Catalog & Student Handbook

2024-2025

TEXARKANA COLLEGE

APPROVED AND/OR ACCREDITED BY:

- The Southern Association of Colleges and Schools Commission on Colleges
- The Texas Higher Education Coordinating Board
- Accreditation Commission for Education in Nursing
- Arkansas Department of Health
- Commission on Accreditation of Allied Health Education Programs
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Programs
- Texas Board of Nursing
- Texas Department of Licensing and Regulation
- Texas Health and Human Services

Texarkana College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Texarkana College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

MEMBERSHIP / AFFILIATIONS:

- Achieving the Dream
- American Bladesmith Society
- American Welding Society
- Council for Opportunity in Education
- Federal Depository Library Program
- National Association of Developmental Educators
- National Association of Student Financial Aid Administrators
- National Center for Construction Education and Research
- National Certification Program of HVAC Excellence
- National League for Nursing
- National Student Nurses' Association
- Organization for Associate Degree Nursing
- Phi Theta Kappa International Honor Society
- Pivot Point International
- Texas Association of Junior Colleges
- Texas Association of College Technical Educators
- Texas Association of Collegiate Registrars and Office of Admissions
- Texas Association of Community Colleges
- Texas Association of Community College Human Resource Professionals
- Texas Association of Community College Business Officers
- Texas Association of Continuing Education
- Texas Association of Deans and Directors of Professional Nursing Programs
- Texas Association of Music Schools
- Texas Association of Student Financial Aid Administrators
- Texas Community College Instructional Administrators Association
- Texas Community College Teachers Association
- Texas Music Educators Association
- Texas Organization for Association Degree Nursing
- Texas State Library and Archives Commission
- The Southern Association of Junior Colleges

AN EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

It is the policy of Texarkana College not to discriminate on the basis of sex, disabilities, race, color, age, or national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504 and Title VI. The Texarkana College campus is accessible to the disabled. Texarkana College is committed to full compliance with both the Drug Free Workplace and the Drug Free Schools and Communities Acts.

Texarkana College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, admission or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3355, human.resources@texarkanacollege.edu.This catalog contains policies, regulations, and procedures which were in existence as the publication was first published. The College reserves the right to modify or amend any statements or policy to reflect current board policies, administrative regulations, or procedures and applicable state or federal laws or regulations.

Texarkana College

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Texarkana, Texas 75599
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www.texarkanacollege.edu

Welcome from the President

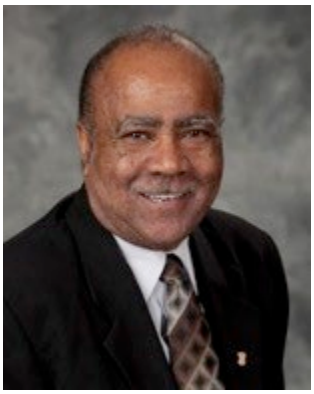
I am excited to be one of the first people to welcome you to Texarkana College! I can relate to you- I began my education at a community college, too! I also want to congratulate you on your decision to start your college education right here at TC. You will find caring faculty and staff who help students succeed and complete faster and more often than other community colleges in the state of Texas. TC ranks in the top five of all Texas community colleges for graduation and completion rates.

Although college is a new experience for you, TC has been helping students just like you since 1927. Today marks the day each of you will become part of TC's legacy of excellence that will help build a brighter future for you, your family, and for our community.

Earning a college degree or certificate has always been a turning point in a person's life. In today's competitive and technologically advanced workforce, it is more important than ever that you have chosen to invest in yourself and ensure you are prepared for your chosen career path and for a lifetime of learning.

At TC you will probably hear us talk about a concept called 60x30TX. This is our state's higher education plan to build a college-going culture and help 60% of Texans age 25-34 to earn a college degree or certificate by the year 2030. Right now, we are not even close to reaching that goal in our region. By your example, you will help lead others to reach their goal of earning a college credential. By the year 2030, the majority of new jobs in Texas will require education and training beyond high school, and the state of Texas knows we must start preparing for that reality today. Students who will be age 25-34 in the year 2030 are in middle and high school right now. You are helping to build up the base of college-going citizens in Texas, and we are so grateful you have decided to start here at TC!

There are endless possibilities available to you here at Texarkana College. I hope you discover, just like I have, that it feels like family here. The faculty and staff are eager to help you succeed and complete your goal of earning a college credential. I congratulate you on taking your first step towards a brighter future and I welcome you to contact me personally at 903-823-3198 or by email at Jason.Smith@TexarkanaCollege.edu if you have any questions about Texarkana College. I'll see you around campus!



Welcome from the Dean of Students

I would like to welcome you to Texarkana College. Whether you are a new or returning student, a recent high school graduate or a mature learner, you will find Texarkana College to be a learning institution that supports, encourages, and empowers our students. Texarkana College is an Achieving the Dream college, which means we do more than just talk about helping our students to be successful. Texarkana College collects data and uses the information to make changes that will benefit all of our students. We take action to address student's needs by providing resources and support to help overcome barriers to completion.

As the Dean of Students, it is my mission to help you reach your fullest potential as a student. I will encourage you to be an independent thinker, accept responsibility, and make informed decisions for your own educational experience. My door is always open for a visit- please feel free to come by with either a success story or a concern.

I am glad you have chosen Texarkana College, and every effort will be made to ensure that your experience is rewarding. I strongly encourage you to participate in student clubs. Getting involved will enhance your educational experience while making your life at Texarkana College more profitable and enjoyable.

I wish you great success in obtaining your educational, personal, and professional aspirations. Remember we are here to assist you in achieving your educational goals. Please let me know how we can help! Don't forget that Texarkana College is a great place to start … or start over.

Robert A. Jones
Dean of Students

Foreword

The Texarkana College Catalog/Student Handbook is a source of important information, including student responsibilities, obligations, and privileges. Students are expected to familiarize themselves with the catalog/handbook and use it as a reference tool.

This catalog is published for informational purposes only. Every possible effort is made to ensure accuracy. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the college. Texarkana College reserves the right to change any provision or requirement at any time.

Texarkana College provides equal opportunity in education and employment in accordance with Titles Vl and Vll of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Texarkana College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 or visit the website at http://www.sacscoc.org for questions about the accreditation of Texarkana College.

A hard copy of this catalog is available upon request.

Institutional Mission Statement, Core Values and Beliefs

Texarkana College Mission Statement:

> Advancing our community through attainable higher education and lifelong learning.

Texarkana College Core Values and Beliefs:

- **Opportunity** - Our highest priority is increasing the number of people with higher education credentials in our area.
- **Excellence** - Excellence in instruction, financial management, and facilities will provide a safe, secure, and effective learning environment.
- **Success** - Texarkana College is committed to student success and completion.
- **TC for All** - An equitable and inclusive campus culture fosters the support of Texarkana College's diverse community of students, faculty, and staff.
- **Community** - Community trust and support of Texarkana College are catalysts for regional economic development and provide a high return on investment.

History of Texarkana College

Texarkana College was established in 1927 as a public junior college and as a branch of the Texarkana, Texas, Public School System governed by the Texarkana Independent School District Board of Trustees. First located at 16th and Pine Streets, the campus was composed of classrooms, laboratories, offices, and a gymnasium. The laboratories and gymnasium were jointly used by the college and the high school. Following legislation by the State of Texas in 1941, the Texarkana College District was established by an election of the taxpayers of the public school district and a tax rate of 20 cents per 100 dollars of assessed valuation was passed at the same time.

The College experienced continuous growth from the 109 students in 1927 to the end of World War II. After World War II, it became increasingly apparent that the growth in enrollment caused by returning veteran demanded expansion. A $40,000 bond issue election passed in 1948 to buy land and finance construction of a new campus. Twenty acres were purchased and construction of an administration buildings and gymnasium began in 1950. In 1953, the College relocated to its present site on Robison Road with an enrollment of 589 students.

In 1957, The Texarkana Independent School District Board of Trustees voted to “divest itself of control, management and operation of the Texarkana Junior College District” and to create a separate nine-member Board of Trustees for Texarkana College.

In 1958, through the issuance of $475,000 in revenue bonds, the original student center building was constructed and opened for use early in 1959. Through the issuance of more revenue bonds, the college acquired additional acres and using the same source of revenue, the boys’ dormitory was constructed, the music building was air-conditioned, and numerous improvements were made to other facilities on campus.

In November, 1959, Dr. Stilwell died and Dean W. P. Aikin was appointed acting president until Dr. Stilwell’s successor, Dr. W. H. Hinton was hired in March, 1960. Mr. Aikin then became Vice-President and served in this capacity until the resignation of Dr. Hinton in June, 1962. Mr. Aikin was then made President and served until his death in September, 1963. Dean C. C. Burrus was named acting president upon the death of Mr. Aikin and served until March 1964, when Dr. J. W. Cady was elected as the fourth president of the college. During Dr. Cady’s administration, new chemistry, biology, engineering, mathematics, physics and library buildings as well as an aquatic center housing an Olympic size swimming pool, were added.

In 1971, Texarkana College joined forces with East Texas State University, now A&M Texarkana, in a unique cooperative venture that allowed Northeast Texas residents greater access to higher education. Expansion and growth continue today with the addition of new programs and partnerships with surrounding school districts and high-quality continuing education available to all members of the community.

In March, 1975, Dr. Cady resigned and Dean Levi Hall served as acting president until August, 1975, when the board selected Dr. Carl M. Nelson as President. Dr. Nelson was the fifth President to serve Texarkana College in its 80-plus year history. Construction during Dr. Nelson’s administration includes: Stilwell Humanities Building, Pinkerton Recreation Center, Career Education Center Annex, Word Processing Building, expansion of Engineering, Math, and Physics Building, library expansion by A&M Texarkana, the TC Administration Building, Truman Arnold Student Center, and the Social Science Building. In Fall 2000, the new business building was completed and named the W. P. Aikin Business and Computer Technology Building.

In July, 2001, Dr. Carl Nelson died and Dean Frank Coleman was appointed interim president until July 2002, when he was named the sixth president of Texarkana College. Dr. Alan Rasco was appointed by the College Board of Trustees in

February, 2009, to serve as the College's seventh president. Dr. Rasco resigned in 2011 and James Henry Russell, CPA, was appointed president in June 2011.

In November 2012, Texarkana College held a successful annexation election to expand the college district to include the balance of Bowie County. Residents now receive in-district tuition and fees, expanded programs and services close to home, and eligibility to vote in elections of the Texarkana College governing Board of Trustees. In addition, Bowie county residents now have representation for designated place positions on the Board of Trustees.

In 2014, due to legislative action and approval for restructuring, the TC Board of Trustees was reduced from nine members to seven members. Trustee members set institutional policies and delegate administration to the college.

Additional major projects during President Russell's administration include the establishment of the Presidential Scholarship and Honors College program, construction of the Betty and Buddy Ledwell Workforce Training Center, and sustained growth in enrollment and completion rates of students earning the college top rankings in the State of Texas for degree and certificate attainment which continues today.

In 2018, Texarkana College received the Leah Meyer Austin award, the highest recognition for student success in the U.S. for community colleges by the national Achieving the Dream institute.

On January 1, 2019, Dr. Jason Smith, former superintendent of Pleasant Grove Independent School District, was named the ninth president of Texarkana College and is currently serving as TC's CEO/President.

Texarkana College is dedicated to providing academic and workforce training and vocational leadership to the intellectual, cultural, social, and economic life of the northeast Texas region.

Government

The Texarkana College Board of Trustees consists of seven members. The Board is comprised of representatives from Bowie County Commissioner precincts (one through four) and three at-large representatives. For names and terms of current trustees, please visit Texarkana College website at www.texarkanacollege.edu/about/board-of-trustees/.

Administration of the policies of the Board is delegated to the President of the College.

Locations

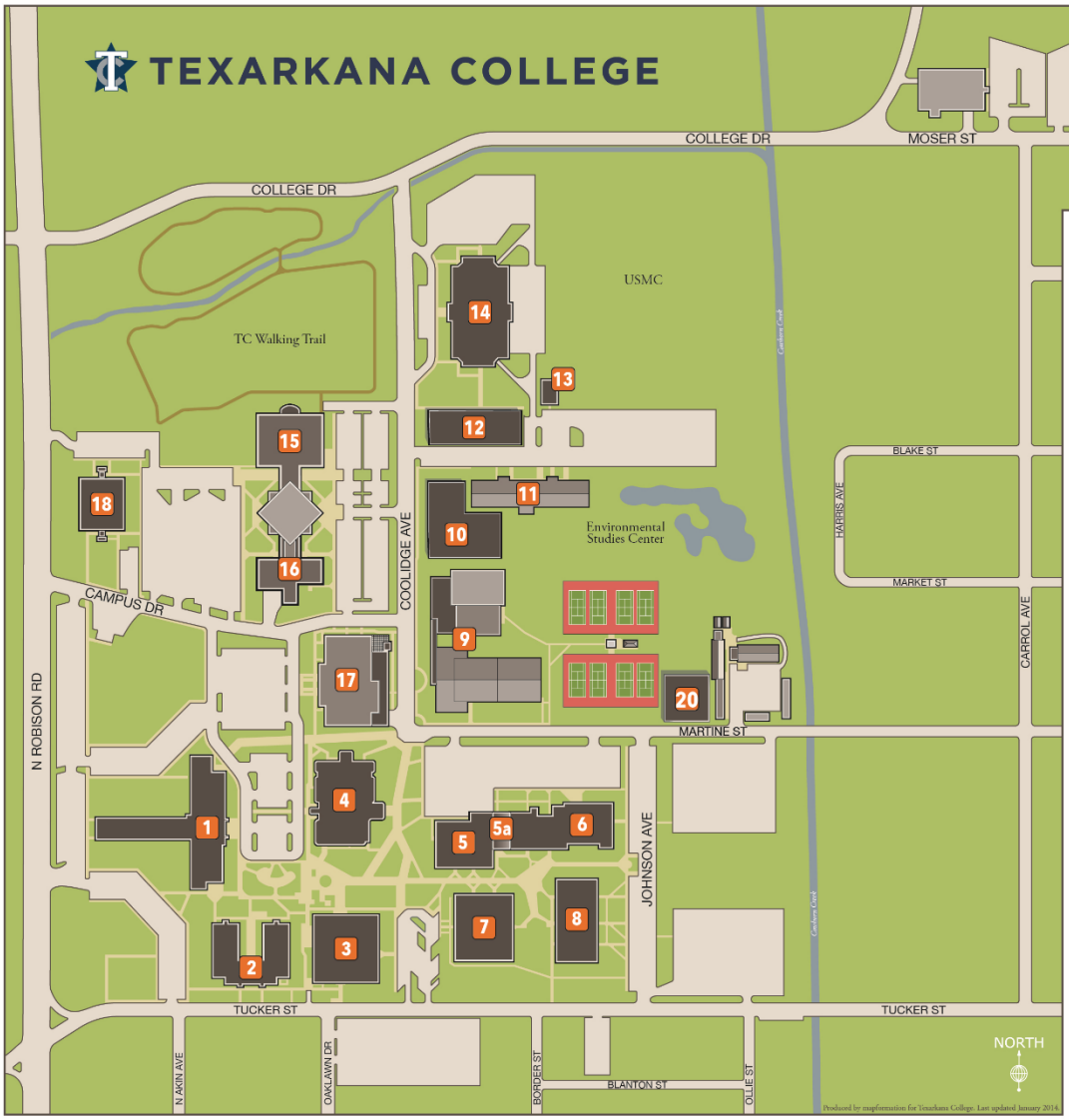
Texarkana College's beautiful main campus is located in the northeast border of Texarkana, Texas, at the junction of Robison Road and Tucker Street, which is approximately one-mile south of Interstate 30 in Bowie County, Texas. Texarkana College sits on a 90-acre campus, and includes a two-acre nature reserve.

The twin cities of Texarkana, Arkansas-Texas are located halfway between the Dallas/Fort Worth Metroplex and Little Rock, Arkansas. They are part of a Metropolitan Statistical Area of 129,000. The two cities are widely known for manufacturing, transportation, railroad, lumber, and dairy industries. The area is a sportsman's paradise and offers fine hunting and fishing opportunities.

An off-campus learning site located at TexAmericas Center was established in 2011 to provide training and education courses for those working at Red River Army Depot and at the TexAmericas Center, as well as to provide easier access to learning in the western part of Texarkana College's service area. The training site consists of two large multipurpose classrooms and approximately 17,000 square feet of workshop/lab space for workforce training. Academic Credit, Continuing Education CEU courses, and workforce and industry specific courses are offered.

Texarkana College currently offers dual credit classes to the following high schools in our service area: Atlanta, Avery, Bloomburg, DeKalb, Hooks, Simms, Liberty-Eylau, Linden-Kildare, Maud, McLeod, New Boston, Pleasant Grove, Premier, Queen City, Redwater and Texas High. Dual credit is also available to homeschool students in our service area.

Campus Map



CAMPUS FACILITIES

1 Business & Computer Technology (BCT)
2 Social Sciences (SS)
3 Academic Commons & Palmer Memorial Library (LIBR)
4 Stilwell Humanities Center (HUM)
5 James Henry Russell STEM Complex-Mathematics (MATH)
5a James Henry Russell STEM Complex-Atrium
6 James Henry Russell STEM Complex-Biology (BLGY)
7 James Henry Russell STEM Complex-Chemistry (CHEM)
8 TISD Options High School
9 C.O. Pinkerton Fitness Center Complex (PRC)
10 Betty & Buddy Ledwell Workforce Training Center
11 CEC Annex (CECA)
12 McCulloch Industrial Technology Center
13 Storage
14 Career Education Center (CEC)
15 Health Sciences Center (HLTH)
16 Media Center/KTXK Radio (MEDIA)
17 Truman Arnold Student Center (TASC)
18 Nelson Administration Building
19 Cosmetology (COSM)
20 Facilities Services

2024-2025 Academic Calendar

FALL 2024

Aug. 14 ..... College 101 Student Orientation
Aug. 14 ..... Fall classes begin
Aug. 26 ..... 14-week (Dual Credit) session begins
Sept. 2 ..... Labor Day holiday (college closed)
Nov. 15 ..... Last day to drop (16-wk classes)
Nov. 25-29 ..... Thanksgiving Holiday (campus closed)
Dec. 5-11 ..... Final Exams
Dec. 12 ..... Fall Commencement
Dec. 13 ..... Fall classes end
Dec. 23 – Jan. 3 ..... Closed for the Holidays

FALL 8-WEEK I

Aug. 14 ..... Fall classes begin
Sept. 2 ..... Labor Day holiday (college closed)
Sept. 27 ..... Last day to drop
Oct. 3-9 ..... Final Exams
Oct. 9 ..... 1st 8-week classes end
Oct. 10-11 ..... No classes between 8-wk sessions

FALL 8-WEEK II

Oct. 14 ..... Fall classes begin
Nov. 25-29 ..... Thanksgiving Holiday (campus closed)
Nov. 22 ..... Last day to drop
Dec. 5-11 ..... Final Exams
Dec. 13 ..... 2nd 8-week classes end

JANUARY MINI 2025

Jan. 6 ..... January Mini classes begins
Jan. 10 ..... Last day to drop
Jan. 17 ..... Final Exams
Jan. 17 ..... January mini classes end

SPRING 2025

Jan. 13 ..... Workforce classes begin
Jan. 20 ..... MLK holiday (campus closed)
Jan. 21 ..... Spring classes begin
Mar. 17-21 ..... Spring Break (campus closed)
Apr. 18 ..... Last day to drop (16/17-wk classes)
May 15 ..... Spring Commencement
May 9-15 ..... Final Exams
May 16 ..... Spring classes end

SPRING 8-WEEK I

Jan. 21 ..... Spring classes begin
Feb. 28 ..... Last day to drop
Mar. 7-13 ..... Final Exams
Mar. 14 ..... 1st 8-wk classes end

SPRING 8-WEEK II

Mar. 25 ..... Spring classes begin
May 2 ..... Last day to drop
May 9-15 ..... Final Exams
May 16 ..... 2nd 8-wk classes end

MAY MINI 2025

May 19 ..... May Mini classes begin
May 23 ..... Last day to drop
May 30 ..... Final Exams
May 30 ..... May mini classes end

SUMMER 10-WEEK SESSION 2025

June 2 ..... Summer classes begin
June 19 ..... Emancipation Day (campus closed)
July 4 ..... Independence Day (campus closed)
July 25 ..... Last day to drop
Aug. 8 ..... Final Exams
Aug. 8 ..... Summer 10-wk classes end

SUMMER I 2025

June 2 ..... Summer I classes begin
June 19 ..... Emancipation Day (campus closed)
June 27 ..... Last day to drop
July 3 ..... Final Exams
July 3 ..... Summer 1 classes end
July 4 ..... Independence Day (campus closed)

SUMMER II 2025

July 7 ..... Summer II classes begin
Aug. 1 ..... Last day to drop
Aug. 8 ..... Final Exams
Aug. 8 ..... Summer 2 classes end

SUMMER 2025 – WORKFORCE EDUCATION

May 19 ..... Summer workforce classes begin
June 19 ..... Emancipation Day (campus closed)
July 4 ..... Independence Day (campus closed)
July 11 ..... Last day to drop
Aug. 8 ..... Final Exams
Aug. 8 ..... Summer workforce classes end

SUMMER 2025 – LVN

May 19 ..... Summer classes begin
June 19 ..... Emancipation Day (campus closed)
July 4 ..... Independence Day (campus closed)
July 11 ..... Last day to drop
Aug. 8 ..... Final Exams
Aug. 8 ..... Summer LVN classes end

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I. Admissions

It is the policy of Texarkana College to admit students without regard to race, color, sex, disability, age, or national origin.

A. Methods of Admission

A person may be admitted to Texarkana College by any one of the following methods:

- **Graduates of accredited high schools**
  Includes both academic and workforce students.

- **Graduates of home schools**

- **Individuals with General Education Development (GED) Certificates**
  Includes both academic and workforce students.

- **Individual Approval**
  A student who is not a graduate of a state accredited high school, but who is 18 years of age or older may be admitted conditionally at the discretion of the Executive Director of Enrollment. Students admitted as an individual approval are not eligible for financial aid.

- **Early Admission**
  A high school student, with the consent of a parent or legal guardian, may be considered for admission. The student must meet or exceed TSI course requirements.

- **Transfer Students**
  Texarkana College welcomes transfer students. No more than 75% of the credits required for an associate degree will be accepted for transfer. Military personnel may qualify for additional credits upon presentation of proper documentation and subsequent evaluation according to recommendations set forth in ACE guidelines.

B. International Students

A citizen of a nation other than the United States of America wishing to apply for admission to Texarkana College should contact the Office of Enrollment Services by email at admissions@texarkanacollege.edu. Application forms and instructions are available online.

The completed application and ALL supporting documents (1-6 below) must be received by the Office of Enrollment Services at least two (2) months prior to the desired enrollment date. The applicant will be informed by mail or email of his/her admission status.

International applicants must provide the following documents prior to the issuance of the I-20 form:

1. **Application Form**
   A formal application for admission must be completed online at www.texarkanacollege.edu/application or www.goapplytexas.org.

2. **Authenticated Copies of all Academic Records**
   These records should describe the courses of instruction in terms of years spent in school, types of subject matter covered, and grades earned in each subject. Evaluation of the applicant's transcripts and records must reveal that the academic background is equivalent to high school graduation in the United States. Students seeking to transfer from another university or college must submit official transcripts from those institutions. Students seeking advanced standing for academic coursework completed at foreign institutions must have their transcripts evaluated by an independent agency. For more information, contact the Office of Enrollment Services. Student-issued copies of high school/university work will NOT be accepted. Evaluations and translations should be conducted by a national association or credit evaluation services member: www.naces.org.

3. **Proof of English Proficiency**
   This requirement is normally waived for citizens of the British Isles, Australia, the English-speaking portions of Canada, and New Zealand. All other students will be required to take one of the following tests:
   1) Test of English as a Foreign Language (TOEFL). Minimum requirements are a score of 500 on the paper-based TOEFL or 173 on the computer-based TOEFL, or 71 on the Internet-based TOEFL.
   2) International English Language Testing System (IELTS). Minimum requirement is a score of 5.5.

4. **Financial Affidavit**
   A letter of certification (dated not more than six months prior to desired enrollment date) from a reputable financial institution (acceptable to the college) stating that the applicant possesses financial resources of at least $10,900 (U.S.) for each academic year of planned attendance at Texarkana College. College funds are not available for financial aid to students who are not citizens of the United States of America unless they have established resident alien status.

5. **Deposit**
   In addition to the financial affidavit, a minimum deposit of $2,000 (U.S.) must be made to the Student Accounts Office prior to issuance of the I-20 form. This deposit will be refunded in full if the student does not enroll for

the desired semester.

6. **Proof of Immunization against Measles–Rubeola and Rubella**
   Immunization is required if the applicant was born after January 1, 1957. The immunization must have been administered after the applicant's first birthday and after January 1, 1968.

7. **Proof of Bacterial Meningitis Vaccination**
   Prospective students must show proof that they have had the bacterial meningitis vaccine within the last five years if under 22 years old.

If determined to be eligible for admission, the student must file with the registrar **proof of adequate medical insurance** that includes a repatriation provision and signed authorization for emergency medical treatment. At each subsequent enrollment, the student must file with the registrar evidence that a health insurance program is being maintained.

International students already in the U.S. will be allowed to register for developmental classes by taking the Texas Success Initiative (TSI) test prior to registering for classes. Admission to college-level courses may require completion of some or all of the six steps listed above.

International students are not allowed to participate in late registration. Registration must be completed prior to the end of the regular registration period for each academic term of enrollment.

F1 visa holders are not eligible to domicile in the US per US Citizenship and Immigration Services; therefore, a student holding an F1 visa would not be eligible to apply for in-state residency for tuition purposes.

C. General Requirements for Admission

First-Time Freshmen

- Complete the application for admission at www.texarkanacollege.edu/application or www.goapplytexas.org.
- Provide an official high school transcript or GED and all transcripts of credit earned from post-secondary institutions. Transfer credits will be evaluated by Enrollment Services.
- Provide evidence of immunizations as required by state law as required in certain health-related programs.
- Furnish TSI, ACT, SAT, and/or local placement test scores.
- All students must see an advisor.
- Graduates who receive their high school diplomas or equivalent from a non-traditional means such as home study, private schools, etc. must satisfactorily pass all parts of the ACT, SAT, TSI, or Local Placement Exams prior to enrollment in order to enroll in good standing.
- Texas Senate Bill 1107 as amended by Senate Bill 62, requires that students under the age of 22 entering a public, private, or independent institution of higher education in Texas provide proof of immunization for bacterial meningitis. **The vaccination or booster dose must have been received during the five years prior to enrollment and at least ten days before the start of classes.** Students who have been previously enrolled at Texarkana College and are enrolling following a break in enrollment of at least one fall or spring semester will be subject to the vaccination requirement. Students transferring from another institution of higher education will also be subject to the vaccination requirement. **Texarkana College requires you to meet this requirement before you will be allowed to register for classes.** To find out what forms you must submit or to see if you might be exempt from the requirement, visit our website at texarkanacollege.edu/meningitis.
- Enroll in Learning Frameworks PSYC / EDUC 1300.

Transfer Students

- Complete the application for admission at www.texarkanacollege.edu/application or www.goapplytexas.org.
- Provide an official high school transcript or GED and all transcripts of credit earned from post-secondary institutions. Transfer credits will be evaluated by Enrollment Services.
- Provide evidence of immunizations as required by state law as required in certain health-related programs.
- Furnish TSI, ACT, SAT, and/or local placement test scores.
- All students must see an advisor.
- Texas Senate Bill 1107 as amended by Senate Bill 62, requires that students under the age of 22 entering a public, private, or independent institution of higher education in Texas provide proof of immunization for bacterial meningitis. **The vaccination or booster dose must have been received during the five years prior to enrollment and at least ten days before the start of classes.** Students who have been previously enrolled at Texarkana College and are enrolling following a break in enrollment of at least one fall or spring semester will be subject to the vaccination requirement. Students transferring from another institution of higher education will also be subject to the vaccination requirement. **Texarkana College requires you to meet this requirement before you will be allowed to register for classes.** To find out what forms you must submit or to see if you might be exempt from the requirement, visit our website at texarkanacollege.edu/meningitis.

Transient Students

- Definition: Applicants who are currently attending another college or university and want to attend **Texarkana College for one semester**, then return to their home college.
- Students enrolled at other colleges or universities may apply for temporary admission and registration at Texarkana College as a transient student. Transient students are expected to return to the college or university in which they were previously enrolled to complete degree requirements at those institutions.

- A **Transient student** must do the following to be considered for this applicant status:
    - Submit a student application at www.texarkanacollege.edu/application or www.goapplytexas.org.
        - ***The student admissions basis would be "Transient – non degree seeking".***
    - Provide an unofficial transcript from the college or university they are currently attending.
    - Provide proof of meningitis immunization if under 22 years of age.
    - Meet TSI requirements.

Students wishing to seek transient status for two consecutive semesters must provide an updated college transcript to confirm concurrent enrollment.

Transient students who plan to transfer to Texarkana College must reapply for admission and meet all transfer student guidelines as outlined in the college catalog. Transient students ***are not*** eligible for financial aid.

D. Texas Senate Bill 1107 – Bacterial Meningitis

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

WHAT ARE THE SYMPTOMS?

- High fever
- Severe headache
- Rash or purple patches on skin
- Vomiting
- Light sensitivity
- Stiff neck
- Confusion and sleepiness
- Nausea
- Lethargy
- Seizures
- There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.
- The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

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

HOW IS THE DISEASE TRANSMITTED?

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

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

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

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

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

CAN THE DISEASE BE TREATED?

- Antibiotic treatment, if received early, can save lives and chances of recovery are possible. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
    - Those living in close quarters
    - College students 22 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the US, but does not protect against all types of meningitis.
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccines vary, so check with your health care provider.
- Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination may be available at your health care provider or local or regional Texas Department of Health Office.

HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider
- Contact your local or regional Texas Department of Health
- Contact web sites: https://www.cdc.gov/meningitis/bacterial.html , www.acha.org

E. Special Admission Requirements

Texarkana College reserves the right to require additional information for admission to certain programs. Some examples are Emergency Medical Technology, Associate Degree Nursing, and Vocational Nursing. The specific requirements can be found with the individual programs in the College catalog/handbook. Please check requirements and plan ahead.

F. Required Assessments & Exemptions

The Texas Success Initiative (TSI) requires students to be assessed in reading, math, and writing prior to enrolling in college. Beginning in the Fall of 2013, Texas only accepts the TSI Assessment as fulfillment for this requirement. All students must complete a Pre-Assessment Activity before they can take the TSI. The Pre-Assessment Activity can be found at https://accuplacer.collegeboard.org/students/free-tsia2-pre-assessment-and-practice-resources.

Upon completion of the Pre-Assessment Activity, the student will receive a certificate in an email with the subject line "PAA Certification Completion," which will need to be forwarded to advising@texarkanacollege.edu. The advisor will send a testing ticket to the Testing Center to inform them of the test(s) a student will need to take. The student will receive an email from the Testing Center letting them know the ticket has been received. The student will take the test(s) in the Testing Center and receive a copy of the test score(s), which will then need to be taken to the Office of Enrollment Services to speak with an Advisor. If indicated by the scores on the test, the Advisor will place the student in developmental education courses.

TSI Exemptions

- Earned Associate or Baccalaureate degree from a regionally accredited institution of higher education
- ACT taken prior to February 15, 2023: ACT composite score of 23 or higher with a minimum of 19 on the math and/or English sections (scores are good for 5 years)
- ACT taken on or after February 15, 2023: a combined score of 40 on the English and Reading (E+R) tests and a score of 22 on the mathematics test. No composite score
- ACT: The use of scores from both the ACT administered prior to February 15, 2023, and the ACT administered after February 15, 2023, is allowable
- GED: Minimum score of 165 on the Mathematical Reasoning subject test. Minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test for ELAR
- SAT taken prior to March 2016: SAT total score of 1070 combined with a minimum of 500 on the math test and/or 500 on the critical reading test (scores are good for 5 years)
- SAT taken on or after March 5, 2016: 480 on the Evidence-Based Reading and Writing and/or 530 on the math test. There is no combined score
- SAT: Combining scores from the SAT taken prior to March 2016 and the SAT taken on or after March 5, 2016 is not allowable
- STAAR: Dual-Credit Students with a STAAR end-of-course (EOC) minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section
- TAKS (exit level): 2200 ELA + 3 on essay; 2200-MATH; (scores are good for 5 years)
- TASP: Students with previous TASP exemptions may be determined to have satisfied TSI criteria
- Transfer coursework from a regionally or nationally accredited state, private, or independent institution of higher education in Texas with a grade of C or better in certain courses
- Transfer coursework from an out-of-state institution with a grade of C or better in certain courses.
- Student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States
- Student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in an institution of higher education. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course

TSI Waivers

- Non-degree or non-certificate-seeking student
- Enrollment in most Level 1 certificate programs
- Active-duty military service or members of reserve armed forces serving for at least 3 years preceding enrollment

Workforce and Vocational Certificate Requirements

All students must take the TABE exam and meet with an Advisor in the Advising Office. The following programs require that a student make a certain score on the TABE exam:

- Air Conditioning/Heating & Refrigeration Technology (TABE score of 537)
- Auto Body Technology (TABE score of 537)
- Automotive Technology (TABE score of 537)
- Business Office Technology (TABE score of 537)
- Cosmetology (TABE score of 576)
- Construction Technology (TABE score of 537)
- Culinary Arts (TABE score of 537)
- Diesel Technology (TABE score of 537)
- Electrical Technology (TABE score of 537)
- Instrumentation/Robotics (TABE score of 537)
- Mechatronics (TABE score of 537)
- Welding (TABE score of 537)

G. Transfers

Texarkana College works closely with colleges and universities to make the transfer process as smooth as possible for courses transferred to TC from the other institutions and follows guidelines to resolve transfer disputes.

The Texas Higher Education Coordinating Board has established procedures (see below) to be followed when transfer credit for lower-division courses listed in the Academic Course Guide Manual (ACGM) are disputed. The individual courses covered by this procedure are defined in the Coordinating Board's guide entitled, "Transfer of Credit Policies and Curricula."

Resolution of Transfer Disputes for Lower-Division Courses

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

- If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of a course is denied. The receiving institution will also give the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- The two institutions and the student shall attempt to resolve the transfer of the course credits in accordance with the Texas Higher Education Coordinating Board rules and/or guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the Higher Education Coordinating Board of the denial.
- The Commissioner of the Higher Education Coordinating Board, or the Commissioner's designee, shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

NOTE: It is the responsibility of the student to check with the college or university to which they plan to transfer for all requirements. The student should know admissions policies, specific department requirements, deadlines, and courses that will satisfy degree requirements.

H. Prior Learning

Prior Learning Assessment (PLA) is the process of earning college credit for college-level learning acquired from other sources, such as work experience, professional training, military training, or open-source learning from the web.

A student who can show he/she has the knowledge and/or ability may be able to earn credit for a specific class at Texarkana College without enrolling in it.

Prior Learning Guidelines

1. Credit for Prior Learning evaluative processes must be initiated by the student requesting credit. Students must complete the Prior Learning Credit Application and turn it in to the Texarkana College Enrollment Services Office.
2. Meet all Texarkana College admissions and TSI requirements.
3. Complete six hours of Texarkana College non-developmental credit hours prior to receiving credit for prior learning.
4. Provide official documentation (transcripts, license/certification, etc.) supporting the request for credit for prior learning.
5. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at Texarkana College and to the student's declared certificate or degree program as outlined in college publications.
6. **No more than 50%** of a credit certificate or Associate of Science/Associate of Arts degree may be earned through credit for prior learning. **No more than 75%** of an Associate of Applied Science degree may be earned through credit for prior learning.
7. If necessary, pay assessment fees in the Student Accounts Office.
8. Financial aid/veteran's assistance is not available for Prior Learning credit. Students will be responsible for paying applicable fees per credit hour for prior learning credit(s) plus a $50.00 application fee.

Please be aware that credit for prior learning awarded at Texarkana College may not be applicable to certificates or degrees at other colleges or universities. A student who intends to transfer to another college or university should consult with a transfer advisor at that institution concerning the transferability of Texarkana College prior learning credit.

Credit by Examination

College Level Examination Program (CLEP)

Texarkana College awards credit for appropriate scores on the nationally-recognized CLEP exams. Information on how to sign up to take CLEP exams can be found on the Assessment and Testing Center's web site at https://www.texarkanacollege.edu/academics/testing-center/clep/.

Cost of CLEP examinations: The College Board Charges $80 for each exam. In addition, Texarkana College charges an administrative fee of $20 per exam. A grade of "CR" is posted on the transcript. There is no charge for transcription of the grade. Please indicate that you want your score(s) sent to Texarkana College when filling out the CLEP paperwork.

The table below indicates which CLEP exams Texarkana College will accept and how much credit will be awarded if accepted. There are more CLEP exams than listed in the table below, but TC will only accept credit for those listed below. There is no charge for transcription of CLEP credit.

Subject Examinations	Equivalent Course(s)	Semester Hours	Score
Financial Accounting	ACCT 2301, 2302	6	50
American Government	GOVT 2305	3	50
Principles of Management	BMGT 1327	3	50
Principles of Marketing	MRKG 1311	3	50
American Literature	ENGL 2327, 2328	6	50
English Literature	ENGL 2322, 2323	6	50
French Language, Level 1	FREN 1411, 1412	8	50
French Language, Level 2	FREN 2311, 2312	6	59
Spanish Language, Level 1	SPAN 1411, 1412	8	50
Spanish Language, Level 2	SPAN 2311, 2312	6	63
History of the United States I: Early Colonization to 1877	HIST 1301	3	50
History of the United States II: 1865 to Present	HIST 1302	3	50
Biology	BIOL 1308, 1309	6	50
Introductory Business Law	BUSI 2301	3	50
Chemistry	CHEM 1311, 1312	6	50

Subject Examinations	Equivalent Course(s)	Semester Hours	Score
College Algebra	MATH 1314	3	50
College Composition	ENGL 1301	3	50
Human Growth & Development	PSYC 2314	3	50
Principles of Macroeconomics	ECON 2301	3	50
Principles of Microeconomics	ECON 2302	3	50
Introductory Psychology	PSYC 2301	3	50
Introductory Sociology	SOCI 1301	3	50

Advanced Placement (AP) Exams

Texarkana College will award college credit in subject-appropriate areas according to the chart below. Students must supply evidence of completion. A grade of "CR" is posted on a transcript. All AP students must show proof of meeting the applicable TSI requirements. There is no charge for transcription of AP credit.

A student must have completed six semester hours of credit at Texarkana College and have successful completion of a course within the last 12 months to have Advanced Placement credit applied to their record.

AP credit previously applied at another institution of higher education does not automatically transfer to Texarkana College. For the credit to be applied at TC, the student must have their AP score report sent to TC from the College Board and submit a request to the registrar for credit to be applied to their TC record.

The process is not an automatic process upon receipt of the College Board AP Score Report.

You must check with the school to which you plan to transfer for their policy on AP credit.

Subject Examination	Equivalent Course	Semester Hours	Score
Art History	ARTS 1303	3	3+
Biology	BIOL 1406 & 1407	8	3+
Calculus AB	MATH 2413	4	3+
Calculus BC	MATH 2413 & 2414	8	3+

Subject Examination	Equivalent Course	Semester Hours	Score
Chemistry	CHEM 1411 & 1412	8	3+
Economics: Macro	ECON 2301	3	3+
Economics: Micro	ECON 2302	3	3+
English Language and Composition	ENGL 1301 & ENGL 1302	6	3+
English Literature and Composition	ENGL 1301 & ENGL 1302	6	3+
Environmental Science	BIOL 2306 & 2106	4	3+
French Language	FREN 1411	4	3+
French Literature	FREN 1412	4	3+
Government & Politics: United States	GOVT 2305	3	3+
Human Geography	GEOG 1302	3	3+
Music Theory	MUSI 1311 & 1312	6	3+
AP Physics 1	PHYS 1401	4	3+
AP Physics 2	PHYS 1402	4	3+
Physics C: Mechanics	PHYS 2425	4	3+
Physics C: Electricity & Magnetism	PHYS 2425	4	3+
Psychology	PSYC 2301	3	3+
Spanish Language	SPAN 1411	4	3+
Spanish Literature	SPAN 1412	4	3+
Statistics	MATH 1442	4	3+
Studio Art: Drawing	ARTS 1311	3	3+

Subject Examination	Equivalent Course	Semester Hours	Score
U. S. History	HIST 1301 & 1302	6	3+
World History	HIST 2321 & 2322	6	3+

International Baccalaureate (IB)

Texarkana College will award college credit in subject-appropriate areas of all IB exams scores of 4 or above as long as the incoming freshman has earned an IB Diploma; however, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. Students must send an IB transcript confirming credit to the college. A grade of "CR" is posted on transcripts. All IB students must show proof of meeting the TSI requirements. There is no charge for transcription of IB credit.

Subject appropriate scores are listed in the table below.

IB Exam	Equivalent Course	Semester Hours	Score
English Language and Composition	ENGL 1301	3	4+
Biology	BIOL 1406 & 1407	8	4+
Chemistry	CHEM 1411 & 1412	8	4+
Economics	ECON 2302 & 2302	6	4+
History	HIST 1301 & 1302	6	4+
Psychology	PSYC 2301	3	4+

Assessment by Local Exam

Some Texarkana College courses are available for credit by way of an internal proficiency exam developed by the division. These exams are developed and graded by faculty members. For information on these exams, please contact the division chair. Approval to take examinations does not guarantee award of credit; other conditions, such as appropriate score, must be satisfied. Students must make at least a "C" on the exam to receive credit for the course. A grade of A, B, or C will be entered on the transcript with a notification that the assessment was given by local exam. The fee charged for an internal proficiency exam is equal to the amount of tuition charged for the similar amount of credit if a student took a face-to-face class. Students must submit the non-refundable payment to the Student Accounts Office in the Administration Building prior to taking the exam.

Students may not request credit by local exam for previously taken or attempted courses.

1. **Previously Taken** – Record of the course appears on Texarkana College or transferring institution's transcript
2. **Attempted** – Course dropped after official census date resulting of a "W" on the transcript

Professional Exams

If you have mastered a skill or competency through the completion of nationally recognized professional exams, you may be eligible for credit related to your Texarkana College degree or certificate requirements. Faculty members in the discipline will determine whether and how much credit will be awarded for specific professional exams. In these instances, the exam must directly align with a college course. Credit awards are based on the American Council of Education recommendations. The student must submit a Prior Learning Credit Application along with a $50.00 non-refundable application fee to the Student Accounts Office. If the faculty committee determines that credit can be awarded for a specific number of semester credit hours, the student will be notified. If the student wants the credit transcribed to his/her TC transcript, the fee charged for transcription of credit is equal to the amount of tuition charged for the similar amount of credit if a student took a face-to-face class. The awarding of credit is dependent upon faculty recommendation. If credit is given, a grade of "CR" is posted on the student's transcript.

Credit for Military Training and Service

You may be able to receive credit for training received while in the military. For military training to be considered for credit, please order a copy of your Military Joint Services Transcript (JST) by logging into the following web address https://jst.doded.mil/jst/ or you can obtain an Air-Force/CCAF transcript at https://www.airuniversity.af.edu/Registrar/Transcript-Requests/. Request that the transcript be sent to the registrar's office.

You will need to complete the Prior Learning Credit Application and specify what documents you would like evaluated for military and previous college transcripts. There will be no charge for transcription of credit given for military training and service from a Joint Services Transcript or CCAF transcript.

The final decision on application of credit rests with the Dean who oversees the division for which credit is being requested.

Industry/Professional Certification Credit

Certain industry and professional certifications are eligible for Texarkana College credit. The student must contact the appropriate division dean during his/her first term if certification credit is being sought. The student must provide direct evidence of the secured certification. The certification or license must be current. For example, a student with a current certified nurse assistant certificate, Texas or Arkansas, may apply for prior learning credit for NURA 1301 and NURA 1160. Faculty members in the discipline will determine if and how much credit will be awarded for a specific certification. In these instances, the training must directly align with a college course. The student must submit a Prior Learning Credit Application along with a $50.00 non-refundable application fee to the Student Accounts Office. If the faculty committee determines that credit can be awarded for a specific number of semester credit hours, the student will be notified. If the student wants the credit transcribed to his/her TC transcript, the fee charged for transcription of credit is equal to the amount of tuition charged for the similar amount of credit if a student took a face-to-face class. The awarding of credit is dependent upon faculty recommendation. If credit is given, a grade of "CR" is posted on the student's transcript.

CEU Mirror SCH Classes

A Mirror Course is the articulation of a CEU or non-credit (concurrent) course into a for-credit course applicable toward a certificate or associate's degree. The continuing education courses must meet the same rigor, evaluation process, and faculty guidelines as the equivalent for-credit courses. The documentation must demonstrate that individual continuing education students have met the same competencies as the successful for-credit students prior to making the decision to award credit for a course taken as continuing education. The course must be offered as both credit and non-credit following THECB and WECM guidelines. There will be no charge for transcription of credit for mirrored CEU courses.

If a student is completing a mirrored class as part of a grant program, the student must complete the requirements set forth in the grant in order for the credit to be articulated.

To start this process, the student must see her/his advisor at the college to obtain the Application for Prior Learning Credit Application for CEU to Credit. At this time the advisor will review the student's records to verify the course was taken. If a CEU to Credit articulation agreement is in effect, only students who have earned CEU's with a grade of "P" may apply for articulated credit.

I. Residency Definitions for Tuition and Fees

Texas Resident

A **Texas resident** is defined as a U.S. citizen (or dependent of a U.S. citizen for the current and preceding year) who has resided continuously in Texas for at least 12 months immediately preceding registration.

In-District

An **In-District Resident:** A resident of the State of Texas who:

1. has resided continuously in Texarkana College's taxation district for a period of at least six months preceding registration and who was not claimed as a dependent for federal income tax purposes by the individual's parent or guardian for the current tax year or for the preceding year in which the individual registers. A residence change from within the district to outside of the district during the first 12 class days of the fall or spring semester (first 4 class days of the summer sessions) will result in the student being charged the additional out-of-district tuition fees.
2. is a dependent of a Texas resident (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has resided continuously in Texarkana College's taxation district for a period of at least six months immediately preceding the census date of the term.

Out-of-District

An **Out-of-District Resident:** A resident of the State of Texas who:

1. has not resided continuously in Texarkana College's taxation district for a period of at least six months immediately preceding registration and is independent for income tax purposes for the current year and preceding tax year.
2. is a dependent of a Texas resident (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has not resided continuously in Texarkana College's taxation district for a period of at least six months immediately preceding the census date of the term.

Resident Alien

A **Resident Alien:** An alien living in the United States who:

1. is under a visa permitting permanent residence and has the same privilege of qualifying for Texas resident status for tuition purposes as do United States citizens. Under this status the Resident Alien card or appropriate documentation indicating that the student has filed an I-485 form with the Immigration and Naturalization Service must be submitted before the student may register. Students who fail to present the Resident Alien card or appropriate documentation during the registration process will be required to pay non-resident tuition. Resident aliens wishing to be classified as Texas residents must also verify that they have resided in the state at least 12 months prior to the census date of the term.

Non-Resident (Out-of-State)

A **Non-Resident** is a non-resident of the State of Texas, but a citizen of the United States of America who:

1. has not resided continuously in the State of Texas for a period of at least 12 months immediately preceding registration and is independent for income tax purposes for the current year and preceding tax year; or
2. is a dependent (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has not resided continuously in the State of Texas for a period of at least 12 months preceding the census date of the term.

Ad Valorem

Ad Valorem: The Board of Trustees of Texarkana College authorizes the waiver of the difference in the rate of tuition for the out-of-district or non-resident and in-district student or his/her dependent(s) who owns property purchased by or before the time of enrollment which is subject to ad valorem taxation by the Texarkana College District. The individual, or his/her dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the District; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the District. This must be done prior to registration.

Foreign Student (Alien)

An **Alien or Foreign student** is defined as a student who is a citizen of any country other than the United States of America.

Active-Duty GI Bill® or VR&E Recipient (In-State Tuition)

An Active-Duty GI Bill® or VR&E Recipient is defined as a student currently using Chapter 30, 31, or 33 VA educational benefits (a.k.a. the Post-9/11 GI Bill®, the Montgomery GI Bill® for Active Duty, or Veteran Readiness and Employment) to attend college. In accordance with the Isakson and Roe Act of 2020, if a student is currently using these VA benefits and physically resides in the state of Texas, they can qualify for in-state, out-of-district tuition regardless of how long they have lived in-state. If a student believes they qualify for in-state, out-of-district tuition as a result of this provision and are not currently receiving the in-state rate, they should contact the TC Financial Aid Office at financial.aid@texarkanacollege.edu to begin the process of requesting this adjustment.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

J. Residency Verification Requirements

New students, as well as returning students, who were not enrolled the previous semester, are required to submit proof of Texas and In-District residency (when applicable). Verifications should be submitted when an application is made or during registration. Failure to provide residence verification or the additional fees owed will result in denial of future registrations as well as a hold being placed on the student's records.

F1 visa holders are not eligible to domicile in the US per US Citizenship and Immigration Services; therefore, a student holding an F1 visa would not be eligible to apply for in-state residency for tuition purposes.

Changes in Residency Classification

Nonresident to **Resident**

- Texas Education Code, Sec. 54.056, mandates that students who were erroneously charged a nonresident (out-of-state) rate shall be reimbursed for the difference between nonresident and resident tuition upon providing the required documentation set forth by the State of Texas.

Out-of-District (TX Resident) or Border State (AR or OK) to **In-District**

- Because out-of-district and in-district rates are not governed by the State of Texas, institutions of higher education may develop their own refund policy regarding changes in classification under these circumstances. Students planning to apply for a partial tuition refund by providing residency documentation that will change their classification from Out-of-District or Border State to In-District must do so before the official reporting date (as set by the Coordinating Board of Texas) for the current semester. Institution policy requires students to submit documentation to prove, at least, six consecutive months of Bowie County residency prior to the start of the term for which the student is applying.
- Such refunds will be made for the current semester only and not for prior semesters attended. Documentation being submitted after the official reporting date will result in the student's classification being changed for the following semester and not for the current semester. Retroactive refunds will not be issued, as it is the responsibility of the student to update addresses promptly.

Official reporting dates are as follows:

- Fall and Spring semesters:
  - 16-17-wks – 12th class day
  - 14-wks – 10th class day
  - 8-wks – 6th class day
- Summer semesters:
  - 10-12-wks – 12th class day
  - 5-wks – 4th class day
- Mini semesters:
  - 2-wks – 1st class day
- Classes of varying lengths: prorated accordingly

If an error is detected in residency determination – either by administrative staff or by erroneous information on the residence portion of the application – additional tuition may be charged during the semester. Failure to pay the additional charges will result in a hold being placed on the student's record.

K. Tuition, Fees, and Exemptions

Tuition and fees are subject to change upon approval by the TC Board of Trustees.

Review the charts on the next few pages to determine your tuition and mandatory fees for a semester at Texarkana College. Please note that the Mandatory Fees and Tuition Rates (Tuition Table) do not include Course Fees or Other Fees that may apply. All rates listed are effective Fall 2024.

In-district denotes students who are residents of the Texarkana College district (Bowie County). Out-of-district students are those who do not reside within the Texarkana College district (Bowie County), but live in Texas, Arkansas, or Oklahoma. All other students are considered non-residents.

MANDATORY FEES

Per-Hour Fees

General Fee	$31 per credit hour
Student Service Fee	$5 per credit hour

Flat Fees

Registration Fee	$30 per semester
Public Safety Fee	$20 per semester

TUITION RATES

The Tuition Table shows Tuition rates per credit hour(s) along with the Mandatory Fees to give students an estimated amount of total Tuition and Mandatory Fees for each credit hour of classes taken at Texarkana College. Please note that the Tuition Table does not include Course Fees.

Tuition – In District	$63 per credit hour
Tuition – Out of District	$71 per credit hour
Tuition – Non-Resident	$80 per credit hour
Out of District Fee	$52 per credit hour
Non-Resident Fee	$102 per credit hour

Texarkana College: 2024-2025 Starting Fall 2024 (FA2425) Tuition & Fee Tables

Review the chart for your Residency Status to determine your Tuition & Mandatory Fees for a semester at Texarkana College. Please note that these amounts do not include the Course Fees or Other Fees that may apply.

