



College Catalog & Student Handbook 2008-2009

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2008–2009

LCC Catalog & Student Handbook

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The information contained in this catalog is true and accurate at the time of printing. All information (including the academic calendar, admission and graduation requirements, course offerings and course descriptions, and statements of tuition and fees) is subject to change without notice or obligation.

Notice of nondiscrimination

Lamar Community College does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and the Americans with Disabilities Act of 1990 may be referred to: Equity Officer, 2401 South Main, Lamar, CO 81052, 719.336.1518.

Lamar Community College
2401 South Main
Lamar, Colorado 81052
www.lamarcc.edu



Section I

Welcome

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A message from the President

On behalf of the faculty and staff of Lamar Community College I welcome you. I am sure you will find our programs compare with the finest quality programs anywhere, yet you will have enhanced personal attention because of our smaller, closely-knit campus. This catalog can and should be used as a tool to reach your educational goals, and the information inside will help guide you to those goals. Please review it and keep it handy for future reference. You will find we truly care about your learning experience with us and we sincerely want you to succeed - in your own terms.

John T. Marrin
President

The LCC mission & vision

Lamar Community College is located on the plains of southeastern Colorado and is well known for its moderate weather and days of sunshine. The College has developed a special concern for the educational needs of Prowers, Baca, Kiowa, and Cheyenne Counties but includes within its vision and “community” the state of Colorado, the nation, and through its unique programs, dedicated staff, and picturesque setting—the world.

The College counts among its alumni successful businesspersons, ranchers and farmers, educators, professionals, entrepreneurs, and others who continue to expand their human potential. LCC’s graduates are scattered throughout the world, and increasingly, its students add to the cultural diversity of the institution as they gather from the four corners of the globe.

Lamar Community College embraces the philosophy of a comprehensive community college as it serves the educational needs of its students. LCC is dedicated to providing all students with quality educa-

tional opportunities and services that assist learners to maximize development and operate successfully in our ever-changing world.

The College is an “open-door” institution, and it enrolls all students 16 years of age or older, regardless of previous academic experience, who can profit from the College’s instructional efforts. The College offers complete academic transfer programs through its Associate of Arts and Associate of Science degrees. The College also offers occupational instruction, which leads to a variety of degrees and certificates. At Lamar Community College, “we enrich lives through learning.”

LCC’s vision for itself is to be “a learner-centered environment, one committed to providing certificate and transfer programs that qualify students for entry into professional positions and/or successful transition to four-year colleges and universities.”

Role and purpose

Lamar Community College is a learner-centered, coeducational, comprehensive, two-year post-secondary institution of higher learning. As a member of the Colorado Community College System, LCC is committed to providing

- transfer programs that qualify students for admission to four-year colleges and universities;
- educational offerings that meet students’ occupational needs in technical and applied fields;
- developmental education to build basic academic skills;
- opportunities for perpetual learning and lifelong development;
- an environment supportive of learners and learning; and
- comprehensive assessment of student learning.

A brief history of LCC

Established in 1937, Lamar Community College began its service to its communities as the Junior College of Southeastern Colorado. It was originally established to give the impoverished residents of the western edge of the “Dust Bowl” new hope in the midst of the Great Depression. The College is a testimony to the perseverance of the organizations and individuals that founded it. Supported by tuition, fees, and donations from merchants and civic organizations, the College was essentially a private institution. Its first campus was a structure originally built by the Works Public Administration (WPA) as a hospital for tuberculosis patients. The original building still stands at Eighth Street and Walnut.

In 1946, voters formed a local district, supported by tax dollars, and guaranteeing open enrollment. At this time, the name was changed to Lamar Junior College. As enrollment and program offerings steadily increased after World War II; the campus expanded to nearby buildings and houses.

Changing with the times

The 1960s ushered in a decade of change as the College relocated to its present location, changed its name to Lamar Community College, and joined the Colorado Community College System. Todd-Burch Residence Hall and the Bowman, Trustees, and Betz Buildings were all built in the period between 1966 and 1971. Lamar Community College entered another period of construction in 1999, with the renovation and renaming of the Betz Building to the Betz Technology Center. In this same time period, LCC built its state-of-the-art Wellness Center. LCC’s original indoor horse arena was constructed in 1975. A renovation is expected to be completed in the fall of 2008.

Expanded educational offerings

Through its rich history, Lamar Community College has continued to provide a unique educational experience to students. The small, friendly campus atmosphere helps students feel welcome and valued. Many area students who seek skills and knowledge to enter the workforce or to transfer to universities find LCC their best option for higher education. LCC also attracts students from outside the service area who appreciate smaller classes and the personalized attention they receive from staff and faculty. Many come to study in one of the signature programs or to continue their athletic careers. Through partnerships with other colleges and universities, LCC has expanded its services to students to include dual application and on-campus baccalaureate options.

Born from the tenacious spirit of pioneer founders and empowered by the alliance with the Colorado Community College System, Lamar Community College stands ready to serve its students into the 21st century and beyond.

Commitment to diversity

Diversity among students, faculty, administration, and staff is an important measure of quality within academic institutions. Lamar Community College seeks to achieve greater diversity and reflect the variety of its community and the world. LCC strives to develop and foster diversity in all college activities, including student recruitment and support, staff recruitment and development, institutional policy, and community relations. To achieve this goal, the following objectives have been established.

LCC will expand the pool of applicants for admission and employment with an emphasis on underrepresented populations. Lamar Community College supports and encourages educational and employment opportunities for all.

LCC recognizes the need to provide retention support services for students and employees from underrepresented populations and will strive to implement plans to achieve this goal.

Lamar Community College is known for educational quality and high graduation and transfer rates. LCC will maintain its educational integrity and increase these rates for underrepresented students through development of specific educational achievement plans, which emphasize personal commitment and care of the individual underrepresented student.

LCC, in cooperation with community leaders of Prowers County, will develop a welcoming and culturally sensitive climate on and off campus and foster community networks that support underrepresented populations.

Academic calendar

Fall semester 2008

August 15	Faculty return/in-service; new faculty orientation
August 16	Residence halls & cafeteria open at 12:00 NOON
August 18–19	Fall registration—basic skills assessment, advising, and orientation
August 20	First day of classes for standard term courses
August 21	Last day to add CCCOnline session #1 courses
August 25	First day of CCCOnline session #1 courses
September 1	Labor Day—offices closed/no classes
September 4	Census Date (for standard term classes)
September 9	Last day to drop CCCOnline session #1 courses
September 25	Last day to add CCCOnline session #2 courses
September 30	First day of classes for CCCOnline session #2 courses
October 1	Deadline for Spring Intent to Graduate forms
October 8	Last day to drop CCCOnline session #2 courses
November 1	Pre-registration begins for spring semester
November 11	Last day to withdraw from CCCOnline session #1
November 12	Last day to withdraw from 15-week courses
November 19	Last day to withdraw from CCCOnline session #2
November 24–28	Thanksgiving vacation—no classes
November 27	Thanksgiving Day—offices closed
December 7	Last day of CCCOnline courses
December 9	Last day of instruction for standard term courses
December 10–12	Final Exams
December 13	Residence halls and cafeteria close at 12:00 NOON
December 17	Grades due at 12:00 NOON

Spring semester 2009

January 10	Residence halls & cafeteria open at 12:00 NOON
January 12	Faculty return/in-service; new faculty orientation
January 12–13	Spring registration—basic skills assessment, advising, and orientation
January 14	First day of classes for standard term courses
January 15	Last day to add CCCOnline session #1 courses
January 19	First day of classes for CCCOnline session #1 courses
January 28	Census date for standard term courses
February 3	Last day to drop CCCOnline session #1 courses
February 19	Last day to add CCCOnline session #2 courses
February 23	First day of classes for online session #2 courses
March 1	Deadline for Summer Intent to Graduate forms
March 4	Last day to drop CCCOnline session #2 courses
March 16–20	Spring Break—no classes
April 1	Online Pre-registration begins for Summer & Fall Semesters
April 7	Last day to withdraw from CCCOnline #1 courses
April 15	Last day to withdraw from CCCOnline #2 courses
April 18	Last day to withdraw from standard term courses
May 3	Last day of CCCOnline courses
May 5	Last day of instruction for standard term courses
May 6–8	Final Exams
May 8	Antelope Night
May 9	Commencement—10:00 A.M.
May 9	Residence halls and cafeteria close at 12:00 NOON
May 13	Grades due by 12:00 NOON

Summer semester 2009

May 26–July 31

Campus hours

(Fall and Spring semester hours subject to change and may vary seasonally and with holidays. Extended hours available during peak usage periods.)

Administration Building

8:00 A.M.–5:00 P.M., M–F

Betz Technology Center (BZ)

6:30 A.M.–10:00 P.M., M–F

Bookstore: 8:00 A.M.–4:00 P.M., M–TH; 8:00 A.M.–12:00 P.M., F

Computer Labs (BZ 230, 231, 244): See posted hours M–F

Student Services Center: 7:00 A.M.–5:00 P.M., M–Th;

7:00 A.M.–4:00 P.M., F

Bowman Building (BW)

6:30 A.M.–10:00 P.M., M–F; 8:00 A.M.–5:00 P.M., S

Learning Resource Center Labs: 8:00 A.M.–8:00 P.M., M–TH;

8:00 A.M.–5:00 P.M., F

Library: 8:00 A.M.–8:00 P.M., M–TH; 8:00 A.M.–5:00 P.M., F

Trustees Building (TR)

6:30 A.M.–10:00 P.M., M–F

Cosmetology Salon: 10:00 A.M.–7:00 P.M., T, TH; 10 A.M.–5:30 P.M., W

Wellness Center

5:00 A.M.–8:00 P.M., M–TH; 5:00 A.M.–6:00 P.M., F; 8:00 A.M.–11:00 A.M., S

Campus Health Center: 8:30 A.M.–12:30, 1:30–5:00, M, W, F;

8:30 A.M.–12:30, 2:30–5:00, T, TH;

Fitness Center: 5:00 A.M.–8:00 P.M., M–TH; 5:00 A.M.–6:00 P.M., F;

8:00 A.M.–11:00 A.M., S

Gymnasium Open (varies by semester)

Lamar Community College Locator map



Campus overview

Lamar Community College is located on the southern edge of the City of Lamar on Highway 287. Its facilities are maintained on a spacious 115-acre campus bounded on the east by lush Willow Creek, a wooded area that is home to deer and a large variety of birds and other wildlife. In 2000, the campus has completed an \$11-million renovation that included a new gymnasium and wellness complex located next to the residence halls. A renovation and expansion of LCC's equine facility is due to be completed in the fall of 2008.

Exceptional facilities

On the northern edge of the campus stands the Betz Technology Center. It is the home of many occupational programs including art, business and computer, and integrated technology courses, and the Small Business Management Program as well as the Nursing Program, agriculture classes,

and faculty offices. Additionally, it houses the Student Services Center, including the Registrar, Admissions, Financial Aid, Recruiter, as well as the Cashier and Campus Bookstore.

The Todd-Burch Residence Hall and Kelley Union Cafeteria are in the middle of the main campus. Housing 190 students, the facility also includes a weight room, computer lab, and lobby with recreational equipment.

LCC's newest building, the Wellness Center, provides a state-of-the-art fitness center, indoor walking track, gymnasium, and athletic office complex and the Campus Health Center for students and staff.

On the southern end of the main LCC campus is the Equine Facility and Rodeo complex. This area includes both indoor and outdoor arenas for practice and competition.

Across the street from the campus are the baseball and softball fields.

Important campus resources

Adult Transition Svcs. 719.336.6646	BW 237	English as Second Language(ESL) 719.336.6646	BW 237
Assessment 719.336.1535 or 1536	BW 121 or 122	Financial Aid 719.336.1590	BZ Student Services Center
Admissions 719.336.1590/800.968.6920	BZ Student Services Center	Fitness Center 719.336.1672	Wellness Center-Upper
Equity Office 719.336.1518	ADM 106B	GED Services 719.336.6646	BW 237
Athletic Director 719.336.1674	Wellness Center 109	Library 719.336.1541	BW Lower Level
Campus Bookstore 719.336.1620	East Betz Atrium	Learning Support Svcs. 719.336.1537	BW 153
Campus Health Center 719.336.1683	Wellness Center 125	Motor Vehicle Registration 719.336.1590	BZ Student Services Center
Campus Closure Line 719.336.1515		President's Office 719.336.1511	Adm Upper Level
Campus Safety 719.336.1192 / 719.688.1412	Todd-Burch Hall	Bachelor's Options 719.336.1538	BW 124
Cashier 719.336.1590	BZ Student Services Center	Recruiter 719.336.1580	BZ Student Services Center
CCCOnline 719.336.1590	BZ Student Services Center	Registrar's Office 719.336.1590	BZ Student Services Center
Cosmetology Salon 719.336.4408	TR 112	Residence Hall Office 719.336.6660	Todd-Burch Hall
Counseling 719.336.1527	BW 136	Student Activities 719.336.6660	Todd-Burch Hall
Credit for Prior Learning 719.336.1537 or 1538	BW 152 or 153	Student I.D.s 719.336.1590	BZ Student Services Center
Dining Hall 719.336.3907	Todd-Burch Hall	Student Services 719.336.1590	BZ Student Services Center
Disability Services/Special Populations 719.336.1525	BW 229	Student Gov't Assn 719.336.1581	BZ 238
Dual Credit (PSEO) Classes 719.336.1584	BZ 232	Transcripts/Student Records 719.336.1590	BZ Student Services Center
Duplication Center 719.336.1620	East Betz Atrium	Transfer Coordinator 719.336.1538	BW 152
Educational Opportunity Ctr 719.336.1588	BZ 237	Tutoring Services 719.336.1535 or 1536	BW 121 or 122
Facilities 719.336.1543	BW Basement	Veterans' Benefits 719.336.1590	BZ Student Services Center

Student resources at a glance

Academic Advising

Assigns an academic advisor to certificate and degree-seeking students and by request to non-degree seekers.

Campus Bookstore

Offers course textbooks, supplies, food items, & gifts.

Campus Health Center

Provides medical & dental services.

Fitness Center

Offers complete training/workout programs.

Learning Support Services

LCC's federally-funded TRiO student support services program provides services to all students in the following areas:

- Assessment
- Personal, academic, & transfer counseling
- Tutoring Lab

Library

Provides books, periodicals, videotapes, Internet access, inter-library loan materials, and study areas.

Student Services Center

A one-stop shop for admission, registration, payment, financial aid, and transcript requests.

Helpful community contacts

Public information/services

CenturyTel (telephone/Internet)	800.261.7649
Chamber of Commerce	719.336.4379
Domestic Safety Resource Center	719.336.4357
Electric & Water Connects/Disconnects	719.336.4376
Fire Department	719.336.4321
Lamar Public Library	719.336.4632
Police Department	719.336.4341
Voter Registration	719.336.4376
Welcome Home Childcare	719.336.1200

Health services

High Plains Dental Center	719.336.8445
High Plains Community Health Center	719.336.0261
Prowers County Nursing Service	719.336.8721
Prowers Medical Center	719.336.4343

Banking services

Colorado East Bank & Trust	719.336.5200
Community State Bank	719.336.3270
Fellowship Credit Union	719.336.5511
First National Bank	719.336.4351
Lamar Civic-Federal Credit Union	719.336.4387
Valley National Bank	719.336.4381

Entertainment

Lamar Lanes Bowling Alley	719.336.5781
Lamar Parks & Recreation	719.336.2774
Lamar Theatre	719.336.5737

Answers to your questions

Bulletin boards

Students and community members may post materials on community bulletin boards throughout campus using posted guidelines. Departmental and campus life boards are reserved for College use only.

Campus closures

Due to occasional inclement weather or other circumstance, it may be necessary to cancel classes or close the campus. Students and staff may call 719.336.1515 to find out details about potential cancellations/closures.

Emergency preparedness

LCC is committed to providing a safe learning environment for students and staff. Occasionally, emergencies may arise that necessitate a move to a safer location in a campus building or building evacuation. LCC expects everyone to follow these guidelines. More information is posted on campus bulletin boards.

If it is necessary for a campus building (or buildings) to be evacuated due to emergency, students and staff must use the nearest safe exit and meet at the following designated points.

- Bowman, Trustees, Betz—"Quad" grass area between buildings by "Wings of Knowledge" sculpture
- Residence Hall—Volleyball pit north of the residence hall.

In case of emergency sirens, all staff and students should quickly and carefully collect at the following locations for a head count and wait until an all-clear signal is given.

- Bowman Building—Large Lecture Hall (BW 139)
- Trustees Building—Trustees Basement (Below Bus. Office)
- Residence Hall—Basement/Weight room
- Betz Technology Center—Lower/East Wing (Not in Atrium)

After the all-clear signal is heard, students and staff may return to classes and offices.

Fire alarms

While in campus buildings, students should be aware of where the closest and alternate exits are located. When a fire alarm sounds, all LCC students, staff, and faculty must vacate the affected building immediately. If the alarm is proven to be false, an LCC official notifies everyone when it is safe to return to the building.

Parking regulations

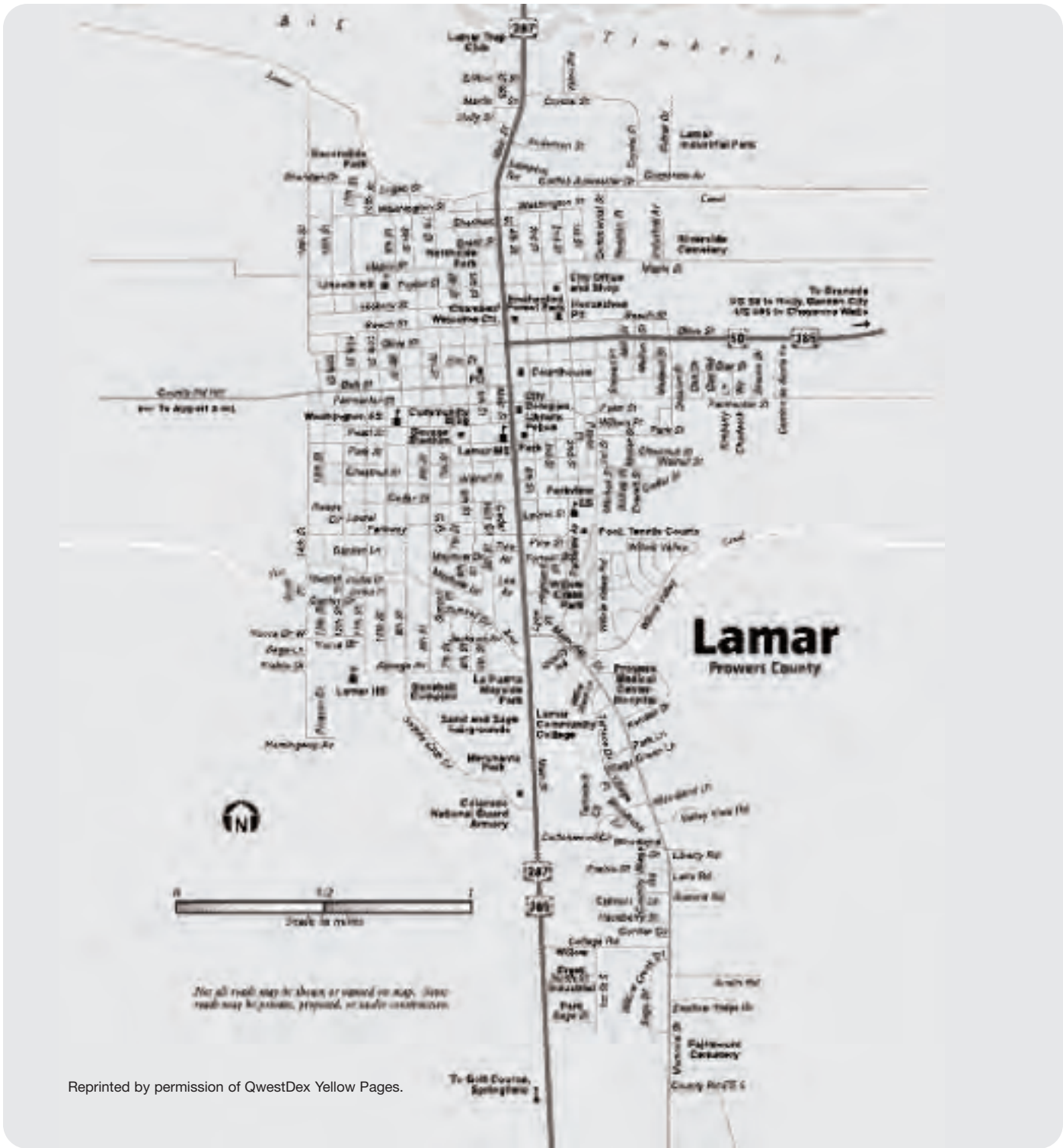
All vehicles must be registered with Campus Security. Parking permits may be obtained from the Cashier's Office. Students may park in any campus parking lot and do not have special parking privileges.

Student records

LCC acts in full compliance with the Family Educational Rights and Privacy Act (FERPA). (See Section XII: Legal Notices for a copy of FERPA and definitions of italicized terms.)

Tobacco use

As per state statute, smoking is prohibited inside College buildings. The College strongly discourages use of other types of tobacco in buildings as well. Smoking is not allowed within 15 feet of primary building entrances.



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The City of Lamar

With a population of approximately 9,000, Lamar is the center of a tri-state area of modern farming, ranching, and manufacturing industries in the Lower Arkansas River Valley region. Lamar is located at the intersection of three national highways, served by one major bus line, and major railway passenger service.

The city hosts an abundance of clubs, organizations, and activities. A community of artists, who create in a variety of

media, has developed in the area, and several of the artists have attained national prominence. Nearby, John Martin Reservoir and Queens Lake offer water sports, hiking, fishing, and outing opportunities. The Lamar City parks, picnic, swimming, and tennis facilities are available to students. The beautiful Rocky Mountains are a three- to four-hour drive away, and students and visitors frequently take weekend trips by car to Colorado Springs and Denver.



Section II

Getting started

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- 12 Advising
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Getting the right start in college can be critical to a student's academic and lifelong success. Students should read and understand the following policies and guidelines for admission and registration to ensure the best beginning at Lamar Community College. Contact the Student Services Center at 719.336.1590 with any questions.

Admission policies

Lamar Community College welcomes anyone who can benefit from its instructional programs and courses, including all high school graduates and non-high school graduates 16 years or older. Admission to the College does not guarantee enrollment in specific courses or programs that may have prerequisites or program admission requirements. Applicants with special program admission requirements should contact appropriate divisions. Students younger than 16 may attend with special permission of the president.

The College also admits currently enrolled high school juniors and seniors wishing to participate in the Postsecondary Enrollment Options Program (PSEO). Such students are admitted after approval has been received from the high school and the appropriate college administrator.

Application procedures

All students must submit Applications for Admission declaring programs and majors of study and immunization records to Student Services prior to registration. This is the Uniform Application form used by the Colorado Community College System and may be obtained at www.lamarcc.edu, from high school counselors, or from the College.

In-state students

All students applying to LCC as an in-state student, are strongly encouraged to begin by registering for the Colorado Opportunity Fund at <https://cof.college-access.net/cofapp/>. See Section III: Tuition & Fees for more information on the College Opportunity Fund.

High school graduates entering college

1. Submit completed application form and immunization records to Student Services.
2. Request that the high school forward final official transcript.

High school students participating in PSEO

1. Submit completed application form and PSEO (Post Secondary Enrollment Options) Statewide Agreement Contract to high school contact.

Service area high school graduates entering college with PSEO credit

1. Submit change of major form and immunization records to Student Services.
2. Request that the high school forward final official transcripts.

General Education Development (GED) certificate students

1. Submit completed application form and immunization records to Student Services.
2. Submit a copy of GED test scores.

Home-schooled students

1. Submit completed application form and immunization records to Student Services.
2. Submit results of a nationally standardized achievement test.
3. Submit transcripts from any high schools attended.

Re-entering students

1. Students who are returning after an absence of more than one year must complete a new application form.
2. If considering transferring credit hours from another institution, read "transfer students" section.

A student who has a break in enrollment of two consecutive semesters or more, excluding summer, must meet catalog program requirements in use at time of readmission. If Lamar Community College has discontinued or has given notice of discontinuance of the program in which the student was previously enrolled, the student cannot re-enroll in that program.

Transfer students

1. Submit completed application form and immunization records to Student Services.
2. Request that each college or university previously attended send official transcripts to Student Services.
3. See additional information below.

Transfer students who request credit for previous work at other institutions must submit an official transcript of all previous college work to Student Services.

Students on academic probation or suspension from another college may be admitted with probationary status. After completion of one term with satisfactory academic progress at LCC, a student is no longer on probation.

College credit earned while student is in high school

Students who complete college-level courses at a college or university while attending high school may be allowed college credit providing the following conditions are met.

1. The college or university must be fully accredited and courses presented for credit must be transfer level.
2. Normally, the courses must not have been used for high school graduation unless prior agreement has been made between the high school and the college.
3. If the high school and the college enter into a formal written agreement in accordance with the State of Colorado's Post Secondary Enrollment Options Act, both the high school and the college may allow credit.
4. Student must request the college or university to send an official transcript showing the courses completed.

Students should direct further questions relating to the granting of college credit to the Student Services Center.

Transfer of credit from accredited institutions

Academic courses from other accredited institutions are generally accepted in transfer to LCC. Courses not equivalent in content to courses at LCC can be accepted as elective credit. Only courses indicating a grade of C or higher transfer.

The College accepts courses for transfer completed at an accredited college or university or other approved institution within 15 years before admission to Lamar Community College. Natural science courses, psychology courses, and computer courses must have been completed within the last 10 years.

Courses accepted in transfer to LCC may not all count toward a specific degree or certificate. Departmental requirements for the various associate degrees or occupational certificates vary considerably, and therefore, the department head for a particular program determines what courses students must complete to satisfy departmental curriculum requirements.

Only credit earned in nontechnical subjects is initially accepted from technical institutes that are accredited by a regional collegiate accrediting association. LCC does not accept credit from unaccredited technical institutes, business schools, or other post-high school institutes.

A student has the right to appeal the nonacceptance of transfer credit by following the academic grievance procedures listed in the Student Handbook (Section XIV).

Transfer of credit from unaccredited institutions

LCC does not accept credit from institutions that a regional accrediting association does not recognize or accredit.

International students

International students are required to submit to Student Services the following:

1. LCC Application for Admission.
2. International Student Statement of Financial Support.
3. Official copy of high school transcripts in English (graduation should be identified).
4. Current bank statement with two years educational funds from the student, parent, government or private sponsor.
5. TOEFEL score (450 or higher) and any other proof of language proficiency.
6. Proof of health insurance.
7. Copy of immunization record.
8. Any transcripts for prior college coursework.

An Application for Admission can be obtained through the LCC Student Services Center or on line at lamarcc.edu. Federal law authorizes Lamar Community College to enroll non-immigrant alien students who must submit acceptable evidence of his/her ability to pay the costs of his/her education, living, and traveling expenses and English proficiency by supplying the documentation above.

International students transferring to LCC

In addition to the above required documents, international students transferring an I-20 from another U.S. college or university to LCC must submit additional documentation to Student Services, including:

1. Copy of student's current I-20.
2. International Student Transfer Form with the lower section completed by the Designated School Official (DSO) at the institution the student is transferring from with stated eligibility and transfer release date.

Immigration status

Applying for and maintaining immigration status is the responsibility of the student; Lamar Community College assumes no responsibility for any immigration requirements. The LCC International Programs Office offers an International Orientation at the start of each semester and all new international students are required to attend the Immigration Session designed to assist with understanding and meeting the regulations of their status. Students can also receive guidance from the International Programs Office regarding changes or issues with their immigration status throughout the semester.

Living arrangements

International students who are under 21 are required to live in the LCC Residence Halls. They should be aware that residence halls are closed during Christmas and summer breaks, and they are required to make alternate living arrangements during those periods.

Veterans

LCC cooperates with the Veterans Administration and with the Colorado State Approving Agency for Veterans Education and Training. The College is approved for training of veterans under

all applicable laws. Veterans or eligible persons are cautioned to obtain proper counseling and to complete proper registration to assure their courses of study are approved curricula.

Student classification

- Full-time students are those enrolled for twelve (12) or more semester hours of work each semester.
- 3/4-time students are those taking between nine and eleven (9–11) semester hours of work each semester.
- Half-time students are those taking six–eight (6–8) semester hours of work each semester.
- Below half-time students are those taking five (5) or fewer semester hours of work each semester.
- Degree-seeking students declare an intent to complete a certificate or degree in a specific program of study.
- Non-degree-seeking students do not pursue a degree or certificate.
- Sophomores are those who have successfully completed a minimum of thirty (30) semester hours.

Motor vehicle registration

LCC students who plan to park on campus must register all vehicles, including trailers, with the College. Parking stickers are available through the Cashier in the Student Services Center.

Identification cards

The College issues photo I.D. cards to full-time and part-time students upon request. These are needed when checking materials out of the Library and for free admission to most College-sponsored events. Cards are valid for two academic years and are available through the Student Services Center. An additional charge is assessed for duplicate cards.

Orientation

New students are strongly encouraged to attend orientation activities prior to registration and start of classes. During the week preceding the fall and spring semesters, students have the opportunity to meet faculty, staff, and classmates while touring the campus or participating in an orientation session. Students also can take advantage of academic skill brush-up sessions, take basic skills assessments, confer with an advisor, and register for courses, so that when students arrive on campus they are able to begin preparing for the start of a successful semester. Activities are available at various times. LCC recommends that students take full advantage of this opportunity to get a head start and participate in LCC-sponsored activities to welcome students.

Available throughout week as needed

Basic skills assessment	Campus tour
Advising	Writing brush-up
Registration	Reading brush-up
General orientation	Math brush-up

Basic skills assessment

An important part of a student's orientation to LCC is the basic skills assessment process. To ensure that students are ready

for college and the workplace, LCC complies with C.R.S. 23-1-113.3. which requires that new students demonstrate basic skill proficiencies in reading, writing, and mathematics. The assessment requirement may be met through ACT, SAT or college-administered Accuplacer tests. Most students must meet the assessment requirement including the following:

- All first-time undergraduates who are degree-seeking or who convert to degree-seeking status.
- All first-time students ages 17, 18, or 19 (as of September 15 of the year of entry) whether high school graduates or not.
- All first-time degree-seeking students (certificate students not meeting the cutoff scores are encouraged but not required to take advantage of the remedial services offered through the College).

Students whose assessment scores do not meet the minimum cutoff scores established by the Colorado Commission on Higher Education (CCHE) are responsible for completing basic skills instruction during their first thirty (30) credit hours of attendance at the college. Those cutoff scores are as follows:

- Mathematics—ACT 23, SAT 460, Accuplacer 85
- Writing—ACT 18, SAT 440, Accuplacer 95
- Reading—ACT 17, SAT 430, Accuplacer 80

Students wishing to complete basic skills testing prior to arrival at LCC should contact a tutor coordinator for assistance to identify qualified testing sites.

Accommodations

Students with a documented disability may be eligible for reasonable accommodations for the purpose of taking the basic skills assessments. A request for accommodation, accompanied by appropriate documentation, must be filed with the Special Populations Coordinator at least one week prior to assessment day. For more information, contact Special Populations.

Advising

An important part of getting started and keeping in line with educational goals is meeting regularly with a college advisor. Student Services assigns faculty advisors to all degree and certificate-seeking students and recommends that students work closely with advisors to plan their academic futures. Other students may request to be assigned an advisor. Assignments are made on the basis of the information reported on the application for admission.

Although students are responsible for reading the LCC Catalog and understanding the curriculum requirements for their majors, LCC encourages students to work directly with their assigned advisors to assure academic requirements are being fulfilled toward their degrees or certificates.

All changes of educational objectives must be made through Student Services. If a student wishes to change advisors, he or she must complete a Change of Advisor form, obtained in the Student Services Center.

Student responsibilities in the advisement process

The student is expected to

- **assume final responsibility for course scheduling, program planning, and successful completion of graduation requirements;**
- attend general and program orientations;
- be knowledgeable about and adhere to relevant policies, procedures, and rules of the College and academic program;
- obtain, own, and understand the college catalog;
- obtain the class schedule and review possible course options prior to meeting with the advisor;
- be prepared with accurate information and relevant materials when contacting the advisor;
- contact an advisor in a timely fashion for registration, advisement, or other necessary appointments;
- know and follow General Education requirements and major department requirements;
- obtain, process, and complete forms and signatures required for registration, course changes, or related affairs;
- contact an advisor immediately with concerns about academic progress in a particular class or during the course of the semester;
- monitor his/her progress with advisor's assistance;
- request/complete a "change of advisor" form if desired;
- explain to the advisor his or her personal values, abilities, interests, and goals;
- maintain frequent contact with his or her advisor in order to keep abreast of academic information;
- be honest and ethical in interactions with the advisor;
- seek relevant information about career options and how they relate to a chosen educational program;
- file a written and complete degree plan with advisor;
- follow through on degree action plans identified during each advising session;
- consult advisor at least once a semester to decide on courses, review progress toward degree requirements, and discuss the suitability of other educational opportunities provided by the College;
- when informally advised by someone other than official advisor, inform advisor of record of information received.

Registration

Registration is a crucial element of the academic process. It is LCC's practice to devote as much time as necessary to preregistration and registration advising to help students select and pursue an educational program consistent with abilities and goals.

All students are expected to register in periods designated in the college calendar up to and including the first week of classes. **After the first week of classes, course addition requires the approval of the instructor. Classes cannot be added after census date.** Students must complete the steps in "Getting Started" under Admissions Procedures to be eligible for registration. The Student Services Center provides registration directions intended to provide guidance.

