



MURRAY STATE COLLEGE

2011-2012 CATALOG

MURRAY STATE COLLEGE
PROVIDES OPPORTUNITIES
FOR STUDENT LEARNING,
PERSONAL GROWTH,
PROFESSIONAL SUCCESS, AND
COMMUNITY ENHANCEMENT.

From Here... Go Anywhere

From Here... Go Anywhere



Welcome to Murray State College. We are delighted you are pursuing your higher education with us. Whether you are just out of high school or one of our more non-traditional students, you are a valuable piece of MSC's rich history and dynamic future. The opportunities ahead of you will change your life, open doors and help create a bold vision for your future.

On a personal note, I want to encourage you to excel beyond what you think are your limits. Take advantage of the rich blend of clubs, sports, activities and cultural events. Get involved in the many facets of campus life. Dedicate yourself to excellence and succeed in courses that will help you become a skillful and vibrant contributor to our society. Our promise to you is that we will do whatever we can to contribute to the success of every individual and our community as a whole.

I wish you the best as you prepare for a world of possibilities.

Sincerely,

Joy McDaniel
Acting President

2011-2012 CATALOG

MURRAY STATE COLLEGE

ACCREDITED BY

THE HIGHER LEARNING COMMISSION, A COMMISSION OF THE NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS

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THE STATE CHAMBER OF OKLAHOMA

IMPORTANT INFORMATION

This publication is effective August 1, 2011 and is not a contract. All information supplied in this publication is accurate at the time of printing. Changes may occur and will supersede information in this publication. This publication is printed in-house

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991 and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services. In addition to the aforementioned federally protected characteristics of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran, Murray State College is committed to a diverse and inclusive educational environment respecting diversity in religious belief, political affiliation, citizenship or alien status, sexual orientation, and marital status.

Murray State College is also in compliance with Public law 101-226, the drug-Free Schools and Community Act Amendments of 1989 and the Drug Free Workplace Act of 1988. In support of the spirit and intent of these laws, Murray State College maintains an alcohol-, tobacco- and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco on College property.

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2011-2012 CALENDAR

SUMMER SESSION 2011

4/4 through 4/8 (Current Students)	Tishomingo Enrollment
4/11 through 6/3 (Open Enrollment)	(No enrollments on May 30, July 4, May 9-13 (Finals Week), and on Fridays from May 16-July 31)
4/4 through 4/8 (Sophomores 45+ hours)	Ardmore Enrollment
4/11 through 4/15 (Sophomores 33-44 hours)	(No enrollments on May 30, July 4, May 9-13 (Finals Week), and on Fridays from May 16-July 31)
4/18 through 4/29 (Freshmen 1-29 hours); 5/2 through 6/3 (Open Enrollment)	
5/30	Memorial Day Holiday
6/2 through 7/28	Veterinary Technology Preceptorship
6/2	Classes Begin (Regular and 4-Week Session)
6/29	Classes End (4-Week Session)
7/4	Independence Day Holiday
7/25, 26, 27	Final Exams (Regular Session)
7/28	Classes End (Regular Session)

FALL SESSION 2011

4/4 through 4/8 (Current Students)	Tishomingo Enrollment
4/11 through 8/19 (Open Enrollment)	(No enrollments on May 30, July 4, May 9-13 (Finals Week), and on Fridays from May 16-July 31)
6/6 through 6/10 (Sophomores 45+ hours)	Ardmore Enrollment
6/13 through 6/17 (Sophomores 33-44 hours)	(No enrollments on May 30, July 4, May 9-13 (Finals Week), and on Fridays from May 16-July 31)
6/20 through 7/8 (Freshmen 1-29 hours); 7/11 through 8/19 (Open Enrollment)	
8/1 through 8/12 (8/1, 2, 3, 4, 5, 8, 9, 10, 11, 12)	Intercession
8/10	Return of 9/10 Month Faculty
8/9	Nursing Orientation
8/11 (Tishomingo Campus) & 8/12 (Ardmore Campus)	New Student Orientation One Day Seminar
8/12	Veterinary Technology Orientation
8/15	Classes Begin (Regular and 8-Week Session)
8/20 through 10/1 (8/20, 27, 9/10, 17, 24, 10/1)	1 st 6-Week Session
8/26	Drop Period
9/5	Labor Day Holiday
10/10	Classes End (8-Week Session)
10/20 & 21	Fall Break (Students)
10/29 through 12/10 (10/29, 11/5, 12, 19, 12/3, 10)	2 nd 6-Week Session
11/21 through 25	Thanksgiving Holiday (Students & 9/10 Month Faculty)
12/8, 9, 12, 13	Final Exams (Regular Session)
12/14	Classes End (Regular Session)

SPRING SESSION 2012

10/24 through 10/28 (Current Students)	Tishomingo Enrollment
10/31 through 1/19 (Open Enrollment)	(No enrollments on November 21-25, December 8-14 (Finals Week), and December 22-January 2)
10/24 through 10/28 (Sophomores 45+ hours)	Ardmore Enrollment
10/31 through 11/4 (Sophomores 33-44 hours)	(No enrollments on November 23-25, December 8-14 (Finals Week), and December 22-January 2)
11/7 through 11/22 (Freshmen 1-29 hours); 11/28 through 1/19 (Open Enrollment)	
12/15 through 1/9 (12/15, 16, 19, 20, 21, 1/3, 4, 5, 6, 9)	Intercession
1/9	Return of 9/10 Month Faculty
1/10 (Tishomingo Campus) & 1/11 (Ardmore Campus)	New Student Orientation One Day Seminar
1/12	Classes Begin (Regular and 8-Week Session)
1/16	Martin Luther King Holiday
1/21 through 2/25 (1/21, 28, 2/4, 11, 18, 25)	1 st 6-Week Session
1/26	Drop Period
3/8	Classes End (8-Week Session)
3/19 through 23	Spring Break (Students & 9/10 Month Faculty)
3/24 through 5/5 (3/24, 31, 4/14, 21, 28, 5/5)	2 nd 6-Week Session
5/7, 8, 9, 10	Final Exams (Regular Session)
5/11	Classes End (Regular Session)

GENERAL INFORMATION

HISTORY OF THE COLLEGE

Oklahoma's First Legislature created Murray State College in 1908 as the Murray State School of Agriculture. Named for William H. "Alfalfa Bill" Murray, Oklahoma's most colorful political figure, the school embodied the "philosophy of the plow" of its namesake: agricultural training for students in rural southeastern Oklahoma.

Located in Tishomingo, the historical capital of the Chickasaw Nation, Murray has a history that is intertwined with that of "Little Dixie's" American Indians. In fall of 1908, the school opened its doors to one hundred students, primarily Chickasaw and Choctaw. In 1916, U. S. Representative William H. Murray obtained federal appropriations for the construction of two new dormitories to house Indian students. This timely funding allocation probably saved the institution as similar state schools were closed during that period.

Due to increasing demands for a higher standard and grade of work, the State Board of Agriculture, by resolution in the spring of 1922, authorized the school to add a year of college work during the session of 1922-23 and another year during the 1923-24 session, thus raising the institution to the rank of a junior college. By proper enactment, the legislature sanctioned the addition of junior college work, approved by the Governor on March 17, 1924.

In 1931, Clive E. Murray, nephew of "Alfalfa Bill," became Murray State's longest-serving president, a post he held until 1961. During this period, enrollment increased despite the Great Depression although the manpower demands of World War II reduced the student body's ranks in 1944. In the postwar years, the college benefitted from the GI Bill which provided educational benefits to returning veterans.

The Oklahoma Legislature has changed the institution's name three times since 1908. In 1955, it became Murray State Agricultural College and Murray State College of Agriculture and Applied Science in 1967. In 1971, it was removed from the authority of the Board of Regents for Agricultural and Mechanical Colleges and vested with its own governing board. It became known as Murray State College in 1972.

Murray State College's involvement with the Ardmore Higher Education Center began in 1974. At this time, the Oklahoma State Legislature created the Ardmore Higher Education Center as a pilot project and it became the state's first consortium model University Center. Classes were housed in the Ardmore High School during the inaugural semester and later moved to Mount Washington School in the fall of 1974. In 1977, the pilot program was made permanent by state statute and was placed under

the administration of the Office of the Chancellor for Oklahoma Higher Education.

In the early 1908s, a new building was constructed on property belonging to Ardmore School District. After several additions, this is the current facility used by the Ardmore Higher Education Center. Murray State College maintains an office at the Ardmore Higher Education Center housing a director, academic and financial aid advisors and support staff. Also found in Murray State complex is a testing center, two classrooms and a mathematics laboratory. Five faculty members are housed at the Ardmore Higher Education Center.

At the turn of the twenty-first century, Murray State College served as a comprehensive community college offering a full range of academic and technical programs leading to associate degrees and playing an important and meaningful role in providing educational opportunities and an enhanced quality of life for the people of southeastern Oklahoma.

MISSION

Murray State College provides opportunities for student learning, personal growth, professional success, and community enhancement.

VALUES

- Quality instruction and service for students and communities
- Employee commitment, professionalism, and growth
- Maximum development of student potential
- Successful integration of technology in student learning
- Open access to educational opportunities

VISION

(A vivid description of MSC in May 2016)

Murray State College has student-centered, open-access campuses and provides the necessary academic and support services that foster retention, graduation rates, quality instruction, and student satisfaction. Our Associate in Applied Science graduates have well-paid careers, and our Associate in Arts and Associate in Science graduates are recognized by receiving colleges and universities for their excellent preparation. MSC maximizes student potential for life, career, and educational choices.

Murray State College is adaptive to the changing communities of learners. The College enhances instruction to promote service learning, workforce training, and dynamic, innovative, and challenging academic programs within the ten-county service area and beyond. The

GENERAL INFORMATION

College provides resources to promote a healthy campus, global awareness, life skills, and accommodation of community groups. Qualified faculty are involved in ongoing training via up-to-date instructional resources. Our institution is committed to the promotion of the arts, economic development, and lifelong learning to foster the intellectual climate in southern Oklahoma.

Murray State College facilitates employee satisfaction and growth by providing effective communication, requisite resources, and employee recognition, advancement, and professional development. College employees demonstrate professionalism and institutional commitment.

Murray State College provides access to current technology and energy-efficient facilities for the campus and community. The College implements and supports a master plan for multiple locations and is recognized as a national award-winning rural community college.

GOALS

- Provide facilities conducive to learning and working.
- Provide programs and resources that meet the needs of our students and communities.
- Develop college, economic and community resources.
- Engage employees to fully support the College mission, values and vision.

FUNCTIONS

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

1. To provide a comprehensive two-year, post-secondary educational program to serve the needs of residents of the south central Oklahoma counties of Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray, and Pontotoc.
2. To provide educational programs which give predominant emphasis to technical and occupational education.
3. To provide a program of general education which will enable students to develop the attitudes, knowledge, qualities and skills necessary for them to be effective as a person, a family member and a citizen.
4. To provide educational programs of two years or less for students who plan to transfer into baccalaureate and professional programs at four-year institutions.

5. To provide a program of education for youth and adults whose previous educational experiences have not prepared them for achievement at the collegiate level.
6. To provide the opportunity for academic guidance and counseling services for all students.
7. To provide community services to improve the cultural, economic and social environment of the area served by the college.
8. To provide leadership and assistance in economic development activities to enhance the quality of life in the service area.
9. To provide the opportunity for learning environments utilizing the appropriate technology to enhance instructional delivery and student learning.

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

LOCATION

Murray State College is comprised of two locations. The main campus is located in Tishomingo, Oklahoma, the county seat of Johnston County and originally founded as the Capitol of the Chickasaw Nation. One of the oldest towns in Oklahoma and rich in a background of historical and cultural associations, Tishomingo has grown as a city of homes, schools, and churches. With a population that has never exceeded thirty-five hundred; the town has developed many of the conveniences of more populous cities without the civic problems that confront the larger industrial centers. Adding materially to the general desirability of the town and college is Lake Texoma, one of the largest man-made lakes in the world. This lake is immediately adjacent to Tishomingo and the Murray campus, and its location adds to the possibilities of an already well-known recreation center, besides providing unlimited opportunities for research in biology and other related fields. Located on the edge of town is the Tishomingo National Wildlife Refuge that is home to a diverse population of wildlife, including migratory waterfowl and songbirds.

The satellite campus is located in Ardmore, Oklahoma at the Ardmore Higher Education Center (AHEC) conveniently situated near the Ardmore High School. Ardmore has rich and diverse recreation opportunities for outdoor enjoyment at Lake Murray and the local Arbuckle Mountains. In addition, cultural opportunities are abundant through local visual and performing arts centers hosting exhibits and productions from not only local but national artists as well.

GENERAL INFORMATION

ECONOMIC DEVELOPMENT

Murray State College is prepared to help any business or industry keep its workforce competitively trained in today's changing environment. Educational opportunities are available to provide the skills and knowledge necessary for greater productivity and efficiency. These opportunities range from management training to employee skill training.

Murray State College is eager to develop business and educational partnerships to assist businesses or industries as they meet the challenges of the 22nd century. Anyone interested in starting a business or industry, changing locations, expanding, or adding new product lines or services should contact the Economic Development Specialist at 580-371-2371, Extension 113.

CONTINUING EDUCATION AND COMMUNITY SERVICE

Our mission is to provide both formal and informal programs of study especially designed for adults and out-of-school youth in order to serve the community generally with a continuing education opportunity. The Continuing Education program responds to the educational, economic, cultural, and social needs and desires of local residents, including all ages and interest groups. Courses, classes and seminars are held both on and off campus to meet varied interests in the service area. Employment and business related courses as well as personal enrichment courses are emphasized.

Contact the Continuing Education Facilitator at 580-371-2371, Extension 101, for more information or to be placed on the mailing list for brochures.

WEB SITE

Current and future students can find information on Financial Aid, Academics, Athletics, the MSC Foundation, Alumni, continuing education, current events and much more at www.msco.edu.

ADMISSIONS

A prospective first-time student or a student who has ceased enrollment for at least one regular (fall/spring) semester applies for admission or readmission by downloading the application located at www.msco.edu. Complete the application, print and return to the Admissions/Registrar's Office on the Tishomingo campus or at the MSC Suite in Ardmore.

FIRST-TIME ENTERING STUDENTS

First-Time Entering Student applicants are responsible for submitting to the Admissions Office the appropriate documents as listed below:

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

First-time entering students who did not complete high school or GED may be admissible under the Special Adult Admission criteria. Only one Residual ACT will be accepted. National ACT scores are preferred.

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

HIGH SCHOOL CURRICULAR REQUIREMENTS

(Applicable to students under 21 years of age)

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

4 UNITS LANGUAGE ARTS (1 unit of Grammar and Composition and 3 units of literature, advanced English or other English courses)

3 UNITS MATHEMATICS (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics)

3 UNITS SCIENCE (1 unit of Biology and 2 units in the areas of life, physical or earth science)

3 UNITS SOCIAL STUDIES (1 unit of United States History, ½ to 1 unit of United States Government, ½ unit of Oklahoma History, and ½ to 1 additional units from the subjects of

History, Economics, Geography, Government, Non-Western Culture

2 UNITS ARTS (May include, but not limited to Visual Arts and General Music)

8 UNITS ELECTIVES

23 TOTAL REQUIRED UNITS (A Unit equals one year of high school study.)

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

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

TRANSFER STUDENTS

Transfer Student applicants are responsible for submitting to the Admissions Office the appropriate documents as listed below:

1. A completed Application for Admission (www.msco.edu).
2. An official transcript from every previous college attended. Transfer credit is granted only to credits awarded by an accredited institution and is subject to the approval of the Registrar. Failure to provide official transcripts will result in disqualification of financial aid.
3. If the student cannot demonstrate readiness for college-level course work in English, math, science and reading, the following is required:
 - a. National ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if student is under 21 years of age.
 - b. COMPASS test scores for students who did not score 19 or higher in the National ACT sub-score areas or who did not participate in the National ACT or SAT. The COMPASS is a standardized assessment administered on campus or at the Ardmore Higher Education Center.
4. Documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

Only one Residual ACT will be accepted. National ACT scores are preferred.

ADMISSIONS

RESIDENT TRANSFER ADMISSION

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

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

Students suspended from another state system institution, who would otherwise qualify for admission to the reinstating institution, may be admitted to Murray State College on probation. Students admitted under this provision must maintain a 2.0 grade point average or meet the minimum standard required or be suspended again.

NONRESIDENT TRANSFER ADMISSION

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

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

Transcripts of record from colleges or universities accredited by the Higher Learning Commission or other regional associations will be given full value. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when the receiving institution has had an opportunity to validate the courses or programs.

TRANSFER PROBATION CATEGORY

Students transferring to Murray State College who have been placed on academic probation at their transferring institution or whose grade point average does not meet MSC academic standards may be admitted on probation with the stipulation that the students must maintain a 2.0 retention GPA each semester while on

probation or raise their retention/graduation GPA to the required academic standard. Students who fail to do so will be placed on academic suspension.

Any transfer probation student requiring remediation address the remediation within the first 12 credit hours in which enrolled. MSC will provide appropriate academic support services to assist transfer probation students in achieving academic success.

HIGH SCHOOL CONCURRENT STUDENTS

To be eligible for concurrent enrollment, a high school **SENIOR*** must:

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

To be eligible for concurrent enrollment, a high school **JUNIOR*** must:

1. Have participated in the National American College Testing (ACT) program and scored a minimum composite of 21 or the equivalent on the Scholastic Aptitude Test (SAT) or have a high school non-weighted GPA of 3.5.

ADMISSIONS

HIGH SCHOOL CONCURRENT STUDENT CONTINUED...

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

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

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

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

the institution delivering the course. Exceptions may be considered on a case-by-case basis.

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

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may only enroll in curricular areas where the student has met the National ACT requirements for college placement.) There is no secondary assessment for concurrent high school students who do not meet the National ACT or SAT criteria. Concurrently admitted high school students will not be allowed to enroll in any "0" level courses offered by Murray State College designed to remove high school deficiencies.

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

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

ADMISSIONS

INTERNATIONAL STUDENT

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

1. A completed Application for Admission.
2. A certified MSC Financial Guarantee for International Students form.
3. Official report of TOEFL or other eligible documentation (for students for whom English is a Second Language).
4. A high school transcript with graduation date or a document verifying completion of GED. Documents must be translated in English. (Note: To be admissible with GED, the student's high school class must have graduated.)
5. If no previous college, National ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if student is under 21 years of age.
6. COMPASS test scores for students who did not score 19 or higher in the National ACT sub-score areas or who did not participate in the National ACT or SAT. The COMPASS is a standardized assessment administered on campus or at the Ardmore Higher Education Center.
7. If applicable, an official transcript (translated in English) from every previous college attended.
8. Documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

All non-U.S. citizens must meet criteria as listed in the Policy Statement on Admission of Students for Whom English is a Second Language. Please contact the Admission/Registrar's Office at (580) 371-2371 ext. 108 for more information regarding admission for International Students.

NOTIFICATION OF ACCEPTANCE

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

STUDENTS NOT IN GOOD ACADEMIC STANDING

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

IMMUNIZATION COMPLIANCE REQUIREMENTS

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

The statute permits that when the vaccine is medically contraindicated and a licensed physician has signed a written statement to that effect, such student shall be exempt from the vaccination. Further, the statute permits a student or if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the administration of the vaccine conflict with the student's moral or religious tenets. The verification of vaccinations is required by law and all students must comply prior to enrollment with an Oklahoma institution or be one of the exempted categories listed.

SPECIAL ADULT ADMISSION

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

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

OKLAHOMA RESIDENCY INFORMATION

Under policy by the Oklahoma State Regents for Higher Education, unless a student is (a) 24 years of age as of January 1 of the year enrolled by (b) married or (c) providing more than 50% of the financial support of at least 1 child, the student is considered a dependent. **The residence of a dependent student is that of his/her parent or guardian.** A resident of Oklahoma is defined as one who has lived continuously in Oklahoma for at least 12 months as a **permanent** resident and not merely as a student. (Note: An individual previously classified as a resident of Oklahoma shall not be reclassified as a nonresident until 12 months after having left Oklahoma to live in another state.)

ADMISSIONS

OKLAHOMA RESIDENCY INFORMATION CONTINUED...

Unless residency has been established in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or guardian for the two years prior to graduation from high school will be eligible for resident tuition and scholarships or financial aid provided by the state, regardless of immigration status.

Individuals (or dependents and Spouses of individuals) who have moved to Oklahoma and can document continued full-time employment may be immediately classified as Oklahoma resident.

Students may apply in the Financial Aid Office for a scholarship to waive nonresident fees. Individuals who can document a residence in a Texas County that borders Oklahoma, the scholarship is automatic (per MSC agreement with Texas). For other non-residents, the scholarship is automatic only the first semester of attendance at MSC with subsequent renewal based on established GPA criteria.

Individuals and their dependents who can document full-time active military duty and are stationed in Oklahoma may be immediately classified as Oklahoma residents.

When a nonresident marries an already established resident of Oklahoma, the nonresident may be considered a resident after documentation of marriage and proof of domicile.

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

Any student presenting a transcript of credit from a high school, college, university, or other educational institution outside the State of Oklahoma will be assumed to be a non-resident student.

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

ABILITY TO BENEFIT

First-time entering students at Murray State College who have neither a high school diploma nor a General Education Development (GED) certificate must demonstrate "ability to benefit" from higher education. Such students may meet the "ability to benefit" requirement by achieving passing scores on the COMPASS Test.

Students may also demonstrate ability to benefit through successful completion of six (6) credit hours applicable to an MSC degree.

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

OTHER ADMISSION INFORMATION

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

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

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

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

CRIMINAL ACTIVITY DISCLOSURE

Murray State College is committed to maintaining a safe environment for all members of the College community. As part of this commitment, Murray State College requires applicants who have been convicted of a felony or who have engaged in behavior that has resulted in injury to person(s) or personal property to disclose this information as a mandatory step in the application process. Previous conduct or record of a previous conviction does not automatically bar admission to the College, but does require review.

Complete disclosure must be made at the time of application for admission. Failure to disclose convictions and/or previous conduct can result in denial for admissions. Information to be submitted should include: a brief explanation, location (city, state, country) of conviction or previous conduct, dates and court disposition. Written documentation should be presented to Murray State College, Registrar, 1 Murray Campus, Tishomingo, OK 73460. This statement must also include a grant of

CRIMINAL ACTIVITY DISCLOSURE CONTINUED...

ADMISSIONS

permission to Murray State College for complete access to any criminal records.

Violent and sexual convictions or previous conduct are automatically sent for committee review. Applicants may request a review of the committee's decision by written appeal to the Admissions and Appeal Committee.

HOME STUDY OR UNACCREDITED HIGH SCHOOLS

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

1. Student has participated in the National ACT or SAT, and
2. Student's high school class of peers has graduated, and
3. Student must satisfy the curricular requirements set forth.

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

ENTRY-LEVEL ASSESSMENT AND PLACEMENT

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

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

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

Students seeking enrollment at Murray State College must meet the admission standards in the "Policy Statement on Admission To, Retention In, and Transfer Among Colleges and Universities of the State System" and must present evidence of proficiency in the English language prior to admission, either as first-time students or by transfer from another college or university. The intent of this policy is to ensure that students have a reasonable chance of success based on their ability to comprehend, read, and write the English language. Students must demonstrate their competency in English by meeting one of

the standards detailed below. Institutions may not waive this admission requirement as part of the alternative admissions category of admission within the State Regents general policy on admission.

1. First-Time Undergraduate Students:
 - a. Score 500 or higher (paper-based) or 173 or higher (computer-based) or 61 or higher (internet-based) on the Test of English as a Foreign Language (TOEFL)¹, or score 6.0 or higher on the International English Language Testing System (IELTS) examination.
 - b. Score 460 or higher (paper-based) or 140 or higher (computer-based) or 48 or higher (internet-based) on the TOEFL test administered at a special testing center or an international testing center, or score 5.0 or higher on the IELTS Examination. In addition, after achieving the required score, and immediately prior to admission, successfully complete a minimum of 12 weeks of study at an Intensive English Program approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level.
 - c. Successfully complete the high school core requirements in or graduate from a high school where English is the primary language in a country where English is the primary language and demonstrate competency through the "Remediation of High School Curricular Deficiencies Policy."
2. Undergraduate Transfer Students²:
 - a. Attend an accredited United States college or university for a minimum of 24 semester credit hours with passing grades and meeting other transfer requirements.

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

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

ADMISSIONS

TECHNOLOGY CENTER ADMISSIONS

Technology Center applicants are responsible for submitting to the Admissions Office the appropriate documents as listed below:

Adult:

1. A completed Application for Admission (www.msocok.edu).
2. An official high school transcript with graduation date or a document verifying completion of GED. (Note: To be admissible with GED, the student's high school class must have graduated.)
3. Alliance Statement of Understanding for Adult Students.

High School:

1. A completed Application for Admission (www.msocok.edu).
2. An current official high school transcript.
3. Alliance Statement of Understanding for High School Students.

SPECIFIC PROGRAM ADMISSIONS

Please note that admission to Murray State College does not guarantee admission to the specific programs of Gunsmithing, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant or Veterinary Technology. Those programs have a separate application process with additional admission criteria.

ADMISSION TO THE GUNSMITHING PROGRAM

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

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

The admission procedures are:

1. Submit a Murray State College application to the Registrar's Office. (www.msocok.edu)
2. Submit to the Registrar's Office all of the following and request a copy be sent to the Gunsmithing Program Director;
 - a. High school transcript or equivalent, and
 - b. If under 21 years of age, official National ACT score report, and
 - c. College transcript, if applicable.

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

1. Submit to the Gunsmithing Program Director:

- a. Application for Admission to Gunsmithing Program, and
- b. Authority for Release of Information (for background check).

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

ADMISSION TO THE NURSING PROGRAM

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

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

The admission procedures are:

1. Submit a Murray State College application to the Registrar's Office. (www.msocok.edu)
2. Submit to the Registrar's Office all of the following and request a copy be sent to the Nursing Office.
 - a. Official National ACT score report, and
 - b. High school transcript or equivalent, and
 - c. College transcript, if applicable.

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

1. Attend a Nursing Program Admission Class conducted by the Nursing Program Director.
2. Complete a Nursing Application and submit to the Nursing Office.
3. Complete an application test with a score of 75 or higher.
4. All general education courses applicable to the Nursing Program curriculum must have grades of C or higher.
5. All mid-term grades used for the point system for admission to the program must be a C or higher.
6. Applications for the Nursing Program are taken one time per year with a deadline of the last Friday in February.

ADMISSIONS

ADMISSION TO THE NURSING PROGRAM CONTINUED...

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

The Murray State College Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony

conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

ADMISSION TO THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

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

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

** If #2 above cannot be met, deficiencies may be removed by achieving at least a 3.0 GPA in college credit hours applicable to the OTA degree.*

The admission procedures are:

1. Submit a Murray State College application to the Registrar's Office. (www.msco.edu)
2. Submit to the Registrar's Office all of the following and request a copy to be sent to the OTA Office.
 - a. Official National ACT score report, and
 - b. High school transcript or equivalent, and
 - c. College transcript.

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

1. Attend a OTA Admission Orientation conducted by the OTA Director. These orientation sessions consist of approximately 1-hour small group orientation to the application process. Please call the OTA program and reserve a place in one of these classes that are held several times in the spring of each year.
2. Complete a minimum of 20 hours of observation of an occupational therapist or occupational therapy assistant. Documentation of all observation is completed on the Clinical Observation Form and returned to the program by the OTR/COTA's observed.

ADMISSIONS

ADMISSION TO THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM CONTINUED...

3. Complete a OTA application and submit to the OTA Office prior to the last Friday in May.
4. Submit a health history form.

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

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

ADMISSION TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM

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

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

** If #2 above cannot be met, deficiencies may be removed by achieving at least a 3.0 GPA in college credit hours applicable to the PTA degree.*

The admission procedures are:

1. Submit a Murray State College application to the Registrar's Office. (www.msocok.edu)
2. Submit to the Registrar's Office all of the following and request a copy to be sent to the PTA Office.
 - a. Official National ACT score report, and
 - b. High school transcript or equivalent, and
 - c. College transcript.

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

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

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

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

ADMISSION TO THE VETERINARY TECHNOLOGY PROGRAM

In order to apply to the Veterinary Technology Program all applicants must meet MSC admission requirements, and preference is given to students who meet the following requirements:

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

Students who do not meet the requirements listed above may be admitted to the program with approval of the Admissions Committee or by achieving at least a 2.5 GPA in a minimum of 18 college credit hours (including Intermediate Algebra or higher math). Students holding an A.S. (or higher) degree may be granted admission to the program by permission of the Program Director.

ADMISSIONS

ADMISSION TO THE VETERINARY TECHNOLOGY PROGRAM CONTINUED...

The admission procedures are:

1. Submit a Murray State College application to the Registrar's Office. (www.msco.edu)
2. Submit to the Registrar's Office all of the following and request a copy be sent to the Veterinary Technology Office.
 - a. Official National ACT score report, and
 - b. High school transcript or equivalent, and
 - c. College transcript, if applicable.

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

1. Submit a completed Veterinary Technology Application to the Veterinary Technology Chair.

Applicants are evaluated in relation to the entire applicant pool. Those meeting the criteria at the highest level will be selected. Applicants who are accepted into the Veterinary Technology Program but do not enroll for the designated class must reapply for admission. Students who do not complete any veterinary technology course for any reason must apply for readmission into the program.

Applicants are encouraged to submit their application prior to March 15th.

FINANCIAL AID

INFORMATION

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

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

APPLICATION PROCEDURE

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

The FAFSA may be completed on the Internet at the following address – www.fafsa.gov. Other documents, such as a signed federal tax return, may be required and will be requested as needed.

WHEN TO APPLY

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

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

Federal Student Aid Programs. To receive priority consideration for financial aid, students must be sure that all forms and applications, including the results of the FAFSA (Student Aid Reports or ISIRS) are received by the Financial Aid Office by April 15 prior to the following fall semester for which funding is desired. Students must complete the form online at www.fafsa.gov and provide an electronic signature by applying for a PIN at www.pin.ed.gov.

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

HOW TO APPLY

The application process is as follows:

1. Fill out the application forms. Complete the signature page by providing a PIN. No fee is charged to complete the FAFSA or Renewal Application. Financial aid applicants must apply for admission to the college. Academic transcripts from all schools previously attended must be submitted to the MSC Registrar's Office. All of this should be done as soon after January 1 as possible to be considered for all types of aid.
2. In 2-3 weeks the student will receive a Student Aid Report (SAR) from the processor. Review the received SAR. It is important to follow all instructions. If the SAR requires corrections, contact the Financial Aid Office for assistance. The FAO will receive the SAR electronically if the student listed MSC (code 003158) on the application and may be able to receive or correct a student's SAR electronically. Contact the Financial Aid Office for details.

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

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

FINANCIAL AID

HOW TO APPLY CONTINUED...

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

MSC WEB SITE

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

1. FAFSA on the Web
2. Applying for a PIN on the web (allows electronic signature and electronic access)

3. On-line Entrance Counseling for Student Loans
4. On-line Exit Counseling for Student Loans
5. On-line Promissory Note for Student Loans
6. FastWeb – a nationwide scholarship search site
7. U.S. Army
8. Ombudsman for Student Loans
9. Chickasaw Education Services

THE STUDENT'S AWARD

An award letter will be mailed to the student as soon as possible after all application forms and necessary documentation are received by the Financial Aid Office and the file is complete and accurate. The award letter indicates the types and amounts of aid awarded. If a student has a calculated financial need, it will probably be met by a combination of several types of aid. A typical aid package may consist of a scholarship, Federal Pell Grant, Federal Work Study, and Federal Loans. Award notices need not be returned. The Financial Aid Office assumes the student will accept all grants, work-study, scholarships, and outside aid unless the student notifies us in writing that he/she is declining the aid awarded. Students must submit a completed Loan Request Form before student loans will be processed. Students receiving award notices by email are required to view the awards on the web and review conditions of the awards, award notice instructions, academic progress policy, etc. on the MSC website. Students unable to view these documents online should contact Financial Aid for assistance. This document notifies the student of eligibility requirements, disbursement policies, etc. Students must be **enrolled and attending class** to maintain eligibility for financial aid. Students who cease attending class (unofficial withdrawal), officially withdraw from MSC or fail to receive a single passing grade for the term may be subject to termination or repayment of financial aid received. Leaves of Absence are not permitted.