Semester Hours	In-District (Residents of the Texarkana College District)			Out-of-District (All Residents of TX, AR, OK)				NonResidents of Texas			
	Tuition	Mandatory Fees	Total	Tuition	Mandatory Fees	Out of District Fee	Total	Tuition	Mandatory Fees	Non-Resident Fee	Total
1	$ 63	$ 36 50	$ 149	$ 71	$ 36 50	$ 52	$ 209	$ 80	$ 36 50	$ 102	$ 268
2	$ 126	$ 72 50	$ 248	$ 142	$ 72 50	$ 104	$ 368	$ 160	$ 72 50	$ 204	$ 486
3	$ 189	$ 108 50	$ 347	$ 213	$ 108 50	$ 156	$ 527	$ 240	$ 108 50	$ 306	$ 704
4	$ 252	$ 144 50	$ 446	$ 284	$ 144 50	$ 208	$ 686	$ 320	$ 144 50	$ 408	$ 922
5	$ 315	$ 180 50	$ 545	$ 355	$ 180 50	$ 260	$ 845	$ 400	$ 180 50	$ 510	$ 1,140
6	$ 378	$ 216 50	$ 644	$ 426	$ 216 50	$ 312	$ 1,004	$ 480	$ 216 50	$ 612	$ 1,358
7	$ 441	$ 252 50	$ 743	$ 497	$ 252 50	$ 364	$ 1,163	$ 560	$ 252 50	$ 714	$ 1,576
8	$ 504	$ 288 50	$ 842	$ 568	$ 288 50	$ 416	$ 1,322	$ 640	$ 288 50	$ 816	$ 1,794
9	$ 567	$ 324 50	$ 941	$ 639	$ 324 50	$ 468	$ 1,481	$ 720	$ 324 50	$ 918	$ 2,012
10	$ 630	$ 360 50	$ 1,040	$ 710	$ 360 50	$ 520	$ 1,640	$ 800	$ 360 50	$ 1,020	$ 2,230
11	$ 693	$ 396 50	$ 1,139	$ 781	$ 396 50	$ 572	$ 1,799	$ 880	$ 396 50	$ 1,122	$ 2,448
12	$ 756	$ 432 50	$ 1,238	$ 852	$ 432 50	$ 624	$ 1,958	$ 960	$ 432 50	$ 1,224	$ 2,666
13	$ 819	$ 468 50	$ 1,337	$ 923	$ 468 50	$ 676	$ 2,117	$ 1,040	$ 468 50	$ 1,326	$ 2,884
14	$ 882	$ 504 50	$ 1,436	$ 994	$ 504 50	$ 728	$ 2,276	$ 1,120	$ 504 50	$ 1,428	$ 3,102
15	$ 945	$ 540 50	$ 1,535	$ 1,065	$ 540 50	$ 780	$ 2,435	$ 1,200	$ 540 50	$ 1,530	$ 3,320
16	$ 1,008	$ 576 50	$ 1,634	$ 1,136	$ 576 50	$ 832	$ 2,594	$ 1,280	$ 576 50	$ 1,632	$ 3,538
17	$ 1,071	$ 612 50	$ 1,733	$ 1,207	$ 612 50	$ 884	$ 2,753	$ 1,360	$ 612 50	$ 1,734	$ 3,756
18	$ 1,134	$ 648 50	$ 1,832	$ 1,278	$ 648 50	$ 936	$ 2,912	$ 1,440	$ 648 50	$ 1,836	$ 3,974

Mandatory Fees include: $31/credit hour General Fee and $5/credit hour Student Services Fee = $36 for 1 credit hour, $72 for 2 credit hours, etc.
Mandatory Fees include: $30 flat rate Registration Fee and $20 flat rate Public Safety Fee = $50 for all students

Texarkana College: 2024-25 Fees

FEES (SUBJECT TO CHANGE)		
	2024-2025	
18-hour rule Course Fee (Developmental)	$ 75.00	per credit hour
3X Repeat Course	$ 75.00	per credit hour
NCBO (Non-Course Based Option) Fee	Varies $50-	per course
FCI Certificate Fee	$ 20.00	per certificate
Extension Fee (off-campus courses)	$ 50.00	per course
Freshman Orientation Fee	$ 25.00	one-time fee
Refund Card Replacement Fee	$ 25.00	per card
ID Badge Replacement Fee	$ 10.00	per ID
Late Registration Fee (per credit hour)	$ 10.00	per credit hour/per term
Non-Funded Course Fee (includes auditing a course)	$ 75.00	per credit hour
Online Course Fee	$ 10.00	per credit hour
Payment Plan Fee	$ 30.00	per term
Payment Plan Delinquent Fee	$ 30.00	per late payment
Returned Check Fee	$ 30.00	per returned check
Transcript Fee	$ 5.00	per official transcript
DigiTex Fee (Previously VCT)	$ 200.00	per class
TESTING FEES (SUBJECT TO CHANGE)		
A2 Test	$ 90.00	per exam
Application Fee for Credit for Prior Learning (Non-Refundable)	$ 50.00	one-time fee
Credit by Exam	$ 40.00	per credit hour
CLEP	$ 20.00	per exam
FCI- Exam Fee EPA Certification	$ 35.00	per exam
FCI- Exam Fee Universal R-410A Safety Certification	$ 30.00	per exam
NCCER Test Fee (non-refundable) CRPT 1329	$ 54.00	per course
OSHA-10 Test Fee (non-refundable) ELPT 1321, CNBT 1309, WLDG 1413	$ 25.00	one-time fee
Proctor Exams/ VCT	$ 15.00	per exam
Online Proctor Fee	Varies $5-$50	per course
THEA Test Fee	$ 20.00	per exam
TSI/TSIA2	$ 10.00	per section
TABE Test Fee (Workforce)	$ 20.00	per exam
TEAS Test Fee (Health Sciences)	$ 95.00	per exam
NREMT Exam	$ 300.00	per exam
ADN Re-entry Exam Fee	$ 50.00	per exam
Keyboard Proficiency	$ 5.00	per exam

Texarkana College: 2024-25 Fees continued

COURSE FEES (SUBJECT TO CHANGE)		
Science Course Fee (except BIOL 1322)	$ 25.00	per course
Art (except 1301)	$ 20.00	per course
Accounting ACNT - 1303, 1304, 1311	$ 25.00	per course
Child Development	$ 25.00	per course
Computer Technology	$ 30.00	per course
Developmental (Math, Reading & English/Writing)	$ 30.00	per course
Drafting	$ 25.00	per course
Drama (except DRAM 1310 & DRAM 2366)	$ 20.00	per course
Engineering	$ 20.00	per course
Music - Private Instruction (1 credit hr)	$ 150.00	per course
Music - Private Instruction (2 credit hrs)	$ 300.00	per course
Nursing (ADN) - RNSG 1160, 1251, 1360, 1412, 1413, 1431, 1460	$ 45.00	per course
Nursing (ADN) - Clinical Technology Fee -RSNG 1160, 1360, 1460, 2360, 2463	$ 100.00	per course
Nursing (ADN) - RNSG 1441, 1443, 2213, 2360, 2463	$ 45.00	per course
Nursing (ADN Basic) - ATI Fee - RNSG 1413, 1431, 1441, 1443 Non-refundable	$ 650.00	per semester
Nursing (ADN-TR) - ATI Fee - RNSG 1327, 1441, 1443 (**sections TR only**)	$ 860.00	per course
Nursing (VN) - VNSG 1219, 1304, 1330, 1334, 1461, 1509, 2363, 2410, 2462, 2510	$ 45.00	per course
Nursing (VN) - VNSG 1400, 1402	$ 150.00	per course
Nursing (VN) - Clinical Technology Fee VNSG 1461, 2363, 2462	$ 100.00	per course
Nursing (VN) - ATI Fee -VNSG 1304, 1330, 1509 Non-refundable	$ 550.00	per semester
Nursing (VN) - Program Fee - VNSG 1219 Non-refundable	$ 120.00	one-time fee
EMT Paramedic Fee - Certification Cards- EMSP 1260, 2143	$5.00	per course
EMT Paramedic Fee - Certification Cards- EMSP 1208	$ 15.00	per course
EMT Paramedic Fee - EMSP 1260, 2161, 2206, 2266, 2305, 2330, 2362, 2434, 2444	$ 25.00	per course
EMT Paramedic Fee - EMSP 1355, 1356, 1438, 1501, 2143	$ 75.00	per course
EMT Paramedic EMS Testing – Platinum – EMSP 1501 Non-refundable	$90.00	per course
EMT Paramedic EMS Testing - Platinum - EMSP 1438 Non-refundable	$ 100.00	per course
Pharm Tech Fee PHRA 1202, 1243, 1301, 1304, 1305	$ 25.00	per course
Pharm Tech Fee PHRA 1309, 1315, 1360, 1413, 1449	$ 125.00	per course
PE-Other (except 2301)	$ 10.00	per course

Texarkana College: 2024-25 Fees continued

INSURANCE & OTHER COURSE RELATED FEES (SUBJECT TO CHANGE)		
Child Development Liability Insurance - CDEC 2387	$ 20.00	per course
Cosmetology State Permit Fee	$ 25.00	one-time fee
CPR	$ 15.00	one-time fee
EMT/Paramedic Liability Insurance - EMSP 1161, 1260	$ 20.00	per academic year
Cosmetology Liability Insurance - CSME 1248	$ 20.00	per academic year
C N A Liability Insurance - NURA 1160	$ 20.00	per academic year
Pharm Tech Liability Insurance - PHRA 1360	$ 20.00	per academic year
Nursing Liability Insurance	$ 20.00	per academic year
PIVOT Point Technology Fee - CSME 1401, 2350	$120.00	per course
Pivot Point Technology Fee – BARB 1307, 2340	$120.00	per course
WORKFORCE CONSUMABLES COURSE FEES (SUBJECT TO CHANGE)		
ALL WORKFORCE PROGRAMS	**2024-2025**	
LEAD 1100	$ 10.00	per course
AIR CONDITIONING/HEATING AND REFRIGERATION TECHNOLOGY	**2024-2025**	
AC & Refrigeration - HART 1303, 1341, 1345, 1356, 1400, 1401, 1407, 1410, 2336, 2338, 2349, 2431, 2450	$ 70.00	per course
AC & Refrigeration - HART 1356 EPA Certification Fee	$230.00	per course
AUTOMOTIVE TECHNOLOGY	**2024-2025**	
Auto Tech - AUMT 1257, 1307, 1310, 1312, 1316, 1319, 1345, 1405, 2289, 2301, 2313, 2317, 2332, 2334	$ 60.00	per course
AUTO BODY TECHNOLOGY	**2024-2025**	
Auto Body - ABDR 1201, 1203, 1307, 1349, 1411, 1419, 1431, 1441, 2255, 2257, 2345, 2359, 2447	$ 80.00	per course
Auto Body - ABDR 2166	$ 65.00	per course
AVIATION MECHANICS TECHNOLOGY	**2024-2025**	
Aviation – AERM 1201, 1208, 1240, 1247, 1310, 1315, 1344, 1345, 1350, 1351, 1352, 1356, 1357, 1414, 1449, 2233	$ 180.00	per course
CONSTRUCTION TECHNOLOGY	**2024-2025**	
Construction Technology – CNBT 1280, 1300, 1302, 1311, 1316, 1318, 1342, 1346, 1350, 1353, 2304, 2340, 2342 CNSE 1341, CRPT 1323, 1329	$ 100.00	per course
COSMETOLOGY/BARBERING/ESTHETICIAN	**2024-2025**	
Cosmetology/Esthetician - CSME 1248, 1254, 1310, 1401, 1443, 1453, 2250, 2310, 2336, 2343, 2350, 2351, 2401	$ 125.00	per course
Barbering – BARB 1307, 1210, 1404, 1402, 2440, 2431, 2441, 2432	$ 125.00	per course
Esthetician – CSME 1302, 1420, 1421	$ 125.00	per course
CULINARY ARTS	**2024-2025**	
Culinary Arts - CHEF 1214, 1305, 1310, 1345, 1401, 1480, 2301, DITA 1300, HAMG 1221, IFWA 2346	$ 125.00	per course
Culinary Arts - PSTR 1301, RSTO 1221, 1313, 1325	$ 125.00	per course
DIESEL TECHNOLOGY	**2024-2025**	
Diesel Tech - DEMR 1301, 1317, 1323, 1405, 1406, 1410, 1421, 1449, 2266, 2332, 2334, 2412	$ 70.00	per course
Diesel Uniform Fee - DEMR 1323, 1421, 2332	$ 100.00	per course

Texarkana College: 2024-25 Fees continued

WORKFORCE CONSUMABLES COURSE FEES (SUBJECT TO CHANGE) continued		
INSTRUMENTATON/ROBOTICS PROGRAM	**2024-2025**	
Electronics- CETT 1409 INTC 1457 CETT 1307 CETT 1407	$ 70.00	per course
Electronics - INTC 1443	$ 75.00	per course
Electronics - RBTC 1405, RBTC 1305, RBTC 2345, RBTC 1401	$ 60.00	per course
Electronics - Simulation Technology Fee - CETT 1307, INTC 1457	$ 150.00	per course
ELECTRICAL TECHNOLOGY ONLY	**2024-2025**	
Electricity – ELPT 1319, 1351, 1420, 1429, ELTN 1343, ELPT 1457	$ 60.00	per course
Electricity - Simulation Technology Fee ELPT 1319, 1325, 1420	$ 150.00	per course
MECHATRONICS	**2024-2025**	
Industrial Maintenance - HYDR 1445, INMT 1417, 2301, 2303, CETT 1307, 1409, ENTC 2331, INMT 1305, 2345	$ 70.00	per course
Industrial Maintenance - INMT 1381	$ 65.00	per course
Industrial Maintenance - Simulation Technology Fee - INMT 1417, 2345	$ 150.00	per course
ELECTRICITY, INSTRUMENTATION/ROBOTICS AND/OR MECHATRONICS	**2024-2025**	
ELPT 1321, 1325, DFTG 1329, ELMT 2339, RBTC 1401	$ 120.00	per course
CETT 1409, INTC 1405	$ 70.00	per course
BUSINESS OFFICE TECHNOLOGY/MEDICAL OFFICE PROCEDURES	**2024-2025**	
Office Careers - POFT 1127, 1231, 1291, 1309, 1313, 1319, 1325, 1329, 1492, 2203, 2333, 2387, 2401, POFI 1349	$ 25.00	per course
Office Careers - TECM 1191, POFM 1317, 1327, 2286, MDCA 1213, MRMT 1307, HRPO 1280, 2288, HPRS 1201, 2221 ACNT 1303, 1304	$ 25.00	per course
WELDING	**2024-2025**	
Welding- WLDG 1307, 1391, 1428, 1430, 1434, 1435, 2288, 2388, 2435, 2443	$ 80.00	per course
Welding - WLDG 1323, 1337	$ 175.00	per course
Welding - WLDG 1317, 1421	$ 205.00	per course
Welding - WLDG 2547	$ 200.00	per course
Welding - WLDG 1413	$ 100.00	per course
DUAL CREDIT FEES	**2024-2025**	
Texas Resident	$41.00	per credit hour
Arkansas/ Miller County: out of district	Standard tuition - 50% discount	
Non-Resident	Standard tuition - 40% discount	

L. Paying for College

Students are encouraged to pay in full when they register. However, students are allowed to register without immediate payment to allow for processing or setup of financial aid, scholarships, third-party billing, installment plans, etc. All registered students MUST PAY IN FULL by the PAYMENT DEADLINE each term. The payment system will run daily after the payment deadline. Students registering for the first time or re-registering after the payment deadline will be required to pay in full the same day they register. The balance due must be zero. Example: Students who register on Monday must pay in full on the same Monday.

If a student's balance does not equal zero or less, the following actions are taken:

TOTALLY UNPAID: Students registered for courses who have not:

- made any payment
- received and applied any financial aid and/or scholarships
- applied third party billing to their account

will be dropped from ALL registered courses.
PARTIALLY UNPAID: Students registered for courses that have partially unpaid balances due to any reason, including but not limited to:

- additional courses added after original registration and payment
- dropped courses replaced with a course(s) resulting in an increased balance
- total balance not covered by financial aid, third party billing, or scholarships

will be dropped from unpaid course registrations until the account balances to zero. Courses with the latest start date will be dropped first. Then courses will be dropped according to registration date and time. These courses will be dropped the following business day.

Students are responsible for ensuring that their financial aid, third party billing, or scholarship has been applied to their account by the payment deadline.

METHODS OF PAYMENT

The college accepts the following methods of payment:

- Online Payments
    - Credit Cards: MasterCard, Visa, Discover, and American Express
    - Debit Cards: MasterCard, Visa, Discover, and American Express
- In-person Payments (Student Accounts Office during regular business hours; call 903-823-3331 for business hours)
    - Cash
    - Checks
    - Credit Cards: MasterCard, Visa, Discover, and American Express
    - Debit Cards: MasterCard, Visa, Discover, and American Express
- Company checks, cashier checks, money orders, or loan checks from credit cards or other financial institutions will be processed as a normal paper check and included with the normal deposits of the College.
- The College assesses a $30 processing fee for each stopped payment or returned check. An individual who has had a check returned must then pay the College by cash, cashier's check, money order, or credit/debit card.

- Cash: Legal currency of the United States
- Third Party Payment: Payments made by third party agencies via letters, purchase orders, or invoices must be presented to the Student Accounts Office each semester in order for the student's account to be updated. These documents must be presented prior to the state payment deadline for the semester. Students are responsible for any unpaid balances.
- Exemptions/Waivers: Documentation must be submitted in person to the Student Accounts Office prior to the payment deadline. If you already have a document on file with this office, please notify them each time you enroll in a new term so that they can apply your exemption/waiver. Students are responsible for any unpaid balances.
- Scholarships: Funds from outside scholarships must be received before the payment deadline and before it can be applied to the student's account. Texarkana College scholarships will be posted upon registration and verification of award and eligibility.
- Financial Aid: Funds from grants or student loans will be posted upon registration and verification of award and eligibility.
- Installment Payment Plan: See information below for details on setting up and paying through an installment plan.

INSTALLMENT PAYMENT PLAN (TRANSACT)

Texarkana College allows students to enroll in a payment plan to pay their tuition and fees for the current academic term in installments. This payment plan option is available to all students enrolled in regular academic semesters (fall, spring, and summer) and in subterm modules that fall within those semesters. All student payment plans are set up online using the myTC student portal and cannot be set up in person.

For password or login assistance, contact the Service Desk at 903-823-3030.

Texarkana College requires the payment plan to be paid off in full no later than the end of the semester. A student who fails to make full payment for their balance due, including incidental fees, by the final payment due date will be prohibited from registering for classes until the balance due is paid in full. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.

The payee (Texarkana College) reserves the right to withdraw the student from class if the Note (balance due) is not paid in full by the final payment due date. If the Promiser (student) is withdrawn and subsequently pays the balance due in full, the Promiser may petition the Registrar, through Enrollment Services, for reinstatement. Students who default on an installment plan may have future installment plan privileges revoked by Texarkana College or Transact.

To set up a payment plan using Transact:

1. Go to **my.texarkanacollege.edu**
2. Log in and go to the **Student tab**
3. Select **Billing and Payments** from the menu
4. Under **My Accounts**, click on the "Go to Transact" button
5. Click **My Account Balances** to update your account balance
6. Select the **Year and Term** from the dropdown
7. Click **Select Payment Plan Options**
8. Click **Enroll in Plan**

Frequently Asked Questions Regarding the Payment Plan option

- Will I pay interest for participating in a payment plan?
  - *No, it is an interest free installment loan offered to you by our school.*

- What are the fees for using a payment plan?
  - *There is a nonrefundable enrollment fee for participating in a payment plan of $30. Other fees that may be applicable are payments that are returned due to insufficient funds $30, declined payments $30, and a payment method change fee $5.*

- When I choose my plan, where does the "amount you owe" come from?
  - *The amount you owe is the "Estimated Balance Due" listed on your Account Statement with Texarkana College. If you have added or dropped a class recently, this would affect the balance due. Check with the Texarkana College Student Accounts Office if you feel the estimated balance due on your Account Statement is not correct.*

- How do I accept the Agreements associated with a payment plan?
  - *You must scroll down to the bottom of the agreements in order to accept them and proceed to the next step. You can print the Agreements if you choose to do so.*

- What happens if my card declines?
  - *Your payment will not be processed. The card that is used for making payments must have the same billing information that you entered into our online payment system. This includes the billing zip code. Other reasons for declines include card information on file that occurs due to a new expiration date or new security code (CVV).*
  - *If the declined payment is for a regularly scheduled payment, we will attempt to collect the payment again in 5 business days.*
  - *If the decline is due to insufficient funds for the enrollment fee, you will need to choose a different credit/debit card with sufficient funds available on your card or select a card with a higher daily limit.*
  - *If the decline is due to an invalid expiration date of CVV code, you will need to update your profile with the new card information.*

- What happens if I drop or add a class?
  - *Your amount owed may be adjusted up or down depending on the classes you are adding/dropping and the dates on which you make the add/drop.*
  - *If you withdraw or your instructor drops you from any or all of your classes at Texarkana College, you may still owe a balance on your payment plan. If you withdraw before the first day of the semester (not your first class day), then your student account would get 100% credits. You would <u>not</u> be refunded the Transact $30 enrollment fee. If you withdraw or an instructor drops you after the first day of the semester, there is only a percentage you would get credited to your account. On a payment plan, because you have not paid in full, you would most likely still owe a balance.*
  - *Should you have any questions regarding the amount owed or your charges, you should contact the Texarkana College Student Accounts Office directly. If the amount you owe changes after you have enrolled in a payment plan, your payment plan amount would be changed and you will receive an email notification regarding the change.*

- Why do I have to input my email address?
    - *You can choose the email address that you prefer to receive communications from Transact. We will use this for payment confirmations and payment reminder notifications. Your email address will not be used for marketing or solicitation purposes.*

- Will I receive a receipt for the payment?
    - *Yes, you will receive an email confirmation as soon as your payment has been processed.*

- How long will it take for my payment to post to my student account at Texarkana College?
    - *Your payment will be applied to your student account on the day of the scheduled payment. If your payment is declined by your Credit Card Company or Financial Institution at a later time, your balance will be revised.*

- How do I cancel a payment plan if I no longer need it?
    - *Login to Transact through your myTC account.*

- What happens if I pay my balance in full online at any time during my payment plan agreement?
    - *Students should allow the payment plan process to automatically draft their payment from the method chosen at time of setup. If for some reason a student needs to pay off their balance, please notify the Texarkana College Student Accounts Office at 903-823-3331 so that they can advise the student if there is sufficient time to alter the payment plan draft. If the Student Accounts Office is not notified **prior** to paying off a balance outside the payment plan and the student's chosen payment method draft results in an NSF status, the student is still responsible for the $30 NSF charged by Transact.*

- Who should I contact if I have questions?
    - *Texarkana College Student Accounts Office at 903-823-3331.*

DELINQUENT ACCOUNTS

Any student who is delinquent in paying debts to Texarkana College will be placed on "hold." "Hold" status means that you will be unable to transact any business on campus. You will not be able to get an unofficial or official transcript, and you will not be able to register for future courses/semesters.

Debts include:

- Tuition
- Fees
- Fines
- Returned check penalties
- Payment plan balances unpaid
- Amounts owed on student aid (grants, loans, and/or scholarship amounts revised or reversed)
- Restitution for loss or damage to College property

Students must pay all debts in full before their "hold" is removed. You will not be able to receive a transcript as long as you owe a balance at Texarkana College.

If students fail to pay their student account balance or any monies due and owed to Texarkana College by the scheduled due date and fail to make acceptable payment arrangements to bring their account to current, Texarkana College may refer their delinquent account to a collection agency. Student is responsible for paying the collection agency fee which may be based on a percentage of delinquent account, together with all costs and expenses, including reasonable attorney fees, necessary for the collection of the delinquent account. The delinquent account may be reported to one or more of the national credit bureaus.

LATE CHARGES AND OTHER EXPENSES

Texarkana College charges a $30 processing fee for each stopped payment or returned check. Returned checks include electronically converted checks that have been rejected by the bank. An individual who has had a check returned must then pay the College by cash, cashier's check, money order, or credit card.

M. Refund Policy

To be eligible for a refund, students must officially drop individual courses or completely withdraw from the College by the deadline in the Refund Schedule. Students may find the specific dates for the Refund Schedule online for each term. Specific provision of the Texas Administrative Code, Title 19, Part I, Chapter 21, Subchapter A, Rule 21.5 "Refund of Tuition and Fees at Public Community/Junior and Technical Colleges," governs the refund schedule. Only the Texas Legislature or the Texas Higher Education Coordinating Board, authorized by the Legislature, can alter this schedule.

Certain fees are not refundable. Please check with the Student Accounts Office for specific fees. A class day is defined as any day on which classes are held at the College – not just the particular class you are enrolled in and have dropped – (classes are normally Monday through Friday).

The College will process refunds only after completion of all other registration responsibilities.

REFUND TABLE (16-Week Semester)

100% refund	Prior to the first class day
70% refund	First through fifteenth class day
25% refund	Sixteenth through twentieth class day

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Please note that the Official "Last Day to Drop" is not the same as dropping a class and being eligible for a refund. Contact the Student Accounts Office at 903-823-3331 for dates applicable to your semester and drop date to see if you might be eligible for a refund. Dates and percentages vary depending on the length of the semester.

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Any term other than a 16-week term will have refund dates adjusted according to state refund policies. Please look online for term specific refund dates or phone the Texarkana College Student Accounts Office at 903-823-3331.

NOTE: If you are on the Installment Payment Plan and have not made all installments, your refund may apply to any outstanding payments

Contact the Student Accounts Office at 903-823-3331 for refund dates and percentages for each semester or subterm within a semester.

N. Refunds

A. Refund Options

When it comes to managing your money and receiving financial aid refunds, you deserve choices! Texarkana College will provide you with two choices on how to deliver your refund and to offer you smarter ways to manage that money.

All students need to make a refund choice.

Your choices will be:

- Direct deposit to your own checking or savings account – refund within 2 to 3 business days
- Paper check

B. FINANCIAL AID REFUNDS

Financial Aid funds are officially applied (disbursed) to your student account at set points during the semester. The census date may be different depending on the length of the term.

Once the financial aid funds are applied to your account, any balance must be paid in full by the student. If there are funds not used, this amount is refunded to the student. All of these issues depend on the student's enrollment status, number of financial aid eligible hours enrolled, etc.

Student refunds are issued within 14 days of the disbursement of aid to the student account. This date is different for each semester and subterm.

Contact the Student Accounts Office at 903-823-3331 for financial aid refund dates. The financial aid disbursement date is not the same as a refund date.

O. Audit Policy

Permission to audit certain courses is granted by the Registrar to students who meet the regular admission requirements if vacancies exist at the close of regular registration. No class or registration records are maintained on audit students.

"Application for Audit" forms may be obtained in the Enrollment Services office. Charges for auditing eligible courses are the same as for regular registration in the course. No refunds are made on audit fees or tuition.

P. Repeated Courses

Courses may be repeated for possible grade improvement. The only way a course grade may be raised is by repeating the course and earning a higher grade. If a course is repeated and a lower grade is earned, then the first grade will remain the grade of record; however, when a student repeats a course, all grades remain on the record with a notation for the course(s) no longer used in GPA calculation. When a course is repeated, the credit hours will be counted only once toward graduation, unless a degree plan specifies that a course may be repeated for additional credit. If a student registers again for a course with a current mark of "I," the "I" becomes an "F."

For example, students may take the same P.E. two times for credit at TC. Texarkana College students should check with the school to which they plan to transfer to determine the number of physical education courses required by that institution. No more than four (4) semester credit hours of PE Activity courses can be applied toward meeting degree/certification requirements.

REPEAT COURSE FEES

The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. This mandate is called the "3-Peat Rule." For a course being "3-Peated" (taken for a third or more time), students will be charged an additional fee of $75 per semester credit hour ($225 for a three-credit-hour course) in addition to the regular tuition and required fees associated with the course.

These fees will apply unless the course may be repeated for credit according to a degree plan. Texarkana College scholarship funds will not be applied for a course repeated for the third or more times; instead, students will be responsible for the "3-Peat" course fees.

Q. Six Drop Policy

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in the fall 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. A student can be afforded a 7th drop under the following conditions set forth under Texas Education Code Section 51.907: (1) The student reenrolled at Texarkana College following a break in enrollment from the institution or another institution of higher education covering the 24-month period preceding the first class day of the initial semester or other academic term of the student's reenrollment; and (2) successfully completed at least 50 semester credit hours of course work at an institution of higher education before that break in enrollment. Contact the Office of the Registrar for more information before you drop a course.

Texarkana College recommends that students give careful consideration before dropping a course due to the six-drop policy and the potential impact on student financial aid.

R. Undergraduate Credit-Hour Limitation

According to the Texas Education Code, Section 54.068, institutions of higher education may charge a higher tuition rate, not to exceed the rate charged to nonresident undergraduate students whose hours exceed the following limitations:

- 45 or more semester credit hours beyond the minimum number of hours required for completion of the degree program in which the student is enrolled;
- students are treated for funding purposes as having whatever major they had on the official census day of the term in question. If a student changes majors during a term, that act does not retroactively change their eligibility under the limit;
- the following types of credit hours are exempt and do not count toward the limit:
    - hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
    - hours earned through examination or similar method without registering for a course;
    - hours from remedial and developmental courses, technical courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution;
    - hours earned by the student at a private institution or an out-of-state institution; and

- any hours not eligible for formula funding.

Questions regarding this law should be directed toward the Office of Enrollment Services.

S. Identification Cards

If you are a new student, make sure you have your picture taken in the Office of Enrollment Services for your ID Card. If you are a returning student and have not had your picture taken and/or do not have your ID Card, you will also need your picture taken in the Office of Enrollment Services. Additionally, you may upload an existing photo on your myTC account.

T. Baccalaureate Tuition Rebate

A tuition rebate program was created by Senate Bill 1907, 75th Texas Legislature, and is authorized by Section 54.0065 of the Texas Education Code. It applies to students who entered an institution of higher education in fall 1997 or later.

The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to avail themselves of academic advising, make early career decisions, and complete their baccalaureate studies with as few courses outside the degree as possible.

Students are required to apply for the rebate during the semester in which the student plans to graduate with a Baccalaureate degree. For more information and eligibility requirements, please contact the Texarkana College Office of Enrollment Services.

U. Insurance Statement

Texarkana College does not provide health and/or accident insurance for students. The College encourages students who do not have health/accident insurance through a group plan (parents, spouse, employer, etc.) to consider obtaining individual health/accident insurance coverage.

2. Rules & Regulations

A. Absentee Policy

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocation areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make up missed assignments and tests as a result of a student's absence from class. Experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institution's published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.

Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FC LEGAL) are covered in a separate section of the catalog/handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to TC school business, TC school trips, military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

Students interested in Health Sciences should check with the division dean prior to entering the program.

Online/Hybrid Course Absences

Absence in an online course is defined as the lack of an active post or submission within the course, including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to 12th Day Census reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification Activity within the first week of class (activity depends upon the professor); otherwise, the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course and it does not meet during the first week of class, the student must also complete an Enrollment Verification Activity within the first week of class; otherwise, the student **may** be dropped for not having attended.

Maximum Allowable Absences

After official registration, any absences over 10% of the scheduled meetings are considered excessive. The following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information. Three tardies count as one absence.

A course that meets for the full 16-week semester	
Class or lab meets	Instructor may withdraw student from course if absences exceed
Once a week (night or Friday classes)	2 absences
Twice a week (MW or TR classes)	4 absences
Three times a week (MWF or TRF classes)	6 absences
Four times a week (MTWR classes)	8 absences

A course that meets for 14 weeks	
Class or lab meets	Instructor may withdraw student from course if absences exceed
Twice a week (MW or TR classes)	4 absences

A course that meets for 10 weeks	
Class or lab meets	Instructor may withdraw student from course if absences exceed
Four times a week (MTWR classes)	4 absences

A course that meets for 8 weeks	
Class or lab meets	Instructor may withdraw student from course if absences exceed
Four times a week (MTWR classes)	4 absences
Hybrid course that meets two times a week (MW or TR)	4 absences, either missed class or online assignment

A course that meets for 5 weeks (Summer Sessions)	
Class or lab meets	Instructor may withdraw student from course if absences exceed
Three times a week (MTW evening classes)	2 absences
Four times a week (MTWR day classes)	4 absences

A course that meets for 2 weeks (Mini Sessions)	
Class or lab meets	Instructor may withdraw student from course if absences exceed
Five times a week	1 absence

Workforce Classes

This does not include Health Sciences. See Health Science's Student Handbook regarding absences for that program.

Day classes:

Class meets 5 days a week (MTWRF): The instructor may withdraw a student from a course if absences exceed five (5) up to the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester. Three tardies count as one absence. You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.

Evening classes:

Class meets 4 evenings a week (MTWR): The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester. Three tardies count as one absence. You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.

B. Excused Absences for Military Service

- Texas Education Code - 51.9111. EXCUSED ABSENCE FOR ACTIVE MILITARY SERVICE.

(a) In this section:

(1) "Institution of higher education" has the meaning assigned by Section 61.003.

(2) "Active military service" includes active military service performed by a member of the Texas National Guard or the Texas State Guard.

(b) This section applies only if:

(1) A student enrolled in an institution of higher education fails to attend classes or engage in other required activities because the student is called to active military service that is of a reasonably brief duration, as determined by rule adopted under Subsection
(d); and

(2) The student chooses not to withdraw as authorized by Section 54.006 (f).

(c) An institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

(d) The Texas Higher Education Coordinating Board, in consultation with institutions of higher education, shall adopt rules as necessary to administer this section. The rules must establish a maximum period for which a student may be excused under this section. In establishing that period, the board shall consider the maximum period a student may be absent without significantly interfering with the student's ability to learn the course material, complete course assignments, and succeed academically during the applicable semester or other academic period.

Added by Acts 2005, 79th Leg., Ch. 583, §1, eff. June 17, 2005.

C. Excused Absences for Religious Holy Days

Students may take an examination or complete an assignment scheduled for that day within a reasonable time for the observance of a religious holy day if: The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day no later than the 15th day after the first day of the semester (In accordance with Texas Education Code 51.911).

The notice must be in writing and must be delivered by the student either:

- Personally, to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor
  or
- By certified mail, return receipt requested, addressed to the instructor of each class

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Such provisions must be communicated to the student by the instructor when the student notifies the instructor of a planned absence under this section.

D. Inclement Weather Policy

Texarkana College has scheduled its instructional program to comply with the Common Calendar of the Texas Higher Education Coordinating Board, as well as to meet instructional requirements for awarding credit hours earned. College instructors are obligated to meet all scheduled classes. If severe weather makes it necessary to cancel classes or to meet virtually, Texarkana College will utilize the RAVE emergency notification system to send text messages and emails to students, faculty and staff regarding the change in schedule. Texarkana College will also post updates and information regarding closures and schedule changes on the institution's website located at www.texarkanacollege.edu and social media.

In addition, College authorities will make every effort to provide information to local media stations and social media outlets as a supplemental source of communication. However, authorized information and determinations on closures and schedule changes will be officially announced via institutional resources (TC RAVE emergency notification system utilizing texts and emails, and the institution's website and social media sites). If College authorities cancel classes, then all work is delayed until the next class meeting or until a date determined by the instructor. If a student is in an area which experiences severe weather and the College has not officially closed, then it is that student's responsibility to decide whether or not to attend class. The student must then contact the instructor for information concerning make-up of work missed.

E. Alternate Operations during Campus Closure

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website (www.texarkanacollege.edu) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

F. Date of Last Attendance

Date of last attendance, as defined by Texarkana College according to the Code of Federal Regulations, Title 34, Part 668.22, includes but is not limited to:

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students
2. Participating in an online activity (just logging into an online class without active participation is not considered as attendance)

G. Change of Classes

Students may make schedule changes on any day that is considered a registration day. Once a class has begun, dean approval will be necessary in order to register for that class. The following guidelines will be used to determine if a student can be added to a class:

16-week Courses

- Cannot be added after the course has met three times
- Online courses cannot be added after one week of instructional time
- Courses that meet once weekly cannot be added after two class meetings

8-week Courses

- Cannot be added after the course has met two times
- Online courses cannot be added after two days of instructional time
- Courses that meet once weekly cannot be added after one class meeting

5-week Courses (Summer 1 and 2)

- Courses cannot be added after two class meetings

H. Family Education Rights and Privacy Act of 1974

Texarkana College complies with the Family Education Rights and Privacy Act of 1974, which was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction in inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with The Family Education Rights and Privacy Act Office (FERPA) concerning alleged failure by the institution to comply with the Act. For additional information, please contact the Office of Enrollment Services.

Texarkana College considers students to be independent of their parents in regard to their educational records; however, information may be disclosed to the parents by obtaining the student's written consent to do so.

I. Directory Information

The College will release the following items of directory information (as defined by the Family Education Rights and Privacy Act) without the written consent of the student: name, address, telephone number, college email address, major, dates of attendance, degrees awarded, full and part-time status, enrollment and withdrawal verifications, student classification, student identification (ID) number, and most recent previous institution attended. The College reserves the right, under the Family Education Rights and Privacy Act, to publish this information and routinely furnish it to loan agencies, insurance companies, prospective employers, family members, etc. Students are responsible for informing the Registrar's Office in writing if the above information is not to be released.

Texarkana College may use photographs, audio and/or video recordings of employees and students for purposes of education, publicity, and student recruitment on behalf of the college, via the Internet, print publications, and/or other media.

Should an employee or a student (or parent or guardian of a student under age 18) NOT want to be photographed or recorded, or have his/her name or "directory information" used in connection with such recordings, that person must notify Texarkana College's Office of Institutional Advancement in writing.

Individuals who choose to opt-out are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the camera operator of their opt-out status. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the college to utilize that photograph or recording accordingly.

J. Confidentiality and Access of Student Records

The Registrar's Office maintains permanent education records of both credit and non-credit courses. The permanent record for credit courses contains the following: student's name, social security number, address, sex, date of birth, mode of admission, TASP/THEA/TSI or alternative exam scores, academic work undertaken, grades and grade points and credit hours earned, scholastic standing, and degrees and/or certificates awarded. The permanent record for non-credit courses from 1990-present contains the following: student's name, address, social security number, date of birth, sex, courses taken, satisfactory or unsatisfactory completion, CEUs earned, and contact hours.

Student records are released only for use by faculty and professional staff for authorized College-related purposes. The release of student records (transcripts) for off-campus use occurs only with the student's knowledge and consent, or where required by law. Students may obtain an official or unofficial student copy of the permanent record from the Registrar's Office only with appropriate ID unless the student properly authorizes a third party.

K. Transcripts

Official transcripts are available through the National Student Clearinghouse. The cost for each transcript is $5.00 plus an additional $2.90 processing fee to the Clearinghouse. The student may obtain transcripts from the Texarkana College Office of Enrollment Services with proper identification after placing their order. Fees for diplomas are included in registration charges. The Registrar may deny a student's request for a copy of the permanent record if there is a hold on the record. The hold may be caused by financial obligation, disciplinary action, library fine, science department fee, parking fines, or failure to comply with other College policies.

L. Name, Address, Social Security Number Changes

Name and address changes may be made in the Texarkana College Enrollment Services Office by completing and signing a change form. Social Security number and name changes may be made only by presenting the signed Social Security card. Name changes require some form of official documentation such as a marriage certificate or court document. The name on the Social Security Card must match the name on the supporting document.

M. Distribution of Literature on Campus

Distribution of non-commercial literature or leaflets by organizations chartered by the College or individual students is permitted in areas designated for this purpose. Prior to posting a sign on College-controlled property, a student or registered student organization must contact the Dean of Students and follow the procedure pertaining to this activity. Literature and materials for distribution on College-controlled property must not contain: 1) Writings which are libelous, obscene, or in violation of federal, state, or local laws; 2) Material which attempts to exploit for commercial purposes the name, image, or reputation of Texarkana College through the sale of subscription copies or advertising space.

N. Solicitation

Individual salespersons or solicitors will not be permitted to contact students on campus, except in connection with sales through the College Bookstore. On-campus solicitation or sales by employees or students on behalf of any group or organization, profit or non-profit, is prohibited.

O. Campus Visitors

Those persons not enrolled in at least one class, either credit or non-credit, and who are not guests of a faculty or staff member, not to include such persons visiting the campus on calls of a business nature, must be cleared for campus visits by the Vice President of Instruction or Dean of Students. Visits must be confined to areas open to the public. Students are not allowed to bring their children to class, clinical labs, Testing Center, dorms, or leave them unsupervised on campus. No loitering by unapproved visitors is permitted.

P. AIDS Policy

Texarkana College recognizes that Acquired Immune Deficiency Syndrome (AIDS) and HIV-related conditions such as AIDS-Related Complex (ARC) pose significant issues in an academic setting. Because of our commitment to maintaining a healthy and safe campus environment, this policy and other procedures emphasize the education of employees and students concerning AIDS and the management of each case of AIDS individually with sensitivity, flexibility, and concern for the affected individual as well as other employees and students.

Students may obtain educational information on HIV/AIDS from the National Institute on Drug Abuse's website at the following web addresses: http://www.drugabuse.gov/publications/research-reports/hivaids and https://nida.nih.gov/publications/drugfacts/drug-use-viral-infections-hiv-hepatitis.

Texarkana College, in accordance with the Family Education Rights and Privacy Act of 1974, shall not give specific or detailed information concerning complaints or diagnosis without the expressed written consent of the affected student or employee.

No student will be denied enrollment or the right to attend classes or participate in college functions solely on the basis of diagnosis or suspicion of having HIV, AIDS, or ARC.

3. Academic Guidelines

A. Academic Standing

Academic accountability at Texarkana College is based on maximizing student progress toward successful course and program completion. Students enrolled at Texarkana College are expected to maintain a 2.0 semester/term grade point average on all work attempted. Academic standing is designed to monitor student progress so that college staff can intervene and explore options with students who have difficulty meeting the minimum requirements for successful completion.

Academic standing is computed at the end of each fall and spring semester and is based on a cumulative grade point average derived from all work completed and/or accepted in transfer at Texarkana College.

A student is considered in **good standing** as long as his/her cumulative GPA is a 2.0 or higher on a 4-point scale. [*For financial aid standards of satisfactory academic progress, refer to the Financial Aid Satisfactory Academic Progress portion of this catalog/handbook*.] The primary responsibility for acceptable standards of academic student success at Texarkana College lies with the student. It is up to the student to maintain his/her GPA in accordance with established academic standards. Once the student's cumulative GPA falls below 2.0, the student is considered on **academic warning** and remains on academic warning until his/her cumulative GPA reaches 2.0 or higher and is again considered in good standing. Please be advised that students receiving financial aid through our Financial Aid Office should refer to the section in this catalog/handbook that applies to Satisfactory Academic Progress (SAP). Academic warning may affect any private grant or loan the student may have. Academic warning may also affect the student if he/she transfers to another college or university.

B. Academic Standing of Transfer Students

Students transferring from another college to Texarkana College who have been placed on warning by their previous college/university will be admitted on scholastic warning.

C. Academic Fresh Start

Texas Senate Bill 1321, entitled "Right to an Academic Fresh Start" allows a person who is a resident of Texas to apply for undergraduate admission and not have coursework completed 10 or more years prior to the date of anticipated enrollment included as consideration in the admission decision. This allows undergraduate students to begin a new course of study with a clear academic record.

Note: This is an "all or nothing" option. You are not able to pick and choose which courses to ignore and which courses to count. If you choose the "Academic Fresh Start" option, you will not receive any credit for courses you took 10 or more years ago.

This means that:

- Courses taken previously cannot be used to fulfill new prerequisite requirements
- Course taken previously cannot be counted towards your new degree
- Courses taken previously will not be counted in your new GPA calculations

The provision does not affect coursework completed between the 10 years prior date and the new enrollment date.

Even if you choose the Academic Fresh Start option, you must still complete the usual admissions process, including providing information on all colleges or universities previously attended and providing official copies of transcripts from all schools you attended. Nothing in the law prohibits a public university from applying standard admissions requirements.

Students under the Fresh Start provision must still meet the criteria for the Texas Success Initiative unless they have met one of the exemptions. The Academic Fresh Start Provision does not affect Texas Success Initiative exemptions claimed on the basis of college credit earned prior to September 1989.

Additional Notes

- Academic Fresh Start may be claimed only upon application to Texarkana College and will not be applicable to currently enrolled Texarkana College students.
- Once enrolled, Academic Fresh Start may only be requested upon application for readmission to the College. Students can apply for readmission and request Fresh Start only after resigning for one calendar year. The Fresh Start application must be completed and granted prior to re-enrolling.
- Once the "Right to an Academic Fresh Start" provision has been claimed, and the student has enrolled, the provision cannot be reversed.
- An applicant may use the Academic Fresh Start provision only once at Texarkana College.

Applying for Fresh Start

Students must submit an application for Fresh Start prior to enrollment at Texarkana College, preferably at the time they apply for admission or re-admission. Students will not be granted Fresh Start until they have completed their admissions process and been admitted to the College.

Download and print an Application for Fresh Start (PDF). The application should be completed and signed. It can be mailed to the Office of Enrollment Services:

Texarkana College
Office of Enrollment Services
2500 North Robison Road
Texarkana, TX 75599

The application may also be completed at the Office of Enrollment Services during regular office hours. The office is located on the first floor of the Nelson Administration Building. Visitor parking is available.

Acceptance of Fresh Start Application

The final authority on applying or interpreting Texas Education Code 51.931, Right to an Academic Fresh Start, is the Texarkana College Registrar. When the Fresh Start application is approved, the Texarkana College Registrar's office will be notified and upon enrollment, a message will be posted to the student's academic record indicating admission has been granted through the Academic Fresh Start provision. If the student was previously enrolled at Texarkana College, the grade point average will be changed on the academic record for any coursework completed here 10 or more years prior to the re-enrollment date. The original course or grades will not be considered in the grade point average, but they will remain on the Texarkana College academic record.

Effect on Financial Aid

Academic Fresh Start clears only your academic record. When evaluating your eligibility for financial aid, the school must still count all prior credits attempted.

Students who earned a graduate degree prior to enrolling as an undergraduate under the Academic Fresh Start option will only be eligible for aid available to graduate students.

Please contact the Texarkana College Financial Aid Office at 903-823-3267 or financial.aid@texarkanacollege.edu if you need additional information or have any questions.

D. Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature may result in the student being dropped from the class with an "F."

This policy applies campus wide, including the TC Testing Center, as well as off-campus classroom or lab sites.

E. Academic Course Load

The unit for counting credits is the semester credit hour. A semester credit hour is defined as one hour of class work a week or its equivalent in laboratory pursued for one semester. Enrollment in twelve or more semester credit hours is considered to be full-time student status; however, the usual recommended load for full-time semester hour students is five courses (15 to 18 semester credit hours). Except by special permission of the Vice President of Instruction, or designee, students will not be permitted to take more than 18 Semester Credit Hours (SCH). Prior approval of the Vice President of Instruction, or designee, may be requested if a student desires to enroll in more than 18 semester credit hours. The student must have maintained a grade point average of 3.0 and must have enrolled for at least 12 semester credit hours in the preceding semester. No more than seven (7) semester credit hours of academic work may be taken by a student each summer session. No more than one course can be taken in a mini semester. No more than nine (9) hours in an 8-week session.

F. Developmental Education

The Developmental Education Program at Texarkana College provides instruction, innovative courses, interventions, services, and resources to strengthen academic success, to improve student retention, and to enhance college completion for all students. Developmental education services include preparation for collegiate-level studies and training in the basic skill review of reading, writing, and mathematics for each program's entry-level standards. Developmental Education provides students with instruction through Basic Academic Skills Education Non-Course Based Options (BASE NCBOs), Tutoring Services, and Early Alert Interventions. Students also have the ability to take co-requisite courses, which allows the student to take a developmental course while taking a credit-level course.

Developmental education courses are not counted as credit toward graduation or calculated in the cumulative GPA; however, they are used along with the credit courses for determining course load and satisfactory academic progress for financial aid.

Texarkana College requires that students demonstrating a need for remediation in reading, writing, or mathematics complete the appropriate sequence of Developmental Education courses in consecutive semesters; this excludes summer semesters. All students who are not TSI met must see an advisor before registering for classes. Non-compliance of TSI standards may result in a student not being able to register for 12 semester credit hours, which is full-time status. Students must speak with an academic advisor and the Financial Aid Office before dropping a developmental education course.

TSI Readiness

TC Developmental Education provides instruction to ensure students obtain a Texas Success Initiative (TSI) complete status. The program offers courses in a variety of formats to meet all students' needs. Courses include: ENGL 0041, ENGL 0042, ENGL 0042/1301 Paired (Co-requisite), ENGL 0060/1301 (Co-requisite), MATH 0021, MATH 0022, MATH 0023, MATH 0040/1332 (Co-requisite), MATH 0045/1314 (Co-requisite), MATH 0042/1442 (Co-requisite), and MATH 0044/1324 (Co-requisite).

Basic Academic Skills Education Non-Course Based Options (BASE NCBOs)

TC Developmental Education offers BASE (NCBOs) to support students in developing skills, strategies, and reasoning needed to succeed in reading and writing. This intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment in a developmental course. ENGL 0050 is a BASE NCBO.

Tutoring Services

TC offers free individual or group assistance to students who may have weak academic skills or to students who want to improve their grades. Both peer and professional tutors are available to students. Walk-in tutoring services are available six days a week in the Math Lab located on the second floor of the Academic Commons/Palmer Memorial Library.

Early Alert Interventions

In the Developmental Education program, TC operates a professor-referral system to identify students who are at-risk of academic non-completion and provides those students with resources to enable them to achieve completion of academic goals.

G. Adult Education and Literacy

The Adult Education and Literacy Program at Texarkana College offers several classes and training opportunities for students. To begin each course, students are required to complete enrollment paperwork, take an assessment, and attend Academic Enrichments sessions prior to beginning academic classes. Enrollment paperwork is available online at the Adult Education web page https://www.texarkanacollege.edu/adult-education/. Students who need to complete the form in person may do so at the office. Students may complete the paperwork at any time. Assessments are given based on a schedule for each program. Academic Enrichment sessions are held monthly, and students must complete the enrollment paperwork and assessment prior to attending. Classes are free and operate under managed and open enrollment, depending on the class location. Managed enrollment classes begin monthly. Open enrollment classes allow students to begin class once they have completed the enrollment process. The class format includes in-person teacher-led instruction, group work, individual work, and online work. Courses are offered year-round.

High School Equivalency (HSE) Courses

Students who need to earn a Texas high school equivalency certificate (TxCHSE) can attend classes during morning or evening sessions, or via distance learning. To be eligible for TxCHSE classes a student cannot be enrolled in high school and must be a Texas resident. A sixteen-year-old must have a court order to attend classes. A seventeen or eighteen-year-old must have an official school withdrawal form and parent/guardian permission in writing to enroll in classes. HSE classes are at no cost to the student.

College and Career Readiness (CCR) Courses

Students who have a high school diploma but need to improve reading, writing, or math skills to enter an academic or workforce training program qualify for a basic skills course by testing below the twelfth-grade level in one of those areas. Students who need assistance with college or career placement exams, such as the TABE (Test for Adult Basic Education), TSIA2 (Texas Success Initiative), TEAS (Test of Essential Academic Skills), or ASVAB (Armed Services Vocational Aptitude Battery), can take the basic skills course to prepare for the examination. College students enroll in the Non-Course Based Option of the course: Math 0030 and/or English 0030.

English as a Second Language (ESL) Courses

English language learners can attend class to improve speaking, reading, and writing skills in English. Students in this program cannot be enrolled in high school. ESL classes offer basic to advanced English instruction, have a diverse population, and students have access to an online program for additional instruction outside of class.

Integrated Education and Training (IET) Courses

Students interested in an Allied Health Course, such as Certified Nurse Aide, Medical Billing and Coding, Clinical Medical Assistant, Medication Aide, Dental Assisting, Pharmacy Tech, Electrocardiograph (EKG) Technician, Phlebotomy Technician, Emergency Medical Technician (EMT), or Medical Administrative Assistant, can qualify for financial and academic support through the AEL Program. This program under AEL is called Integrated Education and Training (IET). Students attend the training classes for the Allied Health area, which is organized through Texarkana College's Community and Business Program, and they also attend AEL classes to improve basic skills in reading, language, and math. The lessons are contextualized to assist with the Allied Health course. In addition, the students receive workforce preparation training. These courses range from eight weeks to sixteen weeks in length, and the training with certifications can provide individuals with immediate job placement in the local healthcare industry. Students must complete an application, take a TABE11/12 assessment in reading, and sign a contract that obligates the students to two hours a week of AEL instructional time in addition to the Allied Health Course time.

H. Grade Point Average (GPA)

The following grades are used in evaluating the student's work: A, B, C, D[1], F, I, and W. Passing grades are A, B, C, and D[1]; F is failure. The grade "I" indicates incomplete work or absence from examination by excuse. This incomplete grade must be made up by the end of the next long semester (fall or spring), or it will become an "F." A contract must be arranged through the instructor.

[1]A grade of "D" is not acceptable for ADN Nursing, Vocational Nursing, or developmental courses. A student using veteran benefits may receive payment for a course in which a grade of "D" is received unless it is in any of the above subject areas. A grade of "D" is acceptable in other areas and for transfer to Texarkana College. Students should be aware that a grade of "D" may not transfer to senior institutions; transfer is determined by accepting institutions.

Developmental courses are assigned grades according to the same policy detailed above. Developmental course grades are included in Financial Aid GPA calculation for each semester. They are included in determining the eligibility for financial aid; however, these courses are not included in the final cumulative GPA and will not count as credit toward any degree or certificate.

For computation of the GPA, grades are assigned the indicated number of points for each semester hour of credit earned:

Only grades of A, B, C, D, and F are included in the calculation of the grade-point-average. Grade points are assigned to each regular grade as follows:	
Grade:	Grade points:
A	4 points
B	3 points
C	2 points
D	1 point
F	0 points

To calculate the GPA, the unit value for each course in which a student receives one of the above grades is multiplied by the number of grade points for that grade. The sum of these products is then divided by the sum of the semester credit hours attempted. **For example**, to calculate the cumulative GPA for these completed courses:

Fall:		**Spring:**	
BIOL 1409 (4 sch)	Grade: A	HIST 1301 (3 sch)	Grade: A
SOCI 1301 (3 sch)	Grade: A	PHED 1123 (1 sch)	Grade: B
ENGL 1301 (3 sch)	Grade: B		
MATH 1314 (3 sch)	Grade: C		

Multiply the units represented by each grade by the number of points for that grade:

Grade:	**SCHs:**		**Points:**		**Grade Points:**
A	10	x	4	=	40 grade points
B	4	x	3	=	12 grade points
C	3	x	2	=	6 grade points
Total:	**17 SCHs**	**58 grade points**			

The cumulative GPA is the sum of the grade points divided by the sum of the semester credit hours attempted. In this case: 58/17 = 3.412

I. Scholastic Honors

Semester Honors

Students enrolled for 12 or more college-level semester credit hours who make a 3.8 grade point average or higher are placed on the President's List. Those who make a 3.2 or higher are placed on the Dean's List.

Part-time students may also be recognized for scholastic honors. Students enrolled for 6-11 college-level semester credit hours who make a 3.8 grade point average or higher are placed on the Part-time Student President's List. Those who make a 3.2 or higher are placed on the Part-time Student Dean's List.

Developmental courses cannot be used as part of the credit hour requirement since they are not considered college-level.

Dual credit classes that begin in the Fall and end in the Spring are not calculated for academic honors until after the grades have posted at the end of the Spring term.

Graduation Honors

The College awards to graduates with the Associate of Arts Diploma, Associate of Science Diploma, or Associate of Applied Science Diploma, distinction for excellence in scholarship as follows:

- Diplomas with Highest Honor to all students having a 3.75 or higher grade point average on all their college work.
- Diplomas with High Honor to all students having a 3.5 or higher grade point average on all their college work.
- Diplomas with Honor to all students having a 3.25 grade point average on all their college work.

J. Process for Appealing a Final Grade in a Course

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports will be available to the student within a reasonable time following the end of the course. When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in the course. The student must initiate the appeal process no later than thirty (30) days after the end of the semester in which the grade was given.

Students may not use this procedure to challenge the substance or content of an exam, test item, or assignment. At no step in the process are the instructor's questions or individual test items to be scrutinized. Only the course syllabus (e.g. grading system) and letter or numerical grades as recorded by the instructor will be examined.

The student and instructor shall discuss in private consultation the grade that the student believes is incorrect. At this meeting, only the grades on tests, projects, reports, etc., and the grading system listed in the syllabus will be discussed and recalculated as necessary.

Whenever possible, the matter should be resolved at this meeting. The decision of the instructor will be transmitted to the student in writing. If the student is dissatisfied with the decision, the student must follow the grievance procedure set forth in the Texarkana College Catalog/Student Handbook.

K. Withdrawal from Classes

Students must initiate a partial or total withdrawal either by e-mail to registrar@texarkanacollege.edu using their TC email or in person at the Office of Enrollment Services, and they must surrender their student ID card with a total withdrawal. Any student who officially withdraws from a semester hour course up to three weeks before the start of final examinations (fall and spring), or up to one week before the end of a summer session, will receive a "W."

Students are expected to regularly attend all classes for which they are registered. Responsibility for work missed because of illness, school business, or other circumstances is placed on the student. Poor class attendance or refusal to complete assigned work may result in the student being dropped from the course.

Deadlines for withdrawal are listed on the Academic Calendar.

Semester	Last Day to Drop
January & May Mini {2 week}	Friday of the first week
Fall/Spring {8 week}	2 Fridays before the last week (For years in which Thanksgiving is two weeks before the last week, the last day to drop would be the third Friday before the last week)
Fall/Spring {14 & 16 week}	4 Fridays before the last week
Summer {5 week}	Friday before the last week
Summer {10 week}	2 Fridays before the last week
Summer {Workforce}	4 Fridays before the last week

L. Final Examinations

Final examinations are integral parts of the instructional program and should be given in all courses. Unless notified otherwise in faculty syllabi, students should assume that an examination will be given. Final exams will be administered during the last scheduled class meeting of the instructional term. Any exceptions will be announced by instructors.

M. Grade Reports

Reports on the work of students will be posted to the student's academic record at the end of each term. Students may view their grade online by logging into their myTC account.

N. Requirements for Graduation

Texarkana College confers four major degrees: The Associate in Applied Science (AAS), Associate in Arts (AA), Associate in Science (AS), and the Associate of Arts in Teaching (AAT). In addition, Texarkana College awards certificates of graduation for completion of programs of fewer than two years in length.

This catalog reflects the Texas Common Course Numbering system adopted by Texarkana College in cooperation with other Texas colleges and universities. Students earning an Associate of Arts, Associate of Science, or Associate of Arts in Teaching at Texarkana College must complete TC's general education requirement in addition to major courses and electives in their particular area of interest, and all requirements of the Texas Success Initiative. Students earning an Associate of Applied Science Degree must complete a portion of TC's core curriculum and all requirements of the Texas Success Initiative.

For course descriptions and specified prerequisites, see the section of the catalog/handbook providing course descriptions. Students should check the catalog of the senior college of their choice for transfer requirements. At least 25% of semester credit hours earned toward an associate degree from TC must be earned through instruction offered by Texarkana College. Workforce Education Course Manual (WECM) coursework can make up no more than 9 semester credit hours of the elective requirements for the General Studies degree plan. Use of WECM coursework toward elective requirements must be approved by the Registrar. The courses are noted with a 'W' in the Course Description section of the Catalog. The core curriculum requirements for all programs meet SACSCOC general education requirements.

Additional Awards

A student can earn more than one degree at Texarkana College using the same General Education Core with the completion of an additional subsequent 15-18 semester hours of work to meet the degree requirements of the specific area of emphasis.

A student may not earn more than one Associate's degree or certificate per academic year without the approval of either the Dean of Workforce or Vice President of Instruction.

General Requirements for Associate's Degree

1. A minimum of 60 semester hours are required for graduation.
2. A maximum of 50% of the coursework for an AA, AS, or AAT degree will be accepted as Credit for Prior Learning. No more than 75% will be accepted for an AAS degree.
3. A cumulative grade point average of 2.0 is required for graduation.
4. Students must take at least 25% of their coursework at Texarkana College.

General Requirements for Certificates of Competency

1. Students must fulfill all coursework and credit hour requirements as outlined in the college catalog.
2. Students must maintain a grade point average of 2.0 in courses required for certificate.
3. Students must take at least 25% of their coursework at Texarkana College.
4. A maximum of 75% of the coursework for a certificate program will be accepted through Prior Learning Assessment.

O. Student Responsibilities

The following are not simply suggestions for becoming a successful college student: they are your responsibilities as a college student.

