOC 1113.

This course is a study of the theories and research on deviance and social controls, and the causes and prevention of crime and delinquency. Three lecture hours per week. Credit: Three semester hours.

**SOC 2143 -- Cultural Diversities.**

Prerequisite: SOC 1113.

This course is a study of minority and majority relations and cultural differences. This course examines prejudice, discrimination and related factors. Credit: Three semester hours.

**SOC 2533 -- Social Psychology.**

Prerequisite: PSY 1113 or SOC 1113.

This course is a study of the psychological basis of social interaction and change. Three lecture hours per week. Credit: Three semester hours.

**SOC 2613 -- Sociology of Gender.**

Prerequisite: SOC 1113.

This course examines the reinforcement of gender roles by the major institutions of society and examines the effect of gender roles on education, mass media, economics, laws, religion and society. Credit: Three semester hours.

**SOC 2810 -- Special Problems in Sociology.**

Prerequisite: Approval of program chairman.

Coverage of selected or special topics in Sociology. Credit varies from one to four semester hours.

**SOCIAL WORK (SW)****Arts & Sciences****SW 1113 -- Introduction to Social Work.**

Prerequisite: None.

This course is designed to acquaint the student with different types of social service. It provides an introduction to the philosophy, purposes, and functions of various social agencies. Three lecture hours a week. Credit: Three semester hours.

**SW 2810 -- Special Problems in Social Work.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Social Work. May be taken more than once. Credit varies from one to four semester hours.

**SPANISH (SPA)****Arts & Sciences****SPA 1113 -- Beginning Spanish I.**

Prerequisite: None.

This is an elementary course in understanding, speaking, reading and writing Spanish. Three lecture hours a week. Credit: Three semester hours.

**SPA 1213 -- Beginning Spanish II.**

Prerequisite: SPA 1113 (or two years of high school Spanish)

A continuation of Spanish I, this is an elementary course in understanding, speaking, reading and writing Spanish. Three lecture hours a week. Credit: Three semester hours.

**SPA 2810 -- Special Problems in Spanish**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Spanish. May be taken more than once. Credit varies from one to four semester hours.

**SPEECH (SPC)****Arts & Sciences****SPC 1001-2001 -- Speech Activity Participation.**

Prerequisite: None.

Credit is earned by preparation for and participating in dramatic productions and/or intercollegiate speaking activities and may be repeated for a total of four credit hours. Two laboratory hours a week. Credit: One semester hour.

**SPC 1003 -- Voice and Diction.**

Prerequisite: None.

This course is a study of the physiology of speech, including such concepts as improvement of vocal control, expansion of vocabulary, and introduction to the International Phonetic Alphabet. Three lecture hours a week. Credit: Three semester hours.

**SPC 1113 -- Fundamentals of Speech.**

Prerequisite: None.

This is an elementary course emphasizing the principles and techniques of preparing for, participating in, and the evaluation of communication behavior at the interpersonal and public levels. Three lecture hours a week. Credit: Three semester hours.

**SPC 2103 -- Argumentation and Debate.**

Prerequisite: SPC 1113 or permission of instructor.

This course is concerned with the study and application of logic and argumentation in persuasion. It includes theories of argumentation and practical debate experience. Three lecture hours a week. Credit: Three semester hours.

**SPC 2113 -- Oral Interpretation.**

Prerequisite: Departmental approval.

This course focuses on the theory and practice of the art of interpreting to an audience from the printed page, works of literature in their intellectual, emotional, and aesthetic entirety. Three lecture hours a week. Credit: Three semester hours.

**SPC 2213 -- Public Speaking.**

Prerequisite: SPC 1112 or departmental approval.

Emphasis is placed on speeches designed for special occasions. Three lecture hours a week. Credit: Three semester hours.

**SPC 2810 -- Special Problems in Speech.**

Prerequisite: Approval of division chairman.

This course is designed to include seminars, special projects, and other activities related to topics in speech. May be taken more than once. Credit varies from one to three semester hours.

**SPC 2900 -- Community Service/Speech.**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**Theatre (TH)****Arts & Sciences****TH 1133 -- Introduction to Theatre.**

Prerequisite: None.