Convenient registration options

- 1. In person** Stop by the Student Services Center in the Betz Technology Center during business hours. With admissions, financial aid, advising, bookstore, and cashier assistance just steps from each other, it is a quick and convenient trip. To make an appointment to meet with an advisor, please call the Student Services Center at 719.336.1590.
- 2. On line** Need after hours help or can't make it to the main campus? Apply for admission and enroll in classes on line at www.lamarcc.edu.
- 3. By mail** Send the completed application and registration form with tuition payment to: LCC Student Services, 2401 S. Main Street, Lamar, CO, 81052.
- 4. By fax** Fax application materials and/or a completed registration form to 719.336.2400. Student Services processes the paperwork.

Preregistration

All LCC students who plan to attend the following semester should meet with faculty advisors during preregistration. Benefits of preregistration include bypassing long lines, ensuring class availability, and having the option to return to campus on the first day of scheduled classes. Students are encouraged to contact their advisors to assist them with course selections. Students may use the following course registration methods.

Student records

Student Services maintains student educational records including documents related to academic standing, admission applications, high school and college transcripts, test scores, and grades. LCC recognizes and acts in full compliance with the regulations set in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. For more information on FERPA and definitions for italicized terms (see Section XII: Legal Notices.)

Student and parent rights

Student Services maintains official education records and documents pertaining to a student's academic standing (admissions application, high school and/or college transcripts, test scores, grades, and academic standing reports).

Eligible *students* and eligible *parents* may review the student's education records; seek amendment for inaccurate, misleading, or in violation of the student's privacy rights; consent to disclosures of *personally identifiable information* contained in the student's education records which require consent; and file with the U.S. Department of Education a complaint concerning alleged failures by LCC to comply with the requirements of FERPA. (See Section XII: Legal Notices.)

Procedure for requesting student records

An eligible *student* or *parent* wishing to review the student's educational records must complete a "Request for Student Records" form available in the Student Services Center. Records are duplicated at a cost of \$2.00 per sheet, not to exceed \$50.00. Per FERPA, the College

1. provides a copy of a student's educational records;
2. makes arrangements for inspection of the requested records; or
3. presents an explanation if circumstances prevent the review of a student's educational records.

The College complies with the request within a reasonable time frame not exceeding 45 days.

Procedure for amending records

An eligible *student* or eligible *parent* who believes the education records that relate to a *student* contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, must submit a written request to the Registrar who decides whether to amend those records in accordance with the request. (Denied requests may be appealed under Sec 99.21 of FERPA.)

Releasing student record information

The College may disclose personally *identifiable information* and *directory information* if the disclosure is 1) to other school officials within the College whom the institution has determined to have legitimate educational interests; 2) to officials of another school system, or institution of postsecondary education where the student seeks or intends to enroll; 3) to authorized representatives of the Comptroller General of the United States; the Secretary of the U.S. Department of Education or a representative thereof; or State and local educational authorities; or relates 4) to financial aid for which the student has applied and/or received, and if the information is necessary for such purposes as to a) determine eligibility for the aid; b) determine the amount of the aid; c) determine the conditions for the aid; or d) enforce the terms and conditions for the aid.

Students wishing to restrict the release of *directory information* to the public without prior consent must provide a notarized written statement to Student Services within 10 days of the beginning of any academic term.

Record retention

Records of applicants who do not register for the term for which they have been admitted may be retained for 30 days from the opening of that term, at which time those records are discarded unless the applicant has notified Student Services of continued interest in attending the College.

Transcripts

Official transcripts are issued by Student Services at the request of the student for no charge (\$5.00 charge for fax requests, expedited mail requests may incur additional charges; check with Cashier for pricing). Students owing money to the College are not issued transcripts until all financial obligations have been cleared. Upon graduation, students are entitled to one transcript without charge. Students may request transcripts from Student Services, or at www.lamarcc.edu by visiting the "current students" or "alumni & friends" sections.



Section III

Tuition and fees

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- 15 Student financial obligations
- 15 College Opportunity Fund
- 15 Semester tuition charges
- 15 Mandatory fees
- 15 Course-related fees
- 16 Payments, adjustments, refunds
- 16 Tuition and fee adjustments
- 16 Withdrawal from the College
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Residence status for tuition purposes

Lamar Community College determines residence status for tuition purposes at the time of admission to the College according to Colorado statute. Residence is synonymous with domicile. Establishment of residence requires adoption of Colorado as a place of fixed and permanent habitation. It involves not only personal presence but also concurrently, the intent to make such place the student's true and actual home. The domicile of minors (under 23 years of age) is considered to be that of their parents or guardians. A person 23 years of age or older who has resided outside the state of Colorado and has established a residence outside cannot, merely by attending an institution of higher learning in Colorado, establish a residence within the state. To meet the legal residence requirements, a person must have resided in Colorado for 12 continuous months prior to enrollment at such institution and meet all other requirements.

After a student has registered at an institution, classification for tuition purposes remains unchanged in the absence of satisfactory evidence to the contrary. If, at a later date, the student believes that his/her residency status is no longer correct,

he/she may petition for a change in residency status. Petition forms, acquired from the Student Services Center, must be submitted along with all supporting documentation to the Dean of Student Services no later than 20 class days prior to the next school term for which the student desires a change in classification. This form and other supporting documentation is reviewed and a decision rendered in accordance with state law and authorized procedures.

Student financial obligations

Lamar Community College students are expected to pay their financial obligations with the College in a timely manner. Students should plan to pay for all charges associated with the registration/enrollment process at the beginning of each semester. These charges include, but are not limited to tuition, fees, and bookstore charges. Students who choose to live in the residence hall also are responsible for room and board charges to be paid at the beginning of each semester.

Tuition pricing shown below reflect approximate 2008-09 rates and are for estimation purposes only. They are subject to change as deemed necessary by the State of Colorado, the Colorado Community College System, and LCC.

College Opportunity Fund

The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado Legislature enacted a new law establishing the College Opportunity Fund ("COF"). Under this law, the State gives this money for the subsidy to students by sending it to the institution the student designates. This money, known as College Opportunity Fund stipends, is applied to an in-state student's tuition if the student applies for and authorizes the use of the stipend. The college the student is attending receives the money and it appears as a credit on student's tuition bill. Currently the College Opportunity Fund (COF) stipend is estimated to be worth \$92.00 per credit hour.

Estimated base tuition calculation

Total estimated base in-state tuition	\$173.00
Minus estimated "College Opportunity Fund Stipend"	<u>92.00</u>
Student's estimated share of in-state tuition	\$ 81.00

Mandatory fees

All students are required to pay the following fees, unless noted.

Registration fee

The College assesses a \$11.05 registration fee each semester.

Activity fees

Students enrolled in on-campus courses and programs are required to pay activity fees charged on a per-credit-hour basis as follows:

- Student Government fee \$1.65
- Student activities fee \$1.85
- Athletic fee \$4.20

Student Center fee

LCC charges \$2.60 per credit hour with a 12-credit-hour cap for funding future construction of a new Student Center.

Campus Health Center fee

All full-time students pay the Campus Health Center fee. This fee of \$33.60 per student, per semester provides full-time students with unlimited office visits at the Campus Health Center. It is optional for part-time students for the same fee (\$33.60).

Residence Hall Technology Fee

All students who reside in the Residence Hall will be assessed a \$75.00 fee per academic year.

Graduation charges

Students are encouraged to walk through graduation upon completion of their degree or certificate programs. Graduating students are assessed a \$35.00 fee, which covers the cost of a robe and diploma. The fee is charged in the semester that students submit their intent to graduate forms to LCC's Student Services Center.

Course-related fees

Although also mandatory, the fees listed below are assessed based on a student's choice of courses and delivery methods.

Medium/High cost course fee

This fee was established by the Colorado Community College System to address higher cost of science, occupational, and technology courses. The fee is \$5.85 per credit hour.

Tuition and fees at a glance

For estimation only. Charges may vary based on courses selected.

Tuition class	Tuition/credit	Less COF stipend	Net tuition/credit	Student fees/credit*	Reg. fee/semester
Resident	\$ 173.00	\$ 92.00	\$ 81.00	\$ 10.30	\$ 11.05
Non-Resident**	173.00	—	173.00	10.30	11.05
Online-resident	235.20	92.00	143.20	10.30	11.05
Online-non res.	235.20	—	235.20	10.30	11.05

* Does not include other mandatory fees and course fees. Course fees vary by types of courses and number of credits taken each semester. These charges and fees are based on 2008-09 rates and are subject to change.

CISCO course fee

Established by the Colorado Community College System to provide the funds necessary to support the cost of the Cisco Networking programs at member community colleges, the fee for these courses is \$16.00 per credit hour. Cisco courses are not subject to the Medium/High Cost course fee above.

EBM Lab Charge

Students registered in ASC 143, ASC 243, and/or EQT 253 are assessed a \$300 lab charge.

Fitness Center fee

Some Fitness Center courses require a \$15.00 Fitness Center Equipment Usage fee and a one-time \$13.00 manual charge.

Independent study fee

Independent study courses are charged at the current tuition rate.

Lab and other course fees

Lab and other course fees vary depending upon courses taken and may include liability insurance, lab kits, external testing fees, and supplies.

Nursing course fee

All NUR (Health Professions) prefixed courses are charged a differential tuition fee of \$37.00 per credit hour in addition to regular tuition.

Books and supplies

A full-time student's average annual cost for books and supplies is \$1,749.00, payable by cash, checks, MasterCard, or VISA.

Room and board

All freshmen are required to live in the residence hall unless they have received waivers or have been exempted. LCC reserves the right to automatically bill students who have not been exempted/waived and choose to live off campus. For more information, see Section V: Student Services.

Room and board fees shown below reflect 2008-09 rates. They are subject to change as deemed necessary by the State of Colorado, the SBCCOE, and LCC. Students living in the residence halls must purchase a 19-meal/week plan. Room & board is \$2,497.50/semester (double occupancy). A \$15.00 fee is deducted once from each resident's \$150 housing deposit. This fee is placed in an account reserved specifically for hall activities and maintenance of hall recreational equipment.

Payments, adjustments, and refunds

All charges (tuition, fees, room and board) are due at the time of registration. Credit is extended only in those instances where the College has an existing contract with an outside agency (this includes various forms of federal and state financial aid) or where prior arrangements have been made with the Business Office.

Students who have applied for and who have been awarded financial aid must pay the difference, if any, between the actual costs and the amount awarded unless they have made prior arrangements with the Cashier.

If a student adds a course creating additional charges, all

charges are due at that time. A student due a refund as a result of overpayment, dropping, or other actions, may expect to receive a refund check in approximately 6–8 weeks after the Cashier has received the appropriate paperwork. This policy applies to all LCC learners.

Tuition and fee adjustments

A 100 percent refund of tuition and refundable fees is made if a student officially drops from a course prior to the course's census date. There is no refund if the student withdraws from a course after the published census date.

Applicable tuition and fees are charged for any course added by a student prior to the course's published census date.

Withdrawal from the College

Students can withdraw from the College by contacting the Student Services Center. No refund is made for withdrawals after the census date except as mandated by federal financial aid regulations. Unused portions of scholarships and other financial aid are canceled upon withdrawal. Students withdrawing from LCC must go through a checkout process with Student Services. For more information on withdrawal, see Section VII: Academic Affairs.

Tuition/Fee reimbursement for emergency & military personnel

In times of emergency, certain students (e.g., reserve military units, individuals with specialized skills, or firefighters) are called to provide services to the country. When the call for service or national emergency is issued, it is often necessary for students to interrupt their coursework in mid-semester without advance notice. LCC recognizes that normal refund and withdrawal policies may not be appropriate and allows the following exceptions.

1. LCC offers to reimburse tuition paid or credit the current term's tuition to a future semester's tuition charges for reservists called to active status during times of national emergency.
2. LCC waives any fee for breaking room and board contracts for reservists called to active status during times of state or national emergency. In addition, LCC refunds a prorated amount paid for room and board based on the date the individual leaves the residence hall.

Documentation of official TDY assignment is required and must be approved by the Executive Dean of Academic Services.

Result of nonpayment

The College reserves the right to terminate the enrollment of students who do not meet their financial obligations to the College. The Student Services Center cannot release degrees, certificates, or transcripts to any student or former student who has a financial obligation to the College.



Section IV

Financial aid

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- 18 Financial aid options
 - 18 Grants
 - 18 Work-study
 - 18 Loans
 - 18 Scholarships
- 19 Veterans' benefits
- 19 Reporting changes
- 19 Satisfactory academic progress
- 19 Appeals
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Students who feel they may need additional resources to fund their educational costs are encouraged to apply for financial assistance. The Financial Aid staff make every effort to utilize state, federal, and private resources effectively to meet a student's documented need. Student financial aid is awarded after the student has been accepted for admission and has completed the financial aid application process. It is recommended that a student complete all necessary financial aid paperwork prior to enrollment for the upcoming semester. The priority date for applying and completing all paperwork to secure financial aid for the fall semester is April 1. However, students are welcome to apply for financial aid after April 1. Contact the Office of Financial Aid for priority dates for spring and summer enrollment.

Lamar Community College complies with all Title IV financial aid regulations of the Higher Education Act of 1965 as amended. For more information related to the Title IV financial aid regulations, contact the Office of Financial Aid at 719.336.1590.

For more information on financial aid procedures and options at Lamar Community College, consult the *LCC Financial Aid Handbook* available from the Office of Financial Aid or on line at http://www.lamarcc.edu/pdf/_financial/FinAidHB.pdf.

Applying for aid

Lamar Community College utilizes the Free Application for Federal Student Aid (FAFSA) for determining the student's eligibility for "need-based" financial aid. Applications are available in high school counselors' and financial aid offices as well as on line at www.fafsa.ed.gov. The FAFSA application should be completed as soon as possible after January 1.

The financial aid application is complete when:

1. The student is officially admitted to Lamar Community College.
2. The Office of Financial Aid has the following documents:
 - a. Free Application for Federal Student Aid (FAFSA);
 - b. All income documentation and other requested information, which may consist of the federal income tax return, federal verification worksheet, and untaxed income verification as requested by the College.

The most important part of the financial aid process is the student's timely response to requests for information. Many times students respond to the initial request and assume the application is complete. However, occasionally it may be necessary to provide additional information. It is strongly recommended that students respond to all requests for information as soon as possible to avoid unnecessary delays in the financial aid process.

Financial aid options

Lamar Community College offers multiple financial aid resources to help students and parents meet a student's documented need. The four types of aid resources include: 1) grants, 2) work-study programs, 3) loan programs, and 4) scholarships.

Grants

Grant awards do not have to be repaid. By completing the application procedures previously mentioned, students are automatically applying for consideration for the following grants.

Federal Pell Grants

The annual Federal Pell Grant award can range from \$400 to \$4,371 per academic year, depending on student eligibility.

Federal Supplemental Opportunity Grants

These need-based awards range from \$500–\$1,000 per academic year at LCC.

Academic Competitiveness Grants

This federal grant is based on a rigorous high school program (4 years English, 3 years Math, etc). or Advanced Placement test scores and requires evaluation of a final high school transcript. Pell-eligible students may submit a high school transcript to the Office of Financial Aid for evaluation.

CLEAP Grants

Another type of need-based grant for Colorado residents; these range from \$500–\$1,000 per academic year.

Colorado Student Grants

Open to Colorado residents, these need-based awards range from \$850–\$2,000 per academic year.

Work-study

Federal and State funds are utilized to provide part-time employment opportunities for qualified students. Students may work up to 20 hours per week and earn between \$1,000 and \$2,000 for an academic year. Awards are based on the evaluation of the student's financial need. No-need work-study funds also are available to Colorado residents. Students do not have to document financial need to receive these funds. Interested students should contact the Office of Financial Aid.

Loans

Federal Stafford Loans—Subsidized and Unsubsidized

The Federal Stafford Loan program is for independent and dependent students who borrow the funds through private lenders. Students must complete the FAFSA to receive consideration for a Stafford Loan. A separate loan application is required. Students borrowing on these programs have a yearly maximum borrowing limit. The subsidized and unsubsidized portion of the annual loan limit for an individual student is based on the evaluation of the student's documented need.

Federal PLUS Loans

The Federal PLUS Loan program (Parent Loans for Undergraduate Students) is designed to assist parents in providing their contribution to educational costs. Eligible parent borrowers may borrow up to the amount of the student's estimated cost of attendance less any other financial aid awarded during the academic year. A separate application is required.

Scholarships

Lamar Community College Foundation Scholarships

The LCC Foundation is a nonprofit organization, founded in 1973, which receives gifts, bequests, and donations on behalf of the College. It actively seeks donations from individuals and groups. The Foundation provides Presidential Scholarships and administers the LCCF Community Scholarships. In addition, the Foundation seeks to improve learning environments through campus beautification and capital improvement campaigns.

● Presidential Scholarships

Presidential Scholarships are available to graduating seniors from Colorado. Seventy-five (75%) percent of the scholarships are reserved from graduating seniors from Southeast Colorado school districts that are members of the Southeast Colorado BOCES or located in LCC's service area. The scholarship funds full in-state tuition and fees (15 credits per semester). Contact the President's Office for more information.

- **Community Scholarships**

The LCC Foundation also solicits contributions for a variety of privately-funded scholarships. These scholarships have different eligibility requirements and award amounts; they are open to new and continuing students from Southeast Colorado. Contact the Foundation Office or Student Services Center for more information.

Senior Citizen Scholarships

Scholarships for up to one-half of tuition or full in-state tuition for PED courses are available to all in-state citizens over the age of 60. Scholarship information is available in the Student Services Center.

Other Scholarships

LCC offers a number of other scholarships. Students with good high school records or other demonstration of academic achievement should contact the Student Services Center for scholarship information. Scholarships are awarded on academic merit, proven athletic abilities, and other areas.

Veterans' benefits

Lamar Community College assists the Veterans Administration through the Office of Financial Aid by providing certification for educational benefits under Title 38, U.S. Code: Chapter 30 (New G.I. Bill), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Post-Vietnam era), and Chapter 35 (Dependents Educational Assistance), and Title 10, U.S. Code: Chapter 1606 (Selected Reserve Members) and Chapter 1607 (REAP). Students eligible for any of these benefits must contact the Office of Financial Aid. Applicants should apply for admission and designate intent to complete a degree or certificate in an approved program at Lamar Community College before applying for veterans' educational benefits. To receive full benefits, a student must maintain enrollment in at least 12 undergraduate credits. Students must notify the Office of Financial Aid of any changes of address, major, or enrollment status. A description of the

regulations governing the receipt of Veterans Educational Benefits, Standards Program is available through the Veterans Educational Benefits Office.

Veterans should be prepared to finance their school and living expenses for at least 60 days. This is the estimated time required for the Veterans Administration Regional Office to process applications and arrange for assistance.

Reporting changes

All students should notify the Office of Financial Aid of any changes in their financial situation, marital status, residence, class standing, or any other factors that can reasonably be construed to have a bearing on their financial aid.

Satisfactory academic progress

Students applying for and/or receiving financial aid are expected to maintain satisfactory academic progress consisting of meeting cumulative GPA requirements and the cumulative credit completion rate. Failure to perform at established levels may result in students becoming ineligible for financial aid. For more information, refer to the LCC Financial Aid Handbook.

Appeals

Any student may present a written appeal to the Financial Aid Appeals Committee if the student has been denied aid due to academic or financial aid suspension or for any other reason. Further information on the appeals process may be obtained from the Office of Financial Aid.

Fraudulent receipt of funds

When fraud is suspected, financial aid staff report the case to the U.S. Office of Inspector General. When a student is suspected of fraud, all financial aid processes are ceased until there has been a review of the information.



Section V

Student services

- 20 Bookstore
- 21 Residence halls
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- 21 Fitness Center
- 21 Campus Health Center
- 22 Counseling
- 22 Alcohol & drug counseling
- 22 Student life
- 22 Student organizations
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Lamar Community College provides a wide range of student-related services. Included are many departments that serve students' academic, housing, health, emotional, and social needs. Within this category are LCC's many student organizations funded by student fees.

LCC campus bookstore

The LCC Campus Bookstore is stocked with the essential items necessary to meet course requirements such as textbooks, paper, pens, pencils, rulers, and art supplies. In addition to course supplies, the Bookstore also has a full selection of t-shirts, caps, and many other items to display college spirit. Food items also are available. It is centrally located in the atrium of the Betz Technology Center. Cash, MasterCard, and VISA are accepted for purchases.

Textbook Return Policy

All books are returnable with an add/drop slip. The last day to return textbooks is the census date of the course unless approved by the Bookstore Manager. A shelving fee may be

assessed to returns. The last day to return books is the census date of each semester. The original cash or charge receipt must be presented to receive credit.

All textbooks must be in original purchase condition. Defaced or damaged books, including soiled pages, pen or pencil marks, void a full return. Many texts are shrink-wrapped to protect CD's and other materials; removing this wrapping also voids a full credit return. Books from prior semesters may not be returned. (Check dates of buyback for this type of return.) Final determination of any refund rests with the Bookstore Manager.

Textbook Buyback Policy

The Campus Bookstore provides a textbook buyback program at the end of each semester. This may decrease the net costs students pay for their textbooks as well as provide lower cost inventory for future semesters. The Bookstore buys a student's textbooks if:

- (1) The books are to be used the following semester and an adoption sheet has been turned in by the instructor;
- (2) The Bookstore needs the inventory of certain titles;
- (3) The book is in a reasonably good condition (no water marks, no pen or pencil markings). If the book is not going to be used in the next consecutive semester, then the Bookstore does not purchase the textbook but can contract with a used book broker to offer a purchase price for the book. Bookstores do not buy back workbooks or fill-in books of any kind. This program is offered as a service to students to offset the net cost of their college textbooks.

Residence halls

LCC seeks to provide supervised residence halls that supply a safe and fun environment for residents. Residence life can provide important opportunities for growth in independent living, social skills, and leadership. All single freshmen under 21, not living with parents or relatives while attending LCC, are required to live in the College residence hall. Students who have completed two (2) full-time semesters on a college campus are exempt from this requirement. LCC reserves the right to automatically bill freshmen students who have not been exempted/received housing waivers. For more information, please contact the Coordinator of Residence Life.

The residence community at LCC is comprised of two buildings joined by a common lobby and dining hall. Todd Hall is a two-story facility located on the west side of the complex. Burch Hall is a three-story facility located on the east side of the complex. Laundry facilities on the first floor of each wing are available to all residents. Other resident facilities include a computer lab, weight room, and game room/lobby. Each room is equipped DSL Internet service. Service is provided through a Residence Hall Technology fee.

Lamar Community College does not provide facilities for married student housing.

Todd-Burch Residence Hall has numerous planned activities for residents each semester. In addition to ping-pong and pool tournaments residents also participate in social nights and sports-related celebrations. These events help students to meet and interact with other residents.

Before any student can be guaranteed living space in Todd-Burch Hall, the student must send a completed Application for On-Campus Housing and a \$150.00 deposit to Lamar Community College in care of the Coordinator of Residence Life. This includes students attending the College on Residence Hall scholarships. A \$15.00 fee is deducted from the deposit for residence hall activities. If a student moves out or is removed before the census date, he/she is charged 1/3 for room and board. If a student moves or is removed after the census date, he/she is charged the full amount the semester's room and board. And if a student does not follow proper checkout procedures as outlined in the student handbook, he/she forfeits the entire deposit. Any property damage is charged to the student and additional charges are assessed if the damage amount exceeds the deposit. If there are no damages, the remaining \$135.00 is refunded. If a student submits a room deposit and chooses not to live in the residence hall, \$100.00 of the full amount is refunded. This amount is refunded only after the student has notified the college that he/she does not need the room. If a student has an unpaid bill at Lamar Community College, the deposit is applied to the outstanding balance.

Dining hall

The LCC dining hall is housed in Kelley Union directly north of the residence halls. The staff works with students to meet nutritional and special needs. Special events (barbecues, holiday meals, birthday parties, and theme nights) are planned throughout the year. The dining hall features an all-you-can-eat concept with a variety of choices available at each meal.

Wellness Center

The LCC College Wellness Center is a recent addition to the campus. The facility is home to Runnin' Lopes athletic teams including Basketball, Baseball, Golf, Softball, and Volleyball. The gymnasium holds 978 fans for athletic events as well as other athletic and school-sponsored events and activities. The gym is open to students on designated evenings.

Fitness Center

Located within the Wellness Center is a state-of-the-art Fitness Center equipped with treadmills, bikes, ellipticals, and weight machines. It also includes an indoor walking track.

Campus Health Center

Also located in the Wellness Center, the Lamar Community College Campus Health Center provides ambulatory healthcare services and offers health education programs to help students, faculty, staff, and their families achieve a healthy life. Its goal is to

provide accessible health services at a reasonable cost to the LCC community on the campus and/or make referrals to the appropriate entities. All individual medical information is confidential. The Campus Health Center is made possible by an agreement between LCC and High Plains Community Health Center.

For full-time uninsured students taking 12 or more credit hours, the cost is written off. For students having applicable health insurance, it is billed and any office visit co-pay or deductible due from the student is written off.

Part-time students may choose to pay the \$33.60 fee per semester that entitles them to Campus Health Center benefits that are provided to full-time students. If additional services are required such as lab, x-ray or immunizations, the High Plains Community Health Center usual and customary charges apply.

Counseling

Professional, confidential counseling is available for both day and evening students. Personal counseling consists of individual and small group counseling sessions, seminars, and workshops to provide students with information and strategies in the following areas: goal setting, crisis intervention, adjustment to college, time management, effective communication, co-dependency, relationship skills, stress management, and decision making. If necessary, referrals are made to campus or community resources to provide long-term psychotherapy, legal assistance, financial aid, tutoring, job placement, assessment, and medical services. A student who wishes to use these counseling services is encouraged to stop by Learning Support Services or contact LCC's Counselor directly.

Alcohol and drug counseling

These services are provided by referral to the Drug Free Colorado Communities, located at 1006 S. Main, Lamar. The telephone number is 719.336.2600.

Student life

Because of its size, the College gives students the opportunity for close contact with members of the faculty and staff and with other students. This is important to all students as a means of becoming a part of campus life, and it can lead to a greater measure of success in higher education.

Opportunities for leadership development abound on community college campuses, and Lamar Community College is no exception. All students are encouraged to participate in activities, including student government, which promote the idea that "everybody is somebody" on campus.

Student groups, in cooperation with faculty and staff, plan student activities at Lamar Community College. The mission of the College's Student Life Office is to enhance student life outside of the classroom by providing events and activities that appeal to students of all types. As part of its mission, the Student Life Office recognizes such activities as National Health and Wellness Week, Alcohol Awareness Week, and other health care

and related issues. It also works with LCC's Multicultural Club to plan events that emphasize the campus' diversity. Entertainment and activity events include comedians, hypnotists, magicians, bands, movies, bowling, barbecues, and others. Support of LCC's athletic programs and campus elections also involve the entire student body and faculty.

Student representatives serve on administrative committees that involve student life on campus. Activity and Student Government fees serve as income for all student activities and organizations listed in the catalog. In addition, some groups and clubs choose to perform additional fundraising activities.

Student organizations

The following is an outline of current student organizations at LCC, open to all students.

Student Government Association (SGA)

The Lamar Community College SGA is comprised solely of students. The president, vice president, secretary/treasurer, state student advisory council representative, residence hall liaison, and up to eleven senators play prominent roles in student life. It is the governing fee board responsible for allocating student fees to requesting groups and organizations on campus. The group is involved in formulating many rules and policies set forth by the College and is a very important programming body for students. All students are invited to attend meetings as well as State Student Advisory Council meetings, which allow them to familiarize themselves with the entire Colorado Community College System as well as LCC. Elections for the five executive officer positions occur each spring semester while applicants for senator are voted in by the Executive Committee in the spring and fall semesters.

Ag Club

Students interested in agriculture/equine are encouraged to join the LCC Ag Club. This club is open to all majors and provides a wide range of activities for all. Student-driven, this club provides for leadership development, education, and promoting the agriculture/equine industries.

Business & Technology Club

This club is designed for students who are interested in how business and technology may have a role in their futures. BTC encourages leadership development and teamwork among student members through social interaction with involvement in campus and community business activities on and off campus. BTC expects students to participate and share ideas, strengths, and energy with the club.

Cosmetology Student Club

LCC's Cosmetology Student Club, a SkillsUSA club, engages students currently in Cosmetology with outside activities related to Cosmetology, including community service. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills and

emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work.

Multicultural Club

The LCC Multicultural Club was created by students and LCC staff to promote awareness of cultural differences at LCC and surrounding communities, to develop knowledge and comprehension and understanding of various ethnicities, to respect and appreciate one another through multicultural events and community activities, and to organize opportunities to broaden educational horizons of diversity club members. Past events included Día de Independencia de Mexico, Taste of International Traditions, Día de Los Muertos, Black History Month, and Marti Gras.

Fellowship of Christian Students

LCC's Fellowship of Christian Students seeks to provide Bible study and activities for all interested students.

LCC Students for Tobacco Awareness

Funded by a grant from the Colorado Collegiate Tobacco Prevention Initiative through the Bacchus Network, this club seeks to raise awareness of the health risks associated with and discourage the use of tobacco.

Nursing Student Organization

The Nursing Student Organization constitutes a vital part of our campus community. Members of this organization work to increase knowledge and awareness of health issues of college students, faculty, and administrative staff and to provide opportunities to learn about holistic methods of self-care.

Phi Theta Kappa

Phi Theta Kappa is an international scholastic honor society to recognize and encourage scholarship among two-year college students. The Beta Eta Gamma Chapter of Phi Theta Kappa promotes academic excellence at LCC and is active on campus. To be eligible, students must have a 3.5 grade-point average after completing 12 or more credit hours of college-level work, be currently enrolled, and pursuing an AA, AS, or AGS degree. Induction of new members occurs every fall and spring semester. Phi Theta Kappa members are honored at commencement for their outstanding academic achievements. Over \$35 million dollars in scholarships are available to Phi Theta Kappa members transferring to four-year institutions.

Rodeo Club

Many students choose to participate in the LCC Rodeo Club. Participants have weekly meetings to plan the Antelope Stampede, LCC's annual rodeo, and other rodeo activities.

Intercollegiate judging team

Livestock Judging is an excellent supplement to a student's education at LCC. Students learn to accurately evaluate market and breeding livestock, including cattle, sheep, hogs, meat goats, and horses.

They acquire valuable decision making and communication skills necessary in the agricultural industry. LCC's Livestock Judging program instills confidence, leadership, and teamwork—qualities that can be best learned outside the classroom.

Livestock Judging allows students to apply their knowledge and experience at national contests. This includes meeting and networking with industry leaders throughout the country. LCC draws upon its location in the heart of Colorado cattle country and provides for some of the best opportunities to evaluate livestock on a daily basis.

Intercollegiate athletics

Lamar Community College provides opportunities for students to participate in intercollegiate athletics. LCC is a Division I member of the National Junior College Athletic Association (NJCAA) and participates in Region IX. Its Rodeo Team participates in the Central Rocky Mountain region of the National Intercollegiate Rodeo Association. LCC sponsors teams in men's and women's basketball, women's volleyball, men's baseball, women's softball, men's golf, and men's and women's rodeo. Scholarships are offered to athletes based on skill level and need.

Additional information is available on the LCC Web site.

Athletic Mission

Lamar Community College recognizes the importance of every individual and his or her right to an education commensurate with his or her maximum ability. In turn, the student is expected to make full utilization of the learning opportunities offered by the College.

Athletics is a vital part of education and is an avenue for important educational opportunities. The Athletic Department is an integral partner in the overall educational process at Lamar Community College and helps student athletes to reach their highest potential both in the classroom and in competition. Athletic programs provide a well-rounded schedule of intercollegiate competition designed to encourage participation by a segment of the student body, which complements and is consistent with the educational goals of the institution. They are dedicated to providing an atmosphere of pride, integrity, and entertainment for the College and the community.



Section VI

Academic support services

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Under the umbrella of the Learning Resources, LCC provides the personal, academic, and instructional support necessary to ensure student success. Support services are easily available to all LCC students free of charge and include library resources, tutoring support for all LCC classes, developmental skill building, remediation, ESL instruction, counseling, career assessment, transfer assistance, and cultural enrichment opportunities. Learning Resources are housed in the Bowman Building, and all students are encouraged to take advantage of the services as an essential part of their educational experiences at Lamar Community College.

Learning Support Services

Located on the lower floor of the Bowman Building, LCC's Learning Support Services provides tutoring, personal and academic counseling, career assessment and counseling, transfer assistance, and crisis intervention to LCC students free of charge. These services ensure that students are successful throughout their LCC careers and in all aspects of college life. A portion of these services are funded under a \$243,000

Federal grant intended to increase retention and graduation rates. In addition, First Generation Scholarships and Grants are available to eligible participants. For information about services provided or eligibility requirements, students are encouraged to contact Learning Support Services at 719.336.1528.

Developmental skills

LCC offers developmental skills instruction in reading, writing, math, and study strategies. Students may enter and take advantage of this instruction at various levels, based on assessment recommendations or personal choice. Developmental skills are taught through a variety of methods, including credit-bearing courses. These courses do not apply toward satisfying degree or certificate requirements. See VII: Academic Affairs, Grades & Grade Reports for more information.

Disability services

It is recognized that in order to maximize opportunities for success, some students must receive benefit from reasonable accommodations in response to documented disabilities. In order to arrange for such accommodations, please provide documentation and request services at least three weeks prior to the time services are needed. For more information, contact Special Populations at 719.336.1525.

Adult transition services

Adult Transition Services at Lamar Community College consists of Adult Basic Education (ABE) instruction in basic skills, English as a second language (ESL) instruction, and General Educational Development (GED) preparation. These programs provide educational opportunities to persons who are over the age of 17 and not currently enrolled in school who desire completion of a secondary school education or its equivalent. For more information about GED, ABE, and ESL services, contact the Director of Adult Transition Services at 719.336.6646.