Set yourself up to succeed. It is your responsibility to plan a schedule that accommodates your lifestyle. For example, if you know that you are not a morning person, do not schedule 8:00 a.m. classes. On the other hand, if you work in the afternoon, morning classes are your best option. Arriving to class late or leaving early are both unacceptable. Take care not to overload yourself. What looks easy at the beginning of the semester often compounds when you have several papers due at once or final exams to study for. Sign up for a course load that you will be able to handle at the end of the semester. Professors are not obligated or inclined to extend due dates for projects. You have the same amount of time in a day as each of your classmates, and it is your responsibility to carefully schedule your time and use it wisely.

Purchase all of the required materials. You will not be able to pass a class if you do not purchase the required textbook and any supplemental materials that the professor requires. Having those materials on the first day of class increases your chances of a great start in the class which will contribute to later success.

Attend all classes. It is mandatory and essential that you attend class. One of the main reasons that students fail courses is because they skip classes. However, if you have a genuine emergency and must miss, it is your responsibility to find out what you missed and consult your professor about making up the work. If you are going to be out for more than one class period, or if you know that you are going to have to miss a class, contact your professor in advance. Make missing a class a final option. It always affects your grade negatively.

Schedule your appointments outside of class time. You know when you are supposed to be in class. Plan your doctors' appointments or any other meetings outside of the class schedule. Even meetings on campus, such as academic advising or club meetings, are not excused absences. If you have a job, schedule your work hours around your class schedule. In the event that your work schedule changes, make sure your boss has a copy of your class schedule and understands that your education is a priority and you will not be able to work during the hours that you are scheduled to be in class.

Know what is on the course syllabus. It is your responsibility to frequently read and comprehend the course syllabus. It contains useful information such as dates of tests and other announcements, assignments, instructions, and deadlines. Compare the course syllabi from all your classes and make a master calendar with deadlines so you are not overwhelmed at key times of the semester.

Read the course materials and stay caught up. If your professor will be lecturing on Chapter 3 in the next class session, you should read Chapter 3 before class meets so you will know what he or she is talking about. Your professors will not always remind you that you need to read and study. In addition, read and study all handouts or study guides that your professor gives you. This is your responsibility!

Take notes in class. Your professors may or may not remind you to take notes. They just expect that you will. It is difficult to remember all the details of a lecture if you do not write the key points down. Even if you think that you are not good at taking notes, do it anyway. You will improve with practice. Test questions usually come from lectures and your notes will be a great source; however, these notes are not any good if you don't study them!

Know your deadlines. Professors rarely extend deadlines even in exceptional circumstances. You need to schedule your time in order to meet the deadlines and start early. If you are given a week to do an assignment, do not wait until the day before to begin it. Likewise, if you are given a month to do a project, do not wait until the week before to begin it. If a professor assigns a project with a month deadline, he or she expects more effort than you will be able to put forth in a week.

Behave responsibly and respectfully. Disruptive, crude, or otherwise inappropriate behavior will not be tolerated in the classroom. By the same token, you will encounter many differences of opinions as you pursue your education. When debating ideas with others, do so in a respectful manner. Check your course syllabus for additional classroom behavioral expectations.

Ask your professors for help. If you have problems with an assignment or understanding a particular concept, it is your responsibility to ask your professor for help. All professors have office hours and are happy to meet with students. If you have other classes during those office hours, it is your responsibility to ask for an appointment at a different time. Do this when you first realize that you are having problems. The end of the semester is too late.

The grade that you receive is based on your achievement on the required assignments and is the grade that you earned. It is your responsibility to attend and participate in all classes, study, complete all assignments, and turn them in on time. Grading criteria is spelled out in detail in the course syllabus. Professors will follow this guide and will expect all students to do the same.

It is your job to be a responsible college student: study hard, hold yourself accountable, set high standards, and seek help from additional resources, if necessary, to meet your goal of becoming a college graduate. This catalog/handbook is for your reference while you are attending Texarkana College.

P. Computer Requirement Policy

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers will not work
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

4. Enrollment Services

Texarkana College's Office of Enrollment Services provides essential services to assist students in the achievement of their educational goals and success. Programs and services offered by the college are designed to help students achieve and cultivate their maximum potential in areas of academic, cultural, social, civic, mental, and physical development. Believing that Enrollment Services provides services that are critical to the success of students and achievement of the institution's educational goals, Texarkana College embraces and supports a culture of programs and services which consistently meet the needs of students and fulfill the mission of the college.

Location: Administration Building
Contact: Director of Enrollment Services (VP of Instruction) | 903-823-3220

Texarkana College's Office of Enrollment Services hosts a variety of primary services for students that include, but are not limited to the following service areas:

- Admissions/Registrar information/transcript requests | 903-823-3012
- Advising | 903-823-3012
- Financial Aid/Veteran Services/Scholarships| 903-823-3267
- Recruitment | 903-823-3012
- Retention and diversity initiatives | 903-823-3349
- TRIO – Education Opportunity Center | 903-823-3012

A. Office of Admissions and Recruitment / Registrar

Location: Administration Building

Contact: 903-823-3012

Admissions and Records is responsible for providing the following services:

- Admissions Information
- Student information changes (name, address, etc.)
- Transcript requests**
- Residency determination
- Credit by Exam
- Grades
- Tech Prep credit
- Graduation*
- Verification of enrollment

**Can be completed/requested in myTC*
***https://www.texarkanacollege.edu/transcripts*

B. Advising

Location: Enrollment Services in the Administration Building
Contact: 903-823-3012

Texarkana College's staff of professional advisors are available to devote personal attention to everyone in the college community. The Advising department is located on the first floor of the Nelson Administration Building. Students are seen on a walk-in basis or with an appointment. These services are available to all students (on-campus and off-campus) upon request. Students are encouraged to become personally acquainted with the advising staff and to take advantage of all available services.

The Advising Center's mission is to serve as a central resource which provides students with support while enhancing opportunities for student success. This is accomplished by providing information regarding educational choices, career options, workforce skill development, and the exploration of specific areas of interest.

Services available are:

- Career advising regarding vocational choice, occupational information, self-appraisal of interests, aptitudes, and abilities
- Academic advisement regarding appropriate choices of courses, educational plans, study skills, and transferability of courses
- Referral for confidential personal advising regarding adjustment and life decisions
- Referral and advisement regarding assessment testing
- Support services for special populations
- Assisting students in selecting transfer institutions
- Providing resources to assist students in selecting a major

C. Texarkana College Recruitment Goals

The primary goal of Admissions and Recruitment Services is to attract new, transfer, and returning students to Texarkana College. This goal is accomplished through activities including, but not limited to high school visits, school presentations, participation in college fairs, coordinated campus visits, and a written and verbal communication system (regular e-mails and mailings). Admissions and Recruitment Services is also responsible for assisting with departmental recruitment efforts, admission application days, FAFSA Nights, college-wide preview days, and community outreach.

Admissions and Recruitment Services provides information to high school students, parents, and the community to educate and promote the value of a life-long education and to recognize Texarkana College as a valuable and viable education option. We are also dedicated to maximizing student and community access to Texarkana College and providing information and support for the transition to college regardless of background, socioeconomic status, ethnicity, or age.

- Provide timely information about the College, its policies, procedures for admissions and enrollment.
- Provide support, assistance, guidance, and resources for potential & current students to meet their higher education aspirations.
- Educate the community about Texarkana College and its programs and benefits through presentations, personal contact, e-mails, and mailings.
- Work collaboratively with faculty and staff to encourage new, transfer, and returning students to choose Texarkana College.
- Foster awareness, promote, and support a culture of higher education in the College's service area through outreach and recruiting activities including college/career fairs, business fairs, outreach presentations, application days, FAFSA Nights, and high school visits.

D. Student Success and Retention

Texarkana College's focus on student success and retention is designed to maximize academic success and build social connections for new, returning, first-generation, academically challenged, non-traditional, under-represented, and transitional students of Texarkana College. The goal is to provide students with resources to increase the opportunities for students to complete their educational goals; additionally, we focus on assisting and encouraging students to complete their degree or certificate. Student Success wants to be an advocate for students throughout their matriculation at TC by assisting with the following:

- In-person and online tutoring resources
- Student Success Coaching
- Workshops on College Success Strategies
- Laptop Loaner Program
- Scholarship and Transfer Information
- Campus and Community Resources
- Career Exploration and Planning
- Community-wide Career Fair

Appointments can be made by visiting us at www.texarkanacollege.edu/studentsuccess or through email at success@texarkanacollege.edu.

E. Dudley David Conner Financial Aid Center

The purpose of Texarkana College's Financial Aid Office is to assist students in obtaining any financial aid available while attending college. Assistance is available in the form of grants, loans, student employment, veteran benefits, and scholarships. All students who feel that they need financial assistance are strongly encouraged to visit the Financial Aid Office to learn about the various sources of funds and to determine their eligibility. Students who wish to apply for any type of financial aid (except merit-based scholarships and non-Work Study student assistant positions) must:

- Complete an admissions application and be an admitted, degree-seeking student of Texarkana College.
- Be enrolled in course(s) that are required for their Texarkana College degree plan each semester.
- Complete and submit a Free Application for Federal Student Aid (FAFSA). FAFSA Applications are available through the FAFSA website located at https://studentaid.gov/h/apply-for-aid/fafsa. After submission of the FAFSA to the Federal Processor, students will subsequently receive a FAFSA Submission Summary (FSS).
- Students who are not eligible to file a FAFSA due to their citizenship or legal residency status may instead file a Texas Application for State Financial Aid (TASFA) with any tax documents requested on the application. Students should not file a TASFA if they are eligible to file a FAFSA. TASFA applications are available on paper in the TC Financial Aid Office.
- Submit any documents required by the Financial Aid Office.
- Log onto the college's Online Financial Aid System to review their financial aid status.

Scholarships

A variety of scholarships are available at Texarkana College. Scholarships include those awarded and administered by the Texarkana College scholarship committees as well as those awarded by community and civic organizations. In addition, Texarkana College awards institutional scholarships for various programs of study and for academic merit. The criteria for receiving scholarships vary according to standards set by donors and by the scholarship committees. Most scholarships are awarded based on a combination of academic merit and financial need. Scholarships are awarded both to freshmen and to sophomores. Please contact the Texarkana College Scholarship Coordinator for more information about the scholarship program and application process. You must complete an admissions application before applying for Texarkana College scholarships. The application(s) for scholarships can be accessed through the Texarkana College website at www.texarkanacollege.edu/scholarships.

Endowed Scholarships

The following Institutional Scholarships are awarded and administered by Texarkana College:

- **Presidential Scholarship**: A full scholarship for up to an Associate's Degree or 60 semester hours. This scholarship is awarded to recent high school graduates who live in the Texarkana College service area and meet the scholarship's academic eligibility requirements.

- **DC to TC Pathways**: This scholarship is awarded to recent high school graduates who received dual credit or early enrollment from Texarkana College. Must have a completion of 15+ hours leading to a degree from Texarkana College by high school graduation.

- **Eldridge Scholarship:** The Jake and Bessie Eldridge Memorial Scholarship is awarded to students planning to attend a public, four-year Texas college or university after completing a minimum of 60 semester credit hours with a cumulative GPA of 3.0.

- **Other Endowed Scholarships:** Foundation, Departmental, etc.

In addition to the scholarships, a number of other awards are presented annually by organizations in the TC service area. Inquiries concerning these scholarships may be directed to the Scholarship Coordinator.

Please visit www.texarkanacollege.edu/scholarships for more information regarding scholarships, deadlines, and requirements.

Grants

Texarkana College participates in several need-based grant programs that provide funds that do not have to be repaid. Students who wish to apply for any grant or loan must submit a FAFSA or TASFA. Proceeds from grants and or loans are intended to provide assistance with tuition & fees, books & supplies, and living expenses.

Federal Pell Grant

The Federal Pell Grant program is regulated by the federal government and is an important source of financial assistance for eligible students. The amount of the Federal Pell Grant award will vary with the number of financial aid eligible semester hours carried and the financial need demonstrated by the student. Students who have demonstrated eligibility and have completed any required verification with the Financial Aid Office may use Federal Pell Grant funds after enrolling. Any credit balance due the student will be paid later in the semester in the form of a refund. If students are enrolled in courses that do not count toward their degree/certificate, those hours cannot be included in determining their financial aid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal SEOG is a federally funded program that provides additional grant funding for students receiving Federal Pell Grants. Students who have completed the application for financial aid by the priority deadlines and who have a zero Student Aid Index (SAI) will be given first consideration for these funds. Funds will be awarded on a first-come, first-served basis to students who have an acceptable SAP status until all monies are exhausted.

Texas Public Education Grant (TPEG)

TPEG is a tuition set-aside grant funded by Texarkana College. Awards are made to students who have completed their application for financial aid. Funds collected during the academic year will be awarded subject to determination of financial need by the institution's Financial Aid Office. Priority is given to students with unmet educational costs and making satisfactory academic progress. This grant is also used for "tuition matching" for students receiving the Texas Equal Opportunity Grant (TEOG).

Texas Educational Opportunity Grant (TEOG)

The Texas Higher Education Coordinating Board funds the TEOG Grant. Eligible students must have financial need and be enrolled at least half-time at an eligible institution. Contact the Financial Aid Office for additional eligibility requirements.

For more information about any Texas grants, go to collegeforalltexans.com.

Texas Educational Opportunity Grant (TEOG) Hardship Provisions Policy

State regulations require students to maintain eligibility while receiving the Texas Educational Opportunity Grant (TEOG). A student who is ineligible for a continuing TEOG award based on ineligible status (19 TAC, Section 22.257) may be deemed eligible under the hardship provision (19 TAC, Section 22.259). It is the student's responsibility to check their account on the TC Online Financial Aid System (https://finaid.texarkanacollege.edu) to confirm their continued eligibility and to request an appeal form if applicable. Reason for loss of eligibility may be a result of a student falling below the minimum allowed grade point average (GPA), completion rate, enrolled for less than half-time credit hours, enrolled in credit hours in excess of attempted hour limit, or enrolled beyond the time limit restrictions.

All hardship provisions request must be submitted with documentation as it relates to the hardship conditions described in (19 TAC, Section 22.259): "A severe illness or other debilitating condition that affected your academic performance; or an indication that you are the responsible party for the care of a sick, injured, or needy person and that your provision of care affected your academic performance; or you are enrolled for less than half-time because that is all the hours needed in order to complete your degree plan."

TEOG Appeal Process

- Request for a "Hardship Provision Appeal" form from the Financial Aid Office.
- Type/write a letter requesting and detailing the hardship circumstance.
- Attach all supporting documentation.
- Submit form, letter, and documentation to the Financial Aid Office for review.

TEOG Hardship Appeal Review and Notification

The Financial Aid Office will review the students Hardship Provisions Appeal once all documentation has been submitted to the Financial Aid Office. Review will take place within 1-5 business days from receipt of appeal. Once the appeal has been reviewed by the Financial Aid Office and a decision has been made of approval or denial, the student will be notified via email.

Work-Study Employment

Federal Work-Study

The Federal Work-Study program provides part-time employment for students who are U.S. citizens or permanent residents. To qualify, students must complete a current-year FAFSA application, have demonstrated unmet financial need (as determined by the FAFSA), and maintain an acceptable FA-SAP status. In addition to on-campus jobs, the Federal Work-Study program offers jobs in community service activities, as math or reading tutors at elementary schools in the area, or at the Literacy Council. After completing their FAFSA, interested students should visit or contact the TC Financial Aid Office for a job application form.

Student Loans

Federal Direct (Stafford) Loans

This is a federal long-term loan designed to help students who have difficulty meeting college expenses. These loans are administered by the William D. Ford Direct Loan program. Federal regulations and institutional cost of attendance budgets limit the amount that a student may borrow.

Subsidized Loans are need-based, meaning that your Student Aid Index (SAI) is taken into consideration when awarding this loan. Unsubsidized loans are non-need-based, meaning they can be awarded to any student as long as other eligibility requirements are met.

Terms of the loan:

- Monthly payments begin 6 months after the student is no longer enrolled in college at least half-time.
- The Direct Loan Program offers several different repayment options. You can find out more by visiting https://studentaid.gov.

INFORMATION SPECIFIC TO LOANS

Loan Advising Seminar for New Borrowers

Texarkana College is a public two-year college with relatively inexpensive tuition and fee rates. In an effort to keep student loan debt to a minimum, Federal Direct Loans are not automatically awarded to financial aid students by the college. New loan borrowers are required to attend a Loan Advising Seminar to be informed about federal student loans, conditions of the loans, how the loan process works, and about the benefits of borrowing only what is necessary. This is not a replacement for the federally required Entrance Counseling for Student Loan Borrowers, but a supplement to the loan advising process that will provide students with necessary information concerning their student loans in a small group environment that encourages questions and an interactive learning format. This loan advising seminar is offered through an interactive live webinar. Students should contact the Financial Aid Office to schedule an appointment.

After the Loan Advising Seminar, students may contact the Financial Aid Office for budgeting assistance to help them keep their student loan debt to a minimum.

After completing the session, students will turn in a Loan Request Form. The form will be used as an active confirmation of the exact amount the student is requesting. Provided that the student's financial aid file has been processed and the student is eligible for the amounts requested, the loan(s) will be added to his/her financial aid award. Loans cannot be added to financial aid awards if the student's financial aid file has not yet been processed.

Students are encouraged to proceed with the online Entrance Counseling for Student Borrowers and the Master Promissory note at https://studentaid.gov immediately after their Loan Advising Seminar is completed.

Entrance Counseling for Student Loan Borrowers (Online) and Master Promissory Note (MPN)

Prior to the first disbursement, first-time borrowers of Federal Direct Loans at Texarkana College must complete the online Entrance Counseling for Student Loan Borrowers and a Master Promissory Note (MPN) at https://studentaid.gov. The online counseling will provide comprehensive information of the borrower's rights and responsibilities.

Once completed, an electronic file confirming the completion of the Loan Entrance Counseling and MPN requirements will be sent to Texarkana College. The average time for the electronic confirmation file to process, be sent, and downloaded into the student information system at the college is 24 hours. Students will be able to confirm the college's receipt of the loan counseling and MPN confirmation files by checking the financial aid documents tab on the Online Financial Aid system.

Federal Direct Loan funds will not disburse to your student account until Texarkana College receives confirmation of the student's completion of these requirements.

The MPN is a legally binding promise to repay the funds borrowed under the Federal Direct Loan Program at Texarkana College. The MPN also contains the fees, interest rates, terms, and conditions of your student loan.

Exit Counseling for Student Loan Borrowers

Whenever a student graduates, leaves Texarkana College, or drops below half-time enrollment (6 credit hours), they must complete the online Exit Counseling for Student Loan Borrowers at https://studentaid.gov. The online counseling will provide comprehensive information on repayment options, repayment plans, loan deferments, loan forbearances, and debt management strategies.

Once completed, an electronic file confirming the completion of the Loan Exit Counseling requirement will be sent to Texarkana College. Not completing exit counseling requirements would mean you would not have the critical information in the management and repayment of your federal educational loans. Because this is a federally-mandated requirement, Texarkana College may withhold a student's transcript until exit counseling is completed.

Financial Aid Satisfactory Academic Progress

Federal regulations require that a student make satisfactory academic progress toward the completion of a degree or certificate at Texarkana College in order to receive federal financial aid. At Texarkana College, the standards that students must meet to fulfill this requirement are stated in the Financial Aid Satisfactory Academic Progress policy (FA-SAP). In addition, state law requires that students who receive exemptions and/or waivers to tuition and fee charges also maintain the same FA-SAP standards as students who receive financial aid. Finally, the Department of Veteran Affairs also requires that students who receive veterans' benefits maintain FA-SAP standards in order to continue to receive benefits.

Students should be aware that FA-SAP standards are different from Academic SAP standards at Texarkana College. Students should also be aware that FA-SAP will be evaluated at the end of each semester. VA educational benefits are held to the same FA-SAP standards as Title IV Financial Aid.

Financial Aid Standards of Satisfactory Academic Progress Are:

I. GPA Requirement:

All financial aid recipients must have a cumulative financial aid SAP grade point average of 2.00.

II. Completion Requirements:

Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at Texarkana College (except audits, which must be entered as such by the class census date) are included. Articulated transfer credits are included in this calculation. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College.

Credits with satisfactory grades at Texarkana College are those for which a grade of A, B, C, or D is earned. Courses with a grade of F, W, U, and I are considered unsatisfactory for financial aid purposes and are included in this calculation.

Note: Federal Student Loan borrowers must meet FA-SAP requirements at the point of loan certification and again prior to the disbursement of any loan proceeds.

III. Maximum Time Frame (Max Credits):

The regulation set by the Department of Education specifies that for an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program. Developmental and ESL course work are included in this calculation. Attempted credit from all enrollment periods at the college is counted; whether the student received financial aid for those terms is of no consequence.

Students who apply for financial aid at Texarkana College after having previously completed a bachelor's degree will be considered to have exceeded the maximum time frame for an associate degree or certificate program, and they will be placed on max credits suspension immediately. After all their prior college transcripts have been evaluated for potential transfer credit to Texarkana College, they may make a max credits degree plan with an academic advisor and appeal their suspension.

Failure to Meet Satisfactory Academic Progress

Warning Status

Students who fail to meet FA-Satisfactory Academic Progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet FA-SAP requirements by the end of that term. Students who fail to meet FA-SAP requirements at the end of the warning status term will be placed on Financial Aid Suspension.

Financial Aid Suspension

Unless extenuating circumstances exist and an appeal is granted, a student in Financial Aid Suspension should expect to continue classes at his or her own expense until FA-SAP requirements are again met.

Students who fail to meet FA-SAP and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met FA-Satisfactory Academic Progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year.

Satisfactory Academic Progress Notification

Students who do not meet FA-SAP due to grade point average, completion of hours, or has reached the maximum time frame of their program will be issued a FA-SAP memo by the financial aid office as soon as possible; however, notice of financial aid warning may be retroactively incurred based on an evaluation of the student's previous academic record.

Note: Any student who wishes to appeal the loss of financial aid for failure to meet Satisfactory Academic Progress must do so online at https://texarkanacollege.edu/sapappeal.

Appeal Process

Students who become ineligible for federal/state/VA financial aid under the FA-Satisfactory Academic Progress standards may submit a request for reinstatement (appeal) to the financial aid office with the required supporting documentation attached. Appeal forms with insufficient documentation will not be processed.

The FA-SAP Committee will review the "Satisfactory Academic Progress Appeal" submitted by the student, and a decision of approval by the committee or denial by the committee will be noted.

SAP Probation

Students who have successfully appealed the loss of their financial aid are placed on probation. Students on probation are eligible to receive financial aid for one (1) semester, after which they MUST be meeting all the FA-Satisfactory Academic Progress Standards or the requirements of an academic degree plan that was pre-approved by the Financial Aid Office.

SAP Auto-Probation

If a student made good academic progress defined by a 100% completion rate and a 3.0 GPA during the previous semester, they do not have to formally appeal and will be granted an automatic probationary status.

Return of Title IV Funds Policy

The Texarkana College Financial Aid office will perform a Return of Title IV (R2T4) funds calculation for any student who is withdrawn and has received Title IV aid. A student is considered to be "withdrawn" if they receive a grade of W, F, or a combination of both, for all enrolled courses in a specific term. Students who receive a grade of F in all courses with a last date of attendance prior to the last scheduled date of the term are considered withdrawn. If the last date of attendance for a failed course is the same as the last date of the course, the student has earned the F, meaning they are not considered to be withdrawn, but failed to meet the course objectives of the course.

Texarkana College follows the guidelines of the Federal Refund policy for a student who has received Federal financial aid funds (other than Federal Work-Study) and who has withdrawn on or after the first day of class. A portion of the student's award may need to be returned to the Title IV programs and/or the student may need to repay a portion of the award funds received. Return of unearned aid must be distributed according to a specific order of priority mandated in the law and regulations.

If a student receiving Federal Title IV Aid withdraws after completing 60% of their scheduled class days, the student is considered to have earned 100% of the Title IV Aid and therefore no funds are returned. A calculation will still be performed to determine if the student is eligible for a post-withdrawal disbursement.

The repayment to the various programs will be in the following priority:

1. Unsubsidized Loans
2. Subsidized Loans
3. Pell Grant
4. Federal Supplemental Educational Opportunity Grants
5. Other Title IV programs, institutional funds, outside agency funds, and student funds

R2T4 calculations are to be performed by the Financial Aid office once notification has been given that the student has totally withdrawn. Texarkana College will return any funds required by the R2T4 calculation to the Department of Education via the Common Origination and Disbursement System within 45 days of the date that the college determined that the student withdrew.

The withdrawal date is defined as the "Date of school's determination that the student withdrew".

Copies of the refund calculation are available upon request in the Financial Aid Office.

Texarkana College is an institution required to take attendance, and therefore adhere to the guidelines specific to attendance taking schools in the federal regulations.

Texarkana College does not accept late responses in regard to post-withdrawal disbursements.

Texarkana College notifies all R2T4 students if a return has been made by email. The email includes their last date of attendance, withdrawal date, and the funds and amount(s) of the return.

Veterans Benefits

Texarkana College is approved by the Texas Veterans Commission under the provisions of Title 38, U.S. Code for VA educational benefits to train veterans and other eligible persons for approved programs and courses required for those programs. Students requesting the Montgomery GI Bill®, Post 9/11 GI Bill®, or Veteran Readiness and Employment educational benefits must complete an application and provide additional forms to the Texarkana College Veteran Services representative. Applications should be completed online at https://www.va.gov.

Students seeking veteran's education benefits should contact our VA Certifying Official at least six weeks prior to their registration period. All benefit recipients (excluding Chapter 31, Chapter 33, and Hazlewood) are normally required to pay their educational costs up front; however, a tuition deferment for up to 60 days is an option for students using these benefits. Please contact the TC Financial Aid Office for more information or to apply. Certification of enrollment is made by a VA Certifying Official once the student notifies the verifying official that they have finalized their schedule for the semester. Funding from the Veteran's Administration will be paid directly to students by the Veteran's Administration Office.

The Department of Veteran Affairs requires that students who receive veteran's benefits make due progress toward the completion of a degree or certificate in order to continue receiving benefits. At Texarkana College, students receiving VA benefits must maintain all requirements listed in the Financial Aid Standards of Academic Progress (FA-SAP). These requirements can be found at: https://www.texarkanacollege.edu/admissions-aid/tuition-financial-aid/financial-aid/.

Certification Requirements

- Students must follow a Texarkana College degree plan. Only courses that apply to their declared degree plan at Texarkana College will be approved for benefits.
- Students must provide an official transcript from all previously attended post-secondary schools. This includes non-accredited institutions and the student's military transcript (if not a spouse/dependent).
- Students must notify the Texarkana College Veteran Services Advisor or representative upon registration each semester in order to request certification. Certification is not automatic.
- Students should allow 4-6 weeks for processing paperwork by the Texarkana College Veteran Services representative and additional processing time for the VA Regional Office.

Note: Please refer to https://www.va.gov/education/ or call 1-888-442-4551 for additional requirements, updates, information, and other resources for your educational benefits.

Eligible veterans receive monthly payments for their entitlement based on the coursework for which they enroll. Students should make certain that each course meets the requirements for graduation in the veteran's declared degree program or completion of a certificate program. A course for audit credit will not be certified for payment. Please note that the following is also reviewed by the Veteran's Administration:

- All withdrawals, enforced withdrawals, and reductions in class loads will be reported to the Veteran's Administration Office, and may result in a debt to the VA, Texarkana College, or both.
- Repeats of classes where Ds or above were earned will not be covered for veteran's benefits.

VA Delayed Payment Policy

Texarkana College strives to ensure that students will not be penalized by any undue delay in payment from the Department of Veterans Affairs in accordance with our values and guidance set out in the Veterans Benefits and Transition Act of 2018, section 3679(e) of Title 38, United States Code as amended.

We allow students using VA educational benefits that pay tuition directly to the college (VA Veteran Readiness and Employment or Post-9/11 GI Bill® at the 100% rate) to attend their course of study without further payment requirements from the date they submit documentation of their eligibility for benefits to 90 days after the student's tuition and fees are certified or until the VA makes payment, whichever comes first. "Documentation of eligibility" is defined as confirmation from your VA counselor for Veteran Readiness and Employment, a certificate of eligibility or eBenefits printout for Post-9/11 GI Bill®, and a "new student packet" for both types of beneficiaries (available on our website or in the Financial Aid Office) to ensure accurate certification.

It is our practice to "hold" these students' classes without further expectation of payment once documentation of eligibility is received, count the full amount of their eligible tuition and fees "paid" once the student's information is certified to the VA and reported to our Business Office, and ensure that payment is made by the Department of Veterans Affairs on the back end through our weekly and monthly reconciliation processes. We will not impose any penalties or denial of services on a student – such as late fees or denial of access to classes, libraries, or institutional facilities – on the basis of delayed VA payments, nor will we require students to borrow loan funds to cover tuition and fee costs we know will eventually be paid by the VA. (Please note that it is still possible for these students to incur late fees, but only on the basis of waiting until the late registration period to enroll, not as a consequence of delayed payment by the VA.)

Isakson and Roe / Principles of Excellence Compliance

Pursuant to the Isakson and Roe Act of 2020, Texarkana College affirms that we adhere to the federal government's Principles of Excellence regarding veteran benefits administration. Moreover, we prohibit automatic renewal of a VA educational benefits recipient or other covered individual in courses and programs without their express consent, and ensure that each of these individuals approve of their enrollment in a course prior to registering them in classes or certifying their hours to VA. We also encourage all students using VA educational benefits to also apply for federal or state financial aid, and we always offer students grant (non-loan) aid if they qualify for it prior to packing or arranging any student loans or alternative financing.

VA Beneficiary In-State Tuition Policy

In accordance with the Isakson and Roe Act of 2020, students using Chapter 30, 31, or 33 VA educational benefits (a.k.a. the Post-9/11 GI Bill®, the Montgomery GI Bill® for Active Duty, or Veteran Readiness and Employment) qualify for in-state tuition as long as they physically reside in the state of Texas, regardless of how long they have lived in-state. If a student has questions about this provision, or if they believe they qualify for in-state tuition as a result of it and are not currently receiving tuition at the in-state rate, they should contact the TC Financial Aid Office at financial.aid@texarkanacollege.edu.

The Montgomery GI Bill®

The Montgomery GI Bill® (Chapter 30)-Active Duty program provides up to 36 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship/on-the-job training, and correspondence courses. Remedial deficiency and refresher course may be approved under certain circumstances. The Montgomery GI Bill® (Chapter 1606)-Selected Reserve Program may be available to you if you are a member of the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, the Army National Guard, and the Air National Guard. Students may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, or apprenticeship/on-the-job training. Remedial, refresher, and deficiency training are available if student test scores indicate they are needed.

Eligibility for Chapter 1606 is determined by the selected reserve components. The student is normally responsible for paying tuition and fees at the time of registration; however, a tuition deferment for up to 60 days is an option for students using these benefits. Please contact the TC Financial Aid Office for more information or to apply. The VA makes the payments to the student for this program upon verification of enrollment certification which must be completed each semester. The student may be entitled to receive up to 36 months of education benefits. The following documents are needed to use the Montgomery GI Bill® benefits:

- Certificate of Eligibility letter for GI Bill©
- "New Student Packet" (obtainable from Financial Aid Office or online at www.texarkanacollege.edu)
- All prior academic transcripts
- Military transcripts (these can be requested online for each military branch)

Post 9/11 GI Bill® (Chapter 33)

The Post 9/11 GI Bill® is program developed by the VA that went into effect August 1, 2009. This program is for individuals who serves at least 90 aggregate days (or at least 30 continuous days with a discharge due to a service-connected disability) of active duty from 9/11/2001 to the present. Veterans applying for this program may be eligible for a housing allowance and books/supplies stipend in addition to payments covering tuition and fees up to the highest undergraduate rate for a public institution of higher learning in the state. To check your eligibility and get further

information on this program, please visit http://www.gibill.va.gov or contact the VA at 1-888-442-4551. Required documents for Chapter 33 benefits are the same as those listed above for the Montgomery GI Bill® (Chapter 30).

Survivors' and Dependents' Educational Assistance Program (DEA-Chapter 35)

Dependent's Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. Remedial, deficiency, and refresher courses may be approved if student test scores indicate they are needed. The following documents are needed to use DEA benefits:

- Certificate of Eligibility letter for Chapter 35
- "New Student Packet" (obtainable from Financial Aid Office or online at www.texarkanacollege.edu)
- All prior academic transcripts

Veteran Readiness and Employment (Chapter 31)

Veteran Readiness and Employment counselors employed by the Department of Veterans Affairs determine eligibility for this veterans' benefit. Information on how to contact a Veteran Readiness and Employment counselor can be obtained in the Financial Aid Office. Additional information regarding Veterans' benefits may be obtained by visiting the VA web site at www.benefits.va.gov/vocrehab

Hazlewood Exemption for Texas Veterans

Veterans who are citizens of Texas, who were residents of Texas at the time of enlistment, who received an "honorable" or "general – under honorable conditions" discharge, and who are not eligible for VA educational benefits that provide for direct and full payment of tuition and fees, may be eligible for the Hazlewood Exemption. This exemption covers all tuition and most fees related to enrollment, but not books, supplies, or housing deposits. In certain cases, this benefit may also be extended to the veteran's children or spouse. Students wishing to obtain this exemption status should contact the Veteran Services representative in the Financial Aid Office for an application, or they can visit www.tvc.texas.gov. The completed application and supporting documentation should be submitted to the TC Financial Aid Office for evaluation. Please allow 2-3 weeks for processing.

Hazlewood exemption recipients are required by state law to follow a degree plan, and the exemption is not to be used to pay for classes that are not needed for graduation.

To comply with this guidance, Texarkana College follows the school policies listed below for all students using Legacy Hazlewood:

- **Degree Plan Applicability** – Hazlewood will only exempt tuition for uncompleted degree requirements. This means that if a student takes a non-required elective, Hazlewood cannot be used to cover it. For Continuing Education classes that receive formula funding, the course or program is considered its own "degree plan" until completed, and students will not be allowed to pursue a separate credit-hour degree plan concurrently.
- **Transient or Undeclared Students** – For each semester they wish to use the exemption, transient students using Hazlewood must submit written confirmation from an academic advisor or VA School Certifying Official at their home college that classes taken at Texarkana College are transferrable degree requirements for their declared major at that college. Hazlewood benefits will not be paid for "undeclared" majors who are not currently pursuing a degree at another college.
- **Dual Credit / High School Students** – Dual credit students' majors will be assumed to be "AA – General Studies" for purposes of the Hazlewood exemption unless they are taking a workforce class like welding or cosmetology, in which case that workforce certificate program will be their assumed degree plan.

- **Hazlewood will not pay for repeats of successfully completed classes.** Once a Hazlewood recipient attempts a class and earns a letter grade that counts as a completion for purposes of graduation (A, B, C, or D), Hazlewood cannot be used to pay for that class a second or third time.
- **Hazlewood will not pay for a course that has been attempted more than twice (a.k.a. "three-peat").** Classes attempted more than twice incur a "three-peat" penalty fee because the college does not receive any head-count ("formula") funding assistance from the state for that class. Since the college receives no funding assistance from the State of Texas for a "three-peated" class, a state exemption like Hazlewood cannot be used to pay for it. This is different from the previous rule about repeats because it still holds true even if the grades received the first two times are not passing or don't satisfy completion (W or F grades).

Additional Resources and Information Regarding VA Benefits

- The U.S. Department of Veterans Affairs, Education Service – the source of information concerning your educational benefits: http://www.gibill.va.gov
- VA.gov – the governments one-stop-shop for all veteran education benefits: https://VA.gov
- Veteran Readiness and Employment (Chapter 31) Benefits – Information about VR&E for veterans with a documented service-related disability who want to pursue training to enter a suitable career: https://benefits.va.gov/vocrehab/

SELECTIVE SERVICE STATUS

An individual may not receive certain state grants and tuition waivers funded by state revenue or receive a student loan guaranteed by the state or the Texas Guaranteed Student Loan Corporation, unless the individual files a statement of the individual's selective service status with the institution or other entity granting or guaranteeing the financial assistance as required by this section (FEA Legal)

This section does not apply to:

- A female individual if females are not subject to general selective service registration under federal law; or
- Individuals who immigrated to the US after the maximum age at which an individual is permitted to register with the selective service system under federal law.

The statement of an individual's selective service status required by this section must require the individual to certify that the individual:

- Has registered with the selective service system as required by federal law; or
- Is exempt from selective service registration under federal law.

5. Student Services

The primary mission of all educational institutions is learning; Texarkana College recognizes that there are many activities and programs outside the classroom which enhance the learning process. Consequently, Student Services has established numerous services to help students move toward the attainment of the goals.

Through a wide variety of programs and services designed to address and respond to the needs of each individual student, we provide opportunities for students to succeed academically, broaden their horizons, and learn more about themselves.

Student Services, by contributing to the overall educational process at Texarkana College, is committed to serving the special needs of a diverse student population. Thus, the variety and comprehensive nature of student affairs at the college is intended to support a multitude of concerns for a large and changing student body.

All students are encouraged to contact Student Services assistance in obtaining information about our programs and services.

Contact: Dean of Students

Location: Carl M. Nelson Administration Building

Phone: 903-823-3141

Texarkana College Student Services hosts a variety of primary services for students that includes, but is not limited to, the following service areas:

- New Student Orientation (College 101)
- Truman Arnold Student Center & Student Activities
- Palmer Memorial Library
- C.O. Pinkerton Fitness Center
- Assessment and Testing Information
- TRIO Programs (Student Support Services, Talent Search, and EOC)
- Computer & Wireless Access / Online Services
- Housing Information
- Department of Public Safety
- Transfer Center

A. College 101: Student Orientation

Texarkana College welcomes you as a new, transfer, or returning student. We believe that a comprehensive orientation to our college sets the stage for a successful transition to college life. Every important journey requires careful preparation and your adjustment during the first semester of college can have a major impact on the remainder of your college experience. Thus, the college requires all new, transfer, and returning students who have been away from Texarkana College for one calendar year to complete orientation.

In general, students who complete our college orientation are better prepared academically to start their first semester at TC. The Texarkana College Student Orientation program is full of useful information students can use throughout their collegiate journey.

Orientation is offered online and can be accessed 24/7 through your myTC student portal.

During your online orientation session, you will have the opportunity to:

- Learn about campus safety protocols
- Meet key faculty and staff
- Identify academic and student support services
- Understand faculty expectations and college policies
- Develop resources for financial and mental wellness
- Access your registration information and your email account
- Get an overview of myTC
- Understand the principles of building a good foundation for college life/student success
- Virtual *Commit to Complete* ceremony

B. Truman Arnold Student Center and Student Activities

Texarkana College Student Services supports the vision of providing students with enriching activities outside of the classroom, which will enhance the overall educational experience of the student. Coupled with the classroom experience, student activities provide students with the prospect of developing holistically as well as creating an opportunity to engage the student into the fabric of Texarkana College. The Truman Arnold Student Center (TASC) serves as a central location for many, though not all, student activities. The TASC houses the campus bookstore, meeting rooms, lounging areas, recreational activities, and The Bistro with a 250-seat dining area. Activities offered to students include membership in clubs and organizations, speaker series, student travel, educational events, recreational events, and intramural sports.

Campus student activities are designed to provide students the opportunity for:

- developing relationships
- developing a foundation to embrace teamwork
- increasing interest in academic courses
- service learning
- leadership development
- developing decision-making skills
- developing personal empowerment
- self-expression
- recreational and social enrichment
- community service

i. Texarkana College Bookstore

The Texarkana College Bookstore is located in the Truman Arnold Student Center and is designed to serve both students and faculty. In addition to textbooks and other school supplies, the Texarkana College Bookstore carries a variety of gift and other items. The Texarkana College Bookstore hours are posted on-site and on the College's webpage. Textbooks are sold and rented throughout the school year; however, textbook "buyback" is conducted during designated times at the end of each semester.

Refund and Buyback Policy

- Book buyback occurs only during the final exam week
- A College Bookstore receipt must accompany all returns
- Books must be returned within the first twelve (12) class days of the fall and spring semesters and the first four (4) days of the summer sessions to receive a full refund.
- New books returned by the 4th/12th class day must be unmarked and show no signs of use or wear to receive a full refund
- Defective books will be replaced at no charge and should be returned at once
- No buy-back on workbooks and books listed as no-buy-back
- Books "on loan" must be returned during the final exam week

ii. Student Clubs and Organizations

To be a member of an officially sanctioned extracurricular organization in the student life of Texarkana College, an individual must be registered in good standing as a student in the college. Specific prerequisites for membership in an officially sanctioned organization, and for holding office in such a group, are determined by the constitution and by-laws of the group; those documents having been approved by the Dean of Students and Student Life and the Student Life Committee of Texarkana College. Copies of each organization's constitution are maintained in the Dean of Students Office.

Black Student Association (BSA)

Are you looking for a supportive community that celebrates and encourages Black students? Join the Texarkana College Black Student Association and become a part of a vibrant organization! Our association is dedicated to promoting unity, leadership, and cultural awareness within the college and the surrounding community. Through engaging events, impactful initiatives, and educational opportunities, we strive to create a space where your voice is heard and your experiences are valued. Join us today and be a part of making a difference at Texarkana College Black Student Association! Advisor: Robert Jones

Book Club

Are you a bookworm eager to discuss and discover new literary adventures? Join the Texarkana College Book Club and embark on a captivating journey of reading and dialogue! Our club provides a welcoming space for bibliophiles to share their thoughts, insights, and recommendations. From classic novels to contemporary bestsellers, we explore a wide range of genres and authors. Join us and be a part of a vibrant community that celebrates the magic of literature at Texarkana College Book Club! Advisor: Emily Ransom

Cosmetology Club

Are you passionate about the art of beauty and styling? Join the Texarkana College Cosmetology Club and unleash your creativity! Our club is a haven for aspiring cosmetologists to learn, share, and perfect their skills. From workshops and tutorials to exciting hands-on projects, we offer a variety of opportunities to enhance your knowledge and expertise. Join us today and become a part of a supportive community that celebrates the artistry of cosmetology at Texarkana College Cosmetology Club! Advisor: Shane Pentecost

FBLA Collegiate (Future Business Leaders of America)

FBLA Collegiate is a state and national professional student organization that brings business and education together in a positive working relationship through innovative leadership and career development programs.

As a local chapter of FBLA Collegiate, we will promote business leadership, encourage computer usage and programming, teach and study computer and business skills, and expose the student body and the community to computers through college and FBLA Collegiate-sponsored events. As a member, a student will be able to compete in state and national competition events in the business and computer fields. Advisor: Sam Rivas

Fine Arts Club

Are you passionate about art, music, or theater? Join the Texarkana College Fine Arts Club and unleash your creativity! Our club provides a platform for artists of all disciplines to collaborate, express themselves, and showcase their talents. From art exhibits and live performances to workshops and special events, we offer a wide range of opportunities to explore and expand your artistic abilities. Join us today and be a part of a vibrant community that celebrates the beauty of fine arts at Texarkana College Fine Arts Club! Advisor: Dr. Mary Ellen Young

Gaming Club (TC-GC)

Calling all gamers! Join the Texarkana College Gaming Club and level up your gaming experience! Whether you're into console gaming, PC gaming, or tabletop games, our club is the perfect place to connect with fellow gaming enthusiasts. From competitive tournaments to casual gaming sessions, we offer a variety of fun and engaging activities for all types of gamers. Don't game alone – join the Texarkana College Gaming Club and experience gaming like never before! Advisor: Gabriel Avila

Honors and Leadership Program

The Honors and Leadership Program at TC is designed to provide a unique opportunity for in-depth studies with a leadership emphasis. In addition, the student has close and frequent contact with instructors and with fellow students who have like interests.

The Honors and Leadership Program provides a forum for collegiality and opportunities for intellectual and personal growth; there is a special focus on leadership in the community. This program is designed for students who are in pursuit of an education, not simply a degree. Employers in our community have expressed their interest in graduates with leadership skills.

Applications open in the spring semester and are available on the TC website or by contacting Mary Ellen Young at 903-823-3369. Advisor: Dr. Mary Ellen Young

LGBTQ+ Club

Our club provides a supportive environment for LGBTQ+ students and friends to connect, educate, and encourage one another. From educational workshops and awareness campaigns to social events and community outreach, we strive to create a positive impact both on campus and beyond. Join us today and connect with the Texarkana College LGBTQ+ Club! Advisors: Michelle Forgy and Danielle Forgy

Motorsports Club

Are you a motorsports enthusiast with a passion for adrenaline and speed? Join Texarkana College Motorsports Club for the ultimate thrill ride! Experience the excitement of being part of a team, racing against the clock in high-performance vehicles. Whether you're an experienced racer or a rookie looking to dive into the world of motorsports, our club offers a supportive environment for all levels of skill. Join us today and fuel your love for speed at Texarkana College Motorsports Club! Advisor: Jake Balmain

Next Step College Ministry

The purpose of Next Step College Ministry is to: Assist students from Texarkana College to take their next step in their faith journey encouraging them to grow in their relationships with each other and with God. Advisor: Bart Upchurch

Phi Theta Kappa

Zeta Sigma Chapter of Phi Theta Kappa International Honor Society, the honor society for two-year colleges, was chartered in May 1948. It recognizes and encourages scholarship among two-year college students and provides opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Phi Theta Kappa provides opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programs.

Each semester, a faculty advisor and the registrar survey all available candidates and recommend for membership those students whose grade point average indicates superior scholastic achievement (GPA of 3.5 or higher on 15 hours of

associate degree coursework) and who have demonstrated qualities of leadership and integrity and are pursuing an Associate or above degree. Advisor: Dr. Mary Ellen Young

STEM Club

Are you fascinated by science, technology, engineering, and math? Join the Texarkana College STEM Club and dive into the exciting world of STEM! Our club offers a platform for students to explore hands-on projects, participate in STEM competitions, and engage in interactive discussions with like-minded individuals. Expand your knowledge, build valuable skills, and connect with professionals in the STEM field through our mentorship programs. Join us today and be a part of shaping the future through innovation at Texarkana College STEM Club! Advisor: Dr. Catherine Howard

Student Government Association (SGA)

Do you have a passion for making a difference on campus? Join the Texarkana College Student Government Association and be a voice for the student body! As a member of SGA, you'll have the opportunity to represent your peers, initiate positive changes, and advocate for student needs. Whether you're interested in organizing events, addressing campus concerns, or collaborating with faculty and administration, SGA is the perfect platform to make your voice heard. Join us today and play a vital role in shaping Texarkana College for the better! Advisor: Madeleine Russell

Student Nursing Association

Are you aspiring to be a skilled and compassionate nurse? Join the Texarkana College Student Nursing Association and enhance your nursing journey! Our association provides a platform for networking, learning, and fostering lifelong friendships with fellow nursing students. Gain access to valuable resources, mentorship programs, and hands-on clinical experiences that will prepare you for your future career in healthcare. Join our dedicated community of nursing students today and be a part of shaping the future of healthcare at Texarkana College Student Nursing Association! Advisor: Lindsey West

Intramurals

Texarkana College offers intramural athletic programs. The intramural program may include basketball, volleyball, and soccer. Intramural sports are organized cooperatively through the C.O. Pinkerton Recreation Center and Student Activities. Advisors: Dean of Students and Vicki Dodson

Free Speech Area

The area in the immediate vicinity around the clock tower is designated as the Free Speech Area. In case of inclement weather, an optional location will be assigned by the Director of Facility Services. An additional free speech area is located in the immediate area outside the old Nursing Building. Requests must be submitted to the Dean of Students twenty-four hours in advance of an event.

Assemblies

At the discretion of Administration, special assemblies may be announced. These assemblies will present programs of broad interest or of cultural value.

C. Academic Learning Commons

i. Palmer Memorial Library and Perot Leadership Museum

With the mission of teaching information literacy, the Palmer Memorial Library is committed to creating opportunities for student success by providing quality research materials and services in both print and electronic formats. Through its instructional programs, the library functions as an academic support center that encourages higher literacies leading to success in upper-level courses and workforce career paths. Through its public service programs, the library involves the community of learners in educational activities and opportunities that support lifelong learning. The library supports the mission and goals of Texarkana College by providing materials, instruction, and services to students, faculty, and staff, both on campus and through distance education.

With two floors and more than 33,000 square feet containing print and electronic resources, the atmosphere is conducive to study, research, collaboration, and even relaxation. The library's on-site resources include approximately 40,000 print volumes, 130 print and digital serial subscriptions, and local newspaper access. In addition to the print sources, students and faculty have access to more than 450,000 eBooks, countless federal government documents, and more than 70,000 electronic journals through electronic database subscriptions that can be accessed both on campus and through remote access off-campus. Students log on to library resources using their myTC usernames and passwords. The library has computers, copiers, and scanners for student use. All workstations provide access to the library's online catalog, the Internet, Microsoft Office, and printing kiosks.

The library's coffee bar, Common Grounds, offers space for patrons to enjoy a cup of coffee or a soda while browsing the Internet on their wireless laptops or just visiting with friends between classes. It is located at the first floor Help Desk.

To support the academic achievement of students at both institutions, Texarkana College has a partnership agreement with Texas A&M University Texarkana that allows students from either school to use the library services of the other. Combined, the libraries provide more than 190,000 print volumes that can be searched through each library's online catalog. Student ID cards from either institution may be used to access resources, computers, reference, and inter-library loan services at both libraries. To search the online catalog or learn about other available services, visit Palmer Memorial Library's website at https://www.texarkanacollege.edu/library.

Regular Hours:

- Monday – Thursday: 8:00 a.m. – 9:00 p.m.
- Friday: 8:00 a.m. – 4:00 p.m.
- Sunday: 2:00 p.m. – 9:00 p.m.

ii. Assessment and Testing Center

The purpose of the Texarkana College Assessment and Testing Center is to accurately administer and report confidential student assessment records and to provide a clean, fair, comfortable, and safe testing environment for all students and community members taking institutional exams, as well as correspondence/on-line, state and national exams; including but not limited to A2, ACT, ATI, CLEP, GED, ISO Quality, Pearson Vue, PROV, SAT, and distance learning computerized and paper exams.

Testing Center regular hours:

Monday – Thursday: 8:00 a.m. – 7:00 p.m.

Friday: 8:00 a.m. – 3:00 p.m.

Sunday: 2:00 p.m. – 5:00 p.m.

Students with Accommodations

The Testing Center complies with requests from faculty members and the Texarkana College Office of Disabilities Services to assure that our students receive required accommodations when testing.

Texarkana College students receiving testing accommodations should call 903-823-3278 to schedule a time to test. Examples of accommodations include oral administration, extended time, and an isolated environment. It is the student's responsibility to make necessary arrangements for accommodation with the instructor and to call and schedule a test in advance of the due date. It is advised that students call Ms. Turner as soon as a test is assigned to ensure that the test can be scheduled before the due date.

Testing accommodations office hours:

Monday – Friday: 8:00 a.m. – 3:30 p.m.

Arrangements for testing outside of normal office hours can be scheduled.

For a complete list, please look at the Testing Center web page: https://www.texarkanacollege.edu/academics/testing-center/.

NOTE: Students and community members must have a valid/current ID for admission.

TSI

The Texas Success Initiative (TSI) was instituted by the Texas Legislature in 2003 as a replacement for the Texas Academic Skills Program (TASP). The purpose of the TSI is to ensure that students enrolled in public colleges and universities possess necessary academic skills. All undergraduate students who are not exempt from the TSI must take the assessment test prior to enrollment in college-level courses. Students who do not meet established minimum standards for the new TSI Assessment (fall 2013) are required by Texas law to be enrolled in the appropriate developmental program as determined by Texarkana College. All students must participate in Pre-Assessment activities before they take the TSI Assessment.

CLEP

The College-Level Examination Program (CLEP) gives you the opportunity to receive college credit for what you already know by earning qualifying scores. Earn credit for knowledge you have acquired through independent study, prior coursework, on-the-job training, professional development, cultural pursuits, or internships. The student is responsible for contacting the receiving institution to determine what exams are required. CLEP tests are administered on a walk-in basis every day. Tests are administered in the Testing Center located in Academic Learning Commons. Obtain a

registration form online at www.collegeboard.com/clep, or the Assessment and Testing Center. Complete the form and return it to the Assessment and Testing Center. You must bring your picture ID and receipts of payment on the day of testing. Exams are administered on computer and scores are furnished immediately after completion.

General Educational Development (GED)

The GED Test battery consists of five separately timed tests that cover five main areas of high school study. These tests are:

Mathematics: This test covers algebra, geometry, number relations, data analysis and statistics, pie charts, bar graphs, and tables. TIME LIMIT IS 90 MINUTES, which is divided into two (2) 45 MINUTE SECTIONS with no breaks between. A calculator is provided for use on Part One. No calculator is allowed for Part Two. Students are not allowed to use their own calculator.

Language Arts Writing Skills: This test covers sentence structure, usage and mechanics, multiple choice, informational documents, business communications, and "how-to" texts. TIME LIMIT IS 2 HOURS, which is divided into 2 parts with no breaks. Test takers are given 75 MINUTES for the multiple-choice section and 45 MINUTES for the essay.

Science: The test covers Earth Science (includes space science), physical science (includes physics and chemistry), environmental and health topics, relevance to everyday life and diverse roles of individuals (i.e., worker, family member, and consumer citizen. TIME LIMIT IS 80 MINUTES.

Social Studies: This test covers history, geography, civics, government, economics, and visual processing skills. TIME LIMIT IS 70 MINUTES.

Language Arts Reading Skills: This test covers literary, compare and contrast, and non-fiction. TIME LIMIT IS 65 MINUTES.

Please call 903-823-3278 to schedule a time for testing. A full testing schedule is available online along with more information at https://www.texarkanacollege.edu/academics/testing-center/ged/.

iii. Students with Disabilities

Texarkana College accepts students who have potential for academic success in a post-secondary educational institution. Texarkana College is committed to providing qualified students with disabilities equal access to its facilities, activities, and programs. Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA) require that public colleges and universities provide reasonable accommodations for qualified students with disabilities. Accommodations may include note takers, reader services, adaptive testing, extended time for test, etc. Accommodations are provided on an individual basis following presentation of documentation that confirms the presence of a disability that results in a substantial limitation of a major life function as defined under Section 504 and the ADA.

To request testing or course accommodations contact the Office of Disability Services. Appropriate documentation of a physical or psycho/educational condition or a referral from an appropriate rehabilitation agency such as the Department of Assistive and Rehabilitative Services or the Texas Commission for the Blind which documents the disability and supports the need for accommodations must be submitted before accommodation can be arranged. Requests for accommodations should be made four weeks prior to initial enrollment to allow time for review and adequate coordination of services. The preferred date for applying for special accommodations for a subsequent semester of enrollment is two weeks prior to registration for the semester.

The Office of Disability Services serves as a liaison between students with disabilities and Texarkana College faculty and staff. The provision of support services and reasonable accommodations is guided by college policies and procedures which are implemented through the Office of Disability Services. It is the intent of the ADA and TC that the responsibility for providing need and appropriate support for students with disabilities is shared by student, faculty, and staff. All students are expected to abide by college policies and procedures, including the Standards of Student Conduct as outlined in the TC Catalog/Handbook and other College publications.

Current and prospective students, parents, and others interested in accommodations or additional information should contact Tonja Blase in the Office of Disability Services, Academic Learning Commons at 903-823-3349.

iv. TRIO Programs: Student Support Services and Educational Talent Search

Student Support Services

Student Support Services (SSS) is a federally funded grant program designed to provide opportunities for academic development, assistance with basic college requirements, and to motivate first-generation college students toward the successful completion of their postsecondary education. Students entering the program have a variety of needs encompassing economic, academic, and cultural diversity.

Student Support Services provides academic advising, tutoring, study skills workshops, financial literacy, and transfer information and assistance to first-generation college students who qualify for services.

All services are provided at no charge to students who meet the criteria set forth by the Department of Education.

Phone: 903-823-3349 or 903-823-3253

Hours:

- Monday – Thursday: 8:00 a.m. – 9:00 p.m.
- Friday: 8:00 a.m. – 4:00 p.m.
- Sunday: 2:00 p.m. – 9:00 p.m.

Education Opportunity Center

The Educational Opportunity Center (EOC) is a federally funded program designed to provide counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. The major objective of the Educational Opportunity Center is to increase the number of adult participants who enroll in postsecondary education institutions.

EOC Services include:

Admissions Application Assistance

Academic and Career Counseling

Financial and Economic Literacy Planning/Workshops

Financial Aid Application Assistance

College Success and College Transfer Planning/Workshops

Services provided are at no charge to program participants who qualify and meet the criteria set forth by the Department of Education.

Phone: 903-823-3012

Location: Carl M. Nelson Administration Building in the Office of Enrollment Services

Hours:

Monday – Thursday: 8:00 a.m. - 5:00 p.m.

Friday: 8:00 a.m. - 4:00 p.m.

