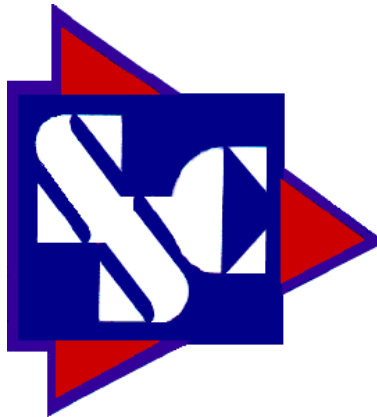


SEMINOLE STATE COLLEGE

CATALOG



2701 Boren Boulevard
Seminole, OK 74868
405.382.9950

www.sscok.edu

The regulations in this catalog are based upon present conditions and are subject to change without notice.
The College reserves the right to modify any statement in accordance with unforeseen conditions.

PRESIDENT'S WELCOME

Dear Student,

Welcome and congratulations on choosing Seminole State College. You have made an excellent decision regarding your academic career.

The College is in a constant state of change. With expanding course options, state-of-the-art facilities, and knowledgeable faculty and staff, we provide a dynamic learning atmosphere.

Seminole State College provides its students not only with an exceptional learning environment, but also a variety of extracurricular activities. In addition to the experience and training received in the classroom, student organizations offer a number of social and recreational activities. I hope you will enjoy the sporting events and community service opportunities presented to you. Involvement in these types of activities will enrich your college experience.

Again, welcome to Seminole State College. We are proud you have selected our campus community as the next step in your education.

Best Wishes,

James W. Utterback, Ph.D.
President

Seminole State College Mission

Seminole State College empowers people for academic success, personal development, and lifelong learning.

Seminole State College CORE Values

The Oklahoma State Regents for Higher Education authorizes Seminole State College to fulfill the functions listed below:

Compassion

Celebrating a diverse campus, local and global community of people and displaying professionalism and compassion in all interactions.

Opportunity

Presenting current trends and future possibilities for career, academic and personal enrichment.

Respect

Building mutual respect, integrity, and confidence for ourselves, for others, and for the environment.

Excellence

Continually striving to achieve the highest standards and exhibit excellence in our programs and relationships with all stakeholders.

GOVERNING BOARDS

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Dr. Glen D. Johnson Jr.
Chancellor

Joseph L. Parker Jr.
Chair, Tulsa

Julie Carson
Vice Chair, Claremore

Marlin "Ike" Glass
Secretary, Newkirk

James D. "Jimmy" Harrel
Assistant Secretary, Leedey

Don Davis
Lawton

John Massey
Durant

William Stuart Price
Tulsa

Michael C. Turpen
Oklahoma City

Ronald H. White, M.D.
Oklahoma City

SEMINOLE STATE COLLEGE BOARD OF REGENTS

Bill Huser
Chair, Wewoka

Marci Donaho
Vice Chair, Seminole

Jeff Miller
Secretary, McAlester

David Wilson
Seminole

Marilyn Bradford
Shawnee

Kenneth Henderson
Seminole

Leesa Adams
Shawnee

General Information

Section I

Seminole State College is a comprehensive, state supported community college dedicated to student success and committed to educational excellence. An open door institution located in Seminole, Oklahoma, the College has served the educational needs of the community and surrounding counties since it was founded in 1931. Throughout its history, the community has played an integral role in the dynamic growth and progress of the institution. Administrators, faculty and staff are at the forefront of the College's commitment to excellence and student advancement. Continuing an eighty-year legacy, students represent the institution with academic distinction, a strong competitive spirit, and school pride.

Seminole State College Mission

Seminole State College empowers people for academic success, personal development, and lifelong learning.

Seminole State College CORE Values

The Oklahoma State Regents for Higher Education authorizes Seminole State College to fulfill the functions listed below:

Compassion: Celebrating a diverse campus, local and global community of people and displaying professionalism and compassion in all interactions.

Opportunity: Presenting current trends and future possibilities for career, academic and personal enrichment.

Respect: Building mutual respect, integrity, and confidence for ourselves, for others, and for the environment.

Excellence: Continually striving to achieve the highest standards and exhibit excellence in our programs and relationships with all stakeholders.

Seminole State College Provides

1. General education and other university-parallel coursework.
2. One and two-year programs of collegiate-level technical-occupational education to prepare individuals to enter the workforce.
3. Programs of remedial and developmental education.
4. Formal and informal programs of study especially designed to serve community needs for continuing education
5. Programs of institutional research to improve the college's efficiency and effectiveness.
6. Special support and activity programs which assist and enrich students' educational experience.
7. Programs of economic development, in conjunction with area colleges and universities which serve the needs of our service area.

Institutional Beliefs and Commitments

A. Student Success

Seminole State College is committed to helping students reach their educational goals. To this end, the impact on students will be the first and foremost consideration in the establishment of institutional policies, procedures, programs, and services. Most importantly, the college will foster a learning environment that values and

nurtures the process of students working toward self-chosen personal and academic goals.

B. Universal Access

Seminole State College will make its programs and services broadly accessible to students of diverse backgrounds and experiences.

C. Extensive and Effective Collaboration

Seminole State College will encourage and implement working partnerships with other agencies or firms to enhance the quantity and quality of services provided.

D. Instructional Innovation.

Seminole State College will use technology and diverse teaching methodologies enhance quality and efficiency in the delivery of educational programs and services.

E. Quality over Quantity

Seminole State College will dedicate its limited resources only to high quality programs and services.

Vision: A Continuing Quest for Unparalleled Excellence

Seminole State College seeks to be an institution of unparalleled excellence, regarded by both internal and external constituents as a college whose quality is second-to-none, where employees and regents make a continual effort to meet the needs and exceed the expectations of the community and our clients.

Accreditation

Seminole State College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and the Oklahoma State Regents for Higher Education. Additionally, the Nursing degree program is accredited by the National League for Nursing Accrediting Commission and the Oklahoma Board of Nursing and the Medical Laboratory Technology degree program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

Institutional Affiliations

Seminole State College has affiliations with or memberships in numerous organizations:

- American Anthropological Association
- American Association of Community Colleges
- American Association of Veterans Program Administrators
- American Community College Trustees
- American Council on Education
- American Library Association
- AMIGOS Bibliographic Service
- Bi-State Athletic Conference
- Bureau of Indian Affairs
- Central Oklahoma Human Resources Society
- Central Oklahoma Tech Prep Consortium
- Council for the Advancement and Support of Education
- Council on Law Enforcement Education and Training
- Council of North Central Two Year Colleges
- Head Start Supplemental Training/Child Development Associates Consortium
- Higher Education Alumni Council of Oklahoma
- Higher Education Telecommunication Association
- Higher Learning Commission of the North Central Association of Schools and Colleges
- Institute for Oklahoma Nursing Education
- League for Innovation in the Community College
- National Accrediting Agency for Clinical Laboratory Sciences
- National Association for the Education of Young Children
- National Association of College Auxiliary Services
- National Association of College Stores
- National Association of Student Financial Aid Administrators
- National Association of College and University Business Officers
- National Junior College Athletic Association
- National League for Nursing
- National League for Nursing Accrediting Commission
- National Student Government Association
- Oklahoma Academic and Research Library Association
- Oklahoma Association of College and University Business Officers
- Oklahoma Association of Collegiate Registrars and Admissions Officers
- Oklahoma Association of Community Colleges
- Oklahoma Association of Student Financial Aid Administrators
- Oklahoma Association of Veterans Coordinators and Counselors
- Oklahoma Board of Nursing
- Oklahoma College Personnel Association
- Oklahoma College Public Relations Association
- Oklahoma Collegiate Athletic Conference
- Oklahoma Library Association
- Oklahoma Partners in Industrial Education
- Oklahoma Political Science Association
- Oklahoma State Regents for Higher Education
- Oklahoma Student Government Association
- Online Computer Library Center Inc.
- Phi Theta Kappa Honor Society
- Psi Beta Honor Society
- Robert Ross International University of Nursing
- Sigma English Honor Society Kappa Delta
- Southern Association of Collegiate Registrars and Admissions Officers
- Southwest Association of College and University Business Officers
- Southwest Association of Student Financial Aid Administrators
- Southwest College Bookstore Association