Adult Basic Education Services

Through Adult Basic Education (ABE) services, the College provides a range of instruction that addresses basic educational needs for adults who lack a high school diploma or basic skills (including English literacy) to function effectively in the workplace or in their daily lives. ABE is instruction in the basic skills below the 9th grade level and includes English literacy services, workplace literacy services, and family literacy services.

English as a Second Language (ESL) Instruction

As a component of adult education, the College provides English as a Second Language (ESL) instruction designed to help individuals with limited English proficiency achieve competence in the English language. English literacy instruction offers opportunities for adults not only to improve literacy skills but also to meet goals as parents, citizens, and workers. Instruction integrates life skills, academic skills, and technolo-

gy as well as provides intergenerational activities to the extent possible as determined by student needs.

GED preparation services

The College provides preparation for the General Educational Development (GED) battery of tests. First, the GED candidate should schedule a meeting with Adult Transition Services at 719.336.6646. During this meeting the candidate is provided with a diagnostic evaluation free of charge. Evaluations consist of math, language arts, and reading tests. The results are assessed and used to determine the individual's current skill levels. If the GED candidate tests at high levels in all areas, then he/she is immediately referred to the GED Test Administrator for testing on the next available date. If scores are lower, the GED candidate is encouraged to enroll in teacher-centered, free of charge tutorial instruction designed to raise the skills needed to pass the GED examination. Passing the examination qualifies the student for the GED diploma issued by the Colorado Department of Education.

Educational Opportunity Center

The Educational Opportunity Center seeks to have a positive impact on postsecondary educational attainment for those who may face barriers to enrollment. Those who are eligible for the services of this program are able to access at no charge:

- assistance with admissions and financial aid applications;
- career interest and aptitude testing;
- referral to ACT preparation classes;
- referral to on-campus academic support services;
- referral to GED, ABE, or ESL programs;
- new student orientation workshops;
- academic advising and curriculum planning; and
- transfer assistance.

For more information and eligibility guidelines, contact the Educational Opportunity Center at 719.336.1588.

Library

The Library is an integral part of the instructional process at LCC. Traditional library services, as well as electronic research options are available on a schedule designed to meet the needs of students, faculty and the community. For more information, contact 719.336.1541.

Tutoring services

Learning Support Services provides tutoring assistance to all students in most subject areas. In addition to assisting students with specific course-related needs, trained tutors work with students to build and strengthen study skills. They are available on a one-on-one or group basis. Students are encouraged to utilize tutoring services at no charge; no appointments are necessary. For more information or locations contact LCC's tutor coordinators at 719.336.1535 or 336.1536.



Section VII

Academic affairs

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Academics reside at the heart of the college experience. It is important that students become self-reliant in their pursuit of academic goals. The information in this section is designed to help students understand the expectations and pathways to successful completion of an LCC academic program.

Evaluation/Assessment

Lamar Community College believes that the assessment of student learning helps to create a positive learning experience for students. The College assesses student learning at different points: when a student enrolls, as a student completes each course, and as a student prepares to graduate. And see the basic skills assessment section of Section II in this catalog for more information on how Lamar Community College measures student skills prior to registration at LCC. See grades and grade reports and general student learning outcomes, for more information regarding the measurement of student success in LCC coursework.

Grades and grade reports

Grade		Quality points
A	Excellent/Superior	4
B	Good	3
C	Average	2
D	Deficient	1
F	Failure	0
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
S/A	Satisfactory (A-level) work in a developmental course	
S/B	Satisfactory (B-level) work in a developmental course	
S/C	Satisfactory (C-level) work in a developmental course	
U	Unsatisfactory work in a developmental course	
W	Withdrawal	
AW	Administrative Withdrawal (available as an individual college option)	
AU	Audit	
Placeholders		
SP	Satisfactory Progress	
Z	Grade not yet reported	
R	Repeat Field	

I-Incomplete

The “Incomplete” grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester. For more information on the process to request in incomplete, see Schedule Changes in this section.

S-Satisfactory

The satisfactory grade is equivalent to a grade of “C” or better. The course counts in attempted and earned credits but does not carry quality points.

U-Unsatisfactory

The unsatisfactory grade is equivalent to a “D” or “F” grade. The course counts in attempted credits but does not carry earned credits or quality points.

S/A, S/B, S/C, U/D, U/F

These grades are awarded only for developmental courses. The S/A, S/B, and S/C indicate levels of satisfactory performance, while U/D and U/F indicate levels of unsatisfactory performance. These grades are not included in the GPA calculation. The courses with S/A-SC grades count for attempted and earned credits. Courses assigned a U/D or U/F count for attempted credits but do not carry earned credits.

W-Withdrawal and AW-Administrative Withdrawal

The “Withdrawal” grade is assigned when a student officially withdraws from a course. “Administrative Withdrawal” is assigned when a College administrator withdraws the student.

A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course counts in attempted hours. Instructor is required to provide the last date of attendance for each student who is assigned this grade. For more, see “Schedule Changes” later in this section.

Last date of attendance

Instructor is required to provide the last date of attendance for each student who is awarded an “I,” “F,” or “U/F” grade. In addition, if faculty assign a withdrawal grade of “AW” or “W,” then the last date of attendance is also required.

AU-Audit

By auditing a course, a student may participate in course activities but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the census date listed in the course schedule. **Audited courses are not eligible for the College Opportunity Fund stipend.** Students are responsible for the full in-state or out-of-state tuition. In addition, audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

Place holders

SP-Satisfactory progress

This symbol is limited to certain approved courses that extend beyond the end of a normal semester. No academic credit is awarded until the course is completed.

Z-No grade submitted

The grade of “Z” is a temporary grade entered by the Registrar when a grade is not received from the course instructor. This “Z” grade is replaced and credit is awarded upon the Registrar’s receipt of the grade.

Repeat field

The Repeat Field on the transcript is marked I-Include in hours and GPA calculation, A-Exclude from earned hours and GPA calculation, or A-Exclude from earned hours but count in GPA calculation.

Change of grade

Final grades entered online or with Student Services are unalterable unless a Grade Change Form is completed and signed by the instructor. It is the responsibility of the student to request a grade change from the instructor. This procedure must be completed within the semester immediately following the term in which the omission or error occurred.

General student learning outcomes

The learning outcomes described below represent the desired academic result of the freshman and sophomore experience in college coursework. It is expected that every LCC graduate has achieved these outcomes.

Communications

Students demonstrate the ability to receive and relay information effectively utilizing skills in listening, speaking, reading, and writing, as defined by the following criteria.

1. Convey a sense of audience as well as purpose and point.
2. Articulate content in written and oral communications.
3. Demonstrate the ability to develop content through details, examples, and/or outside sources of information.
4. Demonstrate organization through unity, coherence, and transitions.
5. Demonstrate expression through effective diction, clarity, economy, and variety.
6. Demonstrate correct grammar, mechanics, and spelling.

Math literacy

Students reason mathematically and perform appropriate calculations where required to solve problems requiring a mathematical solution as defined by the following criteria.

1. Manipulate fractions, decimals, percentages, and ratios/proportions.
2. Solve equations.
3. Translate word problems into mathematical language.
4. Interpret graphical data.

Aesthetic responsiveness/craftsmanship

Students apply various criteria and standards to evaluate craftsmanship and art as defined by the following criteria.

1. Articulate a personal response (such as a journal or sketchbook) to artistic work/craftsmanship.
2. Explain how personal experience, exposure, and formal factors (vocabulary) shape one's own response to artistic work/craftsmanship.
3. Demonstrate an understanding of the historical, societal, and cultural context of artistic work/craftsmanship.
4. Analyze and evaluate artistic work/craftsmanship based on acquired knowledge and experience.

World awareness

Students demonstrate knowledge of self and others within a historical, social, and global context defined by the following.

1. Assess own knowledge and skills in thinking about world concerns.
2. Articulate connections between individual and world issues.
3. Analyze world issues from multiple perspectives.

Scientific reasoning

Students demonstrate knowledge of basic principles of a science and ability to apply the scientific method as defined by the following criteria.

1. Observe and record data in a systematic manner.
2. Analyze, interpret, and relate data to scientific theory.
3. Display results and report conclusions.
4. Solve word problems using scientific principles and theories.

Critical thinking

Students demonstrate a creative and systematic approach to decision making and problem solving as defined by the following criteria.

1. Formulate and identify questions and problems.
2. Identify and analyze arguments.
3. Construct and criticize arguments.
4. Identify and assess stated and unstated assumptions.
5. Evaluate the quality of evidence and reasoning, and evaluate the appropriateness of various methods of reasoning and verification.

Interpersonal skills

Students demonstrate their ability to interact effectively with individuals and within groups as defined by the following criteria.

1. Create a direction/vision for others or self to follow.
2. Demonstrate the ability to communicate and work cooperatively within a group.
3. Demonstrate ability to receive, attend to, and respond to verbal and nonverbal cues.
4. Demonstrate knowledge of behavior patterns of self and others in work or social situations.

Academic honesty

In order to encourage and foster academic excellence, LCC expects students to conduct themselves in accordance with generally accepted norms of scholarship and professional behavior. Because of this expectation, the College does not condone any form of academic misconduct. Academic misconduct includes, but is not limited to, plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication.

Plagiarism is the act of appropriating another person's written, artistic, or musical composition, or portions thereof, or ideas, language or symbols, and conveying material as the product of one's own mind, without giving credit to originator.

In written work, direct quotations, statements which are the result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate all direct quotations.

Cheating is the act of using or attempting to use, in examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to, using books, notes, calculators, copying from or conversing with others during an examination (unless such external aids are permitted by the instructor); or having another person do research, write papers, or take examinations for someone else. The submission of large portions of the same work as part of the academic work for more than one course can be considered cheating unless such submission is permitted by the instructor.

Fabrication is the invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to, inventing the data for a scientific experiment; inventing the title and author of a publication in order to use the invented publication as a source, or knowingly attributing material to an incorrect source.

Students who are judged to have engaged in some form of academic misconduct are subject to any or all of the following:

1. a zero or an "F" on the work in question;
2. a zero or an "F" for the course;
3. other academic penalties as outlined in the instructor's course requirements and expectations

Multiple, recurring or otherwise egregious incidents may result in suspension or expulsion. Students wishing to appeal penalties resulting from the above should follow the Academic Appeal process.

Academic appeals

The authority for establishing course requirements, competencies, and outcomes, as well as for assessing (grading) student work is vested in the faculty; therefore the College's philosophy is that instructors are best positioned to make qualitative evaluations of student work. When a student believes there are inequities or procedural errors in assignment of course grades, including grading penalties resulting from academic dishonesty, the student may initiate the following appeal procedure:

1. The student requests an explanation of the grade from the instructor.
2. If not resolved, the student may file a written request outlining the issue and the basis for the grade appeal with the Academic Dean. He or she appoints appropriate faculty and administrators to meet with the student, review the appeal, and determine appropriate action. The review committee makes a determination and notifies the student by letter of its findings. The review process should be completed within 30 days of the filing of the initial appeal.
3. If still not resolved, the student may appeal to the Vice President of Academic Services (VPAS). He or she meets with the student, reviews relevant materials, and renders a decision. The decision of the VPAS is considered final, and may not be appealed.

To appeal academic issues other than grades, students should first attempt to solve the situation with the faculty or staff member most directly involved. If resolution is not possible, the student may submit a written appeal to the VPAS, who makes a determination within 30 days of the filing of the appeal. The VPAS is the final deciding authority in academic matters. Academic appeals should be made in as timely a manner as possible and must be filed no later than the semester subsequent to when the course in question was taken.

Academic year

The Lamar Community College academic year is based on a semester system beginning with the summer semester (May through July/August), continuing with the fall semester (August through December), and ending with spring semester (January through May). See Section I: Welcome for the current academic calendar.

Academic load

Recommended full-time course load is 15 to 18 credit hours per semester. Students who enroll for more than eighteen (18) academic or twenty-four (24) vocational credit hours a semester must seek approval from the Academic Dean. The maximum course load for dual credit students is 15. The Academic Dean or an advisor may require a student to reduce his/her semester course load.

Academic progress

Academic progress for full-time students is defined as the successful completion of at least 12 credits per term with a minimum GPA of 2.0.

Academic probation and suspension

LCC wants all students to succeed. Occasionally, a student does not receive the grades necessary to maintain satisfactory academic progress. The College has adopted regulations governing academic probation and suspension:

1. The student is placed on academic probation if his/her cumulative GPA falls below 2.0.
2. The student is placed on academic suspension if he/she fails to attain at least a 2.0 GPA during probationary semester.

Students in occupational programs who are placed on academic suspension are not able to enroll full-time for their next semester of attendance. A student may petition the Academic Dean to enroll for less than full-time for one semester. During this semester, the student must attain a minimum semester grade point average of 2.0, or he/she again is placed on academic suspension.

Students who are suspended from an academic program have the following options:

1. They may serve a one-semester suspension period prior to re-admission as a full-time student. At the end of the suspension period, the student may petition Student Services for re-admission.
2. The student may seek admission into an occupational program only with the approval of the Academic Dean.
3. He/she can enroll as a part-time student carrying eleven (11) hours or fewer. Once the student achieves a 2.0 cumulative GPA, they are again able to enroll full time.

Students re-admitted as full-time after having been on suspension are admitted on probationary status. After re-admission,

students must attain a minimum semester grade point average of 2.0, or they are again placed on academic suspension.

Academic renewal

The Academic Renewal policy recognizes that a student's ability to succeed academically changes over time as life situations and maturity levels change. If approved, an Academic Renewal is recorded as a permanent change to the student's Lamar Community College academic record. A student seeking an Academic Renewal must complete the Academic Renewal petition form and attach a detailed letter explaining the rationale for the petition, reflection on previous periods of matriculation, and the reasons why the student believes he or she is now prepared for success at LCC. Requests are reviewed by the Academic Dean and are not automatically granted. When an Academic Renewal is granted, the following conditions apply:

- A renewal is granted only once;
- A minimum of two years must have elapsed since a student last attended LCC;
- The student must be enrolled and have completed at least 6 hours with a 2.0 minimum;
- Previous coursework remains on the transcript, but an Academic Renewal notation also appears on the transcript. Only courses subsequent to the renewal are included in credits earned toward degree completion and GPA calculations;
- Up to 30 credits of courses prior to the renewal are removed from credit and GPA calculations;
- In terms of academic and financial aid status, a student granted a renewal has the same rights and privileges as new or returning students in good academic standing; and
- Students applying for Academic Renewal are responsible for investigating the potential impact on transfer admission, VA, and other agencies and organizations. Other institutions receiving an LCC transcript for transfer of academic courses are not bound by this policy and may choose to calculate student's transfer GPA to include all grades, even those excluded under this policy.

Class attendance

Students are expected to attend all sessions for courses in which they enroll. When circumstances make regular attendance impossible, students should report such absences to the instructor as soon as possible and make up assignments as required. Participation in College-sponsored activities or other excused absence does not relieve students from making up work missed as required by the instructor. The instructor has the option of setting guidelines for attendance in determining grades. However, each instructor must inform student verbally or in writing of specific attendance requirements and students have the responsibility for knowing the attendance policy.

Schedule changes

Add/Drop policy

Students may add or drop courses on line, or in person by contacting the Student Services Center. Any attempted schedule changes that cannot be completed online must be done in person through the Student Services Center. The Drop/Add form is available in the Student Services Center. It is the responsibility of the student to complete the form, secure all required signatures, notify the advisor of the change, and return the form to the Student Services Center. No drop or add is official until the completed form is returned and recorded. The effective date for the Drop/Add is the date the completed form is received by Student Services.

Adding/Dropping courses

Students are financially and academically responsible for all courses for which they have registered until the student formally drops or withdraws from the course. **Notifying an instructor or advisor is not sufficient to drop or withdraw; the student must follow the formal drop or withdrawal process through Student Services.** Failure to complete the formal drop/withdrawal process, even for courses never attended, is likely to result in an "F" grade and the student incurring the cost of the course.

Adds

Students may add open classes during the first week of the term without approval. After the first week, class adds require instructor approval with instructor's initial on the add form. No class adds are permitted after the census date.

Drops

Students may drop a class at any time prior to the census date. Drops made before census date result in no financial or academic liability for the class.

Incompletes

The "incomplete" grade is a temporary grade and is designed for students who, because of extraordinary circumstances are unable to complete their coursework within the semester, but have completed a majority of coursework (defined as at least 75% of all course assignments and tests) with a grade C or better.

The student is responsible to initiate a request for an "incomplete" grade; forms are available from the Student Services Center.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) revert to an "F" grade. If the student would have earned a letter grade higher than "F" without completing the work, faculty are encourage to submit that higher grade before the automatic conversion to "F."

Withdrawals

After the census date, up to the withdrawal date (80% of course completion) students may withdraw from a course without

approval. A withdrawal results in no academic grade (a “W” is noted on the student’s record). Students withdrawing from a course after the census date are obligated to pay the full cost of the course and do not receive a refund.

Administrative withdrawals

Certain programs may have clearly stated attendance and other standards that could result in a student being administratively withdrawn from a course by the Dean of Student Services. Other administrative withdrawals are granted only under exceptional circumstances such as the following:

1. the student is unable to take the necessary steps to withdraw (i.e., physically unable to complete the process) or;
2. the student has violated college policy.

Withdrawal for emergency/military activation

Military and emergency management personnel who are unable to complete a course due to a call to active status under a state or national emergency have a choice either to withdraw from the course without a grade or receive an incomplete with an opportunity to complete the coursework at a later time. Documentation of official TDY assignment is required and must be approved by the Dean of Student Services.

Incomplete grade requests

Should a student’s circumstances change and require him or her to leave the college during a semester, the student is responsible to initiate a request for an “incomplete” grade; forms are available from the Student Services Center.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) revert to an “F” grade. If the student would have earned a letter grade higher than “F” without completing the work, faculty are encouraged to submit that higher grade before the automatic conversion to “F.”

See exceptions for military/emergency personnel under “Schedule Changes” in this section.

Repeated courses

All college-level courses may be repeated. Each registration for the course and each grade received is listed on the transcript. On the transcript a notation follows the course indicating that the course was repeated and designating if the course is included in the GPA. The higher grade is used in the GPA calculation. There are no limitations on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses are deducted from a student’s remaining COF stipend eligible hours.

“Repeated” courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. LCC reserves the right to designate courses that may be “repeated” within program requirements.

Developmental courses are eligible to be repeated with prior approval from Academic Dean. All developmental courses appear on transcripts.

Course delivery options

Lamar Community College understands that students have different learning styles and lifestyle demands. It offers students several options for taking courses through LCC. Options include:

1. **Classroom-based courses** These include most courses offered on the LCC campus, taught in traditional classrooms, technology-enriched classrooms and labs, and science/nursing labs.
2. **Web-enhanced courses** Courses use the Internet in the class, but do not substitute any face-to-face time with Web content. Web content includes course evaluations, tests and assignments.
3. **Hybrid courses** Courses substitute some face-to-face contact time with Web content, but meet at least twice during a semester.
4. **Online courses** Online classes do not have any face-to-face contact time; all work and interaction takes place on line. This includes LCC Online and CCCOnline, CCCS’s online learning option. While LCC Online courses are taught by on-campus and adjunct instructors, CCCOnline courses are taught by instructors throughout the United States.
5. **Interactive video courses** Many courses are offered through a closed circuit network connected to Southeastern BOCES-member schools.

For more information on taking courses using alternative deliver methods, contact Student Services-

Credit options

Course test-out

A student who enrolls in a course, pays the full tuition, and decides that he/she already possesses the competencies being taught may test out by taking a comprehensive final examination once during the semester. If a student receives a passing grade, the letter grade is officially recorded on his or her transcript. If a student does not attain an acceptable level of competency on the test-out examination, he/she is required to complete the remainder of the course.

Course challenge

A student who believes that he/she possesses competencies for a required course prior to registering may request a “challenge” of

the course from the Academic Dean. No more than one challenge of a particular course is arranged during any one semester. Cost for a challenge exam is 50 percent of in-state tuition per credit hour due before the examination. The course challenge form is available from the Student Services Center.

Independent study

An independent study course is specifically designed for a student who, due to extraordinary circumstances, is unable to attend regularly scheduled class meetings of a required course. The independent study is appropriate only under special circumstances (e.g., the student needs the course for graduation and the course is not being offered during the student's final semester; or the student has special needs that prevent attendance in a regularly scheduled class). If the course the student wants to take is offered as a regular class, an online course or other distance learning method, then the student is advised to take the course in one of these alternative delivery modes rather than request independent study.

Prior to beginning an independent study course, a student must complete and have an approved independent study contract specifying the work needed to meet course requirements. The independent study contract requires approval signatures from the student's advisor and the Academic Dean. The student and independent study instructor determine meeting times to monitor and discuss the student's progress.

Credit for prior learning

Students may be awarded credit for college-equivalent education that has been acquired through non-traditional schooling, work or other life experiences. Credit for prior learning is not merely a study of accumulated knowledge but rather an examination of learned life experiences discussed in essays and presented through publicly verifiable documentation. Faculty in the appropriate program area evaluate the portfolio and award credit commensurate with learning. Only 25 percent of the program's requirements may be met through the portfolio procedure. Such prior learning must be comparable to LCC courses and curricula and must relate to the student's educational objectives. Students requesting credit for prior learning must submit an Application for Admission and declare a specific degree or certificate program. The student must be registered for at least one semester hour of course work at the time he or she submits an application for credit for prior learning. Credit for prior learning is not recorded on a transcript until at least one semester hour has been completed at LCC.

If credit for prior learning is applied toward the A.A. or A.S. general education core requirements, students do not receive the "core complete" stamp on transcripts. Students planning to transfer to another community college in the Colorado Community College System may have their prior learning credit transferred as long as the course is applicable to the degree or certificate the student has declared. Students planning to

transfer to a college or university outside the System should contact the receiving institution to determine the acceptability of transferring credit for prior learning from LCC.

LCC does not guarantee transfer of credit outside the Colorado Community College System.

Credit for Prior Learning does not meet residency requirements, nor does it contribute to eligibility requirements for financial aid or veteran's benefits.

No student is awarded credit for prior learning in excess of 50 percent of requirements for a certificate or degree program.

Credit through standardized testing

Lamar Community College offers credit for achievement and knowledge gained outside the traditional classroom through standardized tests such as College Level Examination Program (CLEP) and the Advanced Placement Program (APP). The College charges no fees for credits awarded; however, the student incurs cost associated with administering a national standardized test. For information, contact the Tutor Coordinator.

Military or business/industry training credit

Formal military and/or business/industry training may qualify for credit. Military credit is based on submission of a SMART (Navy and Marine Corps), AARTS (Army) or Community College of the Air Force transcript; or through a service record evaluation using American Council on Education Guidelines. Business/Industry training credit is also awarded based on an evaluation using the appropriate American Council on Education guidelines. The College does not charge fees for credits awarded under this policy. For more information, contact the Academic Dean.

Portfolios

Currently enrolled students at Lamar Community College can earn credit for experiential learning through presentation of a portfolio. The portfolio is not merely a study of accumulated knowledge but rather an examination of learned life experiences discussed in essays and presented through publicly verifiable documentation. Faculty in the appropriate program area evaluate the portfolio and award credit commensurate with learning. Only 25 percent of a program's requirements may be met through the portfolio procedure. The cost for a portfolio evaluation is 50 percent of in-state tuition per credit hour to be paid before a portfolio evaluation is undertaken. For more information, contact the Academic Dean.

Extended programs

Lamar Community College makes its educational resources available to citizens throughout Southeastern Colorado through on-campus classes and outreach programs in Prowers, Baca, Kiowa, and Cheyenne Counties. These classes serve the educational needs of individuals who are unable to devote themselves to full-time study. Services can include courses for professional upgrading or re-training, avocational

courses, and evening/weekend associate degree programs on and off campus. Also included are special interest non-credit courses, special programs, conferences or workshops, and co-sponsorship of community activities.

Customized training

Employers may choose to help their organization succeed by upgrading their employees' skill-set. The College can organize a short course or a group of courses in virtually any subject to meet organizational needs. Individuals, businesses, industry, social, and cultural groups have requested many training modules while the College has initiated others. The College is available to develop programs in cooperation with other educational institutions, businesses, government, health agencies, and organizations within the community. Contact the the Small Business Management Coordinator for more information.

Dual credit programs/post-secondary enrollment options

These courses enable high school students to receive concurrent high school and college-level credit. The primary purpose is to deliver a quality college experience to high performing high school students. These courses challenge the student in rigorous college-level coursework. To be eligible, students must be 16 years of age and be in their junior or senior year of high school. Specific placement tests are required for admission to some college courses. Contact the Dual Credit Coordinator for more information.

Transfer

Each student has a degree of flexibility in planning a program of study at Lamar Community College. Important considerations in planning are the student's educational and career objectives.

Transfer guarantee

Your A.A. or A.S. degree will transfer to all Colorado public 4-year colleges & universities with the following requirements.

If you

- Complete your A.A. or A.S. degree including 35 credits of state guaranteed general education courses, and
- Earn a C grade or better in each course,

Then

- At least 60 hours of your A.A./A.S. degree will transfer completely, upon admission to a baccalaureate liberal arts and sciences major in Colorado's public four-year institutions* AND
- You are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree in just another 60 hours.

*See your transfer advisor as soon as possible for a list of degrees applicable. Special articulation agreements exist for Teacher Education, Business, and Engineering that specify which lower division credits you need. Certain majors require essential lower-division prerequisites. Please see an advisor for information about obtaining a transfer guide that will help you select lower-division credits that will speed you on your way to finishing the baccalaureate degree.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

Only academic courses with a letter grade of "C" or better will be accepted for transfer; courses with grades of "F," "D," "IP," "I," "S," "U," "AU," and "Z" are not transferable.

If a course is taken pass/fail or satisfactory/unsatisfactory, the grade must be "C" or better to be satisfactory or pass.

Upon completion of the Transfer Core all core classes will be guaranteed to transfer. If the Transfer Core is not completed, courses will be evaluated on a course-by-course basis.

Completion of both the Transfer Core and an A.A. or A.S. degree with a grade of "C" or better in each of the courses in the Transfer may qualify student to transfer under the Statewide Transfer Policy (60 + 60), but does not guarantee it.

Students who began classes in the fall of 2003 or after must follow the guidelines established for the new Guarantee Transfer Courses.

Student appeals policy

You may file an appeal if you

- graduated with an A.A./A.S. degree,
- completed 35 credits of state-guaranteed general education courses, and
- earned a C grade or better in each course, AND your transcript evaluation indicates that you need more than 60 hours to complete your bachelor's degree, or your state-guaranteed courses are NOT applied to graduation requirements.

For a complete copy of the Colorado Commission on Higher Education's Transfer Policy, please see www.cccs.edu or www.state.co.us/cche.html.

A student who changes programs of study may take longer to graduate or may transfer with a loss of credit.

Students who intend to earn a baccalaureate degree should plan coursework to meet the requirements of the Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of General Studies (A.G.S.) degree. Following the program degree plan ensures observation of general education requirements and enough elective credits to fulfill the 60 credit hours required for these degrees. Students may include determination of an area of emphasis, but do not need an emphasis area in order to earn an A.A. or A.S. It is important that students work with their academic advisors and the Transfer Coordinator.

The Colorado Community College System's (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or an Associate of Science degree in two calendar years. The Academic Advising Center at each individual CCCS community college can provide additional information.

CCCS colleges guarantee that a student is able to complete all coursework necessary to earn an A.A. or an A.S. degree from a specific CCCS college in 60 credit hours and in 24 months.

Students must satisfy all the conditions described below to be eligible for this guarantee:

1. Enroll at the same community college for at least four consecutive semesters, excluding summer.
2. Register within one week of the beginning of registration for each semester.
3. Have completed required remedial coursework before beginning the count of two years to degree completion.
4. Enroll in and pass (with a C or better in each course) an average of 15 credit hours in coursework that applies to the A.A./A.S. in four consecutive semesters.
5. Obtain a recommended plan of study for the A.A. or A.S. degree, signed by the student and community college advisor, prior to registration for the second semester, and according to the requirements of the students' community college.
6. Follow the signed plan of study.
7. Continue with the same degree (A.A. or A.S.) from entrance to graduation.
8. Retain documentation demonstrating that above requirements were satisfied (advising records, transcripts, etc.).

Graduation and commencement

Graduation requirements

Students planning to graduate are required to meet all requirements for their degree or certificate. Students must complete an "Intent to Graduate" form and file it with the Student Services Center during the semester prior to anticipated graduation.

Candidates for graduation must fulfill these requirements:

1. Submit Intent to Graduate form by October 1 (spring semester), March 1 (summer semester), or July 1 (fall semester).

2. Achieve minimum number of semester credit hours of satisfactory completion necessary to meet the curriculum requirements for the student's program of study.
3. Earn a minimum of a 2.0 cumulative grade point average for all work attempted.
4. For students transferring from another institution, earn the last 15 credit hours or more toward a degree while in attendance at LCC.

A student who is within 12 credits of successful degree completion at the time of spring commencement, and plans to complete those credits at LCC during the summer semester, may be eligible to participate in commencement exercises.

For certificates, at least 25% of credits earned must be completed at LCC. Online courses with registrations through LCC are included in LCC residency hours.

In order to complete the requirements for an LCC degree, a student may transfer back to LCC not more than 12 credits from another institution. Transferred credits must be documented by an official transcript that shows grades of "C" or better for those credits.

The College reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any program or degree, or to waive any course prerequisite.

Candidates for graduation from LCC may expect to receive confirmation of their graduation status three to four weeks after the end of the term. During that time, fulfillment of graduation requirements is verified and posted to transcripts, and diplomas are mailed. There is a \$25.00 charge for replacement diplomas.

Commencement

A formal graduation ceremony is held once a year at the conclusion of spring semester. Candidates for graduation include both certificate and degree-seeking students. For graduation information contact the Student Services Center.

Graduation honors

Graduation honors recognize outstanding academic achievement throughout a student's academic career at LCC. Honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average. Only college level courses completed at LCC are included in the GPA calculation. Individual colleges may choose to designate a minimum number of credits to be earned in residence at the college to be eligible for graduation honors. The three levels of recognition are defined as follows and are posted on the student's transcript.

Summa Cum Laude ("with highest honor")	4.00 cumulative GPA
Magna Cum Laude ("with great honor")	3.75 to 3.99 cumulative GPA
Cum Laude ("with honor")	3.50 to 3.749 cumulative GPA

(See grades and grade reports earlier in this section for more information.)



Section VIII

Areas of study

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36	Elementary Education
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36	Associate of General Studies
36	Agriculture (transfer)
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36	Agriculture Production/Agri-Business
36	Beef Feedlot Management
37	Business/Information Technology
37	Horse Training & Management
37	Business Marketing/Management
37	Nursing
40	Certificates

Degree and certificate options

Students at Lamar Community College have the option of focusing their academic pursuits within one of four degrees or several certificates. The requirements for these are described on the following pages. Specific information regarding the various academic programs available within the degree and certificate options can be found on the following pages.

Associate of Arts (A.A.) degree

The Associate of Arts (A.A.) degree at Lamar Community College provides a foundation in communications, social and behavioral sciences, the arts and humanities. It is designed primarily for those students intending to continue at a four-year college or university. Students who enroll in an A.A. degree program must complete a minimum of 60 credit hours. For Associate of Arts degree plans, please consult Section IX: Degree & Certificate Plans.

Emphasis areas in A.A. degree

A student may desire to pursue emphasis areas in Business or Elementary Education while obtaining an Associate of Arts

degree. Access degree plans in Section IX for specific requirements (www.lamarcc.edu or contact an advisor). Students, who are planning to transfer to a four-year institution, may refer to the receiving institution's catalog for information regarding transferability of LCC coursework. The LCC Transfer Coordinator can also be of assistance.

Emphasis in Business

This emphasis area is designed for students who plan to transfer to a business program at a Colorado four-year college/university. The curriculum is designed to provide a student with a background of general education and basic principles of business. This degree offers a strong fundamental foundation of business theory, procedures and practices.

Emphasis in Elementary Education

This emphasis area provides the student with an introduction to the teaching profession through theory and application. Students completing the prescribed Associate of Arts degree with an Elementary Education emphasis are eligible for transfer admission to schools of education (elementary) at Colorado four-year colleges. Students choose their last 19 credits of education courses based on where they plan to complete their bachelor's degree.

Associate of Science (A.S.) Degree

The Associate of Science (A.S.) degree at Lamar Community College provides a foundation in mathematics and natural sciences. It is designed primarily for those students intending to continue at a four-year college or university. Students who enroll in an A.S. degree program must complete a minimum of 60 credit hours. For Associate of Science degree plan, please consult Section IX: Degree & Certificate Plans.

Associate of General Studies (A.G.S.) Degree

The Associate of General Studies degree at Lamar Community College is designed primarily for those students who wish to pursue a broad program of career and transfer coursework without the constraints of subject specialization. There are also emphasis areas within the A.G.S. degree which enable students to pursue a particular academic interest in greater depth. While the A.G.S. degree is not designed specifically to enable transfer to a four-year institution, it can be used for that purpose. Transferability depends upon the courses taken and the requirements of the receiving institution. A student who enrolls in an A.G.S. degree program at Lamar Community College must complete a total of 60 credit hours consisting of at least 18 credit hours in general education courses, 39 credit hours of elective coursework, and 3 credit hours of LCC requirements. For Associate of General Studies degree plans, please consult Section IX: Degree & Certificate Plans.

Emphasis areas in A.G.S. degree

Courses listed in the following emphasis areas relate to an area of academic interest and are offered as recommendations to

those students wishing to pursue a particular academic interest in greater depth. Students who are planning to transfer to a four-year institution may refer to that institution's catalog for information regarding transferability of LCC coursework. The LCC Transfer Coordinator can also be of assistance.

Emphasis in Agriculture

This emphasis area prepares students who are considering transferring into four-year programs within Agricultural Business, Agricultural Education, Agricultural Extension, Agronomy, Animal Science, Equine Science, and Farm & Ranch Management.