This course is a survey and analysis of theatre history, literature, and practices relating to the theatre as a social force. Three lecture hours a week. Credit: Three semester hours.

**TH 1143 -- Creative Dramatics.**

Prerequisite: None.

This course examines the use of theatre for personal development, self-expression, and education using creative dramatics, storytelling, and improvisation. Three lecture hours a week. Credit: Three semester hours.

**TH 2123 -- Oral Interpretation.**

Prerequisite: Departmental Approval.

This course instructs the student in the re-creation and oral communication of works of literary art. The selection, evaluation, analysis, interpretation, and oral presentation of various prose and verse selections are emphasized. Three lecture hours a week. Credit: Three semester hours.

**TH 2133 -- Acting I.**

Prerequisite: None.

Designed to acquaint the beginning actor with the fundamentals of acting, this course explores the physical, vocal, emotional and technical aspects of the actor's craft. Three lecture hours a week. Credit: Three semester hours.

**TH 2143 -- Stagecraft.**

Prerequisite: Departmental approval.

This course deals with the principles of constructing, rigging, and assembling modern stage scenery and equipment. Three lecture hours a week. Credit: Three semester hours.

**TH 2233 -- Acting II.**

Prerequisite: TH 2133.

This course will develop the actor's craft through scene study, and various techniques of character analysis and development. Three lecture hours a week. Credit: Three semester hours.

**TH 2810—Special Problems in Theatre**

Prerequisite: Approval of division chairman.

This course is designed to include seminars, special projects, and other activities related to topics in speech. May be taken more than once. Credit varies from one to three semester hours.

**TH 2900—Community Services/Theatre**

Prerequisite: None.

This course is designed for community service/adult education. May be taken more than once. Credit varies from one to four hours. Does not apply toward graduation.

**VETERINARY TECHNOLOGY (VT)****Applied Science****VT 1011 – Topics in Veterinary Technology I.**

Prerequisite: None.

This preparatory course is designed to introduce the student to the veterinary healthcare team and the roles performed by veterinary technicians. One lecture hour a week. Credit: One semester hour.

**VT 1021 – Topics Veterinary Technology II.**

Prerequisite: None.

This preparatory course is designed to introduce the student to various aspects of veterinary medicine including restraint, laboratory techniques, surgical nursing and hospital management. One lecture hour a week. Credit: One semester hour.

**VT 1104 -- Introduction to Veterinary Technology.**

Prerequisite: Admission to VT Program.

This course is designed to introduce the student to the scope of a veterinary technician's duties, career opportunities, salary ranges and organizations available to veterinary technicians, the rules and regulations that govern technicians and provide the students the opportunity to identify domestic breeds, breed characteristics and demonstrate appropriate restraint. The student will also begin developing skills in sanitation procedures, admitting and discharging patients, performing physical examinations, administering drugs, using veterinary software and maintaining medical records. Three lecture and three laboratory hours a week. Credit: Four semester hours.

**VT 1112 -- Applied Math for Meds.**

Prerequisite: Admission to VT Program.

This course is designed to provide the student with a beginning level of understanding of math as it relates to the health field. Students will review basic math skills and learn how to apply this basic knowledge to medication dosage calculation. Specific areas covered include basic units of measurements, abbreviations, equivalencies, apothecary, household, metric conversions, dosage calculations, calculations by weight, fluid therapy, and percent solutions. The student will have the opportunity to learn and practice math skills necessary for dosage calculation and administration. Two lecture hours a week. Credit: Two semester hours.

**VT 1114 – Anatomy of Domestic Animals.**

Prerequisite: Admission to VT Program.

This course is designed to provide the student an opportunity to identify and compare the anatomical structures of common domestic animals in preparation for the study of physiological processes. Three lecture and four laboratory hours a week. Credit: Four semester hours.

**VT 1214 – Anesthesia and Surgical Nursing.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This 16-week course in anesthesiology is designed to give the student a working knowledge of the various common chemical agents associated with modern veterinary anesthesia. In addition to drug pharmacokinetics, students will also learn and develop skills in the proper operation and maintenance of anesthetic machines, induction and monitoring of patients, maintaining accurate anesthetic records, and recognizing anesthetic emergencies. Three lecture and four laboratory hours a week. Credit: Four semester hours.