Educational Talent Search

Texarkana College is a sponsoring institution for the Educational Talent Search Program, which is funded by the U.S. Department of Education. The Talent Search Program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education.

The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on and complete their post-secondary education. The program publicizes the availability of financial aid and assists participants with the post-secondary application process.

Talent Search also encourages persons who have not completed education programs at the secondary or post-secondary level to enter or re-enter and complete post-secondary education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds to complete high school and post-secondary education.

v. Transfer Center

Texarkana College's Compass Transfer Center, located in the Academic Learning Commons, is poised to give students access to college and university transfers, scholarship opportunities, and more. The center currently houses our flagship partner Texas A&M University-Texarkana, along with room for additional college and university transfer partnerships in the future. The transfer services assist students with scholarships, degree planning, advising, and transfer assistance to Texas A&M University-Texarkana and is a student information hub for other regional university transfers.

D. C.O. Pinkerton Health and Fitness Complex

The Pinkerton Health and Fitness Complex is one of the finest campus recreational facilities in Texas. It offers the student, faculty, and staff of Texarkana College as well as community members (age 16 and older) in the Texarkana area, the opportunity to participate in many indoor and outdoor recreation activities. The 28,000 square foot athletic complex is a participant's delight.

General Policies

The complex was designed and is maintained with the students of Texarkana College in mind. At certain times, parts of the facility will be utilized by classes, so community members and general students must work around the class schedule. Credit and non-credit classes are given priority. No food or drink allowed inside complex with the exception of water only.

Facilities Available

- Seven Lighted Tennis Courts
- Four Lighted Pickleball Courts
- Dressing Rooms/Showers/Lockers
- Racquetball Courts
- Full Cam II Weight Facility and Free Weight Facility
- ½ mile jogging trail
- Exercise/Aerobics/Dance Studio
- Gym Area: Basketball
- Fitness Room: stationary bicycles, treadmills, and Stairmasters

Admittance Information

All students who are currently enrolled at Texarkana College who carry the appropriate ID may enter and use the facility. All full-time faculty and staff of TC, spouses and children 16 years or older and currently carried on parent's insurance, may also use the facility. Community members may pay a one-time set-up fee ranging from $50.00 for seniors age 60 and over to $60.00 for regular memberships. Members may pay by the month, and the monthly fee of $25.00 ($20.00 for seniors) is for the calendar month. The initial membership donation will be required to rejoin if there is a lapse in membership of more than 12 months. All members and guests must be at least 16 years old to use the Pinkerton Health and Fitness Complex. Payments are made to Texarkana College at the Student Accounts/ Bursar Window located on the first floor of the Nelson Administration Building or can be made at the Pinkerton desk.

Students and community members may bring guests, as long as they are age 16 or over, at a cost of $5.00 each. Members and TC students must present current ID cards for admittance to the facility.

E. Student Computer & Wireless Access

Texarkana College provides computers for student use and offers a variety of computer network capabilities, including internet access, electronic mail, and a wide selection of applications. Students are provided free access to Microsoft Office for personal computers and devices while attending Texarkana College.

The college maintains a Service Desk to assist students with using computer resources including services such as password resets, assistance with loading the free version of Microsoft Office on their personal devices, accessing college email, and general help. The IT Service Desk may be reached at support@texarkanacollege.edu or by calling 903-823-3030 between:

Monday – Thursday: 8:00 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 4:00 p.m.

Computer labs are located across campus with two locations specified for students needing to perform work outside of normal class time or a scheduled lab. The primary location is located in the Texarkana College Academic Commons and a secondary location for students taking Business Studies courses is located in the Business and Computer Technology building.

All buildings on the Texarkana College campus are equipped with wireless network access for both students and the general public. Students and employees have access to a secure portal to view information relevant to their coursework and/or employment.

F. Department of Public Safety

The Texarkana College Department of Public Safety consists of highly dedicated men and women tasked with the enforcement of all rules and procedures of Texarkana College as well as the laws and statutes of the State of Texas. The TCDPS currently operates under the oversight of the Vice President of Administrative Services and employees both licensed Texas Peace Officers and non-commissioned security personnel.

Located on the first floor of the Truman Arnold Student Center, the Texarkana College Department of Public Safety operates on a continual basis 24 hours/day and is the only department that remains open during time of routine college closure (i.e. Holidays, Spring Break).

Mission Statement: As members of the Department of Public Safety at Texarkana College, our mission is to contribute toward the quality of campus life by fostering a stable environment in which security is balanced with freedom of movement, and individual rights are balanced with community needs.

The success of this mission depends upon a true partnership between Public Safety personnel and the diverse population of students, staff, faculty, and visitors that constitute the campus community – a partnership built on mutual respect and responsibility. Working together, this partnership will serve to further enhance the learning environment.

Toward that partnership, the members of the Department of Public Safety pledge their respect for the needs and rights of the community, their diligence and professionalism in the protection of persons, property and rights, and to their determination to continually seek new and better ways to reduce the opportunity for crime. The Department of Public Safety personnel will strive to increase safety awareness and to encourage a sense of communal concern for each other's safety and well-being.

Emergency Alert and Campus Announcement System

Texarkana College utilizes the Rave Alert System to notify students and employees via text message regarding campus emergency situations and important campus announcements. Subscribing to the Rave Alert System is voluntary and is dependent upon the individual providing an accurate and current cell phone number for our system records.

For information on the current College Campus Security Crime Statistics (Clery Act Report) go to www.texarkanacollege.edu/public-safety/

6. Student Code of Conduct, Discipline & Grievance Policies

A. General Regulations

The students of Texarkana College are expected to obey the laws of the land, the regulations of the College, and to act in keeping with the accepted customs of society. While the administration and discipline committee cannot assume full responsibility for the students when they are not on campus, the college reserves the right to dismiss a student whose conduct is deemed improper or is detrimental to the welfare of the College community.

B. Definitions

1. The term “College” means Texarkana College.
2. The term “student” means any individual who is applying for or who has been accepted for admission or enrollment in credit or non-credit classes at Texarkana College.
3. The term “College Official” includes any person employed by Texarkana College while performing assigned administrative or professional responsibilities.
4. The term “member of the College community” includes any person who is a student, visitor, faculty or staff member, College official, or any other person employed by the College.
5. The term “College premises” includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College.
6. The term “student organizations” means any number of students who have complied with the requirements for registration as an organization with the College.
7. The term “hold” refers to the indicator placed on a student’s official record, preventing registration and/or the issuance of a transcript until the student meets the requirements of the College office placing the indicator on the account.

C. Vehicle Regulations

1. All students and employees are required to have a parking permit to park on campus.
2. Students and Employees are not allowed to park in Visitor Parking.
3. Students are not allowed to park in Faculty/Staff parking space/lots.
4. Students and employees must have a Handicap sticker to park in specially marked spaces.
5. Fines will be issued to those that park in areas not allowed.
6. Parking permit application and permits are available in the Business Office.
7. Student parking permits are good for the school year (September through August); replacement stickers are $2.00.
8. Parking permits must be placed on the glass and should be visible to Campus Police.
9. Each car driven on campus must have a separate application and parking permit.
10. Permits are kept on file with TC Campus Police.
11. Parking fines are paid in the TC Business Office.

Rate of Speed on Campus

The maximum rate of speed on campus is 15 miles per hour.

Parking Areas for Students

Students are required to park between the two yellow lines, whether it is parallel or diagonal parking. Students may NOT park in spots labeled “Faculty” or others designated by state law, including handicapped (unless applicable), fire zones, loading zones, etc. Student vehicles parked in restricted areas are subject to tickets and removal of the vehicle at the owner’s expense. Additional information can be obtained at the Texarkana College Department of Public Safety or by calling 903-823-3330.

D. Types of Misconduct

Any student found to have committed misconduct while classified as a student is subject to disciplinary sanctions, conditions, and/or restrictions. Misconduct or prohibited behavior includes, but is not limited to:

1. **Scholastic Dishonesty**
    a. "Scholastic dishonesty" shall include, but not be limited to, cheating, plagiarism, and collusion.
        i. "Cheating" shall include, but not be limited to:
            1. Copying from another student's test or class work;
            2. Using test materials not authorized by the person administering the test;
            3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
            4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
            5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
            6. Substituting for another student, or permitting another student to substitute for one's self, to take a test;
            7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
            8. Manipulating a test, assignment, or final course grades.
        ii. "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
        iii. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

2. **Disorderly Conduct**
    a. "Disorderly conduct" shall include any of the following activities occurring on premises owned or controlled by the College District:
        i. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
        ii. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
        iii. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
        iv. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
        v. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
        vi. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.

vii. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

3. Prohibited Conduct

a. Federal, State, and Local Law
   i. Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

b. Prohibited Weapons
   i. Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See policy CH F]

c. Drugs and Alcohol
   i. Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

d. Debts
   i. Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

e. Disruptions
   i. "Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

f. Behavior Targeting Others
   i. The following behavior targeting others shall be prohibited:
      1. Threatening another person, including a student or employee;
      2. Intentionally, knowingly, or negligently causing physical harm to any person;
      3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate] The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3355, human.resources@texarkanacollege.edu.
      4. Hazing with or without the consent of a student; [See FLBC]
      5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
      6. Endangering the health or safety of members of the College District community or visitors to the premises.

g. Property
   i. The following behavior regarding property shall be prohibited:
      1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
      2. Stealing from the College District or others; and
      3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

h. Directives

        i. Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.

    i. Misuse of Technology
        i. The following behavior regarding misuse of technology shall be prohibited:
            1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
            2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
            3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
            4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
            5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
            6. Using electronic means to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
            7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

    j. Dishonesty
        i. The following behavior regarding dishonesty shall be prohibited:
            1. Scholastic dishonesty, as defined above;
            2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
            3. Intentionally or knowingly providing false information to the College District; and
            4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

    k. Gambling and Other Conduct
        i. Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

4. Discipline

    a. A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:
        i. While on College District premises;
        ii. While attending a College District activity; or
        iii. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

5. Responsibility

    a. Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.
    b. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

i. Demonstrate courtesy, even when others do not;
ii. Behave in a responsible manner, always exercising self-discipline;
iii. Attend all classes, regularly and on time;
iv. Prepare for each class and take appropriate materials and assignments to class;
v. Obey all classroom rules;
vi. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
vii. Respect the property of others, including College District property and facilities; and
viii. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

E. Guidance for Free Speech on Campus

In response to Executive Order GA-44 issued by Governor Greg Abbott, our community college reaffirms its commitment to fostering a safe and accessible campus environment. We condemn all forms of antisemitism, which is defined as "a certain perception of Jews, which may be expressed as hatred toward Jews" as outlined in Section 448.001 of the Texas Government Code, and uphold the values of respect, tolerance, and academic freedom. As directed by the Executive Order, our institution has updated its free speech policies to address the rise in antisemitic speech and actions on university campuses. We enforce these policies diligently to ensure that all students feel secure in expressing their views while upholding the standards of respectful discourse. Acts of antisemitism can and will lead to appropriate punishment, up to and including expulsion.

F. Alcohol and Drug Use Policy

1. **Alcohol**
   A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the College President, these provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

   State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

2. **Controlled Substances**
   No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of any of the following substances (on College District property, in College District vehicles, or at College District-related activities):
   a. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
   b. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
   c. Any performance-enhancing substance, including steroids.
   d. Any designer drug.
   e. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.
   f. Exceptions
      i. It shall not be considered a violation of this policy if the student:
         1. Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
         2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
         3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
         4. Possesses, sells, or distributes Dextromethorphan.

3. **Paraphernalia**
   The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

4. **Violation**
   Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation pro-grams or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

G. Tobacco-Free Campus Policy

1. **Introduction**
   Texarkana College has a vital interest in maintaining a safe and healthy environment for our students, employees, and visitors. The purpose of this policy is to reduce harm from secondhand smoke, provide an environment that encourages persons to be tobacco-free, establish a campus culture of wellness, reduce health insurance and health-care costs, and promote a tobacco-free future.
   The 2006 U.S. Surgeon General's Report states that there is no safe level of exposure to secondhand smoke. Breathing secondhand smoke for even a short time can be harmful and set processes in motion such as cancer, heart disease, or respiratory conditions.
2. **Definitions**
   a. Cigarette
      i. "Cigarette" means a roll for smoking that is made of tobacco or tobacco mixed with another ingredient and wrapped or covered with a material other than tobacco and that is not a cigar.
      Health and Safe-ty Code 161.081(1); Tax Code 154.001
   b. E-cigarette
      i. "E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:
         1. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
         2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.
      Health and Safety Code 161.081(1-a)
   c. Tobacco Product
      i. "Tobacco product" means:
         1. A cigar;
         2. Smoking tobacco, including granulated, plug-cut, crimp-cut, ready-rubbed, and any form of tobacco suitable for smoking in a pipe or as a cigarette;
         3. Chewing tobacco, including Cavendish, Twist, plug, scrap, and any kind of tobacco suitable for chewing;
         4. Snuff or other preparations of pulverized tobacco; or
         5. An article or product that is made of tobacco or a tobacco substitute and that is not a cigarette.
      Health and Safety Code 161.081(5); Tax Code 155.001
3. **Policy**
   The College District operates a tobacco-free campus, to include all property owned, operated, leased, occupied, or controlled by the College District, as well as in College District-owned or -leased vehicles. The College President or designee shall develop administrative regulations to implement this policy, including enforcement and disciplinary consequences. The prohibition on tobacco shall include any tobacco product or any device, such as an e-cigarette, which contains nicotine or any other substance, and that produces a vapor or simulates smoking. Complaints concerning a violation of this policy by a student should be brought to the attention of a campus police officer, and disciplinary consequences shall be in accordance with the Student Code of Conduct.

H. Copyrights

Students are required to comply with all local, state, federal, and international copyright laws and with College policies regarding the use of copyright-protected materials at Texarkana College. Whenever copyright-protected works are used and fair use does not clearly apply, Texarkana College requires students to obtain written permission from the copyright owner. Downloading, uploading, or transmitting files containing copyright-protected works without the permission of the copyright owner is prohibited by Texarkana College. A violation of this policy may subject the infringer to Texarkana College disciplinary action, is illegal, infringes the copyright owner's rights, and may result in legal liability for the infringer and the College.

Most forms of expression, whether images, sculptures, designs, interactive works, books, movies, blogs, videos, music, or software, are protected by copyright law upon fixation in a tangible form. Expressive works are protected whether or not the work bears a copyright notice, and without regard to where the work is published or displayed. Copyright-protected works cannot be copied, distributed, adapted, performed, or displayed without the permission of the copyright owner. Any unauthorized use of copyright-protected work infringes the copyright owner's exclusive rights under copyright law.

A finding of copyright infringement does not require that the unauthorized use of the work be commercial, or that the infringer knows that the use is infringing. Even accidental copyright infringement creates legal liability. An infringer faces paying the copyright owner monetary damages, having the infringing work destroyed, and serving time or paying fines for certain criminal activities connected to copyright infringement. If the infringed work was registered with the U.S. Copyright office prior to infringement, the copyright owner may be entitled to collect anywhere from $750 to $150,000 per infringement in "statutory damages" from the infringer. Simply defending an accusation of copyright infringement is costly.

Fair use is a defense to copyright infringement that is intended to provide room for freedom of expression in the copyright law. Where an unauthorized use transforms, repurposes, comments upon, or criticizes the original copyright protected work, or is made for scholarly or educational purposes, the use may be a fair use and on-infringing of the copyright owner's rights. On the other hand, an unauthorized use of a copyright-protected work that merely reproduces the original work for a purpose similar to the original work's purpose is unlikely to be a fair use. The fair use defense to copyright infringement is a complex body of law and often requires a substantial expenditure of legal fees to succeed. Sharing music, movies, or software online without the permission of the copyright owner is not a fair use.

The Digital Millennium Copyright Act (DMCA) penalizes circumvention of technology use to prevent the unauthorized use of copyright-protected works. A violation of the DMCA may result in criminal penalties, including fines and imprisonment, and the defense of fair use does not apply to any provisions of the DMCA.

Texarkana College prohibits use of its technology systems, including, without limitation, use of its website, email system, intranet, digital studios, social media sites, computer labs and bulletin board systems ("Technology Resources") in connection with illegal activities, including such activities as circumvention of access control or copy protection technology, unauthorized file sharing, or other means of downloading, copying, distributing, or sharing by others without the permission of the copyright owner.

I. Discipline and Penalties

A student shall be subject to discipline for violations of College district policies and procedures, including the rules outlining expectations for student conduct. If a student commits an infraction or engages in misconduct, the College district may impose one or more of the following penalties:

1. *Reprimand* – A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary actions.
2. *Restitution* – Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. *Scholastic Penalties* – The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean. Departmental Dean will determine if the incident should be referred to the Dean of Students.
4. *Conditional Probation* – The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
5. *Suspension* – Forced withdrawal from the college for either a definite period of time or until stated conditions have been met. Normally suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
6. *Expulsion* – Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

When the Dean of Students or other designee of the College President receives information that a student has allegedly violated a College District policy or administrative rule, the dean or designee shall investigate the alleged violation. After completing a preliminary investigation, he or she may:

- Dismiss the allegation and provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.
- Summon the student for a conference to be held within a reasonable time, not to exceed ten College District Business days, following the receipt of the allegation of misconduct. At the conference, the Dean of Students or designee shall notify the student of the allegation and provide the student an opportunity to respond.

After conferring with the student, if the Dean of Students or designee determines that the student did not commit a violation, the allegation shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

If the Dean of Students or designee determines that the student committed misconduct that warrants further action by the College, the student must be informed in writing of the determination in accordance with board policy FMA (Local). The procedures to be followed are outlined in FMA (Local).

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District's record retention schedule.

J. Student Complaints

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns must be expressed within ten days of the occurrence to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, or to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

Notice to Students

The College District shall inform students of this policy through appropriate College District publications.

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process.

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, age, religion or any other protected characteristic. [See FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment based on race, color, gender, national origin, disability, age, religion or any other protected characteristic. [See FFDB]
3. Complaints alleging discrimination or harassment based on sex or sexual violence [See FFDA] or go to the Sexual Misconduct page of the website Sexual Misconduct Policy – Texarkana College.
4. Complaints concerning retaliation relation to discrimination based on sex or sexual violence [See FFDA]
5. Complaints concerning disciplinary decisions. [See FMA]
6. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

General Provisions – Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or U.S. Mail. Hand-delivered findings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline as indicated by the date/time show on the electronic communication.

Mail filings shall be timely filed if they are postmarked by the U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

Response

At levels One, Two, and Three, "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's e-mail address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days. In calculating timelines under this policy, the day the document is filled is "day zero." The following day is "day one."

Representative

"Representative" shall mean any person or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or series of related events shall be addressed in one complaint. A student shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed on written notice to the student at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing.

Student Complaint Procedure

1. **Informal**
    a. Student is encouraged to resolve his/her complaint with the faculty or staff member involved.
    b. This must be done within 10 business days of the occurrence.
    c. If the student is satisfied with the faculty member's decision, the matter is settled.
2. **Formal**
    a. **Level One**
        i. If the student is not satisfied, the student may submit a Student Complaint/Grievance Form within ten business days to the appropriate division dean or lowest level administrator who has the authority to remedy the alleged problem. If the division dean is the faculty member involved, the complaint should be submitted to the Dean of Students. The complaint form must be hand delivered, electronically submitted by fax or email, or sent by U.S. Mail.
        ii. The appropriate administrator shall investigate as necessary and hold a conference with the student within ten business days after receipt of the written complaint.
        iii. The administrator shall provide the student with a written response within ten days following the conference.
        iv. If the student is satisfied with the response, the matter is settled.
    b. **Level Two**
        i. If the student is not satisfied, the student may submit a Student Appeal Form to the Dean of Students within ten business days of the date of the written Level One response or, if no response was received, within ten business days of the Level One response deadline. The appeal must be hand delivered, electronically submitted by fax or email, or sent by U.S. Mail.
        ii. The Level Two administrator shall hold a conference with the student within ten days after the appeal notice if filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Two appeal notice.
        iii. The Level Two Administrator shall provide the student with a written response within ten business days following the conference.
        iv. If the student is satisfied with the response, the matter is settled.
    c. **Level Three**
        i. If the student is not satisfied with the Level Two response, or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision within ten business days of the Level Two response, or, if no response was received, within ten business days of the Level Two response deadline. The appeal must be hand delivered, electronically submitted via fax or e-mail, or sent by U.S. Mail.

ii. The Level Three administrator shall hold a conference within ten business days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice.

iii. The Level Three administrator shall provide the student a written response within ten days following the conference.

iv. If the student is satisfied with the response, the matter is settled.

d. **Level Four**

i. If the student is not satisfied, the student may submit a Student Appeal Form to the Texarkana College Board of Trustees within ten days after the receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

ii. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

iii. The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law.

iv. In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

v. The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

vi. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

If a student is not satisfied with the decision of the Texarkana College Board of Trustees, they may contact the Texas Higher Education Coordinating Board. Information on the Texas Higher Education Coordinating Board's policy can be found at the following URL: https://www.highered.texas.gov/student-complaints/

If a student is not satisfied with the decision of the Texarkana College Board of Trustees regarding a discrimination, harassment, retaliation, sex, or sexual violence complaint, student may file a complaint with the U.S. Department of Education – Office for Civil rights. URL: https://www2.ed.gov/about/offices/list/ocr/index.html

Texarkana College is a member of NC-SARA (National Council for State Authorization Reciprocity Agreements) which allows TC to offer distance education courses in other SARA states without having to obtain approval in each state. Students who may desire to file a complaint related to distance education should first work through TC's grievance procedures. If a resolution is not found, the student may contact the SARA portal agency of the institution's home state, found at State Authorization Reciprocity Agreement (SARA) – Texas Higher Education Coordinating Board, URL: https://www.highered.texas.gov/our-work/supporting-our-institutions/institutional-resources/other-institutional-resources/state-authorization-reciprocity-agreement/

7. Degrees, Certificates & Core Curriculum

A. Degrees and Certificates

Associate of Applied Science degree

- Air Conditioning / Heating & Refrigeration
- Auto Body Technology
- Automotive Technology
- Aviation Mechanics Technology
- Barber
- Business Office Technology
- Child Development
- Construction Technology
- Cosmetology
- Culinary Arts
- Diesel Technology
- Electrical Technology
- Emergency Medical Technology
- Instrumentation/Robotics
- Mechatronics
- Medical Office Careers
- Nursing (Basic)
- Nursing (Transition)
- Pharmacy Technology
- Welding

Associate of Arts degree

- Concentration in Arts (Fine & Studio Arts)
- Concentration in Behavioral Science
- Concentration in Business Administration
- Concentration in Criminal Justice Administration
- Concentration in General Studies
- Concentration in Journalism/Mass Communications
- Concentration in Music
- Concentration in Social Science Studies

Associate of Arts in Teaching degree

- Education EC-6
- Education 4-8
- Education 8-12

Associate of Science degree

- Concentration in Biology
- Concentration in Chemistry
- Concentration in Engineering/Physics
- Concentration in Health Sciences
- Concentration in Math

Certificates of Graduation

- Air Conditioning/Heating and Refrigeration
- Auto Body Technology
- Automotive Technology
- Aviation Mechanics Technology
- Barber
- Business Office Technology
- Child Development - Early Childhood Training
- Construction Technology
- Cosmetology
- Culinary Arts
- Diesel Technology
- Electrical Technology
- Esthetician
- Instrumentation/Robotics
- Mechatronics
    - One-Year Certification
    - Manufacturing Technician Assistant
- Medical Office Procedures
- Paramedic
- Pharmacy Technician
- Vocational Nursing (LVN)
- Welding

B. Explanation of Degrees

Associate of Applied Science (AAS) Degree

The individual courses of study will include the requirements for graduation. Please refer to your individual degree plan for specifics.

TC awards the Associate of Applied Science degree for successful completion of prescribed two-year programs of study that enable the graduate to enter an occupation with a marketable skill, an acceptable level of competency, and the ability to communicate intelligently. Several Associate of Applied Science degree programs provide a foundation for transfer to a four-year institution offering Bachelor of Science degrees in occupational programs.

The Associate of Applied Science degree programs require a minimum of 15 semester hours of general education courses. Courses must be selected from the following areas and must include at least 3 SCH in each area: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. General education requirements in AAS programs are in compliance with the *Guidelines for Instructional Programs in Workforce Education*.

Academic Degrees—Associate of Arts (AA), Associate of Science (AS), and Associate of Arts in Teaching (AAT)

The Associate of Arts, the Associate of Science, and the Associate of Arts in Teaching degrees provide general academic curricula in university-parallel and pre-professional courses of study which enable students to enter as juniors at senior colleges or universities of their choice. Students who attend TC for one or two years and transfer to senior colleges or universities should have no difficulty completing transfer of credits if they follow these steps:

1. Select a major field of study and a senior college or university which offers a bachelor's degree in the chosen field
2. Write or visit the Registrar's Office of the senior college or university to obtain a current copy of its catalog, and study the freshman and sophomore courses offered
3. See an academic TC advisor who will help select TC courses corresponding to those offered for freshman and sophomore years at the senior college or university
4. Complete the courses with a grade point average (GPA) of at least 2.0 (C average)
5. Apply for admission to the senior college or university early in the last semester at TC and ask the Registrar's Office to send a transcript to the receiving institution
6. Apply for Texarkana College Graduation to receive your degree.

The Associate of Arts, Associate of Science, and Associate of Arts in Teaching degree programs provide the Texas Core Curriculum (general education requirement) consisting of 42 semester hours as mandated by Rule 4.28 of the Texas Higher Education Coordinating Board (THECB). In compliance with the Core Curriculum requirements specified by the THECB, the Texarkana College Core Curriculum includes the following minimum requirements: communication (6 credit hours), mathematics (3 credit hours), life and physical sciences (6 credit hours) language, philosophy, and culture (3 credit hours), creative arts (3 credit hours), American history (6 credit hours), government/political science (6 credit hours), social/behavioral sciences (3 credit hours), and component area option (6 credit hours). All core curriculum courses are approved to transfer and to apply toward any undergraduate degree at a public college, university, or health science center in Texas.

Additionally, Texarkana College does offer a number of major pathways within the Associate of Arts, Associate of Science, and Associate of Arts in Teaching degrees that allow students to better facilitate the transition to degree majors at four-year colleges. Students are encouraged to work closely with college advisors in choosing the proper courses in line with both their desired major concentration and the senior institution to which they wish to transfer. Specific major concentrations within the Associate of Arts, Associate of Science, and Associate of Arts in Teaching degree programs are indicated on student transcripts.

C. Texarkana College Core Curriculum

Communications (010) – 6 hours

ENGL 1301: Composition I (3)
ENGL 1302: Composition II (3)
ENGL 2311: Technical & Business Writing (3)

Mathematics (020) – 3 hours

MATH 1314: College Algebra (Calculus Prep) (3)
MATH 1316: Plane Trigonometry (3)
MATH 1324: Mathematics for Business & Social Sciences (3)
MATH 1325: Calculus for Business & Social Sciences (3)
MATH 1332: Math for Liberal Arts (3)
MATH 1350: Mathematics for Teachers I (3)
MATH 1442: Elementary Statistical Methods (4)
MATH 2412: Pre-Calculus (4)
MATH 2413: Calculus I (4)

Life & Physical Sciences (030) – 6 hours

BIOL 1322: Nutrition & Diet Therapy (3)
BIOL 1306: Biology for Science Majors I (3)
BIOL 1307: Biology for Science Majors II (3)
BIOL 1308: Biology for Non-Science Majors I (3)
BIOL 1309: Biology for Non-Science Majors II (3)
BIOL 1311: General Botany (3)
BIOL 1313: General Zoology (3)
BIOL 2301: Anatomy & Physiology I (3)
BIOL 2302: Anatomy & Physiology II (3)
BIOL 2306: Environmental Biology (3)
BIOL 2320: Microbiology for Non-Science Majors (3)
BIOL 2321: Microbiology for Science Majors (3)
CHEM 1305: Introductory Chemistry I (3)
CHEM 1307: Introductory Chemistry II (3)
CHEM 1311: General Chemistry I (3)
CHEM 1312: General Chemistry II (3)
GEOL 1303: Physical Geology (3)
PHYS 1301: College Physics I (3)
PHYS 1303: Stars & Galaxies (3)
PHYS 1304: Solar System (3)
PHYS 1315: Physical Science I (3)
PHYS 2325: University Physics I (3)

Language, Philosophy, & Culture (040) – 3 hours

ENGL 2322: British Literature I (3)
ENGL 2323: British Literature II (3)
ENGL 2327: American Literature I (3)
ENGL 2328: American Literature II (3)
ENGL 2332: World Literature I (3)
ENGL 2333: World Literature II (3)
ENGL 2341: Forms of Literature (3)
HIST 2321: World Civilizations I (3)
HIST 2322: World Civilizations II (3)
PHIL 2306: Introduction to Ethics (3)

Creative Arts (050) – 3 hours

ARTS 1301: Art Appreciation (3)
DRAM 1310: Theatre Appreciation (3)
DRAM 2366: Film Appreciation (3)
MUSI 1306: Music Appreciation (3)

American History (060) – 6 hours

HIST 1301: United States History I (3)
HIST 1302: United States History II (3)

Government / Political Science (070) – 6 hours

GOVT 2305: Federal Government (3)
GOVT 2306: Texas Government (3)

Social & Behavioral Sciences (080) – 3 hours

COMM 1307: Introduction to Mass Communication (3)
ECON 2301 Principles of Macroeconomics (3)
ECON 2302 Principles of Microeconomics (3)
GEOG 1303: World Regional Geography (3)
PSYC 2301: General Psychology (3)
PSYC 2308: Child Psychology (3)
PSYC 2314: Lifespan Growth & Development (3)
SOCI 1301: Introductory Sociology (3)

Component Area Option (090) – 6 hours

- Choose one from the following (3 SCH):
  (Check with an Advisor before you choose)

  SPCH 1315: Public Speaking (3)
  SPCH 1318: Interpersonal Communication (3)
  SPCH 1321: Business & Professional Speaking (3)
  OR any courses in Component Areas (010), (020), (030), (040), (050), & (080) that are not used to fulfill another core requirement except MATH 2413, which is listed below.

- Choose one from the following (3 SCH):
  (Check with an Advisor before you choose)

  BCIS 1305: Business Computer Applications (3)
  EDUC/PSYC 1300: Learning Frameworks (3)
  MATH 2413: Calculus I (4)

The following are labs that should be taken with lecture courses for those needing 8 SCH of Life & Physical Sciences for a degree. These courses are NOT part of the Core.

BIOL 1106: Biology for Science Majors I (lab) (1)
BIOL 1107: Biology for Science Majors II (lab) (1)
BIOL 1108: Biology for Non-Science Majors I (lab) (1)
BIOL 1109: Biology for Non-Science Majors II (lab) (1)
BIOL 1111: General Botany (lab) (1)
BIOL 1113: General Zoology (lab) (1)
BIOL 2101: Anatomy & Physiology I (lab) (1)
BIOL 2102: Anatomy & Physiology II (lab) (1)
BIOL 2120: Microbiology for Non-Science Majors (lab) (1)
BIOL 2121: Microbiology for Science Majors (lab) (1)
CHEM 1105: Introductory Chemistry I (lab) (1)
CHEM 1107: Introductory Chemistry II (lab) (1)
CHEM 1111: General Chemistry I (lab) (1)
CHEM 1112: General Chemistry II (lab) (1)
PHYS 1101: College Physics I (lab) (1)
PHYS 1103: Stars & Galaxies (lab) (1)
PHYS 1104: Solar System (lab) (1)
PHYS 1115: Physical Science I (lab) (1)
PHYS 2125: University Physics (lab) (1)

Total Minimum Requirements: 42 hours

D. Associate Degrees of Applied Science

Air Conditioning / Heating and Refrigeration Technology

Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

The Air Conditioning/Heating and Refrigeration Technology of Applied Science degree program is a sequence of classes designed to train students to meet employment requirements in the field of air conditioning, refrigeration, and heating. This will include the installation, repair and maintenance of air conditioning/ refrigeration equipment. Included in this program is the study of residential and commercial air conditioners, heat pumps, gas and electric furnaces, and the design of air conditioning systems. Throughout the entire program, an emphasis is placed on current techniques used by service technicians. An emphasis is placed on graduate students being nationally and EPA certified. The program consists of 60 hours of coursework and commonly takes four semesters to complete when taken during the day.

Freshman Year

First Semester	Hours
HART 1401 Basic Electricity for HVAC	4
HART 1356 EPA Recovery Certification Preparation	3
HART 1410 HVAC Shop Practices and Tools	4
HART 1400 HVAC Duct Fabrication	4
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
HART 2338 Air Conditioning Installation & Startup	3
HART 1407 Refrigeration Principles	4
HART 1341 Residential Air Conditioning	3
HART 2336 Air Conditioning Troubleshooting	3
Total	**14**

Sophomore Year

First Semester	Hours
HART 2431 Advanced Electricity for HVAC	4
HART 1303 Air Conditioning Control Principles	3
HART 1345 Gas and Electric Heating	3
HART 2349 Heat Pumps	3
Total	**13**

Second Semester	Hours
ENGL 1301 (core) Composition I	3
SPCH 1315 (core) Public Speaking	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
Social Science Elective (core)	3
College Level Math or Natural Science Course from Core Curriculum (core)	3
Visual/Performing Arts (core)	3
Total	**18**
HVAC Technology AAS Total	**60**

Auto Body Technology Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

The Auto Body/Collision and Repair Associate of Applied Science degree program is a sequence of courses designed to prepare students for careers in the auto body and collision repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program consists of 60 hours of coursework and commonly takes four semesters to complete when taken during the day. The range of study varies from vehicle safety systems to auto repair and repainting.

Freshman Year

First Semester	Hours
ABDR 1201 Auto Body Repair & Repainting	2
ABDR 1203 Vehicle Design & Structural Analysis	2
ABDR 1307 Collision Repair Welding	3
ABDR 1411 Vehicle Measurement & Damage Repair Procedures	4
ABDR 1431 Basic Refinishing	4
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
ABDR 1419 Basic Metal Repair	4
ABDR 1441 Structural Analysis & Damage Repair I	4
ABDR 2257 Collision Repair Shop Management	2
ABDR 1349 Automotive Plastic & Sheet Molded Compound Repair	3
Total	**14**

Sophomore Year

First Semester	Hours
ABDR 2359 Structural Sectioning	3
ABDR 2255 Collision Repair Estimating	2
ABDR 2447 Advanced Collision Repair Welding	4
ABDR 2345 Vehicle Safety Systems	3
ABDR 2166 Practicum	1
Total	**13**

Second Semester	Hours
College Level Math (core)	3
SPCH 1315 (core) Public Speaking	3
ENGL 1301 (core) Composition I	3
Social Science Elective (core)	3
Arts/Drama/Music Elective (core)	3
BCIS 1305 or **EDUC 1300** (core) Business Application Applications or Learning Framework	3
Total	**18**
Auto Body Technology AAS Total	**60**

Automotive Technology Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

The Automotive Technology Associate of Applied Science degree program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanic's theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology Associate of Applied Science degree, which qualifies them as entry-level automotive technicians.

Freshman Year

First Semester	Hours
AUMT 1405 Introduction to Automotive Technology	4
AUMT 1312 Basic Automotive Service	3
AUMT 1257 Automotive Brake Systems Theory	2
AUMT 1310 Automotive Brake Systems	3
AUMT 1307 Automotive Electrical Systems	3
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
AUMT 1319 Automotive Engine Repair	3
AUMT 1345 Automotive Climate Control Systems	3
AUMT 2313 Automotive Drive Train and Axels	3
AUMT 1316 Automotive Suspension / Steering Systems	3
Total	**13**

Sophomore Year

First Semester	Hours
AUMT 2289 Internship: Automobile / Automotive Mechanics Technology / Technician	2
AUMT 2301 Automotive Management	3
AUMT 2317 Automotive Engine Performance Analysis I	3
AUMT 2334 Automotive Engine Performance Analysis II	3
AUMT 2332 Automotive Automatic Transmission and Transaxle II	3
Total	**14**

Second Semester	Hours
College Level Math or Natural Science (any core course)	3
SPCH 1315 (core) Public Speaking	3
ENGL 1301 (core) Composition I	3
Social Science (any core course)	3
Creative Arts (any core course)	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
Total	**18**
Automotive Technology AAS Total	**60**

Aviation Mechanics Technology

Associate of Applied Science

***Pending FAA approval**

This program follows a structured hybrid schedule, Monday – Friday from 8 AM to 12 PM.

Freshman Year

First Semester	Hours
AERM 1201 Introduction to Aviation	2
AERM 1315 Aviation Science	3
AERM 1414 Basic Electricity	4
AERM 1208 Federal Aviation Regulations	2
AERM 1449 Hydraulic, Pneumatic, and Fuel Systems	4
AERM 1310 Ground Operations	3
Total	**18**

Second Semester	Hours
AERM 1352 Aircraft Sheet Metal	3
AERM 1345 Airframe Electrical Systems	3
AERM 1350 Landing Gear Systems	3
AERM 1247 Airframe Auxiliary Systems	2
AERM 2233 Assembly and Rigging	2
Total	**13**

Sophomore Year

First Semester	Hours
AERM 1357 Fuel Metering and Induction Systems	3
AERM 1344 Aircraft Reciprocating Engines	3
AERM 1240 Aircraft Propellers	2
AERM 1356 Aircraft Powerplant Electrical	3
AERM 1351 Aircraft Turbine Engine Theory	3
Total	**14**

Second Semester	Hours
ENGL 1301 (core) Composition I	3
College Level Math (any core course)	3
Social Science (any core course)	3
Fine Arts (any core course)	3
Speech & Communication Skills (any core course)	3
Total	**15**
Aviation Mechanics Technology AAS Total	**60**

Barber Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 12:30 PM to 6:30 PM.

Freshman Year

First Semester	Hours
BARB 1307 Introduction to Hair Design	3
BARB 1210 Manicuring and Facials for Barbers	2
BARB 1404 Introduction to Barber Styling	4
BARB 1402 Barber Styling I	4
LEAD 1100 Workforce Development with Critical Thinking	1
Total	**14**

Second Semester	Hours
BARB 2440 Preparation for the State Licensing Examination	4
BARB 2432 Barber Law and Shop Management I	4
BARB 2431 Advanced Barber Styling I	4
BARB 2441 Advanced Barber Styling II	4
Total	**16**

Sophomore Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
Pick one: Creative Arts (any core course) **ARTS 1301 Art Appreciation** **DRAM 1310 Theater Appreciation** **MUSI 1306 Music Appreciation**	3
College-level Math or Natural Science (core)	3
GOVT 2305 (core) Federal Government (Federal constitution & topics)	3
HIST 1301 (core) United States History I	3
Total	**15**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
SPCH 1315 (core) Public Speaking	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
HIST 1302 (core) United States History II	3
GOVT 2306 (core) Texas Government (Texas constitution & topics)	3
Total **Barber AAS Total**	**15** **60**

Business Office Technology Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 9 AM to 3 PM.

Texarkana College recognizes the growing and diverse objectives of the individual student and has designed the Business Office Technology program to meet those needs. In this program, students have the opportunity to develop office skills to successfully function in the business world of the 21st Century. The Business Office Technology program consists of the following options: One-year Certificate (42 SCH) with three completed semesters of study and the Associate of Applied Science Degree (60 SCH) with four completed semesters of study as listed below. Day and evening classes are available. Day classes are full time; evening classes are half time.

Freshman Year

First Semester	Hours
POFT 1127 Introduction to Keyboarding	1
POFT 1329 Beginning Keyboarding	3
HRPO 1280 Cooperative Education – Human Resources Management/Personnel Administration, General	2
POFT 1309 Administrative Office Procedures I	3
POFT 1319 Records and Information Management I	3
POFT 1291 Special Topics in Business Communications	2
Total	**14**

Second Semester	Hours
POFT 2203 Speed and Accuracy Building	2
POFT 2401 Intermediate Keyboarding	4
POFT 1325 Business Math Using Technology	3
ACNT 1303 Introduction to Accounting I	3
LEAD 1100 Workforce Development with Critical Thinking	1
Total	**13**

Third Semester	Hours
POFT 2333 Advanced Keyboarding	3
POFI 1349 Spreadsheets	3
POFT 1492 Special Topics in Administrative Assistant Secretarial Science, General	4
HRPO 2288 Internship – Human Resources Management/Personnel Administration, General	2
POFT 2387 Internship – Administrative Assistant Secretarial Science, General	3
Total	**15**

Business Office Technology AAS degree plan continued on next page.

Sophomore Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
College-level Math or Natural Science (any core course)	3
Total	**9**

Second Semester	Hours
Visual Performance Arts or Music	3
SPCH 1315 (core) Public Speaking	3
Social Science Elective (any core course)	3
Total **Business Office Technology AAS Total**	**9** **60**

Child Development Associate of Applied Science

Research proves that quality adult-child communication and interaction are necessary for optimal development and growth. The Texarkana College Child Development program offers a variety of courses that encourage and promote the teaching of the WHOLE child, including the physical cognitive, social, and emotional aspects.

Through course work and practical hands-on applications, students are provided the opportunity to gain a better understanding of Early Childhood Education History and current methodology. Students must have an overall C average and no less than a C in CDEC and TECA courses.

The programs are designed to help prepare students for careers in daycare management and teaching as well as Head Start and Teacher Aide positions.

Please be advised that licensure for this program includes a criminal background check. If you have a question about this action, please speak to the division dean.

Freshman Year

First Semester	Hours
CDEC 1317 Child Development Associate Training I	3
CDEC 2322 Child Development Associate Training II	3
CDEC 2324 Child Development Associate Training III	3
CDEC 1319 Child Guidance	3
BCIS 1305 or **PSYC 1300** (core) Business Computer Applications or Learning Framework	3
Total	**15**

Second Semester	Hours
ENGL 1301 (core) Composition I	3
CDEC 1358 Creative Arts for Early Childhood	3
CDEC 1359 Children with Special Needs	3
CDEC 1313 Curriculum Resources for Early Childhood Program	3
TECA 1311 Educating Young Children	3
Total	**15**

Sophomore Year

First Semester	Hours
CDEC 2387* Internship – Child Care Provider / Assistant	3
CDEC 2326 Administration of Programs for Children I	3
TECA 1303 Families, School, & Community	3
SPCH 1315 (core) Public Speaking	3
PSYC 2308 (core) Child Psychology	3
Total ***Background check may be required**	**15**

Second Semester	Hours
CDEC 1356 Emergent Literacy for Early Childhood	3
Creative Arts (any core course)	3
MATH (any core course)	3
TECA 1318 Wellness of the Young Child	3
ENGL 1302 (core) or **ENGL 2311** Composition II or Technical and Business Writing	3
Total **Child Development AAS Total**	**15** **60**

Construction Technology Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

This in-depth study of the construction industry will cover areas such as site preparation and layout, blueprint/specification reading, framing, cabinetry and millwork, plumbing, electricity, and heating/air conditioning. Students will be provided with the necessary training required for entry-level positions in a variety of fields in the construction industry.

Freshman Year

First Semester	Hours
CRPT 1329 Introduction to Carpentry	3
CNBT 1311 Construction Methods & Materials I	3
CNBT 1318 Construction Tools & Techniques	3
CNBT 1316 Construction Technology I	3
CNBT 1300 Residential & Light Commercial Construction Drawings	3
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
CNBT 1302 Mechanical, Plumbing, Electrical Systems in Construction I	3
CRPT 1323 Floor Systems	3
CNBT 1350 Construction Technology II	3
CNBT 1346 Construction Estimating I	3
Total	**13**

Sophomore Year

First Semester	Hours
CNBT 1280 Cooperative Education – Construction Engineering Tech / Technician	2
CNBT 1353 Construction Technology III	3
CNBT 1342 Building Codes & Inspections	3
CNBT 2304 Construction Methods & Materials II	3
CNSE 1341 Earth Moving Equipment Operation	3
Total	**14**

Second Semester	Hours
ENGL 1301 (core) Composition I	3
SPCH 1315 (core) Public Speaking	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
Social Science Elective (any core course)	3
College Level Math or Natural Science (any core course)	3
Visual/Performing Arts Course (any core course)	3
Total	**18**
Construction Technology AAS Total	**60**

Cosmetology Associate of Applied Science

Prepare for greatness. Texarkana College Cosmetology is a Pivot Point Member School and CHI Environmental School, offering excellence through education in a state-of-the-art facility designed to prepare students for a career in this rapidly expanding area. This program provides students with classroom study, demonstration, and practical work. Combining art and design, Pivot Point's Designer's Approach teaches students how to see, think, create, and adapt as designers. Pivot Point training not only teaches you the "how" but the "why". Pivot Point believes that training only the "how" limits the students to technical skills… The "why" enables the students to create and adapt as hair designers. We also require students to complete at least four community service projects to teach them the importance of giving back. A Pivot Point education stands apart from others, giving graduates an advantage over other beauty school graduates. After graduation for the cosmetology course, students take the state licensing examination. The examination consists of a written test and a practical test in which applicants demonstrate their ability to provide required services. Students in the cosmetology program are kept abreast of the latest fashions and beauty techniques and are ready for immediate employment upon graduation and passing the state test.

Freshman Year

First Semester	Hours
CSME 1401 Orientation to Cosmetology	4
CSME 1310 Introduction to Haircutting and Related Theory	3
CSME 1453 Chemical Reformation and Related Theory	4
CSME 2336 Advanced Cosmetology Applications & Related Theory	3
LEAD 1100 Workforce Development with Critical Thinking	1
Total	**15**

Second Semester	Hours
CSME 2401 The Principles of Hair Coloring and Related Theory	4
CSME 2343 Salon Development	3
CSME 2310 Advanced Haircutting and Related Theory	3
CSME 2351 Preparation for the State Licensing Practical Examination	3
CSME 2250 Preparation for the State Licensing Written Examination	2
Total	**15**

Sophomore Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
Pick one: Creative Arts (any core course) **ARTS 1301 Art Appreciation** **DRAM 1310 Theater Appreciation** **MUSI 1306 Music Appreciation**	3
College-level Math or Natural Science Course from Core Curriculum (core)	3
GOVT 2305 (core) Federal Government (Federal constitution & topics)	3
HIST 1301 (core) United States History I	3
Total	**15**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
SPCH 1315 (core) Public Speaking	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
HIST 1302 (core) United States History II	3
GOVT 2306 (core) Texas Government (Texas constitution & topics)	3
Total **Cosmetology AAS Total**	**15** **60**

Culinary Arts Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

The Culinary Arts program provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as an introduction to baking and pastries and garde manger. Managerial skills taught are purchasing, menu management, front of house operations, marketing/sales, hospitality supervision, nutrition, and leadership.

Freshman Year

First Semester	Hours
CHEF 1305 Sanitation and Safety	3
CHEF 1401 Basic Food Preparation	4
HAMG 1221 Introduction to Hospitality Industry	2
RSTO 1313 Hospitality Supervision	3
RSTO 1325 Purchasing for Hospitality Operations	3
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
CHEF 2301 Intermediate Food Preparation	3
CHEF 1310 Garde Manger	3
CHEF 1214 A La Carte Cooking	2
PSTR 1301 Fundamentals of Baking	3
Total	**12**

Third Semester	Hours
CHEF 1345 International Cuisine	3
IFWA 2346 Quantity Procedures	3
RSTO 1221 Menu Management	2
DITA 1300 Dietary Manager I	3
CHEF 1480 Cooperative Education – Culinary Arts/Chef Training	4
Total	**15**

Culinary Arts AAS degree plan continued on next page.

Sophomore Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
SPCH 1315 (core) Public Speaking	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
Total	**9**

Second Semester	Hours
Social Science Elective (core)	3
College-level Math or Natural Science (core)	3
Visual Performing Arts Course (core)	3
Total **Culinary Arts AAS Total**	**9** **60**

Diesel Technology Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.
Classes are held at TC @ TexAmericas Center which is near Red River Army Depot outside of New Boston, Texas.

The Diesel Technology Associate of Applied Science degree offers a number of career options by providing students the opportunity to earn an associate's degree. Most of our students go directly into the workforce as technicians while some go on to start their own business. A background in auto and diesel technology can be a valuable asset in a number of careers; service technician, diesel parts counter tech, custom service/diagnostics, and fleet service maintenance. The Auto/Diesel technology program consists of 60 hours of coursework and commonly takes four semesters to complete when taken during the day. The range of study varies from shop safety to failure analysis.

Freshman Year

First Semester	Hours
DEMR 1301 Shop Safety & Procedures	3
DEMR 1405 Basic Electrical Systems	4
DEMR 1406 Diesel Engine I	4
DEMR 1421 Power Train I	4
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
DEMR 1410 Diesel Engine Testing & Repair I	4
DEMR 2412 Diesel Engine Testing & Repair II	4
DEMR 1317 Basic Brake Systems	3
DEMR 1323 HVAC Troubleshooting & Repair	3
Total	**15**

Sophomore Year

First Semester	Hours
DEMR 2332 Electronic Controls	3
DEMR 1449 Diesel Engine II	4
DEMR 2334 Advanced Tune-Up & Troubleshooting	3
DEMR 2266 Practicum – Diesel Mechanics	2
Total	**12**

Second Semester	Hours
ENGL 1301 (core) Composition I	3
SPCH 1315 (core) Public Speaking	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
Social Science (any core course)	3
College Level Math or Natural Science (any core course)	3
Visual Performing Arts (any core course)	3
Total	**18**
Diesel Technology AAS Total	**60**

Electrical Technology Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

The Electrical Technology Associate of Applied Science degree program is a sequence of courses designed to prepare students for careers in electrical technology. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program consists of 60 hours of coursework and commonly takes four semesters to complete when taken during the day. The range of studies vary from safety and tools to planning, estimating, and wiring.

Freshman Year

First Semester	Hours
ELPT 1325 National Electric Code I	3
CETT 1409 DC-AC Circuits	4
ELPT 1321 Introduction to Electrical Safety and Tools	3
DFTG 1329 Electro-Mechanical Drafting	3
Total	**13**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
ELPT 1319 Fundamentals of Electricity I	3
ELPT 1351 Electrical Machines	3
ELPT 1429 Residential Wiring	4
RBTC 1401 Programmable Logic Controllers	4
Total	**15**

Sophomore Year

First Semester	Hours
ELPT 1420 Fundamentals of Electricity II	4
ELPT 1457 Industrial Wiring	4
ELTN 1343 Electrical Troubleshooting	3
ELMT 2339 Advanced Programmable Logic Controllers	3
Total	**14**

Second Semester	Hours
MATH 1314 (core) or (any core course) College Algebra (Calculus Prep)	3
SPCH 1315 (core) Public Speaking	3
ENGL 1301 (core) Composition I	3
Social Science Elective (any core course)	3
ARTS / DRAM / HUMA / MUSI Elective (any core course)	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
Total	**18**
Electrical Technology AAS Total	**60**

Emergency Medical Technology

Associate of Applied Science

The following is a suggested course of study which will satisfy the requirements for the Emergency Medical Associate of Applied Science degree at Texarkana College.

The Emergency Medical Technology Program offers applicants the option of pursuing a Paramedic Certificate or an Associate Degree of Applied Science in Emergency Medical Technology. Candidates for the program are expected to be proficient in communication skills, math, science, computer, and learning skills as well as to have the physical and mental abilities to practice in EMS.

The Emergency Medical Technology program at Texarkana College prepares qualified applicants to be members of the emergency medical services team. The various preparation levels allow the applicant to choose basic or advanced knowledge and skill development. Successful completion at any level entitles the individual to receive a certificate of completion from Texarkana College and to be eligible for application to challenge the State and/or National certifying exams.

The American Medical Association and the National Registry of Emergency Medical Technicians require individuals pursuing an EMT career to be in good physical health, having good vision and color discrimination, and hearing. The EMT should also have the strength and stamina to lift and carry up to 100 pounds, manual dexterity, and be eligible for a driver's license.

The EMT program conducts all levels of courses according to the National Training Course Curriculum as recommended by the U.S. Department of Transportation and is approved by the Texas and Arkansas Health Departments. The Emergency Medical Technology Program offers applicants the option of pursuing an occupational skills award and a certificate at the paramedic level, or an Associate Degree in Emergency Medical Technology. Clinical experience, including ambulance and hospital, is individualized.

The Texarkana College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to take the National Registry of Emergency Medical Technicians (NREMT) exam.

To contact CAAHEP:
25400 US Hwy 19 North
Suite 158
Clearwater, FL 33763

(727) 210-2350
mail@caahep.org
www.caahep.org

Emergency Medical Technology

Associate of Applied Science

Paramedic Admission (completed prior to attending the first class)

1. Complete an admissions application via www.texarkanacollege.edu/application indicating Paramedic as your major and the date of desired enrollment.
2. Submit an official high school transcript or GED scores and transcripts from all other colleges attended. Graduates of the EMT program must be 18 years of age and have a high school diploma or GED to be eligible to challenge the state/national certification exams.
3. Attend a personal guidance interview with the Health Sciences Enrollment Advisor located in the Health Sciences Building. Appointment can be made by phoning 903-823-3351 or 903-823-3401.
4. Provide verification of current EMT, EMT-Intermediate, or Advanced EMT certification/licensure in the state where paramedic licensure will be sought (if applicable).
5. Submit documentation of successful completion of an American Heart Association Basic Life Support for Health Care Provider course. Card/Certificate must not expire prior to the expected date of graduation. Initial and renewal courses are available from the Texarkana College Community and Business Education Division
6. Current physical exam documented on the Health Sciences Physical Examination Form. Note: Must be completed no more than 12 months prior to enrollment; however, the Admission Committee may request an updated physical exam.
7. Hepatitis B Series documented three (3) injections taken on the Health Sciences Physical Examination Form or physician's report. Note: if you have questions, contact the Paramedic Program Coordinator.
8. Negative drug screen and clear background check. This is not required until notification of being accepted into the Paramedic Program has been received. The notification letter will provide instructions on the procedures for obtaining the drug screening and background check.
9. Return EMT/Paramedic checklist to the Health Sciences Enrollment Advisor with an original signature and date.

Emergency Medical Technology

Associate of Applied Science

Degree Requirements: A minimum of 60 credit hours with a 2.0 GPA. In addition, a grade of "C' or above is required in science and EMSP courses.

First Year

Prerequisite Semester	Hours
EMSP 1501 Emergency Medical Technician	5
EMSP 1208 Emergency Vehicle Operations	2
EMSP 1260 Clinical – EMT/Technician (EMT Paramedic)	2
Total	**9**

First Semester	Hours
EMSP 1438 Introduction to Advanced Practice	4
EMSP 1356 Patient Assessment and Airway Management	3
EMSP 2444 Cardiology	4
EMSP 2206 Emergency Pharmacology	2
EMSP 1161 Clinical – EMT/Technician (EMT Paramedic)	1
Total	**14**

Second Semester	Hours
EMSP 2305 EMS Operations	3
EMSP 1355 Trauma Management	3
EMSP 2434 Medical Emergencies	4
EMSP 2330 Special Populations	3
EMSP 2362 Clinical – EMT/Technician (EMT Paramedic)	3
Total	**16**

Third Semester	Hours
EMSP 2143 Assessment Based Management	1
EMSP 2266 Practicum (or Field Experience) – EMT/Technician (EMT Paramedic)	2
Total	**3**

Emergency Medical Technology AAS degree plan continued on next page.

Second Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
ARTS 1301 or **MUSI 1306** or **DRAM 1310** (core) Art Appreciation or Music Appreciation or Theatre Appreciation	3
PSYC 2301 or **PSYC 2314** (core) General Psychology or Lifespan Growth & Development	3
BIOL 1308 (core) Biology for Non-Science Majors I	3
XXXX x3xx (core) Social Science Elective	3
GOVT 2305 or **GOVT 2306** (core) Federal Government (Federal constitution & topics) or Texas Government (Texas constitution & topics)	3
Total **Emergency Medical Technology AAS Total**	**18** **60**

Instrumentation/Robotics

Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

This program provides for a student to receive a Level One "Basic" Certificate in Instrumentation/Robotics, a Level One "Advanced" Certificate in Instrumentation/Robotics, and a two-year degree: Associate of Applied Science Degree in Instrumentation/Robotics. Both the Certificates and the Degree are very valuable in opening doors to industries requiring training and/or education prior to entering the company in Instrumentation/Robotics.

The Instrumentation/Robotics program is an educational process of providing a student with lecture theory and laboratory time in basic electronics, instrumentation electronics, and control theory. There are "hands-on" labs throughout both programs (certificate and degree). A student will learn proficiency in utilizing a Digital Multi-Meter for electrical/electronic troubleshooting. The classes start with basics in Direct Current circuits, Alternating Current circuits, Digital Fundamentals, and progress through Solid State devices, Programmable Logic Controllers, and eventually include Industrial Processes, Control Theory, and Applications of Industrial Automatic Control.