Emphasis in Criminal Justice

This area of study provides legal, technical, and procedural knowledge and skill necessary for students pursuing a career in law enforcement or corrections. Upon completion, students also have accomplished the core general education courses that fulfill the lower division general education requirements of Arts and Sciences at Colorado four-year institutions. This program is articulated with Colorado State University-Pueblo. Students transferring to CSU-Pueblo enter as juniors, and all courses earned at LCC with a grade of "C" or higher transfer.

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

The Associate of Applied Science degree at Lamar Community College prepares students for entry-level employment in a given occupation. It is designed primarily for those students intending to seek employment opportunities upon completion. However, four-year institutions accept some A.A.S. coursework toward specific baccalaureate programs. If a student plans to transfer to a four-year institution, he/she should refer to the receiving institution's catalog for information regarding transferability of LCC coursework. The LCC Transfer Coordinator can also be of assistance. For Associate of Applied Science degree plans, consult Section IX: Degree & Certificate Plans.

Associate of Applied Science in Agriculture Production/Agri-Business

This degree is designed for the student whose career goals include direct involvement in production agriculture or agri-business as owner, operator, working manager, or partner. Students have the opportunity to acquire skills and knowledge needed to be successful in the agriculture industry, and students also focus on their emphasis areas through internships.

Associate of Applied Science in Beef Feedlot Management

This two-year degree is intended to provide students with the latest research and commercial information to enable them to implement best practice beef feedlot management techniques. The primary aspects of beef feedlot operations are covered, including principals of managing modern confinement feeding facilities, quality assurance, shipping and receiving cattle, safe handling and processing of feedlot cattle, waste management practices and animal welfare. The program focuses on feeding, health, environment and PC applications and provides an

overview of leading management practices which achieve cost effective production of a consistent high quality product.

Associate of Applied Science in Business/Information Technology

This degree program is designed to educate and train students to have an understanding of and the ability to work with simple and complex sources of information. Successful graduates are able to apply their knowledge in ways that benefit businesses and decision-making processes from technological, financial, marketing, management or other relevant business perspectives. The goal of the program is to provide students with the practical skills and competencies to enhance employability in business and information technology occupations. Students may select a course of study from three options: Integrated Business/Technology Solutions, Business Software Solutions, and Computer Information Systems Technology.

Associate of Applied Science in Horse Training and Management

The Horse Training & Management Program offers two Associate of Applied Science degrees and three certificate options. These degree and certificate programs prepare students for employment in a variety of areas in the horse industry. While these programs are not intended for transfer, some institutions may accept some or all of the coursework toward a bachelor's degree. Consult with an academic advisor or LCC's Transfer Coordinator for more information concerning transfer opportunities.

Within the degree program, two options are available. A student may pursue either a Horse Trainer or an Equine Business Management program of study. Classroom and practical laboratory experience is provided in both program options. If a student plans to transfer to a four-year institution, he or she may consider an A.G.S. Degree with an Equine Science emphasis (See AGS Agriculture - Transfer).

The curriculum of the HTM program is arranged in a sequential series of courses designed to effectively combine theory with practical experience. Therefore, students may enter the program only during fall semester and are expected to progress through the sequence of courses in a two-year period.

Admission requirements

In addition to general admission requirements for LCC, those seeking acceptance in HTM programs must complete personal and riding interviews on campus during the year prior to fall enrollment. Interview dates and additional information may be obtained from the Student Services Center.

Associate of Applied Science in Business Marketing/Management

This degree program is designed to provide the student with the skills and knowledge necessary to plan, organize, influence, and control organizational resources to achieve goals in a dynamic business environment. Successful graduates are able to apply their knowledge in ways that benefit businesses and decision-making processes from technological, financial, marketing, management or other relevant business perspectives. The goal of the program is to provide students with the

practical skills and competencies that are important elements in enhancing employability in business marketing and management careers.

Nursing

The LCC Nursing Program is an Associate Degree program comprised of two levels. Level I is the first year of the Associate Degree Nursing Program. Students have the option to sit for the PN licensure exam (NCLEX-PN) upon the successful completion of Level I. Level II is the second year of the program. Students who have completed Level I may go directly on to Level II. Level II is also open to L.P.N.'s seeking an Associate Degree in Nursing and transfer students. Level II completers are awarded an A.A.S. Degree in Nursing and qualify to sit for the R.N. licensure exam (NCLEX-RN). For Nursing degree plan, please consult Section IX: Degree & Certificate Plans.

Nursing Department Mission

To provide quality education that prepares the learner to become a member of the profession of nursing, meeting the needs of a diverse population, in an ever-changing health care environment in both rural and/or urban settings.

Philosophy

The Individual

The individual is unique and complex, a holistic being of biological, psychological, social, cultural, and spiritual dimensions. Each individual operates within a personally determined value system which is acquired and shaped through experience, personal judgments, and interaction with others. Individuals possess deliberative abilities and have the potential to make rational decisions about their lives, their health, and their own goals. Individuals possess inherent human rights and are deserving of respect and support in accordance with their basic needs. Each person is influenced by his/her genetic inheritance, biological make-up, culture and the physical and social environment in which he or she exists.

Environment

Environment refers to the context in which nursing occurs, which ranges from the person's home to clinical agencies to society as a whole. A person's environment is a major determinant of health. It includes the spiritual, psychosocial, political, legal, ethical, physical, economic, spatial and temporal aspects in which the individual, family, community or health-care system exists.

Health

Health is a dynamic state that is influenced by each individual's inherited characteristics and life experiences. At any given time, a person's health status is seen as being at a point on a continuum that extends from high-level wellness to the cessation of life. Human beings possess adaptive and recuperative abilities. Individuals can alter his or her health status resulting in individuals moving in either a positive or negative direction

on the health continuum in response to his or her own efforts and/or through intervention of the health care system. Individuals who have achieved a reasonable level of understanding have the right to information regarding their health and are entitled to make choices about their health care and status and the care they will receive. Wellness is viewed as a dynamic state of physical, psychological, social and spiritual well-being. Wellness is defined by the individual's perception of wellness and influenced by the presence of disease and the individual's ability to adapt.

Nursing Practice

As a member of the health care team within the discipline of nursing, the Licensed Practical Nurse (LPN) provides direct individualized care with shared responsibility for the care of the individual(s) under supervision of a professional nurse, MD, podiatrist or dentist. The LPN performs therapeutic and preventive nursing measures in structured settings within traditional and alternative health care delivery systems.

Associate degree education is one of the established entry points into professional nursing practice. At the associate degree level, nursing education is directed toward facilitating the student to develop basic knowledge, skills, and attitudes necessary for the professional practice. Upon entry into practice, the associate degree graduate is prepared to function as a novice generalist in the roles of provider of care, teacher, manager of care, advocate and member within the discipline of nursing. The nurse provides direct care to patients with complex health needs, adjusting care as patient situations change; collecting and analyzing data from patients, families, and other health care resources; formulating appropriate nursing diagnoses, implementing therapeutic intervention and developing/revising plans of care based on evaluation. The ADN-RN maintains professional relationships by advocating and supporting patient decisions, and by collaborating and communicating with patients, families, and other health professionals. The ADN-RN manages the care of assigned patients and supervises care given by other licensed and unlicensed health personnel.

The baccalaureate degree nurse is distinguished from the associate degree nurse in the breadth and depth of care of the group and community as client and in leadership and research expectations.

The Profession of Nursing

Nursing is a humanistic, service discipline founded on knowledge from the sciences, humanities, and human experience. It is a scholarly profession that utilizes theories from nursing and other disciplines to guide its practice for the promotion of health, care of the sick, and support to individuals and families in the final stages of life. The focus of nursing care is to meet the needs of the individual who functions as a member of a

family, culture and society. Whatever affects any part of an individual affects the whole, hence the emphasis for the holistic nursing approach. Nursing provides education and supportive, recuperative care for individuals needing assistance in attaining or maintaining health or coping with illness. An emphasis of nursing care is promotion of the highest level of wellness achievable by the individual and society as a whole. An attitude of empathetic caring is an essential element of effective nursing care. The nursing process is utilized by nurses within their roles, as they work cooperatively with patients, families and groups in finding solutions to individual and community health problems. Nurses provide care without bias to all persons needing their service regardless of the individual's race, creed, culture, religious orientation or health status. Nursing requires continuous updating of its knowledge base and treatment modalities in an effort to promote an evidence based practice in response to emerging health care problems, scientific discoveries and new technologies in the profession. The discipline of nursing encompasses a wide range of technical skills and scientific knowledge.

Teaching/Learning/Nursing Education

Learning is the acquisition of knowledge, understanding and skills as demonstrated in the change in behavior that persists. Learning is the cultivation of the potential of the individual and is more effectively achieved when learning opportunities are integrated and meaningfully related to the learner's interests and level of achievement. The potential for education can exist in any situation, but the responsibility for learning lies solely with the learner.

The nursing education process is seen as a cooperative effort requiring extensive interaction between students and faculty. A variety of teaching learning strategies is utilized to meet individualized needs of students in both the academic and practice settings. Curriculum content is designed to proceed from the simple to the complex and progresses from the known to the new material.

Nursing education is seen as a continuous, life-long process through which individuals expand learning, enhance practice ability or qualify for advanced employment positions. Specific processes are provided to facilitate progression from the practical nurse to the associate degree professional nurse and then to the baccalaureate nurse level are defined and validated through the Colorado Articulation Model.

Graduates of an educational program offered by the Department of Nursing will possess knowledge of the history, development, accomplishments, and direction of the nursing profession. They will be informed regarding the unique roles, competencies, and responsibilities expected from individuals prepared at all levels. Graduates will also be aware of advanced practice positions and opportunities available to individuals prepared with baccalaureate and graduate credentials in nursing.

Competencies by level

Upon successful completion of Level I, the student is prepared to:

1. Take the National Council Licensure Exam (NCLEX) for Practical Nurses.
2. Perform services requiring knowledge and skills in caring for the ill, teaching and promoting preventive health measures, and administering treatments and medication that a licensed physician or dentist prescribes.
3. Begin practical nursing practice within a structured health care setting.
4. Function within five interrelated roles; client advocate, provider of health care, manager of care, teacher, and member of the profession.

Upon successful completion of Level II, the student is prepared to (in addition to Level I competencies):

1. Take the National Council Licensure Exam (NCLEX) for Registered Nurses.
2. Apply critical thinking skills utilizing the nursing process in a caring manner.
3. Assimilate the roles of the registered nurse into their professional practice.
4. Maintain nursing standards, the ANA code of ethics and promote the evolution of the nursing profession.
5. Incorporate the human needs theory into their daily nursing practice in diverse health care settings.
6. Provide caring competent, therapeutic interventions to patients, families and communities in a multitude of settings.
7. Employ effective communication techniques to diverse patient populations that are culturally sensitive and therapeutic in nature.

Program outcomes

1. Following admission to the nursing program, students will complete all course requirements within three years.
2. Program NCLEX pass rates will meet or exceed 75%.
3. 90% of program graduates who seek employment will be employed within six months of graduation.
4. 90% of employers will report a satisfactory or higher rating on the five year survey for LCC program graduates whom they have employed.

Admission requirements

Students must complete the following requirements before the Nursing Department reviews the Application for Admission.

Level I and II prerequisite coursework:

- BIO 201 Human Anatomy and Physiology I
- BIO 202 Human Anatomy & Physiology II
- BIO 204 Microbiology

- ENG 121 English Composition I
- MAT 090 Introductory Algebra
- PSY 235 Human Growth and Development

Level I and II corequisite coursework:

- BIO 216 Pathophysiology. Must be completed prior to entry into second year of program.
- 3 credit hours of Humanities or Social & Behavioral Sciences prior to graduation (consult with Nursing advisor for options).

All of the above course work must be completed with a "C" or above and an overall GPA of 2.5 for this coursework is required.

1. Obtain and complete an LCC Application for Admission. Return this form to the Student Services Center.
2. Submit Application for Admission to the Associate Degree Nursing Program at www.cccs.edu/nursing.

Required documentation:

- Official high school and college transcripts which document a grade of "C" or better, in all required courses. BIO 201, BIO 202, BIO 204, and BIO 216 must have been completed with a grade of "C" or better within the last 7 years.
- Complete Basic Skills Assessment which includes any one of the following:
Accuplacer score of 61 or higher in Elementary Algebra or documentation of completion of MAT 090 Introductory Algebra (or higher math) with a grade of "S/C" or better.

Accuplacer score of 95 or higher in English or documentation of completion of ENG 121 English Composition I (or higher level English) with a grade of "C" or better

Accuplacer score of 80 or higher in reading or documentation of completion of REA 090 Foundations of Reading with a grade of "C" or higher or successful completion of 12 credit hours of college-level coursework.

OR

ACT score of 23 or higher in math, 18 or higher in English and 17 or higher in reading OR SAT score of 460 or higher in math, 440 or higher in English and 430 or higher in reading.

If the scores are not at these levels, completion of preparatory studies is required. Completion of fundamental math and technical writing courses is highly recommended.

NOTE: Students with disabilities must self identify and are referred to the ADA Coordinator to address accommodations as needed.

Post-admission documentation requirements

After admission into level I or II of the program students must provide the following documentation prior to participation in nursing courses:

- Completed physical form
- TB/Chest Xray (yearly) (results must be negative)

- Hepatitis B Series
- Immunization records documenting MMR, Tetanus (within last 10 years)
- Criminal Background Check (If positive criminal background check, student must sign release permitting disclosure of the information as a condition of participation in the clinical component of the program).
- FBI Fingerprinting
- Random Urine Drug Screen (results must be negative. (A dilute drug screen result is considered a positive result).
- Copy of current CPR card (Must keep CPR card current throughout the nursing program).

Graduation requirements

Students are to assume full responsibility for meeting all basic requirements for their specific nursing program as set forth in the Lamar Community College catalog that is current at the time of their admission into the nursing program.

Certificates

In addition to the four types of degrees available through Lamar Community College, students may earn a Certificate of Study by successfully completing specific sequences of coursework. Certificate programs are designed to prepare students for entry-level jobs in occupational and professional areas. They also provide the opportunity to upgrade skills or acquire additional skills in occupational fields. Students enrolling in certificate programs are subject to the same basic skills requirements as those enrolling in degree programs.

Certificates are available at LCC in the following programs:

Program	credits
Advanced Horsemanship	28
Agriculture	34.5
Beef Feedlot Systems	31.5
Business	28
Cosmetology	70
Desktop Publishing/Business Graphics	18
Esthetician	24
Hair Stylist	50
IT Technician I/II	7/9
Licensed Practical Nurse	55
Microcomputer Applications	18
Nail Technician	20
Small Business Management (all options)	18
Stable Management	28
Starting Colts	31

Advanced Horsemanship Certificate

This one-year certificate within the Horse Training & Management program builds upon skills and knowledge acquired in the Starting Colts certificate program. It combines hands-on experience with a one-semester internship with a professional trainer.

For the Advanced Horsemanship Certificate plan, consult Section IX: Degree & Certificate Plans.

Admission to this certificate program requires successful completion of the Starting Colts certificate program, or permission of the program instructors.

Agriculture Certificate

This one-year certificate allows students to focus solely on agriculture studies. It introduces students to the basics of animal science, agronomy and ag business. For the Agriculture Certificate plan, consult Section IX: Degree & Certificate Plans.

Beef Feedlot Management Certificate

This one-year certificate is intended to provide students with the basic skills and knowledge necessary to gain employment in the beef cattle feeding industry. Students will gain knowledge in livestock husbandry and management practices. This certificate can be used toward completion of the Associate of Applied Science degree in Beef Feedlot Management.

Business Certificate

Today's business support personnel perform functions in coordination of various activities in an organization. Upon successful completion of the Business Certificate program, students possess basic skills and knowledge necessary for an entry-level position in a business organization. For the Business certificate plan, consult Section IX: Degree & Certificate Plans.

Computer Technician Certificates

These certificates prepare students for entry level positions as computer technicians. The Computer Technician I certificate focuses on computer repair, installation and maintenance of operating systems, and basic security principles. The Computer Technician II certificate focuses on networking for the small and home office and advanced security including computer forensics and data recovery. For the Computer Technician Certificate Plans, please consult Section IX: Degree & Certificate Plans.

Cosmetology Certificate

The Cosmetology Department offers four certificate programs designed to provide the successful graduate with the skills and knowledge needed to acquire licensure in these fields. The course of study in each field has been approved by the Colorado State Board of Barbers and Cosmetology. The Cosmetology certificate is designed to provide students with knowledge and skills necessary to complete the exam for licensure as a cosmetologist. Instruction is provided through classroom, clinical, and applied learning activities delivered in three phases: introduction, intermediate, and advanced. Students may enter the program in the fall or summer semester. For the Cosmetology certificate plan, consult Section IX: Degree & Certificate Plans.

Desktop Publishing/Business Graphics Certificate

This certificate program prepares students for jobs requiring knowledge of and skill in word processing, image manipulation, font selection and use, and other small-scale publishing tasks. For the Desktop Publishing/Business Graphics Certificate plan, please consult Section IX: Degree & Certificate Plans.

Esthetician Certificate

This certificate program prepares students for provides students with the skills and knowledge to help clients attain healthy skin. Included in the program are various topics: skin anatomy and physiology, diseases and disorders, cosmetic chemistry and product formulation, electrical modalities for facials and skin care, professional hair removal, and others. For the Esthetician Certificate plan, please consult Section IX: Degree & Certificate Plans.

Hair Stylist Certificate

The Hair Stylist Certificate is designed to provide students with the knowledge and skills necessary to complete the exam for licensure as a hair stylist. Instruction is provided through classroom, clinical, and applied learning activities delivered in three phases: introduction, intermediate, and advanced. Students may enter in the fall semester. For the Hair Stylist Certificate plan, please consult Section IX: Degree & Certificate Plans.

Licensed Practical Nursing Certificate

As an option to the two year ladder R.N. program, students may choose to obtain a Licensed Practical Nurse Certificate after successfully completing Level I. See Nursing under Associate of Applied Science degrees earlier in this section for more information.

Microcomputer Applications Certificate

This certificate program introduces managers, small business owners, secretarial/clerical workers, and other computer users to a broad range of office applications software in use today.

For the Microcomputer Applications Certificate plan, please consult Section IX: Degree & Certificate Plans.

Nail Technician Certificate

The Nail Technician Certificate is designed to provide students with the knowledge and skills necessary to complete the exam for licensure as a nail technician. Instruction is provided through classroom, clinical, and applied learning activities delivered in three phases: introduction, intermediate, and advanced. Courses are offered in the summer semester only. For the Nail Technician certificate plan, consult Section IX: Degree & Certificate Plans.

Small Business Management Certificates

This program is designed specifically for the business owner/operator. It is intended to introduce new management tools and to keep participants abreast of the changing business environment. Three distinct certificate tracks are available, each requiring one academic year to complete. Participants may elect to earn one or more certificates. Upon successful completion of all three, the businessperson is able to analyze financial statements, understand inventory control, complete all tax reports, forecast income and expenses, and understand the value of advertising. For Small Business Management Certificate plans, consult Section IX: Degree & Certificate Plans.

Stable Management Certificate

This one-year certificate within the HTM program is designed to provide students with the knowledge and skills needed to successfully operate a training stable. For the Stable Management Certificate plan, please consult Section IX: Degree & Certificate Plans.

Starting Colts Certificate

This one-year certificate within the HTM program is designed to provide students, through hands-on experience, with the skills and knowledge needed to break colts for riding. For the Starting Colts Certificate plan, please consult Section IX: Degree & Certificate Plans.



Section IX

Degree and certificate plans

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The following section outlines degree and certificate plans for all current areas of study at Lamar Community College. These guides encompass all degree and certificate offerings for the 2008-2009 school year. Plans are arranged alphabetically by degree or certificate. Requirements and electives for each program are outlined. For more information about specific course offerings, please review course descriptions as outlined in this catalog. For additional information, please contact your advisor.



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Lamar Community College Degree plan

Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Associate of Applied Science Agriculture Production/Agri-Business		2008–2009 Degree Plan	
		Total degree hours: 62.5	
Name		Home Phone	
Address		Work Phone	
City, State, Zip		Fax:	
Employer		Email	
Previous Degree		Student No.	

General Education: (15 credits)	Semester Planned	Grade/Date Achieved
COM 115 Public Speaking or higher (3)		
ENG 115 Technical English & Communication or higher (3)		
MAT 107 Career Math or higher (3)		
A minimum of six (6) credit hours from the following list of approved courses.		
ACC 121 or higher; AGP 146, 215, 241; AME 105, 107, 118, 125, 151;		
ANT 101, 111; ART 110, 111, 112; ASC 115, 143, 215, 240, 243, 245;		
AST 101 or higher; BIO 105 or higher; BUS 115 or higher; BTE 100,		
125; CHE 101 or higher; CIS 110, 115, 124, 145 155, 165,167, 268; COM 125;		
CWB 110; ECO 201, 202; EDU 221 or higher; ENG 121 or higher;		
EQM 151, 158, 175, 251, 275, 285; EQT 200; GEO 105 or higher; GEY 111,		
121; HIS 101 or higher; HUM 121 or higher; HWE 100, 124; GEO 105;		
JOU 105 or higher; LIT 115 or higher; MAN 116 or higher; MAR 111 or higher;		
MAT 106 or higher; MUS 120 or higher; PED 100 or higher; PHI 111 or higher;		
PHY 105 or higher; POS 105111; PSY 101, 102; SCI 155, 156; SPA 111, 112;		
SOC 101, 102; THE 105 or higher; WEL 103 or higher		
Required Courses: (47.5 credits)		
AGB 218 Computerized Farm Records (3)		
AGE 102 Agriculture Economics (3)		
AGE 205 Farm and Ranch Management (3)		
AGE 208 Agricultural Finance (3)		
AGE 210 Agriculture Marketing (3)		
AGR 100 Freshman Agriculture Orientation (.5)		
AGY 100 General Crop Production (4)		
ASC 100 Animal Sciences (3)		
ASC 225 Feeds and Feeding (4)		
ASC 250 Live Animal and Carcass Evaluation (3)		
ASC 288 Livestock Practicum (2)		
CIS 118 Introduction to PC Applications (3)		
RFM 280 Internship Placement (1)		
RFM 281 Internship (12)		



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Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Associate of Applied Science Beef Feedlot Operations		2008–2009 Degree Plan	
		Total degree hours: 60.5	
Name	Home Phone		
Address	Work Phone		
City, State, Zip	Fax:		
Employer	Email		
Previous Degree	Student No.		

General Education: (15 credits)	Semester Planned	Grade/Date Achieved
COM 115 Public Speaking (3)		
ENG 115 Technical English and Communication or higher (3)		
MAT 107 Career Math or higher (3)		
A minimum of six (6) credit hours from the following list of approved courses.		
ACC 121 or higher; AGP 146, 215, 241; AME 105, 107, 118, 125, 151;		
ANT 101, 111; ART 110, 111, 112; ASC 115, 143, 215, 240, 243, 245;		
AST 101 or higher; BIO 105 or higher; BUS 115 or higher; BTE 100, 125;		
CHE 101 or higher; CIS 110, 115, 124, 145 155, 165,167, 268; COM 125;		
CWB 110; ECO 201, 202; EDU 221 or higher; ENG 121 or higher; EQM 151,		
158, 175,251, 275, 285; EQT 200; GEO 105 or higher; GEY 111, 121;		
HIS 101 or higher; HUM 121 or higher; HWE 100, 124; GEO 105; JOU 105		
or higher; LIT 115 or higher; MAN 116 or higher; MAR 111 or higher;		
MAT 106 or higher; MUS 120 or higher; PED 100 or higher; PHI 111		
or higher; PHY 105 or higher; POS 105111; PSY 101, 102; SCI 155,156;		
SPA 111, 112; SOC 101, 102; THE 105 or higher; WEL 103 or higher		
Required Courses: (45.5 credits)		
CIS 118 Intro to PC Applications (3)		
AGB 218 Computerized Farm Records (3)		
AGE 210 Agriculture Marketing (3)		
AGP 215 Animal Health (3)		
AGP 241 Beef Cattle Management (3)		
AGR 100 Freshman Ag Orientation (.5)		
AGR 175 Special Topics: Intro to Beef Feedlot Operations (1)		
ENV 101 Intro to Environmental Science (4)		
ASC 100 Animal Science (3)		
ASC 225 Feeds and Feeding (4)		
ASC 250 Live Animal and Carcass Evaluation (3)		
ASC 288 Livestock Practicum (2)		
RFM 280 Internship Placement (1)		
RFM 281 Internship (12)		



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Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

Many of these courses are available via CCOOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Associate of Applied Science Business Marketing/Management		2008–2009 Degree Plan	
		Total degree hours: 61	
Name		Home Phone	
Address		Work Phone	
City, State, Zip		Fax:	
Employer		Email	
Previous Degree		Student No.	

General Education: (16 credits)		Semester Planned	Grade/Date Achieved
COM 115	Public Speaking (3)		
ENG 121	English Composition I (3)		
MAT 120	Math for the Liberal Arts or higher (4)		
A minimum of six (6) credit hours from the following list of approved general education courses. Three (3) credits must be from Humanities.			
English	ENG 122, 131		
Math	MAT 106 or higher		
Humanities	ART 110, 111, 112; HUM 121, 122, 123; LIT 115, 201, 202; MUS 120, 121, 122; PHI 111, 112, 113, 114, 214; THE 105, 211, 212		
Science	AST 101, 102; BIO 105, 111, 112, 201, 202, 204; CHE 101, 102, 105; 111, 112; GEY 111, 121; PHY 105, 111, 112, 211, 212; SCI 155, 156		
Social and Behavioral Sciences	ANT 101, 111; ECO 201, 202; HIS 101, 102, 201, 202, 247; GEO 105, 106; POS 105 or higher; PSY 101, 102, 235; SOC 101, 102		
Required Courses: (45 credits)			
ACC 121	Accounting Principles I (4)		
ACC 122	Accounting Principles II (4)		
ACC 125	Computerized Accounting (3)		
BUS 115	Introduction to Business (3)		
BUS 175	Special Topics: Business & Career Exploration (1)		
BUS 216	Legal Environment of Business (3)		
BUS 217	Business Communication & Report Writing (3)		
BUS 281	Internship (6)		
CIS 118	Introduction to PC Applications (3)		
CIS 155	PC Spreadsheet Concepts: Microsoft Excel (3)		
ECO 201	Principles of Macroeconomics (3) OR		
ECO 202	Principles of Microeconomics (3)		
MAN 226	Principles of Management (3)		
MAR 111	Principles of Sales (3)		
MAR 216	Principles of Marketing (3)		



Lamar Community College Degree plan

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Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Associate of Applied Science Horse Training & Management (Horse Trainer)	2008–2009 Degree Plan Total degree hours: 65
Name	Home Phone
Address	Work Phone
City, State, Zip	Fax:
Employer	Email
Previous Degree	Student No.

General Education: (15 credits)	Semester Planned	Grade/Date Achieved
COM 115 Public Speaking (3)		
ENG 115 Technical English & Communication or higher (3)		
MAT 107 Career Math or higher (3)		
A minimum of six (6) additional credit hours from the following list of approved courses:		
ACC 121 or higher; AGP 146, 215, 241; AME 105, 107, 118, 125, 151;		
ANT 101, 111; ART 110, 111, 112; ASC 115, 143, 215, 240, 243, 245;		
AST 101 or higher; BIO 105 or higher; BUS 115 or higher; BTE 100, 125;		
CHE 101 or higher; CIS 110, 115, 124, 145 155, 165, 167, 268; COM 125;		
CWB 110; ECO 201, 202; EDU 221 or higher; ENG 121 or higher; EQM 151,		
158, 175, 251, 275, 285; EQT 200; GEO 105 or higher; GEY 111, 121;		
HIS 101 or higher; HUM 121 or higher; HWE 100, 124; GEO 105; JOU 105		
or higher; LIT 115 or higher; MAN 116 or higher; MAR 111 or higher;		
MAT 106 or higher; MUS 120 or higher; PED 100 or higher; PHI 111 or higher;		
PHY 105 or higher; POS 105111; PSY 101, 102; SCI 155, 156; SPA 111, 112;		
SOC 101, 102; THE 105 or higher; WEL 103 or higher		
Required Courses: (50 credits)		
ASC 245 Equine Evaluation (3)		
CIS 118 Intro to PC Applications (3)		
EQM 151 Horse Production (4)		
EQM 158 Equine Reproduction (2)		
EQM 251 Equine Management (3)		
HTM 152 Basic Care and Training (7)		
HTM 154 Advanced Performance Training (8)		
HTM 253 Specialized Training (7)		
HTM 260 Introduction to Internship (1)		
HTM 280 Internship (12) OR EQM 188 Practicum (12)		



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Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Associate of Applied Science Horse Training & Management Equine Business Management <i>(pending approval)</i>		2008–2009 Degree Plan Total degree hours: 64	
Name		Home Phone	
Address		Work Phone	
City, State, Zip		Fax:	
Employer		Email	
Previous Degree		Student No.	

General Education: (15 credits)	Semester Planned	Grade/Date Achieved
COM 115 Public Speaking (3)		
ENG 115 Technical English & Communication or higher (3)		
MAT 107 Career Math or higher (3)		
A minimum of six (6) credit hours from the following list of approved courses (BUS 216 and BIO 111 are suggested for transfer): ACC 121 or higher; AGP 146, 215, 241; AME 105, 107, 118, 125, 151; ANT 101, 111; ART 110, 111, 112; ASC 115, 143, 215, 240, 243, 245; AST 101 or higher; BIO 105 or higher; BUS 115 or higher; BTE 100, 125; CHE 101 or higher; CIS 110, 115, 124, 145 155, 165,167, 268; COM 125; CWB 110; ECO 201, 202; EDU 221 or higher; ENG 121 or higher; EQM 151, 158, 175, 251, 275, 285; EQT 200; GEO 105 or higher; GEY 111, 121; HIS 101 or higher; HUM 121 or higher; HWE 100, 124; GEO 105; JOU 105 or higher; LIT 115 or higher; MAN 116 or higher; MAR 111 or higher; MAT 106 or higher; MUS 120 or higher; PED 100 or higher; PHI 111 or higher; PHY 105 or higher; POS 105111; PSY 101, 102; SCI 155, 156; SPA 111, 112; SOC 101, 102; THE 105 or higher; WEL 103 or higher		
Required Courses: (48 credits)		
ACC 121 Accounting Principles (4)		
ASC 143 Elementary Western Equitation (2)		
ASC 243 Intermediate Western Equitation (2)		
ASC 245 Equine Evaluation (3)		
BUS 115 Introduction to Business (3)		
CIS 118 Intro to PC Applications (3)		
EQM 151 Horse Production (4)		
EQM 158 Equine Reproduction (2)		
AGB 218 Computerized Farm Records (3)		
EQM 251 Equine Management (3)		
HTM 280 Internship (12)		
EQT 253 Applied Horsemanship (5)		
HTM 155 Foal Training (1)		
HTM 260 Introduction to Internship (1)		



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Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Associate of Applied Science Nursing (A.D.N.)	2008–2009 Degree Plan Total degree hours: 80-89
Name	Home Phone
Address	Work Phone

Admission Criteria:	
Basic Skills Assessment	
Accuplacer	or Compass
RC 83 or greater	or RS 75 or greater
SS 86 or greater	or WS 70 or greater
EA 61 or greater	or ALG 45 or greater
or Asset	or following course with C or better
or RS 41 or greater	or REA 090
or WS 41 or greater	or ENG 090 or ENG 121
or IA 35 or greater	or MAT 106 or MAT 107
AND	
Note: For entry into program, students must have completed at least one (BIO 201 or 202). Licensed LPN's must have completed both within the last 10 years. If not a licensed LPN, must have completed both within the last seven years.	
BIO 201 Anatomy & Physiology I (4) and BIO 202 Anatomy & Physiology II (4)	
BIO 204 Microbiology (4)	
ENG 121 English Composition I (3)	
PSY 235 Human Growth and Development (3)	
Note: Acceptance into the Nursing Program is contingent upon attaining a minimum grade of "C" for each prerequisite course and a cumulative GPA of 2.5 or above.	

General Education: (21 credits)	Semester Planned	Grade/Date Achieved
Communication ENG 121 English Composition I (3)		
Science		
BIO 201 Anatomy & Physiology I (4)		
BIO 202 Anatomy & Physiology II (4)		
BIO 204 Microbiology (4)		
BIO 216 Pathophysiology (4)		
Social and Behavioral Sciences (3)		
PSY 235 Human Growth & Development (3)		
Humanities or Social/Behavioral Science Elective (3) (prior to graduation)		
Other Required Courses: (8 credits)		
HPR 108 Nutrition (1)		
BIO 216 Pathophysiology (4) (prior to entry into 2nd year of program)		
MAT 103 Math for Clinical Calculations (3)		
Required Nursing Courses: (55 credits; 30 Level I, 25 Level II)		
NUR 106 Medical & Surgical Nursing Concepts (9)		
NUR 109 Fundamentals of Nursing (8)		
NUR 112 Basics of Pharmacology (2)		
NUR 150 Nursing Care of Obstetric and Pediatric Clients (7)		
NUR 169 Transition into Practical Nursing (5)*		
* This course will be necessary only if the student decides to sit for the National Council Licensure Exam to obtain a license as a licensed practical nurse. ALL General Education coursework must be completed prior to application for PN licensure.		
NUR 189 Transition from LPN to ADN (4)**		
**Beginning Academic year 2007–2008, all students entering the second year of the ADN Program who have not been continuously enrolled from the first to the second year of the program will be required to complete this course. This course will be offered in the semester prior to the first semester of the second year of the program.		
NUR 206 Advanced Concepts of Medical Surgical Nursing I (8)		
NUR 211 Nursing Care of Psychiatric Clients (4)		
NUR 212 Pharmacology II (2)		
NUR 216 Advanced Concepts of Medical/Surgical Nursing II (6)		
NUR 230 Leadership, Management, and Trends (5)		

Student Signature	Date	Advisor Signature	Date
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Lamar Community College Degree plan

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Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Associate of Arts		2007–2008 Degree Plan	
		Total degree hours: 60	
Name		Home Phone	
Address		Work Phone	
City, State, Zip		Fax:	
Employer		Email	
Previous Degree		Student No.	