An initial financial aid award is made with the assumption that the student will enroll full time. Unless the Satisfactory Academic Progress Policy prohibits it, the student's award will be made for the entire academic year. The academic year is 30 weeks (Fall and Spring terms). The summer term is treated as a trailer to the previous academic year. A student's enrollment status will be checked at the end of the add/drop period each semester and the awards will be adjusted if the student's enrollment differs from the assumed enrollment. For financial aid purposes full-time is at least 12 credit hours per term.

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

FINANCIAL AID

THE STUDENT'S AWARD CONTINUED...

varies from semester to semester). A student receiving a student loan must be enrolled in at least 6 credit hours at the time the loan funds are disbursed.

INTERSESSIONS

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

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

ELIGIBILITY REQUIREMENTS

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

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

through successful completion of 6 credit hours applicable to an MSC degree.

9. Must be attending class.
10. Must not be suspended from Title IV aid eligibility due to drug-related convictions.

IF A STUDENT DOES NOT QUALIFY FOR AID

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

To apply for an adjustment the student should either complete an Unusual Circumstance Form (available at the FAO) or submit a signed statement detailing the change in circumstances. A death in the family, loss of job, or loss of untaxed income are examples of changed circumstances that may affect eligibility. These must be documented by providing copies of death certificates, letters from former employers verifying loss of job, etc. The student must also document how this change will affect the family income. For example, if 2010 income was used to complete the FAFSA, estimates of 2011 taxable and nontaxable income must be provided. Adjustments may also be made for students in certain degree programs that have documented educational costs in excess of those allowed for in the typical student budget. For example, gunsmithing students and nursing students have additional expenses for tools, supplies, uniforms, etc. Some students may need to purchase a computer. A one-time allowance of up to \$1,000.00 will be considered for a computer and software. The decision of the Financial Aid Administrator regarding whether an adjustment is made is based on federal guidelines. That decision is final. A student may not appeal the decision to the college or to the federal government.

STUDENT EXPENSES

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

FINANCIAL AID

STUDENT EXPENSES CONTINUED...

The following is an outline of the expenses that may be incurred for a student living on campus. A student may want to use this information to help construct a realistic budget for the time spent at Murray State College. A student will need to compare this budget to his/her financial aid award. The student will be expected to make up the difference in direct costs to the college and the amount of actual financial aid awarded.

DIRECT COSTS

In State Tuition & Fees (estimate)	\$3,576.00
Out of State Tuition & Fees (estimate)	\$7,386.00
Books (estimate)	\$1,306.00
On Campus Room and Board (estimate)	\$6,000.00

Note: The above estimates are based on costs for the 2011-2012 school year and on average enrollment of 28 credit hours for one year. These figures may vary.

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

Transportation	\$1,042.00
Personal Expenses:	
Clothing	\$700.00
Medical	\$500.00
Personal Items	\$440.00

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

DISBURSEMENT POLICIES

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

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

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

A sample disbursement schedule is listed below. This assumes that the first day of the fall term is 8/15 and the first day of the spring term is 1/12. Disbursements are made approximately four weeks after the first scheduled class day.

IMPORTANT DATES

Summer 2011

Disbursement:	June 23, 2011
	July 14, 2011
	July 28, 2011
	August 11, 2011

Fall 2011

Disbursement:	September 20, 2011
	October 6, 2011
	October 27, 2011
	November 10, 2011
	December 15, 2011
	January 26, 2012

Spring 2012

Disbursement:	February 21, 2012
	March 8, 2012
	April 5, 2012
	April 19, 2012
	May 10, 2012
	May 31, 2012

All dates are tentative and subject to change. Review the financial aid webpage for changes in disbursement dates.

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

FINANCIAL AID

DISBURSEMENT POLICIES CONTINUED...

DISBURSEMENT LOCATIONS

Murray State College Business Office

Student Services Building

Tishomingo, OK 73460; 580-371-2371, Ext. 116

MSC/Ardmore Administrative Office

611 Veterans Boulevard

Ardmore, OK 73401; 580-220-2858

RETURN OF TITLE IV AID POLICY

WITHDRAWAL AND PAYBACK OF FUNDS

Refund Policy for Tuition and Fees:

First ten days of a regular semester	100%
First five days of an 8-week semester	100%
First two days of a shorter term	100%
Thereafter	No
Refund	

Official Withdrawal Process. To officially withdraw from all courses, students must notify the MSC Registrar Office in writing.

Return of Federal Financial Aid for Complete Withdrawal. Federal financial aid funds are awarded to students under the assumption that the student will attend school for the entire period for which the aid is awarded. Sometimes students need to completely withdraw from classes due to emergencies or other problems. Regardless of the reason for withdrawal, the federal government requires that students who withdraw before the 60% point of the semester repay federal funds received. This federal law is called Return of Title IV Aid.

Students receiving federal financial aid who completely withdraw from all classes – officially or unofficially (stop attending classes or fail to receive a single passing grade for the term) will be subject to the Return of Title IV Funds policy. This policy applies to students receiving assistance through the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Iraq Afghanistan Service Grant, Academic Competitiveness Grant, Federal Subsidized Direct Stafford Loan, Federal Unsubsidized Direct Stafford Loan, and Federal Direct PLUS loans.

Students who withdraw before the end of the add/drop period (refer to Refund Policy for Tuition and Fees) or who withdraw after the end of the 60% point will not have to repay federal aid received.

When a student officially withdraws, the Registrar Office will notify the Financial Aid Office. The withdrawal form gives the Financial Aid Office the official withdrawal dates. The Financial Aid Office determines the institutional charges, aid disbursed, and the aid that could have been

disbursed. Institutional charges include tuition and fees, on campus room and board, and beginning Fall 2011 required books and supplies. At the end of each semester the Financial Aid Office will determine those students who unofficially withdrew (ceased class attendance and did not receive a passing grade in any of their courses) and use the 50% point to calculate the amount of aid to return to the federal programs unless the student proves attendance past the 60% point in the semester while it is still possible to reverse the return of aid to the federal program.

After determining a student's withdrawal date (official or unofficial) the Financial Aid Office will use the U. S. Department of Education's Return of Title IV software on the web to determine if the amount of aid disbursed to the student is greater than the amount of aid the student earned. Any unearned funds must be returned to the federal student aid programs. If at the time of withdrawal the amount disbursed to students is less than the amount earned, the student may be eligible to receive a post-withdrawal disbursement. If eligible for a post-withdrawal disbursement, the student will be notified by mail and will have 14 days to respond and approve or deny the post-withdrawal disbursement.

The Return of Title IV calculation uses the number of days enrolled divided by the number of days in the term to get the percentage of aid earned. Students who remain enrolled beyond the 60% point of the period of enrollment are considered to have earned 100% of aid received. Students enrolled less than 60% of the period of enrollment are responsible for repaying the aid. Here is an example of what happens if you withdraw before the 60% point:

A student receives a Pell grant of \$1875 and a Subsidized Stafford loan of \$1000 for a total amount of federal aid of \$2875. The student's tuition, fees, room, board and bookstore charges for the semester total \$3000. If the student withdraws on the 25th day of a semester that has 121 days, approximately \$2300 or 80% of the funds would have to be repaid.

Once the Return to Title IV calculation has been completed, MSC will return the unearned portion to the federal aid programs in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS loans
4. Federal Pell Grants
5. Academic Competitiveness Grants
6. Federal Supplemental Educational Opportunity Grants
7. Grants
8. Iraq Afghanistan Service Grant

FINANCIAL AID

RETURN OF TITLE IV AID POLICY CONTINUED...

Murray State College must complete the Return of Title IV process within 45 days of the date of a student's withdrawal.

SATISFACTORY ACADEMIC PROGRESS

POLICY (REVISED 5/04/2011)

EFFECTIVE BEGINNING FALL 2011

Murray State College has established this Satisfactory Academic Progress Policy using the new guidelines required by the federal government (CFR 668.34). You must meet all three of the minimum standards indicated below to be eligible to receive financial aid from the Federal Title IV Programs which include: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Iraq Afghanistan Service Grant, Federal Work-Study, and the Direct Loan Programs (Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Plus Loan). This policy also impacts state programs such as the Oklahoma Tuition Aid Grant Program (OTAG). The following minimum requirements must be met regardless of whether or not the student has received financial aid:

1. **GPA REQUIREMENT:** 2.0 cumulative gpa
2. **CUMULATIVE HOURS REQUIREMENT (PACE):** 70% of all coursework attempted
3. **MAXIMUM TIME FRAME:** 96 credit hours for first MSC associate degree; additional 40 hours allowed for 2nd MSC associate degree

Satisfactory Academic Progress (SAP) Evaluation:

1. The Financial Aid Administrator will evaluate SAP at the end of each academic year.
2. The MSC academic year is Fall and Spring with the subsequent Summer as a trailer.
3. For students attending Fall/Spring/Summer, Spring/Summer, or Summer only, SAP is evaluated at the end of the summer term.
4. For students attending Fall/Spring or Spring only, SAP is evaluated at the end of the Spring term.
5. For students attending Fall only, SAP is evaluated at the end of Fall term.
6. For students on financial aid probation or an Academic Plan, SAP is evaluated at the end of each semester.

PACE:

1. Pace is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. Some examples of PACE are:
 - a. Student attempts 14 hours and completes 11 hours. $11 \div 14$ is 78% and the student has successfully met the PACE requirement.
 - b. Student attempts 6 hours and completes 4 hours. $4 \div 6$ is 66% and the student has not successfully met the PACE requirement.

2. Students must complete 70% of coursework to meet the PACE requirement.
3. Hours attempted is based on the number of hours enrolled in at the end of the 100% refund period (close of business on the 10th day of Fall and Spring and the 5th day of Summer). The refund period varies for shorter enrollment periods.
4. Grades of A, B, C, D, S, and P are counted as hours successfully completed.
5. Grades of I, U, F, W, and AW are counted as hours attempted but not successfully completed.
6. Remedial courses are not counted in either PACE or the maximum timeframe and are not calculated in the gpa.
7. Audit courses are not eligible for financial aid and are not counted as hours attempted.
8. All classes attempted at all institutions are counted in the PACE and maximum timeframe.
9. For repeated courses, only the second and any subsequent attempts are counted.
10. To properly monitor your SAP progress, manually count all credit hours attempted and earned as your academic transcript may not accurately count withdrawals, etc.

Maximum Timeframe:

1. Students have a maximum of 96 attempted hours to complete the first MSC associate degree.
2. Students have a maximum of 40 additional hours beyond the first MSC associate degree to complete a second MSC associate degree.
3. Students are only eligible to receive federal financial aid for two associate degrees at MSC.
4. Students planning to transfer to a four-year school and pursue a bachelor's degree need to be aware of the federal maximums on the various programs to ensure they don't run out of eligibility before completing their bachelor's degree.
5. Students transferring to MSC with hours in excess of 96 will be placed on financial aid suspension. Students on financial aid suspension may submit an appeal.
6. Major changes do not automatically extend the maximum timeframe. However, they may be considered as a mitigating factor during the appeals process. The Financial Aid Appeals Committee will determine if additional time is warranted.
7. Students appealing the maximum timeframe must submit a degree check as part of their appeal.

FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS POLICY *CONTINUED...*

Probation and Academic Plans:

1. Financial aid probation is a status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.
2. Students on financial aid probation must meet all the requirements of the Satisfactory Academic Progress Policy at the end of the probationary semester or they will be placed on financial aid suspension.
3. The Appeals Committee may place a student on an Academic Plan to ensure the student is able to meet the SAP requirements by a specified point in time.
4. SAP will be reviewed at the end of each semester for students on Academic Plans. As long as the student meets the minimum requirements of the Academic Plan, the student will remain eligible for financial aid. If the student fails to meet the minimum requirements of the Academic Plan, the student will be placed on financial aid suspension.

Suspension:

1. Students on financial aid suspension are not eligible to receive financial aid from the following programs: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Iraq Afghanistan Service Grant, Federal Work-study, and the Direct Loan Programs (Subsidized Stafford Loan, Unsubsidized Stafford Loan, and PLUS Loan).
2. Students who fail to meet all the requirements of the SAP policy will be placed on financial aid suspension.
3. Students who fail to meet the SAP requirements at the end of a probationary semester will be placed on financial aid suspension.
4. Students who fail to meet the minimum requirements of an Academic Plan will be placed on financial aid suspension.
5. Students on financial aid suspension may regain aid eligibility if their financial aid appeal is approved.
6. Students may regain aid eligibility by taking courses and meeting all of the SAP requirements. Students must request reinstatement in writing when the student has regained compliance with SAP.

Appeals:

1. Students may appeal financial aid suspension by following the steps on the MSC Satisfactory Academic Progress Appeal Form.

2. The student must document (submit proof) any extenuating circumstances the student feels contributed to the failure to meet SAP requirements. The student must also indicate what has changed that will allow the student to successfully meet the SAP requirements at the end of the next evaluation.
3. Some examples of extenuating circumstances are: death of an immediate family member, extended illness, divorce, etc. Some examples of proof of extenuating circumstances are: copy of a death certificate, letters from doctors, hospital discharge papers, copy of a divorce decree, etc.
4. Appeals are reviewed by the Financial Aid Appeals Committee. The committee's decision is final.
5. Incomplete appeals will not be submitted to the Financial Aid Appeals Committee.
6. The Financial Aid Office will notify the student of the decision of the Financial Aid Appeals Committee.
7. If the appeal is approved, the student will be required to meet with the Financial Aid Administrator to review any conditions of the appeal or Academic Plan before financial aid will be awarded/dispensed.
8. The federal government does not permit back to back appeals for the same extenuating circumstance.
9. Students will be permitted a total of two appeals of the gpa/pace requirements and one appeal of the maximum timeframe. Students who have exceeded this number of appeals under prior Satisfactory Academic Progress Policies are permitted one final appeal under these new guidelines.
10. Appeals cannot be approved for semesters that have already ended.
11. Students appealing the maximum timeframe must submit a degree check with the appeal.

Transfer Students:

1. Transfer students must submit official transcripts from all institutions to the MSC Registrar Office.
2. All transfer hours will be transcribed on the MSC transcript and will count toward gpa, PACE and maximum timeframe. Financial aid eligibility will not be determined until all official transcripts have been submitted to the MSC Registrar Office and been transcribed on the MSC academic transcript.
3. Students with transfer hours that do not meet the standards of the MSC Satisfactory Academic Progress Policy will be placed on financial aid suspension.

FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS POLICY CONTINUED...

4. Students with transfer hours in excess of the maximum timeframe will be placed on financial aid suspension.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

A federal or state drug conviction can disqualify students for federal financial aid. Under the Higher Education Act, Title IV Section 485(k), students become ineligible for federal student aid programs upon a conviction under state or federal statutes for the sale (includes convictions for conspiring to sell drugs) or possession of drugs which occurred during a period of enrollment for which the student was receiving Title IV financial aid. Students who lose eligibility for federal financial aid for drug law violations will not be eligible for aid from the following: Federal Pell Grant, Supplemental Educational Opportunity Grants (SEOG), Iraq Afghanistan Service Grants, Academic Competitiveness Grants (ACG), Federal Work-Study, and Federal Direct Loans (Subsidized, Unsubsidized, and PLUS).

Loss of financial aid eligibility only counts for convictions that occurred during a period of enrollment for which the student was receiving federal financial aid. Students convicted for possession or sale of drugs during other periods of time do not result in loss of financial aid eligibility. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

The chart below illustrates the period of time the student will be ineligible to receive federal financial aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses:

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	Indefinite period

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains federal financial aid eligibility the day after the period of ineligibility ends or when the student

successfully completes a qualified drug rehabilitation program, or effectively passes two unannounced drug tests given by such a program. Further drug convictions will make the student ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the school that the rehabilitation program was successfully completed.

Standards for a Qualified Drug Rehabilitation Program: A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

FEDERAL AID PROGRAMS

(THIS INFORMATION IS SUBJECT TO CHANGE BY THE FEDERAL GOVERNMENT.)

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

Federal Pell Grants. A grant is money given to a student to enable him/her to attend college. It does not have to be paid back. These grants are available to eligible undergraduate students who show a need. Students attending less than half-time may be eligible to receive a Federal Pell Grant. Grants range from \$555 to \$5550 per year. Since the Federal Pell Grant Program is the foundation upon which all financial aid packages are built, all students must apply for the Pell Grant before any financial aid will be awarded. This may be done by completing the FAFSA. Students will receive a Student Aid Report (SAR) from the Federal processor 2-3 weeks after submitting the FAFSA. All copies of the SAR should be submitted to the MSC Financial Aid Office unless the Financial Aid Office receives it electronically. Funds are

FINANCIAL AID

FEDERAL AID PROGRAMS CONTINUED...

available for eligible applicants for as many semesters as the student is in compliance with the Satisfactory Academic Progress Policy.

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

Federal Work-Study Program (FWS). Part-time jobs are offered to students who have demonstrated financial need. The awards normally average \$4,320 per year. Students must work to earn the amount of the award. Work Study allows students to "help themselves." Students work an average of 15 hours per week and are paid monthly for hours worked while gaining job experience. Students are paid at least minimum wage. Students who have accepted their work-study awards should contact Human Resources to determine job openings. The number of jobs available on campus to help students finance their education is limited.

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

Federal Direct Stafford Student Loans. These are long-term loans made by the federal government. For new borrowers the interest rate is preset to the fixed rate of 6.8%. There are two types of Federal Stafford loans - Subsidized and Unsubsidized. The federal government makes the interest payments on the Subsidized Stafford while the student loan borrower is in school at least 1/2 time, in grace period, and during approved periods of deferment. The student loan borrower is responsible for all interest payments on the Unsubsidized Stafford. The borrower may defer these interest payments but they will be capitalized (the borrower will end up paying interest on interest and principal). Depending on eligibility, independent Freshmen may borrow up to \$9,500 on the combined Subsidized and Unsubsidized Stafford and

independent Sophomores may borrow up to \$10,500. Dependent students are restricted to the \$5,500 for Freshmen and \$6,500 for Sophomores. Repayment on the subsidized Stafford begins 6 months after graduation, leaving school, or when MSC enrollment status drops below half-time. A student who borrows \$3,500 will repay approximately 89 payments of \$50 per month and interest of \$950. Stafford loan recipients must complete entrance counseling before the loan will be processed and exit counseling when MSC enrollment status drops below half-time. Students may be eligible to defer payments for half-time study, economic hardship, etc. Contact the FAO for additional information on deferments since different deferments apply depending on the date the student first borrowed a loan.

Federal PLUS Loans. These are also low-interest loans from the federal government. The interest rate is preset to the fixed rate of 8.5%. Students or parents may contact the Financial Aid Office for information about current interest rates. This loan may be available to families of dependent students when other types of aid do not meet their needs. Parents may borrow up to the Cost of Attendance less other financial assistance. Repayment normally begins the day after the first loan disbursement. Repayment may be deferred if the borrower is eligible for an approved deferment. Contact the Financial Aid Office for information on the types of deferments available.

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

STATE AID PROGRAMS

Oklahoma Tuition Aid Grant (OTAG). This program is administered by the Oklahoma State Regents and provides funds to help college students who are Oklahoma residents meet the cost of college attendance. Priority consideration will be given those eligible students whose applications are received by March 15. Students who complete a FAFSA will automatically apply for OTAG by listing Oklahoma as their state of legal residence, listing an

FINANCIAL AID

STATE AID PROGRAMS CONTINUED...

Oklahoma school as their first choice for attendance, and authorizing the federal government to release information to the state and college. Students must demonstrate need and meet other eligibility criteria to receive this grant. Students must enroll in at least 6 credit hours to be eligible. Undocumented immigrants meeting certain requirements may be considered for OTAG awards. Additional information is available at the MSC Financial Aid Office or by contacting the Oklahoma Tuition Aid Grant Program at (877) 662-6231. Students who are residents of states other than Oklahoma may be eligible to receive assistance from their state agency. Contact the Financial Aid Office for a directory of state agency addresses and phone numbers.

TUITION WAIVERS

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

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

President's Scholars Program (PSP). Limited to students admitted to the Scholars Program. The President's Scholars Program is designed to encourage imaginative thought among talented students. President's Scholars take special classes and attend seminars, as well as perform research in their field. Upon successful completion of the program, President's Scholars graduate "with honors". PSP sponsor determines amount of tuition waiver awarded. Waiver may not exceed the amount of resident tuition assessed to the student. In exchange for services performed, Presidents scholars are also eligible to receive, a book waiver and a \$300 per semester cash scholarship. A limited number of room and board waivers are available.

Applicants to the President's Scholars program must meet the following requirements:

1. A minimum of 21 National ACT composite.

2. Submittal of a typed essay of at least 300 words in which the student describes him/herself, with emphasis on the people, places, and experiences that have shaped the student. As part of the description, a significant educational experience is to be discussed.
3. An excellent high school grade point average.
4. Submission of MSC Application for scholarship.
5. Submission of President's Scholars Program Application.

Applications must be addressed to the Chair of the President's Scholars Program and received prior to March 15. Applicants will be notified by April 30.

Special Talent Program. Limited to students chosen to represent MSC on special talent teams; Baseball, Basketball, Softball, Art, Drama, and Livestock Judging. Special Talent sponsor determines amount of tuition waiver award not to exceed amount of resident tuition assessed to the student.

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

General Academic. Available to: a) students with a minimum 21 ACT composite or 3.0 retention/graduation GPA; b) Scholastic Contest Winners; c) Valedictorian/Salutatorians of Oklahoma high schools; or, d) elected MSC Student Senate Officers. The Academic Affairs Office will determine amount of tuition waiver awarded not to exceed amount of resident tuition assessed to the student. Recipients must be recommended by the Vice President for Academic Affairs. Students must declare a major prior to applying for this scholarship.

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

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

MURRAY STATE COLLEGE FOUNDATION SCHOLARSHIPS

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

The following scholarships are available through the Murray State College Foundation. Some scholarships may have restrictions, such as being available only to sophomore students or majors in certain fields. Students must maintain a 2.5 GPA to receive second semester awards, and sophomores must have an overall GPA of 2.5

FINANCIAL AID

MURRAY STATE COLLEGE FOUNDATION SCHOLARSHIPS CONTINUED...

to make application. Except where otherwise noted, a student should write to the Murray State College Foundation, One Murray Campus, Tishomingo, Oklahoma 73460, to request an application or see the MSC website.

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

FINANCIAL AID

MURRAY STATE COLLEGE FOUNDATION SCHOLARSHIPS CONTINUED...

- **Norman M. Ward Scholarship.** Sophomore students majoring in agriculture or horticulture, with preference given to students who reside in the Johnston or Marshall County area. \$250.00 per semester.
- **Jane Bullard Scholarship.** Students who are a custodial, single parent enrolled at the MSC Ardmore campus. Must be enrolled full-time (12 hours) with a minimum GPA of 2.5. \$250.00 per semester.

OTHER FINANCIAL ASSISTANCE

Bureau of Indian Affairs (BIA): The U.S. Government, through the Bureau of Indian Affairs, provides annual scholarship grants to Native American students to enable them to attend institutions of higher learning. Any interested student should contact their tribal representative.

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

Applications for the above benefits should be filed with the Regional Office, Veterans Administration, P.O. Box 8888, Muskogee, Oklahoma, 74402-8888, (or call toll-free 1-800-827-1000) or at www.gibill.va.gov.

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

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

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

1. VA processing of application and issuance of the first benefits check require 6 to 8 weeks from the first day of school.
2. The starting date for the payment period of the first benefits check is the date when the first term of attendance begins.
3. Students will obtain official degree plans from their advisors.
4. VA will pay benefits for only those courses required for degree completion as shown on official degree plans.
5. Students must provide evidence of planned course attendance to the Registrar's Office, in the form of acceptable PAID class schedules.
6. Certification to VA is made for each 16-week semester, 8-week summer session.
7. VA-eligible students must satisfy the college's regular standards for academic progress, and they must comply with class attendance requirements as defined by individual instructors.
8. Course load, length and type of course, and number of dependents determine the dollar amount of benefits payments. To ensure awareness of course load requirements for fulltime, three-quarter time, one-half time and less-than-half-time eligibility and payments, obtain information from the Registrar's Office Veterans Affairs' Coordinator at the time of application and at each enrollment.
9. Courses that have been successfully completed in the past may not be repeated for compensation by VA.

The above information is applicable to all students attending Murray under Chapter 31 (Disabled Veterans), Chapter 32 (post-Vietnam "VEAP"), Chapter 35 (Dependents), Chapter 106 (Selected Reserve), and Chapter 30 (Montgomery GI Bill), Chapter 33 (Post 911), and other similar programs administered by the VA.

Information for currently enrolled Veterans:

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

FINANCIAL AID

OTHER FINANCIAL ASSISTANCE CONTINUED...

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

Division of Vocational Rehabilitation
3535 N.W. 58th St., Suite 500
Oklahoma City, OK 73112
(800) 845-8476

STUDENT RIGHTS

The student has the right to:

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

STUDENT RESPONSIBILITIES

The student must:

1. Adhere to financial aid policies, deadlines, etc.
2. Complete all application forms accurately and submit them on time to the appropriate office or address.
3. Must attend classes.
4. Must notify the Financial Aid Office immediately if he/she is receiving assistance other than that indicated on the award letter.
5. Must provide correct information on all documentation. In most instances, misreporting

information on student financial aid forms is a violation of federal law and may be considered a criminal offense.

GLOSSARY OF FINANCIAL AID TERMS

Award – the amount of aid offered based on need analysis.

Deferment – an approved postponement of loan repayments.

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

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

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

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

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

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

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

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

Successful Completion – earn a grade of S, P, A, B, C, or D for a course.

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

Tuition Waiver – money awarded for tuition which does not have to be repaid.

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

STUDENT EXPENSES

GENERAL FEE REFUND POLICY

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

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

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

Tuition and fees are charged to each student for each semester hour that the student is enrolled. Nonresidents of Oklahoma are assessed at a different rate. For a complete list of current fees, see the most recent Schedule of Classes. All fees are subject to change without notice. All fees and other obligations must be paid before semester grades or transcripts are issued.

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

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

LIVING EXPENSES

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

TERMINATION OF HOUSING CONTRACT BY RESIDENT

After the resident has signed a housing contract with Murray State College Foundation L.L.C., the contract may be terminated by the resident only for official withdrawal

from the college or upon graduation. When the resident withdraws from college during the contract period he/she is responsible for room and board charges for that academic term. If the resident re-enrolls during the contract period, the resident shall be subject to the terms of this lease.

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

DEPOSIT FOR RESIDENT HOUSING

A \$200 room deposit will be charged to all students living in resident housing. The room deposit, paid prior to enrollment, will reserve a room for the student until the first day of class if a room is available. Students will receive confirmation of their room reservation by mail. Please contact the Director of Student life (ext. 180) if you do not receive written confirmation by the week prior to arriving on campus. Room deposits, less a \$50.00 non refundable portion and any damage assessments, will be refunded at the end of the semester or term that the student officially withdraws or graduates. The room deposit is forfeited if the student: a) decides not to attend the institution; b) leaves school prior to the end of a semester; or, c) moves out of resident housing prior to the end of a semester.

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

TEXTBOOKS, SUPPLIES & EQUIPMENT

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

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

STUDENT EXPENSES

TEXTBOOKS, SUPPLIES & EQUIPMENT CONTINUED...

Textbooks will only be purchased by the bookstore on dates and times posted during finals of Fall, Spring, and Summer semesters. A list of the Textbooks that will not be bought back will be posted in the bookstore. The listing will be final one week prior to the first day of book buy-back. All decisions by the bookstore management on condition of Textbooks repurchased are final. Textbooks may not be water damaged, have pages missing, or be excessively worn. Textbooks may be written in or have text underlined.

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

Textbook information for each semester can be found at www.mscoke.edu under About MSC/Consumer Information.

FEES (Fees are subject to change without notice)

Student Fee Refund Policy

Refund policy for fees and tuition are:
 First ten days of a regular semester..... 100%
 First five days of an 8-week semester..... 100%
 First two days of a shorter term..... 100%
 Thereafter
 June 8th for Summer..... No Refund
 August 27th for Fall..... No Refund

Tuition for Oklahoma Residents (per semester hour)

Tuition \$92.00
 Student Activity Fee \$8.00
 Student Union Fee \$5.00
 Cultural/Recreation Fee \$1.00
 TOTAL (per semester hour) \$106.00

Tuition for Nonresidents of Oklahoma (per semester hour)

Tuition \$240.00
 Student Activity Fee \$8.00
 Student Union Fee \$5.00
 Cultural/Recreation Fee \$1.00
 TOTAL (per semester hour) \$254.00

Tuition for Ardmore Students (Oklahoma Residents) (per semester hour)

Tuition \$120.00
 Student Service Fee \$3.00
 TOTAL (per semester hour) \$123.00

Tuition for Ardmore Students (Nonresidents of Oklahoma) (per semester hour)

Tuition \$270.00
 Student Service Fee \$3.00
 TOTAL (per semester hour) \$273.00

Other Tuition

(per semester hour)

Internet Tuition (Oklahoma Residents)..... \$125.00
 Internet Tuition (Nonresidents)..... \$251.00
 Ardmore Internet Tuition (Oklahoma Residents). \$143.00
 Ardmore Internet Tuition (Nonresidents) \$293.00
 Off-Campus Tuition \$125.00
 Technology Center Tuition \$8.00

Room & Board Fees (Subject to Change without Notice)

Deposit \$200.00
 Aggie Suites:
 19 Meals a Week/Per Semester \$3,000.00
 15 Meals a Week/Per Semester \$2,800.00
 15 Meals a Week (Summer Semester) \$1,350.00

McKee Hall:

19 Meals a Week/Per Semester \$2,750.00
 15 Meals a Week/Per Semester \$2,550.00

Additional Fees

ACT \$40.00
 Audit Without Credit Regular Enrollment/Tuition Fees
 Course Fees See Course Listing
 Extra Institutional Learning Exams:
 Institutional Tests (per semester hour) \$25.00
 Other Tests Cost of Test
 Graduation Fee \$40.00
 Supplementary Fee -up to (per credit hour)..... \$135.00
 Replacement of Diploma \$10.00
 Late Enrollment Service Charge \$20.00
 Remedial Supplementary Fee (per semester hour) \$13.00
 Student ID Card (each semester/term) \$10.00

STUDENT FINANCIAL OBLIGATION

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

Any student who has not met or made arrangements to meet their financial obligations by the end of the third week of classes will not be permitted to attend class or remain in resident housing or eat in the cafeteria using a purchased meal plan.

ENROLLMENT

GENERAL

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

The last date of enrollment at Murray State College (full or part load) is the 5th day of the regular semester and a proportional time for shorter terms. Any exception must be by petition to the Academic Affairs Office and must demonstrate exceptional circumstances.

Once a student is enrolled, he/she is responsible for the payment of all tuition and fees unless he/she officially withdraws from class(es) in person or in writing by the 10th day of a regular 16-week semester or a proportional time for shorter loads.

CLASSIFICATION OF STUDENTS

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

NUMBER OF HOURS PERMITTED

A beginning freshman may enroll for no more than 18 semester hours during the fall or spring semester or 9 semester hours during the summer term unless their prescribed courses of study provides for a heavier load. Other students may enroll for a heavier load with the approval of their advisers. Students enrolling over 21 semester hours must have the approval of the Vice President for Academic Affairs, but in no case will they be permitted to carry a load in excess of 24 semester hours during the fall or spring semester or 12 semester hours during the summer term.

CHANGE IN ENROLLMENT

During the first week of a regular semester/term or a proportional time for shorter terms, an enrolled student may add classes. Full charges for courses added will be made during the add period.

During the second week of a regular semester/term or a proportional time for shorter terms, an enrolled student may drop classes. Full refund for courses dropped will be made during the drop period. After the drop period, refunds will not be made for withdrawal from classes.

ABSENCE

Attending class and being on time are essential to being a successful student. There is no "safe" number of absences. A student who misses only one class, but misses a major examination could find his or her final grade lowered drastically as a result. Thus, it is the policy of Murray State College that students be on time for and attend all meetings of all classes in which they are enrolled. More than one hour absence per course hour enrolled is excessive. When a student's absences become excessive and the instructor determines that the student cannot achieve a passing grade even if attendance is resumed, the instructor may administratively withdraw the student. Students should note that if an administrative withdrawal takes place prior to disbursement of aid, the disbursement will be held until a recalculation of eligibility is completed. After aid disbursement, students who are administratively withdrawn may still be subject to termination or repayment of financial aid received. Any student who is not administratively withdrawn or who does not withdraw will be maintained on the rolls and assigned the appropriate letter grade at the end of the semester. Students should consult with individual instructors regarding their specific application of the absence policy and review academic and financial aid policy regarding how course withdrawals or course failures affect satisfactory progress.