Freshman Year

First Semester	Hours
CETT 1409 DC-AC Circuits	4
ELPT 1321 Introduction to Electrical Safety and Tools	3
DFTG 1329 Electro-Mechanical Drafting	3
ELPT 1325 National Electric Code I	3
Total	**13**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
CETT 1307 Fundamentals of Electronics	3
INTC 1405 Introduction to Instrumentation	4
RBTC 1401 Programmable Logic Controllers	4
RBTC 1305 Robotic Fundamentals	3
Total	**15**

Sophomore Year

First Semester	Hours
INTC 1443 Application of Industrial Automatic Control	4
RBTC 2345 Robot Application, Set-up, and Testing	3
INTC 1457 AC/DC Motor Control	4
ELMT 2339 Advanced Programmable Logic Controllers	3
Total	**14**

Second Semester	Hours
MATH 1314 (College Algebra (Calculus Prep)) **OR** College-level Math (any core course)	3
SPCH 1315 (core) Public Speaking	3
ENGL 1301 (core) Composition I	3
Social Science Elective (any core course)	3
Creative Arts (any core course)	3
BCIS 1305 (core) Business Computer Applications	3
Total	**18**
Instrumentation/Robotics AAS Total	**60**

Mechatronics Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

The Mechatronics program allows the student to earn two one-year certificates (Introductory and Advanced) as well as the opportunity to earn an Associate of Applied Science (AAS) degree in Mechatronics. The Mechatronics field is a growing career field and the need for the number of Mechatronics craft workers is projected to increase by almost 20% over the next ten years. The Certificates and the AAS degree are valuable assets for an individual when applying for an Mechatronics position with most large to medium companies. The Certificates and AAS degree prove that you have the necessary training, experience, and education for their entry level positions. This gives you an advantage when applying for an open position.

Freshman Year

First Semester	Hours
ELPT 1325 National Electric Code I	3
CETT 1409 DC-AC Circuits	4
DFTG 1329 Electro-Mechanical Drafting	3
ELPT 1321 Introduction to Electrical Safety and Tools	3
Total	**13**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
INTC 1405 Introduction to Instrumentation	4
CETT 1307 Fundamentals of Electronics	3
RBTC 1401 Programmable Logic Controllers	4
INMT 2301 or ENTC 2331 Machinery Installation or Manufacturing Materials	3
Total	**15**

Sophomore Year

Third Semester	Hours
INMT 1417 Industrial Automation	4
HYDR 1445 Hydraulics and Pneumatics	4
ELMT 2339 Advanced Programmable Logic Controllers	3
INMT 2303 Pumps, Compressors & Mechanical Drives	3
INMT 1381 Cooperative Education – Manufacturing Technology/Technician	3
Total	**17**

Fourth Semester	Hours
ENGL 1301 (core) Composition I	3
SPCH 1315 (core) Public Speaking	3
College-level Math or Natural Science	3
Visual Performing Arts Course (any core course)	3
Social Science Elective (any core course) or PSYC/EDUC 1300 - Learning Framework (3 SCH version)	3
Total	**15**
Mechatronics AAS Total	**60**

Medical Office Careers Associate of Applied Science

This program follows a structured schedule, Monday – Friday from 9 AM to 3 PM.

Texarkana College recognizes the growing and diverse objectives of the individual student and has designed the Medical Office Procedures program to meet those needs. In this program, students have the opportunity to develop office skills to successfully function in the business world of the 21st Century. The Medical Office Procedures program consists of the following options: One-year Certificate (42 SCH) with three completed semesters of study and the Associate of Applied Science Degree (60 SCH) with four completed semesters of study as listed below. Day and evening classes are available. Day classes are full time; evening classes are half time.

Freshman Year

First Semester	Hours
POFT 1127 Introduction to Keyboarding	1
POFT 1329 Beginning Keyboarding	3
HRPO 1280 Cooperative Education – Human Resources Management/Personnel Administration, General	2
POFM 1317 Medical Administrative Support	3
POFT 1319 Records and Information Management I	3
POFT 1291 Special Topics in Business Communications	2
Total	**14**

Second Semester	Hours
POFT 2203 Speed and Accuracy Building	2
POFT 2401 Intermediate Keyboarding	4
MDCA 1213 Medical Terminology	2
ACNT 1303 Introduction to Accounting I	3
TECM 1191 Special Topics in Applied Mathematics, General	1
HPRS 1201 Introduction to Health Professions	2
LEAD 1100 Workforce Development with Critical Thinking	1
Total	**15**

Third Semester	Hours
MRMT 1307 Medical Transcription I	3
POFM 1327 Medical Insurance	3
HPRS 2221 Medical Law and Ethics for Health Professionals	2
POFM 2286 Internship – Medical Administrative/Executive Assistant and Medical Secretary	2
POFT 2387 Internship – Administrative Assistant and Secretarial Science, General	3
Total	**13**

Medical Office Procedures AAS degree plan continued on next page.

Sophomore Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
PSYC 1300 or BCIS 1305 or (core) Learning Framework or Business Computer Applications	3
College-level Math or Natural Science (any core course)	3
Total	**9**

Second Semester	Hours
Visual Performance Arts or Music	3
SPCH 1315 (core) Public Speaking	3
Social Science Elective (any core course)	3
Total **Medical Office Procedures AAS Total**	**9** **60**

Nursing – Basic Program Associate of Applied Science

Courses must be taken in the listed sequence unless permission to change is granted by the Dean of Health Sciences, or may be taken in advance.

Degree Requirements: A minimum of 60 semester hours of credit with a 2.0 GPA, A grade of "C" or above in academic support and nursing courses, and a passing score on a comprehensive exit exam. Students must see the policy in Health Sciences Student Handbook for details.

The following is a suggested course of study which will satisfy the requirements for the Nursing – Basic Program Associate of Applied Science degree at Texarkana College.

Freshman Year

First Semester (Summer)	Hours
BIOL 2301/2101 or **BIOL 2302/2102** Anatomy & Physiology I or Anatomy & Physiology II	4
BIOL 2320/2120 Microbiology for Non-Science Majors & Lab	4
PSYC 2301 General Psychology	3
Total	**11**

Second Semester (Fall)	Hours
BIOL 2301/2101 or **BIOL 2302/2102*** Anatomy & Physiology I or Anatomy & Physiology II	4
PSYC 2314 Lifespan Growth and Development	3
RNSG 1413 Foundations for Nursing Practice	4
RNSG 1360 Clinical Registered Nurse Training (Foundations)	3
Total	**14**

Third Semester (Spring)	Hours
ENGL 1301 (core) Composition I	3
RNSG 1431 Principles of Clinical Decision-Making	4
RNSG 1412 Nursing Care of the Childbearing & Childrearing Family	4
RNSG 1460 Clinical – Registered Nursing/Registered Nurse	4
Total	**15**

#Prerequisite to RNSG 1413 and 1360.
**Co-requisite to Nursing courses taught in this semester, or may be taken in advance.*

Nursing – Basic AAS degree plan continued on next page

Nursing – Basic Program Associate of Applied Science (continued)

Sophomore Year

Fourth Semester (Fall)	Hours
ARTS 1301 or **MUSI 1306** or **DRAM 1310*** (core) Art Appreciation or Music Appreciation or Theatre Appreciation	3
RNSG 1441 Common Concepts of Adult Health	4
RNSG 2360 Clinical Registered Nurse Training (Common / Mental Health)	3
RNSG 2213 Mental Health Nursing	2
Total	**12**

Fifth Semester (Spring)	Hours
RNSG 1443 Complex Concepts of Adult Health	4
RNSG 2463 Clinical Registered Nurse Training (Complex / Management)	4
Total	**8**
Nursing – Basic Program AAS Total	**60**

**Co-requisite to Nursing courses taught in this semester, or may be taken in advance.*

Please be advised that licensure for this program includes a criminal background check. If you have a question about this action, please speak to the division dean.

Nursing – Transition Program Associate of Applied Science

Students who have been unsuccessful in the Basic ADN will be able to apply for the ADN Transition program after successful completion of a VN program and one year of employment as a vocational nurse. If unsuccessful in a transition course, a student is not eligible for readmission into the Transition program. The student is eligible for application to the ADN Basic Program.

Degree Requirements: A minimum of 60 semester hours of credit with a 2.0 GPA, A grade of "C" or above in academic support and nursing courses, and a passing score on a comprehensive exit exam. Students must see the policy in Health Sciences Student Handbook for details.

Candidates must be a licensed vocational nurse with twelve months of documented employment (within the preceding 36 months) prior to the beginning of the semester and hold an active, unencumbered license to practice as a VN/PN.

Candidates must have the following on file in the Office of Admissions by the posted deadline. 1) All basic admission criteria. 2) An official transcript from the VN program. 3) A copy of the LVN or LPN license. 4) Proof of employment for one year as an LVN or LPN.

Freshman Year

First Semester (Pre-requisites)	Hours
BIOL 2301/2101 and **BIOL 2302/2102** Anatomy & Physiology I and Anatomy & Physiology II	8
BIOL 2320/2120 Microbiology for Non-Science Majors & Lab	4
PSYC 2301 General Psychology	3
PSYC 2314 Lifespan Growth & Development	3
Total	**18**

Second Semester (Spring)	Hours
RNSG 1327 Transition to Professional Nursing	3
RNSG 1251 Care of the Childbearing Family	2
RNSG 1160 (Clinical) Registered Nurse Training (Transition)	1
RNSG 2213 Mental Health Nursing	2
Total	**8**

Upon successful completion of transition courses, ADN Transition students will receive 13 hours of Prior Learning Credit for the following courses:

- RNSG 1413 Foundations of Nursing Practice – 4 hours
- RNSG 1360 Clinical Nursing-Registered Nurse Training (Foundations) – 3 hours
- RNSG 1431 Principles of Clinical Decision-Making – 4 hours
- RNSG 1260 Clinical Nursing-Registered Nurse Training (CDM) – 2 hours

**Nursing – Transition AAS degree plan continued on next page*

Nursing – Transition Program Associate of Applied Science (continued)

Sophomore Year

Third Semester (Summer)	Hours
ENGL 1301* (core) Composition I	3
RNSG 1441 Common Concepts of Adult Health	4
RNSG 2360 (Clinical) Registered Nurse Training (Common / Mental Health)	3
Total	**10**

Fourth Semester (Fall)	Hours
ARTS 1301 or **MUSI 1306** or **DRAM 1310*** (core) Art Appreciation or Music Appreciation or Theatre Appreciation	3
RNSG 1443 Complex Concepts of Adult Health	4
RNSG 2463 (Clinical) Registered Nurse Training (Complex / Management)	4
Total **Nursing – Transition Program AAS Total**	**11** **60**

#Prerequisite to RNSG 1413 and 1360.
**Co-requisite to Nursing courses taught in this semester, or may be taken in advance.*

Please be advised that licensure for this program includes a criminal background check. If you have a question about this action, please speak to the division dean.

Pharmacy Technology Program (AAS)

Texarkana College is dedicated to facilitating the growth and development of enrolled students in becoming competent entry-level pharmacy technicians to function within the healthcare community they serve. Students will learn the theory of the pharmacy profession including both institutional and retail/community pharmacy essentials. Upon completion of this program, students will gain growth and development in becoming pharmacy technicians with high ethics, professionalism, effective communication skills, critical thinking skills, clinical competency, and the highest quality patient care in mind.

Pharmacy Technology Program Admission Requirements

1. A college Application for Admission indicating Pharmacy Technology as your major and the date of desired enrollment. Students must meet all TC admission requirements
2. A personal guidance interview with the Health Sciences Enrollment Specialist. Call for an appointment. (903) 823-3351
3. An official high school transcript or GED scores and transcripts from all other colleges attended. Students in the Pharmacy Technology Program must be 18 years or older to enroll
4. Any student on suspension or probation must be cleared through the Admissions Office
5. Students must be TSI met in all areas
6. Prior to acceptance, a negative drug screen will be required. This is not required until notification in writing of "Conditional Acceptance" into the Pharmacy Technology program has been sent
7. Hepatitis B vaccination series. NOTE: It takes 6 months to complete the vaccine series. Allow time for this prior to application/entry. If you have questions, please contact the Pharmacy Technology Program Coordinator
8. Tetanus-diphtheria vaccine within the last 10 years
9. Proof of a negative TB skin test or negative chest x-ray within six months prior to starting the program.
10. Measles, Mumps & Rubella vaccine (MMR)

a. Students born on or after January 1, 1957, must show proof of vaccination of two doses of measles-containing vaccine administered SINCE January 1, 1968 (preferably MMR vaccine)
b. Students born on or after January 1, 1957, must show proof of vaccination of one dose of mumps vaccine
c. Students born on or after January 1, 1957, must show proof of vaccination of one dose of the rubella vaccine

11. Return checklist to the Health Sciences Enrollment Specialist with an original signature and date

Completion of one's file does not constitute admission to the Pharmacy Technology program. It is your responsibility to complete the appropriate admission requirements by the stated deadlines. In addition, be aware that Texarkana College Health Sciences Division requires pre-admission drug screening for this program. Notification of acceptance or rejection will be mailed to all candidates. Make certain your correct mailing address is on file.

Pharmacy Technology Program Requirements

After gaining conditional acceptance into the Pharmacy Technology Program, students must register as a Pharmacy Technician Trainee with the Texas State Board of Pharmacy. The fee for this registration is not included in Texarkana College tuition and fees. This process will include fingerprinting and a criminal background check. It takes approximately 4-6 weeks for the application to be processed by the State Board of Pharmacy. Applicants who are denied a trainee certificate cannot fulfil the program requirements. The Program Coordinator will instruct you how to complete this process.

Pharmacy Technology Associate of Applied Science

Freshman Year

First Semester	Hours
PHRA 1301 Introduction to Pharmacy	3
PHRA 1202 Pharmacy Law	2
PHRA 1304 Pharmacotherapy and Disease Process	3
PHRA 1309 Pharmaceutical Mathematics I	3
PHRA 1315 Pharmacy Terminology	3
Total	**14**

Second Semester	Hours
PHRA 1305 Drug Classification	3
PHRA 1449 Institutional Pharmacy Practice	4
PHRA 1413 Community Pharmacy Practice OR ***PHRA 1313 & PHRA 1191** Community Pharmacy Practice & Special Topics in Pharmacy Technician/Assistant	4
PHRA 1243 Pharmacy Technician Certification Review	2
PHRA 1360 Clinical – Pharmacy Technician/Assistant	3
Total	**16**

***PHRA 1313/1191 combination only for students that previously completed certification with the PHRA 1313 requirement.**

Sophomore Year

Third Semester	Hours
ENGL 1301 (core) Composition I	3
ARTS 1301 or MUSI 1306 or DRAM 1310 (core) Art Appreciation or Music Appreciation or Theatre Appreciation	3
College-level Math from Core (any core course)	3
GOVT 2305 (core) Federal Government (Federal constitution & topics)	3
HIST 1301 (core) United States History I	3
Total	**15**

Fourth Semester	Hours
ENGL 1302 (core) Composition II	3
SPCH 1315 (core) Public Speaking	3
PHIL 2306 or SOCI 1301 (core) Introduction to Ethics or Introduction to Sociology	3
HIST 1302 (core) United States History II	3
GOVT 2306 (core) Texas Government (Texas constitution & topics)	3
Total **Pharmacy Technology AAS Total**	**15** **60**

Welding Associate of Applied Science

This program follows a structured schedule,
Main Campus:
Day classes 1-year: This program follows a structured schedule, Monday – Friday from 7 AM to 1:30 PM.
Night classes 2-years: This program follows a structured schedule, Monday – Thursday from 5:30 PM to 9:30 PM.

The welding course requires three semesters or twelve months for completion. The courses are one semester in length. Instruction is individualized and students in the same shop study different topics. We have added Virtual Welding with the addition of the Lincoln VRTEX 360 Simulators.

Freshman Year

First Semester	Hours
WLDG 1323 Welding Safety, Tools, and Equipment	3
WLDG 1428 Introduction to Shielded Metal Arc Welding	4
WLDG 2443 Advanced Shielded Metal Arc Welding	4
WLDG 1430 Introduction to Gas Metal Arc Welding	4
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
WLDG 1413 Introduction to Blueprint Reading for Welders	4
WLDG 1317 Introduction to Layout and Fabrication	3
WLDG 2547 Advanced Gas Metal Arc Welding	5
Total	**13**

Sophomore Year

Third Semester	Hours
WLDG 2435 Advanced Layout and Fabrication	4
WLDG 1434 Introduction to Gas Tungsten Arc Welding	4
WLDG 1391 Special Topics in Welder / Welding Technologist	3
WLDG 2388 Welding Technology / Welder Internship	3
Total	**14**

Fourth Semester	Hours
ENGL 1301 (core) Composition I	3
SPCH 1315 (core) Public Speaking	3
BCIS 1305 or **EDUC 1300** (core) Business Computer Applications or Learning Framework	3
Social Science (any core course)	3
College-level Math **or** Natural Sciences (any core course)	3
Visual Performing Arts (any core course)	3
Total **Welding AAS Total**	**18** **60**

E. Associate Degrees of Art

Arts (Fine & Studio Arts) Associate of Arts

The curriculum in art is designed for either students who wish to transfer to other colleges and universities, or those who only wish to acquire skill or knowledge in creating. Drawing, painting, sculpting, and observing will allow each student to discover their own unique means of expression. Texarkana College art classes offer a very rare ingredient in art training today – individual attention. Small classes form the backbone of the structure necessary for creativity. This is not just a convenience; it is a way of teaching. Although Texarkana College offers many advantages over a larger four-year university, all the classes are geared for transfer into any accredited college or university. The following is a suggested course of study which will satisfy the requirements for this Associates of Arts degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
ARTS 1301 (Creative Arts core) Art Appreciation	3
HIST 1301 (core) United States History I	3
EDUC/PSYC 1300 (core) Learning Framework	3
Pick one: Math (any core course) **MATH 1314** College Algebra (Calculus Prep) **MATH 1332*** Math for Liberal Arts	3
Total	**15**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
SPCH 1315 (core) Public Speaking	3
HIST 1302 (core) United States History II	3
ARTS 1316 Drawing I	3
ARTS 1311 Design I	3
Total	**15**

Sophomore Year

First Semester	Hours
Pick one: Language, Philosophy, & Culture (core) **ENGL 2327 / 2328** American Literature I/II **ENGL 2332 / 2333** World Literature I/II **HIST 2321 / 2332** World Civilizations I/II **PHIL 2306** Introduction to Ethics	3
GOVT 2305 (core) Federal Government	3
BIOL 1308* Biology for Non-Science Majors I or BIOL/GEOL/CHEM/PHYS (any core course/no lab)	3
Pick one: **ARTS 1317** Drawing II **ARTS 2316/2317** Painting I or Painting II **ARTS 2346/2347** Ceramics I or Ceramics II **ARTS 2366** Watercolor I	3
ARTS 1312 Design II (3-dimensional)	3
Total	**15**

Second Semester	Hours
Pick one: Social & Behavioral Science (any core course) **PSYC 2301** General Psychology **PSYC 2308** Child Psychology **PSYC 2314** Lifespan Growth & Development **SOCI 1301** Introductory Sociology	3
GOVT 2306 (core) Texas Government	3
BIOL 1309* Biology for Non-Science Majors II or BIOL/GEOL/CHEM/PHYS (any core course/no lab)	3
Pick two: **ARTS 1317** Drawing II **ARTS 2316/2317** Painting I or Painting II **ARTS 2346/2347** Ceramics I or Ceramics II **ARTS 2366** Watercolor I	6
Total	**15**
Arts (Fine & Studio Arts) AA Total	**60**

**Recommended or Preferred course*
Consult the catalog of the four-year institution to which you intend to transfer.

Behavioral Science Associate of Arts

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

Freshman Year

First Semester	Hours
EDUC/PSYC 1300 (core) Learning Framework	3
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
Pick one: Math (any core course) **MATH 1314** College Algebra (Calculus Prep) **MATH 1324** Math for Business & Social Sciences **MATH 1332** Math for Liberal Arts	3
PSYC 2301 General Psychology	3
Total	**15**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
GOVT 2305 (core) Federal Government	3
HIST 1302 (core) United States History II	3
Pick one: Creative Arts (any core course) **ARTS 1301** Art Appreciation **DRAM 1310** Theatre Appreciation **DRAM 2366** Film Appreciation **MUSI 1306** Music Appreciation	3
SPCH 1315 (core) Public Speaking	3
Total	**15**

Sophomore Year

First Semester	Hours
GOVT 2306 (core) Texas Government	3
PSYC 2308 Child Psychology	3
SOCI 1301 Introductory Sociology	3
BIOL 1308 + 1108* (core) Biology for Non-Science Majors I + lab	4
Pick one: Language, Philosophy, & Culture (core) **ENGL 2332 / 2333** World Literature I/II **HIST 2321 / 2322** World Civilizations I/II **PHIL 2306** Introduction to Ethics	3
Total	**16**

Second Semester	Hours
PSYC 2314 Lifespan Growth and Development	3
BIOL 1309 + 1109* Biology for Non-Science Majors II + lab	4
SOCI 2301 Marriage and Family	3
Elective	4
Total	**14**
Behavioral Science AA Total	**60**

**TAMUT-T requires PSYC 2308 for education majors.*
Consult the catalog of the four-year institution to which you intend to transfer.

Business Administration Associate of Arts

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
MATH 1324* (core) Math for Business & Social Sciences	3
BIOL 1308 + 1108, or core science + lab** (core) Biology for Non-Science Majors I + lab**	3
EDUC/PSYC 1300 or BCIS 1305 (core) Learning Framework **or** Business Computer Applications	3
Total	**15**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
HIST 1302 (core) United States History II	3
MATH 1325* (core) Calculus for Business & Social Sciences	3
BIOL 1309 + 1109, or core science + lab** (core) Biology for Non-Science Majors II + lab**	3
SPCH 1315 (core) Public Speaking	3
Total	**15**

Sophomore Year

First Semester	Hours
Pick one: Language, Philosophy, & Culture (core) **ENGL 2327 / 2328** American Literature I/II **ENGL 2332 / 2333** World Literature I/II **HIST 2321 / 2332** World Civilizations I/II **PHIL 2306** Introduction to Ethics	3
GOVT 2305 (core) Federal Government	3
ECON 2301 Principles of Macroeconomics	3
ACCT 2301 Principles of Financial Accounting	3
Pick one: Creative Arts (any core course) **ARTS 1301** Art Appreciation **DRAM 1310** Theatre Appreciation **DRAM 2366** Film Appreciation **MUSI 1306** Music Appreciation	3
Total	**15**

Second Semester	Hours
Pick one: Social & Behavioral Science (any core course) **PSYC 2301** General Psychology **PSYC 2308** Child Psychology **PSYC 2314** Lifespan Growth & Development **SOCI 1301** Introductory Sociology	3
GOVT 2306 (core) Texas Government	3
ECON 2302 Principles of Microeconomics	3
ACCT 2302 Principles of Managerial Accounting	3
BUSI 1301 Business Principles	3
Total	**15**
Business Administration AA Total	**60**

**MATH 1324 recommended; will accept MATH 1314*
***Labs are not required at TC but some institutions may require them.*
****TAMU-T requires MATH 1442 Elementary Statistical Methods*

Students are urged to follow the degree plan of the college from which they eventually plan to earn a Bachelor's degree.

Criminal Justice Administration Associate of Arts

The Criminal Justice program is approved by the Coordinating Board and the Texas Commission of Law Enforcement Officer Standards and Education. Areas of study include History and Development of Criminal Justice, Crime in America, Fundamentals of Criminal Law, The Courts and Criminal Procedure, Police Systems and Practices, Criminal Investigation, Legal Aspects of Law Enforcement, Correctional Systems and Practices, Juvenile Delinquency, Probation and Parole, Fingerprinting, Drug Abuse, Interviews and Confessions, and Firearms and Ammunition Identification. In addition, there are open discussions on current U.S. Supreme Court and other court rulings which relate to all criminal justice activities.

Freshman Year

First Semester	Hours
BIOL/CHEM/PHYS (any core course / no lab required)	3
ENGL 1301 (core) Composition I	3
BCIS 1305 or **EDUC/PSYC 1300** (core) Business Computer Applications or Learning Framework	3
CRIJ 1301 Introduction to Criminal Studies	3
CRIJ 1310 Fundamentals of Criminal Law	3
Total	**15**

Second Semester	Hours
ENGL 1302 or **ENGL 2311** (core) Composition II or Technical & Business Writing	3
HIST 1301 (core) United States History I	3
GOVT 2305 (core) Federal Government	3
CRIJ 1306 Court Systems & Practices	3
CRIJ 2313 Correctional Systems & Practices	3
Total	**15**

Sophomore Year

First Semester	Hours
CRIJ 2314 Criminal Investigation	3
Math (any core course) *	3
HIST 1302 (core) United States History II	3
Social & Behavioral Science (any core course)	3
Language, Philosophy, & Culture (any core course)	3
Total	**15**

Second Semester	Hours
Creative Arts (any core course)	3
BIOL/CHEM/PHYS (any core course/no lab required)	3
CRIJ 2328 Police Systems & Practices	3
SPCH (any core course)	3
GOVT 2306 (core) Texas Government	3
Total	**15**
Criminal Justice Administration AA Total	**60**

**MATH 1332 Math for Liberal Arts is recommended*

General Studies Associate of Arts

The following is a suggested course of study which will satisfy the requirements for the Associate of Arts degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
EDUC/PSYC 1300 (core) Learning Framework	3
MATH (any core course) *	3
Creative Arts (any core course)	3
Total	**15**

Second Semester	Hours
ENGL 1302 or **ENGL 2311** (core) Composition II or Technical & Business Writing	3
HIST 1302 (core) United States History II	3
SPCH (any core course)	3
Social & Behavioral Science (any core course)	3
Elective (college level)	3
Total	**15**

Sophomore Year

First Semester	Hours
Language, Philosophy, & Culture (any core course)	3
BIOL/GEOL/CHEM/PHYS (core + lab)	4
GOVT 2305 (core) Federal Government	3
Elective (college level)	4
Total	**14**

Second Semester	Hours
Elective (college level)	3
BIOL/GEOL/CHEM/PHYS (any core course + lab)	4
GOVT 2306 (core) Texas Government	3
Elective (college level)	3
Elective (college level)	3
Total **General Studies AA Total**	**16** **60**

** MATH 1332 Math for Liberal Arts is recommended*

Journalism/Mass Communications Associate of Arts

The following is a suggested course of study which will satisfy the requirements for the Associate of Arts degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
EDUC/PSYC 1300 (core) Learning Framework	3
MATH 1332 (core) Math for Liberal Arts	3
COMM 2311 Media Writing	3
Total	**15**

Second Semester	Hours
ENGL 1302 or **ENGL 2311** (core) Composition II or Technical & Business Writing	3
HIST 1302 (core) United States History II	3
SPCH 1315 (core) Public Speaking	3
COMM 1307 (core) Introduction to Mass Communications	3
COMM 2315 News Reporting	3
Total	**15**

Sophomore Year

First Semester	Hours
BIOL 1308 (core) Biology for Non-Science Majors I	3
COMM 1318 Photography I	3
COMM 2305 Editing & Layout	3
GOVT 2305 (core) Federal Government	3
Creative Arts (any core course)	3
Total	**15**

Second Semester	Hours
GOVT 2306 (core) Texas Government	3
BIOL 1309 (core) Biology for Non-Science Majors II	3
Language, Philosophy, & Culture (any core course)	3
COMM 1335 Introduction to Electronic Media	3
COMM 2327 Introduction to Advertising	3
Total **Journalism/Mass Communications AA Total**	**15** **60**

Music Associate of Arts

The following is a suggested course of study which will satisfy the requirements for the Associate of Arts degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
EDUC/PSYC 1300 (core) Learning Framework	3
***MUAP 11xx**	1
****MUEN 11xx**	1
MUSI 1306 Music Appreciation	3
MUSI 1311 Music Theory I	3
Total	**14**

Second Semester	Hours
Social & Behavioral Science (any core course)	3
ENGL 1302 or **ENGL 2311** (core) Composition II or Technical & Business Writing	3
GOVT 2305 (core) Federal Government	3
***MUAP 11xx**	1
****MUEN 11xx**	1
MUSI 1312 Music Theory II	3
Total	**14**

Sophomore Year

First Semester	Hours
BIOL/GEOL/CHEM/PHYS (core)	3
GOVT 2306 (core) Texas Government	3
HIST 1301 (core) United States History I	3
SPCH 1315 (core) Public Speaking	3
***MUAP 22xx**	2
****MUEN 21xx**	1
MUSI 1116 Sight Singing & Ear Training I	1
Total	**16**

Second Semester	Hours
Language, Philosophy & Culture (any core course)	3
BIOL/GEOL/CHEM/PHYS (core)	3
HIST 1302 (core) United States History I	3
MATH (any core course)	3
***MUAP 22xx**	2
****MUEN 21xx**	1
MUSI 1117 Elementary Sight Singing & Ear Training II	1
Total **Music AA Total**	**16** **60**

**Course number will depend on particular instrument*

***Course number will depend on particular ensemble class as recommended by instrument teacher*

Social Science Studies Associate of Arts

The following is a suggested course of study which will satisfy the requirements for this Associates of Arts degree at Texarkana College.

Freshman Year

First Semester	Hours
GOVT 2305 (core) Federal Government	3
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
Pick one: Math (any core course) **MATH 1314** College Algebra (Calculus Prep) **MATH 1324** Math for Business & Social Sciences **MATH 1332** Math for Liberal Arts	3
EDUC/PSYC 1300 (core) Learning Framework	3
Total	**15**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
ECON 2301 Principles of Macroeconomics	3
HIST 1302 (core) United States History II	3
Pick one: Creative Arts (any core course) **ARTS 1301** Art Appreciation **DRAM 1310** Theatre Appreciation **DRAM 2366** Film Appreciation **MUSI 1306** Music Appreciation	3
SPCH 1315 (core) Public Speaking	3
Total	**15**

Sophomore Year

First Semester	Hours
GOVT 2306 (core) Texas Government	3
Pick one: Social & Behavioral Science (any core course) **PSYC 2301** General Psychology **PSYC 2308** Child Psychology **PSYC 2314** Lifespan Growth & Development **SOCI 1301** Introductory Sociology	3
ECON 2302 Principles of Microeconomics	3
BIOL 1308* + 1108 or core science + lab (core) Biology for Non-Science Majors I	4
HIST 2321 World Civilizations I	3
Total	**16**

Second Semester	Hours
Social & Behavioral Science Elective	3
HIST 2322 World Civilizations II	3
BIOL 1309* + 1109 or core science + lab (core) Biology for Non-Science Majors I	4
Elective	4
Total	**14**
Social Science Studies AA Total	**60**

F. Associate Degrees of Art in Teaching

Education EC–6 Associate of Arts in Teaching

The following is a suggested course of study which will satisfy the requirements for the Associate of Arts in Teaching degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
GOVT 2305 (core) Federal Government	3
MATH 1314 (core) College Algebra (Calculus Prep)	3
EDUC/PSYC 1300 (core) Learning Framework	3
Total	**15**

Second Semester	Hours
ENGL 1302 or **ENGL 2311** (core) Composition II or Technical & Business Writing	3
HIST 1302 (core) United States History II	3
GOVT 2306 (core) Texas Government	3
EDUC 1301 Introduction to the Teaching Profession	3
PHYS 1315 + 1115 or core science + lab (core) Physical Science I	4
Total	**16**

Sophomore Year

First Semester	Hours
SPCH 1315 Public Speaking	3
BIOL 1308* + 1108 or core science + lab (core) Biology for Non-Science Majors I	4
EDUC 2301 Introduction to Special Populations	3
Social & Behavioral Science (any core course)	3
MATH 1350 Mathematics for Teachers I	3
Total	**16**

Second Semester	Hours
BIOL 1309* + 1109 or core science + lab (core) Biology for Non-Science Majors II	4
Creative Arts (any core course)	3
HIST 2321 or **2322** (core) World Civilizations I or II	3
MATH 1351 Mathematics for Teachers II	3
Total	**13**
Education EC-6 AAT Total	**60**

**BIOL 1308/1108 and BIOL 1309/1109 are preferred; however, any Biology will be accepted.*

Education 4-8 Associate of Arts in Teaching

The following is a suggested course of study which will satisfy the requirements for the Associate of Arts in Teaching degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
GOVT 2305 (core) Federal Government	3
HIST 1301 (core) United States History I	3
MATH 1314 (core) College Algebra (Calculus Prep)	3
EDUC/PSYC 1300 (core) Learning Framework	3
Total	**15**

Second Semester	Hours
EDUC 1301 Introduction to the Teaching Profession	3
ENGL 1302 or **ENGL 2311** (core) Composition II or Technical & Business Writing	3
SPCH 1315 Public Speaking	3
PHYS 1315 + 1115 or core science + lab (core) Physical Science I	4
Total	**13**

Sophomore Year

First Semester	Hours
Creative Arts (any core course)	3
EDUC 2301 Introduction to Special Populations	3
MATH 1350 Mathematics for Teachers I	3
BIOL 1308* + 1108 or core science + lab (core) Biology for Non-Science Majors I	4
Social & Behavioral Science (any core course)	3
Total	**16**

Second Semester	Hours
BIOL 1309* + 1109 or core science + lab (core) Biology for Non-Science Majors II	4
GOVT 2306 (core) Texas Government	3
HIST 1302 (core) United States History II	3
Language, Philosophy, & Culture (any core course)	3
MATH 1351 Mathematics for Teachers II	3
Total	**16**
Education 4-8 AAT Total	**60**

**BIOL 1308/1108 and BIOL 1309/1109 are preferred; however, any Biology will be accepted.*

Education 8-12 Associate of Arts in Teaching

The following is a suggested course of study which will satisfy the requirements for the Associate of Arts in Teaching degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
GOVT 2305 (core) Federal Government	3
HIST 1301 (core) United States History I	3
MATH 1314 (core) College Algebra (Calculus Prep)	3
EDUC/PSYC 1300 (core) Learning Framework	3
Total	**15**

Second Semester	Hours
EDUC 1301 Introduction to the Teaching Profession	3
ENGL 1302 or **ENGL 2311** (core) Composition II or Technical & Business Writing	3
SPCH 1315 Public Speaking	3
BIOL 1308* + 1108 or core science + lab (core) Biology for Non-Science Majors I	4
Content Area	
Total	****15**

Sophomore Year

First Semester	Hours
Creative Arts (any core course)	3
EDUC 2301 Introduction to Special Populations	3
Content Area	
BIOL 1309* + 1109 or core science + lab (core) Biology for Non-Science Majors II	4
Social & Behavioral Science (any core course)	3
Total	****15**

Second Semester	Hours
Content Area	
GOVT 2306 (core) Texas Government	3
HIST 1302 (core) United States History II	3
Language, Philosophy, & Culture (any core course)	3
Content Area	
Total **Education 8-12 AAT Total**	****15** **60**

**BIOL 1308/1108 and BIOL 1309/1109 are preferred; however, any Biology will be accepted.*

***Total semester credit hours may differ depending on the Content Area electives.*

G. Associate Degrees of Science

Biology Associate of Science

The instructional program in biology offers required courses for students majoring in biological sciences, pre-professional curricula, allied health, agricultural sciences, and natural resources. The following is a suggested course of study which will satisfy the requirements for this Associates of Science degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
BIOL 1306 + 1106 (core) Biology for Science Majors I + lab	4
Pick one: Math (any core course) **MATH 1314** College Algebra (Calculus Prep) **MATH 1442** Elementary Statistical Methods **MATH 2413** Calculus I	3
CHEM 1311 + 1111 (core) General Chemistry I + lab	4
EDUC/PSYC 1300 (core) Learning Framework	3
Total	**17**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
BIOL 1307 + 1107 (core) Biology for Science Majors II + lab	4
SPCH 1315 (core) Public Speaking	3
CHEM 1312 + 1112 (core) General Chemistry II + lab	4
Total	**14**

Sophomore Year

First Semester	Hours
Pick one: Language, Philosophy, & Culture (core) **ENGL 2327 / 2328** American Literature I/II **ENGL 2332 / 2333** World Literature I/II **HIST 2321 / 2322** World Civilizations I/II **PHIL 2306** Introduction to Ethics	3
HIST 1301 (core) United States History I	3
GOVT 2305 (core) Federal Government	3
Pick one: ***CHEM 2323 + 2123** Organic Chemistry I + lab **PHYS 1301 + 1101** College Physics I + lab **PHYS 2325 + 2125** University Physics I + lab	4
****Recommended Courses***	
Total	**13**

Second Semester	Hours
Pick one: Social & Behavioral Science (any core course) **PSYC 2301** General Psychology **PSYC 2308** Child Psychology **PSYC 2314** Lifespan Growth & Development **SOCI 1301** Introductory Sociology	3
HIST 1302 (core) United States History II	3
GOVT 2306 (core) Texas Government	3
Pick one: ***CHEM 2325 + 2125** Organic Chemistry II + lab **PHYS 1302 + 1102** College Physics II + lab **PHYS 2326 + 2126** University Physics II + lab	4
Pick one: Creative Arts (any core course) **ARTS 1301** Art Appreciation **DRAM 1310** Theatre Appreciation **DRAM 2366** Film Appreciation **MUSI 1306** Music Appreciation	3
Total **Biology AS Total**	**16** **60**

Chemistry Associate of Science

The instructional program in Chemistry at Texarkana College enables students from a wide range of scientific fields, including chemistry, biology, engineering, agricultural and natural resources, to complete the first two years of study in chemistry. Prerequisite courses for application to pre-professional programs such as medicine, dentistry, optometry, pharmacy, and veterinary medicine may also be completed. The following is a suggested course of study which will satisfy the requirements for this Associate of Science degree with a concentration in chemistry.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
MATH 2413 (core) Calculus with Analytic Geometry	4
CHEM 1311 + 1111 (core) General Chemistry I + lab	4
EDUC/PSYC 1300 (core) Learning Framework	3
Total	**17**

Second Semester	Hours
ENGL 1302 / 2311 (core) Composition II or Technical & Business Writing	3
HIST 1302 (core) United States History II	3
SPCH 1315 (core) Public Speaking	3
CHEM 1312 + 1112 (core) General Chemistry II + lab	4
Total	**13**

Sophomore Year

First Semester	Hours
Pick one: Language, Philosophy, & Culture (core) **ENGL 2327 / 2328** American Literature I/II **ENGL 2332 / 2333** World Literature I/II **HIST 2321 / 2322** World Civilizations I/II **PHIL 2306** Introduction to Ethics	3
Pick one: **PHYS 1301 + 1101** College Physics I + lab **PHYS 2325 + 2125** University Physics I + lab	4
GOVT 2305 (core) Federal Government	3
CHEM 2323 + 2123 Organic Chemistry I + lab	4
Total	**14**

Second Semester	Hours
Pick one: Social & Behavioral Science (any core course) **PSYC 2301** General Psychology **PSYC 2308** Child Psychology **PSYC 2314** Lifespan Growth & Development **SOCI 1301** Introductory Sociology	3
Pick one: ***PHYS 1302** College Physics II ***PHYS 2326** University Physics II	3
GOVT 2306 (core) Texas Government	3
CHEM 2325 + 2125 Organic Chemistry II + lab	4
Pick one: Creative Arts (any core course) **ARTS 1301** Art Appreciation **DRAM 1310** Theatre Appreciation **DRAM 2366** Film Appreciation **MUSI 1306** Music Appreciation	3
Total **Chemistry AS Total**	**16** **60**

Students planning to transfer to a four-year institution are strongly encouraged to also take PHYS 1102 & PHYS 2126 because the lab will typically be required for a bachelor's degree; however, PHYS 1102/PHYS 2126 are not required for an AS in Chemistry and will not be eligible for financial aid at Texarkana College.

Engineering / Physics Associate of Science

Engineers are involved in the design of products, the advance of technology, and the construction and maintenance of infrastructure. The types of engineering are extremely diverse, including chemical engineering, aerospace engineering, civil engineering, mechanical engineering, electrical engineering, computer engineering, bioengineering, and many others. Texarkana College offers the first two years of a curriculum leading to a baccalaureate degree in engineering. The following is a suggested course of study which will satisfy the requirements for the Associate of Science degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
MATH 1316 (core) Plane Trigonometry	3
CHEM 1311 + 1111 (core) General Chemistry I + lab	4
EDUC/PSYC 1300 (core) Learning Framework	3
Total	**17**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
HIST 1302 (core) United States History II	3
MATH 2413 Calculus I	4
SPCH 1315 (core) Public Speaking	3
Total	**13**

Sophomore Year

First Semester	Hours
Pick one: Language, Philosophy, & Culture (core) **ENGL 2327 / 2328** American Literature I/II **ENGL 2332 / 2333** World Literature I/II **HIST 2321 / 2322** World Civilizations I/II **PHIL 2306** Introduction to Ethics	3
PHYS 2325 + 2125 University Physics I + lab	4
GOVT 2305 (core) Federal Government	3
MATH 2414 Calculus II	4
**1 SCH Free Elective Required only if a 3 SCH MATH course is selected in final semester*	
Total	**14**

Second Semester	Hours
Pick one: Social & Behavioral Science (any core course) **PSYC 2301** General Psychology **PSYC 2308** Child Psychology **PSYC 2314** Lifespan Growth & Development **SOCI 1301** Introductory Sociology	3
PHYS 2326 + 2126 University Physics II + lab	4
GOVT 2306 (core) Texas Government	3
Pick one: ***MATH 2318** Linear Algebra ***MATH 2320** Differential Equations **MATH 2415** Calculus III	*3+1/4
Pick one: Creative Arts (any core course) **ARTS 1301** Art Appreciation **DRAM 1310** Theatre Appreciation **DRAM 2366** Film Appreciation **MUSI 1306** Music Appreciation	3
Total **Engineering / Physics AS Total**	**16** **60**

Health Sciences Associate of Science

The following is a suggested course of study which will satisfy the requirements for the Associate of Science degree at Texarkana College.

Freshman Year

First Semester	Hours
BIOL 2301 + 2101 (core) Anatomy & Physiology I + lab	4
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
PSYC 2301 (core) General Psychology	3
EDUC/PSYC 1300 (core) Learning Framework	3
Total	**16**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
BIOL 2302 + 2102 (core) Anatomy & Physiology II + lab	4
HIST 1302 (core) United States History II	3
BIOL 2320 + 2120 Microbiology for Non-Science Majors + lab	4
Total	**14**

Sophomore Year

First Semester	Hours
GOVT 2305 (core) Federal Government	3
PSYC 2314 (core) Lifespan Growth & Development	3
Pick one: Creative Arts (any core course) **ARTS 1301** Art Appreciation **DRAM 1310** Theatre Appreciation **DRAM 2366** Film Appreciation **MUSI 1306** Music Appreciation	3
MATH 1442 Elementary Statistical Methods	4
Component Area Elective	3
Total	**16**

Second Semester	Hours
CHEM 1305 Introductory Chemistry I	3
CHEM 1105 Introductory Chemistry I Lab	1
Pick one: Language, Philosophy, & Culture (core) **ENGL 2327 / 2328** American Literature I/II **ENGL 2332 / 2333** World Literature I/II **HIST 2321 / 2322** World Civilizations I/II **PHIL 2306** Introduction to Ethics	3
Life & Physical Sciences electives	4
GOVT 2306 (core) Texas Government	3
Total **Health Sciences AS Total**	**14** **60**

Mathematics Associate of Science

The following is a suggested course of study which will satisfy the requirements for the Associate of Science degree at Texarkana College.

Freshman Year

First Semester	Hours
ENGL 1301 (core) Composition I	3
HIST 1301 (core) United States History I	3
MATH 1316 (core) Plane Trigonometry	3
BIOL/GEOL/CHEM/PHYS (core + lab)	4
EDUC/PSYC 1300 (core) Learning Framework	3
Total	**16**

Second Semester	Hours
ENGL 1302 (core) Composition II	3
HIST 1302 (core) United States History II	3
MATH 2413 Calculus with Analytic Geometry	4
SPCH 1315 (core) Public Speaking	3
BIOL/GEOL/CHEM/PHYS (core + lab)	4
Total	**17**

Sophomore Year

First Semester	Hours
Pick one: Language, Philosophy, & Culture (core) **ENGL 2327 / 2328** American Literature I/II **ENGL 2332 / 2333** World Literature I/II **HIST 2321 / 2322** World Civilizations I/II **PHIL 2306** Introduction to Ethics	3
BCIS 1305 or any other core course Business Computer Applications	3
GOVT 2305 (core) Federal Government	3
MATH 2414 Calculus II	4
**Additional 1 SCH Free Elective Required only if a 3 SCH MATH course is selected in final semester*	
Total	**13**

Second Semester	Hours
Pick one: Social & Behavioral Science (any core course) **PSYC 2301** General Psychology **PSYC 2308** Child Psychology **PSYC 2314** Lifespan Growth & Development **SOCI 1301** Introductory Sociology	3
Any 1-hour elective	1
GOVT 2306 (core) Texas Government	3
Pick one: ***MATH 2318** Linear Algebra ***MATH 2320** Differential Equations **MATH 2415** Calculus III	*3+1/4
Pick one: Creative Arts (any core course) **ARTS 1301** Art Appreciation **DRAM 1310** Theatre Appreciation **DRAM 2366** Film Appreciation **MUSI 1306** Music Appreciation	3
Total **Mathematics AS Total**	**14** **60**

H. Certificates of Graduation

Air Conditioning / Heating & Refrigeration Technology

One-Year Certificate

This program follows a structured schedule: Monday – Friday from 8 AM to 3 PM.

This program is designed to train students to meet employment requirements in the field of air conditioning, refrigeration, and heating. This will include the installation, repair and maintenance of air-conditioning/refrigeration Equipment. Included in this program is the study of residential and commercial air conditioners, heat pumps, gas and electric furnaces, and the design of air conditioning systems. Throughout the entire program, an emphasis is placed on current techniques used by service technicians. An emphasis is placed on graduate students being nationally and EPA certified.

First Semester	Hours
HART 1401 Basic Electricity for HVAC	4
HART 1356 EPA Recovery Certification Preparation	3
HART 1410 HVAC Shop Practices and Tools	4
HART 1400 HVAC Duct Fabrication	4
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
HART 2338 Air Conditioning Installation & Startup	3
HART 1407 Refrigeration Principles	4
HART 1341 Residential Air Conditioning	3
HART 2336 Air Conditioning Troubleshooting	3
Total	**14**

Third Semester	Hours
HART 2431 Advanced Electricity for HVAC	4
HART 1303 Air Conditioning Control Principles	3
HART 1345 Gas and Electric Heating	3
HART 2349 Heat Pumps	3
Total	**13**
HVAC Certificate Total Hours	**42**

HVAC Technician Assistant

One-Semester Certificate

Course	Hours
HART 1401 Basic Electricity for HVAC	4
HART 1356 EPA Recovery Certification Preparation	3
HART 1410 HVAC Shop Practices and Tools	4
HART 1400 HVAC Duct Fabrication	4
Total	**15**

HVAC Technician OSA

Occupational Skills Award

Course	Hours
HART 1356 EPA Recovery Certification Preparation	3
HART 1410 HVAC Shop Practices and Tools	4
HART 1400 HVAC Duct Fabrication	4
Total	**11**

Auto Body Technology

One-Year Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

The Auto Body Repair certificate program offers a number of career options by providing students the opportunity to earn a one-year certificate. Most of our students go directly into the workforce in technical or mechanical jobs, while some go on to start their own business. A background in auto body repair can be a valuable asset in a number of careers: collision repair technician, automotive detailer, insurance estimator, and custom auto builder/painter. The Auto Body Repair program consists of 42 hours of coursework and commonly takes three semesters to complete. Range of study varies from shop safety to metallurgy to paint restoration.

First Semester	Hours
ABDR 1201 Auto Body Repair & Repainting	2
ABDR 1203 Vehicle Design & Structural Analysis	2
ABDR 1307 Collision Repair Welding	3
ABDR 1411 Vehicle Measurement & Damage Repair Procedures	4
ABDR 1431 Basic Refinishing	4
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
ABDR 1349 Automotive Plastic & Sheet Molded Compound Repair	3
ABDR 1419 Basic Metal Repair	4
ABDR 1441 Structural Analysis & Damage Repair I	4
ABDR 2257 Collision Repair Shop Management	2
Total	**14**

Third Semester	Hours
ABDR 2359 Structural Sectioning	3
ABDR 2255 Collision Repair Estimating	2
ABDR 2447 Advanced Collision Repair Welding	4
ABDR 2345 Vehicle Safety Systems	3
ABDR 2166 Practicum	1
Total **Total Hours**	**13** **42**

Basic Auto Body Technician

One-Semester Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.
This certificate is a stackable credential earned while enrolled in the one-year certificate program. The certificate is earned upon successful completion of the first semester.

First Semester	Hours
ABDR 1201 Auto Body Repair & Repainting	2
ABDR 1203 Vehicle Design & Structural Analysis	2
ABDR 1307 Collision Repair Welding	3
ABDR 1411 Vehicle Measurement & Damage Repair Procedures	4
ABDR 1431 Basic Refinishing	4
Total	**15**

Auto Body Technician OSA

Occupational Skills Award

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.
This certificate is a stackable credential earned while enrolled in the one-year certificate program. The certificate is earned upon successful completion of the first semester.

First Semester	Hours
ABDR 1201 Auto Body Repair & Repainting	2
ABDR 1307 Collision Repair Welding	3
ABDR 1411 Vehicle Measurement & Damage Repair Procedures	4
Total	**9**

Automotive Technology Service Technician

One-Year Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

Completing a Level 1 Certificate allows a student to work in jobs such as trained vehicle service technician, as a specialty service technician, or any other intermediate level automotive repair profession. The Student must successfully complete the Maintenance and Light Automotive Repair Certificate as a prerequisite to this certificate.

First Semester	Hours
AUMT 1405 Introduction to Automotive Technology	4
AUMT 1312 Basic Automotive Service	3
AUMT 1257 Automotive Brake Systems Theory	2
AUMT 1310 Automotive Brake Systems	3
AUMT 1307 Automotive Electrical Systems	3
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
AUMT 1316 Automotive Suspension / Steering Systems	3
AUMT 1319 Automotive Engine Repair	3
AUMT 1345 Automotive Climate Control Systems	3
AUMT 2313 Automotive Drive Train and Axels	3
Total	**13**

Third Semester	Hours
AUMT 2289 Internship: Automobile / Automotive Mechanics Technology / Technician	2
AUMT 2301 Automotive Management	3
AUMT 2317 Automotive Engine Performance Analysis I	3
AUMT 2334 Automotive Engine Performance Analysis II	3
AUMT 2332 Automotive Automatic Transmission and Transaxle II	3
Total **Total Hours**	**14** **42**

Automotive Maintenance & Light Repair

One-Semester Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.
The Automotive Maintenance and Light Automotive Repair Level 1 Certificate is a specialized program that allows students to fast track into the automotive industry. Students will be trained on the basic essentials that are necessary to start an automotive degree. Completing the Level 1 Certificate allows a student to work in jobs such as a vehicle service apprentice, a lubrication and chassis specialist, and other entry level automotive repair positions.

This certificate is a stackable credential earned while enrolled in the one-year certificate program. The certificate is earned upon successful completion of the first semester.

First Semester	Hours
AUMT 1405 Introduction to Automotive Technology	4
AUMT 1312 Basic Automotive Service	3
AUMT 1257 Automotive Brake Systems Theory	2
AUMT 1310 Automotive Brake Systems	3
AUMT 1307 Automotive Electrical Systems	3
Total	**15**

Automotive Service Technician OSA

Occupational Skills Award

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.
The Automotive Maintenance and Light Automotive Repair Level 1 Certificate is a specialized program that allows students to fast track into the automotive industry. Students will be trained on the basic essentials that are necessary to start an automotive degree. Completing the Level 1 Certificate allows a student to work in jobs such as a vehicle service apprentice, a lubrication and chassis specialist, and other entry level automotive repair positions.

This certificate is a stackable credential earned while enrolled in the one-year certificate program. The certificate is earned upon successful completion of the first semester.

First Semester	Hours
AUMT 1405 Introduction to Automotive Technology	4
AUMT 1312 Basic Automotive Service	3
AUMT 1307 Automotive Electrical Systems	3
Total Hours	**10**

Aviation Mechanics Technology

Level Two Certificate

***Pending FAA approval**

This program follows a structured hybrid schedule, Monday – Friday from 8 AM to 12 PM.

Freshman Year

First Semester	Hours
AERM 1201 Introduction to Aviation	2
AERM 1315 Aviation Science	3
AERM 1414 Basic Electricity	4
AERM 1208 Federal Aviation Regulations	2
AERM 1449 Hydraulic, Pneumatic, and Fuel Systems	4
AERM 1310 Ground Operations	3
Total	**18**

Second Semester	Hours
AERM 1352 Aircraft Sheet Metal	3
AERM 1345 Airframe Electrical Systems	3
AERM 1350 Landing Gear Systems	3
AERM 1247 Airframe Auxiliary Systems	2
AERM 2233 Assembly and Rigging	2
Total	**13**

Sophomore Year

First Semester	Hours
AERM 1357 Fuel Metering and Induction Systems	3
AERM 1344 Aircraft Reciprocating Engines	3
AERM 1240 Aircraft Propellers	2
AERM 1356 Aircraft Powerplant Electrical	3
AERM 1351 Aircraft Turbine Engine Theory	3
Total **Total Hours**	**14** **45**

Barber

One-Year Certificate

This program follows a structured schedule, Monday – Friday from 12:30 PM to 6:20 PM.

First Semester	Hours
BARB 1307 Introduction to Hair Design	3
BARB 1210 Manicuring and Facials for Barbers	2
BARB 1404 Introduction to Barber Styling	4
BARB 1402 Barber Styling I	4
LEAD 1100 Workforce Development with Critical Thinking	1
Total	**14**

Second Semester	Hours
BARB 2440 Preparation for the State Licensing Examination	4
BARB 2432 Barber Law and Shop Management I	4
BARB 2431 Advanced Barber Styling I	4
BARB 2441 Advanced Barber Styling II	4
Total	**16**
Total Hours	**30**

Business Office Technology

One-Year Certificate

Day classes 1-year: This program follows a structured schedule, Monday – Friday from 9 AM to 3 PM.
Night classes 2-years: This program follows a structured schedule, Monday – Thursday from 5:30 PM to 9:30 PM.

First Semester	Hours
POFT 1127 Introduction to Keyboarding	1
POFT 1329 Beginning Keyboarding	3
HRPO 1280 Cooperative Education – Human Resources Management/Personnel Training, General	2
POFT 1309 Administrative Office Procedures I	3
POFT 1319 Records & Information Management I	3
POFT 1291 Special Topics in Business Communications	2
Total	**14**

Second Semester	Hours
POFT 2203 Speed & Accuracy Building	2
POFT 2401 Intermediate Keyboarding	4
POFT 1325 Business Math Using Technology	3
ACNT 1303 Introduction to Accounting I	3
LEAD 1100 Workforce Development with Critical Thinking	1
Total	**13**

Third Semester	Hours
POFT 2333 Advanced Keyboarding	3
POFI 1349 Spreadsheets	3
POFT 1492 Special Topics in Administrative Assistant Secretarial Science, General	4
HRPO 2288 Internship – Human Resources Management/Personnel Administration, General	2
POFT 2387 Internship – Administrative Assistant Secretarial Science, General	3
Total **Total Hours**	**15** **42**

Business Office Technology OSA

Occupational Skills Award

Day classes 1-year: This program follows a structured schedule, Monday – Friday from 9 AM to 3 PM.
Night classes 2-years: This program follows a structured schedule, Monday – Thursday from 5:30 PM to 9:30 PM.

Third Semester	Hours
POFT 1127 Introduction to Keyboarding	1
POFT 1329 Beginning Keyboarding	3
POFT 1319 Records & Information Management I	3
POFT 1291 Special Topics in Business Communications	2
Total	**9**

Child Development - Early Childhood Training

One-Year Certificate

First Semester	Hours
TECA 1311 Educating Young Children	3
BCIS 1305 or **EDUC/PSYC 1300** Business Computer Applications or Learning Frameworks	3
CDEC 1313 Curriculum Resources for Early Childhood Program	3
CDEC 1317, 1356, 1358, or 2326	3
CDEC 1319, 1359, 2322, 2324 or TECA 1318	3
Total	**15**

Second Semester	Hours
ENGL 1301 (core) Composition I	3
CDEC 2387* Internship – Child Care Provider / Assistant	3
SPCH 1315 Public Speaking	3
PSYC 2308 Child Psychology	3
TECA 1303 Families, School, & Community	3
Total **Total Hours**	**15** **30**

Students must have a "C" in CDEC and TECA Courses in order to receive credit for their certificate.