General Education: (38 credits)	Semester Planned	Grade/Date Achieved
Communications (9)		
COM 115 Public Speaking (3)		
ENG 121 English Composition I (3)		
ENG 122 English Composition II (3)		
Math (3) MAT 120, 121, 122, 123, 125, 135, 166, 201, 202		
Physical & Life Sciences (8) Select 2 courses AST 101, 102; BIO 105, 111, 112, 201, 202, 204; CHE 101, 102, 105, 111, 112; GEY 111, 121, MET 150; PHY 105, 111, 112, 211, 212; SCI 155, 156		
Social & Behavioral Sciences (9) Select from at least two diff. disciplines, one must be HIS. ANT 101, 111; ECO 201, 202, 245; GEO 105; HIS 101, 102, 111, 112, 201, 202, 247; POS 105, 111, 205, 225; PSY 101, 102, 235; SOC 101, 102		
Arts and Humanities (9) Select 3 courses from at least two different disciplines. ART 110, 111, 112; HUM 121, 122, 123; LIT 115, 201, 202, 205, 211, 212, 221, 222; MUS 120, 121, 122; PHI 111, 112, 113; THE 105, 211, 212		
Electives: (20 credits)		
ACC 121, 122; ANT 101, 111; ART 110, 111, 112, 121, 122, 123, 138, 139, 154, 155, 161, 162, 211, 212; AST 101, 102; BIO 105, 111, 112, 201, 202, 204; BUS 115, 216, 217; CHE 101 or higher; CIS 118; CRJ 110, 111, 112, 125, 135, 145, 210, 220, 230; CSC 150, 160; ECO 101, 201, 202, 245; ENG 131; FIN 201; GEO 105, 106; GEY 111, 121; HIS 101 or higher; HWE 100; JOU 105 or higher; LIT 115 or higher; MAN 226; MAR 111, 216; MAT 112 or higher; MGD 102, 221; MUS 120, or higher; PED 100 or higher; PER 126, 232, 260; PHI 111 or higher; PHO 101, 102; PHY 105 or higher; POS 105 or higher; PSY 101 or higher; SOC 101 or higher; SPA 111 or higher; THE 105, 211 or higher		
LCC Requirements: (2 credits)		
Physical Education (2) PED 100 or higher; HWE 100, 124		
<small>Note: A maximum of four (4) credits of physical education activity courses may be used in fulfillment of LCC graduation requirements, provided all other course requirements are met. However, some four-year institutions accept no more than two credits of physical education coursework in transfer.</small>		

Student Signature	Date	Advisor Signature	Date
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Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval. LCC accepts all appropriate General Transfer (GT) Pathways courses in meeting general education area requirements or electives.

Associate of General Studies		2008–2009 Degree Plan	
Criminal Justice		Total degree hours: 62	
Name	Home Phone		
Address	Work Phone		
City, State, Zip	Fax:		
Employer	Email		
Previous Degree	Student No.		

General Education: (35 credits)	Semester Planned	Grade/Date Achieved
Communications (9)		
ENG 121 English Composition I (3)		
ENG 122 English Composition II (3)		
SPE 115 Public Speaking (3)		
Math (3) MAT 120, 121, 122, 123, 125, 135, 166, 201, 202		
Physical & Life Sciences (8) Select 2 courses. AST 101, 102; BIO 105, 111, 112, 201, 202, 204;		
CHE 101, 102, 105, 111, 112; GEY 111, 121, MET 150; PHY 105, 111, 112,		
211, 212; SCI 155, 156		
Social & Behavioral Sciences (9) Select from at least two different disciplines.		
ANT 101, 111; ECO 201, 202, 245; GEO 105, 106; HIS 101, 102, 111, 112,		
201, 202, 247; POS 105, 111, 205, 225; PSY 101, 102, 235; SOC 101, 102		
Arts and Humanities (6)		
ART 110, 111, 112; HUM 121, 122, 123; LIT 115, 201, 202, 205, 211, 212,		
221, 222; MUS 120, 121, 122; PHI 111, 112, 113; THE 105, 211, 212		
Required Courses: (27 credits)		
CRJ 110 Introduction to Criminal Justice (3)		
CRJ 111 Substantive Criminal Law (3)		
CRJ 112 Procedural Criminal Law (3)		
CRJ 125 Law Enforcement Operations (3)		
CRJ 135 Judicial Function (3)		
CRJ 145 Correctional Process (3)		
CRJ 210 Constitutional Law (3)		
CRJ 220 Human Relations/Social Conflict (3)		
CRJ 230 Criminology (3)		



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Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

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Associate of Science	
2008–2009 Degree Plan	
Total degree hours: 60	
Name	Home Phone
Address	Work Phone
City, State, Zip	Fax:
Employer	Email
Previous Degree	Student No.

General Education: (39 credits)	Semester Planned	Grade/Date Achieved
Communications (9)		
COM 115 Public Speaking (3)		
ENG 121 English Composition I (3)		
ENG 122 English Composition II (3)		
Math (4) MAT 121, 122, 125, 201, 202		
Physical & Life Sciences (8) Select 2 courses. AST 101, 102; BIO 111, 112, 201, 202, 204; CHE 101, 102, 105, 111, 112; GEY 111, 121, MET 150; PHY 105, 111, 112, 211, 212; or both SCI 155 and 156		
Social & Behavioral Sciences (9) Select from at least two diff. disciplines, one must be HIS. ANT 101, 111; ECO 201, 202, 245; GEO 105; HIS 101, 102, 111, 112, 201, 202, 247; POS 105, 111, 205, 225; PSY 101, 102, 235; SOC 101, 102		
Arts and Humanities (9) Select 3 courses from at least two different disciplines. ART 110, 111, 112; HUM 121, 122, 123; LIT 115, 201, 202, 205, 211, 212, 221, 222; MUS 120, 121, 122; PHI 111, 112, 113; THE 105, 211, 212		
Electives: (19 credits)		
ACC 121, 122; ANT 101, 111; ART 110 or higher; AST 101, 102; BIO 105, 111, 112, 201, 202, 204; BUS 115, 216, 217; CHE 101, 102, 105, 111, 112; CIS 118; CRJ 110, 111, 112, 125, 135, 145, 210, 220, 230; CSC 150, 160; ECO 101, 201, 202, 245; ENG 131; FIN 201; GEO 105, 106; GEY 111, 121; HIS 101 or higher, 247; HWE 100; JOU 105 or higher; LIT 115 or higher; MAN 226; MAR 111, 216; MAT 112, 120, 121, 122, 123, 125, 135, 155, 166, 201, 202, 203, 265; MGD 102, 221; MUS 120, 121, 122; PED 110 or higher; PER 126, 232, 260; PHI 111, 112, 113, 114, 214; PHY 105, 111, 112, 211, 212; POS 105, 106, 107, 111, 206, 207; PSY 101, 102, 205, 216, 217, 231, 235, 238; SOC 101, 102, 205, 215, 216; SPA 111, 112; THE 105, 211, 212		
LCC Requirements: (2 credits)		
Physical Education (2) PED 100, 102, 105, 106, 110, 111, 114, 116, 117, 125, 136, 137, 146, 147, 148, 210, 211; HWE 100, 124		
<small>Note: A maximum of four (4) credits of physical education activity courses may be used in fulfillment of LCC graduation requirements, provided all other course requirements are met. However, some four-year institutions accept no more than two credits of physical education coursework in transfer.</small>		

Student Signature	Date	Advisor Signature	Date
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Lamar Community College Certificate plan

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Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

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Computer Technician *(pending approval)* 2008-2009 Certificate Completion Plans

Name	Home Phone
Address	Work Phone

Computer Technician I - 1 Semester (fall) Certificate Completion Plan

Total certificate hours: 7

Required Courses: (7) credits

	Semester Planned	Grade/Date Achieved
CNG 121 Computer Technician I: A+ (4)		
CNG 132 Principles of Network Security (3)		

Computer Technician II - 1 Semester (spring) Certificate Completion Plan

Total certificate hours: 9

Required Courses: (9) credits

	Semester Planned	Grade/Date Achieved
CNG 258 Computer Forensics (4)		
CNG 260 Cisco Network Associate I (5)		

Student Signature	Date	Advisor Signature	Date
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Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Cosmetology - 3 Semesters		Total certificate hours: 70
2008-2009 Certificate Completion Plan		
Name	Home Phone	
Address	Work Phone	
City, State, Zip	Fax:	
Employer	Email	
Previous Degree	Student No.	

	Semester Planned	Grade/Date Achieved
Introduction (25 credits)		
COS 103 Shampoo/Rinse/Conditioners I (1)		
COS 110 Intro to Hair Coloring (2)		
COS 111 Intermediate I: Hair Coloring (2)		
COS 120 Intro to Hair Cutting (2)		
COS 121 Intermediate I: Hair Cutting (2)		
COS 130 Intro to Hair Styling (2)		
COS 131 Intermediate I: Hair Styling (2)		
COS 140 Intro to Chemical Texture (1)		
COS 141 Intermediate I: Chemical Texture (1)		
COS 150 Laws, Rules and Regulations (1)		
COS 160 Intro to Disinfection, Sanitation & Safety (2)		
COS 210 Intermediate II: Hair Coloring (2)		
COS 220 Intermediate II: Hair Cutting (2)		
COS 230 Intermediate II: Hair Styling (2)		
COS 279 Cosmetology Occupations (1)		
Intermediate (25 credits)		
COS 161 Intermediate I: Disinfection, Sanitation & Safety (1)		
COS 203 Shampoo/Rinses/Conditioners II (1)		
COS 211 Advanced Hair Coloring (2)		
COS 221 Advanced Hair Cutting (2)		
COS 231 Advanced Hair Styling (1)		
COS 240 Intermediate II: Chemical Texture (1)		
COS 241 Advanced Chemical Texture (1)		
COS 260 Intermediate II: Disinfection, Sanitation & Safety (2)		
EST 110 Intro to Facials & Skin Care (3)		
EST 111 Intermediate Facials & Skin Care (2)		
EST 210 Advanced Massage & Skin Care (2)		
EST 211 Facial Makeup (1)		
EST 212 Hair Removal (3)		
EST 230 Esthetician Preparation for State Board Exam (3)		
Advanced (20 credits)		
COS 250 Mgmt, Ethics, Interpersonal Skills & Salesmanship (1)		
COS 261 Advanced Disinfection, Sanitation & Safety (1)		
COS 275 Cosmetology Preparation for State Board (3)		
NAT 110 Intro to Manicures & Pedicures (3)		
NAT 111 Intermediate Manicures & Pedicures		
NAT 210 Advanced Manicures & Pedicures (2)		
NAT 211 Application of Artificial Nails (5)		
NAT 230 Nail Technician Preparation for State Board (3)		

Student Signature	Date	Advisor Signature	Date
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Lamar Community College Certificate plan

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Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Hair Stylist - 2 Semesters 2008-2009 Certificate Completion Plan

Total certificate hours: 50 (Start fall)

Name	Home Phone
Address	Work Phone
City, State, Zip	Fax:
Employer	Email
Previous Degree	Student No.

Introduction/Intermediate (25 credits)	Semester Planned	Grade/Date Achieved
COS 103 Shampoo/Rinses/Conditioners I (1)	Fall	
COS 110 Intro to Hair Coloring (2)	Fall	
COS 111 Intermediate I: Hair Coloring (2)	Fall	
COS 120 Intro to Hair Cutting (2)	Fall	
COS 121 Intermediate I: Hair Cutting (2)	Fall	
COS 130 Intro to Hair Styling (2)	Fall	
COS 131 Intermediate I: Hair Styling (2)	Fall	
COS 140 Intro to Chemical Texture (1)	Fall	
COS 141 Intermediate I: Chemical Texture (1)	Fall	
COS 150 Laws, Rules and Regulations (1)	Fall	
COS 160 Intro to Disinfection, Sanitation & Safety (2)	Fall	
COS 210 Intermediate II: Hair Coloring (2)	Fall	
COS 220 Intermediate II: Hair Cutting (2)	Fall	
COS 230 Intermediate II: Hair Styling (2)	Fall	
COS 279 Cosmetology Occupations (1)	Fall	
Intermediate/Advanced (25 credits)		
COS 161 Intermediate I: Disinfection, Sanitation & Safety (1)	Spring	
COS 203 Shampoo/Rinses/Conditioners II (1)	Spring	
COS 211 Advanced Hair Coloring (2)	Spring	
COS 221 Advanced Hair Cutting (2)	Spring	
COS 231 Advanced Hair Styling (1)	Spring	
COS 240 Intermediate II: Chemical Texture (1)	Spring	
COS 241 Advanced Chemical Texture (1)	Spring	
COS 250 Mgmt, Ethics, Interpersonal Skills & Salesmanship (1)	Spring	
COS 260 Intermediate II: Disinfection, Sanitation & Safety (2)	Spring	
COS 261 Advanced Disinfection, Sanitation & Safety (1)	Spring	
COS 262 Advanced II: Disinfection, Sanitation & Safety (3)	Spring	
COS 275 Cosmetology Preparation for State Board (2)		
COS 288 Cosmetology Practicum (4)		



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Lamar Community College Certificate plan

Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

Horse Training & Management 2008-2009 Certificate Completion Plans

Name	Home Phone
Address	Work Phone

Horse Training & Management: Advanced Horsemanship Certificate Completion Plan

Total certificate hours: 28

Required Courses: (28 credits)	Semester Planned	Grade/Date Achieved
EQM 251 Equine Management (3)		
HTM 255 Arena Horse Training (12)		
HTM 260 Introduction to Internship (1)		
HTM 280 Internship or EQM 188 Practicum (12)		

Horse Training & Management: Stable Management Certificate Completion Plan

Total certificate hours: 28

Required Courses: (28 credits)	Semester Planned	Grade/Date Achieved
ASC 143 Elementary Western Equitation (2)		
ASC 243 Intermediate Western Equitation (2)		
ASC 245 Equine Evaluation (3)		
BUS 115 Introduction to Business (3) OR higher BUS		
CIS 118 Introduction to PC Applications (3) OR Higher CIS		
EQM 103 Management Practicum I (3)		
EQM 151 Horse Production (4)		
EQM 158 Equine Reproduction (2)		
EQM 203 Management Practicum II (3)		
EQT 200 Fundamentals of Riding Instruction (3)		

Horse Training & Management: Starting Colts Certificate Completion Plan

Total certificate hours: 31

Required Courses: (31 credits)	Semester Planned	Grade/Date Achieved
ASC 245 Equine Evaluation (3)		
EQM 151 Horse Production (4)		
HTM 156 Colt Training (12)		
HTM 157 Advanced Colt Training (12)		

Student Signature	Date	Advisor Signature	Date
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Lamar Community College Degree plan

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Small Business Management 2008-2009 Certificate Completion Plans

Name	Home Phone
Address	Work Phone
City, State, Zip	Fax:
Employer	Email
Previous Degree	Student No.

Small Business Planning Certificate Completion Plan

Total certificate hours:18

Required Courses: (18 credits)	Semester Planned	Grade/Date Achieved
SBM 121 Small Business Planning I (9)		
SBM 122 Small Business Planning II (9)		

Small Business Records & Computerization Certificate Completion Plan

Total certificate hours:18

Required Courses: (18 credits)	Semester Planned	Grade/Date Achieved
SBM 131 Business Records & Computerization I (9)		
SBM 132 Business Records & Computerization II (9)		

Small Business Financial Analysis & Business Planning Certificate Completion Plan

Total certificate hours:18

Required Courses: (18 credits)	Semester Planned	Grade/Date Achieved
SBM 141 Financial Analysis & Planning I (9)		
SBM 142 Financial Analysis & Planning II (9)		

Small Business Management, Marketing & Risk Management Certificate Completion Plan

Total certificate hours:18

Required Courses: (18 credits)	Semester Planned	Grade/Date Achieved
SBM 151 Marketing & Risk Management I (9)		
SBM 152 Marketing & Risk Management II (9)		

Student Signature	Date	Advisor Signature	Date
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Section X

2008–2010 semester courses

The following section outlines all courses that are scheduled to be offered on campus by Lamar Community College through the Spring 2010 semester. Many of these courses will be offered through CCCOnline. Planned course schedules are subject to change without notice. For more information about these semester course offerings, please contact your advisor.

Academic Advancement

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
AAA 109	AAA 109		AAA 109	AAA 109

Accounting

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
ACC 121	ACC 121		ACC 121	ACC 121
ACC 125	ACC 122		ACC 125	ACC 122

Agriculture

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
AGB 218	AGE 208	RFM 280	AGB 218	AGE 208
AGE 102	AGE 210	RFM 281	AGE 102	AGE 210
AGE 205	AGP 146		AGE 205	ASC 100
AGP 215	AGP 241		AGP 215	ASC 215
AGR 100	AME 105		AGR 100	ASC 225
AGY 100	ASC 215		AGY 100	ASC 250
AME 118	ASC 225		AME 151	AME 105
ASC 100	ASC 250		ASC 100	RFM 280
ASC 288	ENV 101		ASC 115	RFM 281
RFM 280	RFM 280		ASC 288	AME 107
RFM 281	RFM 281		RFM 280	
ASC 115			RFM 281	

Anthropology

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
			ANT 101	

Art

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
ART 110	ART 110	ART 111	ART 110	ART 110
ART 111	ART 121	ART 211	ART 111	ART 121
ART 121	ART 122		ART 121	ART 122
ART 138	ART 139		ART 138	ART 139
ART 141	ART 141		ART 141	ART 141
ART 142	ART 142		ART 142	ART 142

Astronomy

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
			AST 101	

Biology

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
BIO 105	BIO 105	BIO 105	BIO 105	BIO 105
BIO 111	BIO 112	BIO 201	BIO 111	BIO 112
BIO 201	BIO 201	BIO 202	BIO 201	BIO 201
BIO 202	BIO 202	BIO 216	BIO 202	BIO 202
BIO 216	BIO 204		BIO 216	BIO 204
BIO 204	BIO 216		BIO 204	BIO 216
SCI 155	SCI 156		SCI 155	SCI 156

Business Technology

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
BTE 100	BTE 100	BTE 100	BTE 100	BTE 100
BTE 287	BTE 287	BTE 287	BTE 287	BTE 287

Business

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
BUS 115	BUS 115		BUS 115	BUS115
BUS 175	BUS 216		BUS 175	BUS 216
BUS 217	BUS 281		BUS 217	BUS 281
BUS 226			BUS 226	

Chemistry

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
CHE 101	CHE 111		CHE 101	CHE 111

Communication

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
COM 115	COM 115	COM 115	COM 115	COM 115

Computer Science

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
CIS 115	CIS 118	CIS 110	CIS 115	CIS 118
CIS 118	CIS 145	CIS 118	CIS 118	CIS 145
CIS 130	CIS 167		CIS 130	CIS 167
CIS 155	CNG 123		CIS 155	CNG 131
CSC 160	CNG 131		CNG 101	CNG 260
CNG 101	CNG 260		CNG 121	CWB 130
CNG 121	CNG 262		CNG 261	CNG 123
CNG 132	CNG 263		CWB 110	CNG 262
CNG 261	CWB 130			CNG 263
CWB 110				

Cosmetology/Nail Technician

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
The entire range of Cosmetology (COS) and Nail Tech (NAT) courses may be offered each semester at the discretion of the instructor.				

Criminal Justice

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
LCC's Criminal Justice course offerings are currently offered through a <i>Fasttrack</i> approach. Contact <i>Fasttrack</i> coordinator for upcoming offerings.				

Economics

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
ECO 201	ECO 201	ECO 201	ECO 201	ECO 201
ECO 202	ECO 202		ECO 202	ECO202

Education

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
EDU 221	EDU 240		EDU 221	EDU 240

English

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
ENG 030	ENG 030	ENG 030	ENG 030	ENG 030
ENG 060	ENG 060	ENG 060	ENG 060	ENG 060
ENG 090	ENG 090	ENG 090	ENG 090	ENG 090
ENG 115	ENG 115	ENG 121	ENG 115	ENG 115
ENG 121	ENG 121	ENG 122	ENG 121	ENG 121
ENG 122	ENG 221		ENG 122	ENG 122
ENG 221			ENG 221	ENG 221

Geography

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
GEO 105			GEO 105	

Geology

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
			GEY 111	

Health & Wellness

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
HWE 100	HWE 124		HWE 100	HWE 124

History

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
HIS 101	HIS 102	HIS 201	HIS 101	HIS 102
HIS 201	HIS 201	HIS 202	HIS 201	HIS 201
HIS 247	HIS 202		HIS 247	HIS 202
	HIS 247			HIS 247

Horse Training & Management

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
ASC 143	ASC 143	HTM 260	ASC 143	ASC 143
EQM 103	ASC 243	HTM 280	EQM 103	ASC 243
EQM 151	ASC 245		EQM 151	ASC 245
EQM 251	EQM 158		EQM 251	EQM 158
EQM 280	EQM 203		EQM 280	EQM 203
EQT 253	EQM 280		EQT 253	EQM 280
HTM 152	EQT 200		HTM 152	EQT 200
HTM 154	HTM 152		HTM 154	HTM 152
HTM 155	HTM 154		HTM 155	HTM 154
HTM 156	HTM 157		HTM 156	HTM 157
HTM 253	HTM 253		HTM 253	HTM 253
HTM 255	HTM 280		HTM 255	HTM 280
HTM 260			HTM 260	
HTM 280			HTM 280	

Journalism

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
JOU 105	JOU 105		JOU 105	JOU 105

Literature

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
LIT 115	LIT 115		LIT 115	LIT 115

Management

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
MAN 226	MAN 226	MAN 226	MAN 226	MAN 226

Marketing

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
	MAR 216			MAR 216

Mathematics

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
MAT 030	MAT 030	MAT 030	MAT 030	MAT 030
MAT 060	MAT 060	MAT 060	MAT 060	MAT 060
MAT 090	MAT 090	MAT 090	MAT 090	MAT 090
MAT 103	MAT 106	MAT 106	MAT 103	MAT 106
MAT 106	MAT 107	MAT 121	MAT 106	MAT 107
MAT 107	MAT 121		MAT 107	MAT 121
MAT 120	MAT 122		MAT 120	MAT 122
MAT 121	MAT 125		MAT 121	MAT 125
MAT 135	MAT 156		MAT 135	MAT 156
MAT 155	MAT 202		MAT 155	MAT 202
MAT 201			MAT 201	

Media Graphic Design

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
MGD 221	MGD 221		MGD 221	MGD 221

Music

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
MUS 120	MUS 120		MUS 120	MUS 120

Nursing

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
BIO 216	BIO 216	BIO 216	BIO 216	BIO 216
HPR 108	NUR 106	NUR 169	HPR 108	NUR 106
MAT 103	NUR 150	NUR 230	MAT 103	NUR 150
NUR 101	NUR 211		NUR 101	NUR 211
NUR 109	NUR 216		NUR 109	NUR 216
NUR 112			NUR 112	
NUR 206			NUR 206	
NUR 212			NUR 212	
BIO 216				
NUR 101				

Philosophy

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
PHI 111	PHI 111	PHI 112	PHI 111	PHI 111
PHI 112	PHI 113		PHI 112	PHI 113

Physical Education

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
PED 110	PED 100	PED 110	PED 110	PED 106
PED 111	PED 110	PED 111	PED 111	PED 110
PED 114	PED 111	PED 114	PED 114	PED 111
PED 116	PED 114	PED 116	PED 116	PED 114
PED 136	PED 116	PED 210	PED 136	PED 116
PED 137	PED 136	PED 211	PED 137	PED 136
PED 210	PED 137		PED 210	PED 137
PED 211	PED 147		PED 211	PED 210
	PED 148			PED 211
	PED 210			
	PED 211			

Physics

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
PHY 111	PHY 112		PHY 111	PHY 112
PHY 211	PHY 212		PHY 211	PHY 212

Political Science

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
POS 105		POS 111	POS 105	

Psychology

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
PSY 101	PSY 101	PSY 101	PSY 101	PSY 101
PSY 217	PSY 102	PSY 238	PSY 217	PSY 102
PSY 235	PSY 235		PSY 235	PSY 235
	PSY 238			PSY 238
	PSY 249			PSY 249

Reading

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
REA 030	REA 030	REA 030	REA 030	REA 030
REA 060	REA 060	REA 060	REA 060	REA 060
REA 090	REA 090	REA 090	REA 090	REA 090

Science

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
SCI 155	SCI 156		SCI 155	SCI 156

Small Business Management

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
SBM 121	SBM 121		SBM 121	SBM 121
SBM 122	SBM 122		SBM 122	SBM 122
SBM 131	SBM 131		SBM 131	SBM 131
SBM 132	SBM 132		SBM 132	SBM 132
SBM 141	SBM 141		SBM 141	SBM 141
SBM 142	SBM 142		SBM 142	SBM 142
SBM 151	SBM 151		SBM 151	SBM 151
SBM 152	SBM 152		SBM 152	SBM 152

Sociology

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
SOC 101	SOC 101	SOC 101	SOC 101	SOC 101
SOC 218	SOC 102		SOC 218	SOC 102

Spanish

Fall '08	Spring '09	Summer '09	Fall '09	Spring '10
SPA 111	SPA 112		SPA 111	SPA 112



Section XI

Course descriptions

To enroll in 100 or 200 level courses, students must meet minimum cutoff Accuplacer scores, be exempt from assessment testing, or successfully complete developmental courses. Non-degree seeking students and those auditing courses are exempt from this requirement. Courses numbered 100–199 are usually for first year students while 200 level courses are generally for sophomores. Students wishing to take 200-level courses should consult their academic advisor or instructor to determine whether taking these courses is appropriate.

Some academic courses may require enrollment in sequential order. For example, students must take English Composition I (ENG 121) before they may enroll in English Composition II (ENG 122). Courses requiring a prescribed sequence will have a prerequisite listed at the end of the course description. Students need not complete both semesters of a sequence to receive credit for the course that a student takes. However, students should be aware that other colleges or universities may require completion of the total sequence for acceptance of any credit. Students should consult the catalog of the institution

to which they intend to transfer or ask their academic advisor for assistance. Additionally, some courses may indicate a corequisite, which means that the students must enroll in another course during the same semester unless the students have already completed it.

Occupational courses must be taken in prescribed sequence. Students must obtain consent of instructor to take any occupational course out of sequence.

How to read these course descriptions

The credit hour breakdown is shown to the right of the course title. Example: ACC 121 Accounting Principles I 4(3-1). The figure outside the parenthesis indicates the total number of semester hours of credit. Inside the parentheses, the first figure indicates the number of credit hours of lecture, and the second figure indicates the number of credit hours of laboratory experience. Actual hours spent in the classroom will vary according to class type. Please see the class schedule for actual class meeting times. An example of credit hour breakdown is:

Total Credits	Lecture Credits	Lab Credits
4	(3	- 1)

* The vocational/technical laboratory is designed to give the instructor the flexibility to include the proper mixture of theory and skill development and generally consists of 1/3 theory and 2/3 laboratory work. Although the figures after the course title may indicate all laboratory work, the proper amount of theory is covered.

The asterisk (*) preceding course numbers indicates classes that fulfill Common Core General Education Requirements for the Associate of Arts and the Associate of Science degrees. These courses have been articulated with the state four-year colleges and universities in Colorado (except Colorado School of Mines) and are guaranteed to transfer. These courses are also common to all community colleges in Colorado and fulfill the same general education requirements at these institutions.

Many of these courses are available via LCC Online or CCCOnline.

Please note that prerequisites, as applicable, are listed with each course.

Academic Achievement

AAA 109 Advanced Academic Achievement 3(3-0)

Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication, personal management, critical and creative thinking, development of community and awareness of diversity, leadership, and techniques for successful academic performance. Recommended for new and returning students. Prerequisite: none.

Accounting

ACC 121 Accounting Principles I 4(3-1)

Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices. Prerequisite: college level reading, study skills, and math.

ACC 122 Accounting Principles II 4(3-1)

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting. Prerequisite: ACC 121 or equivalent.

ACC 125 Computerized Accounting 3(3-0)

Introduces capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls. Prerequisite: none.

ACC 130 Income Tax Preparation 3(3-0)

Designed to give business and non-business students a foundation in income tax preparation. The course includes a study of income and deductions used when determining taxable income. Prerequisite: none.

ACC 211 Intermediate Accounting I 4(4-0)

Focuses on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory, concepts and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focuses on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles and critically examines "real-world" financial analysis and reporting issues. Prerequisite: ACC 122.

ACC 212 Intermediate Accounting II 4(4-0)

Focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions and leases. Includes income tax allocation, financial statement analysis, cash flow statements and accounting methods changes. Prerequisite: ACC 211.

Agriculture

AGB 218 Computerized Farm Records 3(3-0)

Emphasizes the planning and development of record keeping systems, the interpreting and analyzing of agricultural business records, balance sheets, cash flows, and income statements with the aid of a computer. Prerequisite: none.

AGE 102 Agriculture Economics	3(3-0)	Focuses on economic principles as applied to agriculture through price discovery with producer supply and consumer demand, governmental policies, rural development, and resource management. Prerequisite: none.
AGE 205 Farm and Ranch Management	3(3-0)	Provides students with practical experience in applying principles of economics, business, marketing and finance to the management of a farm-ranch operation. Prerequisite: none.
AGE 208 Agricultural Finance	3(3-0)	Emphasizes principles of finance and their application to agriculture and agribusiness, including the time value of money, net present value analysis, interest, credit lending institutions, financial statements and financial ratios. Prerequisite: none.
AGE 210 Agriculture Marketing	3(3-0)	Studies the agricultural marketing system and methods of marketing crops and livestock. Emphasizes hedging with futures options. Prerequisite: none.
AGE 275 Special Topics	1-12	Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: none.
AGE 285 Independent Study	1-6	Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite: none.
AGP 146 Artificial Insemination Management	2(1-1)	Provides a study of applied fundamentals of anatomy and reproduction as they pertain to artificial insemination. Emphasizes the handling of frozen semen, heat detection and nutritional management for AI. Individualized training is given in developing and perfecting insemination techniques in live cattle.
AGP 215 Animal Health	3(2-1)	Introduces the student to methods of prevention, recognition, and treatment of common livestock diseases.
AGP 241 Beef Cattle Management I	3(2-1)	Provides training in management pertaining to the economics of a commercial cow-calf operation. Includes reproduction, feeding, herd health, selection, record keeping, financial management, and marketing.
AGR 100 Freshman Agriculture Orientation	.5(5-0)	An introductory course required for all freshman agriculture majors. Designed to aid the student in adjusting to college and preparing for a successful college experience. Emphasizes introduction to campus facilities and computer labs, effective study skills, and the various careers available in agriculture and helps the student define personal and career objectives. Prerequisite: none.
AGY 100 General Crop Production	4(3-1)	Focuses on production and adaptation of cultivated crops, principles affecting growth, development, management, and utilization. Prerequisite: none.
AGY 175 Special Topics	1-12	Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: none.
AGY 275 Special Topics	1-6	Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: none.
AME 105 Basic Agricultural Mechanic Skills	2(.5-1.5)	Covers safety, proper tool use, tool reconditioning, A.C. electricity, D.C. electricity, domestic water supply and farm sanitation systems.
AME 107 General Power Mechanics	2(.5-1.5)	Teaches the theory of operation and maintenance of small engines and related power equipment used on the farm.
AME 118 Farm Carpentry	3(1-2)	Focuses on safety, hand and power tool use, farm building planning and site location, concrete, farm building design and construction, and materials of construction.
AME 125 Agricultural Machinery	3(1-2)	Emphasizes the safe operation, construction, purpose, maintenance and adjustment of farm machinery. Prerequisite: none.
AME 151 Fundamentals of Welding	3(1-2)	Develops basic welding skills, principles, and practices in arc and oxy-acetylene welding. Prerequisite: none.
ASC 100 Animal Science	3(3-0)	Studies the basic fundamentals of livestock production pertaining to principles of breeding, genetics, nutrition, health, and physiology of beef, sheep, swine, dairy, and horses. Focuses on the Animal Science Industry in general and each species industry in regard to history, current situation, and future direction. Prerequisite: none.
ASC 115 Introduction to Livestock Evaluation	1(1-0)	Explores principles and economic value of traits considered in meat animal selection. In addition, emphasizes terminology used in describing meat animal conformation. Provides experience in correctly evaluating meat animal classes and defending an evaluation with oral reasons using industry acceptable terminology. Prerequisite: none.
ASC 143 Elementary Western Equitation	2(0-2)	Provides the student with an introduction to basic safe handling and riding of the western horse. Prerequisite: Student must be accepted into the EBM or HTM program.
ASC 175 Special Topics	0-12	Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: none.

ASC 215 Livestock Judging 2(2-0)
Emphasizes comparative selection, grading, and judging of market and breeding classes of livestock based on knowledge of phenotype, performance information, and/or carcass merit. Prerequisite: ASC 115.

ASC 225 Feeds and Feeding 4(3-1)
Focuses on the basic nutrients, common feeds and feed additives, anatomy of digestive systems, and basic feeding practices for beef, sheep, and dairy. The lab portion of the class is devoted to calculating and balancing rations to fulfill nutrient requirement for farm animals for growth, finishing, reproduction, lactation, work, and wool production. Explores least cost ration balancing on the computer. Prerequisite: none.

ASC 243 Intermediate Western Equitation 2(0-2)
Provides the student basic to intermediate horsemanship and maneuvers, improved body position, and advanced control. Prerequisite: ASC 143 or instructor permission.