**VT 1223 -- Physiology of Domestic Animals.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This course is designed to provide the student with the cognitive skills to comprehend the principles of body function, which are basic to the performance of the skills expected of a Veterinary Technician. The course will cover comparative function of domestic animals beginning at the cellular level and progressing through the systems of the body. Three lecture hours a week. Credit: Three semester hours.

**VT 1224 – Clinical Pathology I.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This course is designed to provide the student an opportunity to perform hematological techniques including; sample collection, preparation, identification and counting blood cells, determination of hematocrit, sedimentation rate, hemoglobin content, and red blood cell indices. Along with hematological performances, internal and external parasites are identified, and classified, with discussions of their significance within veterinary public health, epidemiology and prevention. Three lecture and four laboratory hours a week. Credit: Four semester hours.

**VT 2006 -- Preceptorship.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This is an occupational experience afforded by cooperative effort between the student, Murray State College Veterinary Technology Program and the approved professional veterinary medical or allied medical clinical practice establishment. Forty laboratory hours a week for eight weeks. Credit: Six semester hours.

**VT 2103 – Clinical Pathology II.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This course is designed to provide the student an opportunity to perform blood chemistry tests, urinalysis and aspiration techniques for cytological exam to aid in evaluating and interpreting physiological or pathological bodily functions. Hematology and parasitology laboratory applications will be carried over from Laboratory Tech. I. Other serological and body function tests will be incorporated during the course of study. Two lecture and four laboratory hours a week. Credit: Three semester hours.

**VT 2113 – Veterinary Imaging.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This course is designed to introduce the student to various aspects of radiology, including positioning, exposure, developing techniques and trouble-shooting. The course also includes exposure to ultrasonography, fluoroscopy, scintigraphy, and nuclear radiology. Safety and technique are emphasized throughout the course. Two lecture and four laboratory hours a week. Credit: Three semester hours.

**VT 2122 – Livestock Feeding for Veterinary Technicians**

Prerequisite: Completion of VT courses (as listed in the degree curriculum) with a grade of "C" or better.

Nutrients and their functions, nutrient requirements of the various classes of livestock, composition and classification of feed stuffs and ration formulation are covered. Credit: Two semester hours.

**VT 2123 – Diseases of Domestic Animals.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This course is designed to provide the student with the cognitive skills to recognize general pathology common to the domestic animal. The student will be expected to assimilate information and enter into a decision-making process at the level necessary for the practicing Veterinary Technician. Sections to be covered in this course include general pathology, immunology, toxicology and common diseases of domestic animals, including zoonotic diseases and preventive measures. Three lecture hours a week. Credit: Three semester hours.

**VT 2124 -- Pharmacology and Small Animal Medical Nursing.**

Prerequisite: Completion of VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This course is designed to introduce the student to the various aspects of pharmacology including: recognition of general types and groups of drugs, routes of administration and dosage regimen; pharmacokinetics; and, labeling and packaging of drugs for dispensing. In addition the student will have the opportunity to expand skills acquired in VT 1214, and VT 1224. Three lecture and four laboratory hours a week. Credit: Four semester hours.

**VT 2213 -- Veterinary Clinical Management.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This course covers basic office procedures, staff, and client relations; the human-animal bond; ethics, professional conduct, and marketing. Three lecture hours a week. Credit: Three semester hours.

**VT 2214 -- Large Animal Medical Nursing.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

The course will include pre- and post-op nursing considerations as related to food animal and equine patients under various clinical presentations. Three lecture and four laboratory hours a week. Credit: Four semester hours.

**VT 2222 -- Small Animal Nutrition.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

An introductory course providing identification and function of nutrients, understanding pet food labels, and applications for wellness, life stage, and therapeutic nutrition (prescription foods) for dogs and cats. Two lecture hours a week. Credit: Two semester hours.

**VT 2223 -- Wildlife, Zoo and Laboratory Animals.**

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade of "C" or better.

This course is an introductory course in handling, restraint, nutrition, breeding, and common diseases of wild, zoo and laboratory animals. Two lecture and three laboratory hours a week. Credit: Three semester hours.