Electives: **CDEC 1317** Child Development Associate Training I,
CDEC 1319 Child Guidance,
CDEC 1356 Emergent Literacy for Early Childhood,
CDEC 1358 Creative Arts for Early Childhood,
CDEC 1359 Children with Special Needs,
CDEC 2322 Child Development Associate Training II,
CDEC 2324 Child Development Associate Training III,
CDEC 2326 Administration of Programs for Children I,
TECA 1318 Nutrition, Health, and Safety

Please be advised that licensure for this program includes a criminal background check. If you have a question about this action, please speak to the division dean.

***Background check may be required**

Child Development OSA

Occupational Skills Award

First Semester	Hours
CDEC 1317 Child Development Associate Training I	3
CDEC 2322 Child Development Associate Training II	3
CDEC 2324 Child Development Associate Training III	3
Total Hours	**9**

Students must have a “C” or higher in each CDA course to receive the training certificate.

**The occupational skills award serves as training only towards the CDA credential. Credentialing is issued through the CDA Council and not Texarkana College. For more information, please speak to the division dean.*

Construction Technology

One-Year Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
CRPT 1329 Introduction to Carpentry	3
CNBT 1311 Construction Methods & Materials I	3
CNBT 1318 Construction Tools & Techniques	3
CNBT 1316 Construction Technology I	3
CNBT 1300 Residential & Light Commercial Construction Drawings	3
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
CNBT 1302 Mechanical, Plumbing, & Electrical Systems in Construction I	3
CRPT 1323 Floor Systems	3
CNBT 1350 Construction Technology II	3
CNBT 1346 Construction Estimating I	3
Total	**13**

Third Semester	Hours
CNBT 1280 Cooperative Education – Construction Engineering Technology / Technician	2
CNBT 1353 Construction Technology III	3
CNBT 1342 Building Codes & Inspections	3
CNBT 2304 Construction Methods & Materials II	3
CNSE 1341 Earth Moving Equipment Operation	3
Total **Total Hours**	**14** **42**

Construction Helper

One-Semester Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
CRPT 1329 Introduction to Carpentry	3
CNBT 1311 Construction Methods & Materials I	3
CNBT 1318 Construction Tools & Techniques	3
CNBT 1316 Construction Technology I	3
CNBT 1300 Residential & Light Commercial Construction Drawings	3
Total	**15**

Construction Technology OSA

Occupational Skills Award

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
CNBT 1311 Construction Methods & Materials I	3
CNBT 1318 Construction Tools & Techniques	3
CNBT 1316 Construction Technology I	3
Total Hours	**9**

Cosmetology

Level One Certificate

Day Classes/Two Semesters: This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

Night Classes / Four Semesters: This program follows a structured schedule, Monday – Thursday from 5:30 PM to 9:30 PM.

First Semester	Hours
CSME 1401 Orientation to Cosmetology	4
CSME 1310 Introduction to Haircutting and Related Theory	3
CSME 2336 Advanced Cosmetology Applications & Related Theory	3
CSME 1453 Chemical Reformation and Related Theory	4
LEAD 1100 Workforce Development with Critical Thinking	1
Total	**15**

Second Semester	Hours
CSME 2401 The Principles of Hair Coloring and Related Theory	4
CSME 2343 Salon Development	3
CSME 2310 Advanced Haircutting and Related Theory	3
CSME 2350 Preparation for the State Licensing Written Examination	3
CSME 2250 Preparation for the State Licensing Practical Examination	2
Total **Total Hours**	**15** **30**

Culinary Arts

One-Year Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
CHEF 1305 Sanitation and Safety	3
CHEF 1401 Basic Food Preparation	4
HAMG 1221 Introduction to Hospitality Industry	2
RSTO 1313 Hospitality Supervision	3
RSTO 1325 Purchasing for Hospitality Operations	3
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
CHEF 2301 Intermediate Food Preparation	3
CHEF 1310 Garde Manger	3
CHEF 1214 A La Carte Cooking	2
PSTR 1301 Fundamentals of Baking	3
Total	**12**

Third Semester	Hours
CHEF 1345 International Cuisine	3
IFWA 2346 Quantity Procedures	3
RSTO 1221 Menu Management	2
DITA 1300 Dietary Manager I	3
CHEF 1480 Cooperative Education – Culinary Arts/Chef Training	4
Total **Total Hours**	**15** **42**

Culinary Arts Hospitality

One-Semester Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
CHEF 1305 Sanitation and Safety	3
RSTO 1313 Hospitality Supervision	3
RSTO 1325 Purchasing for Hospitality Operations	3
CHEF 1401 Basic Food Preparation	4
HAMG 1221 Introduction to Hospitality Industry	2
Total Hours	**15**

Culinary Arts OSA

Occupational Skills Award

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
CHEF 1305 Sanitation and Safety	3
RSTO 1313 Hospitality Supervision	3
CHEF 1401 Basic Food Preparation	4
Total Hours	**10**

Diesel Technology

One-Year Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.
Classes are held at TC @ TexAmericas Center which is near Red River Army Depot outside of New Boston, Texas.
The Diesel Technology certificate program offers a number of career options by providing students the opportunity to earn a one-year certificate. Most of our students go directly into the workforce as technicians while some go on to start their own business. A background in Auto and diesel technology can be a valuable asset in a number of careers; service technician, diesel parts counter tech, custom service/diagnostics, and fleet service maintenance. The Auto/Diesel technology program consists of 42 hours of coursework and commonly takes three semesters to complete when taken during the day. The range of study varies from shop safety to failure analysis. The courses in Diesel Technology are:

First Semester	Hours
DEMR 1301 Shop Safety & Procedures	3
DEMR 1405 Basic Electrical Systems	4
DEMR 1406 Diesel Engine I	4
DEMR 1421 Power Train I	4
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
DEMR 1410 Diesel Engine Testing & Repair I	4
DEMR 2412 Diesel Engine Testing & Repair II	4
DEMR 1317 Basic Brake Systems	3
DEMR 1323 HVAC Troubleshooting & Repair	3
Total	**15**

Third Semester	Hours
DEMR 2332 Electronic Controls	3
DEMR 1449 Diesel Engine II	4
DEMR 2334 Advanced Tune-Up & Troubleshooting	3
DEMR 2266 Practicum – Diesel Mechanics	2
Total **Total Hours**	**12** **42**

Basic Diesel Technician

One-Semester Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.
Classes are held at TC @ TexAmericas Center which is near Red River Army Depot outside of New Boston, Texas.

First Semester	Hours
DEMR 1301 Shop Safety & Procedures	3
DEMR 1405 Basic Electrical Systems	4
DEMR 1406 Diesel Engine I	4
DEMR 1421 Power Train I	4
Total	**15**

Diesel Mechanics Technology OSA

Occupational Skills Award

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.
Classes are held at TC @ TexAmericas Center which is near Red River Army Depot outside of New Boston, Texas.

First Semester	Hours
DEMR 1301 Shop Safety & Procedures	3
DEMR 1405 Basic Electrical Systems	4
DEMR 1421 Power Train I	4
Total	**11**

Electrical Technology

One-Year Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

The Electrical Technology certificate program offers a number of career options by providing students the opportunity to earn a one-year certificate. Most students go directly into the workforce or start their own business upon graduation from this program. Skills in electricity are useful in a number of different industrial and manufacturing jobs. The Electrical Technology program consists of 42 hours of coursework and commonly takes three semesters to complete.

First Semester	Hours
ELPT 1325 National Electric Code I	3
CETT 1409 DC-AC Circuits	4
ELPT 1321 Introduction to Electrical Safety and Tools	3
DFTG 1329 Electro-Mechanical Drafting	3
Total	**13**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
ELPT 1319 Fundamentals of Electricity I	3
ELPT 1351 Electrical Machines	3
ELPT 1429 Residential Wiring	4
RBTC 1401 Programmable Logic Controllers	4
Total	**15**

First Semester	Hours
ELPT 1420 Fundamentals of Electricity II	4
ELPT 1457 Industrial Wiring	4
ELTN 1343 Electrical Troubleshooting	3
ELMT 2339 Advanced Programmable Logic Controllers	3
Total **Total Hours**	**14** **42**

Electrical Technology OSA

Occupational Skills Award

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

The Electrical Technology certificate program offers a number of career options by providing students the opportunity to earn a one-year certificate. Most students go directly into the workforce or start their own business upon graduation from this program. Skills in electricity are useful in a number of different industrial and manufacturing jobs. The Electrical Technology program consists of 42 hours of coursework and commonly takes three semesters to complete.

First Semester	Hours
CETT 1409 DC-AC Circuits	4
ELPT 1321 Introduction to Electrical Safety and Tools	3
DFTG 1329 Electro-Mechanical Drafting	3
Total	**10**

Esthetician

Level One Certificate

First Semester	Hours
CSME 1420 Orientation to Facial Specialist	4
CSME 1421 Principles of Facial and Skin Care Technology I	4
CSME 1302 Applications of Facial and Skin Care Technology I	3
Total	**11**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
CSME 2343 Salon Development	3
CSME 2336 Advanced Cosmetology Applications & Related Theory	3
CSME 2250 Preparation for the State Licensing Written Examination	2
CSME 2351 Preparation for the State Licensing Practical Examination	3
Total **Total Hours**	**12** **23**

Instrumentation/Robotics

One-Year Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
CETT 1409 DC-AC Circuits	4
ELPT 1321 Introduction to Electrical Safety and Tools	3
DFTG 1329 Electro-Mechanical Drafting	3
ELPT 1325 National Electric Code I	3
Total	**13**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
CETT 1307 Fundamentals of Electronics	3
INTC 1405 Introduction to Instrumentation	4
RBTC 1401 Programmable Logic Controllers	4
RBTC 1305 Robotic Fundamentals	3
Total	**15**

Third Semester	Hours
INTC 1443 Application of Industrial Automatic Control	4
RBTC 2345 Robot Application, Set-up, and Testing	3
INTC 1457 AC/DC Motor Control	4
ELMT 2339 Advanced Programmable Logic Controllers	3
Total	**14**
Total Hours*	**42**

Instrumentation/Robotics Program OSA

Occupational Skills Award

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
CETT 1409 DC-AC Circuits	4
ELPT 1321 Introduction to Electrical Safety and Tools	3
DFTG 1329 Electro-Mechanical Drafting	3
Total	**10**

Mechatronics

One-Year Certificate

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
ELPT 1325 National Electric Code I	3
CETT 1409 DC-AC Circuits	4
DFTG 1329 Electro-Mechanical Drafting	3
ELPT 1321 Introduction to Electrical Safety and Tools	3
Total	**13**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
INTC 1405 Introduction to Instrumentation	4
CETT 1307 Fundamentals of Electronics	3
RBTC 1401 Programmable Logic Controllers	4
INMT 2301 or ENTC 2331 Machinery Installation or Manufacturing Materials	3
Total	**15**

Third Semester	Hours
INMT 1417 Industrial Automation	4
HYDR 1445 Hydraulics and Pneumatics	4
ELMT 2339 Advanced Programmable Logic Controllers	3
INMT 2303 Pumps, Compressors & Mechanical Drives	3
INMT 1381 Cooperative Education – Manufacturing Technology/Technician	3
Total	**17**
Total Hours	**45**

Mechatronics OSA

Occupational Skills Award

This program follows a structured schedule, Monday – Friday from 8 AM to 3 PM.

First Semester	Hours
CETT 1409 DC-AC Circuits	4
ELPT 1321 Introduction to Electrical Safety and Tools	3
DFTG 1329 Electro-Mechanical Drafting	3
Total	**10**

Manufacturing Technician Assistant

One-Semester Certificate

This program follows a structured schedule, Monday – Friday from 7 AM to 2 PM.

First Semester	Hours
ELPT 1325 National Electric Code I	3
CETT 1409 DC-AC Circuits	4
ELPT 1321 Introduction to Electrical Safety and Tools	3
DFTG 1329 Electro-Mechanical Drafting	3
ENTC 2331 Manufacturing Materials	3
Total Hours	**16**

Medical Office Procedures

One-Year Certificate

The Business Office Technology One-Year Level I Medical Office Procedures Certificate consists of 42 SCH with three completed semesters of study. Day and evening classes are available. Day classes are full time; evening classes are half time.

Day classes 1-year: This program follows a structured schedule, Monday – Friday from 9 AM to 3 PM.
Night classes 2-years: This program follows a structured schedule, Monday – Thursday from 5:30 PM to 9:30 PM.

First Semester	Hours
POFT 1127 Introduction to Keyboarding	1
POFT 1329 Beginning Keyboarding	3
HRPO 1280 Cooperative Education – Human Resources Management/Personnel Administration, General	2
POFM 1317 Medical Administrative Support	3
POFT 1319 Records & Information Management I	3
POFT 1291 Special Topics in Business Communications	2
Total	**14**

Second Semester	Hours
POFT 2203 Speed & Accuracy Building	2
POFT 2401 Intermediate Keyboarding	4
MDCA 1213 Medical Terminology	2
ACNT 1303 Introduction to Accounting I	3
TECM 1191 Special Topics in Applied Mathematics, General	1
HPRS 1201 Introduction to Health Professions	2
LEAD 1100 Workforce Development with Critical Thinking	1
Total	**15**

Third Semester	Hours
MRMT 1307 Medical Transcription I	3
POFM 1327 Medical Insurance	3
HPRS 2221 Medical Law & Ethics for Health Professionals	2
POFM 2286 Internship – Medical Office Assistant	2
POFT 2387 Internship – Administrative Assistant Secretarial Science, General	3
Total	**13**
Total Hours	**42**

Paramedic Certificate Program

This 12-month certificate program is designed to prepare for the EMT for Paramedic certification / licensure in Arkansas, Texas, and National Registry. Individualized clinical experience is designed to meet the needs of the person who is employed full-time. The state and national credentialing examinations, hosted at the end of the courses, are optional and are subject to credentialing agencies' rules and regulations concerning applications and fees.

Prior to issuance of a completion certificate, the transfer student must submit an official transcript of previous college courses indicating successful completion of equivalent prerequisite courses. Other prerequisites include: current EMT certification / licensure and current American Heart Association Basic Life Support Healthcare Provider completion.

First Year

Prerequisite Semester	Hours
EMSP 1501 Emergency Medical Technician	5
EMSP 1208 Emergency Vehicle Operations	2
EMSP 1260 Clinical – EMT/Technician (EMT Paramedic)	2
Total	**9**

First Semester	Hours
EMSP 1438 Introduction to Advanced Practice	4
EMSP 1356 Patient Assessment and Airway Management	3
EMSP 2444 Cardiology	4
EMSP 2206 Emergency Pharmacology	2
EMSP 1161 Clinical – EMT/Technician (EMT Paramedic)	1
Total	**14**

Second Semester	Hours
EMSP 2305 EMS Operations	3
EMSP 1355 Trauma Management	3
EMSP 2434 Medical Emergencies	4
EMSP 2330 Special Populations	3
EMSP 2362 Clinical – EMT/Technician (EMT Paramedic)	3
Total	**16**

Third Semester	Hours
EMSP 2143 Assessment Based Management	1
EMSP 2266 Practicum (or Field Experience) – EMT/Technician (EMT Paramedic)	2
Total	**3**
Total Hours	**42**

Please be advised that licensure for this program includes a criminal background check. If you have a question about this action, please speak to the division dean.

Basic EMT OSA

Occupational Skills Award

Must pass these courses with grades of C or better and be licensed as an EMT before starting the Paramedic Certificate program.

First Semester	Hours
EMSP 1501 Emergency Medical Technician	5
EMSP 1260 Clinical – EMT/Technician (EMT Paramedic)	2
EMSP 1208 Emergency Vehicle Operations	2
Total Hours	**9**

Pharmacy Technician Program

Texarkana College is dedicated to facilitating the growth and development of enrolled students in becoming competent entry-level pharmacy technicians to function within the healthcare community they serve. Students will learn the theory of the pharmacy profession including both institutional and retail/community pharmacy essentials. Upon completion of this program, students will gain growth and development in becoming pharmacy technicians with high ethics, professionalism, effective communication skills, critical thinking skills, clinical competency, and the highest quality patient care in mind.

Pharmacy Technician Program Admission Requirements

1. A college Application for Admission indicating Pharmacy Technician as your major and the date of desired enrollment. Students must meet all TC admission requirements
2. A personal guidance interview with the Health Sciences Enrollment Specialist. Call for an appointment. (903) 823-3351
3. An official high school transcript or GED scores and transcripts from all other colleges attended. Students in the Pharmacy Technician Program must be 18 years or older to enroll
4. Any student on suspension or probation must be cleared through the Admissions Office
5. Students must be TSI met in all areas
6. Prior to acceptance, a negative drug screen will be required. This is not required until notification in writing of "Conditional Acceptance" into the Pharmacy Technician program has been sent
7. Hepatitis B vaccination series. NOTE: It takes 6 months to complete the vaccine series. Allow time for this prior to application/entry. If you have questions, please contact the Pharmacy Technician Program Coordinator
8. Tetanus-diphtheria vaccine within the last 10 years
9. Proof of a negative TB skin test or negative chest x-ray within six months prior to starting the program.
10. Measles, Mumps & Rubella vaccine (MMR)
    a. Students born on or after January 1, 1957, must show proof of vaccination of two doses of measles-containing vaccine administered SINCE January 1, 1968 (preferably MMR vaccine)
    b. Students born on or after January 1, 1957, must show proof of vaccination of one dose of mumps vaccine
    c. Students born on or after January 1, 1957, must show proof of vaccination of one dose of the rubella vaccine
11. Return checklist to the Health Sciences Enrollment Specialist with an original signature and date

Completion of one's file does not constitute admission to the Pharmacy Technician program. It is your responsibility to complete the appropriate admissions requirements by the stated deadlines. In addition, be aware that Texarkana College Health Sciences Division requires pre-admission drug screening for this program. Notification of acceptance or rejection will be mailed to all candidates. Make certain your correct mailing address is on file.

Pharmacy Technician Program Requirements

After gaining conditional acceptance into the Pharmacy Technician Program, students must register as a Pharmacy Technician Trainee with the Texas State Board of Pharmacy. The fee for this registration is not included in Texarkana College tuition and fees. This process will include fingerprinting and a criminal background check. It takes approximately 4-6 weeks for the application to be processed by the State Board of Pharmacy. Applicants who are denied a trainee certificate cannot fulfil the program requirements. The Program Coordinator will assist you with this process.

Pharmacy Technician / Assistant

Level Two Certificate

First Semester	Hours
PHRA 1301 Introduction to Pharmacy	3
PHRA 1202 Pharmacy Law	2
PHRA 1304 Pharmacotherapy & Disease Process	3
PHRA 1309 Pharmaceutical Mathematics I	3
PHRA 1315 Pharmacy Terminology	3
Total	**14**

Second Semester	Hours
PHRA 1305 Drug Classification	3
PHRA 1449 Institutional Pharmacy Practice	4
PHRA 1413 Community Pharmacy Practice	4
PHRA 1243 Pharmacy Technician Certification Review	2
PHRA 1360 Clinical – Pharmacy Technician	3
Total **Total Hours**	**16** **30**

Please be advised that licensure for this program includes a criminal background check. If you have a question about this action, please speak to the division dean.

Vocational Nursing – Spring Admission

Certificate

Prerequisite	Hours
BIOL 2301/2101 Anatomy & Physiology I + lab	4
Total	**4**

Prerequisite	Hours
BIOL 2302/2102 Anatomy & Physiology II + lab	4
Total	**4**

First Semester	Hours
VNSG 1304 Foundations of Nursing	3
VNSG 1400 Nursing in Health & Illness I	4
VNSG 1402 Applied Nursing Skills I	4
VNSG 1461 Clinical – Licensed Practical / Vocational Nursing	4
Total	**15**

Second Semester	Hours
VNSG 1330 Maternal – Neonatal Nursing	3
VNSG 1334 Pediatrics	3
VNSG 2363 Clinical – Licensed Practical / Vocational Nurse Training	3
Total	**9**

Third Semester	Hours
VNSG 1509 Nursing in Health & Illness II	5
VNSG 2510 Nursing in Health & Illness III	5
VNSG 1219 Leadership and Professional Development	2
VNSG 2462 Clinical – Licensed Practical / Vocational Nurse Training (H&I II)	4
Total	**16**
Total Hours*	**48**

Note: *Students must achieve at least a grade of "C" in each course. Those failing to meet the grade requirements cannot continue in the program. The faculty of the Vocational Nursing Program reserve the right to alter the curriculum and admission policies whenever change is deemed necessary and advisable. Notification to all applicants who have completed the application process will constitute means to effectuate policy changes prior to enrollment.*

Please be advised that licensure for this program includes a criminal background check. If you have a question about this action, please speak to the division dean.

Vocational Nursing – Fall Admission

Certificate

Prerequisite	Hours
BIOL 2301/2101 Anatomy & Physiology I + lab	4
Total	**4**

Prerequisite	Hours
BIOL 2302/2102 Anatomy & Physiology II + lab	4
Total	**4**

First Semester	Hours
VNSG 1304 Foundations of Nursing	3
VNSG 1400 Nursing in Health & Illness I	4
VNSG 1402 Applied Nursing Skills I	4
VNSG 1461 Clinical – Licensed Practical / Vocational Nursing	4
Total	**15**

Second Semester	Hours
VNSG 1509 Nursing in Health & Illness II	5
VNSG 2510 Nursing in Health & Illness III	5
VNSG 2462 Clinical – Licensed Practical / Vocational Nurse Training (H&I II)	4
Total	**14**

Third Semester	Hours
VNSG 1330 Maternal – Neonatal Nursing	3
VNSG 1334 Pediatrics	3
VNSG 1219 Leadership and Professional Development	2
VNSG 2363 Clinical – Licensed Practical / Vocational Nurse Training	3
Total	**11**
Total Hours*	**48**

Note: *Students must achieve at least a grade of "C" in each course. Those failing to meet the grade requirements cannot continue in the program. The faculty of the Vocational Nursing Program reserve the right to alter the curriculum and admission policies whenever change is deemed necessary and advisable. Notification to all applicants who have completed the application process will constitute means to effectuate policy changes prior to enrollment.*

Please be advised that licensure for this program includes a criminal background check. If you have a question about this action, please speak to the division dean.

Welding

One-Year Certificate

Main Campus:
Day classes 1-year: This program follows a structured schedule, Monday – Friday from 7 AM to 1:30 PM.
Night classes 2-years: This program follows a structured schedule, Monday – Thursday from 5:30 PM to 9:30 PM.

The welding course requires three semesters or twelve months for completion. The courses are one semester in length. Instruction is individualized and students in the same shop study different topics. We have added Virtual Welding with the addition of the Lincoln VRTEX 360 Simulators.

First Semester	Hours
WLDG 1323 Welding Safety, Tools, and Equipment	3
WLDG 1428 Introduction to Shielded Metal Arc Welding	4
WLDG 2443 Advanced Shielded Metal Arc Welding	4
WLDG 1430 Introduction to Gas Metal Arc Welding	4
Total	**15**

Second Semester	Hours
LEAD 1100 Workforce Development with Critical Thinking	1
WLDG 1413 Introduction to Blueprint Reading for Welders	4
WLDG 1317 Introduction to Layout and Fabrication	3
WLDG 2547 Advanced Gas Metal Arc Welding	5
Total	**13**

Third Semester	Hours
WLDG 1391 Special Topics in Welder / Welding Technologist	3
WLDG 1434 Introduction to Gas Tungsten Arc Welding	4
WLDG 2435 Advanced Layout and Fabrication	4
WLDG 2388 Welding Technology / Welder Internship	3
Total	**14**
Total Hours	**42**

Welder's Helper

One-Semester Certificate

Main Campus:
Day classes 1-year: This program follows a structured schedule, Monday – Friday from 7 AM to 1:30 PM.
Night classes 2-years: This program follows a structured schedule, Monday – Thursday from 5:30 PM to 9:30 PM.

This certificate is a stackable credential earned while enrolled in the one-year certificate program. The certificate is earned upon successful completion of the first semester.

First Semester	Hours
WLDG 1323 Welding Safety, Tools, and Equipment	3
WLDG 1428 Introduction to Shielded Metal Arc Welding	4
WLDG 2443 Advanced Shielded Metal Arc Welding	4
WLDG 1430 Introduction to Gas Metal Arc Welding	4
Total	**15**

Welding Technology OSA

Occupational Skills Award

Main Campus:
Day classes 1-year: This program follows a structured schedule, Monday – Friday from 7 AM to 1:30 PM.
Night classes 2-years: This program follows a structured schedule, Monday – Thursday from 5:30 PM to 9:30 PM.

This certificate is a stackable credential earned while enrolled in the one-year certificate program. The certificate is earned upon successful completion of the first semester.

First Semester	Hours
WLDG 1323 Welding Safety, Tools, and Equipment	3
WLDG 1428 Introduction to Shielded Metal Arc Welding	4
WLDG 1430 Introduction to Gas Metal Arc Welding	4
Total	**11**

I. Course Descriptions

ABDR 1201 W - Auto Body Repair and Repainting (2,0,6).
An introduction to the use of hand and power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass and SMC repair, sanding, and application of primers with emphasis on shop safety practices.

ABDR 1203 W - Vehicle Design and Structural Analysis (2,1,4).
An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design.

ABDR 1307 W – Collision Repair Welding (3,1,7).
An introduction to the use of hand and power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass and SMC repair, sanding, and application of primers with emphasis on shop safety practices.

ABDR 1349 W - Automotive Plastic and Sheet Molded Compound Repair (3,1,6).
A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives.

ABDR 1411 W - Vehicle Measurement and Damage Repair Procedures (4,2,6).
Introduction to damaged vehicle measurement and structural alignment equipment.

ABDR 1419 W - Basic Metal Repair (4,2,7).
Covers basic metal principles and working techniques including proper tool usage and product application.

ABDR 1431 W - Basic Refinishing (4,2,6).
An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of replacement parts.

ABDR 1441 W - Structural Analysis and Damage Repair I (4,2,6).
Training in the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids.

ABDR 2166 W – Practicum (or Field Experience)–Autobody/Collision & Repair Tech/Technician (1,0,8).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

ABDR 2255 W - Collision Repair Estimating (2,0,5).
An advanced course in collision estimating and development of a damage report utilizing estimating software.

ABDR 2257 W - Collision Repair Shop Management (2,0,5).
A study of methods and equipment used in collision repair shops to improve management functions and profitability.

ABDR 2345 W - Vehicle Safety Systems (3,2,3).
Theory and operation of air bags and other passive and non-passive restraint systems including automotive anti-lock systems and diagnostic methods used in the collision repair industry.

ABDR 2359 W - Structural Sectioning (3,1,6).
Skill development in the practical application of welded panel replacement and structural sectioning procedures as well as practical equipment applications in structural vehicle straightening, alignment, welding, and corrosion protection.

ABDR 2447 W - Advanced Collision Repair Welding (4,2,6).
Skill development in the use of advanced welding and cutting processes. Emphasizes current welding procedures and specific repair requirements for specialized metals.

ACCT 2301 A – Principles of Financial Accounting (3,3,0).
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

ACCT 2302 A - Principles of Managerial Accounting (3,3,0).
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301.

ACNT 1303 W - Introduction to Accounting I (3,1,5).
A study of analyzing, classifying, and recording business transactions in a computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1304 W - Introduction to Accounting II (lecture and lab hours will vary by program).
A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a computerized environment.

ACNT 1311 W - Introduction to Computerized Accounting (3,2,4).
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Prerequisite or Concurrent enrollment: ACCT 2301.

AERM 1201 W – Introduction to Aviation (2,2,0).
An overview of aviation maintenance including the history of aviation, the mechanic's roles and duties, and nomenclature of aircraft and safety.

AERM 1208 W – Federal Aviation Regulations (2,1,4).
A course in the use and understanding of Federal Aviation Administration (FAA) and aircraft manufacturers' publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations.

AERM 1240 W – Aircraft Propellers (2,0,6).
Fundamentals of propeller design, function and construction. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, installation of propellers, and safety procedures are also addressed.

AERM 1247 W – Airframe Auxiliary Systems (2,0,6).
A comprehensive study of airframe auxiliary systems including cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. Fundamentals of safety procedures also addressed.

AERM 1310 W – Ground Operations (3,2,3).
An introductory course in fuels, servicing methods, safety procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.

AERM 1315 W – Aviation Science (3,2,4).
Fundamentals of mathematics, physics, and drawings as they apply to aircraft principles and operations as required by the Federal Aviation Administration (FAA) for airframe and powerplant mechanics.

AERM 1344 W – Aircraft Reciprocating Engines (3,1,6).
Reciprocating engines, their development, operating principles, and theory. Includes engine instruments, lubrication, and exhaust systems. Also addresses fundamentals of safety.

AERM 1345 W – Airframe Electrical Systems (3,1,6).
A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring. Fundamentals of electrical safety also addressed.

AERM 1350 W – Landing Gear Systems (3,2,3).
General principles of inspection, servicing, overhaul, and repair of fixed and retractable landing gear systems and the operation and repair of position and warning systems. Includes coverage of systems, components, operation, and fundamentals of safety procedures.

AERM 1351 W – Aircraft Turbine Engine Theory (3,2,4).
General principles of theory, history, and servicing of turbine engines to include lubrication, instrumentation, auxiliary power units, and exhaust systems. Fundamentals of safety procedures are also addressed.

AERM 1352 W – Aircraft Sheet Metal (3,1,7).
Skill development in inspection and repair of sheet metal structures including forming, lay out, and bending of sheet metal and identification, selection, and installation of rivets and fasteners. Fundamentals of safety procedures also addressed.

AERM 1356 W – Aircraft Powerplant Electrical (3,1,7).
General principles of theory, operation, and maintenance of powerplant electrical systems including ignition, starting, and fire protection systems. Fundamentals of safety procedures will also be addressed.

AERM 1357 W – Fuel Metering and Induction Systems (3,1,6).
Skill development in fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems. Fundamentals of safety procedures will also be addressed.

AERM 1414 W – Basic Electricity (4,3,4).
A study of aircraft electrical systems and their requirements including the use of ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions. Fundamentals of safety also addressed.

AERM 1449 W – Hydraulic, Pneumatic, and Fuel Systems (4,3,4).
Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of concepts through detailed maintenance procedures. Fundamentals of safety procedures also addressed.

AERM 2233 W – Assembly and Rigging (2,0,6).
A comprehensive study of the assembly and rigging of fixed and rotary-wing aircraft including structural alignment, balancing and rigging of control systems, and assembly of aircraft components. Fundamentals of safety procedures are also addressed.

AGAH 1447 W - Animal Reproduction (4,4,0).
Study of organs, functions, endocrinology, and common management practices related to reproduction.

AGEQ 1411 W - Equine Science (4,2,2).
An introduction to the horse industry. Includes history, organization and operation of equine enterprises, selection, breeds, breeding, reproduction, health, nutrition, management, and marketing.

ARTC 1313 W - Digital Publishing I (3,2,4).
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

ARTS 1301 A - Art Appreciation (3,3,0).
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Art Appreciation is required for all art majors.

ARTS 1311 A - Design I (2-dimensional) (3,2,4).
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

ARTS 1312 A - Design II (3-dimensional) (3,2,4).
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

ARTS 1316 A - Drawing I (3,2,4).
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

ARTS 1317 A - Drawing II (3,2,4).
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Prerequisite: ARTS 1316.

ARTS 2316 A - Painting I (3,2,4).
Studio art course that introduces the fundamental principles, materials, and techniques of painting.

ARTS 2317 A - Painting II (3,2,4).
Studio art course that furthers the study of the principles, materials, and techniques of painting. Prerequisite: ARTS 2316.

ARTS 2323 A - Life Drawing I (3,2,4).
Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing.

ARTS 2326 A - Sculpture I (3,2,4).
A studio art course that introduces the materials, processes, and issues pertaining to the making of three-dimensional objects and environments. The course explores the use of varied materials and techniques along with the formal and conceptual principles that form the basis of contemporary sculpture.

ARTS 2346 A - Ceramics I (3,2,4).
A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

ARTS 2347 A - Ceramics II (3,2,4).
A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery. Prerequisite: ARTS 2346.

ARTS 2366 A - Water Color (3,2,4).
Studio art course that introduces the fundamental principles, materials, and techniques of watercolor and other water-based media.

ARTV 1351 W – Digital Video (3,2,3).
Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a digital video workstation.

ARTV 2320 W - Team Program Production I (3,2,3).
Students assume roles in a production team using techniques and equipment to create short-form production(s).

ARTV 2341 W - Advanced Digital Video (3,3,0).
Advanced digital video techniques for post-production. Emphasizes integration of special effects and animation for film, video, and the Internet. Exploration of new and emerging compression and video streaming technologies.

AUMT 1257 W - Automotive Brake Systems Theory (2,1,3).
Theory and principles related to the design, operation, and servicing of automotive braking systems. Includes disc and drum-type brakes, hydraulic systems, power assist components, anti-lock brake systems, and diagnosis and reconditioning procedures.

AUMT 1307 W - Automotive Electrical Systems (3,2,4).
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams, and service manuals. May be taught manufacturer specific.

AUMT 1310 W - Automotive Brake Systems (3,2,4).
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions.

AUMT 1312 W - Basic Automotive Service (3,2,4).
Basic automotive service. Includes compliance with safety and hazardous material handling procedures and maintenance of shop equipment.

AUMT 1316 W - Automotive Suspension and Steering Systems (3,2,4).
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures, and tire and wheel service. May be taught manufacturer specific.

AUMT 1319 W - Automotive Engine Repair (3,2,4).
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.

AUMT 1345 W - Automotive Climate Control Systems (3,2,4).
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.

AUMT 1405 W - Introduction to Automotive Technology (4,2,6).
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.

AUMT 2289 W -Internship: Automobile/Automotive Mechanics Technology/Technician (2,0,12).
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

AUMT 2301 W - Automotive Management (3,2,2).
Study of human and customer relations, and customer satisfaction in the automotive service industry. Emphasis on management and building relationships between the service department and the customer.

AUMT 2313 W - Automotive Drive Train and Axles (3,2,4).
A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on diagnosis and repair. May be taught with manufacturer specific instructions.

AUMT 2317 W - Automotive Engine Performance Analysis I (3,2,4).
Theory, operation, diagnosis of drivability concerns, and repair of ignition, and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions.

AUMT 2332 W - Automotive Automatic Transmission and Transaxle II (3,2,4).
An analysis or electronic controls and actuators and the related circuits of modern automatic transmissions/transaxles with an emphasis on diagnostics. May be taught manufacturer specific.

AUMT 2334 W - Automotive Engine Performance Analysis II (3,2,4).
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

BARB 1210 W – Manicuring and Facials for Barbers (2,1,4).
Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

BARB 1307 W – Introduction to Hair Design (3,2,4).
Introduction to hair styling with emphasis on the fundamentals of haircutting and related skills.

BARB 1402 W – Barber Styling I (4,2,6).
Continued development in haircutting techniques and implementation of basic styling. Introduction to chemical reformation.

BARB 1404 W – Introduction to Barber Styling (4,2,6).
Basic techniques for hair cutting. Introduction to the related skills of shampooing and treatments, and of trimming beards and mustaches.

BARB 2431 W – Advanced Barber Styling I (4,2,6).
Advanced skills in all areas of haircutting, hairstyling, and skincare. Introduction to haircoloring techniques.

BARB 2432 W – Barber Law and Shop Management I (4,2,6).
Introduction to Texas barber law and business management.

BARB 2440 W – Preparation for the State Licensing Examination (4,2,6).
Preparation for the state licensing written and practical examinations.

BARB 2441 W – Advanced Barber Styling II (4,2,6).
Continuation of barber styling with further refinement of all skills and theory for licensure.

BCIS 1305 A - Business Computer Applications (3,3,3).
Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus for this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. When taking online: Must have a computer with Windows OS. Tests will be administered in the TC Testing Center (Unless administered by a pre-approved proctor outside of the Texarkana area).

BIOL 1106 A - Biology for Science Majors (lab) (1,0,3).
This laboratory-based course accompanies BIOL 1306, Biology for Science Majors I. Laboratory activities will reinforce the lecture class. Pre-/Co-requisite: BIOL 1306.

BIOL 1107 A - Biology for Science Majors II (lab) (1,0,3).
This laboratory-based course accompanies BIOL 1307. Pre-/Co-requisite: BIOL 1307

BIOL 1108 A - Biology for Non-Science Majors I (lab) (1,0,3).
This laboratory-based course accompanies BIOL 1308. Pre-/Co-requisite: BIOL 1308.

BIOL 1109 A - Biology for Non-Science Majors II (lab) (1,0,3).
This laboratory-based course accompanies BIOL 1309. Pre-/Co-requisite: BIOL 1309

BIOL 1306 A - Biology for Science Majors I (lecture) (3,3,0).
An integrated approach to cell and molecular biology with emphasis on biological chemistry, cell structure and function, genetics and evolutionary theory. Recommended co-requisite: BIOL 1106.
Prerequisite: Successful completion of the required TSI test.

BIOL 1307 A - Biology for Science Majors II (lecture) (3,3,0).
Continuation of BIOL 1306. An integrated study of structure and function in biological populations. Includes organismal diversity and physiological aspects of transport, nutrition, gas exchange, communication, reproduction and development. Recommended co-requisite: BIOL 1107.
Prerequisite: BIOL 1306 and successful completion of the required TSI test.

BIOL 1308 A - Biology for Non-Science Majors I (lecture) (3,3,0).
The process and method of science applied to understanding biological concepts at the molecular, cellular, organismal and community levels. Survey of major groups of organisms with respect to their diversity in organization, processes, interactions, and adaptations including human impact upon the environment. The scientific method and social applications of scientific information to related human issues are stressed throughout the course. Recommended co-requisite: BIOL 1108.

BIOL 1309 A - Biology for Non-Science Majors II (lecture) (3,3,0).
The process and methods of science applied to understanding biological concepts at the molecular, cellular, organismal and community levels. Human systems, nutrition, development, homeostasis, genetics, evolutionary principles and ecology will be stressed with application to contemporary issues in human health and the environment. Recommended co-requisite: BIOL 1109.

BIOL 1322 A - Nutrition and Diet Therapy I (3,3,0).
A detailed study of the science of food and its effect on human biology. The course is structured around the six major nutrient classes--carbohydrates, lipids, protein, vitamins, minerals, water. The action and interaction of these substances are explored in relation to health and disease. In addition, students examine the processing of these nutrients by the body including digestion, absorption, metabolic pathways, and excretion. Menu planning is also discussed as is weight control and fitness.

BIOL 2101 A - Anatomy & Physiology Laboratory I (lab) (1,0,4).
This laboratory-based course accompanies BIOL 2301. Pre-/Co-requisite: BIOL 2301

BIOL 2102 A - Anatomy & Physiology Laboratory II (lab) (1,0,4).
This laboratory-based course accompanies BIOL 2302. Pre-/Co-requisite: BIOL 2302

BIOL 2106 A - Environmental Biology (lab) (1,0,4).
This laboratory-based course accompanies BIOL 2306. Pre-/Co-requisite: BIOL 2306

BIOL 2120 A - Microbiology for Non-Science Majors (lab) (1,0,4).
This laboratory-based course accompanies BIOL 2320. Pre-/Co-requisite: BIOL 2320

BIOL 2289 A - Academic Cooperative Field Study in Biology (2,0,7).
A course designed to integrate campus study with applied experience in the laboratory and/or field study. Specific objectives will be formulated and learning experiences directed toward fulfilling those objectives. The use of accepted methodologies in collecting specimen, materials, and/or data and the systematic use of instruments and equipment in classification, by testing, and analysis.

BIOL 2301 A - Anatomy & Physiology I (lecture) (3,3,0).
Study of the gross and microscopic anatomy and physiology of cells, tissues, integument, muscular-skeletal, and nervous systems. Prior completion of CHEM 1305 is strongly recommended. Recommended co-requisite: BIOL 2101. Prerequisite: Successful completion of the required TSI test.

BIOL 2302 A - Anatomy & Physiology II (lecture) (3,3,0).
Continuation of BIOL 2301. Includes the gross and microscopic anatomy and physiology of the circulatory, respiratory, digestive, urinary, endocrine and reproductive systems, immunity and fluid-electrolyte/acid base balance. Recommended co-requisite BIOL 2102. Prerequisite: BIOL 2301 and successful completion of the required TSI test or permission of the instructor.

BIOL 2306 A - Environmental Biology (lecture) (3,3,0).
An interdisciplinary introduction to basic principles of environmental science with emphasis on the relationship of humans and their environment. Topics covered include basic ecological concepts, human population dynamics, climate, global warming, ozone depletion, hazardous waste, food, land, air, and water resources, biodiversity, and achieving a sustainable earth society. Recommended co-requisite: BIOL 2106.

BIOL 2320 A - Microbiology for Non-Science Majors (lecture) (3,3,0).
The morphology, physiology, and classification of microorganisms and their relationship to health, medicine, immunology and biotechnology. Laboratory study emphasizes standard microbiology procedures. Recommended co-requisite: BIOL 2120.

BIOL 2389 A - Academic Cooperative Field Study in Biology (3,0,9).
A course designed to integrate campus study with applied experience in the laboratory and/or field study. Specific objectives will be formulated and learning experiences directed toward fulfilling those objectives. The use of accepted methodologies in collecting specimen, materials, and/or data and the systematic use of instruments and equipment in classification, by testing, and analysis.

BUSI 2301 A - Business Law (3,3,0).
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

CDEC 1313 W - Curriculum Resources for Early Childhood Programs (3,2,3).
A study of the fundamentals of curriculum design and implementation in early care and education programs for children birth through eight.

CDEC 1317 W - Child Development Associate Training I (3,2,2).
Based on the requirements for the Child Development Associate National Credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication.

CDEC 1319 W - Child Guidance (3,2,2).
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

CDEC 1356 W - Emergent Literacy for Early Childhood (3,3,0).
An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight.

CDEC 1358 W - Creative Arts for Early Childhood (3,3,0).
An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children from birth through age eight.

CDEC 1359 W - Children with Special Needs (3,3,0).
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 2315 W – Diverse Cultural/Multilingual Education (3,3,0).
An overview of diverse cultural and multilingual education including familial relationships, community awareness, diversity, and the needs of each and every child.

CDEC 2322 W - Child Development Associate Training II (3,2,2).
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social and guidance.

CDEC 2324 W - Child Development Associate Training III (3,2,2).
continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The three functional areas of study include family, program management, and professionalism.

CDEC 2326 W - Administration of Programs for Children I (3,3,0).
A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours of child development course work or advisor approval.

CDEC 2387 W - Internship – Child Care Provider / Assistant (3,1,15).
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. May be repeated if topics and outcomes vary.

CETT 1307 W - Fundamentals of Electronics (3,2,4).
Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.

CETT 1407 W - Fundamentals of Electronics (4,2,6).
Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.

CETT 1409 W – DC-AC Circuits (4,2,6).
Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

CHEF 1214 W – A La Carte Cooking (2,1,4).
A course in a la carte or "cooking to order" concepts. Topics include menu and recipe interpretation and conversion, organization of workstation, employment of appropriate cooking methods, plating, and saucing principles. Organize workstations for a la carte cooking service; prepare a la carte orders using broiling, sautéing, and roasting processes; prepare short sauces; display quality standards and time management for a la carte food items; summarize food costs.

CHEF 1305 W - Sanitation and Safety (3,2,4).
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards.

CHEF 1310 W - Garde Manger (3,1,5).
Study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods.

CHEF 1345 W - International Cuisine (3,2,4).
The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.

CHEF 1401 W - Basic Food Preparation (4,2,6).
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

CHEF 1480 W - Cooperative Education - Culinary Arts/Chef Training (4,1,21).
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CHEF 2301 W - Intermediate Food Preparation (3,2,4).
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques.

CHEM 1105 A - Introductory Chemistry I (lab) (1,0,4).
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Pre-/Co-requisite: CHEM 1305.

CHEM 1107 A - Introductory Chemistry II (lab) (1,0,3).
Introductory Chemistry II (Organic and Biochemistry) Lab. Basic laboratory experiments supporting theoretical principles presented in CHEM 1307. Co or Prerequisite: CHEM 1307.

CHEM 1111 A - General Chemistry I (lab) (1,0,3).
Basic laboratory experiments supporting theoretical principles presented in CHEM 1311.
Pre-/Co-requisite: CHEM 1311.

CHEM 1112 A - General Chemistry II (lab) (1,0,3).
Basic laboratory experiments supporting theoretical principles presented in CHEM 1312.
Pre-/Co-requisite: CHEM 1312.

CHEM 1305 A - Introductory Chemistry I (lecture) (3,3,0).
survey of chemistry including the metric system, scientific method, physical properties of matter, atomic structure, ionic and covalent bonding, naming of compounds, chemical reactions, stoichiometry, gas laws, liquids, solids, solutions, equilibrium, acid-based theory, electrochemistry, nuclear chemistry, and a brief survey of functional groups of organic molecules and biomolecules. Recommended co-requisite: CHEM 1105.

CHEM 1307 A - Introductory Chemistry II (lecture) (3,3,0).
Introductory Chemistry II (Organic and Biochemistry). A survey of organic and biochemistry including functional groups, nomenclature, carbohydrates, lipids, protein, enzymes, bioenergetics, catabolism, anabolism, nucleic acids, nutrition, digestion, body fluids, neurotransmitters, hormones, immunoglobulins, and current topics. This class is suitable for non-science majors and students pursuing degrees in nursing. Prerequisite CHEM 1305 or CHEM 1311 or permission of instructor.

CHEM 1311 A - General Chemistry I (lecture) (3,3,0).
Fundamental principles of theoretical and applied chemistry, stoichiometry, atomic structure, periodic arrangement of elements, ionic and covalent bonding, gases, liquids, and solids. Prerequisite: College Algebra (Calculus Prep) (MATH 1314) or equivalent academic preparation. Recommended co-requisite: CHEM 1111.

CHEM 1312 A - General Chemistry II (lecture) (3,3,0).
Fundamental principles of theoretical and applied chemistry. Topics of study include acid-based theory, kinetics, equilibrium, thermochemistry, electrochemistry, nuclear chemistry, qualitative analysis, and introduction to organic and biochemistry. Prerequisite: CHEM 1311 or the permission of the instructor. Recommended co-requisite: CHEM 1112.

CHEM 2123 A - Organic Chemistry I (lab) (1,0,4).
Basic laboratory experiments supporting theoretical principles presented in CHEM 2323.
Pre-/Co-requisite: CHEM 2323.

CHEM 2125 A - Organic Chemistry II (lab) (1,0,4).
Basic laboratory experiments supporting theoretical principles presented in CHEM 2325.
Pre-/Co-requisite: CHEM 2325.

CHEM 2323 A - Organic Chemistry I (lecture) (3,3,0).
The theory and practice of fundamental quantitative and analytical procedures. Special emphasis on the development of laboratory techniques.
Prerequisites: CHEM 1311 and 1312. Recommended co-requisite: CHEM 2123.

CHEM 2325 A - Organic Chemistry II (lecture) (3,3,0).
The classification, structure, nomenclature, methods of preparation, and standard reactions of carboxylic acids, sulfonic acids, amines, diazonium salts, aldehydes, ketones, carbohydrates, proteins, polyhydroxy compounds, heterocyclic compounds, and their derivatives.
Prerequisite: CHEM 2323. Recommended co-requisite: CHEM 2125.

CHEM 2289 A - Academic Cooperative Field Study in Chemistry (2,0,7).
A course designed to integrate campus study with applied experience in the laboratory and/or field study. Specific objectives will be formulated and learning experiences and activities will be directed toward fulfilling those objectives. The use of accepted methodologies in collecting field materials and systematic use of appropriate instruments in their analysis is central to the purpose of the course.

CNBT 1280 W - Cooperative Education – Construction Engineering Technology/Technician. (2,1,10).
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CNBT 1300 W – Residential and Light Commercial Construction Drawings (3,2,4).
Introduction to construction drawings with a focus on residential and light commercial construction.

CNBT 1302 W - Mechanical, Plumbing & Electrical Systems in Construction I (3,2,4).
A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings.

CNBT 1311 W - Introduction to Carpentry Methods & Materials I (3,2,4).
Introduction to construction materials and methods and their applications.

CNBT 1316 W - Construction Technology I (3,2,4).
Introduction to site preparation, foundations, form work, safety, tools, and equipment.

CNBT 1318 W - Construction Tools and Techniques (3,2,4).
Comprehensive study of the selection and use of hand tools, portable and stationary power tools and related construction equipment. Emphasis on safety in the use of tools and equipment.

CNBT 1342 W - Building Codes and Inspections (3,2,4).
Building codes and standards applicable to building construction and inspection processes.

CNBT 1346 W - Construction Estimating I (3,2,4).
Fundamentals of estimating materials and labor costs in construction.

CNBT 1350 W - Construction Technology II (3,2,4).
Framing in residential and light commercial construction. Includes safety, tools, and equipment used in floor, wall, ceiling, and roof framing methods and systems.

CNBT 1353 W - Construction Technology III (3,2,4).
Exterior trim and finish for residential and light commercial construction.

CNBT 2304 W - Construction Methods & Materials II (3,2,4).
Continuation of the study of the properties of building materials, methods and equipment for their integrated use in completing construction projects.

CNBT 2340 W - Mechanical, Plumbing & Electrical Systems in Construction II (3,2,3).
Processes and methods used in design, selection of equipment, and installation of mechanical, plumbing, and electrical systems in commercial buildings. Includes heating and cooling systems, duct work, mechanical and electrical control systems, lighting requirements, and design of water supply and sanitary sewer systems.

CNBT 2342 W - Construction Management I (3,2,3).
Management skills on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision-making.

CNSE 1341 W – Earth Moving Equipment Operation (3,2,4).
Instruction in the operation of track and rubber tire earth moving equipment including preventive maintenance and minor repair.

COMM 1307 A - Introduction to Mass Communications (3,3,0).
Survey of basic content and structural elements of mass media and their functions and influences on society. Students are not members of the TC News staff.

COMM 1316 A - News Photography I (3,2,3).
An introductory course in problems and practices of photography for newspapers. The course teaches use of digital cameras, accessories and photographic techniques used by photojournalists. Students must provide their own digital camera and photo-printing paper. Students serve as photographers for the TC News. Prerequisite: COMM 2311 or concurrent enrollment in COMM 2311 or consent of instructor.

COMM 1318 A – Photography I (3,2,3).
Introduction to the basics of photography, including techniques and equipment operation.

COMM 1319 A – Photography II (3,2,3).
Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. Prerequisite: COMM 1318.

COMM 1335 A – Introduction to Electronic Media (3,2,3).
An overview of the development, regulation, economics, social impact, and industry practices in electronic media.

COMM 2305 A - Editing and Layout (3,2,3).
Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design. Prerequisite: COMM 2311 or consent of instructor.

COMM 2311 A - Media Writing (3,2,3).
Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content. This course is a prerequisite for COMM 1318, 2305, 2315.

COMM 2315 A - News Reporting (3,3,0).
This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats. Prerequisite: COMM 2311.

COMM 2327 A – Introduction to Advertising (3,3,0).
Fundamentals of advertising including marketing theory and strategy, copywriting, design, and selection of media.

COMM 2389 A – Academic Cooperative (3,1,8).
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

COSC 1336 A - Programming Fundamentals I (3,3,3).
This course introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

COSC 1337 A - Programming Fundamentals II (3,3,3).
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1336.

COSC 2336 A - Programming Fundamentals III (3,3,3).
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object-oriented language. Prerequisite: COSC 1337.

CPMT 1311 W - Introduction to Computer Maintenance (3,2,4).
Introduction to the installation, configuration, and maintenance of a microcomputer system.

CRIJ 1301 A - Introduction to Criminal Justice (3,3,0).
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306 A - Court Systems and Practices (3,3,0).
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

CRIJ 1307 A - Crime in America (3,3,0).
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310 A - Fundamentals of Criminal Law (3,3,0).
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

CRIJ 1313 A - Juvenile Justice System (3,3,0).
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2313 A - Correctional Systems and Practices (3,3,0).
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

CRIJ 2314 A - Criminal Investigation (3,3,0).
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323 A - Legal Aspects of Law Enforcement (3,3,0).
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328 A - Police Systems and Practices (3,3,0).
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

CRPT 1323 W – Floor Systems (3,2,4).
An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the use, and maintenance of tools and equipment.

CRPT 1329 W – Introduction to Carpentry (3,2,4).
An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

CSME 1248 W - Principles of Skin Care (2,0,6).
An introduction of the theory and practice of skin care.

CSME 1254 W - Artistry of Hair Design I (2,0,8).
Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

CSME 1302 W – Application of Facial and Skin Care Technology I (3,1,5).
Introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products.

CSME 1310 W - Introduction to Haircutting and Related Theory (3,1,8).
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning, and finishing techniques.

CSME 1401 W - Orientation to Cosmetology (4,2,6).
An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1420 W – Orientation to Facial Specialist (4,2,7).
An overview of the skills and knowledge necessary for the field of facials and skin care.

CSME 1421 W – Principles of Facial and Skin Care Technology I (4,2,7).
An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care technology.

CSME 1435 W - Orientation to the Instruction of Cosmetology (4,1,9).
An overview of the skills and knowledge necessary for the instruction of cosmetology students.

CSME 1443 W - Manicuring and Related Theory (4,2,6).
Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

CSME 1453 W - Chemical Reformation and Related Theory (4,2,6).
Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

CSME 1534 W - Cosmetology Instructor I (5,2,9).
Fundamentals of instructing cosmetology students.

CSME 2250 W - Preparation for the State Licensing Written Examination (2,0,7).
Preparation for the state licensing written examination.

CSME 2310 W - Advanced Haircutting and Related Theory (3,1,8).
Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.

CSME 2336 W – Advanced Cosmetology Applications & Related Theory (3,1,8).
Advanced concepts of cosmetology applications including hair, skin and/or nails; professional cosmetology services; and workplace competencies.

CSME 2343 W – Salon Development (3,1,5).
Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

CSME 2350 W - Preparation for the State Licensing Written Examination (3,1,7).
Preparation for the state licensing written examination.

CSME 2351 W - Preparation for the State Licensing Practical Examination (3,1,4).
Preparation for the state licensing practical examination.

CSME 2401 W – The Principles of Hair Coloring and Related Theory (4,2,7).
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

CSME 2414 W - Cosmetology Instructor II (4,1,9).
A continuation of instructing cosmetology students.

CSME 2445 W - Instructional Theory and Clinic Operation (4,2,8).
An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Instructors-in-training will demonstrate the skills required for the completion of the state licensing agency's curriculum including the management of a lab/clinic in a cosmetology program and classroom management skills.

CSME 2544 W - Cosmetology Instructor IV (5,3,8).
Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Instructors-in-training will practice instructional skills, develop assessment and evaluation techniques that promote student learning, and implement evaluation tools to measure student outcomes.

CSME 2549 W - Cosmetology Instructor III (5,3,8).
Presentation of lesson plan assignments and evaluation techniques.

DEMR 1301 W - Shop Safety and Procedures (3,1,5).
A study of shop safety, rules, basic shop tools, and test equipment.

DEMR 1317 W - Basic Brake Systems (3,2,4).
Basic principles of brake systems of diesel-powered equipment. Emphasis on maintenance, repairs, and troubleshooting.

DEMR 1323 W - Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair (3,1,7).
Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.

DEMR 1405 W - Basic Electrical Systems (4,2,6).
Basic principles of electrical systems of diesel-powered equipment with emphasis on starters, alternators, and batteries.

DEMR 1406 W - Diesel Engine I (4,2,6).
An introduction to the basic principles of diesel engines and systems.

DEMR 1410 W - Diesel Engine Testing and Repair I (4,2,6).
An introduction to testing and repairing diesel engines including related systems and specialized tools.

DEMR 1421 W - Power Train I (4,2,6).
Fundamental repair and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair

DEMR 1449 W - Diesel Engine II (4,2,7).
An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

DEMR 2266 W - Practicum (or Field Experience) - Diesel Mechanics Technology/Technician (2,0,14).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DEMR 2332 W - Electronic Controls (3,1,7).
Advanced skills in diagnostic and programming techniques of electronic control systems.

DEMR 2334 W - Advanced Diesel Tune-Up and Troubleshooting (3,1,7).
Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a commonsense approach.

DEMR 2412 W - Diesel Engine Testing and Repair II (4,2,6).
Continuation of Diesel Engine Testing and Repair I. Coverage of testing and repairing diesel engines including related systems and specialized tools.

DFTG 1329 W – Electro-Mechanical Drafting (3,2,4).
A basic course including layout and design of electro-mechanical equipment from engineering notes and sketches.

DITA 1300 W - Dietary Manager I (3,1,7).
Preparation for supervisory roles in food service departments. Emphasis on normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing, and regulatory agencies.