ASC 245 Equine Evaluation 3(2-1)
Focuses on a system of development for evaluating a horse's conformation and its relationship to performance. Covers various aspects of evaluating horses while enhancing the student's deductive reasoning and public speaking skills. Prerequisite: ASC 100 or EQM 151.

ASC 250 Live Animal and Carcass Evaluation 3(1-2)
Explores meat carcass evaluation and the related yield and quality grading system. Emphasizes selection of breeding stock based on performance data. Covers comparative selection, grading, and judging of market and breeding classes of livestock based on knowledge of phenotype, performance, information, and/or carcass merit. Prerequisite: none.

ASC 275 Special Topics 0-12
Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: none.

ASC 288 Livestock Practicum 2(1-1)
Provides experiential learning with beef cattle, dairy cattle, swine and sheep. Prerequisite: none.

EQM 103 Management Practicum I 3(0-3)
Enables students to gain practical experience in basic horse husbandry, basic horsemanship and stable management practices. Students are assigned a horse and practice day-to-day management at the college's equine facility. Through practical experience students develop professional characteristics in appearance, attitude and work ethics. Pre-requisite: Acceptance into Equine Business Management Program. Co-requisite: ASC 143.

EQM 151 Horse Production 4(4-0)
Focuses on external and internal anatomy and physiology including skeleton, joints, muscles, digestive system, urinary-excretory system, respiratory system, circulatory system, nervous system, skin and hair. Covers the elements of conditioning these systems for various levels of training. Prerequisite: none

EQM 158 Equine Reproduction 2(2-0)
Introduces horse reproduction and the various breeding and management practices found on breeding farms. Covers physiology of the mare and stallion reproductive systems, care of the stallion and the mare, mare heat detection, breeding, care of pregnant mares, foaling, problems in the foal, care of the foal and yearling. Prerequisites: EQM 151 or ASC 100.

EQM 175 Special Topics 1-12
Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: none

EQM 188 Practicum 12(0-12)
Meets the needs of the individual student who is not participating in the internship program. Enables the student to lead unbroken or "green broke" horses through a complete training program with minimal supervision. Prerequisite: Instructor permission.

EQM 203 Management Practicum II 3(0-3)
Builds on EQM 103 by enabling students to gain practical experience in horse husbandry, horsemanship and stable management practices. Students are assigned a horse and practice day-to-day management at the college's equine facility. Through practical experience students develop professional characteristics in appearance, attitude, and work ethic. Prerequisite: EQM 103.

EQM 251 Equine Management 3(3-0)
Covers practical aspects of horse and stable management, feeds and nutrition, diseases and wounds, unsoundness and blemishes, castration, immunization, worming, health care, care of feet and legs, organizing stable routine and activities, stable records and stable construction. Focuses on marketing methods and promotional advertising methods for stables, trainers and horses. Prerequisite: EQM 151.

EQM 275 Special Topics 1-12
Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: none.

EQM 280 Equine Internship 8(0-8)
Students are employed or work at home on an equine operation. The work experience must cover a minimum of 320 hours with the student involved in all facets of this operation. Prerequisite: complete all general education requirements and instructor permission.

EQM 285 Independent Study 1-6
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite: none.

EQT 200 Fundamentals of Riding Instruction 3(2-1)
Develops the basic skills needed to become effective teachers of riding. Through classroom and arena assignments, students have the opportunity to gain confidence, learn methods of organization, develop lesson plans, and practice teaching tech-

niques. Students learn techniques in teaching basic skills for western horsemanship. Prerequisite: none.

EQT 253 Applied Horsemanship 5(0-5)

Provides the student intermediate to advanced horsemanship and maneuvers with emphasis on individual work. Prerequisite: ASC 243.

HTM 152 Basic Care and Training 7(0-14)

Provides each student with one horse to start and train in the following: show in halter; grooming properly; biting and driving; standing still while being saddled, bridled and mounted; working on the rail; taking proper leads; backing and loping in circles; stopping; two-tracking; and opening gates. The students will also receive instruction in basic hoof care and proper stable management. This course will end with the student participating in the HTM Semester Horse Show. Prerequisite: Student must be accepted into the HTM program.

HTM 154 Advanced Performance Training 8(0-8)

Provides each student with two horses to start and train in the following: biting and driving; standing still while being saddled, bridled, and mounted; working on the rail; taking proper leads, loping in circles; stopping; and backing. The student will also receive instruction in the advanced techniques of the following: teaching the horse to flex and bend, do roll-backs, and 360 degree turns on the hind quarters; to make simple lead changes and counter arcs, and backing at a counter arc. The student will also learn supervision skills while supervising feed crews. This course will end with the student participating in the HTM Semester Horse Show. Prerequisite: HTM 152.

HTM 155 Foal Training 1(0-1)

Provides each student with one or more weanlings to train in the following objectives: show at halter; load in trailer; and pick up all four feet. This course will last two weeks. Prerequisite: Student must be accepted into the HTM or EBM program.

HTM 156 Colt Training 12(0-12)

Provides each student with two or more horses to start and train in the following objectives: show at halter; proper grooming; biting and driving; stand still while being saddled, bridled and mounted; work on the rail; take proper leads; back; lope circles; stop; two-track; open gates; accept a rope; drag a log; accept a slicker while mounted. The student will also receive instruction in the theory of basic hoof care and proper stable management. This section will end with the student participating in the HTM semester Horse Show. Prerequisite: Student must be accepted into the HTM certificate program.

HTM 157 Advanced Colt Training 12(0-12)

Provides each student with two or more horses to start and train in the following objectives: show at halter; proper grooming; biting and driving; stand still while being saddled, bridled, and mounted; work on the rail; take the proper leads; perform drop to trot lead changes; back; lope circles; stop. The student

will also receive instruction in the theory of basic hoof care and proper stable management. The student will receive minimum supervision and advance the horses at their own pace. The section will end with the student participating in the HTM Semester Horse Show. Prerequisite: Student must be accepted into the HTM certificate program.

HTM 175 Special Topics 1-12

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: none.

HTM 253 Specialized Training 7(0-7)

Provides each student with one or more horses to train. The first part of the semester will deal with establishing the foundation on the horses. The remainder of the semester will be utilized in building the specialized skills. This section will end with the student participating in the HTM Semester Horse Show. Prerequisite: ASC 143, ASC 243, HTM 152 and HTM 154.

HTM 255 Arena Horse Training 12(0-12)

Provides each student with two or more horses to train. First part of semester will deal with establishing the foundation on the horses. The remainder of the semester will be utilized in building the specialized skills. This section will end with the student participating in the HTM Semester Horse Show. Prerequisite: Student must be accepted into the HTM certificate program.

HTM 260 Introduction to Internship 1(1-0)

Acquaint students with employer/employee relations, public relations, and expectations of internship prior to leaving campus. Prerequisite: none.

HTM 275 Special Topics 1-12

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. Prerequisite: none.

HTM 280 Internship 12(0-12)

Provides each student with placement in the horse industry under a prominent person who specializes in the student's main area of interest for the spring semester. At the end of the semester, the student will return to campus for a seminar and analysis of the internship. Students must maintain a 2.5 GPA in HTM courses and a 2.0 GPA in related courses to be placed on internship. Prerequisite: Completion of all required courses in the HTM program and consent of instructor.

HTM 285 Independent Study 1-3

This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite: none.

RFM 280 Intern Placement 1(1-0)

Acquaints the student with potential internship sites. Prerequisite: none.

RFM 281 Ranch/Farm Internship 12(0-12)

Places each student who has completed all required course work in the Ranch/Farm Management Program in a productive ranch or farm or agricultural business. The student gains prac-

tical experience and opportunities to utilize skills and competencies learned from course work from the last three semesters of study. Prerequisite: Instructor permission.

Anthropology

***ANT 101 Cultural Anthropology** 3(3-0)
Studies human cultural patterns and learned behavior. Includes linguistics, social and political organizations, religion, culture and personality, culture change, and applied anthropology. Prerequisite: none.

***ANT 111 Physical Anthropology** 3(3-0)
Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology. Prerequisite: none.

Art

***ART 110 Art Appreciation** 3(3-0)
Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions and terminology. Prerequisite: none.

***ART 111 Art History: Ancient to Medieval** 3(3-0)
Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods. Prerequisite: none.

***ART 112 Art History: Renaissance to Modern** 3(3-0)
Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Renaissance through the Modern periods. Prerequisite: none.

ART 121 Drawing I 3(1-2)
Investigates the various approaches and media that students need to develop drawing skills and visual perception. Prerequisite: none.

ART 122 Drawing II 3(1-2)
Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development. Prerequisite: ART 121 or instructor permission.

ART 123 Watercolor I 3(1-2)
Provides an introduction to basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included. Prerequisite: none.

ART 124 Watercolor II 3(1-2)
Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included. Prerequisite: ART 123 or equivalency.

ART 131 2-D Design 3(1-2)
Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media. Prerequisite: none.

ART 132 3-D Design 3(1-2)
Focuses on learning to apply the elements and principles of design to three-dimensional problems. Prerequisite: none.

ART 138 Photography I 3(1-2)
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations. Prerequisite: none.

ART 139 Photography II 3(1-2)
This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. Prerequisite: ART 138.

ART 141 Jewelry and Metalwork I 3(1-2)
Introduces the construction of jewelry designs in metals and small casting techniques. Prerequisite: none.

ART 142 Jewelry and Metalwork II 3(1-2)
Emphasizes conceptual design development, using casting and specialized techniques. Prerequisite: ART 141 or instructor permission.

ART 154 Sculpture I 3(1-2)
Introduces the fundamentals of sculpture such as modeling, casting, carving and the processes of assemblage. Prerequisite: ART 131, ART 132 or equivalent.

ART 155 Sculpture II 3(1-2)
Develops an understanding and focus on manipulation of three-dimensional form with greater concentration on individual creativity and style. Prerequisite: ART 154 or equivalent.

ART 161 Ceramics I 3(1-2)
Introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter's wheel. Prerequisite: none.

ART 162 Ceramics II 3(1-2)
A continuation of ART 161, this course emphasizes skills, technique, and form. Prerequisite: ART 161.

ART 175 Special Topics 1-12
Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: none.

ART 211 Painting I 3(1-2)
Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface. Prerequisite: none.

ART 212 Painting II 3(1-2)
This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development. Prerequisite: ART 211 or instructor permission.

MGD 104 Videography 3(1-2)
Offers an introduction to the principles and techniques of videotape production, including camera operation, basic script

writing, lighting, sound and basic digital editing. Detailed examination of the pre-production, production, and post-production process, as well as aesthetics, will be included. Prereq: none.

MGD 221 Computer Graphics I 3(1-2)

Introduces processes of generating computer design. Prerequisite: none.

MGD 222 Computer Graphics II 3(1-2)

Continues MGD 221 with advanced problems in generating computer design for graphics application, emphasizing production of individual fine art pieces. Prerequisite: MGD 221 or instructor permission.

PHO 208 Digital Commercial 3(1-2)

Introduces digital photography as a fine art medium, and develops skills necessary for basic operation of a digital camera and production of digital imagery. Prerequisite: none.

Astronomy

***AST 101 Astronomy I 4(3-1)**

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience. Prerequisite: none.

***AST 102 Astronomy II 4(3-1)**

Emphasizes structure and life cycle of the stars, sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. Prerequisite: none.

Biology

***BIO 105 Science of Biology 4(3-1)**

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science—a process of gaining new knowledge—as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors. Prerequisite: none.

***BIO 111 General College Biology I with Lab 5(3-2)**

Examines fundamental molecular, cellular, and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. This course includes laboratory experience. Prerequisite: none.

***BIO 112 General College Biology II with Lab 5(3-2)**

A continuation of Biology I. Includes ecology, evolution, classification, structure and function in plants and animals. This course includes laboratory experience. Prerequisite: BIO 111 or instructor permission.

***BIO 201 Human Anatomy and Physiology I 4(3-1)**

Focuses on an integrated study of the human body including histology, anatomy, and physiology of each system. Examines molec-

ular, cellular and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence. Prerequisite: Recommend BIO 111 or equivalent.

***BIO 202 Human Anatomy and Physiology II 4(3-1)**

Focuses on an integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic, and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive and development. Includes a mandatory laboratory experience that includes experimentation, microscope, observations and dissection. Lab covers same topics as lecture. Prerequisite: BIO 111 and BIO 201 recommended.

***BIO 204 Microbiology 4(3-1)**

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease. Prerequisite: none.

BIO 216 Pathophysiology 4(3-1)

Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology. Prerequisite: none.

Business

BUS 115 Introduction to Business 3(3-0)

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities. Prerequisite: none.

BUS 116 Personal Finance 3(3-0)

Surveys the basic personal financial needs of most individuals. Emphasizes the basics of budgeting and buying, saving and borrowing money, the intricacies of home ownership, income tax and investments, and the wise use of insurance, wills and trusts. Prerequisite: none.

BUS 175 Special Topics: Business & Career Exploration 1-12

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. Prerequisite: none.

BUS 181 Internship 1-6

Provides students with hands-on training in their career field. Occurs in a business setting arranged through a Student Work

Experience (SWE)/Internship Coordinator, or by utilizing a current employment organization. Student is expected to work a minimum of 7.5 hours per week. Students attend 3 seminars during the semester of enrollment. Class utilizes cooperative work experience or project methods depending on the individual situation. Prerequisite: Program Advisor's approval.

BUS 204 Intro to E-Business 3(3-0)
Introduces the use of technology in all aspects of a business. Explores the use of technology for customer relations management, accounting and financial applications, purchasing and production tools, sales and marketing functions, and human resources management. Examines use of the Internet, world-wide-web and sophisticated multi-function software tools. Students gain a heightened awareness of emerging technologies and trends in e-business. Prerequisite: none.

BUS 216 Legal Environment of Business 3(3-0)
Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change. Prerequisite: none.

BUS 217 Business Communication and Report Writing 3(3-0)
Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes fundamentals of business communication and an introduction to international communication. Prereq: ENG 090 or ENG 121.

BUS 226 Business Statistics 3(3-0)
Focuses on statistical study, descriptive statistics, probability, and the binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for business major. Prerequisite: MAT 090.

BUS 275 Special Topics 1-12
Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. Prerequisite: Instructor permission.

BUS 281 Internship 1-6
Provides continued instruction and the opportunity for students to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite: Instructor permission.

Business Technology

BTE 100 Computer Keyboarding 1(0-1)
Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control. Prerequisite: none.

BTE 125 Records Management 3(3-0)
Instructs on how records are created, stored, and retrieved. Covers the basic filing rules-classifying, indexing, coding, storing, and retrieving as applied to basic methods-alphabetic, chronological, subject, numeric, and geographic. Emphasizes "hands-on" records management through the use of simulations which includes manual and/or computer software. Prerequisite: BTE 100 or Instructor permission.

BTE 287 Cooperative Education/Internship 1-6
Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work sites that are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator. Prerequisite: none.

SBM 121 Small Business Planning I 9(9-0)
Provides business owners systematic instruction to give them the tools to make sound business decisions based on the fields of study in Small Business Management. This course guides the student in the collection of necessary information to implement a computerized record keeping system and to prepare a business plan. Discussions will include computer terminology, balance sheet concepts, accounting principles, computerized account reports, legal structures of a business, the basics of contract law, basic human resource management and the business plan components. Prerequisite: instructor permission.

SBM 122 Small Business Planning II 9(9-0)
Guides the student in the collection of necessary information to implement a computerized record keeping system and to prepare a business plan. Discussions will included computer terminology, balance sheet concepts, accounting principles, computerized account reports, legal structures of a business, the basics of contract law, basic human resource management and business plan components. Focuses on implementing a computerized record keeping system. Prerequisite: SBM 121.

SBM 131 Records & Computerization I 9(9-0)
Guides student in the collection of necessary information to implement a computerized record keeping system for the small business owner/operator. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting rports, and business plan components. Prerequisite: instructor permission.

SBM 132 Records & Computerization II 9(9-0)

Covers the implementation of a computerized record keeping system. Emphasis will be placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan. Prerequisite: SBM 131.

SBM 141 Financial Analysis & Planning I 9(9-0)

Covers how actual enterprise cost analysis is calculated to facilitate the development of whole business projected cash flow statements for the small business owner/operator. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. This course includes the review and revision of business planning goals and objectives. Prerequisite: instructor permission.

SBM 142 Financial Analysis & Planning II 9(9-0)

Covers business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period for the small business owner/operator. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provide the basis for the development of these accrual financial statements. Prerequisite: SBM 141.

SBM 151 Marketing & Risk Management I 9(9-0)

Emphasizes identification of strengths and weaknesses of the business and applying them to development of plans for the business. Includes development of marketing goals and objectives. Development of budgets, including marketing, into the total operating budget and activities of the business. Provides a review of existing financial trends and activities for further analysis of the small business, measuring past and present performance, and developing risk management plans. Prerequisite: instructor permission.

SBM 152 Marketing & Risk Management II 9(9-0)

Continues from SBM 151 and provides more in-depth processes and planning to strengthen the operator's business through evaluation and planning based on strengths and weaknesses of the business. The business operator will develop appropriate business, marketing, and risk management goals and objectives and be ready to initiate his/her own implementation. Prerequisite: SBM 151.

Chemistry

***CHE 101 Introduction to Chemistry I 5(3-2)**

Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occu-

pational and health programs, or students with no chemistry background. Prerequisite: MAT 090.

***CHE 102 Introduction to Chemistry II 5(3-2)**

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biological compounds, along with their biochemical pathways. Laboratory experiments are included. Prerequisite: CHE 101 or instructor permission

***CHE 111 General College Chemistry I 5(3-2)**

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry, and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids, and problem-solving skills are emphasized through laboratory experiments. Prerequisite: CHE 101 or one year of high school chemistry or equivalent. Prerequisite: MAT 121 or instructor permission.

***CHE 112 General College Chemistry II 5(3-2)**

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem-solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. Prerequisite: CHE 111 or instructor permission.

Communication

***COM 115 Public Speaking 3(3-0)**

Combines the basic theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis. Prerequisite: none.

***COM 125 Interpersonal Communication 3(3-0)**

Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict. Prerequisite: none.

Computer Science

CAD 101 Computer-Aided Drafting I 3(2-1)

Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage,

drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access. Prerequisite: none.

CAD 102 Computer-Aided Drafting II 3(2-1)

Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting. Prerequisite: CAD 102.

CIS 110 Introduction to the PC 1(1-0)

Provides the beginning computer user with hands-on experience in the elementary use of the personal computer. This course introduces the basic feature of and the terminology associated with personal computers, including topics such as database, spreadsheets, and word processing. Prereq: none.

CIS 115 Introduction to Computer Information Systems 3(2-1)

Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications. Prerequisite: none.

CIS 117 Introduction to Technical Applications 2(1-1)

Reviews standard software packages available to support a microcomputer-based workstation. Included are description of hands-on work with word processors, spreadsheets, electronic presentations, and other common application packages. Prerequisite: none.

CIS 118 Introduction to PC Applications 3(2-1)

Introduces computer concepts and components as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages. Prerequisite: Recommend BTE 100 or computer skills equivalent to CIS 110.

CIS 124 Intro to Operating Systems 3(2-1)

Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting. Prerequisite: none.

CIS 130 Introduction to the Internet 1(.5-.5)

Enhances student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience e-commerce, multimedia and e-mail. Explores searching the Internet and credibility of information obtained with searches. Prerequisite: none.

CIS 145 Complete PC Database 3(2-1)

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics

include application integration and automation of database tasks within the database. Prerequisite: CIS 118.

CIS 155 PC Spreadsheet Concepts: MS Excel 3(2-1)

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple page workbooks, creating charts, entering and using functions, managing lists, and simple macros. Prerequisite: none.

CIS 165 Complete Presentation Graphics: PowerPoint 3(2-1)

Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations. Covers features of PowerPoint and effective presentation techniques. Prerequisite: none.

CIS 167 Desktop Publishing 3(2-1)

Introduces the concepts and applications for desktop publishing using word processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents. Prerequisite: CIS 118 or instructor permission.

CIS 267 Management of Information Systems 3(3-0)

Introduces concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, placement and integration of information systems resources within organization. Prereq: none.

CIS 268 Systems Analysis and Design I 3(2-1)

Introduces the student to the materials, techniques, procedures, and human interrelations involved in developing computer information systems. Includes the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits on controls, project management, implementation, and evaluation. Prerequisite: none.

CIS 287 Cooperative Education 1-6

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objective and to coordinate learning activities with the employer or work site supervisor. Prerequisite: none.

CNG 101 Introduction to Networking 3(3-0)

Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field. Prerequisite: none.

CNG 121 Computer Technician I: A+ 4(2-2)

Introduces personal computer hardware to gain the skills and

knowledge for a successful entry-level computer service technician. Provides extensive hands-on work with computer systems. Includes PC setup and configuration, floppy and hard drive installation and basic maintenance and troubleshooting. Successful completion prepares the student for the core hardware service technician portion of the Comp TIA A+ Certification Exam. Prerequisite: none.

CNG 123 Network Server Basics: Server + 3(1-3)

Provides students who are preparing for roles as network support technicians with skills training in the support of multi-processor computers and high capacity data storage systems typical of servers used in medium to large-scale networks. Prerequisite: CNG 121.

CNG 131 Network Security Fundamentals 3(3-0)

Delivers a comprehensive overview of network security including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced. Prerequisite: CNG 101 and/or instructor permission.

CNG 180 Internship I 1-6

Provides the student with an introduction to personal computer repair in the work place. Prerequisite: none.

CNG 212 Managing a MS Windows Server Environment 4(2-2)

Provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment. Prerequisite: CNG 121 and CNG 260 or instructor permission.

CNG 258 Computer Forensics 4(2-2)

Exposes the student to the field of Computer Forensics and investigation. Provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analysis. The curriculum and objectives map to the International Association of Computer Investigative Specialists (IACIS) certification. Prerequisite: CNG 121, CNG 132, CNG 260 or instructor permission.

CNG 260 Cisco Network Associate I 5(5-0)

Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design. Prerequisite: Recommend CIS 118 or equivalent and CNG 101.

CNG 261 Cisco Network Associate II 5(5-0)

Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching. Prerequisite: CNG 260.

CNG 262 Cisco Network Associate III 5(5-0)

Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. Prerequisite: CNG 261

CNG 263 Cisco Network Associate IV 5(5-0)

Focuses on project-based learning, including advanced network design projects and advanced management projects. This course and CNG 260, 261 and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam. Prerequisite: CNG 262.

CSC 150 Visual Basic Programming 3(3-0)

Introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic for Windows. Prerequisite: MAT 106 or higher.

CSC 160 Computer Science I 4(4-0)

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time. Prerequisite: MAT 106 or higher.

CWB 110 Complete Web Authoring 3(2-1)

Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms. Prereq: CIS 118 and instructor permission.

CWB 130 Web Editing Tools 3(2-1)

Provides tools used in designing and building Web pages that are easy to use and have a pleasing look. The student will develop Web pages using the Microsoft program. Use of images, forms, frames, tables, templates, and layers will be covered.

CWB 287 Cooperative Education 0-6

Provides a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives. Prerequisite: none.

Cosmetology/Esthetician/Hairstylist/Nail Technician

COS 103 Shampoo/Rinses/Conditioners I 1(.5-.5)

Introduces various types of scalp treatments and shampoos. Enables student to recognize and treat disorders of hair and scalp. Covers product knowledge and proper massage techniques to help control disorders and to cleanse the hair and scalp. Includes terminology dealing with hair structure, scalp, and hair disorders. Provides training in a lab or classroom setting.

COS 110 Introduction to Hair Coloring 2(1-1)

Provides theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Covers basic techniques and procedures for the application of hair coloring.

COS 111 Intermediate: Hair Coloring 2(1-1)
 Focuses on theory and practical application of color products, formulations of color, level and shades of color. Examines techniques in a specialized class or in a supervised salon setting.

COS 120 Introduction to Hair Cutting 2(1-1)
 Introduction to the theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting. Covers the proper use and care of hair cutting implements. Focuses on basic hair cutting techniques using all cutting implements. Disinfection, sanitation procedures as they relate to haircutting.

COS 121 Intermediate I: Haircutting 2(1-1)
 Focuses on theory related facial shapes, head and body forms to determine the client's appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in the supervised salon (clinical setting).

COS 130 Introduction to Hair Styling 2(1-1)
 Combines theory with the practical application of roller placement, shaping, pincurls, finger waves, ariforming iron curling, soft pressing and hard pressing.

COS 131 Intermediate I: Hair Styling 2(0-2)
 Focuses on the accepted methods of styling hair, air forming roller sets, finger waves, pin curls, braiding and hair pressing.

COS 140 Introduction to Chemical Texture 1(.5-.5)
 Introduces a combination of theory and practice focusing on the analysis of hair and scalp, proper equipment and product knowledge. Includes basic techniques in permanent waving and chemical relaxing. Provides training in a classroom or lab setting on mannequins or live models.

COS 141 Intermediate I: Chemical Texture 1(.5-.5)
 Emphasizes theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables the student to practice different wrapping techniques required by trend styles.

COS 150 Laws, Rules and Regulations 1(1-0)
 Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry. The effects these have on the student, licensed individual, salons and school owners.

COS 160 Introduction to Disinfection, Sanitation & Safety 2(.5-1.5)
 Introduces the various methods of disinfection, sanitation, and safety as used in the cosmetology industry. Includes classroom study of bacteriology and the terminology dealing with cosmetology.

COS 161 Intermediate I: Disinfection, Sanitation & Safety 1(.5-.5)
 Focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Covers terminology and training of disin-

fection, sanitation and safety procedures. Also includes customer service in a supervised salon (clinical) setting or specialized class.

COS 203 Shampoos/Rinses/Conditioners II 1(0-1)
 Provides theory and practical training in shampoos, rinses and conditioners. Examines advanced techniques to prepare the student for employment. Includes preparation for the State Board Licensing Examination in shampoos, rinses and conditioners.

COS 210 Intermediate II: Hair Coloring 2(0-2)
 Provides continued instruction in the theory and practical application of color products, formulations of color, level and shades of color. Enables students to practice techniques in a specialized class or in a supervised salon setting.

COS 211 Advanced Hair Coloring 2(0-2)
 Provides continued instruction on advanced theory and practical techniques in hair coloring. Focuses on the recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

COS 220 Intermediate II: Haircutting 2(1-1)
 Provides continued instruction in the theory related to facial shapes, head and body forms to determine the client's appropriate haircut. Incorporates practical applications of haircutting techniques.

COS 221 Advanced Hair Cutting 2(0-2)
 Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination.

COS 230 Intermediate II: Hair Styling 2(0-2)
 Provides continued instruction on accepted methods of styling hair, air forming, roll set, finger waves and hair pressing. Examines techniques in specialized classes or in a supervised salon setting.

COS 231 Advanced Hair Styling 1(0-1)
 Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

COS 240 Intermediate II: Chemical Texture 1(0-1)
 Provides continued instruction in the theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables students to practice different wrapping techniques required by trend styles.

COS 241 Advanced Chemical Texture 1(0-1)
 Focuses on advanced techniques to prepare the student for employment and the changes in current industry standards. Instruction is provided in specialized classes or supervised salon (clinical) setting. Includes student preparation for the State Board Licensing Examination pertaining to permanent waves and chemical relaxers.

COS 250 Management, Ethics, Interpersonal**Skills & Salesmanship 1(.5-.5)**

Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

**COS 260 Intermediate II: Disinfection,
Sanitation & Safety****2(1-1)**

Provides continued study of theory and practice of proper methods of sterilization, disinfection, sanitation and safety procedures as related to all phases of the industry. Covers terminology and training of disinfection, sanitation and safety procedures. The individual responsibility to provide a safe work environment is practiced.

**COS 261 Advanced Disinfection,
Sanitation & Safety****1(0-1)**

Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

**COS 262 Advanced II: Disinfection,
Sanitation & Safety****3(1-2)**

This course is the extra hours/credits required for the hairstylist program, per State Board of Colorado Barber/Cosmetology Board. Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

COS 275 Special Topics**1-6**

Provides students with a vehicle to pursue indepth exploration of special topics of interest.

COS 279 Seminar/Workshop**1-6**

This course provides students with an experiential learning opportunity.

COS 280 Internship**1-6**

This course provides students with the opportunity to supplement coursework with practical work experience related to their educational programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

COS 288 Practicum**10**

Provides students with the opportunity to supplement coursework with practical work experience related to their education-

al programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

COS 290 Professional Development/Continuing Education 1-6

Provides students with a vehicle to pursue indepth exploration of special topics of interest.

EST 110 Introduction to Facials and Skin Care 3(1-2)

Provides a basic understanding of massage manipulations when providing facials and the study of skin in both theory and practical applications. Benefits derived from proper facial and good skin care routines. Training is conducted in a classroom or lab setting using mannequins or models.

EST 111 Intermediate Facials & Skin Care 2(1-1)

Covers theory and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students help patrons to select the proper skin care treatment. Practical and theory application can be done in specialized classes or supervised salon (clinical) setting using models or customer service.

**EST 160 Intro to Disinfection,
Sanitation & Safety****2(2-0)**

Introduces the various methods of disinfection, sanitation and safety as used today in the industry. Classroom study of bacteriology and the terminology dealing with disinfection, sanitation and safety.

**EST 161 Intermediate Disinfection,
Sanitation & Safety****3(3-0)**

Presents theory and the daily utilization and practice of the proper methods of disinfection, sanitation, and safety. Procedures as related to all phases of the industry. Training is provided in a supervised (clinical) setting.

EST 210 Advanced Massage & Skin Care 2(0-2)

Provides the student with advanced techniques in massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment. Instruction is provided in specialized classes or in a supervised salon (clinical) setting. Student preparation for State Board Licensing Examination.

EST 211 Facial Makeup**1(.5-.5)**

Provides instruction on cosmetics and their functions. The importance of color theory, facial types and skin tones as they relate to facial makeup. Instruction from the basic makeup application to the corrective makeup procedure is taught. Disinfection and sanitation is taught as it pertains to all aspects of makeup.

EST 212 Hair Removal**3(.5-2.5)**

Provides in-depth study and practice of hair removal and the practice of patron protection and safety. Training for general waxing and body waxing procedures are provided. Demonstration of disinfection and sanitation as it pertains to Colorado rules and regulations will be practiced.

EST 230 Esthetician Preparation for State Board 3
Provides preparation for State Boards. Allows the student the opportunity to gain knowledge in the practical and/or written examination required by the Colorado Board of Barber/Cosmetology.

EST 260 Advanced Disinfection, Sanitation & Safety 2
Provides advanced training on disinfection, sanitation, and safety is incorporated in a supervised salon (clinical) setting. Advanced techniques will ready the student for employment. Student preparation for the State Board Licensing Examination in theory and practical procedures for disinfection, sanitation and safety.

EST 280 Internship 1-6
This course provides students with the opportunity to supplement coursework with practical work experience related to their educational programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instruction.

EST 285 Independent Study 1-6
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

EST 290 Professional Development/Continuing Ed 6
Provides students with a vehicle to pursue indepth exploration of special topics of interest.

NAT 110 Introduction to Manicures & Pedicures 3(1-2)
Provides a basic introduction in the proper use of implements used in manicures and pedicures. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques.

NAT 111 Intermediate Manicures & Pedicures 2(1-1)
Presents theory and practical application dealing with different types of manicures, pedicures, nail art and massage techniques. Theory and practical application of procedures, products, nail shapes and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspects of manicures, pedicures and nail art is taught.

NAT 210 Advanced Manicures & Pedicures 2(0-2)
Presents theory and practical application dealing with different types of manicures, pedicures, massage techniques and nail art. Theory and practical application of procedures, products, nail shapes and maintenance of the natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting using models or customer service.

NAT 211 Application of Artificial Nails 5(2-3)
Provides advanced theory and practical application of nail wraps, tip overlays, acrylics and product knowledge to ready the student for employment. Theory and practical application of removal techniques for artificial nails is covered. Instruction is provided in specialized classes or in supervised salon (clinical) setting using models or customer service. Student preparation for State Board Licensing examination pertaining to artificial nails is covered.

NAT 230 Nail Technician Preparation for State Board 3
Provides preparation for State Boards. Allows the student the opportunity to gain knowledge in the practical and/or written examination required by the Colorado Board of Barber/Cosmetology.

NAT 280 Internship 1-6
This course provides students with the opportunity to supplement coursework with practical work experience related to their educational programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instruction.

NAT 288 Practicum 10(0-10)
Provides students with the opportunity to supplement coursework with practical work experience related to their educational programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

NAT 290 Advanced Nail Technician Studies 3
Provides students with a vehicle to pursue indepth exploration of special topics of interest.

Criminal Justice

CRJ 110 Introduction to Criminal Justice 3(3-0)
Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances. Prerequisite: none.

CRJ 111 Substantive Criminal Law 3(3-0)
Teaches legal definitions of crime, purposes and functions of the law, historical foundations and the limits of the criminal law. Prerequisite: none.

CRJ 112 Procedural Criminal Law 3(3-0)
Covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of case studies from arrest through final appeal. Prerequisite: none.

- CRJ 125 Law Enforcement Operations** 3(3-0)
Examines the complexity and multi-dimensional aspects of the law enforcement role and career, law enforcement discretion, law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, political and organizational context. Prerequisite: none.
- CRJ 135 Judicial Function** 3(3-0)
Examines the criminal process with an analysis of the major judicial decision makers, i.e., prosecutors, defense attorneys, judges and the discretionary aspects of adjudication. Prerequisite: none.
- CRJ 145 Correctional Process** 3(3-0)
Focuses on the post-conviction corrections process; the development of a correctional philosophy, theory, and practice; a description of institutional operation, programming and management; and community-based corrections, probation and parole. Prerequisite: none.
- CRJ 210 Constitutional Law** 3(3-0)
Focuses on powers of government as allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions. Prerequisite: none.
- CRJ 220 Human Relations and Social Conflict** 3(3-0)
Highlights the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure. Prerequisite: none.
- CRJ 230 Criminology** 3(3-0)
Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology. Prerequisite: none.
- CRJ 240 Criminal Investigations** 3(3-0)
Introduces investigation methods and procedures from preliminary through the follow-up stages. Prerequisite: none.
- CRJ 256 Classification & Treatment of Offenders** 3(3-0)
Focuses on the process through which the custodial, educational, vocational and treatment needs of the offender are determined. Prerequisite: none.