Admissions Information

Section II

Admission and Enrollment

Seminole State College welcomes, encourages, and supports student success. The College provides an “open door” admission policy in accordance with admission criteria set by Oklahoma State Regents for Higher Education. Students must meet additional standards to be admitted to certain degree programs.

Admission materials are available on-line and in the Admissions Office. Application for admission is processed on a continuing basis. Students are encouraged to apply for admission several months in advance of the desired semester enrollment to facilitate the process of academic advisement, placement and enrollment.

The College believes a student’s success is enhanced by assessment of basic English, math, science, and reading skills and through placement in courses meeting the assessed needs of individual students. Placement testing is provided prior to enrollment.

Admission Application Process

All materials required for the Student Personnel File should be in the Admissions Office prior to enrollment. A student whose files are incomplete at the time of enrollment may be provisionally enrolled and granted one semester to complete the file. If the file is still incomplete after one semester, a student may be subject to administrative withdrawal for subsequent semesters.

New students who plan to attend Seminole State College should provide items (1), (2), (3), and (4) below. Transfer students who plan to attend Seminole State College should complete items (1), (2), (3), (4), and (5).

1. Completed Application for Admission form which may be obtained from the Registrar’s Office—a \$15 application fee will be charged upon initial enrollment at Seminole State College.
2. American College Test (ACT) results no more than five-years-old—the test is given five times annually on national testing dates. Students taking the test prior to college enrollment should put the Seminole State College code number (3436) on the ACT application as one of the places the score results are to be sent. All regularly enrolled students, under age 21, are encouraged to take the ACT test. Students are encouraged to take the ACT test if planning to attend another college/university after they leave Seminole State College. Residual ACT tests are administered locally in addition to those administered on the five national test dates.
3. High School Transcripts—an official transcript of all high school courses taken must be provided to the Admissions Office. The transcript must show the date of graduation, if applicable.
4. Students who have not earned the required high school units must clear any deficiency before enrolling in college courses in the specific subject area. Deficiencies may be cleared by meeting itemized scoring standards on the ACT test, by taking college assessment tests and meeting required score requirements, or by enrolling in pre-college level courses. Pre-college level courses will not count toward satisfaction of degree program requirements. Students must clear any curricular deficiency within the first 24

hours of college credit attempted. (See “High School Curricular Requirements for Admission to Programs” below.)

5. College/University Transcripts—Official transcripts from any other institutions of higher education which have been attended, if any, must be provided to the Seminole State College Admissions and Records Office. Additional information will be required if a student is not in good standing at the last higher education institution attended. Transfer student with curricular deficiencies must clear all deficiencies within the first 12 hours of college credit.

Admission to Seminole State College does not guarantee admission to a specific occupational program. Students must consult an Enrollment Specialist or the appropriate Program Coordinator for additional admission requirements to special programs.

High School Curricular Requirements

Units	Course Areas
4	English Grammar, Composition, Literature
2	Lab Science Biology, Chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.
3	Mathematics Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, and Advanced Placement Statistics
3	History and Citizenship Skills Including 1 unit of American History and 2 additional units from the subjects of History, Economics, Geography, Government, Non-Western Culture
3	Other Additional units of subjects previously listed or selected from the following: Computer Science, Foreign Language. (Keyboard and other courses designed to teach typing skills may NOT be used to fulfill this requirement.)
15	TOTAL REQUIRED UNITS

Admission of Applicants Who Are Not High School Graduates

A non-high school graduate whose high school class has graduated is eligible for provisional admission to Seminole State College under the following conditions:

1. The ACT examination or equivalent placement tests have been taken by the time the applicant enrolls.
2. The applicant's high school class has graduated **OR** he/she has official GED scores.
3. If the student's high school class has not graduated and the applicant has not received an official GED, the student whose composite standard score on the ACT places them at the 99th percentile of all students using Oklahoma norms or whose combined verbal and mathematical scores on the SAT places them at the 99th percentile of all students using national norms may be admitted based on test scores, evaluation of maturity level, ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.
4. Transcript of any high school work must be provided.
5. The applicant is approved for admission by the Vice President for Student Affairs.

The provisional admission will remain in force for a period of two semesters. If at the end of that time the student has made satisfactory progress according to the Student Retention Standards, enrollment may be continued as a student in good standing.

Concurrent Enrollment Admission

1. Student must complete an Application for Admission to Seminole State College.
2. Student must submit a Concurrent Enrollment form signed by the high school principal, high school counselor, parent or legal guardian, and the student.
3. Student must submit an official high school transcript (with high school GPA calculated by high school) and ACT (or SAT) scores.

*NOTE: There is **no** secondary assessment for students who do not meet ACT (or SAT) criteria. High school students may not enroll in zero-level courses designed to remove high school deficiencies.*

High School Senior Concurrent Enrollment Eligibility

Student must:

1. Have taken the ACT and scored a minimum composite of 19 **or** 900 on the SAT **or** have a high school GPA OF 3.0, **and**
2. Have minimum sub-score of 19 on the ACT (or equivalent SAT) before being allowed to enroll in a college level course in the sub-score subject area. For example:
19 in the English ACT sub-score to enroll in English courses;

19 in the Math ACT sub-score to enroll in math courses;

19 in the Science ACT sub-score to enroll in science courses; **and**

19 in the Reading ACT sub-score 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 combined high school and college course load 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 (form may be obtained through Admissions Office).

High School Junior Concurrent Enrollment Eligibility

Student must:

1. Have taken the ACT and scored a minimum composite of 21 **or** 980 on the SAT **or** have a high school GPA of 3.50, **and**
2. Have minimum sub-score of 19 on the ACT (or equivalent SAT) before being allowed to enroll in a college level course in the sub-score subject area. For example:
19 in the English ACT sub-score to enroll in English courses;
19 in the Math ACT sub-score to enroll in math courses;
19 in the Science ACT sub-score to enroll in science courses; and
19 in the Reading ACT sub-score are 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 combined high school and college course load 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 (obtain forms through Admissions Office).

Home School Concurrent Enrollment

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. A home-schooled student's eligibility is based only on ACT (or SAT) scores.