**VT 2810 -- Special Problems in Veterinary Technology.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Veterinary Technology. May be taken more than once. Credit varies from one to four semester hours.

**ZOOLOGY (ZOO)****Arts & Sciences****ZOO 1114 -- General Zoology.**

Prerequisite: None.

The course covers structure, function and diversity of animals. It includes the study of biological concepts and processes such as evolution, cellular metabolism, reproduction, heredity, development, and homeostasis. The laboratory component includes the study of the taxonomy and systematics on animal phyla and the anatomy and morphology of representative taxa. Three lecture and two laboratory hours a week. Credit: Four semester hours.

**ZOO 2810 -- Special Problems in Zoology.**

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Zoology. May be taken more than once. Credit varies from one to four semester hours.

**Notice**

The General Catalog is published for informational purposes and should not be construed as the basis of a contract between a student and Murray State College. Every effort is made to provide information that is accurate at the time the Catalog is prepared. However, information concerning regulations, policies, fees, curricula, courses and other matters contained in the Catalog is subject to change at any time during the period for which the Catalog is in effect. Murray State College reserves the right at all times to discontinue, modify, or otherwise change its degree programs when it determines it is in the best interest of the College to do so.

Current information regarding fees, important dates and the availability of courses can be found in the Class Schedule available before pre-enrollment begins for each term. Bulletins also include information on admission, fees, scholarships, student financial aid, housing and student services.

## PART XII REGENTS

### OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Dr. Paul Risser, Chancellor .....	Oklahoma City
Bill W. Burgess, Jr. ....	Lawton
William Stuart Price .....	Tulsa
Marlin (Ike) Glass, Jr. ....	Newkirk
James D. Harrel .....	Leedey
Cheryl P. Hunter .....	Oklahoma City
John Massey .....	Durant
Joseph L. Parker .....	Tulsa
Carl Renfro .....	Ponca City
Ronald H. White, M.D. ....	Oklahoma City

### THE BOARD OF REGENTS FOR MURRAY STATE COLLEGE

Allen Benson, Chair .....	Ardmore
Wendell Blair, Vice Chair .....	Tishomingo
E.J. Tolbert, Secretary .....	Tishomingo
Kay Helms .....	Coalgate
Ken Delashaw .....	Marietta
Tom Bush .....	Ada
<i>Position Pending</i> .....	

## PART XIII STAFF

Staff Members are listed by name, year employed, professorial rank (if any), position title & education.

### COLLEGE ADMINISTRATION

**Each Administrative Officer may be reached by telephoning:  
Tishomingo, Oklahoma, 580-371-2371**

William D. Pennington, 2004..... President  
B.S. University of Tulsa, M.A., University of Tulsa, Ph.D. University of Oklahoma

Joy A. McDaniel, 1985 ..... Executive Vice President  
B.S., Oklahoma State University; M.Ed., Central State University; Post Graduate Study, University of Oklahoma

Dennis A. Toews, 1967 ..... Senior Vice President  
B.A.Ed., M.T., Southwestern Oklahoma State University; Post Graduate Study, North Texas State University, University of Oklahoma, and Nova University

Deborah Combs, 1995 ..... Vice President for Student Affairs/Distance Ed/Lifelong Learning  
B.S., Southeastern Oklahoma State University; M.B.A., Oklahoma City University; CPA-Oklahoma

Greg Gardner, 1995 ..... Vice President for Academic Affairs  
B.S., Southwestern Oklahoma State University; M.S., Auburn University

### STUDENT SUPPORT AND COUNSELING SERVICES

Linda S. Taylor, 1987 ..... Director of Student Support Services  
B.A., M.B.S., Southeastern Oklahoma State University

Amanda J. Baldrige, 2004 ..... Director of Academic Counseling  
B.S.W., Lubbock Christian University, M.H.S., East Central University

Charles E. Hummelke, 2004 ..... Student Support Services Counselor  
B.S., Wichita State University; M.S., Emporia State University

Virginia Orr, 2004 ..... Transfer Enrollment Manager  
B.S., Southeastern Oklahoma

Ronda Pickens, 2004 ..... Student Support Services Counselor  
B.S., Southeastern Oklahoma State University; M.S.H.R., East Central University