Developmental Studies

- ENG 030 Basic Writing Skills** 2(2-0)
Focuses on sentence and basic paragraph structure and development. Enables the students to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. Prerequisite: English assessment.
- ENG 060 Writing Fundamentals** 3(3-0)
Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical

thinking strategies and the writing process to respond to a wide variety of writing situations. Prerequisite: successful completion of ENG 030 (grade of C or better) or English assessment.

- ENG 090 Basic Composition** 3(3-0)
Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development. Prerequisite: successful completion of ENG 060 (grade of C or better) or English assessment.

- MAT 030 Fundamentals of Mathematics** 2(2-0)
Includes the vocabulary, operation and applications of whole numbers, decimals and basic fractions and mixed numbers. Prerequisite: math assessment.

- MAT 060 Pre-Algebra** 3(3-0)
Furthers the study of fractions and mixed numbers. Also included are vocabulary, operations, and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. Prerequisite: successful completion of MAT 030 (grade of C or better) or Math assessment.

- MAT 090 Introductory Algebra** 4(4-0)
Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included. Prerequisite: successful completion of MAT 060 (grade of C or better) or Math assessment.

- REA 030 Basic Reading Skills** 2(2-0)
Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension. Prerequisite: Reading assessment.

- REA 060 Foundations of Reading** 3(3-0)
Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. Prerequisite: successful completion of REA 030 (grade of C or better) or Reading assessment.

- REA 090 College Preparatory Reading** 3(3-0)
Enables the student to apply strategies for improving comprehension, developing vocabulary and increasing rate for reading college textbooks. Prerequisite: successful completion of REA 060 (grade of C or better) or Reading assessment.

Early Childhood Education

- ECE 101 Introduction to Early Childhood Education** 3(3-0)
Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety;

Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight. Prerequisite: none.

ECE 102 Introduction to EC Lab Techniques 3(1-2)

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8. Prerequisite or co-requisite: ECE 10.

ECE 103 Guidance Strategies for Children 3(3-0)

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age 8. Prerequisite: none.

ECE 111 Infant and Toddler Theory and Practice 3(3-0)

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family setting. Includes State requirements for licensing, health, safety and nutrition issues. Ages addressed: prenatal through age 2. Prerequisite: none.

ECE 112 Introduction to Infant/Toddler Lab Techniques 3(1-2)

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions, and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age 2. Prerequisite or corequisite: ECE 111.

ECE 125 Science/Math of the Young Child 3(3-0)

Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children.

ECE 126 Art of the Young Child 3(3-0)

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children.

ECE 127 Music/Movement for the Young Child 1(1-0)

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experience, students work with the concept of age and developmental appropriateness when designing fun activities with both subjects.

ECE 205 Nutrition Health and Safety 3(3-0)

Focuses on nutrition, health and safety as a key factor for opti-

mal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages prenatal through age 8. Prerequisite: none.

ECE 220 Curriculum Development: Methods and Techniques 3(3-0)

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. Addresses ages birth through age 8. Prerequisite: none.

ECE 225 Language and Cognition for the Young Child (3-0)

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8. Prerequisite: PSY 238 or instructor permission.

ECE 226 Creativity and the Young Child 3(3-0)

Provides an emphasis on encouraging and supporting creative self expression and problem-solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8. Prereq: none.

ECE 228 Language and Literacy 3(3-0)

Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age 8.

ECE 238 Child Growth and Development 4(3-2)

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept into the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.

ECE 240 Admin of Early Childhood Care & Education Programs 3(3-0)

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the directors' administrative skills and role as a community advocate for young children. Addresses ages birth through age 12. Prerequisite: ECE 101 or instructor permission.

ECE 241 Admin: Human Relations for Early Childhood Education 3(3-0)

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction. Prerequisite: none.

ECE 260 Exceptional Child 3(3-0)

Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8. Prerequisite: none.

***PSY 238 Child Development 3(3-0)**

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. Prerequisite: none.

Economics

***ECO 201 Principles of Macroeconomics 3(3-0)**

Focuses on the study of the American economy, stressing the interrelationships among the household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. Prerequisite: none.

***ECO 202 Principles of Microeconomics 3(3-0)**

Studies the firm, the nature of costs and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly, and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. Prerequisite: none.

***ECO 245 Environmental Economics 3(3-0)**

Introduces students to contemporary environmental issues and policies meant to reduce environmental degradation. Includes market failures, analytical tools, government pollution reduction policies for air, water, and natural environments and their effectiveness. Prerequisite: none.

Education

EDU 221 Introduction to Education 3(3-0)

Focuses on the historical, social, political, philosophical, cultural, and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considera-

tions related to becoming a teacher in the State of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system. Incorporates a 30-hour 0-credit pre-professional, supervised field-based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students. Additionally, prior to participating in the field experience, all students must submit a CDE fingerprint card and processing fee which will be used to conduct a CBI background check. Prerequisite: College level reading and writing as demonstrated on college level placement scores.

EDU 240 Teaching the Exceptional Learner 3(3-0)

Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students. Prior to beginning the field experience, students that have not previously done so must submit a CDE fingerprint card and processing fee which will be used to conduct a CBI background check. Prerequisite: completion of EDU 221 strongly recommended.

Emergency Medical Technician

EMS 125 EMT—Basic 9

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age. Prerequisite: none. Corequisite: EMS 170.

EMS 170 EMT Basic Clinical 1

Provides the EMT student with the clinical experience required of initial and some renewal processes. Corequisite: EMS 125 or EMS 126 depending on student status.

EMS 203 EMT—Intermediate I 6

Course provides preparatory information and is the first part of the EMT Intermediate program. Prerequisite: Valid EMT Basic, HEP B vac, current CPR cards, high school grad or GED, CPT 80, Math.

EMS 205 EMT—Intermediate II 6

Serves as the second course for EMT Intermediate certification. Prerequisite: EMS 203

EMS 270 Clinical: EMS Intermediate 3

Provides the EMT I student with the required field experiences as required by the Colorado Department of Health. Prerequisite: EMS 203-205. Corequisite: EMS 205 as needed.

English

ENG 030 Basic Writing Skills 2(2-0)

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar,

usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. Prerequisite: English assessment.

ENG 060 Writing Fundamentals 3(3-0)

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. Prerequisite: successful completion of ENG 030 (grade of C or better) or English assessment.

ENG 090 Basic Composition 3(3-0)

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development. Prereq: successful completion of ENG 060 or English assessment.

ENG 115 Technical English and Communication 3(3-0)

Focuses on the written and oral communication needs of students in vocational and technical fields. Enables the student to practice written, oral, reading, reasoning, and interpersonal communication skills in order to become successful (or remain successful) in the workplace. Prerequisite: ENG 060 or English assessment.

***ENG 121 English Composition I 3(3-0)**

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. Prerequisite: successful completion of ENG 090 with (grade of C or better) or English assessment.

***ENG 122 English Composition II 3(3-0)**

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. Prerequisite: successful completion of ENG 121 (grade of C or better).

ENG 131 Technical Writing I 3(3-0)

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. Prereq: ENG 060 or English assessment.

ENG 201 Masterpieces of Literature 3(3-0)

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. Prerequisite: ENG 121.

ENG 221 Creative Writing 3(3-0)

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary non-fiction) with emphasis on the student's own unique style, subject matter and needs. Prerequisite: English 121.

English as a Second Language

ESL 009 Low Beginning ESL 1-4

Focuses on writing, reading, listening, and speaking skills as tools for life skills in English. Incorporates practice for various work and living situations using basic English. Prerequisite: appropriate score on entrance test.

ESL 010 High Beginning ESL 2-4

Builds on writing, reading, listening, and speaking skills learned in the Low Beginning class. Enables students to practice various work and life skills situations using basic English. Prerequisite: appropriate score on entrance test.

ESL 013 Low Intermediate ESL 2-4

Builds on writing, reading, listening, and speaking skills as learned in the High Beginning class. Enables students to practice various work and life skills situations in English. Prerequisite: appropriate score on entrance test.

ESL 014 High Intermediate English for Life Skills 3-7

Builds on Low Intermediate ESL life skills competencies and provides students with the skills to use English to function independently in a variety of situations to satisfy survival, work-place and social needs. Energy, natural resources, pollution and environmental protection.

Environmental Science

ENV 101 Introduction to Environmental Science 4(4-0)

Introduces the student to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes discussions on biology, chemistry, geology, energy, natural resources, pollution and environmental protection. Prerequisite: none.

Finance

FIN 201 Principles of Finance 3(3-0)

Provides factual knowledge of financial institutions and the monetary system used in the United States in relationship to the global economy. Examines tools and techniques such as capital budgeting, time value of money, analysis of financial statements, cost of capital, and risk analysis to analyze business decisions, plan and determine project and firm value, and evaluate sources of financing. Prerequisite: none.

General Equivalency Diploma

GED 011 GED Preparation

1-12

Presents material for students who need to prepare for the GED tests: Language Arts, Writing; Reading; Mathematics; Science; and Social Studies. Prerequisite: none.

Geography***GEO 105 World Regional Geography**

3(3-0)

Facilitates the understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions and the interactions between human societies and natural environments. Prerequisite: none.

Geology***GEY 111 Physical Geology**

4(3-1)

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. Prerequisite: none.

***GEY 121 Historical Geology**

4(4-0)

Studies the physical and biological development of earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. Prerequisite: GEY 111 or instructor permission.

Health & Wellness**HPR 108 Dietary Nutrition**

1(1-0)

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

HWE 100 Human Nutrition

3(3-0)

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions. Prerequisite: none.

HWE 124 Fitness & Wellness

2(2-0)

Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness behaviors. This includes lifestyle modification, nutrition, weight management, stress manage-

ment, cardiovascular and cancer risk reduction, exercise and aging, exercise related injury, exercise and the environment, prevention of sexually transmitted diseases, substance abuse (including tobacco, alcohol and other psychoactive drugs), and analysis and interpretation of research publications and web sites in health and wellness. Prerequisite: none.

History***HIS 101 History of Western Civilization I**

3(3-0)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the pre-historic era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. Prerequisite: none.

***HIS 102 History of Western Civilization II**

3(3-0)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. Prerequisite: none.

***HIS 201 United States (U.S.) History I**

3(3-0)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. Prerequisite: none.

***HIS 202 United States (U.S.) History II**

3(3-0)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. Prerequisite: none.

HIS 225 Colorado History

3(3-0)

Presents story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. Prerequisite: none.

HIS 235 History of the American West

3(3-0)

Traces the history of the American West, from the Native American cultures and the frontier experiences of America's earliest eastern settlers through the Trans-Mississippi West, across the great exploratory and wagon trails, and up to the present West, be it urban, ranching, reservation, resource management or industrial. Emphasizes the north and central parts of the West. Prerequisite: none.

***HIS 247 Contemporary World History** 3(3-0)
Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to present. Emphasizes the interactions of global regions and nation-states. Prerequisite: none.

Horse Training & Management

Refer to Agriculture

Humanities

***HUM 121 Humanities: Early Civilization** 3(3-0)
Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures including European and non-European from the Ancient World to 1000 C.E. Prerequisite: ENG 090 or test scores at the ENG 121 level.

***HUM 122 Humanities: From Medieval to Modern** 3(3-0)
Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence. Prerequisite: ENG 090 or test scores of ENG 121.

***HUM 123 Humanities: The Modern World** 3(3-0)
Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development, and non-European peoples. Prerequisite: ENG 090 or test scores at the ENG 121 level.

Journalism

JOU 105 Intro to Mass Media 3(3-0)
Places the mass media in a historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy. Prerequisite: none.

Literature

***LIT 115 Introduction to Literature I** 3(3-0)
Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. Prerequisite: none. (This course is a prerequisite for Masterpieces of World Literature LIT 201)

LIT 127 Study of the Novel 3(3-0)
Focuses on careful reading and interpretation of selected novels representing types and periods of literature. Students will examine formal and thematic elements of longer fiction. Critical thinking, discussion, and writing about novels will enhance perceptive reading skills and heighten awareness of human condition. Prereq: none.

***LIT 211 American Literature I** 3(3-0)
Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. Prerequisite: English 121 recommended.

***LIT 202 Masterpieces of Literature II** 3(3-0)
Examines significant writings in world literature from 17th century to present. Emphasizes careful reading and understanding of the works and their cultural backgrounds. Prerequisite: LIT 115 Introduction to Literature.

***LIT 221 Creative Writing** 3(3-0)
Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs. Prerequisite: ENG 121.

LIT 225 Introduction to Shakespeare 3(3-0)
Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works. Prerequisite: none.

LIT 255 Children's Literature 3(3-0)
Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts. Prerequisite: none.

LIT 275 The Novel Approach to Language Arts 3(3-0)
Offers methods and techniques of developing a language arts unit based on an age/grade appropriate novel. Novels provide a means for exploration that involves critical and creative thinking and enrich the reading experiences of children. Instructional method revolves around student discussion groups that enable children to learn to listen and share points of view, ideas, and feelings. Student activities are developed utilizing Bloom's Taxonomy of Cognition and are interchangeable with additional titles (novels) or basal reading series. Prerequisite: LIT 255 and ENG 121.

Management

MAN 116 Principles of Supervision 3(3-0)
Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision. Prerequisite: none.

MAN 125 Teambuilding 1(1-0)
Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negoti-

ate, work together, build consensus, and make quality decisions. Prerequisite: none.

MAN 226 Principles of Management 3(3-0)

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach. Prerequisite: none.

Marketing

MAR 111 Principles of Sales 3(3-0)

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques. Prerequisite: BUS 115.

MAR 117 Principles of Retailing 3(3-0)

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations. Prerequisite: none.

MAR 187 Cooperative Education/Internship 1-6

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations which are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator. Prerequisite: none.

MAR 216 Principles of Marketing 3(3-0)

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their application to businesses and the individual consumer. Prerequisite: none.

Mathematics

MAT 030 Fundamentals of Math 2(2-0)

Includes the vocabulary, operation and applications of whole numbers, decimals and basic fractions and mixed numbers. Prerequisite: Math assessment.

MAT 060 Pre-Algebra 3(3-0)

Further study of fractions and mixed numbers. Also included are vocabulary, operations, and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and introduction to algebraic expressions and the solution of basic first-degree equations. Prerequisite: successful completion of MAT 030 (grade of C or better) or Math assessment.

MAT 090 Introductory Algebra 4(4-0)

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quad-

atic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included. Prerequisite: successful completion of MAT 060 (grade of C or better) or Math assessment.

MAT 103 Math for Clinical Calculations 3(3-0)

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement. Prerequisite: MAT 090.

***MAT 106 Survey of Algebra 4(4-0)**

Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized. Prerequisite: successful completion of MAT 090 (grade of C or better) or Math assessment.

MAT 107 Career Math 3(3-0)

Covers material designed for career technical students or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs and/or finance. These are presented on an introductory level and the emphasis is on applications. Prerequisite: MAT 030 or assessment.

MAT 112 Financial Mathematics 3(3-0)

Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets. Prerequisite: successful completion of MAT 060 (grade of C or better) or Math assessment.

***MAT 120 Mathematics for the Liberal Arts 4(4-0)**

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. Prerequisite: successful completion of MAT 106 (grade of C or better) or Math assessment.

***MAT 121 College Algebra 4(4-0)**

Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems; selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, binomial theorem and theory of equations. Prerequisite: successful completion of MAT 106 (grade of C or better) or Math assessment.

***MAT 122 College Trigonometry** 3(3-0)
Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. Prerequisite: successful completion of MAT 121 (grade of C or better) or Math assessment.

***MAT 123 Finite Mathematics** 4(4-0)
Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. Prerequisite: successful completion of MAT 106 (grade of C or better) or Math assessment.

***MAT 125 Survey of Calculus** 4(4-0)
Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. Prerequisite: successful completion (grade of C or better) of MAT 121.

***MAT 135 Introduction to Statistics** 3(3-0)
Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference—estimation, hypothesis testing, comparison of populations, correlation and regression. Prerequisite: successful completion of MAT 106 (grade of C or better) or Math assessment.

***MAT 155 Integrated Math I** 3(3-0)
Engages students in the concepts of school mathematics, the course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.

***MAT 156 Integrated Math II** 3(3-0)
Furtheres MAT 155 concepts, the course will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence. Prerequisite: MAT 106 or higher.

***MAT 201 Calculus I** 5(5-0)
Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives and applications of derivatives as well as indefinite and definite integrals and some applications. Prerequisite: successful completion of MAT 121 and MAT 122 (grade of C or better) or Math assessment.

***MAT 202 Calculus II** 5(5-0)
Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry,

improper integrals and infinite series. Prerequisite: successful completion of MAT 201 (grade of C or better) or Math assessment.

Music

***MUS 120 Music Appreciation** 3(3-0)
Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. Prerequisite: none.

***MUS 121 Music History I** 3(3-0)
Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. Prerequisite: none.

***MUS 122 Music History II** 3(3-0)
Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the early Romantic period to the present.

Nursing

NUR 106 Medical and Surgical Nursing Concepts 9(3.5-.5-5)
Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients. 9 Credits (3.5 credits theory=52.5 contact hours, .5 credits lab=15 contact hours, 5 credits clinical=150 contact hours).

NUR 109 Fundamentals of Nursing 8(2-3-3)
Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic care for clients with common health alterations across the health continuum. 8 Credits (2 credits theory=30 contact hours, 3 credits lab=90 contact hours, 3 credits clinical=90 contact hours).

NUR 112 Basic Concepts of Pharmacology 2(2-0)
Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interaction of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan. 2 credits (2 credits theory=30 contact hours).

NUR 150 Obstetric and Pediatric Nursing 7(3-1-3)
Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course. 7 Credits (3 credits theory = 45 contact hours; 1 credit lab = 30 contact hours; 3 credits clinical = 90 contact hours).

NUR 169 Transition into Practical Nursing 5(2-3)
Provides the student with a transition into the practical nurse role. Emphasis is placed on professionalism in nursing, communication, entry into practice, provider and manager of care and nursing management and leadership. The student assumes the role of the practical nurse as they manage patient care. 5 credits ((2 credits theory=30 contact hours, 3 credits clinical=90 contact hours)

NUR 189 Transition from LPN to ADN 4
Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. Beginning Academic Year 2008-2009 all students entering the second year of the ADN Program, who have not been continuously enrolled from the first to the second year of the program, will be required to complete this course. This course will be offered in the semester prior to the first semester of the second year of the program.

NUR 206 Advanced Concepts of Medical Surgical Nursing II 8(3-.5-4.5)
Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. 8 Credits (3 credits theory=45 contact hours, .5 credits lab = 25 contact hours and 4.5 credits clinical=135 contact hours).

NUR 211 Nursing Care of Psychiatric Clients 4(1-1-2)
Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders. 4 Credits (1 credit theory-15 contact hours, 1 credit lab=30 contact hours and 2 credits clinical=45 contact hours).

NUR 212 Pharmacology II 2(2-0)
Builds upon the concepts introduced in NUR 112 Pharmacology I

regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medication in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates. (2 credits theory-30 contact hours).

NUR 216 Advanced Concepts of Medical Surgical Nursing II 6(2-4)
Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. 6 Credits (2 credits theory=30 contact hours and 4 credits clinical=120 contact hours).

NUR 230 Leadership Management Trends 5(1.5-3.5)
Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care, and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse. 5 credits (1.5 credits theory=22.5 contact hours; 3.5 credits clinical=105 contact hours).

Philosophy

***PHI 111 Introduction to Philosophy** 3(3-0)
Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. Prerequisite: recommend college level reading and writing skills.

***PHI 112 Ethics** 3(3-0)
Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. Prerequisite: recommend college level reading and writing skills.

***PHI 113 Logic** 3(3-0)
Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving. Prerequisite: recommend college level reading and writing skills.

Physical Education

- *PED 100 Beginning Golf** 1(0-1)
Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play. Prerequisite: none.
- *PED 102 Volleyball** 1(0-1)
Introduces and improves student skill level in volleyball. Primary emphasis is on teaching elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies. Prereq: none.
- PED 105 Basketball** 1(0-1)
Introduces basketball and focuses on improving student skill level. Emphasizes teaching the student the elements of basketball rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies. Prerequisite: none.
- PED 106 Tennis** 1(0-1)
Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, groundstrokes, serving, the various shots, and singles and doubles play and strategies. Prerequisite: none.
- PED 110 Fitness Center Activity I** 1(0-1)
Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles and computerized cardiovascular equipment are incorporated to elicit improvements in fitness. Prerequisite: none.
- PED 111 Fitness Center Activity II** 1(0-1)
Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness. Prerequisite: PED 110.
- PED 114 Walking & Jogging** 1(0-1)
Enables the student to understand the values in walking and jogging. Safety precautions and emphasis on personal programs are emphasized. Prerequisite: none.
- PED 116 Weight Training** 1(0-1)
Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to

- their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. Prerequisite: none.
- PED 117 Cross Training** 1(0-1)
Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology. Prerequisite: none.
- PED 125 Bowling** 1(0-1)
Introduces bowling fundamentals to improve the student's skill level. The primary emphasis is on teaching the student the elements of bowling, rules and regulations, footwork, courtesies, delivery, selection of ball, scoring, and team and individual competition. Prerequisite: none.
- PED 136 Advanced Weight Training** 2(0-2)
Offers guided instruction and independent practice in weight training for men and women. Students practice various weight training techniques in accordance with their abilities. Emphasizes physiological considerations, equipment orientation, correct lifting techniques, program design, and nutrition. Prerequisite: none.
- PED 137 Varsity Sports** 1(0-1)
Allows the student-athletes an opportunity to participate in a competitive varsity sports program. Prerequisite: none.
- PED 146 Martial Arts** 1(0-1)
Introduces basic martial arts techniques and forms designed to improve the physical and mental capacity of an individual. Enables the student to gain an understanding of the basic philosophies and concepts around the martial arts and the approach to ethics. Provides a clear-cut guide for developing a powerful sense of character and will. Prerequisite: none.
- PED 147 Yoga I** 1(0-1)
Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises. Prerequisite: none.
- PED 148 Yoga II** 1(0-1)
Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits. Prerequisite: PED 147 or instructor permission.
- PED 210 Fitness Center Activity III** 1(0-1)
Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength and endurance, cardiovascular fitness, and body

composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track available in the Fitness Center. Prerequisite: PED 111.

PED 211 Fitness Center Activity IV 1(0-1)

Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track found in the Fitness Center. Prerequisite: PED 210.

PER 126 Introduction to Coaching 2(2-0)

Acquaints the learner with the knowledge, requirements and responsibilities of coaching, including sports philosophy, sport medicine, and sport management. Fulfills requirements for ACEP Leader Level 1. Prerequisite: none.

PER 232 Care & Prevention of Athletic Injuries 3(3-0)

Focuses on techniques in prevention, care and basic rehabilitation of athletic injury. Prerequisite: none.

PER 242 Analysis & Teaching of Baseball 2(2-0)

Focuses on a study of the techniques and strategies of coaching competition baseball to obtain background and understanding of rules and positions of umpiring baseball. Prerequisite: none.

PER 260 Sports Officiating 2(2-0)

Provides knowledge on basic fundamentals for all officials-how to deal with crowds and knowing the state organizations and their purposes. Prerequisite: none.

Physics

***PHY 105 Conceptual Physics 4(2-2)**

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. Prerequisite: none.

***PHY 111 Physics: Algebra-Based I with Lab 5(3-2)**

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the

health sciences and all other interested students. Students entering engineering or one of the advanced sciences should register for PHY 211. Pre/co-requisite: MAT 121.

***PHY 112 Physics: Algebra-Based II with Lab 5(3-2)**

Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. Prerequisite: PHY 111.

***PHY 211 Physics: Calculus-Based I with Lab 5(3-2)**

Enables student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through the demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advanced sciences. Prerequisite: MAT 201 or instructor permission.

***PHY 212 Physics: Calculus-Based II with Lab 5(3-2)**

Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. Prerequisite: PHY 211.

Political Science

***POS 105 Introduction to Political Science 3(3-0)**

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. Prerequisite: none.

POS 106 Student Government I 1(1-0)

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (first year, first semester).

POS 107 Student Government II 1(1-0)

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (first year, second semester). Prerequisite: POS 106.

***POS 111 American Government 3(3-0)**

Includes the background of the U. S. Constitution; the philosophy of American government; general principles of the Constitution; federalism, and civil liberties. Examines public

opinion and citizen participation; political parties, interest groups and the electoral process; and the structure and functions of the national government. Prerequisite: none.

POS 136 American Presidency 3(3-0)

Focuses on office of the president as a branch of government. Examines the individuals who have occupied and shaped the presidency, and changes in the office itself. Prerequisite: none.

POS 206 Student Government III 1(1-0)

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (second year, first semester). Prerequisite: POS 107

POS 207 Student Government IV 1(1-0)

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (second year, second semester). Prerequisite: POS 206.

Psychology

***PSY 101 General Psychology I 3(3-0)**

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory. Prerequisite: none.

***PSY 102 General Psychology II 3(3-0)**

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development and social psychology. Prerequisite: none.

PSY 217 Human Sexuality 3(3-0)

Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. Prerequisite: none.

***PSY 235 Human Growth & Development 3(3-0)**

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors. Prerequisite: none.

***PSY 238 Child Development 3(3-0)**

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. Prerequisite: none.

PSY 249 Abnormal Psychology 3(3-0)

Examines abnormal behavior and its classification, causes, treatment, and prevention. Prereq: 3 credits of general psychology.

PSY 265 Psychology of Personality 3(3-0)

Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and, optionally, neurobiological, existential, and/or Eastern perspectives. The underlying assumptions and research support for these theories will be appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this subfield of psychology. Prerequisite: PSY 101 or PSY 102 or instructor permission.

Reading

REA 030 Basic Reading Skills 2(2-0)

Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension. Prerequisite: Reading assessment.

REA 060 Foundations of Reading 3(3-0)

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. Prerequisite: successful completion of REA 030 (grade of C or better) or Reading assessment.

REA 090 College Preparatory Reading 3(3-0)

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks. Prerequisite: successful completion of REA 060 (grade of C or better) or Reading assessment.

Science

***SCI 155 Integrated Science I 4(4-0)**

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. Prerequisite: MAT 090.

***SCI 156 Integrated Science II 4(4-0)**

Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts. Prerequisite: none.

Sociology

***SOC 101 Introduction to Sociology I 3(3-0)**

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. Prerequisite: none.

***SOC 102 Introduction to Sociology II 3(3-0)**

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures. Prerequisite: none.

SOC 205 Sociology of Family Dynamics 3(3-0)

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural, and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trend-sand some alternative life styles. Prerequisite: recommend ENG 090, SOC 101 or instructor permission.

***SOC 215 Contemporary Social Problems 3(3-0)**

Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. Prerequisite: none.

SOC 218 Sociology of Diversity 3(3-0)

Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed.

Spanish

SPA 101 Conversational Spanish I 3(3-0)

Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Prerequisite: none.

SPA 102 Conversational Spanish II 3(3-0)

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversation patterns, expressions, and grammar. Prerequisite: SPA 101.

SPA 111 Spanish Language I 5(5-0)

Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and instructors. Prerequisite: none.

SPA 112 Spanish Language II 5(5-0)

Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the

methodology will vary according to individual texts and instructors. Prerequisite: SPA 111 or instructor permission.

Speech

*SPE 115 changed to COM 115

*SPE 125 changed to COM 125

Theatre

***THE 105 Introduction to Theatre Arts 3(3-0)**

Includes discussions, workshops, and lectures designed to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory. Prerequisite: none.

***THE 211 Development of Theatre I 3(3-0)**

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance. Prerequisite: none.

***THE 212 Development of Theatre II 3(3-0)**

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance. Prerequisite: none.

Welding

WEL 103 Basic Shielded Metal Arc I 4(1-3)

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced. Prerequisite: none.

WEL 104 Basic Shielded Metal Arc II 4(1-3)

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures and practices will also be practiced during this course. Prerequisite: WEL 103 or instructor permission.



Section XII

Legal notices

102	FERPA
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104	Campus Right-to-Know Act
104	Sex offender notice

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) guarantees students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official arranges for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official advises the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

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

If the College decides not to amend the record as the student requests, the College notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. The College provides additional information regarding the hearing procedures to the student when notified of the right to a hearing.

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

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

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

4. Lamar Community College makes every effort to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Selected definitions include

- A. *Student*—Any individual who is or has been in attendance at an institution and about whom the institution maintains education records. Eligible students are those who are 18 years of age or older. This definition does not include applicants to an institution.
- B. *Parent*—Parent of a student, including natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian.
- C. *Attendance*—Attendance in person or by correspondence. This definition also includes that period of time during which a student might be working under a work-study program. Note that it is not enough to be en-

rolled, the student must be physically present at the institution except in cases involving correspondence courses.

- D. *Disclosure*—to permit access to education records or the personally identifiable information in the records by any means, including oral, written, or electronic means.
- E. *Personally identifiable information*—student's name, parent and family member names, address of student and parent or family members, a personal identifier such as social security number or student number, a list of personal characteristics or other information which would make the student's identity easily traceable.
- F. *Directory information*—information contained in education records which would not generally be considered harmful or an invasion of privacy if released. Lamar Community College designates student name, participation in recognized activities and sports, weight and height of athletes, dates of attendance, degrees, honors, and awards received, the most recent previous educational institution attended, and photographs of the student as being directory information.
- G. *Education records*—those records that are directly related to a student and that are maintained by an educational institution. Education records do not include:
 1. Records of instructional, supervisory, and administrative personnel that are kept in the sole possession of the maker of the record and are not revealed to anyone except a substitute. Example: grade books and faculty instructional materials.
 2. Records of a law enforcement unit of an educational institution if the records are maintained separately from education records, maintained solely for enforcement purposes, and disclosed only to law enforcement officials of the same jurisdiction.
 3. Records relating to an individual who is employed by an educational institution that are maintained in the normal course of business, related solely to the individual as an employee, and are not available for any other purpose. Exception: records of an individual who is employed by the educational institution as a result of his or her status as a student are educational records and are not excepted from coverage under this section. Examples include employment records of graduate assistants and work-study students.
 4. Records that contain information about an individual after he or she is no longer a student at the institution.

5. Records of a student that are made or maintained by a physician, psychologist, psychiatrist, or other recognized professional or paraprofessional acting in such capacity which are made or used only in connection with treatment of the student and are disclosed only to persons providing the treatment. Treatment does not include remedial educational activities.

A parent or eligible student has the right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information by submitting a written statement that he or she does not want any or all of those types of information about the student designated as directory information.

Notice of nondiscrimination

Lamar Community College does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and the Americans with Disabilities Act of 1990 may be referred to:

Equity Officer

2401 South Main, Lamar, CO 81052
719-336-1518

or

Director of Affirmative Action for the Colorado Community College System

9101 E. Lowry Boulevard, Denver, CO 80230
303-620-4000

or

Office for Civil Rights

U.S. Department of Education
1961 Stout Street, Denver, CO 80294

All LCC customers have access to services, programs, and activities in accordance with the Americans with Disabilities Act of 1990. Special needs may be directed to Lamar Community College's Special Populations Coordinator, 2401 South Main, Lamar, CO 81052, 719.336.1525.

Prohibition against enrollment in state-supported institutions of higher education of persons convicted of rioting offenses.

Under Colorado law, no person shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of a guilty verdict, guilty plea, no contest plea, or a deferred judgment and sentence for inciting riot, arming rioters, or engaging in a riot.

Campus Right-to-Know Act

Lamar Community College strives to provide a safe, fun environment for students, staff and faculty, and community members. In compliance with Title I of Public law 101-542, the Crime Awareness and Campus Security Act of 1990, LCC provides the following information on campus crime for the 2006-2007 academic year. For a full report, contact the Director of Facilities.

Schedule of offenses 2007

Classification of offenses	Reported	False or baseless complaints	Offense cleared by arrest or campus discipline	Total
1. Murder	0	0	0	0
2. Rape & sexual assault	0	0	0	0
3. Robbery	0	0	0	0
4. Aggravated assault	0	0	0	0
5. Burglary	1	0	1	1
6. Motor vehicle theft	0	0	0	0
7. Manslaughter	0	0	0	0
8. Arson	0	0	0	0
9. Liquor law violations	14	0	14	14
10. Drug abuse	1	0	1	1
11. Weapons possessions	0	0	0	0

Sex offender notice

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at the College may be obtained from the Lamar Police Department, 505 South Main Street, 719-336-4341 or the Prowers County Sheriff's Department, 103 East Oak, 719-336-8050.