Concurrent Enrollment of High School Technology Students

Gordon Cooper Technology Center
Wes Watkins Technology Center

Through the Oklahoma State Regents for Higher Education Cooperative Alliance Project, Seminole State College, in partnership with Gordon Cooper Technology Center and Wes Watkins Technology Center, has been approved to allow high school students to enroll in technical programs and courses under separate admission standards. An eleventh or twelfth grade student enrolled in an accredited high school is allowed admission at Seminole State College in an Associate in Applied Science degree and in approved technology center courses only. A student who is at least 16 years of age and receiving high school-level instruction at home or from an unaccredited high school is also allowed the same enrollment. These students must provide a letter of support from the high school counselor and written permission from a parent or legal guardian, and they must meet one or more of the following options:

- Option 1 – ACT score of 19 (the composite score without the writing component)
 - Option 2 – ACT Plan score of 15
 - Option 3 – High School Grade Point Average of 2.5
- All other concurrent admission policy requirements and retention standards remain in effect for technical students.

International Student Admission

International students desiring to enroll at Seminole State College will follow the admission process:

- A. Demonstrate competency in English in accordance with Oklahoma State Regents for Higher Education policy. Students may contact the Admissions Office for full English competency eligibility information **or** demonstrate competency through Option 1 **or** Option 2 below:
 - 1. High School Performance. Students must have successfully completed the high school core requirements in, or graduate from, high school where English is the primary language in a country where English is a primary language. For admission under this option students should submit official transcript(s) from an English-speaking high school showing graduation **or** submit applicable documents showing successful completion of the high school core requirements. Students admitted under this option must also remediate and remove any high school curricular deficiencies, **or**
 - 2. Student may be admitted who achieve a Test of English as a Foreign Language (TOEFL) score of at least 500 **or** provisional enrollment may be granted with a 460 TOEFL score and 12 weeks instruction in a state-approved language school.
- B. Provide the following documents:
 - 1. Students transferring from another institution of higher education must provide all official transcripts from each institution attended.
 - 2. Up-to-date Passport, Visa, and if transferring from another institution, the I-20 student copy

from the last school the student was authorized to attend.

- 3. Official letter of financial support.
- C. A student must maintain immigration status and be in good standing with Immigration and Naturalization Service.
- D. Submit an Application for Admission form and return it with an application fee of \$15 to the Registrar.
- E. Upon receipt of the application and fee, the Registrar will issue an I-20 form to those students transferring from a language center or college in the United States. For those desiring to be admitted to Seminole State College directly from their home country, the application for admission, the \$15 fee, the letter of financial support, and official test scores showing English language proficiency must be provided before an I-20 will be issued. International students applying for admission who will attend a language center in the United States prior to attending Seminole State College will be provided a conditional letter of acceptance upon receipt of the application for admission, the letter of financial support, and the \$15 fee. Admission will be based upon meeting all of the requirements of Section I above. The I-20 to be used in gaining admission to the United States must come from the language center, which the student will attend before attending Seminole State College.
- F. International students may be required to submit evidence of a tuberculin test and a polio inoculation or acquire them during the first week of classes. If the tuberculin test shows positive, the student must have a chest x-ray within five days or will be subject to being suspended from classes.
- G. International students will be enrolled in courses based on their placement test scores.
- H. International students are expected to be familiar with United States Immigration policies and laws concerning their stay in the United States. Assistance in understanding these policies and laws can be obtained in the Registrar's Office.

English as a Second Language Student Admission

Students for whom English is a second language must present evidence of proficiency in the English language prior to admission on the TOEFL or IELTS Examinations, successfully complete IEP Studies as outlined above, or provide an official transcript from an English-speaking high school showing graduation or successful completion of the high school core requirements.

Use of Non-Academic Criteria in Admission of Students

In addition to the academic criteria used by institutions in the Oklahoma State System of Higher Education as the basis for student admission, institutions consider the following nonacademic criteria in deciding whether first-time applicants or transfer students should be granted admission: 1) whether applicants have been expelled, suspended, denied admission or denied readmission by any other educational institutions; 2) whether applicants have

been convicted of a felony or convicted of any lesser crime involving moral turpitude; 3) whether applicants have conducted themselves in a manner so that if, at the time of such conduct applicants had been students at the institution, their course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission at the institution where application is being made. If any of said criteria should be present, the institution shall deny admission to applicants if it decides that the happening of any of the events described indicates the applicants' unfitness, at the time of application, to be accepted as students at the institution

If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

1. The applicant must be advised of the grounds of the denial;
2. The applicant must be informed of the facts which form the basis of the denial; and
3. The applicant must be afforded an opportunity to appeal an admission denial before a committee.

Advanced Standing Credit

Seminole State College believes that students proficient in specific areas should have the opportunity to establish college credit through advanced standing examinations. A total of 30 semester hours may be earned through advanced standing exams, College Level Examination Program (CLEP) tests, or the College Board's Advanced Placement Program (APP). Advanced standing credit is also given for military service evaluating credit by using the American Council on Education publication, *A Guide to the Evaluation of Educational Experiences in the Armed Services*.

Advanced standing credit will not be posted to the transcript until after a student has earned at least 12 hours of college credit. Information on Advanced Standing can be obtained in the admissions office.

Legal Residence

The Oklahoma State Regents for Higher Education has a specific policy concerning legal residence in the state of Oklahoma for the purpose of determining whether students are to be classified as in-state (resident) or out-of-state (nonresident) students. A complete copy of the Regents' policy is available upon request in the Admissions Office. Below, the policy is summarized for prospective students of the college.

Principles

1. Attendance at an educational institution is interpreted as temporary residence. A student neither gains nor loses resident status solely by such attendance.
2. A nonresident student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.
3. Individuals do not acquire status as a resident of Oklahoma until they have been in the state for at least a year primarily as a permanent resident and

not merely as a student. Also, an individual classified as a resident of Oklahoma is not reclassified as a nonresident until twelve months after having left Oklahoma to live in another state.

4. All married persons shall be treated as equal under this policy. Each spouse in a family shall establish his or her own residence status on a separate basis. (An exception includes when a nonresident marries an already established resident of Oklahoma, the nonresident may be considered a resident after documentation of the marriage and proof of domicile are satisfied.)
5. The burden of proof of residence status or domicile is upon the applicant. Students filing an appeal for reclassification of residence status must use forms provided or approved by the Oklahoma State Regents for Higher Education.
6. Initial classification as nonresident students does not prejudice the right of individuals to be reclassified for following semesters or terms of enrollment as Oklahoma residents provided they can establish proof of residence in accordance with criteria and procedures detailed as "Proof of Residence" and "Reclassification" in the Regents' policy.

Definitions

1. Resident of Oklahoma - A resident of Oklahoma is one who has lived continuously in Oklahoma for at least twelve months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components—residence and the intention to remain. When these two occur, there is domicile.
2. Independent Person - An independent person is one enjoying majority privileges (or is legally emancipated from the parental domicile) and who is responsible for his or her own care, custody, and support.
3. Dependent Person - A dependent person is one who is under the care, custody, and support of a parent or other legally sanctioned parental surrogate.
4. Full-time Student - A full-time undergraduate student is one enrolled in a minimum of twelve credit hours per semester in an academic year or a minimum of six credit hours in a summer session.

Independent Persons

If students who are independent of parental domicile can provide adequate and satisfactory proof of having come to Oklahoma with the intent of establishing domicile, they may be granted resident student classification at the next enrollment occurring after expiration of twelve months following the establishment of Oklahoma domicile. A spouse must establish proof of domicile status on a separate basis.