Donna F. Rowland, 1992 ..... Educational Support Specialist  
B.S., M.A.S., Southeastern Oklahoma State University

### FINANCIAL AID

Marilyn Schwarz, 1992 ..... Director of Financial Aid  
B.B.A., University of Central Oklahoma

Rhonda Glenn, 1999 ..... Associate Director of Financial Aid  
B.A., M.S., East Central University



## FACULTY AND OTHER PROFESSIONAL STAFF

Bill Adams, 2004 ..... B.S., Cameron University	Computer Services
D. Dean Arnold, 1990..... Certificate, Murray State College	Gunsmithing
Wilma Ayrs, 2005 ..... B.A., Southeastern Oklahoma State University	TANIF/MIT
Ann Beck, 1974..... B.S., Southeastern Oklahoma State University; M.S., East Central University	Registrar & Director of Admissions
Joe F. Beck, 1987, Assistant Professor ..... B.S., Texas A&M University; M.Ed., Central State University; Post Graduate Study, East Central University	Engineering Technology
John M. Bohon, 1990..... A.A.S., Trinidad State Junior College; B.S., University of Oklahoma	Gunsmithing
Greg Boyd, 1997 ..... B.S., M.S., West Texas A & M	Mathematics
Susan Branch, 1994..... B.S., East Central University	Outreach Coordinator
Jerry Brown, 2002..... B.A., Southeastern Oklahoma State University, MEd, Southeastern Oklahoma State University	Gear Up Director
Sharon Burris, 2005 ..... B.A., East Central University; M.A., University of Oklahoma & University of Central Oklahoma	English
Willa Dean Caldwell, 1985, Assistant Professor ..... B.S., Southeastern Oklahoma State University; M.S., Oklahoma State University	Business Management Program Chair
Karen Cantrell, 2005 ..... B.S., M.Ed., University of Central Oklahoma	Retention Coordinator
DeWayne Carroll, 1999.....	Complex Manager
Cecil Carter, ..... B.B.A., Southern Methodist University	Economic Development Specialist
Amy Christensen, 2004..... B.A., Fort Lewis College; M.Ed., East Central University	TANF/MIT
Gary Cook, 1977 ..... B.S., Southeastern Oklahoma State University	Director of Plant and Technology
Robin M. Coppedge, 1989, Assistant Professor ..... B.S., Oklahoma Baptist University; M.S., University of Oklahoma	Nursing
Brian M. Cothran, 1999..... B.S., Southeastern Oklahoma State University	Agronomy
Ginger Cothran, 2005..... B.A.; M.Ed., Southeastern Oklahoma State University	Music/Humanities

- Lisa J. Coulter, 1991, Assistant Professor .....English/Drama  
B.S., Fort Hays State University; M.A. & Post Graduate Study, Kansas State University
- Kay Deaver, 1986 ..... Bookstore Manager  
B.S., Southeastern Oklahoma State University
- B. T. Ferguson, 1999 ..... Animal Science  
B.S., Oklahoma State University
- Carey Floyd, 2003 ..... Veterinary Technology Program Chair  
B.S. Oklahoma State University, D.V.M., Oklahoma State University
- Cathy Gardner, 1996..... Accountant/Federal/Grant/Financial Aid
- Michaëlle Gray, 2001 ..... Administrative Assistant to the President  
B.A.A.S., Southeastern Oklahoma State University
- Michael D. Hail, 1996 .....PTA Academic Coordinator of Clinical Education/Assistant Professor  
B.S., Oklahoma University Health Sciences Center; M.B.S., Southeastern Oklahoma State University
- Mark Hamilton, 2000 ..... Women's Basketball & Softball Coach/Physical Education  
A.S., Murray State College; B.S., Southeastern Oklahoma University
- Syed Hasan, 1999.....Computer Information Systems Program Chair  
M.S., Cleveland State University
- Heather Henderson, 2000..... Child development Scholar Coordinator  
B.S., University of Oklahoma
- Rebecca Henthorn, 1995 ..... Psychology/Sociology  
B.S., East Central University; M.A., Western Illinois University
- Danny C. Hitchcock, 1977..... Accounting Coordinator  
B.S., Southeastern Oklahoma State University
- Joe Pat Hughes, 1997..... Human Resources  
B.S., M.S., East Central University
- Jon Stephen Huston, 1979, Professor .....Botany/Microbiology  
B.S., Western Illinois University; M.A., Southern Illinois University
- Judith A. Huston, 1988.....Director of Development and External Relations  
B.S., Western Illinois University; M.B.A., Southeastern Oklahoma State University
- Joni Jeter, 1985, Assistant Professor ..... Nursing Program Director  
B.S., University of Central Oklahoma; M.S., University of Oklahoma
- Noble Jobe, 2002, ..... Biology  
B.S., East Central University; M.S., Ph.D., Oklahoma State University
- Anita M. Jones, 1993 ..... Nursing  
B.S., East Central University; B.S., Southeastern Oklahoma State University; M.S., Texas Women's University
- Gina Kasson, 2005..... English  
B.A., Friends University; M.S., Northeastern State University
- James Michael Kelley, 2004 .....Athletic Director/Physical Education/Men's Basketball  
B.S., M.Ed., University of Central Oklahoma
- James W. Kennedy, 1979 ..... Director of the Learning Resources Center  
B.A., San Diego State University; M.L.S., North Texas State University
- Catherine S. Kinyon, 1994 .....Art  
B.F.A., Atlanta College of Art; M.A., Xavier University of New Orleans; M.F.A., University of North Dakota