DRAM 1120 A - Theatre Practicum I (1,0,4).
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1121 A - Theatre Practicum II (1,0,4).
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1310 A – Theater Appreciation (3,3,1).
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. This course is for drama majors and non-majors and satisfies the visual and performing arts component area of the TC Core Curriculum.

DRAM 1330 A – Stagecraft I (3,2,4).
Study and application of the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

DRAM 1351 A - Acting I (3,2,4).
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination.

DRAM 1352 A - Acting II (3,2,4).
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body, and imagination. Prerequisite: DRAM 1351 or permission of the instructor.

DRAM 2120 A - Theatre Practicum III (1,0,4).
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 2121 A - Theatre Practicum IV (1,0,4).
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 2331 A - Stagecraft II (3,2,4).
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. (lab required)

DRAM 2336 A - Voice for the Actor (3,3,0).
Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument. (Cross-listed as SPCH 1342)

DRAM 2366 A – Film Appreciation (3,2,4).
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (Cross-listed as COMM 2366). This course satisfies the visual and performing arts component area of the TC Core Curriculum.

ECON 2301 A - Principles of Macroeconomics (3,3,0).
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

ECON 2302 A - Principles of Microeconomics (3,3,0).
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

EDUC 1300 A - Learning Frameworks (3,3,0).
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Required for all first-time in college students. (Cross-listed as PSYC 1300)

EDUC 1301 A - Introduction to the Teaching Profession (3,3,1).
An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 2301 A - Introduction to Special Populations (3,3,1).
An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities Standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301.

ELMT 2339 W - Advanced Programmable Logic Controllers (3,1,5) or (3,2,4).
Advanced applications of programmable logic controllers as used in industrial environments, including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment. Second year course.

ELPT 1319 W - Fundamentals of Electricity I (3,1,7).
An introduction to basic direct current (DC) theory including electron theory and direct current applications.

ELPT 1321 W - Introduction to Electrical Safety and Tools (3,2,4).
Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

ELPT 1325 W - National Electrical Code I (3,2,2).
An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

ELPT 1351 W - Electrical Machines (3,2,4).
Direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction, characteristics, efficiencies, starting, and speed control.

ELPT 1420 W - Fundamentals of Electricity II (4,1,9).
Introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.

ELPT 1429 W - Residential Wiring (4,2,6).
Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

ELPT 1457 W - Industrial Wiring (4,2,6).
Wiring methods used for industrial installations. Included motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.

ELTN 1343 W - Electrical Troubleshooting (3,2,4).
Maintenance, operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems.

EMSP 1160 W – Clinical – Emergency Medical Technology/Technician (EMT Paramedic) (1,0,5).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Concurrent registration with EMSP 1501.

EMSP 1161 W – Clinical – Emergency Medical Technology/Technician (EMT Paramedic) (1,0,5).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fall admission concurrent registration with: EMSP 1356, 1438, 2206, 2444. Summer admission concurrent registration with: EMSP 1356, 1438.

EMSP 1208 W – Emergency Vehicle Operations (2,2,0).
Discussion of operation of EMS vehicles in emergency and non-emergency modes.

EMSP 1260 W – Clinical – Emergency Medical Technology/Technician (EMT Paramedic) (2,0,6).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Concurrent registration with EMSP 1501.

EMSP 1355 W - Trauma Management (3,2,3).
Detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Fall admission concurrent registration with: EMSP 2330, 2305, 2434, 2143, 2362. Summer admission concurrent registration with: EMSP 2206, 2444, 2330, 2362.

EMSP 1356 W - Patient Assessment and Airway Management (3,2,2).
Detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. Fall admission concurrent registration with: EMSP 1438, 2206, 2444, 1161. Summer admission concurrent registration with: EMSP 1438, 1161.

EMSP 1438 W - Introduction to Advanced Practice (4,3,3).
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Prerequisite: Current EMT licensure and current A.H.A.BLS Healthcare Provider certification or equivalent course completion. Fall admission concurrent registration with: EMSP 1438, 2206, 2444, 1161. Summer admission concurrent registration with: EMSP 1356, 1161.

EMSP 1501 W – Emergency Medical Technician (5,4,4).
Preparation for certification as an Emergency Medical Technician (EMT). Concurrent registration with EMSP 1160.

EMSP 2143 W - Assessment Based Management (1,0,3).
The capstone course of the EMSP program. summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Prerequisites: EMSP 1338, 1356, 2306, 2361, 2444, 2434, 2330, and 2362. Fall admission concurrent registration with: EMSP 1355, 2330, 2305, 2434, 2143, 2362. Summer admission concurrent registration with: EMSP 2305, 2434, 2266.

EMSP 2206 W - Emergency Pharmacology (2,1,3).
Study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Fall admission concurrent registration with: EMSP 1443, 1356, 2444, 1161. Summer admission concurrent registration with: EMSP 2444, 1355, 2330, 2362.

EMSP 2266 W – Practicum (2,0,15).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: EMSP 2361, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2444, EMSP 2434, EMSP 2330, and EMSP 2362. Fall admission concurrent registration with: EMSP 2143. Summer admission concurrent registration with: EMSP 2143, 2305, 2434.

EMSP 2305 W - EMS Operations (3,2,2).
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Prerequisites: EMSP 2361, EMSP 1338, EMSP 1356, EMSP 2444, EMSP 2434, EMSP 2330, and EMSP 2362. Fall admission concurrent registration with: EMSP 1355, 2330 ,2434, 2143, 2362. Summer admission concurrent registration with: EMSP 2143, 2434, 2266.

EMSP 2330 W - Special Populations (3,2,3).
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Prerequisites: EMSP 1338, EMSP 1356, EMSP 2306, and EMSP 2361. Fall admission concurrent registration with: EMSP 1355, 2330, 2434, 2143, 2362. Summer admission concurrent registration with: EMSP 2143, 2305, 2266.

EMSP 2362 W – Clinical – Emergency Medical Technology/Technician (EMT Paramedic) (3,0,9).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fall admission concurrent registration with: EMSP 1355, 2330, 2305, 2434, 2143. Summer admission concurrent registration with: EMSP 2206, 2444, 1355, 2330.

EMSP 2434 W - Medical Emergencies (4,3,2).
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, EMSP 2338, and EMSP 2361. Fall admission concurrent registration with: EMSP 2355, 2330, 2305, 2143, 2362. Summer admission concurrent registration with: EMSP 2143, 2305, 2266.

EMSP 2444 W - Cardiology (4,3,3).
Detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies, including single and multi-lead EKG interpretation. Prerequisites: EMSP 1338, EMSP 1356, EMSP 2306, and EMSP 2361. Fall admission concurrent registration with: EMSP 1438 ,1356, 2206, 2444, 1161. Summer admission concurrent registration with: EMSP 2143, 2305, 2266.

ENGL 0020 A - NCBO-ABE English (0,1,0).
This intervention focuses on strategies and techniques of writing and composition and is open only to non-native speakers. Upon successful completion of this course, students will: 1. Write a clear, well-organized, multi-paragraph essay using a logical sequence in a prescribed rhetorical mode. 2. Demonstrate ability to use the writing process by generating ideas, drafting, revising, and editing. 3. Demonstrate functional vocabulary knowledge in a variety of contexts at a level appropriate for college level courses. 4. Write coherent and cohesive sentences in a variety of common patterns. 5. Recognize and use proper English mechanics. 6. Demonstrate proficiency in basic skills related to research-based academic writing, such as paraphrasing, summarizing, quoting, and citing sources according to prescribed style guidelines. This course is non-transferable and does not count toward an Associate degree at Texarkana College.

ENGL 0030 A – TSI English (0,1.25,0).
This non-course-based option is an intensive review of literary analysis, main idea and supporting details, inferences in texts, author's use of language, essay revision, agreement, sentence structure, and sentence logic. The NCBO is designed to improve placement scores for advancement into a higher-level English course, and anyone who places below or into developmental English based on TSI scores may take the NCBO. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart. Students do not receive any credit for the course.

ENGL 0041 A - Integrated Developmental Reading and Writing I (0,3,1).
This developmental course is a combined lecture/lab, performance-based course designed to develop a student's critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing in a variety of academic essays. This course has a required lab component. The course is nontransferable and does not count toward an Associate Degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart.

ENGL 0042 A - Integrated Developmental Reading and Writing II (0,3,1).
This course serves as a paired support course for students enrolled in ENGL 1301 who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition I. Students must pass ENGL 0042 in order to pass ENGL 1301, and vice versa. Successful completion of this course fulfills TSI requirements for reading and/or writing. This course is nontransferable and does not count toward an associate degree at Texarkana College.

ENGL 0050 A - Base NCBO English (0,1,0).
This BASE NCBO focuses on integration of critical reading and academic writing skills. This intervention is for students assessed at BASE levels 3-4 and is part of a student's co-enrollment (co- requisite) as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental IRW course. The course is nontransferable and does not count toward an Associate Degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart. Co-requisite: ENGL 0041.

ENGL 0060 A - NCBO for Writing (0,1,0)
This NCBO focuses on integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and writing. This intervention is part of the student's co-enrollment (co-requisite) as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in English 1301. The course is nontransferable and does not count toward an Associate Degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart. Co-requisite: ENGL 1301.

ENGL 0070 A – ESOL Grammar for Non-Native Speaker (0,2,0)
Focuses on Standard English grammar usage for academic purposes. Open only to nonnative speakers.

ENGL 1301 A - Composition I (3,3,1).
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.
Prerequisite: Completion of English 0042; Successful completion of the required TSI test.

ENGL 1302 A - Composition II (3,3,1).
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.
Prerequisite: Satisfactory completion of ENGL 1301.

ENGL 2311 A - Technical & Business Writing (3,3,3).
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: Students taking this course must have satisfactorily completed ENGL 1301 with a grade of C or higher.

ENGL 2322 A - British Literature I (3,3,0).
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 & ENGL 1302, or the equivalent from another college or university.

ENGL 2326 A - American Literature (single-semester course) (3,3,0).
A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: Students taking this course must have satisfactorily completed Composition I, ENGL 1301, or the equivalent from another college or university.

ENGL 2327 A - American Literature I (3,3,0).
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 & ENGL 1302, or the equivalent from another college or university.

ENGL 2328 A - American Literature II (3,3,0).
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 & ENGL 1302, or the equivalent from another college or university.

ENGL 2332 A - World Literature I (3,3,0).
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 & ENGL 1302, or the equivalent from another college or university.

ENGL 2333 A - World Literature II (3,3,0).
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 & ENGL 1302, or the equivalent from another college or university.

ENTC 2331 W – Manufacturing Materials (3,1,8).
Identification of materials used in manufacturing including metals, plastics, composite materials, concrete, ceramics, and wood. Includes application of material properties and quality standards for selection of materials to manufacture components.

FLMC 2334 W - Directing for Film or Video (3,2,2).
Analysis of directing styles to formulate a personal directing style. Includes directing a film or video production.

FLMC 2344 W - Advanced Film and Video Editing (3,2,2).
Exploration of the creative possibilities of non-linear film and video editing. Includes editing aesthetics, titles, graphic design, compositing, and special effects.

FREN 1411 A – Beginning French I (4,3,2).
A beginning level course which introduces students to fundamental language skills in listening comprehension, speaking, reading and writing. Study includes basic vocabulary, grammatical structures, and culture of the French-speaking world. Laboratory practice is included in online coursework.

GEOG 1303 A – World Regional Geography (3,3,0).
This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

GOVT 2305 A - Federal Government (3,3,0).
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.
Prerequisite: Successful completion of the required TSI test.

GOVT 2306 A - Texas Government (3,3,0).
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Prerequisite: Successful completion of the required TSI test.

HALT 2321 W – Small Farming (3,2,2).
Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruit, nut, and vegetable crops.

HAMG 1221 W - Introduction to Hospitality Industry (2,1,2).
An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

HART 1303 W - Air Conditioning Control Principles (3,1,6).
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

HART 1341 W - Residential Air Conditioning (3,1,7).
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1345 W - Gas & Electric Heating (3,1,6).
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

HART 1356 W - EPA Recovery Certification Preparation (3,2,4).
Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.

HART 1400 W – HVAC Duct Fabrication (4,2,8).
Layout and fabrication of HVAC duct systems using common tools and equipment of the trade.

HART 1401 W - Basic Electricity for HVAC (4,2,6).
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1407 W - Refrigeration Principles (4,3,2).
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

HART 1410 W - HVAC Shop Practices and Tools (4,2,7).
Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools, and tubing and piping practices.

HART 2336 W - Air Conditioning Troubleshooting (3,1,5).
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

HART 2338 W - Air Conditioning Installation and Startup (3,1,6).
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

HART 2349 W - Heat Pumps (3,1,7).
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.

HART 2431 W - Advanced Electricity for HVAC (4,1,9).
Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid-state devices.

HART 2450 W - HVAC Zone Controls (4,2,6).
Theory and application of HVAC residential zone control devices, electromechanical controls, and/or pneumatic controls.

HIST 1301 A - United States History I (3,3,0).
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.
Prerequisite: Successful completion of the required TSI test.

HIST 1302 A - United States History II (3,3,0).
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Prerequisite: Successful completion of the required TSI test.

HIST 2321 A - World Civilizations I (3,3,0).
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

HIST 2322 A - World Civilizations II (3,3,0).
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

HPRS 1201 W - Introduction to Health Professions (2,2,0).
An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

HPRS 2221 W - Medical Law and Ethics for Health Professionals (2,2,0).
Study of Medical Law and Ethics including foundations of law and ethics, legal issues for working health care practitioners, and professional, social, and interpersonal healthcare issues.

HRPO 1280 W – Co-Op Ed.–Human Resources Management/Personnel Administration, General (2,0,8).
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

HRPO 2288 W – Internship-Human Resources Management/Personnel Administration, General (2,0,6).
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

HYDR 1445 W - Hydraulics and Pneumatics (4,2,5).
Discussion of the fundamentals of hydraulics and pneumatics, components of each system and the operations, maintenance, and analysis of each system. Second year course.

IFWA 2346 W – Quantity Procedures (3,1,8).
Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Perform mathematical calculations measurements; convert weights to measures and vice versa; enlarge recipes through formulas; plan menus for volume feeding; purchase and receive food supplies for large quantity functions; and prepare mock-up or actual plates and serve in simulated or actual large quantity functions.

IMED 1316 W - Web Design I (3,2,4).
Instruction in web design and related graphic design including mark-up languages, and browser issues. Prerequisite: COSC 1336 or instructor approval.

IMED 2315 W - Web Design II (3,2,4).
Mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites, according to accessibility standards, cultural appearance, and legal issues. Prerequisite: IMED 1316.

INMT 1381 W - Cooperative Education - Manufacturing Technology/Technician (3,1,20).
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience (at least 20 hours per week). Includes a lecture component.

INMT 1417 W - Industrial Automation (4,2,6).
Applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated system.

INMT 2301 W - Machinery Installation (3,1,5).
Students utilize skills acquired in previous studies. Machinery foundation, locations, installation, and alignment activities are practiced and tested. Emphasis is on the various methods of shaft alignment, including laser shaft alignment.

INMT 2303 W - Pumps, Compressors, & Mechanical Drives (3,1,5).
A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives. Second year course.

INTC 1405 W - Introduction to Instrumentation (4,2,6).
A survey of the instrumentation field and the professional requirements of the instrumentation technician.

INTC 1443 W - Application of Industrial Automatic Controls (4,2,6).
Automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument diagrams. Includes connection and troubleshooting of loops.

INTC 1457 W - AC/DC Motor Control (4,2,6).
A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.

ITCC 1314 W – CCNA 1: Introduction to Networks (3,2,4).
This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

ITCC 1344 W – CCNA 2: Switching, Routing, and Wireless Essentials (3,2,4).
Describes the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts; provides an in-depth understanding of how routers and switches operate and are implemented in the LAN environment.

ITCC 2320 W – CCNA 3: Enterprise Networking, Security, and Automation (3,2,4).
Describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasizes network security concepts and introduces network virtualization and automation.

ITMT 1303 W - Querying Microsoft SQL Server with Transact-SQL (3,2,4).
Introductory coverage of the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. Describe uses of and ways to execute the Transact-SQL language; use querying tools; write SELECT queries; group and summarize data; join data from multiple tables; modify data in tables; query text fields with full search text; and describe how to create programming objects. Prerequisite: COSC 1336.

ITNW 1308 W - Implementing and Supporting Client Operating Systems (3,2,4).
The fundamentals of managing and configuring network clients.

ITNW 1309 W – Fundamentals of Cloud Computing (3,2,4).
Introduction to Cloud computing from a business and technical perspective, including Cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices.

ITNW 1313 W – Computer Virtualization (3,2,4).
Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

ITNW 1345 W - Implementing Network Directory Services (3,2,4).
In-depth coverage of the skills necessary to install, configure, and administer Network Directory Service. Prerequisite: ITNW 1353 or ITNW 1354.

ITNW 1353 W - Supporting Network Server Infrastructure (3,2,4).
Installing, configuring, managing, and supporting a network infrastructure.

ITNW 1354 W - Implementing and Supporting Servers (3,2,4).
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

ITNW 2388 W – Internship – Computer Systems Networking and Telecommunications (3,1,8).
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Approval of instructor.

ITSC 1307 W - UNIX Operating System I (3,2,4).
A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. Prerequisite: ITNW 1308.

ITSC 1315 W - Project Management Software (3,2,4).
Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools.

ITSC 1321 W - Intermediate PC Operating Systems (3,2,4).
Continued study in advanced installation and configuration troubleshooting, advanced file management, memory and storage management. Update peripheral device drivers and use of utilities to increase system performance.

ITSC 1342 W – Shell Programming (3,2,4).
Reading, writing, and debugging shell scripts. Development of scripts to automate frequently executed sequences of commands. Covers conditional logic, user interaction, loops, and menus to enhance the productivity and effectiveness of the user. Intended for programmers who are familiar with operating environments and reading and writing various shell scripts.

ITSC 2339 W - Personal Computer Help Desk Support (3,2,4).
Diagnosis and solution of user hardware and software-related problems with on-the-job and/or simulated projects.

ITSE 1329 W – Programming Logic and Design (3,3,3).
Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation. Recommended corequisite: ITSE 1391.

ITSE 1331 W - Introduction to Visual Basic Programming (3,2,4).
Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/ output devices, and files. The student will use structured programming techniques; develop correct executable programs; create appropriate documentation; and create applicable graphical user interfaces. Co-/Pre-requisite: ITSE 1329.

ITSE 1359 W – Introduction to Scripting Languages (3,2,4).
Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis. Topics may adapt to changes in industry practices.

ITSE 1391 W – Python/Special Topics in Computer Programming (3,2,4).
Introduction to computer programming using Python. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, and problem solving. Recommended corequisite: ITSE 1329.

ITSE 2317 W – Java Programming (3,2,4).
Java programming for applications and web applets.

ITSE 2386 W - Internship/Computer Programming (3,1,8).
This course is designed to provide the student with actual experience in a chosen area of data processing. Students will be provided qualified supervision to assist them in producing solutions to real business problems using a programming language of their choice. Students will research the problem, design the programs, and implement the system. The area chosen may be in microcomputer or mainframe programming environments. Prerequisite: Students must have taken all the courses necessary to implement their particular solution; therefore, they must have instructor approval.

ITSY 1342 W - Information Technology Security (3,2,4).
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

LEAD 1100 W - Workforce Development with Critical Thinking (1,1,1).
Development of leadership skills and critical thinking strategies that promote employment readiness, retention, advancement, and promotion.

MATH 0020 A - Base NCBO Math (0,0.38,0).
The two-week NCBO is taken with both STEM and Non-STEM pathways. Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Non-transferable and does not count toward a degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart.

MATH 0021 A - College Prep Math I (0,3,1).
The eight-week modular course is for STEM students and focuses on arithmetic operations on whole numbers, fractions, decimals, real numbers; ratio/proportion, percentages, measurements, polynomials, solving equations, interpretation of graphs and statistics, geometry; exponents, algebraic expressions and problem solving. Non-transferable and does not count toward a degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart.
Co-requisite: MATH 0022.

MATH 0022 A - College Prep Math II (0,3,1).
The eight-week modular course is for STEM students and focuses on operations on and properties of real numbers, functions, exponents, scientific notation, solving equations and inequalities; problem solving; introduction to coordinate system and graphing; polynomials: operations including factoring, solving quadratic equations by factoring; radical expressions and equations. Non-transferable and does not count toward a degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart. Prerequisite: C or better in MATH 0021.

MATH 0023 A - Foundations of Math (0,3,1).
This course is for Non-STEM students. Topics include numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic, and graphical representations of functions; and exponential models. This course is non-transferable and does not count toward a degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart.

MATH 0025 A - Non-STEM Base NCBO (3,1.5,1.5)
The fourteen-week NCBO is paired with Foundations of Math 0023. Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Non-transferable and does not count toward a degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart.

MATH 0030 A – TSI Math (0,1.25,0).
This non-course-based option is an intensive review of basic math, elementary algebra, intermediate algebra, geometry and measurement, and data analysis, statistics, and probability. The NCBO is designed to improve placement scores for advancement into a higher-level math course, and anyone who places below or into developmental math based on TSI scores may take the NCBO. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart. Students do not receive any credit for the course.

MATH 0040 A – Math for Liberal Arts NCBO (3,1.5,1.5).
This NCBO is paired with MATH 1332 in the non-STEM path. Non-transferable and does not count toward a degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart.

MATH 0042 A – Statistics NCBO (3,1.5,1.5).
This NCBO is paired with MATH 1442. The course is non-transferrable and does not count toward a degree at Texarkana College. Students whose TSI scores are in the following ranges: Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart.

MATH 0044 A – Math for Business and Social Sciences NCBO (3,1.5,1.5).
This NCBO is paired with MATH 1324. The course is non-transferrable and does not count toward a degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart.

MATH 0045 A – College Algebra NCBO (3,1.5,1.5).
This NCBO is paired with Math 1314 in the STEM path. Students reinforce learning from the college credit course in relations and functions, inequalities, algebraic expressions and equations, sets, logic, and probability. Non-transferable and does not count toward a degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart.

MATH 1314 A - College Algebra (Calculus Prep) (3,3,1).
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: MATH 0021 and MATH 0022 or successful completion of the required TSI test.

MATH 1316 A - Plane Trigonometry (3,3,0).
Topics include sets, ordered relations, number intervals, trigonometric functions, radian measure, variations and graphs of the functions, solution of right triangle and applications, trigonometric identities, equations, vector applications, and inverse functions, general triangle and complex numbers.
Prerequisite: MATH 1314 or ACT Math score greater than 25.

MATH 1324 A - Mathematics for Business & Social Sciences (3,3,1).
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.
Prerequisite: Successful completion of the required TSI test.

MATH 1325 A - Calculus for Business & Social Sciences (3,3,1).
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions with emphasis on application in business, economics, and social sciences. This course is not a substitute for Math 2413 (Calculus I). Prerequisite: MATH 1314 or MATH 1324.

MATH 1332 A - Contemporary Mathematics (Quantitative Reasoning) (3,3,0).
Intended for Non-STEM (Science, Technology, Engineering, and Mathematics).
majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics such as choosing and analyzing models to solve problems from real world settings.
Prerequisite: MATH 0023, MATH 0022, or successful completion of the required TSI test.

MATH 1350 A - Mathematics for Teachers I (Formerly Fundamentals of Mathematics I) (3,3,0).
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Special emphasis will be given to terminology, notation, skills, and approaches relevant to the elementary and middle school grades and to uses of manipulatives and technology in the classroom. Prerequisite: MATH 1314.

MATH 1351 A - Mathematics for Teachers II (Formerly Fundamentals of Mathematics II) (3,3,0).
This course is intended to build or reinforce a foundation in fundamental mathematic concepts and skills. It includes concepts of geometry, measurement, probability, and statistics, with an emphasis on problem solving and critical thinking. Special emphasis will be given to terminology, notation, skills, and approaches relevant to the elementary and middle school grades and to uses of manipulatives and technology in the classroom. Prerequisite: MATH 1350.

MATH 1442 A - Elementary Statistical Methods (4,3,3).
An introductory course in statistical methods. Topics include collection and display of data, mean, standard deviation and variance, probability including the normal, binomial, and chi-square distributions. Other topics also included are sampling and sampling distributions, confidence intervals, hypothesis testing including nonparametric tests, regression, and analysis of variance. Prerequisite: Successful completion of the required TSI test or MATH 0023 or MATH 0022 with a grade of C or better.

MATH 2318 A – Linear Algebra (3,3,1).
Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite: MATH 2414.

MATH 2320 A - Differential Equations (3,3,1).
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414.

MATH 2412 A - Pre-Calculus (4,4,1).
This course includes applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Topics from analytic geometry include conic sections, parametric equations and polar equations.
Prerequisite: Successful completion of the required TSI test or MATH 0021 and MATH 0022.

MATH 2413 A - Calculus I (4,3,3).
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.
Prerequisites: MATH 2412 or 1316 or equivalent academic preparation.

MATH 2414 A - Calculus II (4,3,3).
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413.

MATH 2415 A - Calculus III (4,3,3).
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414.

MDCA 1213 W - Medical Terminology (2,1,2).
Study of basic medical terminology including the meaning of 350 most common Latin and Greek elements for interpreting complex medical terms utilizing unique memorization techniques.

MDCA 1313 W - Medical Terminology (3,2,3).
A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

MRKG 1302 W – Principles of Retailing (3,3,0).
Introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques, and factors that influence retailing.

MRKG 1311 W - Principles of Marketing (3,3,0).
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

MRKG 1380 W - Cooperative Education – Marketing / Management (3,1,19).
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

MRKG 1381 W - Cooperative Education – Marketing / Management (3,1,19).
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

MRKG 2348 W - Marketing Research and Strategies (3,3,0).
Practical experiences in analyzing marketing studies using data-driven decision-making processes. Includes interrelationships among the components of the marketing mix.

MRKG 2349 W – Advertising and Sales Promotion (3,3,0).
Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

MRKG 2380 W - Cooperative Education – Marketing / Management (3,1,19).
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

MRKG 2381 W - Cooperative Education – Marketing / Management (3,1,19).
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

MRMT 1307 W - Medical Transcription I (3,2,2).
Development of transcription skills in transcribing medical reports including case studies, emergency room reports, history and physical examinations, radiology reports, operative reports, pathology reports, and discharge summaries.

MUAP 1101 A - Strings (1,1,1).
Individual instruction in violin, viola, or violoncello. Suitable solo and technical literature from the standard repertory will be used. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 1102 A - Strings (1,1,1).
Individual instruction in violin, viola, or violoncello. Suitable solo and technical literature from the standard repertory will be used. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 1131 A - Applied Brass (1,1,1).
Individual instruction in instruments for students. Correct tone production, embouchure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 1132 A - Applied Brass (1,1,1).
Individual instruction in instruments for students. Correct tone production, embouchure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 1157 A - Applied Percussion (1,1,1).
Individual instruction in instruments for students. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 1158 A - Applied Percussion (1,1,1).
Individual instruction in instruments for students. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 1165 A - Applied Organ (1,1,1).
Individual instruction in solo organ playing. One half-hour lesson per week with one-hour practice daily. Course numbers are sequential.

MUAP 1166 A - Applied Organ (1,1,1).
Individual instruction in solo organ playing. One half-hour lesson per week with one-hour practice daily. Course numbers are sequential.

MUAP 1169 A - Applied Piano (1,1,1).
The course includes the study of suitable technical studies and suitable compositions of Baroque, Classical, Romantic, Impressionistic, and Contemporary composers. One half-hour lesson per week with a minimum of one-hour practice daily. The student shall attend a studio class as required and perform a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory. Course numbers are sequential.

MUAP 1170 A - Applied Piano (1,1,1).
The course includes the study of suitable technical studies and suitable compositions of Baroque, Classical, Romantic, Impressionistic, and Contemporary composers. One half-hour lesson per week with a minimum of one-hour practice daily. The student shall attend a studio class as required and perform a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory. Course numbers are sequential.

MUAP 1181 A - Applied Voice (1,1,1).
These courses will consist of one half-hour lesson each week with a minimum of four hours practice each week. The student will study the principles of vocal production and progress to exercise, and studies of increased difficulty. Examples from standard repertory will be included in the six memorized songs required for each semester. Performance for recitals and jury are required for each semester as well. Course numbers are sequential.

MUAP 1182 A - Applied Voice (1,1,1).
These courses will consist of one half-hour lesson each week with a minimum of four hours practice each week. The student will study the principles of vocal production and progress to exercise, and studies of increased difficulty. Examples from standard repertory will be included in the six memorized songs required for each semester. Performance for recitals and jury are required for each semester as well. Course numbers are sequential.

MUAP 1185 A - Applied Woodwind (1,1,1).
Individual instruction in instruments for students. Correct tone production, brochure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 1186 A - Applied Woodwind (1,1,1).
Individual instruction in instruments for students. Correct tone production, brochure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 1191 A - Applied Composition (1,1,1).
Individual instruction in music composition. Student will work towards developing his/her own musical language/idiom, listen to/study music from the perspective of its compositional components, complete at least one full composition by the end of the semester, and preferably secure a performance of it. Weekly half-hour lessons. Minimum of one-hour of daily compositional work required. Prerequisites: MUSI 1311 & 1312.

MUAP 1192 A - Applied Composition (1,1,1).
Individual instruction in music composition. Student will work towards developing his/her own musical language/idiom, listen to/study music from the perspective of its compositional components, complete at least one full composition by the end of the semester, and preferably secure a performance of it. Weekly half-hour lessons. Minimum of one-hour of daily compositional work required. Prerequisites: MUSI 1311 & 1312.

MUAP 2201 A - Strings (2,1,1).
Individual instruction in violin, viola, or violoncello. Suitable solo and technical literature from the standard repertory will be used. Two half-hour lessons, or one-hour lesson, per week with two hours of practice daily. Course numbers are sequential.

MUAP 2202 A - Strings (2,1,1).
Individual instruction in violin, viola, or violoncello. Suitable solo and technical literature from the standard repertory will be used. Two half-hour lessons, or one-hour lesson, per week with two hours of practice daily. Course numbers are sequential.

MUAP 2231 A - Applied Brass (2,1,1).
Individual instruction in instruments for students. Correct tone production, embouchure, fingerings for the various instruments. Includes both solo literature and technical work. One-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 2232 A - Applied Brass (2,1,1).
Individual instruction in instruments for students. Correct tone production, embouchure, fingerings for the various instruments. Includes both solo literature and technical work. One-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 2257 A - Applied Percussion (2,1,1).
Individual instruction in instruments for students. Includes both solo literature and technical work. One-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 2258 A - Applied Percussion (2,1,1).
Individual instruction in instruments for students. Includes both solo literature and technical work. One-hour lesson per week with one hour of practice daily. Course numbers are sequential.

MUAP 2265 A - Applied Organ (2,1,1).
Students desiring to study organ should have studied piano previously and should have attained technical proficiency equivalent to MUAP 1169. One-hour lesson per week with a minimum of two hours of practice per day is required. The minimum representative requirements in repertory are these: Gleason: Method of Organ Playing Manual Technique; Pedal Techniques Composition for Manuals Studies and Compositions for Manual and Pedal Bach: Eight Little Preludes and Fugues Works from Orgelbuchlein; Works comparable in difficulty to Cathedral Prelude and Fugue; Easy compositions by modern American and foreign composers. The student shall perform for jury each semester the requested numbers, and perform in a recital at least once each semester. Course numbers are sequential.

MUAP 2266 A - Applied Organ (2,1,1).
Students desiring to study organ should have studied piano previously and should have attained technical proficiency equivalent to MUAP 1169. One-hour lesson per week with a minimum of two hours of practice per day is required. The minimum representative requirements in repertory are these: Gleason: Method of Organ Playing Manual Technique; Pedal Techniques Composition for Manuals Studies and Compositions for Manual and Pedal Bach: Eight Little Preludes and Fugues Works from Orgelbuchlein; Works comparable in difficulty to Cathedral Prelude and Fugue; Easy compositions by modern American and foreign composers. The student shall perform for jury each semester the requested numbers, and perform in a recital at least once each semester. Course numbers are sequential.

MUAP 2269 A - Applied Piano (2,1,1).
The minimum requirements are: Hanon, Czerny or other approved studies, all major and minor scales and arpeggios. Suitable compositions of Baroque, Classical, Romantic, Impressionistic, and contemporary composers. One-hour lesson or two half hour lessons per week and a minimum of two hours practice daily. The student shall attend studio class as required and perform a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory. Course numbers are sequential.

MUAP 2270 A - Applied Piano (2,1,1).
The minimum requirements are: Hanon, Czerny or other approved studies, all major and minor scales and arpeggios. Suitable compositions of Baroque, Classical, Romantic, Impressionistic, and contemporary composers. One-hour lesson or two half hour lessons per week and a minimum of two hours practice daily. The student shall attend studio class as required and perform a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory. Course numbers are sequential.

MUAP 2281 A - Applied Voice (2,1,1).
Two half-hour lessons each week with a minimum of six hours practice each week. The courses will provide studies for voice placement, support and flexibility. Repertory will include early Italian classics, English songs, and contemporary songs. Performance for recitals and jury required each semester. Course numbers are sequential.

MUAP 2282 A - Applied Voice (2,1,1).
Two half-hour lessons each week with a minimum of six hours practice each week. The courses will provide studies for voice placement, support and flexibility. Repertory will include early Italian classics, English songs, and contemporary songs. Performance for recitals and jury required each semester. Course numbers are sequential.

MUAP 2285 A - Applied Woodwind (2,1,1).
Individual instruction of instrument. A progressive course using Arban, Klose and allied technical studies for the individual student. All major and minor scales, suitable solo material to acquaint the student with both the instrument and the literature for that instrument. Two half-hour lessons weekly, two hours practice daily. Course numbers are sequential.

MUAP 2286 A - Applied Woodwind (2,1,1).
Individual instruction of instrument. A progressive course using Arban, Klose and allied technical studies for the individual student. All major and minor scales, suitable solo material to acquaint the student with both the instrument and the literature for that instrument. Two half-hour lessons weekly, two hours practice daily. Course numbers are sequential.

MUAP 2291 A - Applied Composition (2,1,1).
Individual instruction in music composition. Student will work towards developing his/her own musical language/idiom, listen to/study music from the perspective of its compositional components, complete at least one full composition by the end of the semester, and preferably secure a performance of it. Weekly one-hour lessons. Minimum of one-hour of daily compositional work required. Prerequisites: MUSI 1311 & 1312.

MUAP 2292 A - Applied Composition (2,1,1).
Individual instruction in music composition. Student will work towards developing his/her own musical language/idiom, listen to/study music from the perspective of its compositional components, complete at least one full composition by the end of the semester, and preferably secure a performance of it. Weekly one-hour lessons. Minimum of one-hour of daily compositional work required. Prerequisites: MUSI 1311 & 1312.

MUEN 1147 A - Texarkana Regional Chorale (1,0,3).
The Texarkana Regional Chorale is a performing ensemble for singers in the community or enrolled at TC. A placement audition is required for all participants. The Chorale performs at least one concert per semester in various venues and also performs with orchestra regularly. Members may not miss more than three (3) rehearsals and are required to attend dress rehearsal in order to perform in concert. Course numbers are sequential.

MUEN 1148 A - Texarkana Regional Chorale (1,0,3).
The Texarkana Regional Chorale is a performing ensemble for singers in the community or enrolled at TC. A placement audition is required for all participants. The Chorale performs at least one concert per semester in various venues and also performs with orchestra regularly. Members may not miss more than three (3) rehearsals and are required to attend dress rehearsal in order to perform in concert. Course numbers are sequential.

MUEN 2122 A – Dual Credit Band (1,0,3).
This course is to be used as an opportunity for advanced band students to further challenge and expand their knowledge and skill as musicians. Students will accomplish this through the study of advanced music literature and etudes both as a soloist and member of an advanced ensemble. Each student, through live concert attendance and the study of the finest audio and video recordings of all types and genres of musical soloists and ensembles will refine their concepts of superior musicianship and ensemble performance. DC students must be capable of advanced musical skills and habits to be enrolled. They would be expected to be capable of selection to the All-Region band and Wind Ensemble. Course numbers are sequential.

MUEN 2123 A – Dual Credit Band (1,0,3).
This course is to be used as an opportunity for advanced band students to further challenge and expand their knowledge and skill as musicians. Students will accomplish this through the study of advanced music literature and etudes both as a soloist and member of an advanced ensemble. Each student, through live concert attendance and the study of the finest audio and video recordings of all types and genres of musical soloists and ensembles will refine their concepts of superior musicianship and ensemble performance. DC students must be capable of advanced musical skills and habits to be enrolled. They would be expected to be capable of selection to the All-Region band and Wind Ensemble. Course numbers are sequential.

MUEN 2147 A - Texarkana Regional Chorale (1,0,3).
The Texarkana Regional Chorale is a performing ensemble for singers in the community or enrolled at TC. A placement audition is required for all participants. The Chorale performs at least one concert per semester in various venues and also performs with orchestra regularly. Members may not miss more than three (3) rehearsals and are required to attend dress rehearsal in order to perform in concert. Course numbers are sequential.

MUEN 2148 A - Texarkana Regional Chorale (1,0,3).
The Texarkana Regional Chorale is a performing ensemble for singers in the community or enrolled at TC. A placement audition is required for all participants. The Chorale performs at least one concert per semester in various venues and also performs with orchestra regularly. Members may not miss more than three (3) rehearsals and are required to attend dress rehearsal in order to perform in concert. Course numbers are sequential.

MUSI 1116 A - Sight Singing and Ear Training I (1,0,3).
Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony.

MUSI 1117 A - Sight Singing and Ear Training II (continued) (1,0,3).
Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony.

MUSI 1181 A - Piano Class I (1,1,1).
Beginning class instruction in the fundamentals of keyboard technique.

MUSI 1182 A - Piano Class II (1,1,1).
Advanced beginning class instruction in the fundamentals of keyboard technique.

MUSI 1306 A - Music Appreciation (3,3,0).
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Does not apply to a music major degree.

MUSI 1311 A - Music Theory I (3,3,1).
The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

MUSI 1312 A - Music Theory II (3,3,1).
The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and 7th chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard. Prerequisite: MUSI 1311.

NURA 1160 W - Clinical for Nurse Assistant/Aide (1,0,5).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Enrollment in this course requires the student to complete a criminal background check and have a negative urine drug screen. The cost for the background check and drug screen is not included in tuition and fees. The student must also have a clear Employability Check on the Texas Department of Aging and Disability registry.

NURA 1301 W - Nurse Aide for Health Care (3,2,3).
Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. Enrollment in this course requires the student to complete a criminal background check and have a negative urine drug screen. The cost for the background check and drug screen is not included in tuition and fees. The student must also have a clear Employability Check on the Texas Department of Aging and Disability registry.

PHED 1107 A - Weight Training I & II (1,0,2).
A combination workout of weight-training and strength-training. Cardiovascular exercise and anaerobic workout required.

PHED 1108 A - Cross Training for Fitness and Weight Control I (1,1,1).
A cardiovascular conditioning program designed to improve muscle tone and maintain a healthy body weight. Activities include lifting weights, Stair Master, running or walking and correct dietary habits.

PHED 1109 A - Cross Training for Fitness and Weight Control II (1,1,1).
A cardiovascular conditioning program designed to improve muscle tone and maintain a healthy body weight. Activities include lifting weights, Stair Master, running or walking and correct dietary habits.

PHED 1122 A - Basic Foil Fencing (1,0,2).
This course will cover basic to advanced techniques in foil fencing. Appropriate for both the beginner and the more advanced student.

PHED 1124 A - Rhythmic Aerobics I (1,0,2).
Aerobic and anaerobic workouts using music to gain the aerobic training effects of cardiovascular and to tone/ sculpt for those who are seeking definition of muscle.

PHED 1125 A – Racquet Sports (1,0,2).
This course includes the playing and rules of various racquet sports with emphasis on developmental skills.

PHED 1127 A - Rhythmic Aerobics II (1,0,2).
A continuation of Rhythmic Aerobics I. Aerobic and anaerobic workouts using music to gain the aerobic training effects of cardiovascular and to tone/ sculpt for those who are seeking definition of muscle.

PHED 1128 A - Yoga/Pilates for Fitness (1,1,1).
Yoga and Pilates methods of body conditioning are unique systems of stretching and strengthening exercises. A combination of these will strengthen and tone muscles, improve posture, provide flexibility and balance, unite body and mind, and create a streamlined body-shape.

PHED 1129 A - Yoga/Pilates for Fitness II (1,0,2).
Yoga and Pilates methods of body conditioning are unique systems of stretching and strengthening exercises. A combination of these will strengthen and tone muscles, improve posture, provide flexibility and balance, unite body and mind, and create a streamlined body-shape.

PHED 1131 A – Yin Yoga I (1,0,2).
Students of any fitness level or body type with no Yoga experience will learn to find their edge, be still, and hold the pose. Yin Yoga is slow and mindful, strengthens the joints and connective tissue, increases balance and flexibility, and reduces stress.

PHED 1133 A - Bench Stepping (1,0,2).
Instruction and participation in physical and recreational activities.

PHED 1134 A - Walking for Fitness (1,1,1).
The objective of this course is to design an individualized training program for each student so that walking may become a lifetime activity. Goals of the course include increasing cardiovascular endurance and maintaining a desirable body weight. In addition, students will have the opportunity to develop muscular strength, muscular endurance and flexibility. Three hours of activity each week.

PHED 1136 A – Yin Yoga II (1,0,2).
Students of any fitness level or body type with no Yoga experience will learn to find their edge, be still, and hold the pose. Yin Yoga is slow and mindful, strengthens the joints and connective tissue, increases balance and flexibility, and reduces stress.

PHED 1140 A - Cardio Kickboxing (1,1,1).
A cardiovascular workout designed to burn calories and increase muscle definition through the use of punching and kicking techniques used in boxing and martial arts.

PHED 1141 A - Body Sculpting (1,0,2).
For those individuals who are seeking a better body by conditioning and toning in a safe and consistent workout with the use of deep and healthy breathing and coordination of strength and flexibility.

PHED 1143 A - Athletic Conditioning I (1,0,2).
Instruction and participation in physical and recreational activities.

PHED 1304 A - Personal / Community Health (3,3,0).
This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

PHIL 1301 A - Introduction to Philosophy (3,3,0).
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

PHIL 2306 A - Introduction to Ethics (3,3,0).
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

PHRA 1191 W – Special Topics in Pharmacy Technician/Assistant (1,0,2).
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Must be TSI met in all areas.
Prerequisites: PHRA 1301, PHRA 1202, PHRA 1304, PHRA 1309, PHRA 1315
Corequisites: PHRA 1305, PHRA 1449, PHRA 1243, PHRA 1360, PHRA 1319

PHRA 1202 W - Pharmacy Law (2,2,0).
Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects. Must be TSI met in all areas.
Corequisites PHRA 1301, PHRA 1304, PHRA 1309, PHRA 1315

PHRA 1243 W - Pharmacy Technician Certification Review (2,2,0).
A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE). Must be TSI met in all areas.
Prerequisites: PHRA 1301, PHRA 1202, PHRA 1304, PHRA 1309, PHRA 1315
Corequisites: PHRA 1305, PHRA 1449, PHRA 1360, PHRA 1413 or PHRA 1313 & PHRA 1191

PHRA 1301 W - Introduction to Pharmacy (3,3,0).
An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Must be TSI met in all areas. Corequisites PHRA 1202, PHRA 1304, PHRA 1309, PHRA 1315

PHRA 1304 W - Pharmacotherapy and Disease Process (3,3,0).
A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. Must be TSI met in all areas. Corequisites PHRA 1301, PHRA 1202, PHRA 1309, PHRA 1315

PHRA 1305 W - Drug Classification (3,3,0).
A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Must be TSI met in all areas.
Prerequisites: PHRA 1301, PHRA 1202, PHRA 1304, PHRA 1309, PHRA 1315
Corequisites: PHRA 1305, PHRA 1449, PHRA 1243, PHRA 1360, PHRA 1413 or PHRA 1313 & PHRA 1191

PHRA 1309 W - Pharmaceutical Mathematics I (3,2,2).
Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Must be TSI met in all areas. Corequisites PHRA 1301, PHRA 1202, PHRA 1304, PHRA 1315

PHRA 1313 W - Community Pharmacy Practice (3,2,2).
Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Must be TSI met in all areas.
Prerequisites: PHRA 1301, PHRA 1202, PHRA 1304, PHRA 1309, PHRA 1315
Corequisites: PHRA 1305, PHRA 1449, PHRA 1243, PHRA 1360, PHRA 1413, PHRA 1191

PHRA 1315 W - Pharmacy Terminology (3,2,2).
A study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. Focuses on translation and recognition of commonly used pharmacy abbreviations. Must be TSI met in all areas. Corequisites PHRA 1301, PHRA 1202, PHRA 1304, PHRA 1309

PHRA 1360 W - Clinical - Pharmacy Technician/Assistant (3,0,12).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Must be TSI met in all areas.
Prerequisites: PHRA 1301, PHRA 1202, PHRA 1304, PHRA 1309, PHRA 1315
Corequisites: PHRA 1305, PHRA 1449, PHRA 1243, PHRA 1413 or PHRA 1313 & PHRA 1191

PHRA 1413 W - Community Pharmacy Practice (4,3,2).
Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Must be TSI met in all areas.
Prerequisites: PHRA 1301, PHRA 1202, PHRA 1304, PHRA 1309, PHRA 1315
Corequisites: PHRA 1305, PHRA 1449, PHRA 1243, PHRA 1360

PHRA 1449 W - Institutional Pharmacy Practice (4,3,2).
Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, workflow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. Must be TSI met in all areas.
Prerequisites: PHRA 1301, PHRA 1202, PHRA 1304, PHRA 1309, PHRA 1315
Corequisites: PHRA 1305, PHRA 1243, PHRA 1360, PHRA 1413 or PHRA 1313 & PHRA 1191

PHYS 1101 A - College Physics I (lab) (1,0,3).
This laboratory-based course accompanies PHYS 1301, College Physics I. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving.
Corequisite: PHYS 1301 College Physics I (lecture)

PHYS 1102 A - College Physics II (lab) (1,0,3).
This laboratory-based course accompanies PHYS 1302, College Physics II. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Corequisite: PHYS 1302 College Physics II (lecture)

PHYS 1103 A - Stars & Galaxies (lab) (1,0,3).
Laboratory class for PHYS 1303. (Cross-listed as ASTR 1103). Pre/Co-requisite: PHYS 1303.

PHYS 1104 A - Solar System (lab) (1,0,3).
Laboratory class for PHYS 1304. (Cross-listed as ASTR 1104). Pre/Co-requisite PHYS 1304.

PHYS 1115 A - Physical Science I (lab) (1,0,3).
Laboratory class for PHYS 1315. Pre/Co-requisite PHYS 1315.

PHYS 1301 A - College Physics I (lecture) (3,3,0).
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisite: MATH 1314 College Algebra (3 SCH version) and Math 1316 Plane Trigonometry OR MATH 2312 Pre-Calculus Math (3 SCH version) OR MATH 2412 Pre-Calculus Math (4 SCH version) Recommended Corequisite: PHYS 1101 College Physics Laboratory I (lab)

PHYS 1302 A - College Physics II (lecture) (3,3,0).
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1301 College Physics I (lecture) or PHYS 1401 College Physics I (lecture + lab) Recommended Corequisite: PHYS 1102 College Physics Laboratory II (lab)

PHYS 1303 A - Stars & Galaxies (lecture) (3,3,0).
Study of stars, galaxies, and the universe outside our solar system. (Cross-listed as ASTR 1303). Recommended co-requisite: PHYS 1103.

PHYS 1304 A - Solar System (lecture) (3,3,0).
Study of the sun and its solar system, including its origin. (Cross-listed as ASTR 1304). Recommended co-requisite: PHYS 1104.

PHYS 1315 A - Physical Science I (lecture) (3,3,0).
survey of the principles of physics, astronomy, geology, and weather with more emphasis on physics and geology. Recommended co-requisite PHYS 1115.

PHYS 2125 A - University Physics I (lab) (1,0,3).
Laboratory class for PHYS 2325. Pre/Co-requisite: 2325.

PHYS 2126 A - University Physics II (lab) (1,0,3).
Laboratory class for PHYS 2326. Pre/Co-requisite: PHYS 2326.

PHYS 2325 A - University Physics I (lecture) (3,3,0).
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Prerequisite: MATH 2413. Pre/co-requisite: MATH 2414 or equivalent academic preparation. Recommended co-requisite PHYS 2125.

PHYS 2326 A - University Physics II (lecture) (3,3,0).
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisite: PHYS 2325 or permission of instructor. Co-requisite: MATH 2415 and recommended co-requisite PHYS 2126.

POFI 1349 W - Spreadsheets (3,1,7).
Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

POFI 2340 W - Advanced Word Processing (3,3,1).
This course is designed to acquaint the student with principles of data entry and word processing. Extensive formatting for technical documents, merging techniques, macros, graphics and desktop publishing are covered. Emphasis on business applications will be incorporated by implementing advanced features; importing data; and incorporating graphics, collaborative, and special functions to enhance documents.

POFM 1317 W - Medical Administrative Support (3,2,2).
Study of current medical office skills including communications, office management, financials, insurance and coding, billing, reimbursements, and collections.

POFM 1327 W - Medical Insurance (3,2,2).
Study of medical insurance and billing, claim coding, claim preparation and filing, claim follow-up and payment processing, and hospital services.

POFM 2286 W - Internship - Medical Administrative/Executive Assistant and Medical Secretary (2,0,12).
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a medical facility. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to special occupational outcomes. This may be a paid or unpaid experience.

POFT 1127 W - Introduction to Keyboarding (1,0,3).
Skill development in keyboard techniques. Emphasis on the development of speed and accuracy.

POFT 1231 W - Business Machine Applications (2,1,5).
Skill development in the operation of a numeric keypad used in business environment.

POFT 1291 W - Special Topics in Business Communications (2,1,2).
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

POFT 1309 W - Administrative Office Procedures I (3,1,5).
Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

POFT 1313 W - Professional Workforce Preparation (3,1,7).
Preparation for career success including business ethics, interpersonal relations, professional attire, and advancement.

POFT 1319 W - Records and Information Management I (3,2,3).
Introduction to basic records information management filing systems including manual and electronic filing.

POFT 1325 W – Business Math Using Technology (3,2,4).
Skill development in business math problem-solving using technology.

POFT 1329 W - Beginning Keyboarding (3,2,4).
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1492 W - Special Topics in Administrative Assistant/Secretarial Science, General (4,4,0).
Topics address skills, knowledge, and/or attitudes and behaviors relevant to the professional development of the student in his/her specialized areas of interest. The student completes a minimum of three of the ten special topics mini courses offered including Medical Terminology, Medical Office Procedures, Medical Machine Transcription, Legal Office Projects, Legal Terminology and Transcription, Excel Spreadsheets, Computerized Accounting, Internet Office Projects, Microsoft PowerPoint Presentations

POFT 2203 W - Speed and Accuracy Building (2,0,5).
Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency.

POFT 2333 W - Advanced Keyboarding (3,1,4).
A continuation of keyboarding skills in advanced document formatting, emphasizing speed, accuracy and decision-making.

POFT 2387 W – Internship – Administrative Assistant and Secretarial Science, General (3,0,9).
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to special occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Must be taken in conjunction with at least one POFT class.

POFT 2401 W - Intermediate Keyboarding (4,3,3).
A continuation of keyboarding skills in document formatting, speed, and accuracy.

PSTR 1301 W - Fundamentals of Baking (3,1,5).
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

PSYC 1300 A - Learning Frameworks (3,3,0).
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1300) Required for all first time in college students.

PSYC 2301 A - General Psychology (3,3,0).
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Prerequisite: Successful completion of the required TSI test.

PSYC 2308 A - Child Psychology (3,3,0).
This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

PSYC 2314 A - Lifespan Growth and Development (3,3,0).
Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

PSYC 2315 A - Psychology of Adjustment (3,3,0).
Study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC 2319 A - Social Psychology (3,3,0).
Theories of individual behavior on the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.
Prerequisite: PSYC 2301.

RBTC 1401 W – Programmable Logic Controllers (4,2,6).
A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

RBTC 1405 W – Robotic Fundamentals (4,2,6).
An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

RBTC 2345 W – Robot Application, Set-up, and Testing (3,2,4).
A course that provides the student with laboratory experience in the installation, set-up, and testing of robotic cells. Topics include maintenance.

RNSG 1160 W - Clinical Nursing-Registered Nurse (Transition) (1,0,3).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314.
Co-requisites: RNSG 1251, 1327, and 2213.

RNSG 1251 W - Care of the Childbearing Family (2,2,2).
Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.
Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314.
Co-requisites: RNSG 1160, 1327, and 2213.

RNSG 1260 W - Clinical Nursing-Registered Nurse Training (CDM) (2,0,6).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: BIOL 2301/2101, 2302/2102 and 2320/2120; PSYC 2301 and 2314; RNSG 1413 and 1360.
Co-requisites: ENGL 1301; RNSG 1431, 1412, and 1261.

RNSG 1327 W - Transition to Professional Nursing (3,2,3).
Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem-solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan.
Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314.
Co-requisites: RNSG 1160, 1251, and 2213.

RNSG 1360 W - Clinical Nursing-Registered Nurse Training (Foundations) (3,0,9).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314. Co-requisites: RNSG 1413.

RNSG 1412 W - Nursing Care of the Childbearing and Childrearing Family (4,4,0).
Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework.
Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG, 1413, 1360.
Co-requisites: ENGL 1301; RNSG 1431 and 1460.

RNSG 1413 W - Foundations for Nursing Practice (4,3,3).
Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision-making and critical thinking. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.
Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314. Co-requisites: RNSG 1360.

RNSG 1431 W - Principles of Clinical Decision-Making (4,4,0).
Examination of selected principles related to the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of a profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ ethical framework.
Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120. PSYC 2301 and 2314; RNSG 1413, 1360.
Co-requisites: ENGL 1301; RNSG 1412 and 1460.

RNSG 1441 W - Common Concepts of Adult Health (4,3,3).
Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: BIOL 2301/2101, 2302/2102, 2320/2120; PSYC 2301 and 2314; also for Basic Students: ENGL 1301, RNSG 1413, 1360, 1412, 1431, and 1460; also for Transition Students: RNSG 1327, 1251, 1160 and 2213. Co-requisites for Basic Students ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 2213 and 2360. Co-requisites for Transition Students: ENGL 1301 and RNSG 2360.

RNSG 1443 W - Complex Concepts of Adult Health (4,3,3).
Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of a profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; for Basic Students: ARTS 1301 or MUSI 1306 or DRAM 1310, ENGL 1301, RNSG 1413, 1360, 1431, 1460, 1412, 1441, 2360, and 2213; for Transition Students: ENGL 1301, RNSG 1327, 1251, 1160, 2213, 1441, and 2360. Co-requisites for Basic Students: RNSG 2463. Co-requisites for Transition Students: ARTS 1301 or MUSI 1306 or DRAM 1310, and RNSG 2463.

RNSG 1460 W - Clinical Nursing-Registered Nurse Training (Childbearing/Childrearing) (4,0,12).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG 1413, 1360.
Co-requisites: ENGL 1301; RNSG 1431, and 1412.

RNSG 2213 W - Mental Health Nursing (2,2,0).
Principles and concepts of mental health psychopathology, and treatment modalities related to the nursing care of clients and their families. Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; ENGL 1301, RNSG 1413, 1360, 1412, 1431, and 1460 for Basic Students; Co-requisites for Basic Students: ARTS 1301 or MUSI 1306 or DRAM 1310, RNSG 1441 and 2360; Co-requisites for Transition Students: RNSG 1327, 1251, and 1160.

RNSG 2360 W - Clinical Nursing-Registered Nurse Training (CDM/Mental Health) (3,0,12).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2301/2101 or 2302/2102, and 2320/2120; PSYC 2301 and 2314; for Basic Students: ENGL 1301, RNSG 1413, 1360, 1412, 1431, and 1460; for Transition Students: RNSG 1327, 1251, 1160, and 2213. Co-requisites for Basic Students: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1441 and 2213; Co-requisites for Transition Students: ENGL 1301 and RNSG 1441.

RNSG 2463 W - Clinical Nursing-Registered Nurse Training (CDM/Management) (4,0,16).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2301/2101 or 2302/2102, and 2320/2120; PSYC 2301 and 2314; for Basic Students: ENGL 1301, ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1413, 1360, 1412, 1431, 1460, 1441, 2360, and 2213; for Transition Students: ENGL 1301, RNSG 1327, 1251, 1160, 2213, 1441, and 2360. Co-requisites for Basic Students: RNSG 1443; Co-Requisites for Transition Students: ARTS 1301 or MUSI 1306 or DRAM 1310 and RNSG 1443.