Dependent Persons

The legal residence of a dependent person is that of his/her parents, or the legal residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care, custody and support of those other than his/her parents, the legal residence is that of his/her legal guardian.

A dependent person may become emancipated (freed from parental domicile) through marriage, formal court action, abandonment by parents, or positive action on the student's part evidential of alienation from parental domicile. To qualify under the latter category, a dependent person must have completely separated from the parental domicile and have proof that such separation is complete and permanent. Mere absence from the parental domicile is not proof of its complete abandonment. If applicants can provide adequate and satisfactory proof of complete emancipation and having come to Oklahoma with the intent of establishing domicile, they may be granted resident student classification at the next enrollment occurring after expiration of twelve months after establishing Oklahoma domicile.

Foreign Nationals

An individual who is not a United States National may become eligible for classification as an Oklahoma resident provided that he/she 1) holds "permanent resident status," as defined by the Immigration and Naturalization Service, evidenced by the issuance of a green card; 2) has resided in Oklahoma for at least twelve consecutive months; and meets the criteria for establishment of domicile.

Classification as an Oklahoma resident may immediately be granted to an individual who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full time basis along with his/her spouse and dependent children without the 12 month domiciliary requirement, as long as they continue in such full-time employment capacity.

Military Personnel

Students attending institutions while on full-time active duty in the armed forces are considered to have temporary residence in the state where attending school.

Students neither gain nor lose resident status solely by such military service. Members of the armed forces stationed in Oklahoma, their spouses, and dependent children will be admitted without the payment of nonresident tuition so long as they continue to be stationed in the state in full-time military service and under military orders.

Full-Time Professional Practitioner or Worker

An individual who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be declared an Oklahoma resident along with the spouse and dependent children so long as the person continues in such full-time employment capacity.

Proof of Residence

The burden of proof of residence is upon the applicant. Some of the various types of evidence that may serve as proof of one's residence in Oklahoma are year-round residence, ownership of property, registration for and voting in State general elections, filing an Oklahoma income tax return for the most recent calendar year, and payment of ad valorem property taxes. Since residence or domicile is at least partially a matter of intent, each case is judged on its own merits, and no definitive or "magic" set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.

Reclassification

In addition to the aforementioned criteria, an independent person seeking to be reclassified as a resident of Oklahoma must meet the following criteria for the current and immediately preceding year.

1. The person must not have been claimed as an exemption for state and federal tax purposes by nonresident parents.
2. The person is self-supporting as evidenced by having provided the majority of funds for the individual's own upkeep.
3. The person must have maintained a continuous residence in Oklahoma for the period set forth above.

Enrollment Procedures

Section III

Seminole State College students may be admitted and enrolled in person or through a convenient online system. The online process greatly reduces the time it takes to enroll and facilitates the admission process. In-person admission and enrollment begins in the Admission’s Office in the Student Services Center. Complete details for enrollment can be found in any current class schedule. Schedules are available on the Seminole State College website at www.sscok.edu.

Enrollment Steps

Step-by-step procedures for officially enrolling at Seminole State College are as follow:

Step One: Complete Admission Requirements which include providing the following information:

- A. Complete an Application for Admission and submit \$15 application fee.
- B. High School transcript, showing date of graduation, or proof high school class has graduated.
- C. All regularly enrolled students are encouraged to take the ACT test. ACT scores cannot be more than five-years old. If a regularly enrolled student has not taken the ACT test, then placement tests will be required.
- D. If transferring from another institution of higher education, an official transcript from that institution and all other colleges previously attended.

NOTE: No student is officially enrolled until all required records indicated above are on file. Failure to provide these records in a timely manner may result in a cancellation of enrollment or a delay in future enrollment or transfer.

Step Two: Meet with an Enrollment Specialist and review any ACT or SAT scores for curricular deficiencies and assessment testing needs. The Enrollment Specialist will determine if one or more student placement exams must be taken (all first-time freshmen students are subject to placement testing to ensure proper course selection).

Step Three: After placement testing (if needed), meet with an Enrollment Specialist in the Enrollment area to obtain assistance in working out a schedule. Students receiving benefits from the Veterans Administration should report to the Coordinator of Veterans Affairs for an enrollment check.

Step Four: Student will receive a printout showing class schedule and amount due for tuition and fees.

Step Five: Proceed to the Cashier’s Office to pay fees and receive a campus parking permit.

Online Enrollment

To use the online system the following criteria must be satisfied.

Online Application Procedure

- A. Visit the Seminole State College website at www.sscok.edu .
- B. Follow regular admission procedures as noted in Section II.

Once the online application is received by the admission office, a letter will be sent regarding the status of the student’s application.

Online Enrollment Procedure

- A. First time or concurrent students are not eligible for online enrollment.
- B. Students are cleared for online enrollment after completion of all curricular deficiencies.
- C. Students must contact an Enrollment Specialist in order to enroll online.

Tuition and Fee Schedules

The Oklahoma State Regents for Higher Education and the Seminole State College Board of Regents have approved the educational program fees charged by the College. These are mandatory fees charged per credit hour. ***Fees are due before the first day of class. All fees are subject to change without notice.***

Oklahoma Residents Tuition

Tuition	\$68.55 per semester credit hour
Technology Service Fee.....	\$8.00 per semester credit hour
Library Technology Fee.....	\$2.75 per semester credit hour
Records Management Fee.....	\$2.00 per semester credit hour
Student Assessment Fee.....	\$3.00 per semester credit hour
Student Activity Fee	\$7.15 per semester credit hour
Student Service Fee	\$9.00 per semester credit hour
Cultural and Recreation Services Fee	\$1.25 per semester credit hour
Infrastructure Fee	\$6.00 per semester credit hour
Total Per Credit Hour.....	\$107.70

Nonresidents Tuition

Tuition	\$68.55 per semester credit hour
Non-Resident Tuition.....	\$146.45 per semester credit hour
Technology Service Fee.....	\$8.00 per semester credit hour
Library Technology Fee.....	\$2.75 per semester credit hour
Records Management Fee.....	\$2.00 per semester credit hour
Student Assessment Fee.....	\$3.00 per semester credit hour
Student Activity Fee	\$7.15 per semester credit hour
Student Service Fee	\$9.00 per semester credit hour
Cultural and Recreation Services Fee	\$1.25 per semester credit hour
Infrastructure Fee	\$6.00 per semester credit hour
Total Per Credit Hour.....	\$254.15

Supplemental Fees

The Oklahoma State Regents for Higher Education have authorized state colleges and universities to charge supplemental fees to further cover the costs of offering a course. Authorization has been given to charge supplemental fees in addition to the educational program fees as follow:

Remedial (Zero Level) Course Fee	\$13.00 per credit hour
Lab Course Fee	\$35.00 per course
College Credit Fee for Courses taught at Technology Centers....	\$8.00 per credit hour

Other Student Charges

Additional fees may be charged for various services as follow:

Application Fee (non-refundable)	\$15.00 initial enrollment
Late Payment Fee.....	\$50.00 per semester
International Student Fee	\$200.00 per semester
Outreach/Non-Campus Fee.....	\$20.00 per credit hour
Nursing Fee.....	\$20.00 per credit hour
Medical Lab Technician Fee	\$10.00 per credit hour
Electronic Access Fee	\$5.00 per semester
Hybrid Course Fee	\$10.00 per course
Parking Permits.....	\$25.00 per academic year
Additional Parking Permits	\$10.00 per permit
Returned Check Fee	\$25.00 per check
Lost Residence Hall Card Key	\$10.00 per key
Lost Residence Hall Hard Key.....	\$50.00 per key
Lost Mail Box Key.....	\$10.00 per key
Lost Photo I.D.....	\$10.00 per I.D.
Graduation Cap and Gown Fee	Cost of Cap and Gown
CLEP Test.....	National Testing Agency Rate
ACT Test	National Testing Agency Rate
Advanced Standing Credit	\$6.00 per credit hour

Audit of Courses

Students taking credit courses for no grade will pay the same enrollment fees and tuition as regular credit students.