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

REGISTRATION OF VEHICLES

All vehicles belonging to and/or driven by students must be registered with Campus Police. A parking tag for the rearview mirror will indicate the registration and identify the automobile for parking.

CREDIT FOR EXTRAINSTITUTIONAL LEARNING

Extracurricular learning (EL) is defined as learning that is attained outside the sponsorship of legally authorized and accredited postsecondary institutions. The term applies to learning acquired from work and life experiences, independent reading and study, the mass media, and participation in formal courses sponsored by associations, business, government, industry, the military

ENROLLMENT

CREDIT FOR EXTRAINSTITUTIONAL LEARNING

CONTINUED...

and unions. In recognition of the need to evaluate learning that has taken place outside of the formal higher education structure, the Oklahoma State Regents for Higher Education have adopted a policy to address EL.

It is not the intent of EL to be individualized study under the direction of MSC instructors. While an instructor can advise a student as to whether they may have the knowledge to pass an EL exam, it is not the responsibility of the instructor to provide individualized study.

The following items are listed from the State Regents Policy:

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

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

ENROLLMENT

CREDIT FOR EXTRAINSTITUTIONAL LEARNING

CONTINUED...

An application for EL (Extraintitutional Learning) credit is available in the Academic Affairs Office. It is the responsibility of the student to arrange for a test date with the instructor for locally developed tests or to contact a national testing center for more information regarding the CLEP (College Level Examination Program) exam.

If a student is enrolled in the course for which he/she successfully completes an extraintitutional learning exam, the student should follow the appropriate procedure for withdrawal from the course. **NOTE:** There is no refund for such course withdrawal unless it occurs during the enrollment adjustment period (first two weeks in a regular semester/one week in a summer term).

CLEP EXAMS

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

NOTE: The cost is \$92.00 per test and prices are subject to change without notice. For more information, please contact the SOSU testing center at (580) 745-3022. Additional information is also provided on their website at <http://homepages.se.edu/learningcenter/clep-tests/>.

Subject Examination	MSC Course Equivalence	Minimum Score	Number of Credit Hrs
Calculus with Elem Functions	MTH 2215	61	5
College Algebra	MTH 1513	52	3
College Mathematics	MTH 1413	55	3
College Spanish I	SPA 1114 & SPA 1224	55	8
English Composition with Essay	ENG 1113	50	3
Financial Accounting	ACC 2103	55	3
General Biology	BIO 1114 ZOO 1114 or BOT 1114	60	4
General Chemistry	CHM 1114 & CHM 1214	50	8
Intro Psychology	PSY 1113	50	3
Intro Sociology	SOC 1113	50	3
Principles Of Macroeconomics	ECO 2113	50	3
Principles Of Microeconomics	ECO 2123	50	3

Students who take the CLEP Examination for English Composition must take the National Exam with Essay. The minimum score and number of credit hours are based on the American Council of Education (ACE) recommendations.

DROP/WITHDRAWAL FROM COURSES

All drops/withdrawals other than administrative withdrawals must be initiated by the student by contacting the Registrar's Office or the MSC Office Suite in Ardmore. After the drop period, there is no refund made for the withdrawn courses.

Drop. Students may withdraw from a course during the published "Drop Period". This is the first ten days of a regular semester or a proportional time for shorter terms. No record of the course is indicated on the transcript. Students will receive a full refund for dropping from a course during this drop period.

Withdrawal. After the published "Drop Period" and any time prior to the end of the eleventh week of a regular term or a proportional time for shorter terms, a student may withdraw from a course with a grade of W. This period of time is called the "Last Day to Receive a W or AW" and is the 52nd day of a 16 week semester or a proportional time for shorter terms.

A student withdrawing from a course after the published "Last Day to Receive a W or AW" will receive a grade of W or F. The grade is assigned by the instructor and reflects the student's current academic standing in the course.

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

WITHDRAWAL FROM COLLEGE

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

End of the year checkout procedures begin in the Academic Advisement Office for all students. To qualify for

ENROLLMENT

WITHDRAWAL FROM COLLEGE CONTINUED...

any refunds of deposits, a student must complete this procedure.

STUDENT CONDUCT

Disruptive classroom behavior can negatively affect student learning and the classroom environment. Disruptive behavior is defined as students who stalk, intimidate, harass, or badger the course instructor or other students, sleep in class, enter class late or depart early, talk in class without being called upon, talk in class while others are talking, dominate class discussion, exhibit physical displays of anger, threaten or verbally abuse the instructor or other students, or have personal hygiene problems that impact class members around him/her. Students exhibiting disruptive classroom behavior may be subject to student sanctions as outlined in the instructor's course syllabus or subject to disciplinary actions as outlined in the student handbook.

CELL PHONE AND ELECTRONIC DEVICES POLICY

Murray State College encourages the use of technology throughout the institutional environment. However, the use of such devices may be disruptive and disrespectful of others in certain instances. Therefore, every student is required to adhere to the following policy regarding the use of electronic devices within the course environment.

Definition: Electronic devices includes cell phones, smartphones, computers (laptops, notebooks, ereaders, netbooks, and handhelds), mp3 and other digital audio and video players (including DVD players), and analog and digital audio and video recording devices (still and movie cameras), or other devices identified by your instructor.

Policy Statement: Instructors may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes, class work, research, or viewing electronic textbooks.

Students may be directed to turn off electronic devices if the devices are not being used for approved class purposes. If the student does not comply, the student may be asked to leave the classroom or have other disciplinary action taken.

In establishing restrictions, instructors must make reasonable accommodations for students with disabilities. At the start of the semester, students with disabilities who require electronic devices for their day-to-day functioning

are to advise the ADA and Disability Services Compliance Officer in the Academic Advisement Center.

The course instructor reserves the right to withdraw previously granted approval for the use of an electronic device on an individual or blanket basis if in the instructor's best judgment continued use of such device detracts from the effectiveness of the classroom learning environment.

STUDENT EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

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

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

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

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

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

ENROLLMENT

STUDENT EDUCATIONAL RIGHTS AND PRIVACY

CONTINUED...

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

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

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

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

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

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

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

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

RELEASE OF STUDENT INFORMATION

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

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

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

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

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

DISABILITY SERVICES

EQUAL ACCESS

Murray State College is committed to inclusion and equal access of individuals with disabilities. Individuals will not be discriminated against on the basis of disability or be denied equal access and appropriate accommodation to the educational opportunities available at MSC.

"No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity in any institution receiving federal financial assistance." – Section 504 of the Rehabilitation Act of 1973.

ADMISSIONS

Admission decisions are made without regard to disabilities. All prospective students are expected to apply to MSC presenting all necessary documents and testing scores required.

Prospective students with disabilities are not required to identify themselves to the Registrar Office upon admission or the Academic Advisement Office upon enrollment. However, those interested in receiving academic accommodations are encouraged to meet with, or contact Amanda Baldrige, Director of Academic Advisement or Donna Roy, Academic Advisor as early as possible to allow for a review of documentation and the formulation of an accommodation plan.

MSC DISABILITY SERVICES OFFERED

Murray State College works to make programs and facilities available to all students. The Director of Academic Advisement or a designated Academic Advisor is responsible for receiving a request for academic or physical accommodations. These individuals will work with the student to obtain and review the required documentation and will assign reasonable accommodations based on documentation that supports the student's request. Academic accommodations include, but are not limited to:

- Alternative testing formats
- Allowance to tape lectures
- Volunteer student note takers
- Copy of lecture notes
- Adaptive technology

FACILITIES

Most facilities are fully accessible to students with physical disabilities by incorporating automatic doors, elevators, and wheelchair friendly restrooms.

INTELLECTUAL DISABILITIES

In addition to physical disabilities, MSC can provide reasonable services and accommodations for students with intellectual disabilities such as learning disorders, attention deficit disorder, and other medical disorders.

REQUESTING ACCOMMODATIONS AND SERVICES

First and foremost, the sooner the student notifies the Academic Advisement Office of your disability the better prepared we can be to meet your need.

All faculty have incorporated into their course syllabi an ADA Statement giving information about what to do if you have a disability and are wanting to request accommodations.

The Director of Student Life requests (90) days to complete the process of determining necessary housing arrangements for students with disability requests.

Students are required to provide appropriate documentation for their disabilities to the Academic Advisement Office. The amount of required documentation will be based upon the nature of a disability and the nature and duration of the requested adjustments. Documentation must be sufficient enough to support the requests.

Generally, documentation must be within two years of the first request to MSC. Older documentation will be evaluated on an individual basis. The purpose for current documentation is to determine current functional limitations. It is understood that the original diagnosis may not have changed, but the effects that it had had on major life areas may have changed over time through treatment and adaptation.

Formal written documentation is required by a certified licensed professional. Such documentation must be typed on letterhead of either the practitioner or agency hosting practice. The documentation must be current, and the testing instruments must be appropriate for use with adults. In general, the documentation of a disability should include the following:

- A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
- A description of the diagnostic criteria used;
- A description of the current functional impact of the disability for use in establishing the need for and the design of accommodations;
- Treatments and medications, assistive devices currently prescribed or in use;

DISABILITY SERVICES

REQUESTING ACCOMMODATIONS AND SERVICES

CONTINUED...

- A description of expected progression or stability of the impact of the disability over time;
- The credential of the diagnosing professional

Please keep in mind that high school IEP's do not count as "official" documentation documenting a disability but they will be considered on an individual basis.

Any accommodations will be considered. In order for an accommodation to be granted, it must be supported by the documentation provided and it must be deemed as reasonable. Reasonable means that it meets the specific need of the student, does not present an undue financial burden to the college, and does not alter a core component of a class or academic curriculum of the college.

CONTACT INFORMATION

Academic Advisement
One Murray Campus, Tishomingo, OK 73460
580-371-2371 ext. 187

STUDENT SERVICES

ASSESSMENT

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

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

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

Exit assessment scores are used to measure the academic gain achieved during the student's time in college. This information is useful to both the student and the college in planning for the future. Potential graduates with no more than six transfer hours are required to take the CAAP (Collegiate Assessment of Academic Proficiency) during their final semester. The exit assessment scores can, at the request of the student, be forwarded to the college of choice so the student does not need to take the mid-level assessment required by four-year institutions.

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

ACADEMIC ADVISEMENT

The academic adviser takes a special interest in the welfare of their advisee and endeavors to assist the student in attaining academic success as well as assisting in the student's growth as an individual outside of the classroom. All students, regardless of major, are welcome to utilize the Academic Advisement Office, which is located in the Student Services Building on the Tishomingo campus or the MSC Office Suite in Ardmore. The staff is available to all students who might have concerns in academic and vocational areas.

STUDENT ORIENTATION

All first-time, full-time freshmen students seeking a degree or certificate are required to enroll in the student orientation program. The program provides the college and student with information essential to improved chances for student success in a program of study. The orientation program awards one semester hour of credit for those

students completing the program. The orientation program provides for faculty interaction, and assists students in understanding the college environment. Students gain a better understanding of expectations of college faculty and come to better know the services and personnel available to them at the college.

CAREER GUIDANCE

Many students entering Murray State College have not determined a major field of study. The goal of career guidance is to provide opportunities for students to explore and select a career which best meets their needs, interests, and abilities.

LIBRARY/LEARNING RESOURCE CENTER

MSC Library/Learning Resource Center is a comfortable service-oriented facility. A friendly knowledgeable staff is available to assist students in the use of various online library resources; which include the MSC catalog, full-text periodicals, and web-based databases.

In addition to books, e-books, DVD's, and audio books, the library also subscribes to local newspapers and has magazines available for recreational reading. Study groups are encouraged to use the library conference room.

The Help Center, located in the Library/LRC offers free tutoring services by professional tutors in a variety of subject areas; including writing, math, science, liberal arts, and business. Computers with Internet access are available for student use. Contact (580) 371-2371 ext. 207 for more information.

SUBSTANCE USE/ABUSE COUNSELING SERVICES

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

STUDENT RETENTION

Murray State College (MSC) initiated an intensive college-wide retention program in the fall semester of the 1985-1986 academic year. The four areas of the retention program provide students assistance in adapting to the demands of college. The goal is to retain the largest possible enrollment of successful students.

1. **College-Wide Student Assessment.** Student Assessment is designed to assure that all new students will be assessed for appropriate placement in college curricula.

STUDENT SERVICES

STUDENT RETENTION CONTINUED...

2. **Remediation Curriculum.** The Remediation Curriculum is designed to provide the student with preparation in the basic skills necessary to perform college work. The Remediation Curriculum consists of the following basic skills courses for students who have been assessed and found to be deficient: College Reading I, 3 hrs.; Basic English I, 3 hrs.; Basic English II, 3 hours; Introductory Math, 3 hrs.; Beginning Algebra, 3 hrs.; and Intermediate Algebra, 3 hrs.
3. **Tutoring Help/Success Center.** Designed to provide assistance by offering free tutoring services.
4. **Social Integration of Students.** Social events and activities are scheduled to enhance student involvement on campus.

STUDENT SUPPORT SERVICES

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

To meet the eligibility requirements, you must:

1. Be enrolled as a MSC student
2. Have an academic need and
3. Belong to one of the following groups:
 - a. First-generation college student (neither Parent has a 4-year college degree)
 - b. Financially disadvantaged (as determined by federal guidelines) or
 - c. Have a documented disability.

For more information, call (580) 371-2371, extension 203, or come by the Student Support Services office.

VOLUNTARY HEALTH PROGRAMS

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

HOUSING REQUIRED RESIDENCE

All unmarried students are required to live in college housing as long as resident housing rooms are available on the main campus. This requirement will not apply to unmarried students who:

1. Students attending classes at the Ardmore location.
2. Live with parents or relatives in Tishomingo.
3. Commute from a place of residence (parents or relatives outside of Tishomingo).
4. Have a financial need to work for room in lieu of paying rent. Approval for this arrangement must be obtained from the Student Life Coordinator.
5. Live in approved student cooperative houses.
6. Have a medical condition which could be aggravated by their living in the dorm. This condition must be certified by a medical doctor. Approval shall be petitioned with the Student Life Coordinator.
7. Are 21 years of age or older.

After the resident has signed a student housing contract, the contract may be terminated by the resident for official withdrawal from the college or upon graduation. Room and board payments are due by the first day of classes unless other arrangements have been made through the business office. If the resident withdraws from the college or moves out of resident housing during the contract period, the student is still responsible for room and board charges for that academic term and the security deposit is forfeited. Failure to follow proper check-out procedures may result in a forfeiture of the deposit. Check-out Procedures should be initiated with the Director of Student Life.

MENINGOCOCCAL COMPLIANCE REQUIREMENT FOR RESIDENT HOUSING STUDENTS

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

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

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

STUDENT SERVICES

TRANSFER SERVICES

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

STUDENT ACTIVITIES AND ORGANIZATIONS

GENERAL

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

ORGANIZATIONS

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

Student Government Association (SGA). The student body organization of Murray State College each year elects a Student Government Association to represent it in school affairs. The SGA is composed of a president, a vice-president, parliamentarian, a secretary and a treasurer, elected from the student body at large; and a representative from each of the recognized campus organizations or clubs. All representatives and officers of the SGA are required to maintain good standing in order to be continued as representatives.

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

ACADEMIC ORGANIZATIONS

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

Delta Psi Omega. Delta Psi Omega is the national honorary fraternity for people interested in theater. The

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

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

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

Students participate in bi-weekly seminars and honors option research projects. Guest speakers, films, debates, and panel discussions enliven the seminars. Each semester, the group takes cultural and educational field trips related to that semester's topic. Each trip is designed to be academically and culturally enriching as well as enjoyable.

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

STUDENT ACTIVITIES AND ORGANIZATIONS

SOCIAL ORGANIZATIONS

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

"M" Club. The purpose of this organization is to promote the enrichment of education, athletics and recreational/social activities of students participating in collegiate activities such as women's and men's basketball, baseball and softball.

M.A.D. Scientists. The Motivated Ambitious and Driven Scientists allows students who share a common interest in the sciences to get together outside of classroom hours. In this setting, classmates can meet to discuss their coursework, organize club activities, or just enjoy a little time away from their busy schedule. MAD Scientists members are also responsible for inviting and introducing seminar speakers. The seminars are often used as a form of extra credit in science classes and represent an ideal way to expose a significant number of our science students to research which applies to what they have learned in science classes. MAD Scientists also spends time organizing fund-raisers for club activities, providing community-related services and taking part in SGA organized functions.

MSC Criminal Justice Club (Justice League). The MSC Criminal Justice Club, also known as the Justice League, seeks to promote the advancement of criminal justice students by providing networking opportunities, field trips, and career development.

Murray State College Team Roping Club. The Team Roping Club at Murray State College allows students to participate in all collegiate rodeo events. Members of the club have the opportunity to use the college arena and facilities. Members consist of barrel racers and team, break away and calf ropers.

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

Occupational Therapy Assistant Student Association. All students enrolled in the technical phase of the Occupational Therapy Assistant (OTA) program are

eligible for membership. The purpose of the organization is to promote the enrichment of education and social activities of the OTA student.

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

Phi Beta Lambda. Phi Beta Lambda is a national association of nearly 12,000 students interested in becoming more successful in the business world. Students are given opportunities to interact with area business leaders and to test their business skills in state and national competitions. The MSC Chapter re-activated its charter in 2008. Local chapter activities include regularly scheduled meetings, business tours, social activities and study sessions to prepare for competition. Any student interested in a business or business-related field is welcome to join.

Student Chapter of National Association of Veterinary Technicians in America. Student Chapter of National Association of Veterinary Technicians in America (NAVTA) is a national association for veterinary technicians. Murray State College veterinary technology holds a student chapter membership which provides an individual membership for each veterinary technology student. Membership enables students to experience the responsibilities that go along with being members of a national professional organization and allows them the opportunity to further develop an understanding of the profession beyond Oklahoma by providing a network with other veterinary technology students throughout the United States and other countries.

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

TRIBAL (Today's Role in Becoming America's Leaders). A Native American student organization at Murray State College; however, students do not have to be Native American to be a member. The organization is open to anyone interested in learning about and educating the public about Native American culture, both past and present. Membership is \$10.00 for the Fall/Spring semesters.

STUDENT ACTIVITIES AND ORGANIZATIONS

CLUBS

Among other active clubs on campus are the Child Development, Collegiate FFA, Gunsmithing, and the Resident Housing Council.

ALUMNI ASSOCIATIONS

Former Students Association. The MSC Alumni Association enables the College to promote a life-long relationship between MSC and its graduates. It enables MSC to provide a continuing fellowship among the alumni through many activities including an annual meeting and reunion. The MSC Alumni Association is open to others who support MSC and are called Murray Friends. If you would like to join the Alumni Association or would like more information, please contact Karen Cantrell, Office of External Relations at (580) 371-2371 ext. 101 or by email to kcantrell@mscok.edu.

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

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

ATHLETICS

Recognizing the almost universal popularity of competitive sports and the desirability of providing opportunities for physical development and expression, Murray College offers a well-rounded program of intercollegiate and intramural sports as well as classroom instruction in Physical and Health Education. All athletics, interscholastic and intramural, are under the direction of specially trained members of the faculty.

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

GRADES AND GRADE POINTS

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

At the conclusion of a course, one of the following grades will be listed on the student's transcript along with the course title.

- A – (4.0 Grade Point) Excellent
- B – (3.0 Grade Point) Good
- C – (2.0 Grade Point) Average
- D – (1.0 Grade Point) Below Average
- F – (0.0 Grade Point) Failure

NOTE: To satisfy degree requirements, students majoring in certain programs must earn a C or better or B or better in specified courses.

AU-(Audit) The student audited the course. The student receives no credit for the course and the grade of AU is not used in computing grade point averages.

AW-(Administrative Withdrawal) The student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons, inadequate attendance, or other administrative reasons. An Administrative Withdrawal for disciplinary or financial reasons requires approval by the Vice President for Academic Affairs. An AW grade is not used in computing grade point averages.¹

I-(Incomplete) Used at the instructor's discretion. An I indicates the student is passing and has completed a substantial portion of the course work but has been unavoidably detained from completion of the course. The submittal of an I grade must be accompanied by a written agreement between the student and the instructor of record detailing the provisions required to satisfy all course requirements within a 90 day period. After requirements are satisfied, the instructor submits a change of grade to the Registrar. I grades that are not changed remain as a permanent I and is not used in computing grade point averages or retention GPAs.

¹Administrative withdrawals due to inadequate attendance may be assigned (with the appropriate approval) at any time the determination is made that a student cannot achieve a passing grade even if attendance is resumed. Students should note that any withdrawal can result in termination or repayment of financial aid received.

N-(Not Reported) An N grade is used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The N grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The N grade is not used in computing grade point averages or retention GPAs.

P-(Passing) A P is a neutral mark indicating minimal competencies have been met. A P is also used to indicate credit earned through advanced standing examination. The grade of P is not used in computing grade point averages or retention GPAs.

S-(Satisfactory) In a limited number of courses, the grades S and U are used. An S is a neutral mark indicating minimal competencies have been met. The grade of S is not used in computing grade point averages or retention GPAs (i.e. PE activity courses and 0-level courses).

U-(Unsatisfactory) The grade of U indicates that a student did not meet minimum requirements in a course designated for S/U grading. The grade of U is not used in computing grade point averages or retention GPAs (i.e. PE activity courses and 0-level courses).

W-(Official Withdrawal) The student has officially withdrawn from the course. The student may withdraw as late as the twelfth week of a sixteen-week semester (or 3/4 of the duration of a shorter course) and automatically receive the grade of W. The W grade is not used in computing grade point averages.²

GRADE APPEAL

It is the student's responsibility to review their academic transcript at the end of each semester to verify grades. An appeal of any final grade must be initiated within 60 calendar days of the end of the semester. Appeals will not be accepted after this deadline.

A student choosing to appeal a final grade should first consult with the course instructor. If an agreed upon solution is not possible, the student may contact the Academic Affairs Office for information on further procedures.

²No record of a course is indicated on a transcript if the student withdraws during the add/drop period (first 10 days of a regular semester and a proportional time for shorter terms). Permission of the academic adviser is required for this withdrawal.

Students who withdraw after the 10th class day and until the end of the 11th week of a regular semester and a proportional time for shorter terms will receive a grade of W. Students withdrawing after the 11th week of a regular semester and a proportional time for shorter terms will receive a grade of W or F, depending on the student's standing. The grade is assigned by the instructor and reflects the student's current academic standing in the course. Permission of the instructor is required. A grade of W is GPA neutral; a grade of F is calculated into the GPA.

GRADES

REMEDIAL COURSES

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

No remedial courses are calculated in the retention, graduation, or cumulative grade point averages. No remedial courses apply toward graduation. Students must complete remedial courses within the first 24 hours attempted.

REQUIREMENTS FOR SCHOLARSHIP

RECIPIENTS

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

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

TRANSFER OF CREDITS

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

TRANSCRIPTS

A limit of 5 copies of transcripts per semester of a student's college record will be issued without cost to the student upon their written request.

ACADEMIC STANDING

RETENTION STANDARDS

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

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

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

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

A student may appeal academic suspension for immediate reinstatement by submitting a written request to the Admissions Appeals Committee within three days of notification of suspension. The written appeal must document extraordinary personal circumstances. Students whose appeals are denied and other suspended students may, after one regular semester (fall or spring), petition the Admissions Appeals Committee for readmission on probation. Suspended students can be readmitted only one time. Students readmitted on academic probation must maintain a 2.0 retention GPA each semester or meet the minimum standard required as listed above or be suspended again. Should a reinstated student be suspended a second time, they cannot return to Murray until such time as they have demonstrated, by attending another institution and completing a minimum of 12 collegiate hours, the ability to succeed academically by raising their retention GPA to the retention standards.

REPEATED COURSES

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

GRADES

GUIDELINES FOR ACADEMIC REPRIEVE REQUESTS

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

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

For students receiving academic reprieve:

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

Note: Students who receive a reprieve and who plan to transfer to another college/university should be aware that

the receiving institution has the option of honoring the academic reprieve received at MSC.

For students who transfer to MSC from another State System institution, MSC has the option of honoring course work/semesters reprieved at that institution. Determination will be made by the Assistant Vice President of Enrollment Management.

GUIDELINES FOR ACADEMIC RENEWAL REQUEST

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

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

For students receiving academic renewal:

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

GRADES

GUIDELINES FOR ACADEMIC RENEWAL REQUEST

CONTINUED...

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

SATISFACTORY PROGRESS IN NURSING COURSES

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

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

SATISFACTORY PROGRESS IN THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

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

SATISFACTORY PROGRESS IN THE PHYSICAL THERAPIST ASSISTANT PROGRAM

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

SATISFACTORY PROGRESS IN THE VETERINARY TECHNOLOGY PROGRAM

Students enrolled in the Veterinary Technology Program must maintain a 2.0 retention grade point average for each Veterinary Technology course in order to enroll in subsequent Veterinary Technology courses. Veterinary Technology courses include both theory and clinical laboratory components and students must maintain satisfactory progress in both areas of study. No student who has unsatisfactory clinical performance will be given a 2.0 or above grade.

HONORS AND AWARDS

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

President's Honor Roll. To qualify for this award, which is awarded each regular semester, a student must be enrolled in a minimum of twelve credit hours of collegiate level course work and must have received no grade lower than an A. Honor will not be awarded during a semester in which remediation courses are taken.

Vice President's Honor Roll. This award, also granted each regular semester, is given to students enrolled in a minimum of twelve credit hours of collegiate level course work who have no grade lower than a B. Honor will not be awarded during a semester in which remediation courses are taken.

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

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

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

GRADUATION REQUIREMENTS

GENERAL EDUCATION REQUIREMENT

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

AAS DEGREE CHECKLIST

Minimum Credit Hours: 60
 Minimum Retention/Graduation GPA: 2.00
 Minimum of 15 of last 21 hours must be taken with MSC

Section A General Education Core (19-20 Credit Hours)	
Area 1	6 Credit Hours
ENG 1113	English Comp I
ENG 1213	English Comp II
SPC 1113	Fundamentals of Speech
Area 2	6 Credit Hours
HST 1483	U.S. History to 1877
HST 1493	U.S. History since 1877
GVT 1113	American Fed Govt
Area 3	6 Credit Hours
General Electives	<i>See specific program curriculum. These general electives are listed as transferable on the State System Course Equivalency Project Matrices.</i>
Area 4	1 Credit Hour
Humanities	<i>HUM 1111 or any humanities course listed in the AA/AS general education requirements. Business & Computer Technology majors may also complete BUS 2841 Contemporary Business Issues.</i>
Area 5	1 Credit Hour
Orientation	<i>First-Time college students who attend full-time are required to take ORI 1011 their entering fall/spring semester. Others will need to take an additional hour of elective.</i>
Section B Program Requirements (44-45 Credit Hours)	
Additional College Credit Courses <i>Does not include PE Activity, Intercollegiate Sports or Zero Level Courses</i>	

AA OR AS DEGREE CHECKLIST

Minimum Credit Hours: 63
 Minimum Retention/Graduation GPA: 2.00
 Minimum of 15 of last 21 hours must be taken with MSC

Section A General Education Core (40-41 Credit Hours)	
Area 1	6 Credit Hours
ENG 1113	English Comp I
ENG 1213	English Comp II
Area 2	6 Credit Hours
HST 1483	U.S. History to 1877
HST 1493	U.S. History since 1877
GVT 1113	American Fed Govt
Area 3	8 Credit Hours
Science	<i>Must include at least one lab course</i>
* Prerequisite Required. Check Course Descriptions.	
<u>Lab Science</u>	
AP 2124	Human A&P I*
AP 2134	Human A&P II*
BIO 1114	General Biology
BOT 1114	General Botany
CHM 1114	General Chemistry I
CHM 1214	General Chemistry II*
CHM 2345	Organic Chemistry*
CHM 2114	Qualitative Analysis*
CHM 2214	Quantitative Analysis*
GEOL 1014	General Geology
MIC 2224	Intro to Microbiology*
PHY 1114	General Physics I*
PHY 1214	General Physics II*
PHY 2015	Engineering Physics I*
PHY 2115	Engineering Physics II*
ZOO 1114	General Zoology
<u>Non-Lab Science</u>	
CON 1404	Con of Nat Resources
PHS 1114	General Physical Science
SCI 2224	Earth, Space & Environ
Area 4	6 Credit Hours
Humanities	<i>Must include one course from any of the two following areas: * Humanities I and II (HUM2113 & HUM2223) may be taken to fulfill the Humanities requirement.</i>
<u>Literature</u>	
ENG 2413	Introduction to Literature
ENG 2433	Intro to World Literature
ENG 2543	English Lit thru 18 th Cent
ENG 2653	English Lit since 19 th Cent
ENG 2773	American Lit to 1865
ENG 2883	American Lit since 1865

GRADUATION REQUIREMENTS

AA OR AS DEGREE CHECKLIST CONTINUED...

ENG	2713	Native American Lit
<u>Music</u>		
MU	1113	Music Appreciation
<u>Art</u>		
ART	1113	Art Appreciation
* <u>Humanities</u>		
HUM	2113	Humanities I
HUM	2223	Humanities II
HUM	2233	Travel Studies
CON	2233	Mexican Ecology & Culture
<u>History</u>		
HST	1423	World Civilization to 1500
HST	1433	World Civilization since 1500
<u>Theatre</u>		
TH	1133	Introduction to Theatre
Area 5		
Math		3 Credit Hours
MTH	1413	Survey of Math*
MTH	1513	College Algebra*
<i>Or any course higher than MTH 1513</i>		
Area 6		
Liberal Arts		3 Credit Hours
<i>At least one course from one of the following areas:</i>		
Behavioral Science (Psychology or Sociology), Social Sciences, Foreign Language, Fine Arts (Art, Music or Drama). Includes courses with prefixes of ART, ASL, CJ, ECO, GEO, GVT, HST, MU, PSY, SOC, SPA, or TH		
Area 7		
Arts & Sciences		3 Credit Hours
ENG	2123	Creative Writing
Includes courses listed in Area 2-Area 6. Includes courses with prefixes of BC, COM, DOL, FA, HP, LIB, RE, and SPC.		
Area 8		
Physical Education		2 Credit Hours
PE	1112	Personal Health
PE	2212	First Aid
Area 9		
Computer Technology		3 Credit Hours
CIS	1113	Computer Applications
Area 10		
Orientation		1 Credit Hour
<i>First-Time college students who attend full-time are required to take ORI 1011 their entering fall/spring semester. Others will need to take an additional hour of elective.</i>		
Section B		
Program Requirements (22-23 Credit Hours)		
Additional College Credit Courses		
<i>Do not include PE Activity, Intercollegiate Sports or Zero Level Courses</i>		

RESIDENCE CREDIT

At least 15 of the final 21 semester hours, exclusive of correspondence work, must be completed at MSC. Enrollment at more than one college simultaneously while a person is in residence at Murray State College must have prior approval of the Registrar's Office.

COURSES NOT APPLYING TOWARD GRADUATION

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

CHANGES IN DEGREE REQUIREMENTS

If degree requirements change, a student seeking a degree may satisfy requirements as stated in the catalog at the beginning of continuous enrollment. Continuous enrollment is defined as uninterrupted enrollment of regular semesters until graduation. Any changes imposed by law or policies by governing regulatory boards or agencies become effective at the date specified regardless of continuous enrollment. If a student interrupts enrollment, the student must satisfy requirements as stated in the MSC catalog effective at the time of re-entry.

COMMENCEMENT

Commencement exercises are held at the close of the regular spring session. Students are encouraged to apply for graduation in the Registrar's Office during the early enrollment period for the semester in which the student expects to finish degree requirements and are required to apply no later than the beginning of that final semester.

GRADUATION WITH HONORS

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

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

GRADUATION REQUIREMENTS

DESCRIPTIONS OF COURSE PREFIXES

Prefix	Description
ACC	Accounting
AG	Agriculture
AGE	Agriculture Economics
AGR	Agronomy
ASL	American Sign Language
AP	Anatomy & Physiology
ANS	Animal Science
ART	Art
BF	Banking & Finance
BIO	Biology
BOT	Botany
BUS	Business
BC	Business Communication
BM	Business Management
CHM	Chemistry
CHA	Chickasaw
CD	Child Development
CHI	Chinese
COM	Communication
CIS	Computer Information System
CS	Computer Science
CON	Conservation
CJ	Criminal Justice
DOL	Dynamics of Leadership
ECO	Economics
ENG	English
ENT	Entomology
FIN	Finance
FA	Fine Arts
GEO	Geography
GEOL	Geology
GVT	Government
GS	Gunsmithing
HS	Health Science
HST	History
HP	Honors Program
HUM	Humanities
LIB	Library
MTH	Math
MOA	Medical Office Assistant
MIC	Microbiology
MU	Music
NUR	Nursing
NUT	Nutrition
OTA	Occupational Therapy Assistant
ORI	Orientation
PE	Physical Education
PHS	Physical Science
PTA	Physical Therapist Assistant
PHY	Physics
PSY	Psychology
RE	Religion
SCI	Science
SL	Service Learning

SS	Social Science
SOC	Sociology
SW	Social Work
SPA	Spanish
SPC	Speech
TH	Theatre
VT	Veterinary Technology
ZOO	Zoology

INSTITUTIONAL ASSESSMENT

IMPORTANCE OF ASSESSMENT

Murray State College is committed to the continual improvement of academic programs, student learning and faculty development. This improvement can be conducted through many ways including evaluation of courses, students, and instructors. Students will participate in course placement and end of course assessments as well as imbedded course assessments, faculty evaluations, student satisfaction surveys, and alumni surveys. For more information about the Assessment team visit the website at www.msco.edu or the General Education TaskForce, you can contact Becky Henthorn at (580) 371-2371 ext. 251 or Jenna Orr at (580) 371-2371 ext. 158.