- K. Lynette Kirk, 2004..... MSC Director at the Ardmore Higher Education Center  
B.A., Southeastern Oklahoma State University; M.Ed., East Central University
- Brian Landreth, 2003..... Graphic Arts Program Chair  
B.A., University of Central Oklahoma
- Karen Lee, 1999..... Help Center  
B.S., East Central University
- Rex Morrell, 1969..... History  
B.A., Southeastern Oklahoma State University; M.A., Post Graduate Study, University of Oklahoma
- Ronal Newton, 1997..... TANF/MIT Director  
A.A., Murray State College; B.S., East Central University; Post Graduate Study, East Central University
- Cleta C. Phillips, 1988, Assistant Professor..... Computer Science Program Chair  
B.S., M.A.S., Southeastern Oklahoma State University
- Debra S. Reed, 1987 ..... Veterinary Technology  
R.V.T., Murray State College; B.S., Southeastern Oklahoma State University
- Dan Riley, 2003..... Fast Track  
A.A.S., Murray State College; B.A.A.S., Southeastern Oklahoma State University; CompTIA A+/LINIX+;  
MCSE; CCNA; CCAI-CCNA/Web Design
- Gary Robinson, 1995 ..... Physical Therapist Assistant Director  
B.S., East Central University; B.S., M.S., Oklahoma University Health Sciences Center
- Kirk A. Rodden, 1990, Assistant Professor..... Political Science  
B.A., Northeastern State University; M.A., Oklahoma State University
- Carlton E. Rousey, 1978 ..... Physics  
B.S., Southeastern Oklahoma State University; M.S., Ph.D., University of Oklahoma
- Laura Pearce-Sandmann, 1986..... Veterinary Technology  
R.V.T., Murray State College; B.S., East Central University
- James E. Schammerhorn, 1969 ..... Chemistry  
B.S., M.S., Wichita State University; Post Graduate Study, Purdue University & Oklahoma State University
- Jamie D. Spence, 1999..... Nursing  
B.S., East Central University, M.S., University of Oklahoma
- Joyce M. Spurgin, 1976-78; 1989-93; 1994..... Nursing  
B.S.N., Texas Christian University; M.S., University of Oklahoma
- Bruce G. Stewart, 1983, Assistant Professor..... Biological Sciences  
B.S., East Central University; M.S., Northeast Louisiana University; Post Graduate Study, Louisiana  
State University and University of Oklahoma
- Misty Treas, 1991..... Associate Director of Computer Services/POISE  
B.S. Southeastern Oklahoma State University
- Jana Wakefield, 2005..... Math  
B.A.; M.Ed., University of Oklahoma
- Dennis Warren, 1998 ..... Computer Services Director  
A.A.S., Murray State College; MCSE; MCSA; MCP
- Priscilla Washington, 2000..... Distance Learning Coordinator  
B.S., Southeastern Oklahoma State University
- Jeana West, 2003 ..... English  
B.A., Southeastern Oklahoma State University, M.Ed, Southeastern Oklahoma State University