Noncredit Offerings

The fees for noncredit courses, community services offerings, workshops and seminars will be assessed on the basis of individual program costs. Students enrolled in noncredit offerings cannot switch to another course or noncredit offering with a transfer of fees. Students must drop the noncredit offering and enroll in the new course or noncredit offering and make fee payment.

Payment of Tuition and Fees

To remain in good financial standing with the college and thereby continue to participate in its educational programs, services, and benefits, a student must meet all financial obligations incurred at the College. Enrollment and attendance in classes financially obligates the student for full payment of the fees as shown on his/her fee statement.

Students pay tuition and fees at the Cashier's Office with cash, personal check, money order, cashier's check, American Express, VISA, or MasterCard. Alternatively, students may make arrangements for monthly tuition and fee payments using FACTS. Access to enroll in this automatic monthly payment program is available on the website www.sscok.edu by clicking on the e-Cashier icon.

Those who have not paid accounts prior to the fee payment deadline (as published in each class schedule) may be subject to being Administratively Withdrawn from classes, having transcript/diploma held, receiving a late payment penalty, and losing pre-enrollment privileges for future semesters. A returned check to the college may result in cancellation of the student's enrollment for failure to pay a delinquent account.

Late enrollment financially obligates a student for the late payment fee as well as appropriate tuition and fee charges. A student who enrolls during the late enrollment period and subsequently drops/withdraws from the course(s) will be refunded according to the regular refund schedule.

Students who have been awarded scholarships must ensure that any additional fees or tuition over and above the amount of scholarship award are paid prior to the fee payment deadline. Students who have third party pay authorization (from the military, business/industry, or employers) must ensure that the Office of Financial Aid has formal notification of this authorization from the third party payer before the fee payment deadline.

Dependents of Former Prisoners of War and Persons Missing in Action

Any former prisoner of war or person missing in action, as defined by the provisions of Section 1, HB 1428, 1973 Legislature, and the dependents of a prisoner of war or person missing in action may be eligible for a waiver of enrollment fees. Students should contact the Registrar for eligibility information.

Refund Policy

- A. Complete Withdrawal from the Institution
1. 100% refund for dropping all classes during the first two weeks of a regular semester (Fall or Spring), first week of a summer semester or 8-week mini-term or before the second class session of a course that is less than 8 weeks in length. Internet classes of less than 8 weeks duration must be dropped on the first day of class for refund.
 2. 0% Refund for students withdrawing after the second week of a regular semester (Fall or Spring), after the first week of a summer or 8-week mini-term, after the start of the second class session of a class that is less than 8 weeks in

length, or after first day of class for an Internet course of less than 8 weeks duration.

NOTE: Financial aid recipients who complete a full withdrawal from the institution should refer to the Return of Title IV funds policy.

- B. Schedule Adjustments (Drop or Cancellation)
1. 100 % refund for dropping class(es) during the first two weeks of a regular semester (Fall or Spring), during the first week of the summer or eight-week mini-term or prior to the second class meeting of a class less than 8 weeks in length. Internet classes of less than 8 weeks duration must be dropped on the first day of class for a refund.
 2. 0% refund for withdrawing from a class after the first two weeks of a regular semester (Fall or Spring), after the first week of a summer or 8-week mini-term, or after the start of the second class session of the class that is less than 8 weeks in length-or after the first day of class for an Internet course of less than 8 weeks duration.
 3. If a class is cancelled due to insufficient enrollment, all tuition and fees will be refunded. Refunds may require 30 days to process.

Complete Withdrawal of Students Who Are Title IV Recipients (Return of Title IV Funds)

When a student receiving federal financial aid completely withdraws from any semester a Return of Title IV Aid (R2T4) calculation must be done. Federal regulations require the financial Aid Office to perform a R2T4 calculation to determine the percentage of the semester the student attended. This percentage is used to determine several things. These things are as follows:

1. How much federal aid the student earned during attendance
2. How much federal aid the institution has to return.
3. How much aid the student is required to return

If a student is required to return funds, the excess funds must be returned through the SSC Business Office. Students should visit the SSC Financial Aid Office if they are planning to completely withdraw and are a federal financial aid recipient.

Community Services Classes

Full refunds will be granted to students who officially withdraw prior to the end of the first class meeting. Students who withdraw after the start of the second class meeting will not qualify for a refund. To officially withdraw, a student must contact the Office of Admissions and Records.

Seminars and Special Interest Courses

Students enrolled for a seminar, conference, workshop or other one- or two-day program(s) who officially withdraw before the scheduled starting time will receive a 100% refund. After the sessions begin, no refunds will be given. To officially withdraw, a student must contact the Office of Admissions and Records.

Students Entering Military Service

If a student enters military service during the term in which he/she is enrolled and has not completed sufficient work to receive a grade, but is in good academic standing, the college will refund to the student the full amount of tuition and fees paid.

If a student enters military service during the term and is not in good academic standing, any refund of fees is calculated according to the regular fee refund policy.

The student must forward a copy of his/her induction orders with the request for a refund. The request for a refund must be in writing and approved by the Vice President for Student Affairs.

Issue of Refund Checks

Refunds will not be honored unless all financial obligations to the college have been fulfilled. Refunds require approximately 45 days to process. Refunds to students receiving financial aid assistance require special arrangements with the Financial Aid Office. Refunds will not be issued, nor will charges be waived, for nonattendance.

Appeals

Appeals for exceptions to the refund policy may be made in the case of a withdrawal forced upon the student by emergency conditions. The Student Handbook provides details concerning the appeals procedure.

Student Housing

The residence halls on campus provide on-campus housing for approximately 230 students. Students interested in learning more about residence hall living should contact the Housing Office at 405-382-9604.

Residence Hall Room and Board Plan

Please see the Housing Office for specific room and board rates/plans.

Meningococcal Compliance Requirement for Students Living in Resident Housing

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

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

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

Damage Deposit and Prepayment

One hundred dollars (\$100) must be paid in advance to reserve a room. The \$100 damage deposit is refundable at the time the student moves out of the residence hall, provided there are no damages or losses. Students who vacate their residence hall prior to the contracted period are subject to forfeiting the damage deposit.

Single Occupancy Rooms

All rooms will typically be double occupancy, but single occupancy (private rooms) may be allowed if a room is available and a request is made by the student and approved by the Housing Director. A single bedroom with a private bathroom will cost an additional \$250 per semester, a private bedroom with a semi-private bathroom with cost an additional \$100 per semester. This fee must be paid prior to the beginning of the semester to guarantee the room. Students who have previously had a private room will receive priority access to a private room on a first-come-first-served basis.