THE MSC ASSESSMENT TEAM

Assessment processes are lead by the MSC Assessment Team. The purpose of the Assessment Academy Team is to identify reliable measures of student learning for different academic programs, deploy those student learning assessment measures and evaluate the campus-wide assessment processes for continuous quality improvement. The Course Assessment Sub-Committee creates protocol for the evaluation of instruction based on departmental, institutional, and individual instructional goals.

MSC Assessment Team members are: Rebecca Henthorn, Team Leader; Lynette Kirk, Assistant Vice President of Enrollment Management; Jenna Orr, Assessment Coordinator; Lisa Coulter, Language and Fine Arts Chair; Joni Jeter, Director of Nursing; Bruce Stewart, Math and Science Chair; Clea Phillips, Business and Technology Chair and Amanda Baldrige, Director of Academic Advisement.

THE GENERAL EDUCATION TASK FORCE

The General Education Task Force evaluates student learning in general education areas focusing on the following areas: effective communication, responsible citizenship, global awareness, critical thinking, quantitative reasoning, and information literacy.

Effective Communication Task Force

Jamie Spence
John Berry-Chair
Jeana West
Resource Person: Lisa Coulter

Responsible Citizenship Task Force

Linda Taylor
Alan Burris-Chair
Resource Person: Amanda Baldrige
Randy Rutherford
Kelby Hughes

Global Awareness Task Force

Sharon Burris
Ginger Cothran-Chair
Ed Woode
Linda Robbins
Syed Hasan
Resource Person: Bruce Stewart

Critical Thinking Task Force

Gary Robinson
Don Loving-Chair
Resource Person: Joni Jeter
Patricia Wilhite
Genna Marten

Quantitative Reasoning Task Force

Anita Jones
Jana Wakefield
Resource Person: Jenna Orr
Aaron Elmer
Randy Tanner

Information Literacy Task Force

Mary Rixen-Chair
Kathy Bowen
Resource Person: Clea Phillips
Marilyn Schwarz
Misty Treas

GENERAL EDUCATION OUTCOMES

General Education Outcomes with statement depicting objectives.

- a) **Effective Communication.** Students will demonstrate effective communication skills necessary for daily interaction in society and the workplace.
- b) **Responsible Citizenship.** Students will demonstrate an awareness of social and civic responsibilities.
- c) **Global Awareness.** Students will demonstrate an awareness and acceptance of cultural diversities.
- d) **Critical Thinking.** Students will demonstrate problem-solving and critical thinking skills necessary for personal and professional success.
- e) **Quantitative Reasoning.** Students will demonstrate quantitative reasoning skills by performing mathematical and scientific computations common to various technical fields.
- f) **Information Literacy.** Students will demonstrate and apply information literacy skills necessary for personal and professional success.

COMPASS TESTING AND PLACEMENT

The COMPASS is given to incoming freshmen who have already applied and been admitted to the school. To ensure student success at Murray State College and to keep compliant with the standards required from the State Regents of Oklahoma and the Higher Learning Commission, all students who have not taken the ACT or SAT or who have scored below a 19 in the areas of Writing, Reading and Math will be required to take the COMPASS for placement.

After placement and the completion of any remedial course, the student will again be assessed to ensure college readiness. This will take place at the end of each semester of enrollment in remediation and passing the course is contingent on placing into the appropriate level on COMPASS.

INSTITUTIONAL ASSESSMENT

COMPASS TESTING AND PLACEMENT CONTINUED...

Enhanced ACT	COMPASS	Recommended Course
English	Writing Skills	
18 and Below	37 and Below	Basic English I (ENG0303)
	38-62	Basic English II (ENG0403)
19 and Above	63 and Above	English Comp I (ENG1113)
Reading	Reading Skills	
18 and Below	70 and Below	College Reading I (ENG0103)
19 and Above	71 and Above	Collegiate level courses
Math	Pre Algebra	
	0-32	Intro Math (MTH0103)
	33-66	Begin. Algebra (MTH0303)
	67-100	Inter. Algebra (MTH0403)
	Algebra	
	0-25	Begin. Algebra (MTH0303)
	26-39	Inter. Algebra (MTH0403)
19 and Above	40-100	College Algebra (MTH1513) or Survey of Math (MTH1413)

COLLEGIATE ASSESSMENT OF ACADEMIC PROFICIENCY (CAAP)

Exit assessment scores are used to measure the academic gain achieved during the student's time in college. This information is useful to both the student and the college in planning for the future. Potential graduates with no more than six transfer hours are required to take the exit assessment (CAAP--Collegiate Assessment of Academic Proficiency) during their final semester. Testing date(s) are listed in each semester class schedule. The exit assessment scores can, at the request of the student, be forwarded to the college of choice so the student does not need to take the mid-level assessment required by four-year institutions.

Students who score at or above the national average on three out of five CAAP test criteria will have this accomplishment noted on their transcripts and they will be recognized at graduation.

COURSES OF STUDY

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

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

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

ASSOCIATE OF ARTS (A.A.)

Art
Child Development
English/Language Arts
Enterprise Development - *Reach Higher Program* (Select one of the following Options)
 Business Administration Option
 General Studies Option
History

ASSOCIATE OF SCIENCE (A.S.)

Agriculture (or Select the below Option)
 Agriculture Education Option
Behavioral Science (Select one of the following Options)
 Psychology Option
 Sociology Option
Business
Chemistry
Computer Science
Conservation and Wildlife Management
Criminal Justice
Elementary Education
Enterprise Development - Reach Higher Program (Select one of the following Options)
 Business Administration Option
 General Studies Option
General Studies
Mathematics
Physical Education & Coaching

Pre-Professional (or Select one of the following Options)
 Pharmacy Option
 Veterinary Medicine Option
Science

ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

Business Management (or Select one of the following Options)
 Business Office Technology Option
 Legal Assistant Option
 Medical Office Assistant Option
Child Development
Gunsmithing Technology
Nursing
Occupational Therapy Assistant
Physical Therapist Assistant
Veterinary Technology

COOPERATIVE AGREEMENTS

Mid-America, Wayne; Pontotoc, Ada; Kiamichi, Atoka, Durant, & Hugo; Red River, Duncan; Southern Oklahoma, Ardmore.
Applied Technology (A.A.S.)
Business Management (A.A.S.)
 Business Office Technology Option

DEGREE CURRICULA

AGRICULTURE (A.S.)

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

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

General Education Core (41 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	American Fed Govt
CHM	1114	Gen Chemistry I
BIO	1114	Gen Bio Science OR
CHM	1214	Gen Chemistry II
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
AG	1114	Intro to Ag Econ
Arts & Sciences Elective		
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Other Program Requirements (9 hours)		
AG	1124	Intro to Animal Science
AG	1214	Intro to Plant Science
AG	2011	Topics in Agriculture
Program Electives (at least 6 hours)		
AGR	2124	Soil & Soil Mgmt
AGR	2324	Principles of Range Mgmt
ANS	1101	Livestock Judging & Eval
ANS	1112	Livestock Sel & Carcass Eval
ANS	2123	Livestock Feeding
Related Electives (enough to total minimum of 63 total hours)		
ACC	2103	Fund of Financial Acct
BIO	1114	Gen Bio Science
CHM	1214	Gen Chemistry II
ECO	2113	Principles of Macroeconomics
ORI	1011	New Student Orientation
PSY	1113	Intro Psychology
SOC	1113	Intro Sociology

ART (A.A.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
Liberal Arts Elective		
Arts & Sciences Elective		
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (at least 15 hours)		
ART	1103	Ceramics I
ART	1123	Design I
ART	1133	Design II
ART	1213	Drawing I
ART	2103	Drawing II
Program Electives (at least 8 hours)		
ART	2113	Watercolor I
ART	2123	Painting I
ART	2203	Ceramics II
ART	2403	Sculpture I
ART	2811 2812 2813 2814	Special Problems in Art
ORI	1011	New Student Orientation

DEGREE CURRICULA

BEHAVIORAL SCIENCE (A.S.) PSYCHOLOGY OPTION

Behavioral Science Psychology Option is designed to transfer to a four-year institution. Professions open to a psychology major include teaching, testing, social work, psychological services, counseling, personnel work, and—with additional education—clinical psychology, college teaching, sports psychology, medical social work, treatment therapist, and many others.

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
PSY	1113	Intro to Psychology
SOC	1113	Intro to Sociology
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Additional Program Requirement (3 hours)		
PSY	2523	Developmental Psychology
Program Electives (at least 6 hours)		
PSY	2113	Psychology of Adjustment
PSY	2313	Intro to Counseling
PSY	2433	Psychological Statistics
PSY	2443	Personality Theories
PSY	2533	Social Psychology
Related Electives (14 hrs. unless additional program hours are completed) <i>ASL, CHI, CJ, ECO, GEO, GVT, HST, PSY, RE, SOC, SPA, SPC, etc.</i>		
ORI	1011	New Student Orientation

BEHAVIORAL SCIENCE (A.S.) SOCIOLOGY OPTION

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
PSY	1113	Intro to Psychology
SOC	1113	Intro to Sociology
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Additional Program Requirement (3 hours)		
SOC	2023	Social Problems
Program Electives (at least 6 hours)		
SOC	2013	Marriage & Family Relationships
SOC	2063	Deviance, Crime, & Delinquency
SOC	2143	Cultural Diversities
SOC	2613	Sociology of Gender
CJ	1113	Intro to Criminal Justice
GEO	1113	Intro to Geography
Related Electives (14 hrs. unless additional program hours are completed) <i>ASL, CHI, CJ, ECO, GEO, GVT, HST, PSY, RE, SOC, SPA, SPC, etc.</i>		
ORI	1011	New Student Orientation

DEGREE CURRICULA

BUSINESS & COMPUTER TECHNOLOGIES

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

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

BUSINESS (A.S.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
ECO	2113	Prin of Macroeconomics
Arts & Sciences Elective		
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (12 hours)		
ACC	2103	Fund of Financial Acctg
ACC	2203	Fund of Managerial Acctg
BM	1103	Intro to Business
ECO	2123	Prin of Microeconomics
Program Electives (at least 11 hours)		
ACC	1113	Intro to Accounting
ACC	2303	Computerized Accounting
BC	2113	Business Communications
BM	1123	Marketing
BM	1403	Business Math
BM	2013	Principles of Management
BM	2513	Bus Management Intern I
BM	2533	Small Bus Management
BUS	2763	Professional Development
CIS	2253	Web Page Design
CIS	2603	Specialized Word Processing
CIS	2723	Spreadsheet Applications
CIS	2803	Desktop Publishing
ECO	2603	Bus & Econ Statistics
ORI	1011	New Student Orientation
Arts & Sciences Elective		

DEGREE CURRICULA

BUSINESS MANAGEMENT (A.A.S.)

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

General Education Core (at least 19 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II OR
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
BC	2113	Business Communications
CIS	1113	Computer Applications
Humanities Elective		
Program Requirements (24 hours)		
ACC	2103	Fund. Financial Accounting
BM	1103	Intro. to Business
BM	1403	Business Math
BM	2013	Prin. of Management
BM	2613	Business Ethics
BUS	2763	Professional Development
ECO Elective		
FIN	2633	Personal Finance
Program Electives (enough to meet 64 hour total)		
ACC	1113	Intro. to Accounting
ACC	2203	Fund. Managerial Accounting
ACC	2303	Computerized Accounting
BF	1113	Prin. of Banking
BM	1123	Marketing
BM	2513	Bus. Mgmt. Internship I
BM	2523	Bus. Mgmt. Internship II
BM	2533	Small Bus. Management
BM	2803	Probate Procedures
CIS	2253	Web Page Design
CIS	2603	Specialized Word Proc.
CIS	2723	Spreadsheet Applications
CIS	2803	Desktop Publishing
ECO	2113	Prin. of Macroeconomics OR
ECO	2123	Prin. of Microeconomics
ECO	2603	Bus. & Economic Statistics
ORI	1011	New Student Orientation

BUSINESS MANAGEMENT (A.A.S.)

BUSINESS OFFICE TECHNOLOGY OPTION

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

General Education Core (at least 19 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II OR
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
BC	2113	Business Communications
CIS	1113	Computer Applications
Humanities Elective		
Program Requirements (24 hours)		
ACC	2103	Fund. Financial Accounting
BM	1103	Intro. to Business
BM	1403	Business Math
BM	2513	Bus. Mgmt. Internship I
BM	2613	Business Ethics
BUS	2763	Professional Development
CIS	2603	Specialized Word Proc.
CIS	2723	Spreadsheet Applications
Program Electives (enough to meet 64 hour total)		
ACC	1113	Intro. to Accounting
ACC	2203	Fund. Managerial Accounting
ACC	2303	Computerized Accounting
BM	1123	Marketing
BM	2013	Prin. of Management
BM	2523	Bus. Mgmt. Internship II
BUS	2743	Admin. Office Procedures
BUS	2810	Special Problems Business
CIS	2253	Web Page Design
CIS	2803	Desktop Publishing
CJ	1433	Introduction to Law
ECO	2113	Prin. of Macroeconomics
ECO	2123	Prin. of Microeconomics
MOA	1113	Medical Terminology
MOA	2123	Med. Office Procedures I
MOA	2213	Med. Office Proced & Billing
ORI	1011	New Student Orientation

DEGREE CURRICULA

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

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

General Education Core (at least 19 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II OR
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
BC	2113	Business Communications
CIS	1113	Computer Applications
Humanities Elective		
Program Requirements (36 hours)		
ACC	2103	Fund. Financial Acct.
BM	1103	Intro. to Business
BM	1403	Business Math
BM	2013	Prin. of Management
BM	2613	Business Ethics
BM	2803	Probate Procedures
BUS	2763	Professional Development
CJ	1433	Intro. to Law
CJ	1483	Legal Research
CJ	2323	Criminal Law
CJ	2433	Domestic Relations
FIN	2633	Personal Finance
Program Electives (enough to meet 64 hour total)		
BM	1813	Law Office Practice & Proc.
BM	1863	Trial Prep. & Procedures
BM	2513	Bus. Mgmt. Internship I
BM	2523	Bus. Mgmt. Internship II
BM	2543	Prin. of Real Estate
BM	2623	Real Estate Practices
BM	2633	Bus. Mgmt. Internship III
BM	2803	Probate Procedures
BM	2823	Bus. Organization & Admin. Law
BM	2863	Real Property
BM	2883	Debtor Rights/Creditor Remedies
CIS	2603	Specialized Word Processing
CIS	2723	Spreadsheet Applications
CJ	1113	Intro. to Criminal Justice
CJ	2443	Criminal Procedures
ORI	1011	New Student Orientation

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

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

All MOA courses except MOA 1113 AND MOA 2233 are only offered at the Technology Centers listed on page 73.

General Education Core (at least 19 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II OR
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
PSY	1113	Intro. Psychology
CIS	1113	Computer Applications
Humanities Elective		
Program Requirements (41 hours)		
BC	1113	Business Communications
BM	1103	Intro. to Business
BM	1403	Business Math
BM	2513	Bus. Mgmt. Internship I
BUS	2763	Professional Development
MOA	1113	Medical Terminology I
MOA	1123	Coding for Med Office
MOA	1212	Medical Law, Liability, Ethics
MOA	1223	Adv Coding for Medical Office
MOA	1233	Med. Term, A & P
MOA	1243	Medical Transcription I
MOA	2113	Medical Transcription II
MOA	2123	Medical Office Procedures
MOA	2233	Medical Office Practicum
Program Electives (enough to meet 64 hour total)		
ACC	1113	Intro. to Accounting
ACC	2103	Fund. Financial Acct.
ACC	2303	Computerized Accounting
BM	2103	Prin. of Management
BM	2523	Bus. Mgmt. Internship II
BM	2613	Business Ethics
CIS	2603	Specialized Word Processing
CIS	2723	Spreadsheet Applications
MOA	2213	Med. Office Procedures & Billing
MOA	2810	Special Problems in MOA
ORI	1011	New Student Orientation

DEGREE CURRICULA

CHEMISTRY (PHYSICS) (A.S.)

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
CHM	1114	Gen Chemistry I
CHM	1214	Gen Chemistry II
Humanities Elective		
Humanities Elective		
MTH	1513	College Algebra
Liberal Arts Elective		
MTH	1613	Plane Trigonometry
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (at least 13 hours)		
CHM	2345	Organic Chemistry
PHY	1114	General Physics I
PHY	1214	General Physics II
Related Electives (at least 10 hours)		
<i>Any college-level Science or Math OR</i>		
CS	2113	Programming in BASIC
CS	2123	Pascal Programming I
CS	2153	COBOL Programming
CS	2163	C++ Programming
CS	2223	Advanced Pascal
ORI	1011	New Student Orientation

CHILD DEVELOPMENT (A.A.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
PSY	1113	Introductory Psychology OR
SOC	1113	Introduction to Sociology
SPC	1113	Fundamentals of Speech
PE	2212	First Aid
CIS	1113	Computer Applications
Program Electives (at least 23 hours)		
CD	1243	Hlth, Safety, & Nutrition OR
HE OR NUT	1553	Nutrition
CD	1253	Infant & Toddler Program
CD	1353	Child & Family Dev. OR
HE	2113	Child & Family Dev.
CD	2453	Curriculum Planning
CD	2463	Admin. Of Child Care Centers
CD	2533	Guidance of Young Children
CD	2543	Creative Arts for Children
CD	2553	Cognitive Activities
CD	2563	Family & Community Relations
CD	2573	Children w/Special Needs
CD	2583	Lang. & Phys. Skills for Child
CD	2593	The School-Age Child
ORI	1011	New Student Orientation

DEGREE CURRICULA

CHILD DEVELOPMENT (A.A.S.)

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

General Education Core (at least 21 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
CIS	1113	Computer Applications
SPC	1113	Fundamentals of Speech
ART	1113	Art Appreciation OR
MU	1113	Music Appreciation
Program Requirements (9 hours)		
BIO	1114	General Biological Sci OR
PHS	1114	General Physical Sci
PE	2212	First Aid
PSY	1113	Introductory Psychology
Program Electives (33 hours)		
CD	1243	Hlth, Safety, & Nurtition OR
HE or NUT	1553	Nutrition
CD	1253	Infant & Toddler Programs
CD 1353 or HE	2113	Child & Family Development
CD	2453	Curriculum Planning
CD	2463	Admin. Of Child Care Centers
CD	2533	Guidance of Young Children
CD	2543	Creative Arts for Children
CD	2553	Cognitive Activities
CD	2563	Fam & Com Relations
CD	2573	Children w/Special Needs
CD	2583	Lang. & Phys. Skills for Child
CD	2593	The School-Age Child
Related Electives (at least 1 hour)		
ORI	1011	New Student Orientation OR

COMPUTER SCIENCE (A.S.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
Liberal Arts Elective		
Arts & Sciences Elective		
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (6 hours)		
ACC	2103	Fund of Financial Accounting
CS	1313	Logic & Problem Solving
Program Electives (at least 17 hours)		
CIS	1533	Intro Visual Basic
CIS	1653	Data Com & Network Fund
CIS	1683	Operating Systems
CIS	2143	Computer Networking
CIS	2173	Object Oriented Programming
CIS	2183	Intro to JAVA
CIS	2213	Database Mgmt Systems
CIS	2223	Sytems Analysis
CIS	2253	Web Page Design
CIS	2603	Specialized Word Processing
CIS	2723	Spreadsheet Applications
CIS	2803	Desktop Publishing
CS	2123	Pascal Programming
CS	2153	COBOL Programming
CS	2163	C++ Programming
CS	2223	Advanced Pascal
ORI	1011	New Student Orientation

DEGREE CURRICULA

CONSERVATION AND WILDLIFE MANAGEMENT (A.S.)

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

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

General Education Core (41 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
CHM	1114	Gen Chemistry I
ZOO	1114	General Zoology
Humanities Elective		
Humanities Elective		
MTH	1513	College Algebra
PSY	1113	General Psychology
BOT	1114	General Botany
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (19 hours)		
AGR	2124	Soil & Soil Management
CHM	1214	General Chemistry II
CON	1404	Cons. of Natural Resources
CON	2403	Cons. of Wildlife Resources
PHY	1114	General Physics I
Program Electives (at least 3 hours)		
Sci. or Honors Research Elective		
ORI	1011	New Student Orientation

CRIMINAL JUSTICE (A.S.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
Liberal Arts Elective		
SPC	1113	Fund of Speech
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (6 hours)		
CJ	1113	Intro to Criminal Justice
CJ	2323	Criminal Law
Program Electives (at least 17 hours)		
CJ	1433	Intro to Law
CJ	1483	Legal Research
CJ	2353	Juvenile Justice
CJ	2423	Intro Law Enforcement
CJ	2433	Domestic Relations
CJ	2443	Criminal Procedures
CJ	2523	Intro to Corrections
GVT	2343	Intro to State & Local Gov
PSY	1113	Intro Psychology
SOC	1113	Intro Sociology
SOC	2063	Dev., Crime, & Delinquency
SOC	2143	Cultural Diversities
SPA	1114	Beginning Spanish I
ORI	1011	New Student Orientation
Arts & Sciences Elective		

DEGREE CURRICULA

CRIMINAL JUSTICE (A.S.) COPs OPTION

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
Liberal Arts Elective		
SPC	1113	Fund of Speech
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (6 hours)		
CJ	1113	Intro to Criminal Justice
CJ	2323	Criminal Law
CJ	2936	Law Enforce. Skills Aca. I
CJ	2946	Law Enforce. Skills Aca. II
SPA	1114	Beginning Spanish I
Program Electives (at least 17 hours)		
CJ	1433	Intro to Law
CJ	1483	Legal Research
CJ	2353	Juvenile Justice
CJ	2423	Intro Law Enforcement
CJ	2433	Domestic Relations
CJ	2443	Criminal Procedures
CJ	2523	Intro to Corrections
GVT	2343	Intro to State & Local Gov
PSY	1113	Intro Psychology
SOC	1113	Intro Sociology
SOC	2063	Dev., Crime, & Delinquency
SOC	2143	Cultural Diversities
ORI	1011	New Student Orientation
Arts & Sciences Elective		

ELEMENTARY EDUCATION (A.S.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1865
GVT	1113	Am Fed Govt
BIO	1114	Gen Bio Science
PHS	1114	Gen Physical Science
ART	1113	Art Appreciation
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
PSY	1113	Intro Psychology
SPC	1113	Fund of Speech
PE	1112	Personal Health
CIS	1113	Computer Applications
Program Requirements (12 hours)		
ASL		Sign Language OR
SPA		Spanish OR
Other Foreign Lang. Elective		Other Foreign Lang. Elective
GEO	1113	Intro to Geography OR
GEO	2513	World Regional Geography
HST	1493	U.S. History since 1877
SOC	1113	Intro to Sociology
Program Electives (at least 11 hours)		
ORI	1011	New Stu Orientation
Arts & Sciences Elective		
Arts & Sciences Elective		
Humanities Elective		

DEGREE CURRICULA

ENGLISH/LANGUAGE ARTS (A.A.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
Liberal Arts Elective		
SPC	1113	Fund of Speech
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Electives (at least 23 hours)		
ENG	2113	Technical Report Writing
ENG	2123	Creative Writing
ENG	2413	Intro to Literature
ENG	2543	Eng Lit thru 18th Century
ENG	2653	Eng Lit since 18th Century
ENG	2713	Native Amer. Literature
ENG	2773	American Lit to 1865
ENG	2883	American Lit since 1865
HST	1423	World Civ. to 1500
HST	1433	World Civ. since 1500
LIB	1002	Intro Library Research
ORI	1011	New Student Orientation
SOC	2143	Cultural Diversities
TH	1133	Intro to Theatre
TH	1143	Creative Dramatics
TH	2123	Oral Interpretation I
Arts & Science Elective		

ENTERPRISE DEVELOPMENT (A.A./A.S.) GENERAL STUDIES

The General Studies option in the Enterprise Development Degree builds on the core competencies to provide a well-educated and well-rounded citizen in the workplace. Since the Oklahoma core competencies are covered by the 37 hour general education curriculum; the aim of this option is not to dictate a strict set of courses, but to allow a wide range of offerings that will enrich the student and contribute to the educational level of Oklahoma. The option is also designed to transfer directly to the "Reach Higher" Initiative offered by Oklahoma's Regional Colleges and Universities (Bachelor of Science in Organizational Leadership). Two-year graduates will be assured of full transfer of credits into the Reach Higher program.

Must have at least 18 previous college credit hours, a 2.5 GPA and all remediation courses complete.

General Education Core (37 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877 OR
GVT	1113	Am Fed Govt
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
BIO	1114	General Biology OR
BOT	1114	General Botany OR
MIC	2224	Microbiology OR
*AP	2124	Human Anatomy & Physiology I OR
*AP	2134	Human Anatomy & Physiology II
CHM	1114	General Chemistry I OR
PHS	1114	General Physical Science OR
PHY	1114	General Physics I
PSY	1113	Introductory Psychology AND/OR
SOC	1113	Introduction to Sociology AND/OR
CIS	1113	Computer Applications
Humanities Elective		
Humanities Elective		
Program Electives (at least 23 hours)		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		

* AP 2124 and AP 2134 are transferable to another Oklahoma institution when paired together.

DEGREE CURRICULA

ENTERPRISE DEVELOPMENT (A.A./A.S.)

BUSINESS ADMINISTRATION

The Business Administration option in the Enterprise Development Degree is a flexible two-year degree in business that includes the most desirable core competencies requested by employers and will provide a degree completion framework that matches student aspirations with the needs of all industry sectors. This option provides a well-rounded degree program, while allowing the student to focus on the knowledge, skills and attributions needed in his or her chosen field. Offering undergraduates the opportunity to learn and practice core skills for business growth, become leaders in an organization, master key technology processes and continuously upgrade those skills throughout their working years are the central themes of the degree completion program.

Must have at least 18 previous college credit hours, a 2.5 GPA and all remediation courses complete.

General Education Core (37 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877 OR
GVT	1113	Am Fed Govt
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
BIO	1114	General Biology OR
BOT	1114	General Botany OR
MIC	2224	Microbiology OR
*AP	2124	Human Anatomy & Physiology I OR
*AP	2134	Human Anatomy & Physiology II
CHM	1114	General Chemistry I OR
PHS	1114	General Physical Science OR
PHY	1114	General Physics I
PSY	1113	Introductory Psychology AND/OR
SOC	1113	Introduction to Sociology AND/OR
CIS	1113	Computer Applications
Humanities Elective		
Humanities Elective		
Program Electives (at least 23 hours)		
ACC	2103	Fund of Financial Accounting
ACC	2203	Fund of Managerial Accounting
ECO	2113	Principals of Macroeconomics
ECO	2123	Principals of Microeconomics
BM	1123	Marketing

* AP 2124 and AP 2134 are transferable to another Oklahoma institution when paired together.

GENERAL STUDIES (A.S.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
Liberal Arts Elective		
Arts & Sciences Elective		
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Electives (at least 23 hours)		
ORI	1011	New Student Orientation
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		

DEGREE CURRICULA

GUNSMITHING TECHNOLOGY (A.A.S.)

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

General Education Core (at least 19 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II OR
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
MTH	1123	Technical Math
<i>NOTE: MTH1513 College Algebra may be substituted with Advisor Approval.</i>		
BM	1403	Business Math
HUM	1111	Humanities
Program Requirements (56 hours)		
GS	1103	Gunsmithing Theory I
GS	1112	Blueprint Reading
GS	1113	Gunsmithing Theory II
GS	1124	Machine Tool Practices
GS	1012	Gun Blueing
GS	1204	Bench Metal Work
GS	1224	Stockmaking
GS	1304	Machine Metal Work I
GS	1314	Machine Metal Work II
GS	2213	General Metals
GS	2413	Gun Store Management
GS	2503	Adv. Gunsmithing Theory
GS	2573	Metal Finishing
GS	2581	Handloading & Ballistics
GS	2714	Conversion of Firearms
GS	2724	Repairing of Firearms I
GS	2824	Repairing of Firearms II
Program Electives		
ORI	1011	New Student Orientation
GS	1212	Intro to CNC
GS	1222	Fiberglass Stocks
GS	2111	Technician Development
GS	2912	Machine Shop

HISTORY (A.A.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
Liberal Arts Elective		
Arts & Sciences Elective		
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (9 hours)		
HST	1423	World Civilization to 1500
HST	1433	World Civilization since 1500
HST	1483	U.S. Hist to 1865 OR
HST	1493	U.S. Hist since 1865
Program Electives (at least 14 hours)		
ECO	Economics OR	
HST	History OR	
GEO	Geography OR	
GVT	Government OR	
ORI	Orientation OR	
PSY	Psychology OR	
SOC	Sociology	

DEGREE CURRICULA

MATHEMATICS (A.S.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1513	College Algebra
Liberal Arts Elective		
MTH	1613	Plane Trigonometry
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (at least 23 hours)		
CS	2113	Programming in BASIC OR
CS	2123	Pascal Programming I
MTH	2215	Calculus I w/Analytic Geometry
MTH	2315	Calculus II w/Analytic Geometry
ORI	1011	New Student Orientation
PHY	2015	Engineering Physics I
PHY	2115	Engineering Physics II

NURSING (A.A.S.)

The Associate in Applied Science degree nursing program has full approval by the Oklahoma Board of Nursing and has national accreditation by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 (404-975-5000). Graduates of this program are eligible to apply to the National Council Licensure Examination for Registered Nurses.

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

General Education Core (at least 19 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II OR
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
PSY	1113	Intro. to Psychology
SOC	1113	Intro. to Sociology
Humanities Elective		
Program Requirements (50 hours)		
AP	2124	Human Anatomy & Physiology I
AP	2134	Human Anatomy & Physiology II
HE or NUT	1553	Nutrition
MIC	2224	Microbiology
NUR	1113	Nursing Role Transition AND
NUR	1123	Client & Nursing Process) OR
NUR	1116	Client & Nursing Process
NUR	1129	Hlth Promo & Nursing Process I
NUR	2219	Hlth Promo & Nursing Process II
NUR	2220	Leadership & Nursing Process
Program Elective		
ORI	1011	New Student Orientation

DEGREE CURRICULA

OCCUPATIONAL THERAPY ASSISTANT (A.A.S.)

The program is being designed to prepare students to become Certified Occupational Therapy Assistants who work in collaboration with licensed occupational therapists to help others fully participate in the job of living. Learning, growing, playing, working, managing our homes and caring for our families are among the "occupations" of life. Occupational Therapy focuses on enabling people of all ages to regain, develop, or master the activities of daily life.

The Associate in Applied Science degree program is being developed as a 1+1 model program. Students interested in this program may begin taking general education classes (34 hours of prerequisites) to prepare to enter the second year of the program. The Occupational Therapy Assistant curriculum is developed to prepare individuals to work in a team with the supervision of a licensed Occupational Therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

General Education Core (at least 19 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II OR
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
PSY	1113	Intro. to Psychology
SOC	1113	Intro. to Sociology
Humanities Elective		
Program Requirements (49 hours)		
AP	2124	Human Anatomy & Physiology I
AP	2134	Human Anatomy & Physiology II
MTH	1123	Technical Math I
<i>NOTE: MTH1413 Survey of Math or MTH1513 College Algebra may be substituted with Advisor Approval.</i>		
PSY	2523	Developmental Psychology
OTA	2101	Fieldwork IA
OTA	2112	Intro to Occupational Therapy
OTA	2113	Occupational Therapy Proc I
OTA	2122	Therapeutic Techniques
OTA	2133	Clinical Conditions
OTA	2143	Human Movement/Kinesiology
OTA	2121	Field Work I-B
OTA	2203	Therapeutic Interventions
OTA	2222	Activity Analysis
OTA	2223	Com & Psychosoc Practice
OTA	2233	Prof Management
OTA	2243	Occ Therapy Prac & Adap
OTA	2253	Fieldwork II-A
OTA	2263	Fieldwork II-B
Elective		
ORI	1011	New Student Orientation

PHYSICAL EDUCATION AND COACHING (A.S.)