Kathlene Williams, 2002 B.S.N., McNeese State University; M.S., University of Oklahoma .....	Nursing
Tony Winningham, 2001 .....	Fast Track Director
B.A., East Central University	
Becky A. Wyatt, 1986 .....	Child Development
B.S., University of Oklahoma; M.Ed., Southeastern Oklahoma State University	

### EMERITUS FACULTY

Carol S. Johnson, 1978-2006 .....	Nursing
Fred D. Poe, 1965-2005 .....	Language Arts
Jamie J. Inman, 1982-2001 .....	Music
J. Phillip Traughber, 1973-2000 .....	Vice President for Academic and Student Affairs
Clyde R. Kindell, 1967-1994 .....	President
Mary L. Golloway, 1978-1997 .....	Student & Community Services
Joe R. Reid, 1968-1996 .....	Business & Technology
Alma Hogan, 1968-1979 .....	Language Arts
Norine Harden, 1980-1986 .....	Home Economics
Gerald R. Alloway, 1952-1987 .....	Mathematics
Arthur H. Vernon, 1966-1987 .....	Social Science
Doris I. Townsend, 1968-1987 .....	Secretarial Administration
Larry M. Milligan, 1965-1990 .....	Art & Humanities
Stanley Wilson, 1968-1991 .....	Science
Delbert Taylor, 1979-1993 .....	Metallurgy
Kay K. Helms, 1978-1998 .....	Applied Science
Donald F. Ryan, 1969-1998 .....	Language Arts
Marian Wirth, 1974-1986 .....	Developmental Studies
Rozella Chandler, 1988-1997 .....	Counselor

## INDEX

<b>A</b>		Degree Curricula .....	52
Ability to Benefit .....	9	Degrees .....	52
Absence .....	31	Delta Psi Omega .....	42
Academic/Student Affairs Vice Presidents.....	121	Dentistry .....	66
Academic Probation .....	45	Dormitories .....	29
Academic Reinstatement .....	45	Dynamics of Leadership.....	93
Academic Reprieve .....	46	<b>E</b>	
Academic Renewal .....	47	Economic Development .....	5
Academic Standing .....	45	Economics.....	94
Academic Suspension.....	45	Elementary Education .....	62
Accounting .....	74	Employment, Student.....	23
ACT Requirement .....	6	<b>F</b>	
Activities and Organizations.....	41	English .....	62, 94
Administrative Staff .....	121	Enrollment .....	31
Admission.....	6	Entomology .....	96
Advanced Standing (See Extracurricular Learn).....	32	Expenses, Student.....	29
Agriculture .....	53, 75	Extra-Class Activities .....	41
Agriculture (Agronomy) .....	76	Extracurricular Learning.....	32
Agriculture (Animal).....	77	<b>F</b>	
Agriculture (Economics).....	76	Faculty.....	121
Alpha Beta Gamma.....	41	Fast Track (CIS).....	18, 58, 88
Anatomy & Physiology .....	77	Finance .....	96
Animal Science .....	77	Financial Aid.....	16, 121
Art.....	53, 78	Fine Arts .....	97
Assessment.....	37	Foreign Language .....	116
Athletics.....	42	Former Student Association.....	42
Attendance .....	31	Functions.....	4
Awards .....	48	<b>G</b>	
<b>B</b>		General Studies .....	63
Banking & Finance .....	79	Geography .....	97
Biology.....	79	Geology .....	98
Board of Regents .....	120	Government .....	98
Botany .....	79	Government, Student.....	41
Bureau of Indian Affairs.....	26	Grades and Grade Points .....	44
Business.....	54, 80	Graduation with Honors .....	51
Business & Information Tech Society .....	42	Graduation Requirements.....	46, 49
Business Communication.....	81	Grants.....	22
Business Management.....	55, 81	Graphic Arts .....	56, 98
<b>C</b>		Gunsmithing Technology .....	63, 99
Calendar .....	2	<b>H</b>	
Career Guidance .....	37	Health Service.....	39
Certificate Programs .....	71	High School Curricular Requirements.....	10
Chemistry .....	58, 83	High School Student Concurrent Enrollment.....	11
Child Development (AA, AAS) .....	58, 84	History .....	64, 102
Classification of Students.....	31	History of the College.....	4
CLEP Exams .....	33	Home Economics .....	103
Clubs, Student.....	41	Honor Rolls .....	48
Commencement.....	51	Honorable Dismissal from College.....	35
Communication .....	86	Honors (Program) .....	48
Community Services .....	5	Honors Courses .....	103
Computer Information Systems .....	59, 86	Hours, Class Load Enrollment Permitted.....	31
Computer Information Systems Fast Track ..	58, 88	Housing for Students.....	29, 39
Computer Science.....	60, 91	Humanities .....	104
Conservation & Wildlife Mgmt.....	61, 92	<b>I</b>	
Contents, Table of.....	3	International Students .....	6
Cooperative Agreements .....	73	Information Technology Network .....	58, 88
Counseling .....	37, 121	<b>L</b>	
Course Descriptions.....	74	Law.....	64
Credits, Transfer of .....	45		
Criminal Justice .....	61, 92		
Curricula (Programs of Study).....	52		