NOTE: Students who have not made the installment payment with five (5) days past the due date face removal from the residence hall, forfeiture of their right to take meals in the cafeteria, and will be subject to other disciplinary action such as the placing of a "hold" on the student's transcript. If an emergency arises which prohibits a student from meeting the scheduled installment payments, the student must meet with the Vice President for Student Affairs, request an extension and make an arrangement for the payment.

Student Affairs

Section IV

The Office of Student Affairs addresses the many special needs of college students. The Office of Student Affairs offers academic, career, and personal counseling and provides students information on student clubs, intramurals, student government, activities, special academic assistance and testing services. Student Affairs also provides assistance in locating on- and off-campus housing and employment.

The Office of Admissions, the Housing Office, the Financial Assistance Office, and the Testing Center are also located within Student Affairs.

Academic Assessment and Advisement

Seminole State College is not only concerned with providing college classes, but also with providing students with the best opportunities for success. The likelihood for academic success is closely related to skills in reading, writing, math and knowledge of English and science. Entry-level assessment begins with Enrollment Specialists who review students' high school and college transcripts and related records for curricular deficiencies, ACT, and other test results. On-site assessment testing in math, reading, science, and English is required of every student who does not have an **ACT score of 19 or above** in the relevant subject area. Students who take the ACT test prior to enrolling and score 19 or above on the ACT subtests in math, reading, science and English are not required to take the evaluation tests in those areas.

In addition to entry-level assessment, the Oklahoma State Regents for Higher Education require all colleges to assess individual student educational performance in general education, program outcomes, and student satisfaction. The College uses an array of quantitative and qualitative assessment tools to measure student learning and discover results that can be used to improve student learning. Course-embedded assessment is a required part of every course designed for transfer degree plans of study. Terminal degree courses and specialist programs also contain evaluative measures designed to reflect a student's academic progress in the particular program.

Course-embedded assessment is built into all courses designed for transfer degree plans of study. Specific course, general education, and program objectives are included in all the College course syllabi. General education assessment typically occurs after students have completed 45 semester hours and before they complete their associate degree program. Degree programs are evaluated on a rotating basis. Graduating students are required to participate in a variety of tests and/or programs designed to evaluate their academic progress since enrollment. Collected information is not used as a determination of eligibility for graduation, but is used to assist the college in evaluating the effectiveness of the Seminole State College educational process.

The assessment of student learning measures include, standardized tests, course-embedded testing, surveys, portfolios, transfer data, and academic standing, among others. Annual reports of course-embedded, general education and degree program assessment results are available from the Office of Assessment of Student Learning. Executive summaries of assessment reports are

posted on the Seminole State College website (www.sscok.edu).

Academic Support

Each of the college's academic divisions will assist students with academic support by arrangement through one-on-one sessions with instructors, individual tutoring, or computerized academic support systems. Facilities available on the campus include computer labs in the Colclazier Technical Building and the Student Success Center located in the David L. Boren Library. For course-specific academic assistance, notify the division chair of the division through which the course is offered.

Student Testing Services

Information concerning the American College Test (ACT), advanced placement tests such as CLEP and the Test of English as a Foreign Language (TOEFL) is available in the Testing Center in the Ben and Bonnie Walkingstick Student Services Center.

Student Identification

Valid Photo ID cards are required for all enrolled students. Seminole State College identification cards are issued in the Enrollment Area to students who have completed payment of tuition and fees. To obtain an ID, students must have a current copy of their class schedule or valid driver's license. These photo ID cards are required for identification by campus police, borrowing books from the library, cashing checks, cafeteria meals, purchasing or reselling books to the bookstore, use of physical fitness facilities, and for free or discounted admission to most college events. A replacement fee is charged for lost or damaged cards.

Student Health Insurance

Seminole State College does not have a campus-based health service available for students; students are responsible for obtaining their own health care coverage.

Parking

A permit must be purchased in the Business Office for each vehicle parked on campus, and a vehicle registration card must be completed on every vehicle the student will drive to campus. Students must obey the parking regulations in order to avoid a fine for improper parking. Curbs are color-coded: **Red**-Fire Lane, No Parking; **Yellow**-Faculty and Staff Only; **Blue**-Handicap (Must have

Permit). Fines not paid could result in a student's grades and/or transcript being withheld.

Financial Assistance

It is the goal of Seminole State College to make quality higher education accessible to all qualified students. To meet this commitment, financial assistance is available in the form of scholarships, grants, loans, and part-time employment. Approximately 80% of the students attending Seminole State College receive some form of financial assistance. The Financial Aid Office is located in the Ben and Bonnie Walkingstick Student Services Center.

Most, but not all, financial assistance is based upon need. Need is the difference between what a family can reasonably be expected to pay toward the cost of education and the actual college expenses. This need is determined through the use of the Free Application for Federal Student Aid (FAFSA). The factors considered in determining the types and amounts of aid received by an applicant are: (1) the availability of funds; (2) the student's analyzed financial need; and (3) the student's academic discipline and academic performance record. Since availability of funds is a factor, students are encouraged to apply early.

Some of the programs available to students include the Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Oklahoma Tuition Aid Grants (OTAG), William D. Ford Federal Direct Loan Program, William D. Ford Federal Parent Plus Direct Loan Program, and Federal College Work-Study funds. Satisfactory measurable academic progress is required for all programs. This progress is assessed at the end of each semester and students are notified of financial aid status.

Financial Aid assistance will normally be dispersed approximately 6 to 8 weeks after the beginning of each semester. Students should plan financial arrangements in accordance to this time schedule. Financial Aid may be delayed for late financial aid applications (applications not received by Seminole State College approximately 4 to 6 weeks prior to the beginning of each semester).

Scholarships

Various individual and institutional scholarships are available. Specific information on all programs can be obtained by visiting the Financial Aid Office in the Ben and Bonnie Walkingstick Student Services Center or online at www.sscok.edu.

Rehabilitation Assistance

The Oklahoma Rehabilitation Commission offers assistance for tuition and required fees to students who have special physical, learning or emotional needs, provided the vocational objective selected by the person has been approved by an appropriate representative of the Commission. Through this state agency, other rehabilitation services are available to assist persons with special needs to become employable.

Application for this type of assistance should be made to the nearest Rehabilitation Office.

Veterans Assistance

The Department of Veterans Affairs (DVA) requires all veterans to abide by the policies and regulations of the College concerning academic standing and progress, class attendance, and conduct. The Seminole State College Veterans Services office will monitor compliance with these policies and is required to report any deviations to the DVA. All school policies are stated elsewhere in this catalog. Concurrent with school policies, the DVA requires the following:

- A. Academic program—a recipient of DVA benefits must select and designate the academic program under which he or she will be receiving educational benefits. Any change of academic program must be acceptable to the DVA.
- B. Course work—educational benefits will be paid only on courses applicable toward the academic program. Any course substitution, that is, any course outside the catalog listing for a particular program, must be verified as an approved substitution. The DVA will not award educational benefits for repeated courses in which a passing grade has already been received or for courses in which an incomplete (I) is earned.
- C. Previous or transfer credit—applicants for benefits having earned college credit at another institution must submit transcripts for each institution he or she has attended before the Seminole State College Veterans Services office can certify enrollment to the DVA.
- D. Class attendance—the DVA requires the institution to report all excessive absences from classes. Failure to attend classes while receiving benefits will result in an overpayment and the student is liable for repayment to the DVA.