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

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

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
Humanities Elective		
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
Liberal Arts Elective		
Arts & Sciences Elective		
PE	1112	Personal Health
CIS	1113	Computer Applications
Program Requirements (6 hours)		
PE	2212	First Aid
PE	2222	Sports Rules
PE	2242	Theory of Coaching Basketball OR
PE	2252	Theory of Coaching Baseball
Program Electives (at least 17 hours)		
Arts & Sciences Elective		
Arts & Sciences Elective		
Arts & Sciences Elective		
Arts & Sciences Elective		
Arts & Sciences Elective		
ORI	1011	New Student Orientation

DEGREE CURRICULA

PHYSICAL THERAPIST ASSISTANT (A.A.S.)

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

General Education Core (at least 19 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II OR
SPC	1113	Fundamentals of Speech
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
PSY	1113	Intro. to Psychology
MTH	1123	Technical Math I
<i>NOTE: MTH1413 Survey of Math or MTH1513 College Algebra may be substituted with Advisor Approval.</i>		
Humanities Elective		
Program Requirements (49 hours)		
AP	2124	Human Anatomy & Physiology I
AP	2134	Human Anatomy & Physiology II
CIS	1113	Computer Applications
PSY	2523	Dev Psychology
PTA	2102	Anatomy & Movement
PTA	2112	Intro Physical Therapy
PTA	2126	Phys Therapy Prin & Proc I
PTA	2133	Medical Surgical Proc
PTA	2144	Functional Anat & Kinesology
PTA	2152	Clinical Practicum I
PTA	2213	Phys Therapy Prin & Proc II
PTA	2223	Seminar in Physical Therapy
PTA	2234	Rehab Techniques
PTA	2243	Clinical Practicum II
PTA	2253	Clinical Practicum III
Program Elective		
ORI	1011	New Student Orientation

PRE-PROFESSIONAL (A.S.)

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

DENTISTRY, MEDICINE, OPTOMETRY EMPHASIS

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
CHM	1114	Gen Chemistry I
CHM	1214	Gen Chemistry II
Humanities Elective		
Humanities Elective		
MTH	1513	College Algebra
Liberal Arts Elective		
MTH	1613	Plane Trigonometry
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (12 hours)		
PHY	1114	General Physics I
PHY	1214	General Physics II
ZOO	1114	General Zoology
Program Electives (at least 11 hours) Computer Programming, Honors Research, Math, or Science		
ORI	1011	New Student Orientation

LEGAL EMPHASIS

General Education Core (40 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1865
GVT	1113	Am Fed Govt
Science Elective w/Lab		
Science Elective		
HST	1423	World Civ to 1500
Humanities Elective		
MTH	1413	Survey of Math OR
MTH	1513	College Algebra
ECO	2113	Prin of Macroeconomics
HST	1493	U.S. History since 1877
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (15 hours)		
CJ	1113	Intro to Criminal Justice
CJ	1433	Intro to Law
CJ	2443	Criminal Procedures
GVT	2343	Intro State & Local Govt
HST	1433	World Civ since 1500
Program Electives (at least 8 hours)		
BC	2113	Business Communications
ENG	2543	Eng Lit through 18th Century
ENG	2653	Eng Lit since 19th Century
HST	2433	English History to 1688
HST	2443	English History since 1688
SPA	1114	Beginning Spanish I
Arts & Sciences Elective		
Arts & Sciences Elective		
Science Elective		
ORI	1011	New Student Orientation

DEGREE CURRICULA

PRE-PROFESSIONAL (A.S.)

PRE-PHARMACY OPTION

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

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

General Education Core (42 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
CHM	1114	Gen Chemistry I
CHM	1214	Gen Chemistry II
Humanities Elective		
Humanities Elective		
MTH	1513	College Algebra
Liberal Arts Elective		
CHM	2345	Organic Chemistry
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (12 hours)		
MIC	2224	Intro to Microbiology
PHY	1114	General Physics I
ZOO	1114	General Zoology
Program Electives (at least 9 hours)		
CS		Computer Programming
MTH		Math
SCI		Science
ORI	1011	New Student Orientation

PRE-PROFESSIONAL (A.S.)

PRE-VETERINARY MEDICINE OPTION

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

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

General Education Core (41 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
CHM	1114	Gen Chemistry I
CHM	1214	Gen Chemistry II
Humanities Elective		
Humanities Elective		
MTH	1513	College Algebra
Liberal Arts Elective		
BOT	1114	General Botany
PE	1112	Personal Health OR
PE	2212	First Aid
CIS	1113	Computer Applications
Program Requirements (12 hours)		
PHY	1114	General Physics I
PHY	1214	General Physics II
ZOO	1114	General Zoology
Program Electives (at least 10 hours)		
AG	1114	Intro to Ag Economics
AG	1124	Intro to Animal Science
AG	1214	Intro to Plant Science
AG	2011	Topics in Agriculture
CHM	2345	Organic Chemistry
MIC	2224	Intro to Microbiology
ORI	1011	New Student Orientation

DEGREE CURRICULA

SCIENCE (A.S.)

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

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

General Education Core (41 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
CHM	1114	Gen Chemistry I
CHM	1214	Gen Chemistry II
Humanities Elective		
Humanities Elective		
MTH	1513	College Algebra
Liberal Arts Elective		
ZOO	1114	Gen Zoology
PE	1112	Personal Health OR
PE	2212	First Aid
Program Requirements (20 hours)		
BOT	1114	Gen Botany
MTH	1613	Plane Trig
MTH	2215	Calc w/Analytic Geometry OR
CHM	2345	Organic Chemistry
PHY	1114	Gen Physics I
PHY	1214	Gen Physics II
Program Electives (at least 2 hours)		
SCI		Science Or
HON		Honors Elective
ORI	1011	New Student Orientation

VETERINARY TECHNOLOGY (A.A.S.)

In 1978, Murray State College began Oklahoma's first Veterinary Technology Program. The Veterinary Technology Program emphasizes "hands-on" training with both large and small animals. Students may take required general education courses prior to beginning the core Veterinary Technology curriculum. Students who elect to take general education courses concurrently with the Veterinary Technology core curriculum will be required to take 16-19 credit hours per semester.

Veterinary Technicians are integral members of the Professional veterinary Health Care Team and the program is designed to provide basic principles, knowledge and skill development pertaining to care and handling of normal and abnormal animals. Areas of study include large and small animal veterinary nursing, nutritional counseling, anesthesia, veterinary imaging, clinical pathology, surgical nursing, wildlife, laboratory animal medicine, basic large and small animal dentistry, food animal reproduction and client education. Veterinary Technician duties include all facets of veterinary medicine except diagnosis, prescribing medication, and performing surgery. The associate of Applied Science degree and/or credits in the Veterinary Technology Program are discipline specific and do not substitute for or transfer to pre-veterinary medical school curriculum.

Graduates of this program are eligible to sit for State and National Board Examination to become Registered Veterinary Technicians. This program is fully accredited by the American Veterinary Medical Association.

General Education Core (at least 21 hours)		
ENG	1113	English Comp I
ENG	1213	English Comp II OR
SPC	1113	Fundamentals of Speech OR
ENG	2113	Technical Report Writing
HST	1483	U.S. History to 1877 OR
HST	1493	U.S. History since 1877
GVT	1113	Am Fed Govt
BIO	1114	General Biology
CIS	1113	Computer Concepts
Humanities Elective		
Program Requirements (54 hours)		
VT	1104	Intro. to VT
VT	1112	VT Math for Meds
VT	1114	Anatomy of Domestic Animals
VT	1214	Anesthesia & Surgical Nursing
VT	1223	Physiology Domestic Animals
VT	1224	Clinical Pathology I
VT	2006	Externship
VT	2103	Clinical Pathology II
VT	2113	Veterinary Imaging
VT	2122	Livestock Feed for VT OR
ANS	2123	Livestock Feeding
VT	2123	Diseases of Domestic Animals
VT	2124	Pharm & Sm Animal Med Nurs
VT	2213	Vet Clinical Management
VT	2214	Large Animal Med Nursing
VT	2223	Wildlife, Zoo, & Lab Animal
VT	2222	Small Animal Nutrition
Program Elective		
ORI	1011	New Student Orientation

DEGREE CURRICULA

COOPERATIVE AGREEMENTS

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

Students who are interested in pursuing one of the following programs should contact their counselor and/or instructor at the technology center for additional information or call Murray State College at 580-371-2371 and speak with the Distance Learning Coordinator at extension 123.

CAREER TECHNOLOGY CENTERS

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

AREAS OF STUDY

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

DESCRIPTIONS OF COURSE PREFIXES

Prefix	Description
ACC	Accounting
AG	Agriculture
AGE	Agriculture Economics
AGR	Agronomy
ASL	American Sign Language
AP	Anatomy & Physiology
ANS	Animal Science
ART	Art
BF	Banking & Finance
BIO	Biology
BOT	Botany
BUS	Business
BC	Business Communication
BM	Business Management
CHM	Chemistry
CHA	Chickasaw
CD	Child Development
CHI	Chinese
COM	Communication
CIS	Computer Information System
CS	Computer Science
CON	Conservation
CJ	Criminal Justice
DOL	Dynamics of Leadership
ECO	Economics
ENG	English
ENT	Entomology

FIN	Finance
FA	Fine Arts
GEO	Geography
GEOL	Geology
GVT	Government
GS	Gunsmithing
HS	Health Science
HST	History
HP	Honors Program
HUM	Humanities
LIB	Library
MTH	Math
MOA	Medical Office Assistant
MIC	Microbiology
MU	Music
NUR	Nursing
NUT	Nutrition
OTA	Occupational Therapy Assistant
ORI	Orientation
PE	Physical Education
PHS	Physical Science
PTA	Physical Therapist Assistant
PHY	Physics
PSY	Psychology
RE	Religion
SCI	Science
SL	Service Learning
SS	Social Science
SOC	Sociology
SW	Social Work
SPA	Spanish
SPC	Speech
TH	Theatre
VT	Veterinary Technology
ZOO	Zoology

COURSE DESCRIPTIONS

INFORMATION

Arrangement. All course descriptions are arranged in alphabetical order by subject (example: Accounting, ACC).

Course Numbers. Courses are numbered in four digits. The first digit indicates the class year; the last digit indicates the credit hours and all four serve to denote the course. Example: A course numbered 1123 signifies a freshman course with three credit hours. Courses beginning with a number 0 are remedial and pre-collegiate, are not for credit, and do not apply toward graduation. Course numbers ending in 0 means that the credit carried varies.

ACCOUNTING (ACC)

ACC 1113 INTRODUCTION TO ACCOUNTING

Prerequisite: None.

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

ACC 2103 FUNDAMENTALS OF FINANCIAL ACCOUNTING

Prerequisite: None.

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

ACC 2203 FUNDAMENTALS OF MANAGERIAL ACCOUNTING

Prerequisite: ACC 2103.

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

ACC 2303 COMPUTERIZED ACCOUNTING

Prerequisite: ACC 1113 or ACC 2103 & CIS 1113.

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

ACC 2503 OIL & GAS ACCOUNTING

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

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

ACC 2703 TAX ACCOUNTING

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

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

ACC 2810 SPECIAL PROBLEMS IN ACCOUNTING

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

AGRICULTURE (AG)

AG 1114 INTRODUCTION TO AGRICULTURAL ECONOMICS

Prerequisite: None.

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

AG 1124 INTRODUCTION TO THE ANIMAL SCIENCES

Prerequisite: None.

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

COURSE DESCRIPTIONS

AG 1214 INTRODUCTION TO THE PLANT SCIENCES

Prerequisite: None.

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

AG 1513 INTRODUCTION TO HORSE PRODUCTION

Prerequisite: None.

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

AG 1532 ADVANCED HORSE PRODUCTION

Prerequisite: AG 1513.

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

AG 1543 EQUINE EVALUATION

Prerequisite: None.

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

AG 2003 AGROECOSYSTEM

Prerequisite: None.

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

AG 2011 TOPICS IN AGRICULTURE

Prerequisite: None.

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

AG 2012 AGRICULTURE EDUCATION

Prerequisite: None.

This is an entry-level course designed to help students explore teaching agriculture education as a career. Students will consider and reflect on the history, philosophy, and current issues affecting agricultural education and the nature of the educational process. Emphasis will be placed on the characteristics, duties, and responsibilities of successful teachers, the components of an agricultural education program, state teacher certification requirements, and student differences and special needs. Two lecture hour a week. Credit: Two semester hours.

AG 2810 SPECIAL PROBLEMS IN AGRICULTURE

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

AGRICULTURE ECONOMICS (AGE)

AGE 2103 PRINCIPLES OF ECONOMICS APPLIED TO AGRICULTURE

Prerequisite: AG 1114.

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

AGE 2810 SPECIAL PROBLEMS IN AGRICULTURE ECONOMICS

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

AGRONOMY (AGR)

AGR 2124 SOIL AND SOIL MANAGEMENT

Prerequisite: One-year inorganic chemistry.

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

AGR 2324 PRINCIPLES OF RANGE MANAGEMENT

Prerequisite: AG 1214 & AG 1124.

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

AGR 2810 SPECIAL PROBLEMS IN AGRONOMY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

AMERICAN SIGN LANGUAGE (ASL)

ASL 2613 AMERICAN SIGN LANGUAGE I

Prerequisite: None.

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

COURSE DESCRIPTIONS

ASL 2613 American Sign Language I Continued...

the basic grammatical principles of American Sign Language. Three lecture hours a week. Credit: Three semester hours.

ASL 2623 AMERICAN SIGN LANGUAGE II

Prerequisite: ASL 2613.

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

ANATOMY & PHYSIOLOGY (AP)

AP 2124 HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisite: CHM 1114.

Recommended: Introductory life science course.

This is the first course in a two-course sequence designed to provide the student with knowledge of human anatomy and physiology starting from the molecular level and progressing to the level of integrated systems. Emphasis is on normal structure and homeostatic function of the human organism, although some clinical examples are included. Scientific criteria and methods are explored as they relate to natural knowledge of the human organism and health sciences. Introductory content includes basic anatomical terminology, basic and biochemistry, cell structure and function, and tissues. The anatomy, histology, and physiology of the following body systems are addressed in both lecture and lab: integumentary system, skeletal system, muscular system, and nervous system. Laboratory sessions include histological examination of tissues, mammalian anatomical dissections, and physiological exercises appropriate to each system. Three lecture and three laboratory hours a week. Credit: Four semester hours.

AP 2134 HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisite: AP 2124.

This is the second in a two-course sequence and covers the major body systems not covered in AP 2124. Although some clinical applications will be discussed, the major emphasis will be on the homeostatic structure and function of the normal human organism. The anatomy and physiology of the following systems will be studied in both lecture and lab: special senses, the endocrine system, the cardiovascular system, lymphatic system, the immune system the respiratory system, the digestive system, the urinary system and reproduction system. Laboratory sessions will include microscopic examination of the various systems as well as organ and mammalian anatomical dissection. Related anatomical and physiological investigations appropriate to each system will also be performed. Three lecture and three laboratory hours a week. Credit: Four semester hours.

AP 2810 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

ANIMAL SCIENCE (ANS)

ANS 1101 LIVESTOCK JUDGING AND EVALUATION

Prerequisite: None.

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

ANS 1112 LIVESTOCK SELECTION AND CARCASS EVALUATION

Prerequisite: ANS 1101 or permission of instructor.

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

ANS 2012 LIVESTOCK GROOMING, FITTING AND SHOWING

Prerequisite: None.

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

ANS 2123 LIVESTOCK FEEDING

Prerequisite: None.

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

AS 2810 SPECIAL PROBLEMS IN ANIMAL SCIENCE

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

ART (ART)

ART 1103 CERAMICS I

Prerequisite: None

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

ART 1113 ART APPRECIATION

Prerequisite: None.

Art Appreciation is the study of art from a variety of different background and culture as both product and process. Aesthetic judgment making in evaluation of art from different times and places is stressed. It is an illustrated lecture course that examines the functions of the visual arts in contemporary life. The historic development of art in western culture is included

COURSE DESCRIPTIONS

ART 1113 Art Appreciation Continued...

where it is relevant to the appreciation of modern art. Three lecture hours a week. Credit: Three semester hours.

ART 1123 DESIGN I

Prerequisite: None.

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

ART 1133 DESIGN II

Prerequisite: None.

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

ART 1213 DRAWING I

Prerequisite: None.

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

ART 2103 DRAWING II

Prerequisite: None.

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

ART 2113 WATERCOLOR I

Prerequisite: None.

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

ART 2123 PAINTING I

Prerequisite: None.

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

ART 2203 CERAMICS II

Prerequisite: None.

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

within the ceramic medium. Four laboratory hours a week will be done by arrangement with the instructor. Credit: Three semester hours.

ART 2403 SCULPTURE I

Prerequisite: None.

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

ART 2810 SPECIAL PROBLEMS IN ART

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

BANKING & FINANCE (BF)

BF 1113 PRINCIPLES OF BANKING

Prerequisite: None.

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

BF 2810 SPECIAL PROBLEMS IN BANKING AND FINANCE

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

BIOLOGY (BIO)

BIO 1114 GENERAL BIOLOGICAL SCIENCE

Prerequisite: None.

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

BIO 2810 SPECIAL PROBLEMS IN BIOLOGY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

COURSE DESCRIPTIONS

BOTANY (BOT)

BOT 1114 GENERAL BOTANY

Prerequisite: None.

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

BOT 2810 SPECIAL PROBLEMS IN BOTANY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

BUSINESS (BUS)

BUS 2743 ADMINISTRATIVE OFFICE PROCEDURES

Prerequisite: None.

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

BUS 2763 PROFESSIONAL DEVELOPMENT

Prerequisite: None.

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

BUS 2803 BUSINESS/OFFICE INTERNSHIP

Prerequisite: BUS 2763 and concurrent enrollment in BUS 2841.

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

BUS 2810 SPECIAL PROBLEMS IN BUSINESS

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

BUS 2841 CONTEMPORARY BUSINESS ISSUES

Prerequisite: None.

This will be a "capstone" course for all A.A.S. majors in the Business and Information Technology program. Students must

submit a portfolio and receive faculty approval prior to graduation. Credit: One semester hour.

BUSINESS COMMUNICATION (BC)

BC 2113 BUSINESS COMMUNICATIONS

Prerequisite: ENG 1113.

This course is designed to provide the student with the opportunity to study the various types of business communications. Students will learn to prepare professional, mailable letters that inform, explain, direct, instruct, and sell, as well as letters that seek credit, collection, recommendation, and application. Students will develop oral communication skills through the preparation and delivery of several formal presentations. Course activities also include the discussion of job interview techniques and development of interviewing skills. Three lecture hours a week. Credit: Three semester hours.

BC 2810 SPECIAL PROBLEMS IN BUSINESS COMMUNICATIONS

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

BUSINESS MANAGEMENT (BM)

BM 1123 MARKETING

Prerequisite: None.

This course is a study of the institutions engaged in the movement of goods and services from producers to consumers. Also included are the functions, methods, channels, pricing, and regulation of marketing policies. Three lecture hours a week. Credit: Three semester hours.

BM 1103 INTRODUCTION TO BUSINESS

Prerequisite: None.

This course gives the beginning business student background information related to the scope of business activity and the methods of solving business problems. Emphasis is placed upon units dealing with management, finance, marketing, business organizations, stocks and bonds, business law, and accounting. Three lecture hours a week. Credit: Three semester hours.

BM 1403 BUSINESS MATHEMATICS

Prerequisite: None.

This course is designed to develop knowledge and skill in the computation of practical financial problems of a business and personal nature. A thorough review of the fundamental processes of mathematics will begin the course and topics that follow will include percentages; trade, cash and bank discounts; simple and compound interest; credit sales and billing; mark up and mark down; payroll, social security and other taxes; installment buying and periodic payments; negotiable instruments; depreciation and inventory valuation methods. This course does not meet math requirements for general education. Three lecture hours a week. Credit: Three semester hours.

COURSE DESCRIPTIONS

BM 1813 **LAW OFFICE PRACTICES AND PROCEDURES**

Prerequisite: None.

This course includes the preparation and use of forms and checklists for causes of action and procedures. These items will be applied to actual legal problems. Emphasis will be given to learning legal terminology, to client interviews and methods of extracting relevant information from them. Additionally, the course will examine the regulation of paralegals. Three lecture hours a week. Credit: Three semester hours.

BM 1863 **TRIAL PREPARATION AND PROCEDURE**

Prerequisite: None.

The various trial courts on state and federal levels are reviewed in this course. The preparation of pleadings associated with civil actions, the digesting of transcripts and depositions, the preparation of exhibits, and the outlining of testimony are important topics, which are covered. Three lecture hours a week. Credit: Three semester hours.

BM 2013 **PRINCIPLES OF MANAGEMENT**

Prerequisite: None.

This course provides instruction in principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling; and recent concepts in management. Three lecture hours a week. Credit: Three semester hours.

BM 2513 **BUSINESS MANAGEMENT INTERNSHIP I**

Prerequisite: Business-Management major or consent of instructor and concurrently enrolled in six semester hours.

This course is one part of a three part program developed to provide the opportunity to earn college credit for employment situations to include traditional employment (full-time and part-time), work-study, volunteer, clinical training and service learning. Human Relations in Organizations will be the focus for the course and will involve an application of theory and practices to on-the-job training. Credit: Three semester hours.

BM 2523 **BUSINESS MANAGEMENT INTERNSHIP II**

Prerequisite: BM 2513.

This course is one part of a three part program developed to provide the opportunity to earn college credit for employment situations to include traditional employment (full-time and part-time), work-study, volunteer, clinical training and service learning. Leadership will be the focus for the course and will involve an application of theory and practices to on-the-job training. Credit: Three semester hours.

BM 2533 **SMALL BUSINESS OWNERSHIP AND MANAGEMENT**

Prerequisite: ACC 2103 or ACC 1113.

Study is made of problems faced in creation and early growth periods of business enterprises; such as accounting, finance, opportunity recognition, management, marketing and consumer economics. To solidify the concepts covered, students are asked to create a plan for implementation and operation of a new business venture. Also, an interdisciplinary problem-solving approach with emphasis on "live" case studies will be used. Three lecture hours a week. Credit: Three semester hours.

BM 2543 **PRINCIPLES OF REAL ESTATE**

Prerequisite: None.

This is a principles course designed to give the student a fundamental background for the real estate industry. Included in the course are sections on the Oklahoma real estate laws, laws of agency, contracts, deeds, mortgages, property right, titles, finance, taxation and appraising. This course qualifies the student to sit for the State Real Estate Commission Examination for a Sales Associate. Three lecture hours a week. Credit: Three semester hours.

BM 2613 **BUSINESS ETHICS**

Prerequisite: None.

A course in ethics that includes case studies of situations that pose moral and ethical problems in business. The course focuses on what constitutes right or wrong behavior in the business world and how business people use moral and ethical principles to solve problems and situations in the workplace. Three lecture hours. Credit: Three semester hours.

BM 2623 **REAL ESTATE PRACTICES**

Prerequisite: None.

This course is an in-depth study of the principles of real estate, designed to help an individual measure up to his/her potential in the real estate profession. Included in the course are sections on brokerage, property management, financing, appraising, investing, public control and taxation. This course qualifies the student to sit for the State Real Estate Commission Examination for a Broker license. Three lecture hours. Credit: Three semester hours.

BM 2633 **BUSINESS MANAGEMENT INTERNSHIP III**

Prerequisite: BM 2523.

This course is one part of a three part program developed to provide the opportunity to earn college credit for employment situations to include traditional employment (full-time and part-time), work-study, volunteer, clinical training and service learning. Human Relations in Organizations will be the focus for the course and will involve an application of theory and practices to on-the-job training. Credit: Three semester hours.

BM 2803 **PROBATE PROCEDURES**

Prerequisite: CJ 1433.

This course covers the steps in probating a will or administering an estate. Items covered teach a student to assemble the information necessary for collecting and evaluating assets; maintain proper records for accounting purposes; prepare pleadings for the initial petition and appointment of an administrator and executor, sale of assets, mortgage of assets, and lease of assets; and prepare estate tax returns. Three lecture hours a week. Credit: Three semester hours.

BM 2810 **SPECIAL PROBLEMS IN BUSINESS MANAGEMENT**

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

COURSE DESCRIPTIONS

BM 2823 BUSINESS ORGANIZATIONS AND ADMINISTRATIVE LAW

Prerequisite: CJ 1433.

This course covers the preparation and amendment of articles of incorporation by-laws, ways to satisfy the state filing requirement, maintenance of corporate minute books, the preparation of stock certificates and securities, the maintenance of stock ledgers, drafting of resolutions and authorizing dividends, stock splits, and stock option plans. Three lecture hours a week. Credit: Three semester hours.

BM 2863 REAL PROPERTY

Prerequisite: CJ 1433.

This course reviews the preparation of documents for common real estate transactions and conveyance including deeds, contracts, leases, and mortgages. It also covers various causes of action associated with real property including foreclosure, quiet title, and determination of heirship. Three lecture hours a week. Credit: Three semester hours.

BM 2873 CRIMINAL LAW

Prerequisite: CJ 1433.

This course deals with the Oklahoma and federal criminal justice system. The student will learn from both the prosecution and defense view of the law. On the prosecution side, the student will learn the differences between a misdemeanor and a felony, how to put together a case, when to file the action and what information it will take to prosecute the individual. On the defense side, the student will learn about the various motions, which can be used to produce discovery in a case and how to defend against an action. Three lecture hours a week. Credit: Three semester hours.

BM 2883 DEBTOR'S RIGHTS/CREDITORS' REMEDIES

Prerequisite: CJ 1433.

In this course, the student is trained in methods, processes and procedures for representation of a debtor or creditor in bankruptcy actions, secured transaction matters, garnishment, levy and execution, replevins and related areas. Three lecture hours a week. Credit: Three semester hours.

BM 2890 SELECTED LEGAL TOPICS

Prerequisite: None.

This course gives the student the opportunity to explore legal topics of current interest and importance to the legal assistant profession. May be taken more than once. Variable Credit: One to six semester hours.

Chemistry (CHM)

CHM 1114 GENERAL CHEMISTRY I

Prerequisite: None.

Given each semester and required of first year college students majoring in Agriculture, Engineering, or Science, the course deals with the fundamentals of general chemistry and consists of lectures, recitations, written exercises and laboratory experiments. It is essential that students of this course be well grounded in mathematics. Three lecture and three laboratory hours a week. Credit: Four semester hours.

CHM 1204 DESCRIPTIVE CHEMISTRY

Prerequisite: None.

A one-semester terminal course for non-science majors or those with a limited school experience in sciences. Principal concepts and theories of inorganic and biological chemistry will be examined. (No Credit for students who require further chemistry courses.) This course does not meet the general education requirement for science. Three lecture and three laboratory hours a week. Credit: Four semester hours.

CHM 1214 GENERAL CHEMISTRY II

Prerequisite: CHM 1114

Given each semester, this course is a continuation of course 1114. It is required of the same students and is conducted in the same manner as course 1114. Three lecture and three laboratory hours a week. Credit: Four semester hours.

CHM 2114 QUALITATIVE ANALYSIS

Prerequisite: CHM 1114 and 1214 or equivalent.

This course covers modern theories of solution and precipitation in relation to analysis for common metallic elements and acid radicals and makes use of semimicro laboratory technique. Two lecture and four laboratory hours a week. Credit: Four semester hours.

CHM 2214 QUANTITATIVE ANALYSIS

Prerequisite: CHM 1114 and 1214 or equivalent.

This course covers principles and techniques of volumetric and gravimetric analysis and is recommended for Engineering, Pre-medical, Pre-veterinary, and Soils majors. Two lecture and six laboratory hours a week. Credit: Four semester hours.

CHM 2345 ORGANIC CHEMISTRY

Prerequisite: CHM 1114 and 1214.

Required of second-year college students majoring in Agriculture and other curricula, the course includes a brief introduction on physiological chemistry, and consists of lectures, recitations, written exercises and laboratory experiments. The laboratory work includes the preparation and purification of some of the more common compounds as well as the performance of many fundamental laboratory processes. Three lecture and four laboratory hours a week. Credit: Five semester hours.

CHM 2810 SPECIAL PROBLEMS IN CHEMISTRY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

CHICKASAW (CHA)

CHA 2243 CLEMENTE I

Prerequisite: None.

Explore Chickasaw history, art, culture, government, language and philosophy alongside Western thought and humanities of the same time periods. Basic Chickasaw language instruction is a component and weekly written assignments are required based on readings provided. Students discuss responses to readings each week. Three lecture hours. Credit: Three semester hours.

COURSE DESCRIPTIONS

CHA 2253 CLEMENTE II

Prerequisite: None.

Students continue studies of Chickasaw history, art, culture, government, language and philosophy contrasted to that of other North American tribes. Weekly written assignments, basic Chickasaw language instruction and a class discussion format are all components of Clement II. Clemente I is not a prerequisite for this course. Three lecture hours. Credit: Three semester hours.

CHILD DEVELOPMENT (CD)

CD 1243 HEALTH, SAFETY & NUTRITION FOR CHILDREN

Prerequisite: None.

This course is designed to provide the student an understanding of the principles and practices for development of positive health, safety and nutrition practices for children. The laboratory provides opportunity for application of these principles. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 1253 INFANT AND TODDLER PROGRAMS

Prerequisite: None.

This course is designed to provide the student an understanding of the developmental processes and environmental factors that affect physical growth and emotional and social development from conception to three years of age. It includes skills for individual care of infants or toddlers such as daily schedules, record keeping, food preparation, age appropriate discipline techniques and activities. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 1353 CHILD AND FAMILY DEVELOPMENT

Prerequisite: None.

This course is designed to provide the student knowledge of the child from conception to adolescence in the areas of physical, intellectual, social and emotional growth. The laboratory provides opportunity for observation of these developments. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 2453 CURRICULUM PLANNING

Prerequisite: None.

This course is designed to provide the student the skills and techniques of program planning, room arrangement and scheduling of activities for young children in group settings (including long range, weekly, daily) and activity plans and objectives for activities. The laboratory provides for application of these techniques and skills. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 2463 ADMINISTRATION OF CHILD CARE CENTERS

Prerequisite: None.

This is a course with emphasis on managerial principles; skills, knowledge and attitudes required of managers of the growing number of child care centers. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 2511 INTRODUCTION TO THE CHILD DEVELOPMENT ASSOCIATE

Prerequisite: None.

This course is designed to develop a basic understanding of the Child Development Associate, its competencies, assessment and credentialing award system. Also, observation and recording skills of individual are developed. One lecture a week. Credit: One semester hour.

CD 2533 GUIDANCE OF YOUNG CHILDREN

Prerequisite: None.

This course is designed to provide the student an understanding of the principles and techniques of guiding children in group and individual settings. General understanding of behavior patterns of children, methods of guiding and directing children's behavior, and activities for positive growth and development are studied. The laboratory provides for application of these principles. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 2543 CREATIVE ARTS FOR CHILDREN

Prerequisite: None.

This course is designed to provide the student an understanding of the principles and practices for the development of skills and techniques for working with children in creative arts--art, music, drama and poetry. The laboratory provides opportunity for application of these principles. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 2553 COGNITIVE ACTIVITIES FOR CHILDREN

Prerequisite: None.

This is a laboratory course with specific emphasis on the development of skills and techniques for working with young children in cognitive activities--math, science, social science, and field trips. An understanding of each area and presentation of learning experiences and activities to children in a group setting is developed. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 2563 FAMILY AND COMMUNITY RELATIONS

Prerequisite: None.

This course will enable students to develop the skills and techniques for working with parents and community in relation to the child care setting. It includes methods for communication, parent involvement, and parent education. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 2573 CHILDREN WITH SPECIAL NEEDS

Prerequisite: None.

This is a laboratory course to develop an understanding of children with special needs, their world, their families, and their problems, through working with them. The special needs of children and development of methods for working with them and their families to develop each child's greatest potential are recognized. Two lecture and two laboratory hours a week. Credit: Three semester hours.

CD 2583 LANGUAGE & PHYSICAL SKILLS FOR CHILDREN

Prerequisite: None.

This course is designed to provide the student the skills and techniques for working with students in language development and physical skills activities. The laboratory provides opportunity

COURSE DESCRIPTIONS

CD 2583 Language & Physical Skills for Children Continued...

for application of these principles. Two lecture and two laboratory hours a week. Credit: Three semester hours a week.