RSTO 1221 W - Menu Management (2,1,2).
A study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

RSTO 1313 W - Hospitality Supervision (3,2,2).
Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, applicable personnel laws, and regulations. Emphasis on leadership development.

RSTO 1325 W - Purchasing for Hospitality Operations (3,2,2).
Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

RTVB 1305 W – Introduction to Television Technology (3,2,3).
Identification and operation of current television production equipment. Includes digital and analog signal concepts and use.

RTVB 1321 W – TV/Video Field Production (3,2,3).
Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology.

RTVB 1325 W - TV Studio Production (3,2,2).
Basic television studio production including planning, directing and techniques commonly used with video, audio and lighting equipment.

RTVB 2335 W – TV/Video Production (3,2,3).
Pre-production, production, and post-production process involved in multiple-camera studios. Includes advanced instruction in camera operation, lighting, audio, and television directing.

RTVB 2337 W – TV/Video Production Workshop I (3,2,3).
Design and production of video content for location or studio shoots adhering to deadline and quality control restrictions.

RTVB 2355 W – TV/Video Production Workshop II (3,2,2).
Production of video projects demonstrating mastery of field and/or studio competence.

SCWK 1303 W - Ethics for Social Service Professionals (3,3,0).
Ethical considerations based on social and human services standards. Includes comparison of ethical codes, confidentiality, dual relationships, guidelines for web counseling, ethical considerations dealing with broadcast media, diversity and multiculturalism.

SCWK 2301 W - Assessment and Case Management (3,3,0).
Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, client information, and referral.

SOCI 1301 A - Introductory Sociology (3,3,0).
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Prerequisite: Successful completion of the required TSI test.

SOCI 1306 A - Social Problems (3,3,0).
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Prerequisite: SOCI 1301 or sophomore standing.

SOCI 2301 A - Marriage and Family (3,3,0).
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.
Prerequisite: Sophomore standing or permission of the instructor.

SOCI 2326 A - Social Psychology (3,3,0).
Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.
Prerequisite: PSYC 2301 or SOCI 1301.

SPAN 1411 A - Beginning Spanish I (4,3,2).
A beginning level course which introduces students to fundamental language skills in listening comprehension, speaking, reading and writing. Study includes basic vocabulary, grammatical structures, and culture of the Spanish-speaking world. Laboratory practice is included in online coursework.

SPAN 1412 A - Beginning Spanish II (4,3,2).
Continuation of Spanish 1411 with emphasis on communication skills. Laboratory practice is included in online coursework. Prerequisite: Spanish 1411, two units of high school Spanish, or an appropriate score on placement test.

SPAN 2311 A - Intermediate Spanish I (3,3,0).
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Spanish 1412, three units of high school Spanish, or an appropriate score on placement test.

SPAN 2312 A - Intermediate Spanish II (3,3,0).
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Spanish 2311.

SPCH 1315 A - Public Speaking (3,3,0).
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.
Prerequisite: Successful completion of the required TSI test.

SPCH 1321 A - Business and Professional Speaking (3,3,0).
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Prerequisite: Successful completion of the required TSI test.

SPCH 1342 A - Voice and Diction (3,3,0).
Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation. Required of speech majors. (Cross-listed as DRAM 2336)

TECA 1303 A – Families, School, & Community (3,3,0).
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.

TECA 1311 A - Educating Young Children (3,3,0).
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences.

TECA 1318 A – Wellness of the Young Child (3,3,0).
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

TECM 1191 W - Special Topics in Applied Mathematics, General (1,0,4).
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

TECM 1403 W - Technical Calculations (4,3,2).
A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.

VNSG 1219 W - Leadership and Professional Development (2,1,2).
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisite: American Heart BLS, BIOL 2301/2101, BIOL 2302/2102, Fall class-VNSG 1304, 1400, 1402, 1461, 1509, 2410, 2462; Spring class- VNSG 1304, 1400, 1402, 1461, 1330, 1334, 2463; Co-requisite: Fall class-VNSG 1330, 1334, 2463; Spring class-VNSG 1509, 2410, 2462.

VNSG 1304 W - Foundations of Nursing (3,3,0).
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. Prerequisite: American Heart BLS, BIOL 2301/2101 and BIOL 2302/2102 Co-requisites: VNSG 1400, 1402, and 1461.

VNSG 1330 W - Maternal-Neonatal Nursing (3,3,0).
Study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Prerequisite: American Heart BLS, BIOL 2301/2101, BIOL 2302/2102, Fall class-VNSG, 1304, 1400, 1402, 1461, 1509, 2410, 2462; Spring class- VNSG 1304, 1400, 1402,1461. Co-requisites: Fall class-VNSG 1334, 1219, 2463; Spring class-1334, 2463.

VNSG 1334 W - Pediatrics (3,3,0).
Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. Prerequisite: American Heart BLS, BIOL 2301/2101, BIOL 2302/2102, Fall class-VNSG, 1304, 1400, 1402, 1461, 1509, 2410, 2462; Spring class- VNSG 1304, 1400, 1402, 1461. Co-requisites: Fall class- VNSG 1330, 1219,2463; Spring class-VNSG 1330, 2463.

VNSG 1400 W - Nursing in Health and Illness I (4,3,2).
Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions. Prerequisite: American Heart BLS, BIOL 2301/2101, BIOL 2302/2102, and VNSG 1304. Co-requisites: VNSG 1304, 1402, and 1461.

VNSG 1402 W - Applied Nursing Skills I (4,3,2).
Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Prerequisite: American Heart BLS, BIOL 2301/2101 and BIOL 2302/2102. Co-requisites: VNSG 1304,1400, and 1461.

VNSG 1461 W - Clinical-Licensed Practical/Vocational Nurse Training (4,0,16).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: American Heart BLS, BIOL 2301/2101, and BIOL 2302/2102. Co-requisites: VNSG 1304, 1400, 1402, and 1461.

VNSG 1509 W - Nursing in Health and Illness II (5,5,0).
Introduction to common health problems of the adult requiring medical and surgical interventions. Prerequisite: American Heart BLS, BIOL 2301/2101, BIOL 2302/2102, Fall class-VNSG 1304, 1400, 1402, and 1461; Spring class-VNSG 1304, 1400, 1402, 1461, 1330, 1334, 2463. Co-requisites: Fall class-VNSG 2410, 2462; Spring class- VNSG 2410, 1219, 2462.

VNSG 2363 W - Clinical-Licensed Practical/Vocational Nurse Training (3,0,12).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: American Heart BLS, BIOL 2301/2101, BIOL 2302/2102, Fall class-VNSG 1304, 1400, 1402, 1461, 1509, 2410, 2462; Spring class-VNSG 1304, 1400, 1402, 1461. Co-requisites: Fall class-VNSG 1330, 1334,1219; Spring class-1330, 1334.

VNSG 2462 W - Clinical-Licensed Practical/Vocational Nurse Training II (4,0,16).
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: American Heart BLS, BIOL 2301/2101, BIOL 2302/2102, Fall class-VNSG, 1304, 1400, 1402, 1461; Spring class-VNSG 1304, 1400, 1402, 1461, 1330, 1334, 2463. Co-requisites: Fall class-VNSG 1509, 2410; Spring class-VNSG 1509, 2410, 1219.

VNSG 2510 W - Nursing in Health and Illness III (5,5,0).
Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the adult including concepts of mental health. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisite: American Heart BLS, BIOL 2301/2101, BIOL 2302/2102, Fall class-VNSG 1304, 1400, 1402, 1461; Spring class-VNSG 1304, 1400, 1402, 1461, 1330, 1334, 2463. Co-requisites: Fall class-VNSG 1509, 2462; Spring class-VNSG 1509, 1219, 2462.

WLDG 1317 W – Introduction to Layout and Fabrication (3,2,4).
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1323 W – Welding Safety, Tools, and Equipment (3,2,4).
An introduction to welding equipment and safety practices, including OSHA standards for industry.

WLDG 1337 W - Introduction to Welding Metallurgy (3,1,5).
A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility.

WLDG 1391 W - Special Topics in Welder/Welding Technologist (3,2,4).
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

WLDG 1413 W - Introduction to Blueprint Reading for Welders (4,2,6).
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1421 W - Welding Fundamentals (4,2,6).
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

WLDG 1428 W - Introduction to Shielded Metal Arc Welding (SMAW) (4,2,6).
An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1430 W - Introduction to Gas Metal Arc Welding (GMAW) (4,2,6).
Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

WLDG 1434 W - Introduction to Gas Tungsten Arc (GTAW) Welding (4,1,9).
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

WLDG 1435 W - Introduction to Pipe Welding (4,2,4).
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

WLDG 2288 W - Internship-Welding Technology/Welder (2,0,6).
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

WLDG 2388 W - Internship-Welding Technology/Welder (3,0,18).
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

WLDG 2435 W – Advanced Layout and Fabrication (4,1,9).
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.

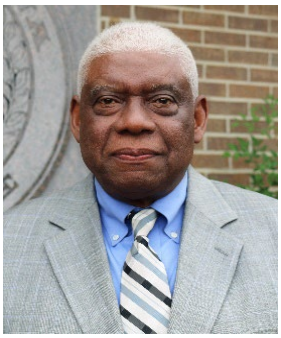
WLDG 2443 W - Advanced Shielded Metal Arc Welding (SMAW) (4,2,6).
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

WLDG 2547 W – Advanced Gas Metal Arc Welding (GMAW) (5,2,9).
Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions.

8. Oversight & Employees

2024 TEXARKANA COLLEGE BOARD OF TRUSTEES

Mr. Derrick McGary
President | 2024
Place 5
At Large, All of Bowie County



Mr. George Moore
Vice President | 2026
Place 7
At Large, All of Bowie County

Mrs. Lesley Ledwell Dukelow
Board Secretary | 2028
Place 2
Commissioner Precinct
2 in Bowie County

Ms. Tiffani Neal
2028
Place 1
Commissioner Precinct 1 in Bowie County

Dr. John Booth
2024
Place 3
Commissioner Precinct 3 in Bowie County

Mr. Ernie Cochran
2024
Place 4
Commissioner Precinct 4 in Bowie County

Mr. Brad Carlow
2026
Place 6
At Large, All of Bowie County

ADMINISTRATION

Jason Smith, Ed.D. ..... President
John Dixon Boyles, Ed.D. ..... Vice President of Instruction
Phyllis Deese, M.S. ..... Vice President of Administrative Services
Brad Hoover, M.B.A., CPA ..... Vice President of Finance
Brandon Washington, M. Ed ..... Vice President of Operations

PROFESSIONAL STAFF

Katie Andrus, B.B.A. ..... Executive Director for TC Foundation
Dustin Austin, B.A.A.S. ..... Director of Workforce Development for Community & Business Education
Erubiel Basurto-Ruiz, M.B.A. ..... Assistant Registrar
Tonja Blase, M.S. ..... Director of Student Support Services and Disability Services
Hunter Bobo, M.B.A. ..... Controller
Kelley Coleman, M.S. ..... Assistant Director of Prison Education Program
Vicki Dodson ..... Coordinator of Pinkerton Recreation Center
Holli Easley ..... Coordinator of Allied Health Continuing Education
Stephen Gass, M.S. ..... Executive Director of Public Safety, Chief of Police
Amanda Graham, M.Ed. ..... Executive Director of Academic Services
Danny Haflich, B.S. ..... Director of Bookstore
Brandon Higgins, M.B.A. ..... Registrar & Executive Director of Advising
Thomas Holt ..... Director of Workforce Education
Suzy Irwin, M.S. ..... Executive Director of Institutional Advancement
Susan Johnston, B.B.A. ..... Executive Director of Financial Aid
Lisa Jones, M.S. ..... Director of Adult Education
Tenequa Martin, M.B.A. ..... Director of Talent Search & EOC
Steve Mitchell, B.S. ..... Executive Director of KTXK Radio Station
David Nguyen ..... Director of Purchasing/Grant Accountant
Mindy Preston ..... Executive Director of President and Board Events
Emily Ransom, M.L.S. ..... Assistant Director/Instruction and Distance Education/Librarian
Doug Saffel, M.S.I.S. ..... Director of Prison Education Program
Mendy Sharp, M.S. ..... Executive Director of Business Development
Scott Smart ..... Assistant Director of Facilities Services
Kathy Smith, B.B.A. ..... Director of Testing & End User Technology
Ken Smith, M.B.A. ..... Coordinator of Dual Credit
Stephanie Stokes ..... Director of Dual Credit
Valerie Tatum, B.B.A. ..... Executive Director of Business Office
Kenny Trissell ..... Executive Director of Facilities Services
Bart Upchurch, M.S. ..... Executive Director of Information Technology
Lee Williams III, M. Ed. ..... Executive Director of Retention, Student Success, & EOC

INSTRUCTIONAL DEANS

Catherine Howard, Ed. D. ..... Science, Technology, Engineering, & Math, and Business
Robert Jones, M.S. .....Students
Tonja Mackey, Ed. D. ..... Library and Learning Support
Courtney Shoalmire, M.S.N. .....Health Sciences
Brandon Washington, M. Ed. .....Workforce and Community & Business Education
Mary Ellen Young, Ed. D. ..... Liberal & Performing Arts and Social Sciences

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M.S. Texas A&M University – Texarkana

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M.S. Stephen F. Austin University

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M.M. University of Missouri-Columbia

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Ed.D. Texas A&M-Commerce

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Ed. D. American College of Education

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A.S. Paramedic, University of Arkansas Community College at Hope
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M.S. Forensic Psychology, Walden University

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M.S.N. Western Governors University
D.N.P. University of Texas - Tyler

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M.S. Texas A&M University – Texarkana

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Master Electrician

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M.S.N.-FNP Texas Tech University

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M.S. Henderson State University

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M.A. University of Arkansas – Fayetteville, University of Texas – Austin, East Texas State University – Commerce/Texarkana, University of Texas – Tyler, University of St. Thomas

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A.D.N. Wascana Institute of Applied Arts & Sciences
B.S.N. Western Governors University

Ashley Weems (2023)
Instructor, Culinary Arts

Donna Welch (2019)
Instructor, FCI Culinary Arts
Hotel and Restaurant Management, Northwood Institute of Texas
B.S. Business Administration, University of Texas - Arlington

Krystle Welch, (2021)
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A.A.S. Nursing National Park Community College
B.S.N. Jacksonville University – Florida
M.S.N. Walden University

9. SUPPLEMENTAL INFORMATION

A. Cooperative Programs

TC offers the following cooperative programs with other institutions:

Texas A&M University - Texarkana*

Biology
Business
Computer Information Sciences
Criminal Justice
Education
Electrical Engineering
English
General Studies
History
Mathematics
Mass Communication
Nursing (RN to BSN)
Political Science
Psychology
Sociology***AAS to BAAS**

Transferring for Bachelor's Degree Completion

Texarkana College highly encourages students to continue their education at the baccalaureate level. Faculty advisors can assist students in reviewing degree plans at universities and making course selections.

B. Community and Business Education Center

Community, Business, and Allied Health Programs
Community, Business and Allied Health courses, workshops, and seminars are offered throughout the year. These courses have been carefully organized to provide lifelong learning opportunities for people of all ages who desire to develop both personally and professionally, upgrade job skills or participate in community activities. In presenting these educational services, we have committed ourselves to the values of quality in everything we do, creatively developing new courses and constantly improving the existing ones. Whether you want to learn a new hobby or are seeking a career change or advancement, we offer an array of classes to help you reach your goals.

Length of courses depends upon the time needed to cover the subject and/or state program training requirements. Fees vary, as do the actual costs of conducting each course; however, fees are structured to be affordable to anyone who is genuinely interested in continuing their education. Select programs qualify for funding sources, grants, or scholarship funds. Schedules are printed in the spring, summer, and fall, and copies are available in the Community and Business Education Center located on the 1st floor of the Administration Building. Information can also be accessed by going to the TC Website and clicking the Community and Business Education tab. You may choose from a variety of options. Offerings vary from semester to semester depending on current demands and trends.

Community, Business, and Allied Health Courses

Personal Enrichment

- Computer Education
- Crafts, Music, and Language
- Fitness and Wellness
- Special Interests

Business and Industry:

- **Business Skills**
    - Customized Training
    - Exploring Entrepreneurship
    - Leadership Academy
    - Service Excellence

Online E-Learning Business Skills Courses
We offer leading workforce education and training programs to students, professionals, trade organizations and employers by providing best-in-class E-Learning courses, externship opportunities and related support services. Through engaging online E-Learning programs coupled with one-on-one student support, both new students and seasoned professionals have the ability to complete comprehensive courses in high-demand disciplines and related certifications in every field including:

- Accounting Math Professional
- Accounting Professional
- Business Communication Professional
- Business Information Systems Professional
- Business Law Specialist
- Business Management Professional
- Business Math Specialist
- Economics Professional
- Entrepreneurship Specialist
- Finance Professional
- Human Resources Professional
- Lean Enterprise Professional
- Marketing Professional
- Organizational Behavior
- Project Management Associate
- Project Management Professional
- Project Management Specialist
- Six Sigma Professional
- Six Sigma Specialist

Visit: http://myedtoday.com/texarkanacollege/

Industry Skills:

- Automotive Electrical/Electronic System Update
- Basic & Advanced Programmable Logic Controllers
- Basic Safety
- Blueprint Reading for Specific Occupations
- DIY Autobody Fundamentals
- Forklift Certification
- OSHA 10
- Professional Truck Driving Academy
- Reliability and Centered Maintenance
- Welding Basics

Skills for Small Business Training Grant Opportunities:

Small businesses can apply to TWC for training offered by Texarkana College. This exceptional opportunity supports businesses with fewer than 100 employees and emphasizes training for new workers, though it may also help upgrade the skills of incumbent workers. Skills for Small Business emphasizes training newly hired employees, those who have been hired by the business up to twelve months prior to the date that TWC receives an application. The program pays up to $1,800 for each new employee to train and $900 for existing employees, per 12-month period. Funding for training is for full-time employees. All training must be provided by a public community or technical college, or the Texas Engineering Extension Service. No third-party vendor training is allowed. Training must be selected from active course catalogs/schedules— credit, continuing education, online or other available unpublished courses. Employers must pay the prevailing wages on the local labor market for the trainees funded under the grant. Contact the CBE office at 903-823-3270.

Customized Business and Industry Training:

Texarkana College's Community & Business Education Center is dedicated to providing training programs that support and enhance the skills training needs of our local businesses & industries in the Texarkana and surrounding area. We have the ability to develop and customize training even though the course is currently unavailable. We have numerous highly trained and specialized instructors and curriculum resources available that will assist us when the need arises to build quality and effective customized training within just a few weeks. Grant opportunities may be available. Contact Mendy Sharp, Executive Director of Business Development, 903-823-3054.

Other Special Interest

Since 1988. The Bill Moran School of Bladesmithing has offered world-class training in beginning bladesmithing, Damascus steel, handles and guards, advanced grinding and more. Thousands of bladesmiths, including a number of master smiths and journeyman smiths, got their start at the Bill Moran School of Bladesmithing at Texarkana College. In fact, the school was the world's first bladesmithing school of its kind and is recognized by the American Bladesmith Association. Contact TC Community & Business Education Center 903-823-3270 or continuing.ed@texarkanacollege.edu.

In-Person Bladesmithing School:

- Introduction to Bladesmithing
- Damascus Steel Blades
- Handles and Guards
- Advanced Handles and Guard
- Slip Joint Folders
- Brut De Forge

Online Bladesmithing School for Beginners:

This is the ultimate online training that gives you everything you need to get started as a bladesmith. Our course includes an introductory class and hands-on work for anyone interested in making quality hand-forged blades. With HD video, downloadable resources, interactive components, and self-assessments, you'll learn the steps to forging, grinding, heat treating, and finishing your first blade. While you'll need some tools and equipment to start working on your knife, you can access your course material and learn about techniques and vocabulary from the comfort of your couch, bed, local cafe… you name it! If you have a laptop, an Internet connection, and the basic equipment we recommend in our course, you can delve into bladesmithing online in your own time, at your own pace. Read more at Learn Bladesmithing.com.

Allied Health:

In-Person Healthcare Courses:

- Certified Nurse Aide Course
- Clinical Medical Assistant with Externship
- Dental Assisting Course with Externship
- Emergency Medical Responder & Emergency Care Attendance (ECA)
- EMT Academy
- EMS Remedial Education
- Healthcare Professions Seminars
- Medication Aid Training / Updates
- Medical Administrative Assistant
- Medical Billing & Coding
- Pharmacy Technician with Externship
- Phlebotomy Technician with Externship

ACLS & BCLS Courses (CPR):

- ACLS
- CPR BLS/HS Instructor Course
- CPR Instructor Renewal
- CPR: BLS Healthcare Provider
- CPR: BLS Healthcare Provider Renewal
- First Aid & Adult Pediatric with CPR/AED

Online E-Learning Healthcare Courses:

These courses are highly interactive and provide students with an enriched learning experience. Visit: https://www.texarkanacollege.edu/cbe/online-healthcare-courses/ . Each course includes:

- 24 Hour-a-day instructor support & course mentors
- Six-month access to self-paced course
- Engaging labs, student exercises, and course videos
- All textbooks, workbooks, and student materials mailed to student's home
- A new "Secure Student Website" – including career resources & other training
- National & state certifications available
- Certain programs include clinical externships

Payment plans are available for all Allied Health courses, the EMT Academy, and the Truck Driving Academy.

Criminal Background Disclaimer

Select courses offered through the Community and Business Education Center require criminal background checks. Please be advised that a criminal background could keep you from being licensed by the State of Texas. If you have questions about your background and licensure, please contact the appropriate licensing agency. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

The Allied Health program is an Approved Provider for Continuing Education (APCE) and meets the following licensing boards' requirement to be listed with this status. Healthcare professionals licensed by the following boards and attend events sponsored by our program will receive contact hours of continuing education credit to be submitted to their appropriate licensing board for license renewal.

Community & Business Education/Allied Health APCE boards:

- American Academy of General Dentistry
- National Administrative Board for Long Term Care Administrators
- National Board for Certified Counselors
- National Certification Council for Activity Professionals
- Texas State Board of Social Worker Examiners
- Texas Juvenile Probation Commission
- Texas State Board of Examiners of Marriage & Family Therapists
- Texas Certification Board of Addiction Professionals
- Texas Education Agency
- The National Registry of Emergency Medical Technicians
- The American Heart Association, Inc., for CPR, First Aid, and ACLS training
- Texas Department of State Health Services, EMS & Trauma Systems
- Arkansas Department of Health, Section of EMS
- Texas Commission of Fire Protection

C. Associate Degree Nursing Program

Associate of Applied Science in Nursing

The Associate Degree Nursing program at Texarkana College began in 1959, with the first class graduating in 1962. The program is approved by the Texas Board of Nursing and accredited by the Accreditation Commission for Education in Nursing. The Accreditation Commission for Education in Nursing (ACEN) is responsible for the evaluation and accreditation of nursing education schools/programs.

Accreditation Commission for Education in Nursing
3390 Peachtree Rd. N.E. Ste. 1400
Atlanta, GA 39326
404-975-5000 – website: www.acenursing.org

The curriculum prepares graduates to assume beginning staff positions under supervision as providers of care, coordinators of care, and members of a profession. On completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) to become licensed as Registered Nurses. Employment may be sought in a variety of health care settings, including hospitals, nursing homes, outpatient clinics, ambulatory care centers, home health and hospice, schools and other community settings.

There are two educational tracks in the Associate Degree Nursing Program: the basic (for unlicensed students) and the transition (for licensed vocational/practical nurses). Students who wish to transfer from another institution are managed on an individual basis and must contact the Division Dean or the Associate Degree Program Coordinator.

Legal Limitations for Licensure

The Texas Board of Nursing may refuse to admit a candidate to the licensing examination and refuse to issue a license to any applicant who has been convicted of a felony or misdemeanor involving moral turpitude or who has been hospitalized or treated for mental illness and/or chemical dependency.

Note for All Applicants:

The faculty of the Health Sciences Division reserve the right to alter the curriculum and admission policies whenever change is deemed necessary. Notification to all enrolled students and those who have completed the application process will constitute means to effectuate policy changes.

Philosophy and Outcomes of the Associate Degree Nursing Program

Texarkana College

The faculty believes that associate degree nursing education should be an integral part of a community college. We therefore accept the democratic philosophy and objectives of Texarkana College as it fulfills its mission to meet the diverse educational needs of the community. In keeping with the goals of the college, the associate degree nursing program prepares a graduate for immediate employment, provides courses that may be acceptable for transfer to

other colleges should graduates seek a higher degree and provides programs for development and/or expansion of skills.

We believe that humans are holistic beings who are unique and complex with biological, psychological, sociological and communication needs that vary throughout life. The faculty believes that health, defined as the process of well-being, is the right of every individual. Health services should be available to each through the cooperative efforts of a wide range of professions and disciplines, commonly called the interdisciplinary health team. The inherent dignity of the individual gives one the right to actively participate with the health team in decisions which affect one's state of health.

Nursing works independently as well as collaboratively with other health disciplines to provide individualistic and cost-effective care with clients of all ages. The faculty believes that nursing includes the promotion of health, prevention of illness, and the care of the ill, disabled, and dying people. Advocacy, promotion of a safe environment, and education are also key nursing roles. (Adapted from the International Council of Nurses, 2010). Furthermore, the faculty believes that nursing should constantly encourage client independence.

The knowledge base and practice of the nursing profession include promotion of health, management and monitoring of health and management of common, uncommon, complex and rehabilitative problems with predictable and unpredictable outcomes. The knowledge base and practice of the associate degree nurse is directed toward use of the nursing process to provide or coordinate direct nursing care for a limited number of clients with common, complex, or rehabilitative problems in structured acute and long-term health care settings. Such clients are identified as individuals or family/significant others.

Acute and long-term healthcare settings, for which the graduate is prepared to enter, include geographical or situational environments where the policies, procedures, and protocols are established to support critical thinking decisions, and there is available consultation. The associate degree nurse functions in accordance with the differentiated essential competencies of graduates of Texas nursing programs in the role of member of the profession, provider of patient-centered care, patient safety advocate, and member of the healthcare team. Upon graduation, the associate degree nurse is prepared for a beginning staff position under supervision in various healthcare settings.

The faculty believes that individuals learn in a variety of ways and come into the learning situation in different stages of development; therefore, learning is believed to be:

1. Composed of cognitive, affective and psychomotor components.
2. An additive process, progressing from simple to complex.
3. Demonstrated by a change in behavior.
4. Enhanced by a multi-sensory approach.
5. Individualistic, according to life experiences and personal characteristics.

As the effort and energy put into learning is under personal control, learning is ultimately the responsibility of the student. The faculty shares the responsibility to the extent that they are accountable for curricular planning and for the creation of the learning environment. Throughout the learning process, the faculty will encourage development of a nursing conscience based upon professional, moral, ethical and legal standards.

The faculty further believes that as needs of society change, so do learning needs of the professionals who serve it. Continuing education after graduation is an inherent part of one's professional obligation. In coordination with

existing college continuing education services and with community groups, the nursing faculty responds to learning needs by identifying, planning, and otherwise insuring implementation of continuing education opportunities for health care personnel.

Institutional Effectiveness

The purpose of the Associate Degree Nursing Program at Texarkana College is to provide a curriculum that produces a graduate nurse who functions in these roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Attainment of the program objectives by the graduate nurse demonstrates effectiveness.

Program Student Learning Outcomes (PSLO) and General Education Core Competencies

The following program objectives are the outcomes, which shape the curriculum and are the criteria for measurement of its success. This reflects the Differentiated Essential Competencies of graduates of Texas nursing programs as a member of the profession, provider of patient-centered care, patient safety advocate and member of the healthcare team. The graduate will:

1. Utilize clinical judgment skills in the application of the nursing process when providing and managing safe, quality patient-centered care.
2. Coordinate, collaborate, and communicate with the interdisciplinary healthcare team to plan, deliver, and evaluate care for diverse patients, families, and community populations.
3. Adhere to the standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.
4. Apply knowledge of delegation, management, and leadership skills.
5. Demonstrate skill in using patient care technologies and information systems that support safe nursing practice.
6. Promote safety and quality improvement as an advocate and manager of nursing care utilizing evidence-based practice.

Rev. 12.2023

Associate Degree Nursing Program Admission Requirements

Basic Admission Procedure

Candidates for the nursing program are expected to be proficient in communication skills, math, science, computer, and learning skills, as well as have physical and mental abilities to practice nursing. To be considered for admission, the candidate must complete the procedures listed below. (Incomplete files are not considered).

Steps for Admission to be completed by the program application deadline (posted to the TC website).

1. Complete an "Application for Admission" to Texarkana College listing Nursing as your major.
2. A cumulative GPA of 2.5 (on a 4.0 scale) or above on all college-level work.
3. A grade of C or above is required in academic support and nursing courses.
4. TSI met (see advisement staff).
5. A "New Applicant Counseling Interview" form (dated after January 1st for Basic and after July 1st for Transition applicants). Call the Health Sciences Division Office to schedule an appointment (903-823-3401).
6. An "overall" score of 60 or greater on the TEAS is required for admission to the program. The TEAS score must be within 2 years of the program application date. **A maximum of three TEAS attempts within a 12-month period is allowed.** TEAS exam scores taken at proctored testing sites other than Texarkana College may be submitted. A minimum of **15 days is required** between testing attempts to allow for remediation of content. Students may go on-line to pay for and schedule the TEAS test at www.atitesting.com. The exam must be taken in-person with a proctor, either at a college/university or at a PSI Testing Center. Exam scores from online remote proctoring will **NOT** be accepted.
7. The student must achieve a score of "proficient" level or greater on the reading portion of the TEAS to be considered for admission.
8. Attend a mandatory information session. Register online or with the Enrollment Specialist (903) 823-3351.
9. An official high school transcript, GED score, or transcripts from all colleges attended. High school seniors must submit a current transcript with a cumulative GPA of 3.0 (on a 4.0 scale) by the program application deadline.
10. A current physical examination on the "Nursing Physical Examination" form, negative drug screen and satisfactory Texas Board of Nursing background check. NOTE: The physical includes proof of childhood immunizations, including a completed Hepatitis B vaccine series (which takes a minimum of 6 months to complete), a meningitis vaccine (unless age 22 or above), as required by Texas law, and a TB skin test or negative chest x-ray. This is required after notification in writing of "Conditional Acceptance" into the nursing program. The applicant must bring proof of having at least begun the Hepatitis B series when completing their interview. Applicants must be fully vaccinated against COVID-19 or have an approved exemption to be able to attend clinical, per facility requirements.
11. American Heart Association Basic Life Support Healthcare Provider course (AHA/BLS/HCP), Must be current throughout enrollment in the program. The course must be completed prior to enrollment in RNSG 1413 (Basic Students) and RNSG 1327 (Transition Students). Students are encouraged to take the course after May for the year of acceptance or after the "Conditional Acceptance" is received to ensure the course is current throughout enrollment. Contact the Business and Community Education Office regarding registration for the course.
12. Applicants from the United States, US Territories, Canada, or the Philippines, meeting all other admission requirements, are eligible for admission to the Associate Degree Program.

Additional Information

1. If all required documentation (TB test/CPR/drug screen/fingerprinting) is not submitted by the deadline, the student will be **removed from the "Conditional Acceptance" list and will have to reapply to the program.** The "Conditional Acceptance" spot will be forfeited.
2. If a declaratory order is required by the Board of Nursing (BON) for a prior offense on the criminal background check, the applicant will be given until **July 1st** to obtain clearance from the BON, otherwise the "Conditional Acceptance" to the program will be revoked.
3. If low grades earned early in the applicant's college career are making the GPA less competitive, the student is encouraged to see Second Chance Policy in the TC Catalog/Handbook.
4. Turn in the Admission Checklist to the Enrollment Advisor with an original signature and date.
5. Applications are accepted from January 1st through April 15th.

Process for Selection of Students

1. **Points System:**
    a. Students applying to the Associate Degree Nursing Program will be ranked according to the "Points System Admission Process" (Appendix A). Students will be accepted until all available spots are filled. Students not accepted will be placed on an alternate list. Alternate list applicants may be admitted if another student's "Conditional Acceptance" is forfeited or revoked, provided they have met the other application requirements.
2. **Notification of Selected Applicants**
    a. Selected applicants will be sent notification of their "Conditional Acceptance" pending receipt of the required documentation to the Health Sciences Enrollment Advisor.
    b. Applicants who were not selected initially will be placed on an alternate list.
        i. In the event of cancellations or forfeitures, eligible applicants from the alternate list will be notified.
        ii. The alternate list will be maintained until the current class begins the semester.
        iii. Applicants who are not selected for admission and those that decline a position must re-apply to the program to be considered for admission.
        iv. Any questions regarding the status of an application should be directed to the Health Sciences Enrollment Advisor.

Re-Entry Admission Procedure

A student who withdraws from the program, for whatever reason, will be required to fulfill all admission requirements before the request to re-enter will be considered. Associate Degree Nursing students must re-enter within 2 years to retain credit for nursing courses. A student who fails a course in the major or who withdraws while failing will be permitted one additional opportunity to enroll in the program. Testing may be required as part of the re-entry process. Recommendations such as pre-entrance preparatory study, auditing courses, and assessment of reading skills, etc. may be part of the re-entry process.

The Admissions Committee will determine the status for admission upon successful completion of any recommendation and meeting testing requirements. Re-entry into the Basic or Transition cohort will be dependent on performance during prior enrollment, re-entry points tool ranking, Admission committee review and space availability in the cohort/program. The student is expected to re-enter and pass the course, which was failed (as well as co-requisite courses for that semester) before taking the next course unless the Admissions Committee makes exceptions. The student accepted for re-entry will be under the current policy and procedures of the Health Science program at the time of re-admission. Students who have exited the program before completion and are interested in returning are recommended to seek employment in a health agency during the interim period.

Re-Entry Procedure

Candidates for readmission to the nursing program, in advance of return, are expected to manage those circumstances that prevented previous success. Re-entry candidates should submit paperwork for re-entry no later than mid-term of the Fall or Spring semester prior to re-entry.

Any student who is dismissed from the ADN program due to professional and/or ethical violations is not eligible for re-entry. In addition, any student who has had a clinical failure due to unsafe clinical practice is not eligible for re-entry into the program.

1. Complete all the requirements for basic admission.

2. Complete the guidance interview form for re-entry to the Health Sciences Division.

3. Have a conference with the Health Sciences Division Dean or designee regarding goals and plans.

4. Students must re-enter within 2 years to retain credit for nursing courses. Some remedial work may be required prior to re-admission.

5. Credit will not be granted for nursing courses taken more than 2 years prior to application for re-entry. A student applying for re-entry after 2 years will be required to retake the TEAS for admission.

The student accepted for re-entry will be expected to follow current policy and procedures of the Health Sciences program at the time of re-admission.

Students who are unsuccessful in the ADN basic program will be able to apply for the ADN transition program after successful completion of a Vocational Nursing program and one year of employment as a VN. If unsuccessful in a transition course, a student is not eligible for readmission into the Transition program. The student is eligible for application to the ADN Basic Program.

Students applying for re-entry to the Associate Degree Program will be required to complete testing and remediation requirements to be considered for re-entry into the program.

Students applying for re-entry to 1st semester may have individualized success plans required for re-admission. The individualized plan may include, but is not limited to, mandatory exam reviews with faculty, regardless of the exam grade earned, to identify strategies to improve the student's understanding of course concepts required for successful completion of the semester.

Students applying for 2nd semester re-entry will be required to take a Fundamentals of Nursing final exam and score a minimum of 75% to be considered for re-entry. Students achieving the passing score on the exam may also have an individualized success plan, instituted with the course faculty, to reinforce course concepts and improve their understanding of course material required for successful completion of the semester.

Students applying for re-entry to 3rd semester will be required to take the ATI Fundamentals exam (given in the 2nd semester of the program). Students scoring the minimum requirement of Proficiency Level 1 will complete remediation as outlined in the ATI Mastery Policy. Students scoring a Proficiency Level 2 or above are not required to complete remediation. Remediation must be submitted by the due date to be considered for re-entry.

Students applying for re-entry to the 4th semester will be required to take the ATI Medical Surgical exam (given in the 3rd semester of the program). Students scoring the minimum requirement of Proficiency Level 1 will complete remediation as outlined in the ATI Mastery Policy. Students scoring a Proficiency Level 2 or above are not required to complete remediation. Remediation must be submitted by the due date to be considered for re-entry.

Re-entry to the program, at any point, is subject to space availability and the use of the Reentry Points Tool to achieve an objective point value used to rank students based on academic performance and testing scores.

Transfer Procedure

Transfer candidates should submit paperwork for transfer no later than the midterm date of the Fall or Spring semester prior to entry.

Paperwork for transfer includes:

1. All Basic Admission Requirements (pg. 1), including the TEAS Assessment (passing results of the TEAS taken within two years of application may be accepted).

2. A "New Applicant Counseling Interview" completed with the Dean or designated faculty member of the Health Sciences Division.

3. An official transcript and nursing course syllabi, or outlines with earned grades.

4. Written permission and the address of the previous school of nursing for Texarkana College to obtain a letter of reference. (Late applications may result in delay of transfer process).

NOTE: Credit will not be granted for nursing courses taken more than 2 years prior to application. Some remedial work may be required prior to admission as a transfer student.

Transition Candidates

Students who have been unsuccessful in the Basic ADN will be able to apply for the ADN Transition program after successful completion of a VN program and one year of employment as a vocational nurse. If unsuccessful in a transition course, a student is not eligible for readmission into the Transition program. The student is eligible for application to the ADN Basic Program. Degree Requirements: A minimum of 60 semester hours of credit with a 2.0 GPA, A grade of "C" or above in academic support and nursing courses, and a passing score on a comprehensive exit exam. Students must see policy in Health Sciences Student Handbook for details.

Candidates must be a licensed vocational nurse with twelve months of documented employment (within the preceding 36 months) prior to the beginning of the semester and hold an active, unencumbered license to practice as a VN/PN.

Paperwork for transition includes:

The following items should be on file with Health Sciences Enrollment Advisor by October 1st:

1. All Basic Admission Criteria must be met.
2. An official transcript from the Vocational Nursing program.
3. A copy of the LVN/LPN license.
4. Employment Verification form.

Associate Degree Nursing (Basic) Point System Admission Process

NAME _____ PHONE _____

Address _____ City _____State _____Zip _____

Student ID _____ Student Email _____

TSI Met: Math _ Reading _____ Writing _____

A. GPA ON ALL COLLEGE LEVEL WORK

RANGE		POINTS
3.75 --- 4.0	25	
3.5 --- 3.74	24	
3.25 --- 3.49	23	
3.0 --- 3.24	22	
2.76 --- 2.99	21	
2.51 --- 2.75	20	
2.5	19	
No history of W's, D's or F's within last 5yrs	2	
	TOTAL	

B. TEAS PROCTORED ASSESSMENT:

Applicants who have met the proficient test scores will be further evaluated on the point system criteria.

TEAS Categories	Proficient	Advanced	Exemplary	POINTS
OVERALL	60-79% = 5pts	80-91% = 10pts	92-100% = 15pts	
Reading	69-79% = 5pts	80-91% = 10pts	92-100% = 15pts	
*Science (not required)	>/= 58% = 5pts			
*If a student scores at or above the proficient level, a total of 5pts will be given. TOTAL				

C. NON-NURSING COURSES:

ID	COURSE NAME	SEMESTER YEAR COMPLETED	A	B	C	POINTS
2301	A & P I		10	7	4	
2302	A & P II		10	7	4	
2320	Microbiology		10	7	4	
2301	General Psychology		10	7	4	
					TOTAL	

Continues on next page

D. POST SECONDARY CERTIFICATE (must be verified) or DEGREE

CERTIFICATE RECEIVED	INSTITUTION	YEAR		POINTS
CNA or EMT			1	
LVN or Paramedic			2	
Associate Degree			3	
Bachelor's Degree			4	
Master's Degree			5	

E. REQUIRED DOCUMENTS

Completed Application Process	POINTS
Application Complete & Copy of ALL Required Immunizations Max point = 1	
TOTAL OF ALL SECTIONS	

*Specific scores will be determined annually by the nursing program based on the national norm and program attrition data.

- Points will be awarded for applicants who meet the minimum score requirements for the TEAS V for Overall score and Reading.
- If 2 or more students have the identical point count total, the science score will be the deciding factor. If further validation is needed, Math scores will be utilized.
- Applicants who do not meet the ADN required cut score will be further evaluated for licensed vocational nurse program.

Student Signature: _____ DATE: _____

Received by: _____ DATE: _____

4/24

Associate Degree Nursing (Transition) Point System Admission Process

NAME _____ PHONE _____

Address _____ City _____State _____Zip _____

Student ID _____ Student Email _____

A. GPA ON ALL COLLEGE LEVEL WORK

RANGE		POINTS
3.75 --- 4.0	25	
3.5 --- 3.74	24	
3.25 --- 3.49	23	
3.0 --- 3.24	22	
2.76 --- 2.99	21	
2.51 --- 2.75	20	
2.5	19	
No history of W's, D's or F's within last 5yrs	2	
	TOTAL	

B. TEAS PROCTORED ASSESSMENT:

Applicants who have met the proficient test scores will be further evaluated on the point system criteria.

TEAS Categories	Proficient	Advanced	Exemplary	POINTS
OVERALL	60-79% = 5pts	80-91% = 10pts	92-100% = 15pts	
Reading	69-79% = 5pts	80-91% = 10pts	92-100% = 15pts	
*Science (not required)	>/= 58% = 5pts			
*If a student scores at or above the proficient level, a total of 5pts will be given. TOTAL				

C. NON-NURSING COURSES:

ID	COURSE NAME	SEMESTER YEAR COMPLETED	A	B	C	POINTS
2301	A & P I		10	7	4	
2302	A & P II		10	7	4	
2320	Microbiology		10	7	4	
2301	General Psychology		10	7	4	
					TOTAL	

Continues on next page

D. POST SECONDARY CERTIFICATE (must be verified) or DEGREE

CERTIFICATE RECEIVED	INSTITUTION	YEAR		POINTS
Associate Degree			3	
Bachelor's Degree			4	
Master's Degree			5	
			TOTAL	

E. REQUIRED DOCUMENTS

Completed Application Process		POINTS
Application Complete & Copy of ALL Required Immunizations	Max point = 1	
	TOTAL	

F. WORK EXPERIENCE/ALUMNI STATUS (must be verified)

YEARS OF EXPERIENCE		POINTS
Less than 12 months	0	
1-5 years of experience	1	
6-10 years of experience	2	
>10 years of experience	3	
TC VN PROGRAM ALUMNI	3	
	TOTAL	
	TOTAL OF ALL SECTIONS	

*Specific scores will be determined annually by the nursing program based on the national norm and program attrition data.

- Points will be awarded for applicants who meet the minimum score requirements for the TEAS V for Overall score and Reading.
- If 2 or more students have the identical point count total, the science score will be the deciding factor. If further validation is needed, Math scores will be utilized.
- Applicants who do not meet the ADN required cut score will be further evaluated for licensed vocational nurse program.

Student Signature: _____ DATE: _____

Received by: _____ DATE: _____

4/26/2024

RE-ENTRY: Associate Degree Nursing Point System Admission Process

STUDENT NAME _____ Student ID _____

A. GPA ON ALL COLLEGE LEVEL WORK

RANGE		POINTS
3.75 --- 4.0	25	
3.5 --- 3.74	24	
3.25 --- 3.49	23	
3.0 --- 3.24	22	
2.76 --- 2.99	21	
2.51 --- 2.75	20	
2.5	19	
	TOTAL	

B. GPA ON ALL NURSING (RNSG) COLLEGE LEVEL WORK

RANGE		POINTS
3.75 --- 4.0	25	
3.5 --- 3.74	24	
3.25 --- 3.49	23	
3.0 --- 3.24	22	
2.76 --- 2.99	21	
2.51 --- 2.75	20	
2.5	19	
	TOTAL	

C. EXAM SCORING: Scoring is according to standardized proficiency levels.

ATI Proctored Exam Score	**Minimum score of Level One required for re-entry**	**Level Two**		**Level 3**	POINTS
Foundations 100 item Exam Score	**Minimum grade75% required for re-entry**	**75-80%**	**81-89%**	**90-100%**	
Medical-Surgical Course (1431, 1441, 1443) Final Exam Score for last semester enrolled	**Minimum grade75% required to earn points for this category**	2	3	4	
2nd Semester re-entry (Fundamentals 100 item exam)	0	2	3	4	
3rd Semester re-entry (ATI Fundamentals proctored exam)	0	2		4	
4th Semester re-entry (ATI Adult Medical-Surgical proctored exam)	0	2		4	
				TOTAL	

Continues on the next page

D. COMMITTEE REVIEW OF RE-ENTRY APPLICATION, STUDENT FILE & RNSG COURSE WORK.

		POINTS
Admit with no conditions	5	
*Admit with conditions	3	
Not recommended for re-entry	0	
TOTAL OVERALL POINTS		

* For re-entry into the ADN program, the committee requests that the student comply with each recommendation below:

review all unit exams	utilize all available nursing media	reduce work hours
child care management	dependable transportation	plan structured study times
set priorities	practice NCLEX style questions weekly	prepare finances
OTHER:		

2/23 lc

D. Vocational Nursing Program

In cooperation with the Texas Higher Education Coordinating Board, the Texas Board of Nursing, and affiliated agencies, Texarkana College offers a prescribed course in vocational nursing. The program was established in 1956. Graduates are eligible to apply to take the examination for state licensure, and upon passing the examination, are authorized to practice as licensed vocational nurses.

Philosophy and Objectives of the Vocational Nursing Program

The philosophy of the Vocational Nursing (VN) program is consistent with the mission, vision, and institutional goals of Texarkana College in order to provide for the educational needs of a diverse community. It incorporates the legal, ethical, and educational standards of vocational nursing, and is sensitive to the diverse cultural and ethical backgrounds of the students and the community they serve.

The VN faculty believes that the teaching/learning process is an interactive process in which specific learning outcomes are achieved. The curriculum is composed of objectives in which cognitive, affective, and psychomotor components progress from simple to complex. Emphasis is placed on accountability and professionalism with a commitment to lifelong learning.

The VN faculty further believes that it is important to facilitate the learning process by guiding, encouraging, and inspiring students to problem solve and become confident in their nursing practices. The students must be proactive in this teaching/learning process by assuming the responsibility and accountability for their own learning.

The VN program prepares the graduate to be able to think critically, using the nursing process to make decisions and arrive at safe conclusions. The graduate is prepared to meet the differentiated essential competencies (DECs) set forth by the Texas Board of Nursing. The vocation nursing role represents the beginning level of the nursing practice continuum as a member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team.

Upon completion of the program, the graduate will have the ability to:

1. Utilize the nursing process to assist with identifying patients' physical and mental health status, their needs, and the preference of culturally, ethnically and socially diverse patients and their families based on interpretation of health-related data.
2. Observe, report, and document pertinent nursing information including alterations in patient responses to therapeutic interventions.
3. Safely perform nursing and medical interventions according to the Vocational Nurse level of practice.
4. Implement teaching plans that are based upon accepted scientific principles in order to give direct care with skill and safety.
5. Provide compassionate care which maintains comfort and dignity.
6. Assign nursing care to others for whom the nurse is responsible based upon an analysis of patient and unit needs, continuing to supervise this assignment through its completion.
7. Use psychological principles to demonstrate effective interpersonal relationships with patients and others.
8. Communicate and collaborate with members of the interdisciplinary health care team in order to set goals and outcomes that will aid in reducing patient risks.
9. Practice within legal and ethical nursing standards.
10. Acknowledge the value of continuing education and participating in lifelong learning.

Admission Requirements Checklist for VN Applicants

General Admission Criteria Required of all Eligible Applicants

Application Periods **NAME:_____**

January 1st – April 15th for August start date
July 1st – October 1st for January start date

Applicants for the Vocational Nursing Program are expected to be proficient in communication, computer and learning skills, and to have the physical abilities necessary to practice nursing. Applicants are advised to check each item to ensure that they have met the criteria.

1. Complete a Texarkana College application online.
2. Any student on suspension or probation must be cleared through the TC Admissions Office.
3. Meet with the Enrollment Specialist. Appointments are required. Call 903-823-3351 to set up an appointment.
4. **TSI**: All applicants must meet the requirements of the Texas Success Initiative. A copy of scores must be submitted with application.
5. An **official high school transcript or GED scores** and transcripts from all colleges attended must be on file in Enrollment Services. High school seniors must submit a 7-semester transcript with a completed transcript to be on file before you can register for nursing classes.
6. Overall GPA and Nursing GPA of 2.0 or higher.
7. Complete an online application to the nursing program.
8. Take the TEAS entrance exam. You must have an overall minimum score of 50 to be eligible for entry. The TEAS must be within 2 years of the program application date. A maximum of three TEAS attempts within a 12-month period are allowed. A minimum of 15 days is required between testing attempts. Students pay and register for the TEAS on-line at www.atitesting.com. REMEMBER your username and password! You will need them for logging in when you take the TEAS exam and throughout the nursing program. **The exam must be taken in-person with a proctor, either at a college/university or at a PSI Testing Center.** Exam scores from online remote proctoring will NOT be accepted.
9. Completion of BIOL 2301/2101 and BIOL 2302/2102 with a grade of "C" or higher must be attained prior to enrolling in VN courses.
10. Successful completion of **American Heart Association Basic Life Support for Health Care Providers**. This is available through the Texarkana College Business and Community Education Division. Card/Certificate must not expire prior to the expected date of graduation.
11. Prior to full acceptance into the program, students must: **pass a physical examination, have a negative drug screen and TB skin test, and receive a satisfactory criminal background check from the TX Board of Nursing**. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received. Students who do not provide the Enrollment Specialist with proof of a satisfactory background check by the due date will forfeit their place to an applicant on the waiting list.
12. **Completed Immunizations**: Several are required. The Hepatitis B vaccine series is required.
    NOTE: It takes 4-6 months to complete the vaccine series. Allow time for this prior to application. **The series must be completed prior to the first day of class.** If vaccination requirements are not met, the student will be withdrawn from the program.
13. Return this checklist to the Enrollment Specialist with an original signature and date.

FOR YOUR INFORMATION

1. You may ask the college Enrollment Services Office staff for a math review sheet.
2. BIOL: 2301/2101 and BIOL 2302/2102 may be transferred from another institution.
3. Conditional acceptance, denial, or placement on the alternate list will be mailed to all candidates.
4. There is no waiting list carried over from one admission cycle to the next. Students who do not get accepted into the class must re-apply for the next class.
5. Applicants are ranked according to the criteria on the Vocational Nursing Points System for Admission Ranking tool.
6. The number of students admitted is based on clinical space availability and the number of faculty members.
7. Students are responsible for keeping their files updated, including mailing address, email address, and phone number.

I am aware that completion of my file does not constitute admission to the Nursing Program. I am aware that it is my responsibility to complete the appropriate admissions requirements by the stated deadlines. In addition, I am aware that Texarkana College Health Sciences Division requires pre-admission drug screening and a criminal background check through the Texas State Board of Nursing.

_____ _____

Student Signature Date

_____ _____

Enrollment Specialist Signature Date

VOCATIONAL NURSING RE-ADMISSION POLICY/PROCEDURE

Re-admission Policy - Vocational Nursing
A student who withdraws from the program, for whatever reason, will be required to fulfill all admission requirements before the request to re-enter will be considered. Vocational Nursing must re-apply within 12 months. Associate Degree Nursing students must re-enter within 2 years to retain credit for nursing courses. Testing may be required as part of the re-entry process. Recommendations such as pre- entrance preparatory study, auditing courses, and assessment of reading skills, etc. may be part of the re- entry process. Specific program re-entry information can be found in the "Program Information" sections (ADN 5.0/VN 6.0) of the handbook.
The Admissions Committee will determine the status for admission only upon successful completion of any recommendation and meeting testing requirements. Re-enrollment in any of the major classes will be dependent upon space availability. The student is expected to re-enter and pass the course which was failed before taking the next course unless exceptions are made by the Admissions Committee. The student accepted for re-entry will be under the current policy and procedures of the Health Sciences program at the time of re-admission. Students who have exited the program before completion and are interested in returning are recommended to seek employment in a health agency during the interim period.

Admission procedures are outlined in the Texarkana College Catalog. Candidates for re- admission to the vocational nursing program must complete the re-admission process. Re- admission into the program will be considered on an individual basis, on space availability basis, and faculty recommendation. Students must apply for re-entry within 12 months after leaving the program. The re-entering student must complete courses in the order decided upon by the Admissions Committee. Some courses may need to be repeated. If the request for readmission is greater than one year, the student will be required to re-enter as a beginning student. The student accepted for re-admission will be under the current policies, procedures, and curriculum of the vocational nursing program. If an applicant is offered re-entry but does not enroll, they will be required to re-apply for future consideration.

Any student who is dismissed from the vocational nursing (VN) program due to a professional and/or ethical violation is not eligible for re-entry. In addition, any student who has had a clinical failure is not eligible for re-entry into the VN program.

Re-admission Procedure

1. Complete the Health Sciences Application for re-entry form.
2. Have a personal guidance interview with a member of the Health Science staff. An appointment is necessary. Inform the staff member that you have been enrolled in the vocational nursing program previously.
3. Have a conference with a member of the VN faculty if required by the Admissions Committee.
4. Complete re-entry testing, if required.
5. Complete all other requirements set forth by the Admissions Committee.
6. Have a physical exam, negative drug screen, and satisfactory criminal background check. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.

VOCATIONAL NURSING TRANSFER APPLICANTS (includes transfers from ADN programs)

Any student who is dismissed from a nursing program due to professional and/or ethical violations is not eligible for transfer into the VN program. In addition, any student who has had a clinical failure due to unsafe clinical practice is not eligible for transfer into the VN Program. Transfer students will be evaluated and placed in the Vocational Nursing Program on an individual basis, as space allows.

Steps for Transfer Admission

1. Complete the **First Admission** process. Admission scores from other programs or a college GPA may be accepted.
2. Have a **personal guidance interview** with the Enrollment Management Specialist.
3. Submit course syllabi of previous nursing classes.
4. Sign permission for obtaining a letter of reference from previous school of nursing.
5. Prior to acceptance, a **physical examination, negative drug screen and satisfactory criminal background check is required.** These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.

I am aware that completion of my file does not constitute admission to the Nursing Program. I am aware that it is my responsibility to complete the appropriate admissions requirements by the stated deadlines. In addition, I am aware that Texarkana College Health Sciences Division requires pre-admission drug screening and criminal background check through the Texas State Board of Nursing.

_____ _____
Student Signature Date

_____ _____
Enrollment Management Specialist Signature Date

Revised: 08/2018

Vocational Nursing Points System for Admission Ranking

Admission is based on ranking and space availability. Students who are not admitted are responsible for re-applying during the next application period. **Points Possible = 100.**

Name: _____ **Fall:** _____ **Spring:** _____ **OVERALL GPA:** _____

GPA	3.76 – 4.0	3.51 – 3.75	3.26 – 3.5	3.10 – 3.25	2.76 – 3.0	2.51 – 2.75	2.26 – 2.5	2.00 – 2.25
Points	30	28	26	24	22	20	18	16

GPA Points Earned: _____

TEAS OVERALL SCORE: _____

Performance Category	Score Range	Points
Exemplary	≥ 90.7	20
Advanced	78.0 – 90.8	15
Proficient	58.7 – 77.9	10
Basic	50.0 – 58.6	5

TEAS Points Earned: _____

PREREQUISITE COURSES POINTS

Circle the points for the grade earned in each course. If the student is enrolled in a course or has not taken a course at the time of application, they earn zero points for the course.

Course	Sem/Year Completed	A Points	B Points	C Points	Not Complete
A&P I (BIOL 2301		15	10	5	0
A&P II (BIOL) 2302		15	10	5	0

Prerequisite Points Earned: _____

POST-SECONDARY CERTIFICATE OR DEGREE

Credential	College	Year	Points
Master's Degree			12
Bachelor's Degree			10
Associate's Degree			8
Paramedic			6
Medication Aide			4
CNA			2

Certificate/Degree Points Earned: _____

MISCELLANEOUS

Information Reviewed	Points
No D or F within last 3 years	3
No W within last 3 years	3
Proof of all immunizations turned in by application due date	2

Miscellaneous Points: _____

TSI met? _____ **TOTAL POINTS EARNED:** _____

E. Prison Education Program

Texarkana College offers courses within the One (1) Year Welding Certificate Program in Welding at the Barry B. Telford Unit. Incarcerated students work with Prison Education Program (PEP) Advisors to pursue their degree objectives. Assurance of transferability of credits to at least one other institution is guaranteed. For more information regarding Prison Education Programs at Texarkana College, please contact the TC Director of Prison Education Programs.