Job Placement Assistance

The Office of Student Affairs offers career planning and job-seeking skills counseling for students and alumni. This office also collects and posts information concerning part-time and full-time job opportunities on the bulletin boards located in the Financial Aid office in the Student Services Center.

Students seeking full-time work are also encouraged to visit with faculty in their major area of study for information regarding possible job openings in the student's career field.

Textbook Refunds

A. Fall and Spring Semesters

1. During the 1st and 2nd weeks of class: 100% refund of purchase price if book is in original condition or 75% or less refund will apply if the book is not in original condition. **All returns must have a receipt.**
2. During the 3rd week of class: 75% refund of purchase price if book is in original condition. **All returns must have a receipt.**
3. Exception Refunds after 3rd week of class: 33% refund of purchase price. Returns made after the 3rd week of school **require a receipt and approval** from the Vice President for Fiscal

Affairs, the Vice President for Academic Affairs or the Vice President for Student Affairs.

B. Summer Session

1. During the 1st week of class: 100% refund of purchase price if book is in original condition or 75% or less refund will apply if the book is not in original condition. **All returns must have a receipt.**
2. During the 2nd week of class: 75% refund of purchase price if book is in original condition.
3. Exception Refunds after 2nd week of class: 33% refund of purchase price. Returns made after the 2nd week of school **require a receipt and approval** from the Vice President for Fiscal Affairs, the Vice President for Academic Affairs or the Vice President for Student Affairs.

C. Intersessions

1. During the 1st and 2nd day of class: 100% refund of purchase price or 75% or less refund will apply if the book is not in original condition. **All returns must have a receipt.**
2. Exception Refunds after 3rd day of class: 33% refund of purchase price. Returns made after the 3rd day of school **require a receipt and approval** from the Vice President for Fiscal Affairs, the Vice President for Academic Affairs or the Vice President for Student Affairs.

NOTE: "Original condition" describes a book which is clean and does not contain any handwritten notes, including the student's name and highlighting. Cellophane bound books must be returned with cellophane intact for a 100% refund. All books will be examined for approval.

Textbook Return Policy

Under certain circumstances it may be necessary for a student to return a textbook before or after classes begin. Normally these circumstances would result from either a student's total withdrawal from college, dropping a class, or by the college canceling a class. Students should be aware of the following guidelines when requesting a refund for textbooks:

- A. It is the student's responsibility to assist in the selection of textbooks by bringing a current class schedule to the bookstore. **Students should keep their bookstore receipts until the end of the semester or until the bookstore repurchases the books. Receipts must accompany any returned book.**
- B. A completed "Withdrawal or Course Change Form" and the textbook must be presented to the bookstore manager for consideration of a textbook refund.
- C. **The bookstore manager has the authorization to refuse or to reduce** the repurchase price for any book that is torn, worn, abused, or not needed for the course in subsequent semesters.
- D. Textbooks may be sold back to the bookstore at the end of each semester. The repurchase price will be 33% of the book's purchased price if the book is in good condition. Textbooks with price tags removed will be re-purchased at 33% of the used book price.

College Bookstore

The college bookstore is located in the E. T. Dunlap Student Union. The bookstore carries textbooks, study aids, computer supplies, photography supplies and other supplies for course work at Seminole State College. Gift and novelty items are also available in the bookstore.

Textbook Rental Program

The Textbook Rental Program allows students attending Seminole State College the opportunity to rent selected textbooks for the durations of each semester. A Student Agreement is signed by each student that they agree to accept the responsibility that at the end of the current semester they will return the books rented in a reusable condition, or pay the replacement price. If the rented book is not returned, a hold will be placed on the student's records.

College Publication: The Collegian

The Seminole State College Collegian is published monthly by the Office of Media Relations. A student staff assists in the production through writing stories, editing, photo production and layout. *The Collegian* is distributed on campus and mailed to over 200 friends of the College.

Consideration is given to student-submitted material for publication, but submission does not ensure publication. No anonymous material is considered. *The Collegian* accepts no paid advertising.

College Weekly Calendar

The Seminole State College Weekly Calendar is produced each week during the fall and spring semesters by the Office of Business and Industry Relations and provides information about events important to the campus community. Each Monday morning, the calendar is made available to students, faculty and staff. The calendar is also distributed to area media and organizations who request copies for the purpose of providing information on the College calendar announcements and events to the public.

The calendar reports information supplied by room and space reservation on campus, but does not accept responsibility for providing cancellation information. Students and organizations reserving room space are responsible for publicizing events or the cancellation of events.

Seminole State College Alumni Association

The Seminole State College Alumni Association was formed in 1932. Alumni activities are coordinated through the Office of Institutional Advancement.

Campus Crime, Sex Offender Information

Oklahoma state law *O.S. Title 57, ss583-584*, requires that anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher learning at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time), or reside (or intend to reside or stay) on any property owned or

controlled by the institution of higher learning. A listing of registered sex offenders is available in the Campus Police Office.

Regrettably, criminal incidents occur on college campuses. Seminole State College makes public the nature of crimes and the quantity of crimes that occur on campus. Information about crime on the Seminole State College campus is available by contacting the Campus Police at (405)382-9500.

Threat Assessment Team

The Threat Assessment Team was created at Seminole State College to evaluate any behavior perceived to be a threat to the College community. If an employee or student observes any behavior or activity he or she believes to be a threat to anyone, he or she needs to immediately contact Campus Police. An immediate investigation will begin to evaluate the reported threat. If a threat warrants the attention of the Threat Assessment Team, Campus Police will contact the Vice President for Student Affairs. The Vice President for Student Affairs or Chief of Police will immediately notify the Threat Assessment Team to assemble for assessing the reported threat and act on the recommendation of the Threat Assessment Team.

The Vice President for Student Affairs will act as Threat Assessment Team Chair and the Chief of Police will be the Threat Assessment Team Assistant Chair. Threat Assessment Team Members will be the Faculty Senate President, the Americans with Disability Act advisor, one nursing faculty, one professional staff member, and one criminal justice faculty.

Students with Special Needs

Seminole State College, in support of and in compliance with the Americans with Disabilities Act, welcomes requests for reasonable accommodation. Students with special needs should contact the ADA Advisor in Student Affairs for information about special assistance provided by the college. A TDD telephone, located in the David L. Boren Library is available for the use of hearing-impaired students. The TDD number is (405)382-9294.

TRiO Programs

The TRiO Programs were originally established by the federal government in 1965 to ensure equal educational opportunity for all Americans, regardless of race, ethnic background, or economic circumstance. Since 1965 an estimated 2 million students have graduated from college with the special assistance and support of the nation's TRiO Programs. Seminole State College has sponsored one or more TRiO Programs since 1989. The College is currently offering services to qualified individuals through the following programs:

Student Support Services (SSS) and Health Sciences Student Support Services provide eligible students with opportunities for academic development, assist students with basic college requirements, and serve to motivate students toward the successful completion of postsecondary education. The Projects provide tutoring,

academic counseling, transfer assistance, and assistance with financial aid applications. SSS and Health Sciences SSS can also provide grant aid to current participants who are receiving Federal Pell Grants.