CD 2593 THE SCHOOL-AGE CHILD

Prerequisite: None.

This course is designed to provide the student an understanding of the development, appropriate environments, materials and activities and teaching and guidance techniques for the child 5-13 years. It focuses on the social, emotional, mental and physical developmental processes. It includes interpreting Oklahoma licensing standards, problem-solving techniques and personal qualities as related to guiding children 5-13. Two lecture and two laboratory hours a week. Credit: Three semester hours a week.

CD 2810 SPECIAL PROBLEMS IN CHILD DEVELOPMENT

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

CHINESE (CHI)

CHI 1113 CHINESE I

Prerequisite: None.

This is an elementary course in understanding, speaking, reading and writing Chinese. Three lecture hours. Credit: Three semester hours.

CHI 2113 CHINESE II

Prerequisite: None.

A continuation of Chinese I, this is an elementary course in understanding, speaking, reading and writing Chinese. Three lecture hours. Credit: Three semester hours.

COMMUNICATION (COM)

COM 1233 INTERPERSONAL COMMUNICATION

Prerequisite: None.

This course gives a thorough introduction to the field of interpersonal communication. The student will be shown how to apply these principles to everyday interactions. Three lecture hours. Credit: Three semester hours.

COM 2810 SPECIAL PROBLEMS IN COMMUNICATION

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 1113 COMPUTER APPLICATIONS

Prerequisite: None.

This course is designed to train students in the use of computer application software packages commonly used by industrial or commercial businesses. Students will learn about several application programs such as document production software, spreadsheet software and graphics presentation software. Email usage is highly recommended. Students will use computers daily to perform rigorous tasks to enhance their computer skills. Three lecture hours a week. Credit: Three semester hours.

CIS 1533 INTRODUCTION TO VISUAL BASIC

Prerequisite: None.

This course is designed to give the student a basic knowledge of Visual Basic Programming. Topics covered include: elements of the object model; design methods; message passing; and, the inheritance hierarchy. Three lecture hours a week. Credit: Three semester hours.

CIS 1653 DATA COMMUNICATIONS AND NETWORK FUNDAMENTALS

Prerequisite: None.

This course is a study of the theory, protocols and signaling devices employed in the transmission of data between computer installations, network elements, and peripherals. Network topologies and organization are emphasized. The emphasis is upon advanced applications that include methods used to access, transfer and/or exchange data between conversations, shared environments and local and remote networks. Three lecture hours a week. Credit: Three semester hours.

CIS 1683 OPERATING SYSTEMS

Prerequisite: None.

This course will cover the history of the computer and its companion, the system software known as the Operating System. The Operating System makes it possible to communicate between computer hardware and the application software and acts as a mediator between them. The student will learn about the first Operating System written for microcomputers in the 70's called DOS (disk operating systems: Windows 95, 98, NT, LINUX, Novell and others. Three lecture hours a week. Credit: Three semester hours.

CIS 2113 COMPUTER APPLICATION PACKAGES

Prerequisite: None

This course is designed to familiarize the student with commonly used computer applications. A brief history of computers is discussed, as well as required terminology. Students receive instruction on the use of a commonly used word processor, Internet browser, presentation graphics software and a spreadsheet package. The students will learn to use the Internet as a research tool. E-mail usage is encouraged. In this course, students will use the computer daily. It is recommended that students know how to type before enrolling in this course. Three lecture hours a week. Credit: Three semester hours.

CIS 2143 COMPUTER NETWORKING

Prerequisite: CIS 1683.

This course is an introduction to computer networks, distributed systems and their systematic design. The students will

COURSE DESCRIPTIONS

CIS 2143 Computer Networking Continued...

learn the structure and architecture of computer networks. Networking experiments will be used to demonstrate network topologies. Three lecture hours a week. Credit: Three semester hours.

CIS 2213 DATA BASE MANAGEMENT SYSTEMS

Prerequisite: CIS 1113.

This course provides a modern approach and concise introduction to database management systems for computing and business students. This course offers an introduction to database concepts in a visual, flexible and a comprehensive way to build Microsoft Access skills using hands-on database design and management approach. This course focuses on the relational model of databases and takes students clearly and effectively through the entire process of database design, implementation and development stages. In this class, we will discuss real-world database issues like database design, data integrity and data security. It will include detailed coverage of the relational model. Three lecture hours a week. Credit: Three semester hours.

CIS 2223 SYSTEMS ANALYSIS

Prerequisite: CIS 1113.

This course is an introduction to the full scope of systems analysis, including problem definition, data collection (observation, interviewing and questionnaires), documentation of existing systems, and definition of new system requirements. Also included are topics such as the role of the systems analyst, tools and techniques, written and oral presentations, working on a systems development team, and interaction with computer users. Three lecture hours a week. Credit: Three semester hours.

CIS 2253 WEB PAGE DESIGN

Prerequisite: CIS 1113.

For Associate of Applied Science majors only, this course is designed to teach students current and effective web page design techniques. Students are required to build and maintain their own web page. Three lecture hours a week. Credit: Three semester hours.

CIS 2603 SPECIALIZED WORD PROCESSING

Prerequisite: CIS 1113.

This is an advanced course designed to assist students to increase proficiency in processing data. Emphasis is on those types of programs most likely to be used by office personnel. Special attention is given to word processing applications. This is a hands-on, heavily user-oriented course. Three lecture hours a week. Credit: Three semester hours.

CIS 2723 SPREADSHEET APPLICATIONS

Prerequisite: CIS 1113.

This course provides the student with an intensive study of selected spreadsheet applications. The student will apply the basic theoretical and practical concepts of an electronic spreadsheet as used in business applications. Study will include the design and creation of worksheets, templates, graphs, macros and other options as they apply to the software being used. This is a heavily hands-on, user-oriented course. Three lecture hours a week. Credit: Three semester hours.

CIS 2803 DESKTOP PUBLISHING

Prerequisite: CIS 1113.

This course will introduce students to the popular new field of computerized desktop publishing. Major topics to be covered are document component preparation through scanning, word processing or graphics. This is a hands-on, heavily user-oriented course. Three lecture hours a week. Credit: Three semester hours.

CIS 2810 SPECIAL PROBLEMS IN COMPUTER INFORMATION SYSTEMS

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

CIS 2813 CIS STUDENT INTERNSHIP

Prerequisite: Approval of Program Chair.

This course will provide the student with comprehensive, supervised computer hardware and software training. The training will be under the direct supervision of the course facilitator. The student will learn general hardware concepts, including basic PC troubleshooting, personal computer upgrading, and general PC networking. Software concepts include packages evaluation and installation, operating system installation, networking evaluation and installation, and end-user help desk functions and training. Credit: Three semester hours.

COMPUTER SCIENCE (CS)

CS 1313 LOGIC AND PROBLEM SOLVING

Prerequisite: None.

This course is designed for beginning computer science majors and addresses the study of sound reasoning and the application of this reasoning to problem solving. The course will cover many approaches to problem solving such as step algorithms, flow charts, set theory and truth tables. Students will learn techniques to translate real life problems into forms that will enable computer programs to solve them. Three lecture hours a week. Credit: Three semester hours.

CS 2113 PROGRAMMING IN BASIC

Prerequisite: CIS 1113 and CS 1313.

This is a computer programming course using the computer language BASIC. Topics included are fundamental concepts of programming, system-level commands, program execution and debugging, sequential files, input/output operations, conditional operations, arithmetic operations, predefined functions, report generation, program loops, string manipulation, subscripted variables and arrays (both list and tables), and an introduction to structured program techniques. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

CS 2123 PASCAL PROGRAMMING I

Prerequisite: CIS 1113 and CS 1313.

This course is a study of structured programming techniques using the computer language Pascal. Included topics are modular program design, logic structures, programming style, top-down design, syntax/semantics, input/output, file types, and data

COURSE DESCRIPTIONS

CS 2123 Pascal Programming I Continued...

structures. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

CS 2153 COBOL PROGRAMMING I

Prerequisite: CIS 1113 and CS 1313.

This is a computer programming course using the business-oriented computer language COBOL (Common Business-Oriented Language). Topics included are input/output, branching, loops, arrays, file maintenance, sorting, modularization and structured programming techniques. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

CS 2163 C++ PROGRAMMING

Prerequisite: CIS 1113 and CS 1313.

This course is a study of the structured programming language C++. Topics included are modular program design, logic structures, programming style, top-down design, syntax/semantics, input/output operations, file types, memory management, and data structures. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

CS 2173 OBJECT-ORIENTED PROGRAMMING

Prerequisite: None.

This course is an overview of contemporary object-oriented languages, such as C++ and JAVA. It includes practical application of object-oriented techniques. The student will learn elements of the object model, object-oriented design methods, message passing and the inheritance hierarchy. Three lecture hours a week. Credit: Three semester hours.

CS 2183 INTRODUCTION TO JAVA

Prerequisite: None.

This course is designed to introduce the student to basic programming techniques using JAVA. Topics covered include expressions, functions, conditionals, iteration and data abstraction. Three lecture hours a week. Credit: Three semester hours.

CS 2223 ADVANCED PASCAL

Prerequisite: CS 2123.

This is an advanced study of structured programming techniques using Pascal. It serves as an extension of CS 2123. Topics included are sorting, searching, merging, advanced data structures, advanced I/O, memory management, file types, and program efficiency. Students are required to complete out-of-class programming assignments on a computer. Three lecture hours a week. Credit: Three semester hours.

CS 2810 SPECIAL PROBLEMS IN COMPUTER SCIENCE

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

CONSERVATION (CON)

CON 1404 CONSERVATION OF NATURAL RESOURCES

Prerequisite: None.

This course is designed for both conservation majors and as a general education science alternative for students who wish to learn more about important environmental concepts and issues. It includes a study of global issues such as acid rain, global warming and ozone depletion. It also explores local and regional issues such as conservation of water, soils, minerals, energy, rangelands and forests. An introduction to chemistry and other areas of science are covered to provide the students with the foundation to better understand these natural resource conservation topics. Four lecture hours a week. Credit: Four semester hours.

CON 1414 DENDROLOGY

Prerequisite: BOT 1114

Included in this course are the identification and classification of tree and shrubs both in the field and laboratory in winter and summer seasons. Consideration is given to the principal uses and geographical distribution of each species. Three lecture and two laboratory hours a week. Credit: Four semester hours.

CON 2233 MEXICAN ECOLOGY & CULTURE

Prerequisite: Approval of instructor based on personal interview. Main interview topics are presented in syllabus and may be obtained prior to interview.

This course includes a study-abroad component of nearly two weeks. Students study with Mexican university students and are taught an "immersion" tropical field zoology course by the faculty of the Centro de Investigaciones Biológicas of the Universidad Autónoma del Estado del Morelos and United States faculty from participating institutions. Field sampling and identification techniques for birds, reptiles, amphibians, fish and mammals are the focus. Murray State College is the charter U.S. institution in this collaborative program. Students meet on campus throughout the semester both before and after the trip abroad. Internet use is required. Required books and readings and in-class discussions address some of the great diversity of Mexican cultural, political and socioeconomic conditions. A major objective of this course for both Murray State College and UAEM is to promote greater tolerance, understanding and appreciation of our two countries by our students. This course counts as either a science elective or general education humanities elective. Field study abroad component consists of 12-14 days. "Immersion" study hours with UAEM are approximately 50 hours of the days abroad. One lecture/discussion hour is scheduled per week on campus. Credit: Three semester hours.

CON 2403 CONSERVATION OF WILDLIFE RESOURCES

Prerequisite: BOT 1114 or ZOO 1114.

This course is presented from a conservation ecology perspective. The history and importance of the conservation movement is reviewed, and important conservation agencies and organizations are presented. Coverage of fundamental concepts of wildlife management are integrated in units on the structure and function of a wide range of terrestrial and aquatic ecosystems. Special problems such as endangered species preservation, genetic diversity conservation, predator

COURSE DESCRIPTIONS

CON 2403 Conservation of Wildlife Resources Continued...
management, designing wildlife preserves, and affects of chemical pollution are also addressed. Three lecture hours a week plus required field trips. Credit: Three semester hours.

CON 2810 SPECIAL PROBLEMS IN CONSERVATION
Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

CRIMINAL JUSTICE (CJ)

CJ 1113 INTRODUCTION TO CRIMINAL JUSTICE
Prerequisite: None.

An examination of the historical and social development of and contemporary practices related to the major components of the U.S. criminal justice system: law enforcement, the courts and corrections; and their role in a democratic society. Three lecture hours per week. Credit: Three semester hours.

CJ 1433 INTRODUCTION TO LAW
Prerequisite: None.

This course is designed to provide the student with the foundation upon which to commence legal studies. The course should be taken before the student takes any law-related course, but it may be taken in conjunction with Legal Research (BM 1843). This course will include an analysis of the following items: legal terms, state and federal court systems, civil and criminal actions, appeal process, functions of county offices, filing procedures and ethics. This course will require the student to conduct an exploration of the various parts of the legal system so as to understand their nature, function and interrelationship. This course is presented in a lecture format, and testing will be based upon an objective format, though some components will be written/essay assignments. The student will be required to demonstrate a working knowledge of the materials covered in the course. Three lecture hours a week. Credit: Three semester hours.

CJ 1483 LEGAL RESEARCH
Prerequisite: None.

This course prepares the student to use a law library. Other areas covered help to explain the use, function and purpose of each type of legal publication; utilize proper methods of citing references; research legal problems; prepare individual case briefs, legal memoranda, a legal bibliography on legal research problems; accurately research reported cases; commit the findings of legal research to clear precise writing; and prepare appellate briefs in accordance with applicable court rules. Three lecture hours a week. Credit: Three semester hours.

CJ 2323 CRIMINAL LAW
Prerequisite: CJ 1113.

This course is an examination of the basic concepts of the theory of substantive criminal law including sources, classification of crimes, anticipatory offenses, parties to crime, uncompleted crimes, criminal liability, and defenses. Three lecture hours per week. Credit: Three semester hours.

CJ 2353 JUVENILE JUSTICE
Prerequisite: CJ 1113.

This course will be designed to provide an understanding of the Juvenile Justice System both in Oklahoma and on a national basis. The major areas explored will be diversion and treatment goals. Three lecture hours per week. Credit: Three semester hours.

CJ 2423 INTRODUCTION TO LAW ENFORCEMENT
Prerequisite: CJ 1113.

This course will introduce history, development and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice and provide certain career orientation. In addition, CLEET requirement can be incorporated into the course as stated above. Three lecture hours a week. Credit: Three semester hours.

CJ 2433 DOMESTIC RELATIONS
Prerequisite for Criminal Justice Major: CJ 1113.

Prerequisite for Business Management Legal Option Major: CJ 1433.

This course examines the laws of divorce, annulment, separate maintenance actions, and a review of various juvenile problems including adoption, custody and delinquency. Three lecture hours a week. Credit: Three semester hours.

CJ 2443 CRIMINAL PROCEDURES
Prerequisite: CJ 1113 or CJ 1433.

This course is an examination of the rules, principles, and concepts governing the enforcement of arrest, search and seizure primarily focusing on the 4th, 5th, and 6th Amendments to the United States Constitution. Three lecture hours per week. Credit: Three semester hours.

CJ 2453 CRIMINAL INVESTIGATIONS
Prerequisite: CJ 1113 or CJ 1433.

This course is an introduction to criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence. Major sections cover current issues, environmental crime, videotaping of crime scenes, street gangs and drugs. Credit: Three semester hours.

CJ 2523 INTRODUCTIONS TO CORRECTIONS
Prerequisite: None.

This course is an overview and complete analysis of the entire adult corrections system and is designed to provide an understanding of the adult correctional system, both in Oklahoma and on a national basis. The course will provide the student with information regarding the entire field of adult corrections. Credit: Three semester hours.

CJ 2810 SPECIAL PROBLEMS IN CRIMINAL JUSTICE
Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

CJ 2936 LAW ENFORCEMENT SKILLS ACADEMY I
Prerequisite: Approval of the Departmental Chair.

This course develops skills in the functional areas of firearms, law enforcement driving and first aid utilizing Council on

COURSE DESCRIPTIONS

CJ 2936 Law Enforcement Skills Academy I Continued...

Law Enforcement Education and Training (CLEET) developed and required curriculum. Three lecture and four lab hours per week. Credit: Six semester hours.

CJ 2946 LAW ENFORCEMENT SKILLS ACADEMY II

Prerequisite: Approval of the Departmental Chair.

This course develops skills in the functional areas of conducting criminal investigations, custody and control of suspects, and police patrol techniques utilizing Council on Law Enforcement Education and Training (CLEET) developed and required curriculum. Three lecture and four lab hours per week. Credit: Six semester hours.

DYNAMICS OF LEADERSHIP (DOL)

DOL 2201 DYNAMICS OF LEADERSHIP

Prerequisite: By nomination only.

This course is of particular interest to students with an interest in developing leadership skills or in exhibiting skills possessed. Through a series of lectures and social activities, students will come to a greater awareness of the importance of current events, economic development, citizenship and social skills, and the role they play in life. Credit: One semester hour.

ECONOMICS (ECO)

ECO 2113 PRINCIPLES OF MACROECONOMICS

Prerequisite: None.

This course exposes the student to the forces and institutions governing the economic system. Topics covered include economic issues, scarcity, choice, supply and demand, the role of government, performance, macroeconomics theory and policy, Keynesian Model, money, aggregate supply, productivity, banking, and the world economy. Three lecture hours a week. Credit: Three semester hours.

ECO 2123 PRINCIPLES OF MICROECONOMICS

Prerequisite: None.

This course exposes the student to basic choices, supply and demand, microeconomic issues and applications policy analysis, price ceilings and floors, income and substitution, firms and production, pure competition, model monopoly, monopolistic competition and oligopoly, factor markets, government intervention and the market, and the world economy. Three lecture hours a week. Credit: Three semester hours.

ECO 2603 BUSINESS AND ECONOMIC STATISTICS

Prerequisite: MTH 1513 and BC 2113.

This introductory course covers such topics as statistical terminology, averages, dispersion, data display, probability, sampling, tests of hypothesis, and inferences. Throughout the course, the major emphasis will be placed on using statistical methods to solve business problems. As a requirement of this course, each student will complete a major applied research project (MARP). Three lecture hours a week. Credit: Three semester hours.

ECO 2810 SPECIAL PROBLEMS IN ECONOMICS

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

ENGLISH (ENG)

ENG 0103 READING I

Prerequisite: None.

This non-credit course will emphasize the skills required to read college level texts with satisfactory comprehension, speed and retention. Vocabulary development is a major component. Enrollment is based upon reading proficiency scores on standard tests. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have a passing average in course work and score at or above the minimum end-of-assessment score required to enroll in ENG 0303 Basic English II. Three lecture hours a week. Credit: None

ENG 0203 READING II

Prerequisite: ENG 0103 or permission of instructor.

This non-credit course uses the texts of content courses such as history or biology and will continue emphasis on reading comprehension skills. Major components will include interpretation, evaluation and analysis of main idea, supportive detail and purposes of reading selections. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have a passing average in course work and score at or above the minimum end-of-assessment score required to enroll in ENG 0303 Basic English II. Three lecture hours a week. Credit: None

ENG 0303 BASIC ENGLISH I

Prerequisite: None.

This non-credit course is for students whose English proficiencies do not qualify them to enroll in English 1113. It will emphasize the composing process and narrative, descriptive and expository essay writing skills. Reading will be used to provide models and topics for writing. Sentence structure, grammar, mechanics and usage will be included. A demonstrated level of English proficiency in English 0303 is a prerequisite for enrolling in English 1113. Students who do not achieve satisfactory writing proficiencies will be required to enroll in English 0403. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have a passing average in course work and score at or above the minimum end-of-assessment score required to enroll in ENG 1113 English Composition I. Three lecture hours a week. Credit: None

ENG 0403 BASIC ENGLISH II

Prerequisite: ENG 0303 or permission of instructor.

A continuation of ENG 0303, this non-credit course provides additional practice in acquiring the reading and writing competencies required for successful college work. Expository writing and writing for particular purposes and audiences will be emphasized. It will continue practice in mastering common errors at the sentence, paragraph and essay levels. A demonstrated level of English proficiency is a prerequisite for enrolling in ENG 1113. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have

COURSE DESCRIPTIONS

ENG 0403 Basic English II Continued...

a passing average in course work, submit a final error-free essay, and score at or above the minimum end-of-assessment score required to enroll in ENG 1113 English Composition I. Three lecture hours a week. Credit: None

ENG 1053 INTRODUCTION TO FOLKLORE

Prerequisite: None.

A classic and general introduction to the theories, origins, forms, and characteristics of folklore is provided in this course. It also provides a background in folklore terminology, genres, motifs in folklore and serves as a supplementary course to other folklore. Three lecture hours a week. Credit: Three semester hours.

ENG 1113 ENGLISH COMPOSITION I

Prerequisite: ACT English Subscore of 19 or higher, or minimum secondary assessment score, or successful completion of ENG 0403.

This reading and writing course emphasizes the process of beginning, developing, organizing, revising and completing essays. Narrative, descriptive and expository writing forms will be covered. Three lecture hours a week. Credit: Three semester hours.

ENG 1213 ENGLISH COMPOSITION II

Prerequisite: Successful completion of ENG 1113.

A continuation of the writing practices begin in ENG 1113, this course continues critical reading, thinking and writing processes. It emphasizes various essay writing techniques covering essays for particular career-related purposes and audiences, and continues research techniques and basic computer-generated formatting. Three lecture hours a week. Credit: Three semester hours.

ENG 1223 MEDICAL TERMINOLOGY

Prerequisite: None.

Emphasis in this course is on the development of medical terminology skill; i.e., pronunciation, spelling, and meaning of word elements that comprise medical vocabulary. Focus is on the understanding and proficiency in using terminology common to all areas of the medical and nursing professions. One lecture and four laboratory hours a week. Credit: Three semester hours.

ENG 2113 TECHNICAL REPORT WRITING

Prerequisite: ENG 1113.

This course is designed to provide study and practice in the format, organization, and style of writing for technical purposes. Emphasis will be placed on objectivity, clarity, and precision. Three lecture hours a week. Credit: Three semester hours.

ENG 2123 CREATIVE WRITING

Prerequisite: None.

This course is a writing workshop format focusing on various forms of fiction and nonfiction creative writing, including poetry, short stories and plays. Students will learn the effective use of dialogue, descriptive, narrative, and various poetry and prose forms while becoming familiar with modern and past authors, poets and playwrights. Three lecture hours a week. Credit: Three semester hours.

ENG 2413 INTRODUCTION TO LITERATURE

Prerequisite: None.

Using selections from prose fiction, drama and poetry, this course will provide student useful reading strategies for increasing understanding and appreciation of these literary forms. Reading selections will survey world literature. The course will provide insight into the uses of language as an artistic form and into the value of literature. Three lecture hours a week. Credit: Three semester hours.

ENG 2433 INTRODUCTION TO WORLD LITERATURE

Prerequisite: None.

This is a survey of world literature, primarily of the 20th century, from Europe, Africa, the Caribbean and South Asia. Students will read at least one text from each area. Selections will cover prose, poetry and drama. Three lecture hours a week. Credit: Three semester hours.

ENG 2543 ENGLISH LITERATURE THROUGH THE EIGHTEENTH CENTURY

Prerequisite: None.

Beginning with the Anglo-Saxon epic Beowulf, this course will provide a historical survey of the English literary canon through the eighteenth century. In addition to study in the primary texts, the course will cover the social, political, scientific and religious contexts, which shaped the literature. Particular emphasis will be given to the shift from a medieval world view to a post-Reformation and new science world view. Three lecture hours a week. Credit: Three semester hours.

ENG 2653 ENGLISH LITERATURE SINCE THE NINETEENTH CENTURY

Prerequisite: None.

Starting with nineteenth-century romanticism, this course will provide a historical survey of major English writing to the present day. Particular emphasis will be given to the major features of the romantic literary outlook and literary adaptations to cultural influences such as, industrialization, urbanization, Darwinian science and the two world wars. Three lecture hours a week. Credit: Three semester hours.

ENG 2713 NATIVE AMERICAN INDIAN LITERATURE

Prerequisite: None.

This course explores the literary evolution and historical experiences of American Indian authors, orators and writers. The course will focus on historical, societal, and cultural contributions by native authors to the American literary society and culture. We will discover the reclamation of voice, heritage, and culture through modern and past native authors in a variety of writing genres and styles. Three lecture hours a week. Credit: Three semester hours.

ENG 2773 AMERICAN LITERATURE TO 1865

Prerequisite: None.

This course will provide a historical survey of the American literary canon from the arrival of the Puritans and Pilgrims to the end of the Civil-War period. It will emphasize the religious and political origins of American literature and the process by which writers in America distinguished themselves as American authors, helping to create and to define what "American" means. Three lecture hours a week. Credit: Three semester hours.

COURSE DESCRIPTIONS

ENG 2883 AMERICAN LITERATURE SINCE 1865

Prerequisite: None.

This historical survey of American literature from 1865 to the present will cover the major writers and texts of this period. It will emphasize the transition of American literature from the romantic outlooks of the pre-Civil War period to the development of "realistic" and "naturalistic" practices in response to the war and Darwinian ideas in science. Twentieth-century study will examine the cultural forces which produce "modernistic" and "post-modernistic" literature. Three lecture hours a week. Credit: Three semester hours.

ENG 2810 SPECIAL PROBLEMS IN ENGLISH

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

ENTOMOLOGY (ENT)

ENT 2023 GENERAL ENTOMOLOGY

Prerequisite: ZOO 1114 or BIO 1114

This course is a general study of insect life including biology, morphology, classification, control and modern research developments. Two lecture and two laboratory hours a week. Credit: Three semester hours.

ENT 2810 SPECIAL PROBLEMS IN ENTOMOLOGY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

FINANCE (FIN)

FIN 2633 PERSONAL FINANCE

Prerequisite: ACC 1113 or ACC 2103.

An introductory course covering the various problems of individual / consumer financial management. Course topics may include: personal budgeting, consumer loans and installment loans, credit cards and charge accounts, personal insurance, savings accounts, investments, social security, home ownership and purchase, commercial bank services, financial institution services, personal taxes, wills, estate planning, retirement planning, career planning, financial planning, and leasing arrangements. Three lecture hours a week. Credit: Three semester hours.

FIN 2810 SPECIAL PROBLEMS IN FINANCE

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

FINE ARTS (FA)

FA 2810 SPECIAL PROBLEMS IN FINE ARTS

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

GEOGRAPHY (GEO)

GEO 1113 INTRODUCTION TO GEOGRAPHY

Prerequisite: None.

This course is a study of basic geographic concepts and global physical and cultural patterns. Three lecture hours a week. Credit: Three semester hours.

GEO 1223 ECONOMIC GEOGRAPHY

Prerequisite: None.

This course is a study of the processes significant to the spatial structures of economic systems. Production, consumption and exchange activities are examined in regard to location, distribution, aerial differentiation and spatial interaction patterns. Attention is given to processes of change as well as to steady states. Three lecture hours a week. Credit: Three semester hours.

GEO 2443 HUMAN AND CULTURAL GEOGRAPHY

Prerequisite: None.

This course deals with the major organizing concepts of economic and cultural geography. It examines people's geographic behavior in terms of their spatial organization of the earth's surface and their development of regional and political systems. Three lecture hours a week. Credit: Three semester hours.

GEO 2513 WORLD REGIONAL GEOGRAPHY

Prerequisite: None.

This course focuses on the world's major cultural regions with emphasis on the geographic aspects of contemporary economic, social and political relationships with the physical environment. Three lecture hours a week. Credit: Three semester hours.

GEO 2810 SPECIAL PROBLEMS IN GEOGRAPHY

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Geography. May be taken more than once. Credit varies from one to four semester hours.

GEOLOGY (GEOL)

GEOL 1014 GENERAL GEOLOGY

Prerequisite: None.

This is a course in general geology, dealing with the structure of the earth, the forces that change it, and the history of physical developments. Three lecture hours and three laboratory hours a week. Credit: Four semester hours.

COURSE DESCRIPTIONS

GEOL 2810 SPECIAL PROBLEMS IN GEOLOGY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

GOVERNMENT (GVT)

GVT 1113 AMERICAN FEDERAL GOVERNMENT

Prerequisite: None.

This course is a study of the principles, structure, processes and functions of the United States Federal Government. Three lecture hours. Credit: Three semester hours.

GVT 2323 INTRODUCTION TO POLITICAL SCIENCE

Prerequisite: None.

This course will be an overview of the four major fields of political science: American politics, international politics, political theory and methodology, and comparative politics. The course will also examine special topics such as the public policy process and current political events and issues. Three lecture hours a week. Credit: Three semester hours.

GVT 2343 INTRODUCTION TO STATE AND LOCAL GOVERNMENT

Prerequisite: None.

This course is a study of the government of Oklahoma that examines the historical foundations of the Constitution of Oklahoma, the constitutional evolution of the three branches of Oklahoma government, and the present organizational structure of Oklahoma government. Included in the course is a study of Oklahoma politics and important civil rights cases. Three lecture hours a week. Credit: Three semester hours.

GVT 2810 SPECIAL PROBLEMS IN GOVERNMENT

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

GUNSMITHING (GS)

GS 1012 GUN BLUEING

Prerequisite: GS 1113.

This course is a study of the chemical processes and procedures used to produce a black oxide finish on firearms utilizing the hot caustic immersion and rust bluing processes. Metal preparation, bluing room design, equipment, chemicals, and safety factors will be covered. Polishing techniques and metal preparation utilizing primarily hand techniques will be emphasized. Students will develop skills by applying these processes to test pieces, tools, and project firearms. One lecture and two laboratory hours a week. Credit: Two semester hours.

GS 1103 GUNSMITHING THEORY I

Prerequisite: None.

This course will give the student an explanation of firearms design, function nomenclature, assembly & disassembly and

minor repair. Students will use factory updates in this course. The course will cover shotguns (Over/under, Pump, Internal Gas Systems, External Gas Systems, Short & Long, Recoil & Blowback Systems). Two lecture and three laboratory hours a week. Credit: Three semester hours.

GS 1112 BLUEPRINT READING

Prerequisite: None.

This course is designed to provide the technical student with the necessary skills to visualize and interpret industrial drawings and prints encountered in the machine trades. This course includes an introduction to drawing and print types, principles of orthographic projection, the alphabet and precedence of line types, interpretation of single and multi-view drawing, interpretation of title blocks, various methods of dimensioning and tolerance, types of view sectioning, special notation, and auxiliary views will be discussed. The student will also learn the basics of Isometric sketching used to produce simple technical sketches. An emphasis will be placed on the use of technical illustrations and prints to develop these basic skills and understanding. The use of Computer Aided Drafting (CAD) may be added as laboratory conditions permit. One lecture hour and two laboratory hours per week. Two semester hours.

GS 1113 GUNSMITHING THEORY II

Prerequisite: GS 1103.

This course will cover firearms design, function nomenclature, assembly and disassembly of guns, and minor gun repair. Factory updates for each gun will also be covered. The course will cover semi-automatic pistols, double-action revolvers, single-action revolvers, gas operated rifles, and lever action rifles. Two lecture and three laboratory hours a week. Credit: Three semester hours.

GS 1124 MACHINE TOOL PRACTICES

Prerequisite: None.

This course is designed to provide the student with basic operational skills and knowledge of some common machine tools associated with the field of gunsmithing. Use of the Engine lathe, lathe accessories, toolbit grinding and lathe machining procedures will be emphasized in this course. Use of the bench and pedestal grinders and metal cutting saws will also be covered. The student will develop skills with these machine tools through the manufacture of gunsmithing tools. Two lecture and six laboratory hours a week. Credit: Four semester hours.

GS 1204 BENCH METAL WORK

Prerequisite: None.

This course is a study of the care and use of common bench tools as they apply to the field of gunsmithing. The use of the sensitive drill press, the basics of forging, heat treatment, non-fusion bonding techniques (i.e. brazing, silver soldering and soft soldering), semi-precision layout and the use of the oxyacetylene torch will also be covered. The student will develop skills with common hand tools and gunsmithing bench techniques through the construction of common gunsmithing tools. Two lecture and six laboratory hours a week. Credit: Four semester hours.

GS 1212 INTRODUCTION TO CNC

Prerequisite: None.

This course is designed to provide students in the Gunsmithing Technology Program with a basic knowledge of computer numerical control (CNC) programming. An emphasis will be placed on programming in 3 axes on a milling machine as students learn to write simple part programs, calculate tool

COURSE DESCRIPTIONS

GS 1212 Introduction to CNC Continued...

compensations, perform tool changes, use canned cycles and subroutines, select tooling and the work holding devices needed to complete specified projects. One lecture and two laboratory hours a week. Credit: Three semester hours.