Legal Assistant .....	57	Satisfactory Progress in Nursing Courses.....	47
Library Course .....	104	Satisfactory Progress in PTA Courses .....	47
Library/LRC.....	38	Satisfactory Progress in Vet. Tech. Courses.....	47
Living Expenses.....	29	Scholarship Required of Representatives .....	45
Location of the College .....	4	Scholarships .....	24
		Science .....	69, 114
	M	Secretarial Office/Administration .....	71
Mathematics .....	64, 104	Services to Students.....	37
Mathematics, Technical.....	104	Sigma Phi Alpha .....	41
Medical Office Assistant .....	57, 106	Social Activities.....	41
Medical Office Transcription .....	71	Social Science .....	114
Medical Office Coding.....	71	Social Work.....	115
Medicine .....	66	Sociology .....	69, 114
Medicine, Veterinary .....	68	Spanish.....	116
Microbiology.....	107	Speech.....	116
Mission.....	4	Staff .....	121
Music .....	108	Student Senate.....	41
	N	Student Support Services.....	38
Non-resident Fee .....	29	Substance Use/Abuse .....	38
Nursing, A.D. Program.....	13, 65, 108	Suspension, Academic .....	44
Nurses Alumni Association.....	43		
	O		T
Optometry .....	66	Table of Contents .....	3
Organizations, Student .....	41	Technical Math .....	105
Orientation .....	109	Testing .....	32
Out-of-State Fee .....	29	Transfer of Credits.....	45
	P	Transcript, College .....	45
Pharmacy.....	67	Transcript, High School .....	6
Phi Theta Kappa .....	41	Transfer Probation.....	8
Physical Education .....	65, 110	Transfer Services.....	40
Physical Science.....	110	Tuition .....	29
Physical Therapist Assistant.....	14, 66, 111		U
Physics .....	112	Unsatisfactory Progress .....	44
Pre-Professional Courses.....	66-68		V
President's Scholars Program .....	15, 48	Vehicle Registration.....	32
Privacy Rights.....	35	Veterans Benefits .....	25
Probation, Academic.....	45	Veterinary Technology.....	15, 47, 70, 117
Professional Staff.....	121	Veterinary Technology Association .....	43
Programs of Study.....	52	Veterinary Medicine .....	70
Psychology .....	68, 113	Vocational Curricula .....	71
	R	Vocational Rehabilitation .....	27
Refunds .....	29		W
Regents .....	120	Withdrawal from College .....	34
Registration.....	6, 31	Withdrawal from Course .....	34
Release of Information .....	36		XYZ
Religious Education .....	113	Zero Level Courses .....	10, 45
Remedial Courses .....	45	Zoology .....	119
Repeated Courses.....	46		
Residence Credit .....	51		
Retention .....	38		
	S		

This publication, printed by the Murray State College copy center located on campus in CR 101. One hundred copies have been printed.