Section XIII

Our people

State Board for Community Colleges and Occupational Education

- 105** SBCCOE
- 105** Advisory Council
- 105** Foundation Board
- 106** Faculty
- 106** Administration and staff

Barbara McKellar, Chair
6th Congressional District

Patricia A. Erjavec, Vice Chair
3rd Congressional District

Wanda Cousar
5th Congressional District

Jennifer Hopkins
2nd Congressional District

Bernadette Marquez
1st Congressional District

Jerry Nickell
4th Congressional District

Ledy Garcia-Eckstein
1st Congressional District

John Trefny
7th Congressional District

Tamra J. Ward
1st Congressional District

Lamar Community College Advisory Council

Jay Brooke, Lamar
Chair

Stephanie Gonzales, Holly
Vice Chair

Regina Jo Dorenkamp, Lamar
Member

Linda Fairbairn, Lamar
Member

Nikki Johnson, Campo
Member

Gilbert Sprout, Lamar
Member

Marsha Willhite, Holly
Member

Lamar Community College Foundation

Ian DeBono, Chair

Carlyn Yokum, Vice Chair

Steve Sherlock, Secretary/Treasurer

Norm Arends

Susan R. Bergquist

Ruthie Esgar

Martha Peery

Cheryl Preisser

Lamar Community College Faculty

Camarillo, Marilyn—Equine Business Management

Vocational Credential, Colorado Community College System

Denniston, Vicke—Information Technology

B.S., Southern Utah University

Doe, Debbie—Adult Transition Services

B.A., M.A., Adams State University

Emick, Kelly—History

B.A., Hastings College; M.A., University of Northern Colorado

Forney, Craig—Small Business Management

B.S., Regis University

Fulghum, Richard—Biology

B.A., Black Hills State College; M.A., Emporia State University; M.A., American University

Green, Eric—Librarian

B.A., Western State College; M.A., Emporia State University; M.A., American University

Halverson, Charlotte—Cosmetology

Cosmetology Certificate, Lamar Community College; Vocational Credential, Colorado Community College System

Hart, Cheryl—Adult Basic Education

B.S., Regis University

Henderson, Kathy—Nursing

L.P.N., A.D.N., Otero Junior College; B.S.N., University of New Mexico

Hicks, Marla—Nursing

A.D.N., Lamar Community College

Kravig, Jason—Horse Training & Management

B.S. Oklahoma Panhandle State University

Malone, Brad—Agriculture

B.S. Adams State College

Northrup, David—Physical Science

B.S., M.S., Colorado School of Mines

O'Toole, Christine—Life Science

B.S. University of New Hampshire; M.S., University of Colorado

Pacino, Maggie—Education Programs Coordinator

B.A. Metropolitan State College; M.A., Adams State College

Rydberg, J.J.—Horse Training & Management

B.A., Adams State College

Summers, Sandy—Director of Nursing

B.S.N., University of New Mexico, R.N., M.S.N., F.N.P., University of Colorado

Thompson, Brad—Pierre Auger Education Outreach Coordinator

B.A., B.S., University of Minnesota, M.S., Mankato State University

Tucker, Adrianna—Animal Science/Livestock Judging Coach

B.S., Texas Tech University

Turner, Mary Ann—Nursing

B.S.N., University of New Mexico

Whitham, Elizabeth—Business

B.S., Albertus Magnus College

Winsor, Nancy—Nursing

B.H.S., University of Missouri

Young, Becky—Developmental Studies

B.S., M.Ed., Colorado State University

Administrative and classified staff

Bair, Ava

Accounts Payable

Brooks, Craig

Athletic Director/Head Women's Softball Coach

Buck, Ben

Assistant Baseball Coach

Chase, Del

Vice President of Academic Services

Cordova, Phillip

Computer Technology Specialist

Crampton, Anne-Marie

Director of Communication

Crampton, Scott

Head Baseball Coach

Crawford, Edward

Custodian

DeBono, Chad

Vice President of Student Services

Dieterle, Paula

Administrative Assistant

Dieterle, Sheila

Bookstore Manager

Dunn, Jane

Counselor/Student Development Coordinator

Evans, Debbie

Coordinator of Student Services/Student Accounts

Gonzales, Jane

Custodian

Griego, Berna

Evening Tutor Coordinator

Gruenloh, Gwen

Human Resources/Campus Advocate

Gutierrez, Eddie
Network Administrator

Horton, Rita
Custodian

Humburg, Aubrie
Controller

Humburg, Brent
Mechanical Maintenance

LaTour, Anthony
Director of Student Life/Housing

Lehr, Shawn
Director of Physical Plant

Lirley, Sean
Director of Facilities Management

Lovell, Ellen
Library Technician

Marrin, John
President

Minor, Dan
Executive Dean of Academic Services, Equity Officer

Myers, Mary Lou
Administrative Assistant

Nieschburg, Karl
Transfer & Career Services Counselor

O'Neal, Maggie
Administrative Assistant

Reamy, Roger
Grounds

Sanchez, Cheryl
Vice President of Administrative Services

Schwartz, Jason
Assistant Men's Basketball & Golf Coach

Sherwood, Fred
Rodeo Coach/Horse Training & Management Technician

Smith, Wanda
Custodian

Stephens, Mike
Head Volleyball Coach/Wellness Center Assistant

Schwartz, Adam
Assistant Men's Basketball & Golf Coach

Sharp, Alaura
Head Women's Basketball Coach

Tift, Chris
Head Men's Basketball Coach

Tift, Heather
Fitness Center Director

Trosper, Ryan
Wellness Center Coordinator/ Co-head Golf Coach

Vaca, Frank
Head Custodian

Van Egmond, Reba
Custodian

Vazquez, Robert
Tutor Coordinator

Willis, Brittney
Coordinator of Recruiting

Winsor, Kett
Director of Learning Support Services

Woodward, Angela
Dean of Student Services



Section XIV

Student Handbook

- 108 Student code
- 109 Student rights
- 109 Student responsibilities
- 109 Disciplinary measures
- 110 Student disciplinary procedures
- 110 Appeals process
- 110 Student grievance procedure

Student code of conduct

Lamar Community College strives to provide a safe, environment for students, staff, and faculty. It has set reasonable expectations for student conduct as well as students' rights and responsibilities (see below). Additionally, the College employs a certified police officer who provides on-campus security.

The Student Code of Conduct is the code by which you agree to behave as an LCC student. Because admission to Lamar Community College is a voluntary entrance into the academic community, every student assumes responsibilities and obligations to follow all laws, regulations, and rules established by the College, State of Colorado, and/or United States Federal Government. These rules, regulations, and laws are known as the Student Code of Conduct. Thus, contingent on the degree of misconduct, any campus policy or residence hall policy violation may result in disciplinary action ranging from a reprimand or probation to suspension or dismissal from Lamar Community College.

What are students' rights?

Students have the right to:

- reasonable access to educational and developmental opportunities;
- freedom from intimidation, discrimination, or harassment;
- freedom to express themselves within guidelines;
- direct access to helpful staff;
- fair and equitable treatment;

What are students' responsibilities?

Students have the responsibility to:

- adhere to rules and regulations;
- respect the rights of others;
- comply with reasonable requests made by the College;
- pay their bills and meet administrative expectations;
- assume responsibility for their behavior.

What are the code of conduct violations?

1. Dishonesty such as cheating, plagiarism, lying (see Section VII: Academic Affairs for more on academic dishonesty);
2. Oral or written abuse, hazing action or discriminatory behavior toward an individual or group which reflects hatred, contempt, ridicule, and/or harm, thereby injures the person, property or reputation of another person(s);
3. Inappropriate or disruptive behavior that interferes with the College learning and/or working environment or any College activity;
4. Physical harm or threat to College employees, students, or visitors;
5. Theft, misuse, or damage to College equipment, facilities, or property;
6. Unauthorized entry or use of College equipment, facilities, or property;
7. Indecent or obscene conduct during any College sponsored activity on or off campus;
8. Failure to comply with directions of college employees;
9. Condoning another student's act which violates Policy;
10. Unauthorized representation/contracting of the College;
11. Tobacco use violations;
12. Possession, use, or sale of weapons or firearms. Weapons/firearms in personal vehicles are considered possession. Weapons and firearms are described as, but not limited to, air or gas powered BB or pellet guns; shotguns, rifles, handguns; slingshots, bows, arrows; knives with blades over three inches in length, switchblades, spring loaded blades; fireworks, pyrotechnics, ammunition, gunpowder, explosives, brass knuckles, chains, paint ball guns, and similar items;
13. Possession, use, sale or distribution of alcoholic beverages,
14. Possession, use, sale, or distribution of drugs as defined by State and Federal laws;

15. Unauthorized distribution or sale of goods on campus;
16. College parking violations;
17. Inappropriate dress;
18. Pets with the exception of seeing-eye dogs for the blind or legal fish in the Residence Halls.
19. At the discretion of campus officials, operation of any motorized or non-motorized vehicle—including skateboards, roller skates and bicycles—is prohibited if it constitutes a pedestrian or motor traffic hazard, or which endangers the health and safety of a person or property on the campus.

Disciplinary measures

In those cases where students violate the code of conduct, LCC reserves the right to take appropriate measures. In those cases where the college believes there is a possible violation of state or federal law, the college reserves the right to inform civil authorities.

1. **Warning** Notice to student that he/she has violated College regulations and that repetition of wrongful conduct may be cause for more severe disciplinary action.
2. **Probation** Restriction of student's privileges for a designated period of time; includes the understanding that more severe disciplinary sanctions may occur if the student is found to be violating any College regulations during the probationary period.
3. **Suspension** Involuntary termination from the College for a specified period of time not to exceed one/two academic terms. Students may be suspended from a class, residence hall, use of a College facility, or an activity if the conduct is in violation of the Code.
4. **Dismissal** Involuntary permanent termination from the College. The student is eligible for re-admission only if, after two academic terms, the student proves that the behavior that resulted in the separation has been resolved.
5. **Immediate Intervention** An immediate action taken by a faculty or staff member or by the Vice President of Student Services to ensure the safety and well-being of members of the College community or preservation of College property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the College.
6. **Other disciplinary sanction** Other disciplinary sanctions include fines, restitution, denial of privileges, assignment of community service to benefit the college or community; or other sanction that does not result in the student being denied the right of attending classes.

Student disciplinary procedures

Students are expected to respect and follow the Student Code of Conduct. Again, this Code applies to every registered student in class, on campus property, or at College-sponsored activities. If a student is charged with violating the College's Code, the College follows the procedures below.

The student may waive his/her rights to process below. Proceedings may occur prior to, simultaneously with, or following civil or criminal proceedings off-campus.

In cases where the student's behavior is classified as inappropriate, disruptive, dangerous, potentially harmful, or interferes with a staff/faculty member's ability to complete his/her responsibilities, the college reserves the right to remove a student from the classroom, office, or residence hall room immediately.

1. Staff or faculty member reports alleged violation to Campus Safety and Vice President of Student Services.
2. Campus Safety officer investigates alleged violation and reports findings to Vice President of Student Services. In some cases, student may be prohibited from returning to a class, office, or residence hall room until matter is resolved.
3. The Vice President of Student Services decides course of action based on findings and interviews then notifies student of decision and necessary disciplinary measure. Required written notices are served to student by personal delivery or certified mail to address student has filed with LCC's Student Services. If notice is mailed, students shall be given three (3) additional days to respond.

Appeal process for violation of Code of Conduct

1. After receiving a notice, student has seven (7) days to appeal decision to the Vice President of Student Services. Immediate interventions and cases where the student chooses not to appeal begin immediately after notice is given. If an appeal is requested, the suspension or expulsion is not imposed until the appeal procedures below are completed.
2. If student chooses to appeal the decision, he/she meets with the Vice President of Student Services to discuss violation(s) and disciplinary decision. During this meeting, the Dean determines if a hearing is necessary.

If a hearing is scheduled, the Vice President of Student Services determines his/her hearing procedures, keeping the following guidelines:

- Student shall have the right to be heard by the Vice President of Student Services. In the event that the student is under the age of eighteen or incapacitated he/she may have an advisor present to assist him/her in presenting his/her case.
- Student does not have the right to be represented by an attorney during these proceedings except in a case where

civil or criminal actions are pending; in that case the attorney's role shall be advisory only. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing except as provided in Item A above.

- The student has the right to identify documents, witnesses and other materials he/she would like the Vice President of Student Services to review before making a final decision.
3. The Vice President of Student Services renders a final decision.

Student grievance procedure

The student grievance procedure is intended to allow an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability, or age, and have the issue considered in a prompt and equitable fashion.

The College supports the rights of its students and makes every effort to ensure that students' rights are upheld. The College also realizes that disagreements may occur. Consequently, if a student believes Academic, Administrative, Affirmative Action, or the Americans with Disabilities Act rights have been violated, the College provides a grievance procedure for student appeals.

Steps #1 and #2 allow the student to resolve the disagreement in an informal manner by discussing the problem and possible resolutions with the affected parties. If an informal resolution does not occur, then the student may continue the grievance by taking Step #3 and Step #4.

Academic grievances

This type of grievance includes course grade decisions, course instructor conflicts, transcript decisions, and related academic issues. Each of these steps is to be taken in order although student may resolve or withdraw the grievance at any step of this procedure.

1. Student meets with instructor and discusses the grievance.
2. Student meets with advisor and discusses the grievance.
3. The student submits to the Vice President of Academic Services a written complaint stating the grievance, relevant circumstances, witnesses, and evidence.
4. The student, instructor, and advisor meet with the Vice President of Academic Services who renders a final decision.

Administrative grievances

This type of grievance includes outstanding bills, registration problems, and other administrative issues. See the Residence Hall Handbook for filing residence hall grievances. Each of the following steps is to be taken in order although the student may resolve or withdraw their grievance at any step of this procedure.

1. Student meets with the party the complaint is against and discusses the grievance.
2. Student meets with advisor and discusses the grievance.
3. Student submits a written complaint stating the grievance, relevant circumstances, witnesses, and evidence to the appropriate dean.
4. Student and advisor meet with the appropriate Vice President who renders the final decision.

Affirmative action grievances

Affirmative Action grievances include sexual harassment and/or discrimination complaints. Each of the following steps is to be taken in order although the student may resolve or withdraw their grievance at any step of this procedure.

1. Student is encouraged to meet with the party the complaint is against and discuss the grievance, unless inappropriate to do so.
2. Student meets with advisor and discusses the grievance.
3. Student submits to the Equity Officer a written complaint stating grievance, relevant circumstances, witnesses, and evidence. (Copies must be given to advisor.)
4. The Equity Officer makes a final decision. If not satisfied,

the student proceeds through the Federal Affirmative Action process as deemed appropriate for the type of complaint submitted.

ADA grievances

Americans with Disabilities Act (ADA) grievances arise from those incidents which a student believes violate the ADA. Each of the following steps is to be taken in order although the student may resolve or withdraw the grievance at any step of this procedure.

1. Student meets with the party the complaint is against and discusses the grievance.
2. Student meets with the advisor and discusses the grievance.
3. Student submits to the Special Populations Coordinator and the Vice President of Academic Services a written complaint stating the grievance, relevant circumstances, witnesses, and evidence.
4. The Vice President of Academic Services renders a final decision. If not satisfied, the student proceeds through the federal affirmative action process as deemed appropriate for the type of issue.



Section XV

Residence hall policies & procedures

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Residence hall information

Todd-Burch Hall, is an environment made up of students with diverse backgrounds, varying lifestyles, and differing interests. As a member of this community, each student must respect one another and must agree to live by one set of procedures and rules. Therefore, by adhering to the Student Code of Conduct each student can make the residence hall a comfortable home for all of its residents. The College has the right to refuse residence hall accommodations to any person whose conduct may be deemed potentially dangerous or harmful to the health and welfare of other residents or themselves.

What are the residence hall procedures?

Check-in Prior to check-in, Resident Assistants (RA) inspect rooms and note normal wear and/or damages. During check-in, students sign a check-in sheet that identifies these pre-existing conditions. Any damages not reported at this check-in or beyond normal wear are deducted from room deposit.

Check-out Prior to moving out of Todd-Burch Residence Hall for any reason, a student must formally check-out of the room.

The student is responsible for contacting his/her Resident Advisor or Coordinator of Residence Life to arrange an agreeable time to inspect the room. The room key, front door key, and mailbox key must be turned in at time of inspection. Failure to check-out properly may result in forfeit of the \$135.00 remaining deposit, plus a charge of \$40.00 per key if keys are not returned. If residents neglect to clean their room before checking out, they are assessed a minimum \$25.00 fine per resident. All original furniture must be in the room at the time of check-out. Replacement costs for missing furniture are charged to the room resident(s). Any additional furniture that is left in the room may result in a minimum \$25.00 removal/disposal charge.

Room occupancy LCC reserves the right to place students in rooms and to reassign students to improve use of space and resources. Private room requests may be granted only if space/resources are available and include a Private Room fee.

Alcohol Poisoning If you fear a student has alcohol poisoning, please follow the procedure below.

1. Contact the Coordinator of Residence Life at 336.6660 or 688.3521 or LCC's Campus Safety Officer at 688.1412 or 336.1192.
2. If you are unable to contact the Residence Hall Coordinator or Campus Safety Officer, find a Resident Assistant. R.A.'s are located on every floor of Todd-Burch Hall.
3. If you are unable to find any of the above, take the person to the hospital immediately or call 911. **DO NOT ASSUME THE PERSON CAN RECOVER ON HIS/HER OWN.**

Damages Students are subject to both restitution and immediate disciplinary action whenever damage occurs. If the individual responsible cannot be identified, restitution is determined in the following manner:

- Residents are responsible for any activities or damages that occur in the room to which they are assigned.
- Residents of the wing/floor are responsible for damage that occurs within that wing's or floor's common areas (hallways, bathrooms, etc.)
- Residents of the entire hall are responsible for any damage that occurs in common areas (i.e., lobby, stairwells, computer labs, and building exterior).

In previous years, many damages have been caused by sports being played indoors (hacky sac, hockey, tennis, football, lacrosse, etc.) Such actions not only result in damage, but are a clear violation of courtesy/quiet hours regulations.

Dorm deposit Each student is required to pay a deposit, which holds a bed for the student. If a student checks in by the end of the first week of classes, the room deposit becomes a damage deposit. If the student does not check in by this time, \$100 of the deposit is refunded. Also, any student expelled from the hall for disciplinary reasons forfeits his/her deposit.

Evictions Students will be removed immediately from Todd-

Burch Residence Hall and Kelley Union Cafeteria after receiving 5 or more points. If evicted, the student will forfeit the remainder of his/her deposit (\$135.00). Evicted students are not allowed in the Residence Hall parking lot, tennis/basketball courts, volleyball courts, or in/around Todd-Burch Residence Hall for any reason without permission from Campus Safety, the Residence Hall Coordinator, or Vice President of Student Services. Appeals can be made to the Vice President of Student Services.

Emergencies Students should report emergencies to the first available hall staff member.

Fire Every resident must follow this procedure if a fire alarm sounds.

- Touch your door. If hot, do not open your door. Put towels under the door, open your window, and yell. Wait for fire equipment for rescue.
- If your door is cool, leave your room and close your door.
- Go to the nearest exit in a single line.
- Collect in the parking lot.
- Do not re-enter the hall until told to do so.

Hall/Floor meetings Meetings are mandatory and are scheduled throughout the year so that students are informed and understand the LCC rules and regulations. Students who miss a hall meeting without notifying the housing office are assessed one point.

Liability LCC, its Residence Hall, staff, and agents are not responsible for any goods lost or stolen from campus. This includes classrooms, residence hall and parking lots. Students must protect their own property. (Recommendations include locking dorm rooms and having private insurance.)

Lockouts Starting the third week of the semester, there is a \$10.00 charge for lockouts through the rest of the year. You are encouraged to use the lanyard provided by LCC to assist in keeping your keys within reach.

Room inspection LCC reserves the right to inspect student rooms for health or safety concerns, cleanliness, and possible Student Code of Conduct violations. You need not be present for a room inspection to occur.

Make yourself at home

Cable TV All rooms are provided with basic cable.

Computer Use Students may use computers located in the West Wing Room #102W of Todd-Burch Hall. Students may use the Internet, do class research, and check e-mail, as well as complete and print course assignments. Rules students must follow for computer lab use include:

1. Leave the Lab clean;
2. Do not create/access pornographic material;
3. Save material to portable disks not on the hard drive;
4. Do not print email from the Internet;
5. Keep voices and noise low and to a minimum.

Residence Hall students are assessed a mandatory \$75.00 Technology Fee for DSL service in the Halls.

Doors Residents are responsible for closing doors before leaving your rooms. External doors that are propped open have the unintended result of allowing unwanted visitors to enter the residence halls. Students are charged \$25.00 for propping doors.

Garbage For your convenience, each hall has garbage cans. Please put your trash in a can. If your trash is too big to fit in a can, please take it to the dumpster.

Guests LCC allows 24-hour visitation in the Residence Hall. With this privilege comes responsibility. You and your guest must be considerate of roommates and neighbors. If your roommate objects to a guest, other provisions must be made. You are responsible for your guest's conduct and are liable for any damages that he/she may cause. All guests must check in with the Coordinator of Residence Life or the Resident Assistant on duty by 10:00 p.m. on the night of the stay. The maximum length of stay is three nights. Under special circumstances additional nights may be approved by the Coordinator. If approved, additional fees may apply.

Mail The mail is delivered Monday through Saturday and is usually in your box by 2:00 pm. If a package arrives, a note is placed in your box and you should find an RA to assist in retrieving your package. If you are expecting a package from UPS, the Campus Bookstore contacts you.

Your address is: Todd-Burch Hall, 2419 S. Main (your box #), Lamar, Colorado 81052.

Non-transferability of agreement Residence Hall facilities are reserved for the use of those who have a current Agreement for On-Campus Housing in the Residence Life office. Rooms may not be sublet, nor may any unregistered guests be housed. Meal tickets are for the exclusive use of the person contracting them and are not transferable.

Keys You are provided with two keys—a mailbox key and an "ibutton" which opens your room and provides exterior door access. There is a \$40.00 charge for each replacement key. If you become locked out of your room, find your RA, another RA, or Residence Life Coordinator.

Laundry rooms Washers and dryers are provided by the Automatic Laundry Company and are on the first floor of each wing. It is \$1.00 per load to wash and \$0.75 per load to dry. Respect one another's clothes—do not take someone else's clothes out unless they are completely dry; do not leave your clothes in the laundry room for an extended period of time; and leave the laundry rooms neat and clean.

Lobby The lobby area is available to you 24 hours a day. Volume is to be kept at a minimum between the hours of 10pm-8am. Recreational equipment may be checked out from the Residence Life Coordinator.

Maintenance If you have a maintenance problem in your room or anywhere in the hall, find an RA or the Coordinator to resolve the issue as soon as possible.

Quiet hours 11 P.M.–8:00 A.M. every day. See "Quiet Hours" under Residence Hall Offense for additional expectations and penalties.

Parking Residence hall parking is located on the northwest side of the dorm. Parking is not permitted east of the residence hall or in the west lot directly adjacent to the Cafeteria. And designated RA parking is available in the first seven (7) spaces on the southeast corner of the RH parking lot. A \$25.00 fee will be charged if you park in a reserved parking space. The Wellness Center lot may be used if overflow parking is needed.

If a vehicle receives five (5) parking tickets in one semester, the student/owner's on-campus parking privileges will be revoked, resulting in the tow/removal of the vehicle at the owners' expense. The student/owner will be required to meet with Security and the Physical Plant Director.

Voice Mail Each room comes with voicemail free of charge. Follow the instructions on the Todd-Burch voicemail system brochure for more information. (Brochures are located in the literature rack in the residence hall lobby.)

Student rules and offenses

Lamar Community College has high expectations for student conduct; in some cases, these expectations are not met. To create a safe and enjoyable environment for all residents, LCC has set the following consequences in cases where behavior does not conform to expectations.

LCC reserves the right to immediately expel any student from the Residence Hall who poses a harmful threat or act to him/herself, another student, College personnel, or campus visitor.

The Residence Life Office adopted a discipline policy based on a point system. The Residence Hall Coordinator may reduce or increase points based on situation and attitude of those involved or may choose to assign community service in lieu of or in addition to assessed points. This is in addition to any community service penalties already levied. (Failure to accomplish community service is punishable to assessment of 1 to 3 points.) Points accumulate over a two-semester period.

Points are assessed in this manner

- 1 point Verbal Warning
- 2 points Written Warning
- 3 points Discussion of violation(s)
- 4 points 12 hours of community service
- 5 points Expulsion from Residence Hall.

All RAs, campus security and temporary head staff have the authority to recommend points be assessed under this system.

Only the Coordinator of Residence Life or an assigned representative may assess the points and disciplinary action.

Criminal charges can be made only by the victim of the crime or by the College. Once an investigation is in the hands of the police, it cannot be halted by the Office of Residence Life.

Residence hall offenses

Abuse of resident: Interfering with other residents' right to live in a safe environment is not tolerated. Pranks, physical, and verbal abuse do not belong in the Residence Hall Community. 2 to 5 points and possibility of criminal charges.

After hours guests: Residents are allowed to have guests of the opposite sex during visitation hours. These hours are 8:00 A.M. – 11:00 P.M. Sunday through Thursday and 8:00 A.M. – 1:00 A.M. Friday and Saturday. 1 to 2 points

Alcohol Under state law, LCC is a dry campus. Alcohol is not allowed on any campus property including residence hall rooms or personal vehicles. Any alcohol and/or empty containers found by Hall staff or Campus Security are confiscated and judicial action is taken. All persons in the immediate vicinity are issued 2 points and a summons under Lamar City Statute 10-6-40.

Antennas No antennas or dishes will be installed outside of the building. 1 point.

Bicycles Riding bicycles is not allowed inside the building. Bikes can be stored inside hall rooms but cannot be secured to LCC property. 1 point.

Candles and incense Due to fire hazard and damage, candles and incense are not allowed to be burned in the Residence hall. Odors from these products can be objectionable to students, so burning them is not allowed. 1 to 3 points.

Cooking Cooking is not allowed in the Hall to prevent unwanted pests, electrical safety concerns, and fire hazards. Exposed heating elements and microwave ovens are not allowed. Equipment that does not comply with these guidelines must be removed from the campus immediately. (*See electrical appliances.*) 1 point for first violation plus confiscation of item.

Drugs Possession, use or sale of drugs is prohibited by law. Any persons found in violation of this are turned over to Campus Safety and/or local police for action. 4-5 points and possibility of criminal charges.

Electrical appliances/equipment Microwaves are not allowed. Refrigerators with a capacity of 2.0 cubic feet or less are allowed. Coffeemakers and popcorn poppers with self-contained units are also allowed. Musical instrument amplifiers and devices capable of achieving excessive decibels are not allowed. (*See cooking.*) 1 to 3 points plus confiscation of item.

Explosives Explosive devices are not allowed on campus. This includes, but is not limited to fire crackers, bottle rockets, and firearm ammunition. 3 to 4 points for fireworks, 4 to 5 points for firearms and/or ammunition.

Fire alarms and equipment It is illegal to pull a false fire alarm. All alarms are investigated by the Hall staff, Lamar Police and Fire Departments. Setting off fire equipment (i.e. extinguishers) is not allowed except in the event of a fire. 4 to 5 points and possibility of criminal charges.

Flammable liquids For safety, flammable liquids may not be kept in the hall. 2 to 5 points.

Food fights Food fights are expensive in terms of waste and clean-up time. People who start and contribute to food fights are disciplined by the College. 1 to 4 points plus a cleaning fee.

Furniture damage/removal Lobby furniture is not to be taken to individual rooms. Community furniture found in personal rooms carries disciplinary action and added rental fees. Destruction of college furniture is not tolerated. 1 to 2 points plus a damage fee.

Gambling Gambling on campus is a violation of Colorado state statutes and is not allowed in the residence hall. 1 to 3 points.

Harassment Harassment is behavior that persistently disturbs, annoys, or infringes on another person's rights. It can include, but is not limited to: annoying phone calls, inappropriate teasing, name calling, touching, or even excessive noise. Harassment can be verbal or physical. 2 to 5 points.

Illegal pets Legal fish and dogs for the disabled are allowed in the Residence Hall. Other pets are not allowed. 2 points plus confiscation to Lamar Animal Shelter.

Littering Students are expected to refrain from throwing trash and other objects onto the campus grounds. Students in residence halls may not throw trash or other objects out of windows, or into hallways. Violations of this policy result in a 1 point infraction, including possible fines.

Quiet hours violations These are observed from 11:00 P.M. to 8:00 A.M. Sunday–Wednesday and 12:00 A.M. to 8:00 A.M. Thursday–Saturday. During quiet hours and finals, all noise kept to a minimum, and doors shut if needed. At other times, residents are expected to be considerate and maintain moderate noise conducive to study. 1 point for excessive noise.

Restrooms The restrooms in the halls are gender specific. Men may only use male restrooms on the men's floors and women may use only female restrooms on the women's floors. Presence in wrong restroom. 2 points.

Screens Screens on the hall windows are placed there for reasons of hygiene and safety and therefore should not be moved or removed. If screens are damaged or must be replaced, a maintenance fee is charged to the individual(s) responsible and 2 points.

Roughhousing Roughhousing, wrestling, water fights, and running are not allowed. Sports and recreational activities should be played outside. Damages are assessed. 1 to 2 points.

Solicitation Door to door solicitation is not allowed in the Hall. This includes placing flyers under the door. 1 point.

Theft Any type of theft must be reported immediately to the Campus Safety Officer on duty or the Coordinator of

Residence Life. 3-5 points and possibility of criminal charges.

Tobacco use Smoking and smokeless tobacco is not permitted in any part of the residence halls. In addition, smoking is not permitted in/on residence hall entryways, porches, or within 25 feet of the aforementioned locations. Non-compliance at any time of day or night results in -

1st offense - up to \$20.00 fine, 1 point

2nd offense - \$25.00 fine, 2 points

3rd offense - \$25.00 fine, possible expulsion

Vending machine abuse/theft Vending machines are on campus for convenience. Any abuse to the machines will be reported to the vendor. Stealing from machines is theft. 3 to 5 points.

Weapons Firearms are forbidden on the LCC campus. Knife

blades cannot be longer than three inches. Weapons cannot be stored on campus including in your vehicle. 2 to 5 points and possibility of criminal charges.

Window screen damage/presence on roof: Screens must be left on at all times. No one allowed on ledges or roof. 2 to 5 points.

What if a student disagrees with a violation assessment?

The assignment of points may be appealed to the Coordinator of Residence Life. Evictions may be appealed to Vice President of Student Services. All appeals must be filed within 72 hours of receipt of a letter informing student of disciplinary action. Regardless of appeal status, resident must vacate his or her room immediately.



Lamar Community College Application for Admission

2401 South Main Street ■ Lamar, Colorado 81052
Phone 719.336.1510 ■ Fax 719.336.2448 ■ Admissions 719.336.1590
Member of Colorado Community College System www.lamarcc.edu

Note: Responses to items marked by an asterisk (*) are voluntary, will be kept confidential, will not be used in a discriminatory manner, and are intended to support actions designed to promote student's participation in the education programs offered by the College. They will not be used as a factor in acceptance to the College. If you do not elect to respond to the request for this information, you will not be subject to any adverse treatment.

Instructions: Please complete all sections of this application in Black Ink. Please print legibly.

Please indicate the year and term in which you wish to enroll: 20 Summer Fall Spring

- -
Social Security Number/Student I.D. *

- -
Birth date

(M) Male
 (F) Female
Gender

MR
 MS Other _____
Title of respect

Last Name

First Name

Middle Name

Current Employment Status*
 (F) Full time
 (P) Part time
 (U) Unemployed

Ethnic Origin*
 (I) American Indian or Alaskan Native
 (O) Asian or Pacific Islander
 (H) Hispanic
 (B) Black Non-Hispanic
 (W) White Non-Hispanic

Veteran/Military Service*
 None
 (1) Veteran or Dependent Eligible for VA Educational Benefits
 (2) Veteran Not Eligible for VA Educational Benefits
 (3) Active Duty Veteran
 (4) Active Duty Military

Previous Name

Are you a U.S. Citizen?
 Yes
 No If NO, Country of Citizenship: _____ Visa Type: _____

You must attach a photocopy of I-94 (Arrival-Departure Record), or I-551 (Resident Alien Card) (both sides) and a copy of parent(s) if you are under the age of 23.

Office Use Only

Visa Residency Local County

Local Address

County of Local Address

City

-
State Zip Code

- -
Area Code Residence Phone Number

Permanent Address (if different from above)

Email

City

-
State Zip Code

- -
Area Code Residence Phone Number

Student Goals

While at this institution, do you intend to
 (1) Earn an academic degree (AA/AS/AGS)
 (2) Earn a vocational/technical degree (AAS)
 (3) Earn a vocational/technical certificate
 (4) None of the above

Please indicate planned length of study at this institution.
 (1) semester
 (2) One (1) year
 (3) Two (2) years
 (4) More than two (2) years

Do you plan to transfer to another institution?
 (1) Yes, to a 4-year school AFTER graduation
 (2) Yes, to a 4-year school BEFORE graduation
 (3) Yes, to a 2-year school AFTER graduation
 (4) Yes, to a 2-year school BEFORE graduation
 (5) No, I do not plan to transfer

Are you enrolling at this college for job or career reasons?
 (Y) Yes
 (N) No

Program/Major area of study _____

Enrollment Data

Which best describes your current status?
 (RA) Re-entering former student at this institution
 TRANSFER, attended another college
 (TR) will transfer credit in
 (TN) will not transfer credit in
 (NE) New Student, first college attended

Do you consider yourself economically disadvantaged?*
 (Y) Yes
 (N) No

Do you consider yourself academically disadvantaged?*
 (Y) Yes
 (N) No

Which best describes the level of education you have completed? (Choose one.)
 (LH) Less than High School
 (HS) High School Graduate/GED
 (CE) Certificate
 (AD) Associate Degree
 (BD) Bachelor's Degree
 (PD) Professional Degree (MD, JD, MBA, Ed S)
 (DD) Doctorate (Ed D, Ph D)

Is your primary language other than English?*
 (Y) Yes
 (N) No
Language _____

Have your parents earned a baccalaureate (4-year) degree?
 (M) Mother (N) Neither
 (F) Father (U) Unknown
 (B) Both

Name of Last High School Attended _____

City _____

Name of Last College Attended _____

City _____

Type of Secondary diploma
 High School Diploma
(Y) Year received: 19/20
 G.E.D.
(G) Year received: 19/20
 Currently enrolled in High School
(C) Expected graduation date: 19/20
 (N) Non-Graduate

Office Use Only

College Class Degree Major Minor Spec High School Code College Code

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