GS 1224 STOCKMAKING

Prerequisite: GS 1203 & GS 2714.

This course is an in-depth study of the design, fit, layout, and function of wood stocks. Students will learn to fit a stock to a shooter by the use of a "try-gun", and then perform the proper layout and construction of an American classic stock from the blank. Proper installation of forend tips, grip caps, butt plates, sling swivels, as well as correct sanding/finishing and checkering is required. Two lecture and six laboratory hours per week. Credit: Four semester hours

GS 1304 MACHINE METAL WORK I

Prerequisite: TMT 1123.

This course is a continuation of TMT 1123, Machine Tool Practices. It is designed to continue developing operational and procedural skills on the Engine lathe and to provide the student with basic operational skills of the Vertical Milling Machine and the Horizontal Spindle Surface Grinder. The student will develop skills with these machine tools through laboratory exercises and the manufacture of gunsmithing tools. Two lecture and six laboratory hours a week. Credit: Four semester hours.

GS 1314 MACHINE METAL WORK II

Prerequisite: GS 1304.

This course is a continuation of TMT 1123 and GS 1304. It is designed to continue developing operational and procedural skills on the Engine lathe, Vertical Milling Machine, and the Horizontal Spindle Surface Grinder. Use of the Electric Checkering tool will also be covered. Application of the use of these machine tools toward the manufacture of custom gun parts and custom modifications will be emphasized. The student will further develop and refine skills with these machine tools through the manufacture of custom gun parts and gunsmithing tools. Two lecture and six laboratory hours a week. Credit: Four semester hours.

GS 2111 TECHNICIAN DEVELOPMENT

Prerequisite: Sophomore Status - Gunsmithing Majors

This course is designed to prepare prospective graduates for entry in the workforce. Course will emphasize career search methods, résumé preparation, interview preparation, interviewing techniques, correspondence related to securing employment, evaluating career opportunities, planning career paths, first days of employment, work attitudes, job and work ethics, team work and team leaders, group problem solving, and evaluation criteria used for employee reviews. The Internet will be used as one of the search and information tools. A fall semester course. One lecture hour a week. Credit: One semester hour.

GS 2213 GENERAL METALS

Prerequisite: GS 1123.

This course is designed to provide the student with a basic working knowledge in the field of metallurgy as it applies to Gunsmithing and metalsmithing techniques. Emphasis will be placed on characteristics and selection of various metal alloys, heat treating/tempering processes that apply to metal alloys, and hardness and tensile strength testing of various metal alloys. Students will also develop skills in the process of color case hardening, the manufacturing and tempering of gun springs, and

tungsten inert gas (TIG) welding. Two lecture and two laboratory hours per week. Credit: Three semester hours.

GS 2411 GUN STORE MANAGEMENT

Prerequisite: None.

A study of the problems faced in creation and growth of a gunsmithing business such as, opportunity recognition, financing, money flow, business organization, shop location and layout, record keeping, stock and inventory, local, state, federal laws, and insurance. Three lecture hours a week. Credit: One semester hours.

GS 2502 ADVANCED GUNSMITHING THEORY

Prerequisite: GS 1113.

This course is a study of advanced gunsmith practices, required in a professional Gunsmithing career. Topics covered include: barrel relining, choke tubes, barrel dent removal, back boring of shotgun barrels, bolt action feed work, stuck cartridge removal, bolt face repair, quarter ribs and custom scope bases. Two lecture and three laboratory hours per week. Credit: Three semester hours

GS 2573 METAL FINISHING

Prerequisite: GS 1113 and GS 1012.

This course is a study of various chemical processes and metal preparation techniques as applied to gun metal finishing. Metal finishing processes including Nitre bluing or coloring, electro less nickel plating, zinc and manganese phosphate coating (Parkerizing), and aluminum anodizing will be covered in this course, as will metal preparation utilizing power and hand techniques, equipment, and safety factors. Students will develop skills with by preparing and applying these various metal finishes to project firearms. Two lecture hours and three laboratory hours a week. Credit: Three semester hours.

GS 2582 HANDLOADING AND BALLISTICS

Prerequisite: GS 1113.

This course is a study of the bullet's flight from barrel to target; history and evolution of loading components; use of various types of powder, primers and cases; types of bullets and effect on rifling in barrel; actual loading and testing of ammunition; loading tools and dies; and safety factors. One lecture and two laboratory hours a week. Credit: Two semester hours.

GS 2714 CONVERSION OF FIREARMS

Prerequisite: GS 1204 & GS 1304.

This course is a detailed study of the art of sporterizing common military turnbolt rifle actions. The history of development, design, function and safety of various rifle actions will be covered along with riflesmithing techniques necessary to perform a sporter conversion to these actions. Restyling, accurizing, barrel fitting, chambering, barrel contouring, trigger modifications, bolt modifications, safety modifications, magazine and receiver modifications along with sight and accessory installation will be covered in this course. Two lecture and six laboratory hours a week. Credit: Four semester hours.

GS 2724 REPAIRING OF FIREARMS I

Prerequisite: GS 1113.

This course is a study of repairing of all types of rifles, pistols, and shotguns stressing factory methods and techniques, diagnosing malfunctions, fitting and adjusting parts. Two lecture and six laboratory hours a week. Credit: Four semester hours.

COURSE DESCRIPTIONS

GS 2732 ACCURIZING FACTORY RIFLES

Prerequisite: GS 1113.

In this course, the student will learn to modify a factory rifle to maximize its performance. This class will provide the knowledge necessary to develop the skills needed to convert a factory rifle into a precision instrument. This course will focus on the Remington, Savage and Winchester Model 70/FN SPR actions, but will also be open to other pre-approved actions as well. This class will provide instruction in blue printing actions and precision barrel chambering practices will be covered extensively, along with bedding the completed barreled action. This class also covers practical accessories, proper scope selection and mounting optics. Two lecture hours and two lab hours. Credit: Two semester hours.

GS 2810 SPECIAL PROBLEMS IN GUNSMITHING

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

GS 2824 REPAIRING OF FIREARMS II

Prerequisite: GS 2724.

This is a continuation of GS 2724. Diagnosing malfunctions fitting and adjusting gun parts stressing factory methods and techniques for more complex repairs are studied. Two lecture and six laboratory hours a week. Credit: Four semester hours.

GS 2912 MACHINE SHOP

Prerequisite: GS 1113.

This course is designed to give practical machine tool experience and guidance to Gunsmithing students. It allows students to use the machining skills they have developed to solve everyday problems that they will face as professional gunsmiths. Advanced students may further develop skills and speed through practical use of various machine tools and machining processes. One lecture hour and two laboratory hours a week. Credit: Two semester hours.

HEALTH SCIENCE (HS)

HS 1113 FUNDAMENTALS OF PHARMACOLOGY

Prerequisite: None.

This course introduces the study of pharmacologic principles including pharmacodynamics, pharmacokinetics, specific drug groups, and consideration in administration. Three lecture hours. Credit: Three semester hours.

HS 1213 INTRODUCTION TO HEALTH PROFESSIONS

Prerequisite: None.

This course is designed to provide students with core knowledge and skills in the broad area of health and medical related professions. The course will help students to develop a framework for further growth and future career decision making. Students with interest in any area of healthcare or public service careers will benefit from learning about the many opportunities and vast career options available. Students will gain understanding about the roles, responsibilities, and duties of many health careers and have opportunity to strengthen their understanding of specific career areas they may have interest. This course will help students refine their interest and

understanding of professional, technical, and many related health care careers and to develop skills to gain employment or further advance their education toward their desired career. Three lecture hours. Credit: Three semester hours.

HISTORY (HST)

HST 1423 WORLD CIVILIZATION TO 1500

Prerequisite: None.

This course examines the major world civilizations from the prehistoric era to the early renaissance. Three lecture hours. Credit: Three semester hours.

HST 1433 WORLD CIVILIZATION SINCE 1500

Prerequisite: None.

This course examines the events, movements, and ideas of the last five centuries that have shaped contemporary civilizations. Three lecture hours. Credit: Three semester hours.

HST 1483 UNITED STATES HISTORY TO 1877

Prerequisite: None.

This course is a survey of the history of the United States from the pre-European era to 1877. Three lecture hours. Credit: Three semester hours.

HST 1493 UNITED STATES HISTORY SINCE 1877

Prerequisite: None.

This course is a survey of the history of the United States from 1877 to the present. Three lecture hours. Credit: Three semester hours.

HST 1723 HISTORY OF THE INDIAN TRIBES OF THE UNITED STATES

Prerequisite: None.

This course is a survey of the Indian tribes of the United States from the pre-Columbian to the contemporary period. The presentation will encompass the impact on tribal cultures of contact with white civilization and the relationship of various tribes with the colonial and United States governments. Three lecture hours a week. Credit: Three semester hours.

HST 2323 OKLAHOMA HISTORY

Prerequisite: None.

This college level course in Oklahoma history surveys early European exploration, Indian and white settlement, and development of state government. It examines the Oklahoma experience in the context of the larger national experience. Three lecture hours a week. Credit: Three semester hours.

HST 2433 ENGLISH HISTORY TO 1688

Prerequisite: None.

This course examines the history of Great Britain from the Pre-Roman Era to 1688. Three lecture hours. Credit: Three semester hours.

HST 2443 ENGLISH HISTORY SINCE 1688

Prerequisite: None.

This course examines history of Great Britain from 1688 era to the present. Three lecture hours. Credit: Three semester hours.

COURSE DESCRIPTIONS

HST 2453 THE FAR EAST

Prerequisite: HST 1423 or 1433.

This course is a survey of Asian history from the prehistoric era to the present. It examines the political, social, economic, and intellectual histories of China, Japan, and the countries of Southeast Asia. Three lecture hours. Credit: Three semester hours.

HST 2463 AFRICAN HISTORY

Prerequisite: HST 1423 or 1433.

This course is a survey of African history from the prehistoric era to the present. It identifies and discusses the diverse cultural traditions of the continent and examines the impact that European imperialism and modern nationalism has had on those cultures. Three lecture hours. Credit: Three semester hours.

HST 2810 SPECIAL PROBLEMS IN HISTORY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

HONORS PROGRAM (HP)

HP 1001 HONORS PROGRAM SEMINAR

Prerequisite: Concurrent Honors Enrollment.

This course is an interdisciplinary seminar (team taught) open only to honors program students who are concurrently enrolled in honors option and/or independent study. May be repeated once for credit. One lecture hour a week. Credit: One semester hour.

HP 2001 HONORS PROGRAM SEMINAR

Prerequisite: Concurrent Honors Enrollment.

This course is an interdisciplinary seminar (team taught) open only to honors program students who are concurrently enrolled in honors option and/or independent study. May be repeated once for credit. One lecture hour a week. Credit: One semester hour.

HP 2810 SPECIAL PROBLEMS IN HONORS PROGRAM

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

HP 2893 HONORS INDIVIDUAL RESEARCH PROJECT

Prerequisite: Concurrent Honors Enrollment in HP 1001 or HP 2001.

This course is a President's Scholar's Research Project. The project will be developed by the student and a faculty member in that discipline and will involve some original research, a scholarly contribution of some lasting value to that area or to the institution and/or a substantial academic study. The President's Scholars Committee will review and approve the Individual Research Contract between the student and the faculty member and receive the final paper containing the results of their research project. If prior approval has been obtained from the Committee,

the Individual Research Project may be a continuation or broadening of an earlier H-Option Research project. Three to six contact hours a week. Credit: Three semester hours.

HUMANITIES (HUM)

HUM 1111 HUMANITIES

Prerequisite: None.

This course is composed of a series of humanities-related events (concerts, art shows, plays, etc.). Students earn credit by attending these events and completing assignments as described in the course syllabus. Credit: One semester hour.

HUM 2113 HUMANITIES I

Prerequisite: None.

Humanities I is a study of how the significant ideas of western and other world cultures have been expressed in the visual arts, architecture, music, film, and literature from the pre-historic era through the Renaissance. Three lecture hours a week. Credit: Three semester hours.

HUM 2223 HUMANITIES II

Prerequisite: None.

Humanities II is a study of how the significant ideas of western and other world cultures have been expressed in the visual arts, architecture, music, film, and literature from the late Renaissance through the present. Three lecture hours a week. Credit: Three semester hours.

HUM 2233 TRAVEL STUDIES

Prerequisite: None.

In this humanities course students will travel and learn firsthand about the history and culture of the countries they visit. Students will tour art and historical museums, study the regional architecture, learn about cultural, commercial and agricultural practices, and taste the delicacies each country has to offer. Students will meet prior to departure for trip-specific research to be completed before departure, will be assisted in preparing for foreign travel. Students will be required to keep a daily travel journal. Course work will be completed within two weeks of return. Credit: Three semester hours.

HUM 2810 SPECIAL PROBLEMS IN HUMANITIES

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

LIBRARY (LIB)

LIB 1002 INTRODUCTION TO LIBRARY RESEARCH

Prerequisite: None.

This course is a study of how to use the Library/Learning Resource Center, including book and non-print materials, the OPAC (Online Public Access Catalog), reference books, CD-ROMS and other electronic information sources. The gathering of information for the preparation of a formal report is also covered. Two lecture hours a week. Credit: Two semester hours.

COURSE DESCRIPTIONS

LIB 2810 SPECIAL PROBLEMS IN LIBRARY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

MATHEMATICS (MTH)

MTH 0103 INTRODUCTORY MATH

Prerequisite: None.

This non-credit course will focus on arithmetic, basic concepts and computational skills. Addition and multiplication are stressed and used in the study of whole numbers, fractions and decimals. Ratio and proportions will be taught for problem solving in the context of percentages. Signed numbers and algebraic equations will be introduced. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have a passing average in course work and score at or above the minimum end-of-course assessment score required to enroll in MTH 0303 Beginning Algebra. Three lecture hours a week. Credit: None.

MTH 0114 ELEMENTARY ALGEBRA

Prerequisite: MTH 0103 or minimum secondary assessment score.

This non-credit course is for students with little or no previous algebra background. Topics include arithmetic review, real number operations, linear equations and inequalities, polynomial operations, rational expressions, and square roots. This course prepares students to progress directly to Survey of Math. The course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have a passing average in course work and score at or above the minimum end-of-course assessment score required to enroll in MTH 1413 Survey of Math. Four lecture hours a week. Credit: None.

MTH 0303 BEGINNING ALGEBRA

Prerequisite: MTH 0103 or minimum secondary assessment score.

This non-credit course is designed for students with little or no high school algebra background. Concepts covered include: signed numbers, algebraic expressions, factoring, fractions, linear equations and inequalities, graphing, exponents, and quadratic equations. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have a passing average in course work and score at or above the minimum end-of-course assessment score required to enroll in MTH 0403 Intermediate Algebra. Three lecture hours a week. Credit: None.

MTH 0403 INTERMEDIATE ALGEBRA

Prerequisite: MTH 0303 or minimum secondary assessment score.

This non-credit course is designed for students with a basic knowledge of beginning algebra. It covers factoring, rational expressions/equations, graphing, exponents, quadratic equations, and irrational and complex solutions sets. Problem-solving skills are emphasized, and content mastery will be useful to the students in everyday life. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S",

the student must a passing average in course work and score at or above the minimum end-of-course assessment score required to enroll in MTH 1513 College Algebra, MTH 1413 Survey of Mathematics, or higher college-level mathematics courses. Three lecture hours a week. Credit: None.

MTH 1112 MATH FOR MEDS

Prerequisite: None

Offered in fall intersession, Math for Meds is a course designed to provide the student with a beginning level of understanding of math as it relates to the health field. Students will review basic math skills and learn how to apply this basic knowledge to medication dosage calculations. Specific areas covered include basic units of measurements, abbreviations, equivalencies, apothecary, household, metric conversions, pediatric dosage calculations, and calculation by weight, and intravenous dosage therapy. The student will have the opportunity to learn and practice math skills necessary for dosage calculation and administration. Equivalent of two lecture hours a week. Credit: Two semester hours.

MTH 1123 TECHNICAL MATH I

Prerequisite: None.

After completing a short review of arithmetic operations, this course is designed to provide the student skills needed to successfully solve problems containing elementary algebraic operations including signed numbers, scientific notation, exponents, linear equations and functions, Pythagorean theorem, elementary right triangle trigonometry, and the English-Metric measuring systems. Three lecture hours a week. Credit: Three semester hours.

MTH 1233 TECHNICAL MATH II

Prerequisite: MTH 1123.

A continuation of Technical Math I, this course is designed to provide the student a review of linear equations and trigonometry and includes a study of factoring, algebraic functions, graphs, systems of linear equations, exponents and scientific notation, roots and radicals, quadratic equations, logarithms, and an introduction to statistics. Three lecture hours a week. Credit: Three semester hours.

MTH 1413 SURVEY OF MATHEMATICS

Prerequisite: ACT Math Subscore of 19 or higher, or minimum secondary assessment score, or MTH 0403.

This is a contemporary math course designed to emphasize the many uses and practical applications of mathematics providing the foundations for arithmetic and problem solving. Origin of numbers, number bases, systems of whole numbers, integers, rational numbers, real number operations, problem solving and consumer mathematics are some of the topics included in the course. Three lecture hours a week. Credit: Three semester hours.

MTH 1513 COLLEGE ALGEBRA

Prerequisite: ACT Math Subscore of 19 or higher, or minimum secondary assessment score, or MTH 0403.

Review, theory of exponents, linear, quadratic and higher equations, variables and function, binomial theorem, progressions, determinants, combinations and permutations, ratio and proportion, and partial fractions are topics covered in this course. Three lecture hours a week. Credit: Three semester hours.

COURSE DESCRIPTIONS

MTH 1613 PLANE TRIGONOMETRY

Prerequisite: Two years of high school algebra and one year plane geometry or MTH 1513 or equivalent.

This course involves the development and use of trigonometric functions, logarithms, solution of right and oblique triangles, the development and use of identities, and application to practical problems throughout the course. Three lecture hours a week. Credit: Three semester hours.

MTH 2133 GEOMETRY FOR ELEMENTARY MAJORS

Prerequisite: MTH 1513 or equivalent.

This course involves the study of geometry concepts such as measurement, congruence, constructions lines and circles for elementary education majors. Credit: Three semester hours.

MTH 2143 CALCULUS FOR BUSINESS, LIFE AND SOCIAL SCIENCES

Prerequisite: MTH 1513 or equivalent.

This is a sophomore level course for the non-science major. The purpose of this course is to provide mathematical knowledge and ability to develop and analyze mathematical models using the calculus. Topics covered in this course include a brief review of algebra and functions, differentiation and applications of the derivative, exponential and logarithmic functions and models, and integration and applications of the integral, and multivariable functions. Three lecture hours a week. Credit: Three semester hours.

MTH 2215 CALCULUS WITH ANALYTIC GEOMETRY

Prerequisite: MTH 1513 AND 1613 or equivalent.

This course covers introduction to analytical geometry in two dimensions, functions, limits, continuity, derivatives, integrals, and applications. Five lecture hours a week. Credit: Five semester hours.

MTH 2315 CALCULUS II WITH ANALYTIC GEOMETRY

Prerequisite: MTH 2215.

Further application of integrals, conic sections, parametric equations, polar coordinates, series, vectors, solid analytic geometry, partial derivatives and multiple integrals are covered in this course. Five lecture hours a week. Credit: Five semester hours.

MTH 2613 DIFFERENTIAL EQUATIONS

Prerequisite: MTH 2155.

Ordinary, differential equations, solution in series, the Laplace Transform Theory are included with application. Three lecture hours a week. Credit: Three semester hours.

MTH 2810 SPECIAL PROBLEMS IN MATHEMATICS

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

MEDICAL OFFICE ASSISTANT (MOA)

MOA 1113 MEDICAL TERMINOLOGY I

Prerequisite: None.

A study of the terminology used in all areas of medical science, hospital science, and paramedical specialties. Emphasis placed on understanding proficiency in use of medical terminology. Three lecture hours a week. Credit: Three semester hours.

MOA 1123 CODING FOR THE MEDICAL OFFICE

Prerequisite: MOA 1113 or concurrent enrollment or permission of instructor.

This course presents current procedural terminology (CPTA) and international classification Disease-9-Clinical Modification (ICD-9-CM) coding system for beginning coders. Three lecture hours a week. Credit: Three semester hours.

MOA 1212 MEDICAL LAW, LIABILITY AND ETHICS

Prerequisite: None.

A study of the legal and ethical issues facing medicine today and to inform and alert employers in the health care delivery system of the legal and ethical responsibilities to their employer in the medical office. Bioethical issues will also be covered. Two lecture hours a week. Credit: Two semester hours.

MOA 1223 ADVANCED CODING/INSURANCE FOR THE MEDICAL OFFICE

Prerequisite: MOA 1123 or permission of instructor.

This course will continue to build upon the coding principles learned in Coding for the Medical Office. ICD-9-CM and CPT-4 coding will be enhanced and the student will learn more complex diagnoses and procedures. Federal and private insurance programs will be emphasized. Three lecture hours a week. Credit: Three semester hours.

MOA 1233 MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY

Prerequisite: MOA 1113 or permission of instructor.

Specialized terminology related to the various medical specialties: pathological terminology used to describe diseases; and, a foundation in anatomy and physiology with clinical practice applications. Three lecture hours a week. Credit: Three semester hours.

MOA 1243 MEDICAL TRANSCRIPTION I

Prerequisite: MOA 1113 and basic keyboarding skills.

This course is designed to develop speed and accuracy in keyboarding, skill in the use of transcribing, and the expansion of medical terminology. Two lecture and two laboratory hours a week. Credit: Three semester hours

MOA 2113 MEDICAL TRANSCRIPTION II

Prerequisite: MOA 1243

This course is a continuation of MOA 1243. Two lecture and two laboratory hours a week. Credit: Three semester hours.

MOA 2123 MEDICAL OFFICE PROCEDURES I

Prerequisite: MOA 1113 or permission of instructor.

COURSE DESCRIPTIONS

This course consists of administrative medical assistant procedures necessary in the management of the patient with emphasis on: public relations; receptionist skills; telephone and *MOA 2123 Medical Office Procedures I Continued...* appointment skills; preparation and maintenance of patient records; mail processing; and, filing. Included is a study of computer terminology with applications. Three lecture hours and one laboratory hour a week. Credit: Three semester hours.

MOA 2123 MEDICAL OFFICE PROCEDURES & BILLING

Prerequisite: MOA 2123 or permission of instructor.

This course presents the administrative medical assistant procedures on: office management; written and oral communications; and, management of physician's professional schedule and travel arrangements. Emphasis is placed on billing, collecting, and types of bookkeeping. All of these topics will be covered through computer application. Three lecture hours and one laboratory hour a week. Credit: Three semester hours.

MOA 2221 MEDICAL OFFICE SEMINAR

Prerequisite: MOA 2113 and concurrent enrollment in MOA 2233.

Problem solving and correlation of classroom theory and practice with work experience in a conference course. Attention will be given to understanding the role of the medical secretary, human relations, and legal relations. One lecture hour a week. Credit: One semester hour.

MOA 2233 CLINICAL PRACTICE

Prerequisite: Concurrent enrollment in MOA 2221.

Supervised experience in a doctor's office or clinic. Twelve clinical hours a week. Credit: Three semester hours.

MOA 2810 SPECIAL PROBLEMS IN MEDICAL OFFICE ASSISTANT.

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Medical Office Administration. May be taken more than once. Credit varies from one to four semester hours.

MICROBIOLOGY (MIC)

MIC 2224 INTRODUCTION TO MICROBIOLOGY

Prerequisite: One semester of chemistry. Reserved for Nursing and PTA Students.

This course will provide instruction in the major concepts of microbiology with frequent emphasis on the clinical/diagnostic relevance of basic theory. Lectures will cover the bacteria, viruses, and fungi and will include discussion of disease processes, host defense mechanisms, epidemiology and the basics of microbial control. Laboratories will emphasize routine bacteriology skills such as aseptic technique, staining and microscopy, the isolation and biochemical differentiation of several unknown bacteria, bacterial cell counts, and antibiotic sensitivity testing. Three lecture and three laboratory hours a week. Credit: Four semester hours. (Nursing and PTA majors who withdraw from Microbiology will need permission of the Director of Nursing prior to enrolling the next semester.)

MIC 2810 SPECIAL PROBLEMS IN MICROBIOLOGY

Prerequisite: Approval of program chairman.

This course is a study and/or analysis of a selected area and/or topic in Microbiology. May be taken more than once. Credit varies from one to four semester hours.

MUSIC (MU)

MU 1113 MUSIC APPRECIATION

Prerequisite: None.

This course is designed to cultivate a broader listening and appreciative attitude toward good music. Lectures with musical illustrations on important works of musical literature are included. Three lecture hours a week. Credit: Three semester hours.

MU 1202 FUNDAMENTALS OF MUSIC

Prerequisite: None.

This is a course designed to lay the foundation for an approach to music by ear, eye and keyboard, using rudiments of rhythm, notation, and melodic and harmonic writings. Two lecture hours a week. Credit: Two semester hours.

MU 1541-2541 MIXED ENSEMBLE

Prerequisite: Must meet a prescribed level of achievement as defined by the instructor.

Each course may be repeated once for additional credit. Ten laboratory hours a week. Credit: One semester hour.

MU 2561-2563 COLLEGE CHOIR

Prerequisite: None.

A vocal ensemble of mixed voices that performs choral music from all style periods in regular campus and off campus concerts which are open to both college students and members of the community. Two and three credit hour courses will require additional assignments. May be taken more than once. Three laboratory hours a week. Credit varies from one to three semester hours.

MU 2402 MUSIC LITERATURE I

Prerequisite: None.

This course is a study of music from ancient times to 1750. It covers the stylistic characteristics of music, analysis of musical form, and emphasizes listening experience and broadens student acquaintance with literature of music. Two lecture hours a week. Credit: Two semester hours.

MU 2412 MUSIC LITERATURE II

Prerequisite: None.

This is a continuation of Music Literature I from 1750 to present. Two lecture hours a week. Credit: Two semester hours.

MU 2810 SPECIAL PROBLEMS IN MUSIC

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

NURSING (NUR)

NUR 1103 BASIC NURSING SKILLS

Prerequisite: Acceptance to the Nursing Program.

COURSE DESCRIPTIONS

A basic nursing course, consisting of required attendance for class and clinical sites as well as access to the internet. The student will learn basic nursing theory principles and how to perform basic nursing care. The instructor will provide demonstration and evaluation of skills in the MSC skills laboratory *NUR 1103 Basic Nursing Skills Continued...*

and if competent, the student will be required to further demonstrate competence in the clinical setting. It is important that the student realizes that this course will only satisfy entry-level requirements of the MSC Nursing Program and the student will not be recognized as a certified nurse aid upon completion. Credit: Three semester hours.

NUR 1113 NURSING ROLE TRANSITION

Prerequisite: Permission of Nursing Program Director.

This course is designed to introduce the licensed practical nurse and other health professionals to concepts related to change and transition as they pursue education to become registered nurses. Students will learn about role development and transition, the process of change, transitions in nursing, transition to the student role, associate degree nursing education process, differentiation of LPN and RN roles, the nursing domain, critical thinking in registered nursing, role concepts essential for registered nursing practice, application of the nursing process, and legal and ethical issues related to nursing. Three lecture hours a week. Credit: Three semester hours.

NUR 1116 THE CLIENT & THE NURSING PROCESS

Prerequisite: Acceptance into the Nursing Program. Prerequisite or concurrent enrollment: AP 1124 and PSY 1113.

This course is designed to provide the student with an introduction to the field of nursing as a profession. Students will learn about the history of nursing, legal aspects related to the practice of nursing, effective communication methods, and the nursing practice with a focus on assessment and data analysis. The student will have the opportunity to learn and practice basic nursing skills for clients throughout the life span utilizing a holistic approach. Four lecture and six laboratory hours a week. Credit: Six semester hours.

NUR 1123 THE CLIENT AND THE NURSING PROCESS

Prerequisite: Acceptance into the Nursing Program. Prerequisite or concurrent enrollment: AP 1124 and PSY 1113.

This course is designed to provide the student with an introduction to the field of nursing as a profession. Students will learn about the history of nursing, legal aspects related to the practice of nursing, effective communication methods, and the nursing practice with a focus on assessment and data analysis. The student will have the opportunity to learn and practice basic nursing skills for clients throughout the life span utilizing a holistic approach. Four lecture hours a week. Credit: Four semester hours.

NUR 1129 HEALTH PROMOTION & THE NURSING PROCESS I

Prerequisite: NUR 1116. Prerequisite or concurrent enrollment: AP 1134 and NUT 1553.

This course is designed to provide the student the assistance in the process of acquiring knowledge in nursing skill performance based on a beginning acquisition of the physical and mental health deviations across the life span. The nursing process is the framework for application of course content with an emphasis on analysis. The content is based on medical-surgical

and pediatric nursing, including stressful life-span events. The student will be able to perform specific nursing skills such as I.V. maintenance, wound care, surgical asepsis, oral & nasopharyngeal suctioning, and post-mortem care. Six lecture and nine laboratory hours a week. Credit: Nine semester hours.

NUR 2112 NURSING REMEDIATION I

Prerequisite: Permission of Nursing Program Director.

This course is designed for students requiring or desiring remediation in nursing. It provides a review of the content of the NUR 1116 and NUR 1129 with an emphasis on test taking abilities. Enrichment activities are provided as well as additional reference sources to provide the student with a variety of learning methods. The overall goal is to enhance the student's knowledge to increase his/her ability to be successful in NUR 1129. Credit: Nine semester hours.

NUR 2219 HEALTH PROMOTION & THE NURSING PROCESS II

Prerequisite: NUR 1116 and NUR 1129. Prerequisite or concurrent enrollment: SOC 1113 and MIC 1224.

This course is designed to provide the student the assistance in the process of acquiring knowledge in advanced nursing skill performance based on an ongoing acquisition of the physical and mental health deviations across the life span. The nursing process is the framework for application of course content with an emphasis on evaluation. The content is based on medical-surgical, psychiatric, obstetrical, and pediatric nursing. The student will be able to perform specific nursing skills such as IV starts, suctioning, tracheotomy care, and participation in code blue with the supervision of an instructor. Six lecture and nine laboratory hours a week. Credit: Nine semester hours.

NUR 2220 LEADERSHIP & THE NURSING PROCESS

Prerequisite: NUR 1116, NUR 1129 and NUR 2219.

This course is designed to provide the student the assistance in utilization of the nursing process in management and leadership roles. Current trends in nursing, professionalism, and role transition are addressed. Content is selected from medical-surgical, pediatric, community and rural nursing. Six lecture and fifteen laboratory hours a week. Credit: Eleven semester hours.

NUR 2233 NURSING REMEDIATION II

Prerequisite: NUR 1116, NUR 1129, NUR 2219 and NUR 2220.

This course is designed for students requiring or desiring remediation in nursing. It provides a review of the content of the NUR 1116, NUR 1129, NUR 2219 and NUR2220 with an emphasis on test taking abilities. Enrichment activities are provided as well as additional reference sources to provide the student with a variety learning methods. The overall goal is to enhance the student's knowledge to increase his/her ability to successfully pass NCEX-RN. Credit: Three semester hours.

NUR 2711 NCLEX-RN REVIEW

Prerequisite: NUR 1116, NUR 1129 and NUR 2219

This course is designed to provide the student assistance in preparing for the NCLEX-RN exam. Credit: One semester hour.

NUR 2810 SPECIAL PROBLEMS IN NURSING

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

This course is designed specifically for special seminars, special studies, special interests, and other special

COURSE DESCRIPTIONS

projects/events/activities related to Nursing. May be taken more than once. Credit varies from one to four hours.

NUTRITION (NUT)

NUT 1553 NUTRITION

Prerequisite: None.

This course is designed to provide the student with an understanding of basic nutrition and how it applies to good health throughout the life cycle. This course is required for nursing students but is not limited to those seeking a nursing degree. Three lecture hours a week. Credit: Three semester hours.

OCCUPATIONAL THERAPY ASSISTANT (OTA)

OTA 2101 FIELDWORK IA

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

Level I fieldwork is designed to introduce students to the fieldwork experience, to apply knowledge to practice, and to develop understanding of the needs of clients. It is designed to enrich the first semester coursework through participation in selected aspects of the occupational therapy process. Eight clinical hours a week. Credit: One semester hour.

OTA 2112 INTRODUCTION TO OCCUPATIONAL THERAPY

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

This initial course provides an overview of occupational therapy including the history, philosophy, values, ethics and beliefs which form the foundations of the profession. The role of occupational therapy in various healthcare settings and the role of the OTA and the OTR will be introduced. The essentials of success in the OTA program will be investigated including basic computer competence, utilization of media and learning resources, and success strategies for learning. The processes of self examination, cooperation, and teambuilding for enhancing learning will be explored. Two lecture hours a week. Credit: Two semester hours.

OTA 2113 OCCUPATIONAL THERAPY PROCESS I

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

This course provides an introduction to the Occupational Therapy Framework that provides the basis for treatment planning and treatment interventions. The fundamentals of occupational therapy practice will be presented. Frames of reference will be introduced and the Developmental Model and Occupational Functioning Model will be presented and applied. Human development as it relates to occupation across the life span will be studied. Three lecture hours a week. Credit: Three semester hours.

OTA 2121 FIELDWORK IB

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

Students continue practical clinical experiences in clinical settings to allow observation and application of knowledge and skills gained in the first semester coursework. Forty clinical hours

a week. Credit: One semester hour.

OTA 2124 THERAPEUTIC TECHNIQUES

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

Students will learn basic media, modalities and methods of occupational therapy techniques and skills. Skill building in activity and task analysis will be developed as a basis for future treatment planning. Two lecture hours and six laboratory hours a week. Credit: Four semester hours.

OTA 2133 CLINICAL CONDITIONS AND TERMINOLOGY

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

Medical terminology and common clinical conditions encountered in occupational therapy practice including information on etiology, signs and symptoms, medical management and impact on function and occupation. Three lecture hours a week. Credit: Three semester hours.

OTA 2143 HUMAN MOVEMENT/KINESIOLOGY

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

Review of basic musculoskeletal anatomy and introduction to medical terminology as it relates to the structure and function of the human musculoskeletal and sensory systems. The concepts of kinesiology, the basic mechanics of motion, will be introduced and the development of skills in the analysis of movement will be emphasized. Two lecture hours and three laboratory hours a week. Credit: Three semester hours.

OTA 2203 THERAPEUTIC INTERVENTIONS

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

The theory and practice of selected occupational therapy interventions for specified populations will form the basis for this course including specific developmental, pediatric, sensory motor, psychosocial, and mental health techniques. Group process skills, helpful interviewing, conflict resolution, group dynamics, and therapeutic use of the self, developmental therapy, remediation of sensory processing disorders and interventions for school age children will be highlighted. A review of pertinent clinical conditions and effects on occupational functioning will be included. Two lecture hours and three laboratory hours a week. Credit: Three semester hours.

OTA 2223 OCCUPATIONAL THERAPY PROCESS II

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

Concepts of health and wellness will be explored and students will develop a personal model of health. Frames of reference and treatment implementation and planning will be emphasized. Cultural competency, self assessment for team building, adult learning theory, effective teaching methods, communication skills, data gathering and documentation proficiency will be developed. Clinical reasoning and critical thinking skills will be modeled and practiced. Basic assessment tools will be demonstrated and practiced. Community models of practice will be explored and a community clinical practice activity will be developed by each student. Three lecture hours a week.

COURSE DESCRIPTIONS

Credit: Three semester hours.

OTA 2233 PROFESSIONAL MANAGEMENT

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

Professional and self management skills form the basis of this course. Topics include: self- directed learning, understanding of regulatory requirements, reimbursement issues, fieldwork requirements and responsibilities, ethics in practice, and use of professional literature and research. Supervision requirements and state licensure, partnerships, HIPAA, OTA roles and practice standards for competence. NBCOT certification will also be covered in depth and resources identified. Students will become familiar with AOTA documents that guide practice. Scope and standards of practice, code of ethics, core values, communication skills, multicultural competence, and role delineation will be offered. Job search skills will be covered. Three lecture hours a week. Credit: Three semester hours.

OTA 2243 OCCUPATIONAL THERAPY PRACTICE AND ADAPTATIONS

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

The theory and practice of occupational adaptations for specific populations and appropriate occupational therapy compensatory and adaptive treatment techniques for patients with physical and cognitive disabilities, and the elderly will be stressed. A review of related clinical conditions and need for adaptations for improving or maintaining occupational performance will be included. Adaptations in emerging areas of practice such as hand therapy, work programs, driving, lymphedema, and low vision will be explored. Two lecture hours and three laboratory hours a week. Credit: Three semester hours.

OTA 2253 CLINICAL FIELDWORK IIA

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

This course is an eight week full-time clinical experience under the supervision of a licensed occupational therapy assistant or occupational therapist. Fieldwork requirements must be completed within 12 months of technical coursework. Forty clinical hours a week. Credit: Three semester hours.

OTA 2263 CLINICAL FIELDWORK IIB

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

This course is an eight week full-time clinical experience under the supervision of a licensed occupational therapy assistant or occupational therapist. Fieldwork requirements must be completed within 12 months of technical coursework. Forty clinical hours a week. Credit: Three semester hours.

ORIENTATION (ORI)

ORI 1011 NEW STUDENT COLLEGE ORIENTATION

Prerequisite: None.

This course is required of all first-time college freshmen. It is designed to introduce students to college. Topics include but are not limited to: study skills; career/degree information; campus tour; and financial aid information. Eight (8) classroom hours in

one (1) day plus eight (8) classroom hours over an eight (8) week period. Additionally it may be offered as an internet course, or instead of the (8) classroom hours over the course of an eight week period, it may be offered in an all-day Saturday section. Credit: One semester hour.

PHYSICAL EDUCATION (PE)

PE 1011 INTERCOLLEGIATE PARTICIPATION

Prerequisite: None.

This course includes intercollegiate participation in varsity athletics. Course may be repeated for a maximum of four semester hours credit. Five laboratory hours a week in season. Credit: One semester hour. Does not apply toward graduation.

PE 1112 PERSONAL HEALTH

Prerequisite: None.

Instruction is given in personal health and hygiene. Two lecture hours a week. Credit: Two semester hours.

PE 1122 INTRODUCTION TO PHYSICAL EDUCATION

Prerequisite: None.

This course is designed for the student interested in a major in physical education. This course will take a look at the history of physical education and where physical education is headed in the future. The importance of physical education in elementary, secondary, and higher education will also be presented. Two lecture hours a week. Credit: Two semester hours.

PE 2212 FIRST AID

Prerequisite: None.

Open to both men and women, this standard first aid course as outlined by the American Red Cross, consists of emergency assistance and treatment in cases of accident, injury, or illness. Included is instruction on prevention of injuries and methods of massage, taping and bandaging. Two lecture hours a week. Credit: Two semester hours.

PE 2222 SPORTS RULES AND OFFICIATING

Prerequisite: None.

This course involves a study of the rules, mechanics and principles of officiating in different sports. Two lecture hours with laboratory work required. Credit: Two semester hours.

PE 2242 THEORY OF COACHING BASKETBALL

Prerequisite: None.

This course involves the basic principles of coaching basketball. Two lecture hours a week. Credit: Two semester hours.

PE 2252 THEORY OF COACHING BASEBALL

Prerequisite: None.

This course covers the basic fundamentals of all player positions, the philosophy of high school coaching, and the principles involved in construction and maintenance of a baseball park. Two lecture hours a week. Credit: Two semester hours.

PE 2810 SPECIAL PROBLEMS IN PHYSICAL EDUCATION

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

This course is designed specifically for special seminars, special studies, special interests, and other special

COURSE DESCRIPTIONS

projects/events/activities related to Physical Education. May be taken more than once. Credit varies from one to four hours.

Three lecture hours and six laboratory hours a week. Credit: Six semester hours.

PHYSICAL SCIENCE (PHS)

PHS 1114 GENERAL PHYSICAL SCIENCE

Prerequisite: None.

This is a course with a general education orientation designed to help the student understand and interpret his physical environment. The course consists of a study of important topics in astronomy, chemistry, geology, and physics. The course is recommended for Liberal Arts and Education majors but should not be taken by students who intend to complete other courses in these physical sciences. Four lecture-demonstration hours a week. Credit: Four semester hours.

PHS 2810 SPECIAL PROBLEMS IN PHYSICAL SCIENCE

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

PHYSICAL THERAPIST ASSISTANT (PTA)

PTA 2102 ANATOMY AND MOVEMENT

Prerequisite: Admission to the 2nd Year of PTA Program or special permission of PTA Director.

This course will further student knowledge of musculoskeletal anatomy with a focus on human movement. This course will expand upon the information learned in A&P I and II units related to the skeletal, muscular, and neurological systems. Topics include anatomical terminology, identification of surface anatomy landmarks, and musculoskeletal anatomy related to the profession of physical therapy. This course will further prepare the student to be successful in PTA 2144 and the remainder of the PTA program. Two lecture hours a week. Credit: Two semester hours.

PTA 2112 INTRODUCTION TO PHYSICAL THERAPY

Prerequisite: Admission to the PTA Program (or Alternate) with permission of PTA Director.

This course is an orientation to the physical therapy profession. Topics include: history, professional organization, federal/state regulations, interpersonal relationship skills, medical terminology and documentation. Two lecture hours a week. Credit: Two semester hours.

PTA 2126 PHYSICAL THERAPY PRINCIPLES AND PROCEDURES I

Prerequisite: Admission to the PTA Program.

This course teaches the principles and techniques of selected physical therapy treatment methods. These include: aseptic technique, body mechanics, safety procedures, vital signs, patient positioning and draping, transfers, gait training, therapeutic exercise, traction, massage, superficial heat and cold, deep heat modalities, ultraviolet radiation and hydrotherapy.

PTA 2133 MEDICAL AND SURGICAL CONDITIONS

Prerequisite: Admission to the PTA Program.

This course is the study of health and disease of all age groups introduced with an emphasis on the etiology, pathology, prevention, and treatment of selected medical and surgical conditions encountered in physical therapy. Three lecture hours a week. Credit: Three semesters hours.

PTA 2144 FUNCTIONAL ANATOMY AND KINESIOLOGY

Prerequisite: Admission to the PTA Program.

This course will cover the structure and function of the musculoskeletal system with an emphasis on the mechanical aspect of human action. Muscle testing, flexibility testing, goniometry, and the aspects of normal functional gait and posture will be covered. Two lecture hours and four laboratory hours a week. Credit: Four semester hours.

PTA 2152 CLINICAL PRACTICUM I

Prerequisite: Concurrently enrolled in PTA 2112, PTA 2102, PTA 2126, PTA 2133 and PTA 2144.

This course is clinical observation and the practice of physical therapy procedures. Knowledge from previous general education coursework and concurrent PTA courses is applied. The student will be required to travel to clinical education sites on a weekly bases. Eight Clinical hours a week. Credit: Two semester hours.

PTA 2213 PHYSICAL THERAPY PRINCIPLES AND PROCEDURES II

Prerequisite: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144 and PTA 2152, with a grade of "C" or better.

This course teaches additional physical therapy principles, techniques and pathologies. These include: electrotherapy, neuromuscular re-education, chest physical therapy, compression therapy, pathological gait and burns. Two lecture and two laboratory hours a week. Credit: Three semester hours.

PTA 2223 SEMINAR IN PHYSICAL THERAPY

Prerequisite: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144 and PTA 2152, with a grade of "C" or better.

This course covers topics to assist the student in the transition to physical therapist assistant. Topics included are trends, specialized practice, patient services, case studies integrating theory and practice and the employment process. Two lecture hours a week plus off-site observation requirement (48 clock hours). Credit: Three semester hours.

PTA 2234 REHABILITATION TECHNIQUES

Prerequisites: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144 and PTA 2152, with a grade of "C" or better.

This course covers rehabilitative procedures, including assistive devices, for patients of all age groups with disabilities resulting from arthritis, brain injury, amputation, spinal cord injury, cardiac conditions and genetic/congenital disorders are presented. Two lecture and four laboratory hours a week. Credit: Four semester hours.

COURSE DESCRIPTIONS

PTA 2243 CLINICAL PRACTICUM II

Prerequisite: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144, PTA 2152, PTA 2213, PTA 2222 and PTA 2234.

This course is clinical observation, application, and practice of physical therapy procedures under the direction and supervision of clinical faculty. Knowledge from previous general education and PTA courses will be applied. Location of clinical practicum will be assigned with transportation and housing being the responsibility of the student. Six weeks (240 hours). Credit: Three semester hours.

PTA 2253 CLINICAL PRACTICUM III

Prerequisite: PTA 2112, PTA 2102, PTA 2126, PTA 2133, PTA 2144, PTA 2152, PTA 2222, PTA 2234, and PTA 2243.

This course follows PTA 2243 and is continued clinical observation, application, and practice of physical therapy procedures under the direction and supervision of clinical faculty. Knowledge from the previous general education and PTA courses will be applied. Location of clinical practicum will be assigned with transportation and housing being the responsibility of the student. Six weeks (240 hours). Credit: Three semester hours.

PTA 2810 SPECIAL PROBLEMS IN PHYSICAL THERAPY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

This is an elective course that can be taken with approval during any phase of the program. A plan is developed between the student and faculty that identifies a project to be completed by the student that addresses current Physical Therapy practice issues. TBA. Credit: one, Two, or Three hours dependent upon project requirements.

PHYSICS (PHY)

PHY 1114 GENERAL PHYSICS I

Prerequisite: MTH 1513; MTH 1613 recommended.

This is a general technical physics for non-engineering students. It is a beginning lecture and laboratory study of the fundamental principles of mechanics and heat. Three lecture and three laboratory hours a week. Credit: Four semester hours.

PHY 1214 GENERAL PHYSICS II

Prerequisite: PHY 1114 or equivalent.

This is a continuation of Physics 1114. It is a lecture and laboratory study of the fundamental principles of sound, electricity, magnetism, light, and modern physics. Three lecture and three laboratory hours a week. Credit: Four semester hours.

PHY 2015 ENGINEERING PHYSICS I

Prerequisite: MTH 2215.

This course, designed for engineers or science majors, is a lecture-laboratory course of general physics taught with calculus. It includes topics from mechanics and heat. Four lecture and three laboratory hours a week. Credit: Five semester hours.

PHY 2115 ENGINEERING PHYSICS II

Prerequisite: PHY 2015 or equivalent.

This is a continuation of Physics 2015 including topics from sound, electricity, magnetism, light and modern physics. Four lecture and three laboratory hours a week. Credit: Five semester hours.

PHY 2313 MODERN PHYSICS

Prerequisite: PHY 2115.

Introductory topics in relativity, atomic structure, nuclear theory, wave mechanics, statistical physics, and solid state physics are studied. Three lecture hours a week. Credit: Three semester hours.

PHY 2810 SPECIAL PROBLEMS IN PHYSICS

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

PSYCHOLOGY (PSY)

PSY 1113 INTRODUCTORY PSYCHOLOGY

Prerequisite: None.

A survey of the major areas of study in Psychology such as: motivation, learning physiology, human development, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment. Three lecture hours a week. Credit: Three semester hours.

PSY 2113 PSYCHOLOGY OF ADJUSTMENT

Prerequisite: None.

This course is a psychology course that is a study of adjustment problems and their effect on the lives, behavior, and personalities of individuals. Three lecture hours per week. Credit: Three semester hours.

PSY 2313 INTRODUCTION TO COUNSELING

Prerequisite: PSY 1113.

This course is an introduction to theoretical principles and techniques of counseling. This course will also include the professional and ethical issues of counseling and social services issues. Three lecture hours per week. Credit: Three semester hours.

PSY 2433 PSYCHOLOGICAL STATISTICS

Prerequisite: PSY 1113. Recommended: MTH 1513.

This course is an introduction to descriptive and inferential, parametric and nonparametric statistical techniques used in behavioral research including: measures of central tendency, variability, correlation, regression analysis, hypothesis testing, t-tests, chi-square, and simple analysis of variance. Three lecture hours per week. Credit: Three semester hours.

PSY 2443 PERSONALITY THEORIES

Prerequisite: PSY 1113.

A psychology course that examines personality processes and the various theoretical approaches to the study of personality such as: psychodynamic, behavioral, phenomenological, trait, and social learning theories. Three lecture hours per week. Credit: Three semester hours.

PSY 2523 DEVELOPMENTAL PSYCHOLOGY

Prerequisite: PSY 1113.

This is a theoretical and research-based course that will cover social, emotional, physical and cognitive aspects of human

COURSE DESCRIPTIONS

development throughout the lifespan. Three lecture hours. Credit: Three semester hours.

PSY 2533 SOCIAL PSYCHOLOGY

Prerequisite: PSY 1113 or SOC 1113.

This course will cover topics such as: conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison. Three lecture hours a week. Credit: Three semester hours.

PSY 2810 SPECIAL PROBLEMS IN PSYCHOLOGY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

RELIGIOUS EDUCATION (RE)

RE 1713 SURVEY OF THE OLD TESTAMENT

Prerequisite: None.

This course is a survey of Old Testament literature with special attention given to literary form, historical background, and religious message. Two lecture hours a week. Credit: Two semester hours.

RE 1723 SURVEY OF THE NEW TESTAMENT

Prerequisite: None.

This course is a survey of New Testament literature with special attention given to literary form, historical background, and religious message. Two lecture hours a week. Credit: Two semester hours.

RE 2810 SPECIAL PROBLEMS IN RELIGIOUS EDUCATION

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

SCIENCE (SCI)

SCI 0103 BASIC SCIENCE

Prerequisite: None.

This non-credit course is designed for students who need to improve their science background before taking college-level science courses. It is an integrated course, which introduces a range of basic concepts of both physical and life sciences. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better passing course work for the semester. Two lecture and two laboratory hours a week. Credit: None.

SCI 1563 THERAPEUTIC NUTRITION

Prerequisite: None.

Designed for persons concerned with nutrition as it relates to disease processes and health problems. Emphasis is on special nutritional needs throughout the life cycle and diet modifications required by specific health problems. Three lecture hours a week. Credit: Three semester hours.

SCI 2224 EARTH, SPACE & ENVIRONMENTAL SCIENCE

Prerequisite: None.

An introduction to geology, astronomy, meteorology, and environmental science with laboratory for elementary majors. This course will also discuss the interrelationship between biotic and abiotic components of the environment and the influence human activities have on the environment. Four lecture hours a week. Credit: Four semester hours.

SCI 2810 SPECIAL PROBLEMS IN SCIENCE

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

SERVICE LEARNING (SL)

SL 1111 VOLUNTEERISM

Prerequisite: None.

This course is designed to promote service learning and volunteerism within the community. Students will be required to complete a service learning project. May be taken more than once. Credit: One semester hour.

SOCIAL SCIENCE (SS)

SS 2810 SPECIAL PROBLEMS IN SOCIAL SCIENCE

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

SOCIOLOGY (SOC)

SOC 1113 INTRODUCTION TO SOCIOLOGY

Prerequisite: None.

This course is a general survey of the field of sociology, the origin and development of social institutions and social processes. Three lecture hours a week. Credit: Three semester hours.

SOC 2013 MARRIAGE AND FAMILY RELATIONSHIPS

Prerequisite: None.

This course includes: 1) a study of the factors for successful marital adjustment; 2) a study of the problems of courtship and marriage; 3) a comparative analysis of family structure and change in relation to other aspects of society; and 4) a study of family processes such as courtship, marriage, reproduction, childbearing and marital dissolution. Three lecture hours. Credit: Three semester hours.

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SOC 2023 SOCIAL PROBLEMS

Prerequisite: SOC 1113.

This course is a study of contemporary social problems, their causes and proposed solutions. An attempt is also made to anticipate areas of future difficulty and to examine proposals for

SOC 2023 Social Problems Continued...

mitigating them. Three lecture hours. Credit: Three semester hours.

SOC 2063 DEVIANCE, CRIME, AND DELINQUENCY

Prerequisite: SOC 1113.

This course is a study of the theories and research on deviance and social controls, and the causes and prevention of crime and delinquency. Three lecture hours per week. Credit: Three semester hours.

SOC 2143 CULTURAL DIVERSITIES

Prerequisite: SOC 1113.

This course is a study of minority and majority relations and cultural differences. This course examines prejudice, discrimination and related factors. Credit: Three semester hours.

SOC 2433 DOMESTIC RELATIONS

Prerequisite: SOC 1113.

This course examines the laws of divorce, annulment, separate maintenance actions, and a review of various juvenile problems including adoption, custody and delinquency. Three lecture hours a week. Credit: Three semester hours.

SOC 2533 SOCIAL PSYCHOLOGY

Prerequisite: PSY 1113 or SOC 1113.

This course is a study of the psychological basis of social interaction and change. Three lecture hours per week. Credit: Three semester hours.

SOC 2613 SOCIOLOGY OF GENDER

Prerequisite: SOC 1113.

This course examines the reinforcement of gender roles by the major institutions of society and examines the effect of gender roles on education, mass media, economics, laws, religion and society. Credit: Three semester hours.

SOC 2810 SPECIAL PROBLEMS IN SOCIOLOGY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

SOCIAL WORK (SW)

SW 1113 INTRODUCTION TO SOCIAL WORK

Prerequisite: None.

This course is designed to acquaint the student with different types of social service. It provides an introduction to the philosophy, purposes, and functions of various social agencies. Three lecture hours a week. Credit: Three semester hours.

SW 2810 SPECIAL PROBLEMS IN SOCIAL WORK

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

SPANISH (SPA)

SPA 1013 CONVERSATIONAL SPANISH

Prerequisite: None.

This course should be taken by students who have never studied Spanish and who want to learn basic conversational patterns. The beginning student will develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish on topics of everyday life. Three lecture hours a week. Credit: Three semester hours.

SPA 1114 BEGINNING SPANISH I

Prerequisite: None.

This is an elementary course in understanding, speaking, reading and writing Spanish and includes a language lab component. Three lecture hours and one laboratory hour a week. Credit: Four semester hours.

SPA 1214 BEGINNING SPANISH II

Prerequisite: SPA 1113 (or two years of high school Spanish)

A continuation of Spanish I, this is an elementary course in understanding, speaking, reading and writing Spanish and includes a language lab component. Three lecture hours and one laboratory hour a week. Credit: Four semester hours.

SPA 2810 SPECIAL PROBLEMS IN SPANISH

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

SPEECH (SPC)

SPC 1001-2001 SPEECH ACTIVITY PARTICIPATION

Prerequisite: None.

Credit is earned by preparation for and participating in dramatic productions and/or intercollegiate speaking activities and may be repeated for a total of four credit hours. Two laboratory hours a week. Credit: One semester hour.

SPC 1003 VOICE AND DICTION

Prerequisite: None.

This course is a study of the physiology of speech, including such concepts as improvement of vocal control, expansion of vocabulary, and introduction to the International Phonetic Alphabet. Three lecture hours a week. Credit: Three semester hours.

SPC 1113 FUNDAMENTALS OF SPEECH

Prerequisite: None.

This is an elementary course emphasizing the principles and techniques of preparing for, participating in, and the evaluation of

COURSE DESCRIPTIONS

communication behavior at the interpersonal and public levels. Three lecture hours a week. Credit: Three semester hours.

SPC 2103 ARGUMENTATION AND DEBATE

Prerequisite: SPC 1113 or permission of instructor.

This course is concerned with the study and application of logic and argumentation in persuasion. It includes theories of *SPC 2103 Argumentation and Debate Continued...* argumentation and practical debate experience. Three lecture hours a week. Credit: Three semester hours.

SPC 2113 ORAL INTERPRETATION

Prerequisite: Departmental approval.

This course focuses on the theory and practice of the art of interpreting to an audience from the printed page, works of literature in their intellectual, emotional, and aesthetic entirety. Three lecture hours a week. Credit: Three semester hours.

SPC 2213 PUBLIC SPEAKING

Prerequisite: SPC 1112 or departmental approval.

Emphasis is placed on speeches designed for special occasions. Three lecture hours a week. Credit: Three semester hours.

SPC 2810 SPECIAL PROBLEMS IN SPEECH

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

THEATRE (TH)

TH 1133 INTRODUCTION TO THEATRE

Prerequisite: None.

This course is a survey and analysis of theatre history, literature, and practices relating to the theatre as a social force. Three lecture hours a week. Credit: Three semester hours.

TH 1143 CREATIVE DRAMATICS

Prerequisite: None.

This course examines the use of theatre for personal development, self-expression, and education using creative dramatics, storytelling, and improvisation. Three lecture hours a week. Credit: Three semester hours.

TH 2123 ORAL INTERPRETATION

Prerequisite: Departmental Approval.

This course instructs the student in the re-creation and oral communication of works of literary art. The selection, evaluation, analysis, interpretation, and oral presentation of various prose and verse selections are emphasized. Three lecture hours a week. Credit: Three semester hours.

TH 2133 ACTING I

Prerequisite: None.

Designed to acquaint the beginning actor with the fundamentals of acting, this course explores the physical, vocal, emotional and technical aspects of the actor's craft. Three lecture hours a week. Credit: Three semester hours.

TH 2143 STAGECRAFT

Prerequisite: None.

This course deals with the principles of constructing, rigging, and assembling modern stage scenery and equipment. Three lecture hours a week. May be taken more than once. Credit: Three semester hours.

TH 2233 ACTING II

Prerequisite: TH 2133.

This course will develop the actor's craft through scene study, and various techniques of character analysis and development. Three lecture hours a week. Credit: Three semester hours.

TH 2818 SPECIAL PROBLEMS IN THEATRE

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

VETERINARY TECHNOLOGY (VT)

VT 1104 INTRODUCTION TO VETERINARY TECHNOLOGY

Prerequisite: Admission to VT Program or approval of Program Director.

This course is designed to introduce students to the scope of a veterinary technician's duties, career opportunities, salary ranges and organizations available to veterinary technicians, the rules and regulations that govern technicians, veterinary medical terminology and provide students the opportunity to identify domestic breeds, breed characteristics and demonstrate appropriate restraint. The student will also begin developing skills in sanitation procedures, admitting and discharging patients, performing physical examinations, administering medications, using veterinary software and maintaining medical records. Three lecture and three laboratory hours a week. Credit: Four semester hours.

VT 1112 VETERINARY TECHNOLOGY MATH FOR MEDS

Prerequisite: Admission to VT Program or approval of Program Director.

This course is designed to provide the student with a beginning level of understanding of math as it relates to the health field. Students will review basic math skills and learn how to apply this basic knowledge to medication dosage calculation. Specific areas covered include basic units of measurements, abbreviations, equivalencies, apothecary, household, metric conversions, dosage calculations, calculations by weight, fluid therapy, and percent solutions. The student will have the opportunity to learn and practice math skills necessary for dosage calculation and administration. Two lecture hours a week. Credit: Two semester hours.

VT 1114 ANATOMY OF DOMESTIC ANIMALS

Prerequisite: Admission to VT Program or approval of Program Director.

This course is designed to provide the student an opportunity to identify and compare the anatomical structures of common domestic animals in preparation for the study of

COURSE DESCRIPTIONS

physiological processes. Three lecture and four laboratory hours a week. Credit: Four semester hours.

VT 1214 ANESTHESIA AND SURGICAL NURSING

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This 16-week course in anesthesiology is designed to give the student a working knowledge of the various common chemical agents associated with modern veterinary anesthesia. In addition to drug pharmacokinetics, students will also learn and develop skills in the proper operation and maintenance of anesthetic machines, induction and monitoring of patients, maintaining accurate anesthetic records, and recognizing anesthetic emergencies. Three lecture and four laboratory hours a week. Credit: Four semester hours.

VT 1223 PHYSIOLOGY OF DOMESTIC ANIMALS

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This course is designed to provide the student with the cognitive skills to comprehend the principles of body function, which are basic to the performance of the skills expected of a Veterinary Technician. The course will cover comparative function of domestic animals beginning at the cellular level and progressing through the systems of the body. Three lecture hours a week. Credit: Three semester hours.

VT 1224 CLINICAL PATHOLOGY I

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This course is designed to provide the student an opportunity to perform hematological techniques including: sample collection, preparation, identification and counting blood cells, determination of hematocrit, sedimentation rate, hemoglobin content, and red blood cell indices. Along with hematological performances, internal and external parasites are identified, and classified, with discussions of their significance within veterinary public health, epidemiology and prevention. Three lecture and four laboratory hours a week. Credit: Four semester hours.

VT 2006 EXTERNSHIP

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This is an occupational experience afforded by cooperative effort between the student, Murray State College Veterinary Technology Program and the approved professional veterinary medical or allied medical clinical practice establishment. Forty laboratory hours a week for eight weeks. Credit: Six semester hours.

VT 2103 CLINICAL PATHOLOGY II

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This course is designed to provide the student an opportunity to perform blood chemistry tests, urinalysis and aspiration techniques for cytological exam to aid in evaluating and interpreting physiological or pathological bodily functions. Hematology and parasitology laboratory applications will be carried over from Laboratory Tech. I. Other serological and body

function tests will be incorporated during the course of study. Two lecture and four laboratory hours a week. Credit: Three semester hours.

VT 2113 VETERINARY IMAGING

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This course is designed to introduce the student to various aspects of radiology, including analog and digital x-ray machines, positioning, exposure, developing techniques, contrast radiography and trouble-shooting. The course also includes exposure to ultrasonography, dental radiography, fluoroscopy, scintigraphy, and nuclear radiography. Safety and technique are emphasized throughout the course. Two lecture and four laboratory hours a week. Credit: Three semester hours.

VT 2122 LIVESTOCK FEEDING FOR VETERINARY TECHNICIANS

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

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

VT 2123 DISEASES OF DOMESTIC ANIMALS

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This course is designed to provide the student with the cognitive skills to recognize general pathology common to the domestic animal. The student will be expected to assimilate information and enter into a decision-making process at the level necessary for the practicing Veterinary Technician. Sections to be covered in this course include general pathology, immunology, toxicology and common diseases of domestic animals, including zoonotic diseases and preventive measures. Three lecture hours a week. Credit: Three semester hours.

VT 2124 PHARMACOLOGY AND SMALL ANIMAL MEDICAL NURSING

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This course is designed to introduce the student to the various aspects of pharmacology including: recognition of general types and groups of drugs, routes of administration and dosage regimen; pharmacokinetics; and labeling and packaging of drugs for dispensing. In addition the student will have the opportunity to expand skills acquired in VT 1214, and VT 1224. Clinical laboratory topics covered include anesthesia, surgical assisting, surgical nursing, medical nursing, fluid therapy, IV and urinary catheterization, neonatal clinical procedures, basic dentistry, CPR and bandaging. Three lecture and four laboratory hours a week. Credit: Four semester hours.

VT 2213 VETERINARY CLINICAL MANAGEMENT

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This course covers basic office procedures, veterinary management software, inventory management, staff, and client

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relation, the human-animal bond, ethics, professional conduct, and marketing. Three lecture hours a week. Credit: Three semester hours.

projects/events/activities related to Zoology. May be taken more than once. Credit varies from one to four hours.

VT 2214 LARGE ANIMAL MEDICAL NURSING

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

The course will cover restraint and handling, husbandry, diseases, physical examination, basic dentistry, medication techniques, diagnostic sampling, diagnostic imaging, clinical procedures, reproduction, anesthesia, surgery, neonatal clinical procedures and clinical nursing of equine and food animal patients. Three lecture and four laboratory hours a week. Credit: Four semester hours.

VT 2222 SMALL ANIMAL NUTRITION

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

An introductory course providing identification and function of nutrients, understanding pet food labels, and applications for wellness, life stage, and therapeutic nutrition (prescription foods) for dogs and cats. Two lecture hours a week. Credit: Two semester hours.

VT 2223 WILD, ZOO AND LABORATORY ANIMALS

Prerequisite: Completion of preceding VT courses (as listed in the degree curriculum) with a grade point of 2.0 or better.

This course is an introductory course in handling, restraint, nutrition, breeding, and common diseases of wild, zoo and laboratory animals. Two lecture and three laboratory hours a week. Credit: Three semester hours.

VT 2810 SPECIAL PROBLEMS IN VETERINARY TECHNOLOGY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

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

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ZOOLOGY (ZOO)

ZOO 1114 GENERAL ZOOLOGY

Prerequisite: None.

The course covers structure, function and diversity of animals. It includes the study of biological concepts and processes such as evolution, cellular metabolism, reproduction, heredity, development, and homeostasis. The laboratory component includes the study of the taxonomy and systematics on animal phyla and the anatomy and morphology of representative taxa. Three lecture and two laboratory hours a week. Credit: Four semester hours.

ZOO 2810 SPECIAL PROBLEMS IN ZOOLOGY

Prerequisite: Approval of the Departmental Chair and the Academic Affairs Office.

This course is designed specifically for special seminars, special studies, special interests, and other special

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M.S., East Central University

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B.S., Southeastern Oklahoma State University

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Last revision: October 26, 2011.



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This publication has been distributed through electronic format on the Murray State College web site at
www.msco.edu.