Educational Talent Search (FOCUS) serves students in the sixth through twelfth grades in eight schools in the Seminole State College service area. Program services include tutoring, academic and personal counseling, academic preparation workshops, assistance in applying for financial aid for postsecondary education and preparing for the ACT. The goal of the Talent Search Program is to encourage participants to continue in and graduate from secondary school and enroll in postsecondary education. Educational Talent Search also provides assistance to secondary and postsecondary dropouts who wish to reenter educational programs.

Upward Bound / Upward Bound Math-Science Projects help students in the 9th through 12th grades prepare for higher education. Participants receive instruction in literature, composition, mathematics, and science during a six-week summer program at Seminole State College. The three projects also provide tutoring, study skills workshops, and cultural and educational field trips during academic year and summer programs. The programs service 165 students from 18 high schools in the Seminole State College service area.

Veterans Upward Bound provides intensive basic skills development and short-term educational preparation courses for military veterans to help them successfully transition to postsecondary education. Veterans learn how to secure support from available resources such as the Veterans Administration, veterans associations, and various state and local agencies that serve veterans. The Seminole State College Veterans Upward Bound Program serves veterans from Hughes, Lincoln, Pottawatomie, Oklahoma, and Seminole counties.

GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally-funded program designed to better prepare middle school and high school students for college, through academic preparation programs, scholarship and financial aid information, and college access information for students and parents and professional development activities for educators.

Student Handbook

The Seminole State College Handbook provides detailed information on student organizations, special student services, and student regulations. The handbook includes a Student Bill of Rights and Responsibilities and the Student Academic Grievance Procedure.

Student Activities

Seminole State College strives to provide an environment that provides quality student development by offering a variety of networking and leadership development opportunities, activities, and events. Students are encouraged to participate in these campus activities and

events. Involved students receive a more positive college experience; in addition, campus life is enhanced through social, recreational, educational, and cultural activities. Students are provided opportunities to create life-long friendships through a variety of activities and events while building a cohesive campus community.

Student Organizations

A variety of clubs and organizations exist on campus to help students further explore career and/or personal interests. Organizations include the Student Government Association, Phi Theta Kappa Honor Society, the Native American Student Association, Sigma Kappa Delta (English) Honor Society, Student Nursing Association, Psi Beta (psychology) Honor Society, Baptist Student Union and Students of Laboratory Medicine. These organizations also sponsor various student activities throughout the school year. For more information concerning these clubs or the formation of new organizations on campus, students may contact the Student Government Advisor or the Vice President for Student Affairs.

Intercollegiate Athletics

Seminole State College is fortunate to have outstanding teams competing in the sports of basketball, baseball, softball, golf, tennis and volleyball. Students may attend all home games at no charge upon presentation of their student ID card. Home basketball games are played in the Raymond Harber Field House on the campus. Home baseball games are played at Oiler Park in the Hugh Alexander Sports Complex of Seminole Municipal Park. Home softball games are played at the Seminole State College Softball Complex located on the south end of the college campus.

Recreational Facilities

Several facilities are available for use by enrolled students to pursue their favorite recreational pastimes. Located in the gymnasium and the natatorium complex are an indoor swimming pool, weight room, sauna, steam room, and racquetball court for student use when classes which utilize these facilities are not in session. For indoor fun and enjoyment, the Residential Learning Centers provide televisions, pool tables, ping-pong tables, and computer labs.

Social Events

Social events sponsored by student organizations and other college groups are encouraged. There is no charge for approved student organizations to use campus facilities, but they must follow the procedures outlined in the Seminole State College Student Handbook.

Access to Student Records

Student records at Seminole State College are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 as amended in 1995. The Act affords students certain rights with respect to their educational records. These rights include the right of a student to request access to personal records and also the right to request the amendment of the student's education records that the student believes is inaccurate. The student must submit in writing a request precisely noting the record for review. Additionally, students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Act affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is as follows:

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

Student Email Account

A student's email address and account must be used for all college academic and business written correspondence including applications, enrollment, and financial aid. All correspondence with a student about Seminole State College will be via the Student Campus Access account.

Business & Industry Training and Community Service

Section V

Seminole State College is committed to work closely with individuals, groups, and the larger community identifying their needs and desires and initiating programs to serve them.

Business & Industry

The Business & Industry program offers prompt, specific training for local business and industry needs through courses at both traditional and nontraditional times and offers hands-on training for companies of all sizes using the latest technology and techniques.

Training provided by Seminole State College is based on the true needs of employees at the time of need as short courses based on a total of 16 clock hours for one college credit, and all courses can be modified to meet specific training needs. Continuing education credits are also available for Council for Law Enforcement Education and Training (CLEET), real estate, and insurance.

Seminole State College also offers courses in computer skills, improving communication skills, enhancing customer service, and various human resource needs plus accelerated courses in accounting, computer science, and business college-credit courses meeting at flexible times.

The courses offered through the Business & Industry Training Department complement the Business & Information Systems Division with flexible scheduling and training that may be taught on-site. Tuition and fees vary per course.

Community Service

The Seminole State College community service program is implemented through noncredit work including short courses, workshops, lectures, and seminars addressing the goals of the program. Some of the work is directed toward assisting individuals to gain knowledge, awareness, and understanding or to improve job skills. Some activities are designed to assist in filling leisure time, learning new hobbies, or learning for the enjoyment of learning.

Many of the community service courses are scheduled as highly concentrated short-term activities during the evenings or on weekends for individuals who work or provide for families during the day. Some previously successful community service activities include banking seminars, photography, creative writing, real estate seminars, law enforcement seminars, aerobic exercise, country/western dance, aquatic exercise, cake decorating, and cowboy poetry.

Each semester, some ongoing offerings are listed in class schedule bulletins, but many seminars and workshops are arranged following the printing of the class schedules. Information about current community service offerings is available through the Vice President for Institutional Advancement.

Fees for Community Service Offerings

A Community Service Course Fee applies only to those courses that have been identified as Community Service. A discounted fee structure applies for senior citizens enrolled in selected community service offerings. For more information about eligibility for the discount, contact the Office of Admissions.

After the first class meeting, individuals enrolled in a community service class cannot switch to another class with a transfer of fees. The policy of the College requires that the student drop the first course, enroll in the new course, and make fee payment for the new course separately.

Refund Procedure on Community Service Enrollments

(Subject to Change)

If a student cannot attend a community service course, if a student is dissatisfied with a community service course, or if the college finds it necessary to cancel a community service course due to low enrollment levels, then the following refund procedures apply:

- A. Full refund if the course is cancelled.
- B. Full refund if enrollment is withdrawn before the first class meeting.
- C. No refund after the second class meeting (or after the only meeting of the course).
- D. No refund to those who enroll late under the reduced fee schedule.

All refunds are made by college check and will be mailed to the address given by the student at the time of enrollment.

General and Academic Regulations

Section VI

Official Communications

Requests for a student to report to an administrative or faculty office may be made to a student's Seminole State College email address, by letter or telephone. Failure to comply with such a request may result in student disciplinary action. Communications to the entire student body are considered properly delivered when they are posted on the College website: www.sscok.edu. Each student is responsible for checking the website regularly and giving proper heed to such communications.

Academic Calendar

The academic year consists of two 16-week semesters, and an 8-week summer session. Typically, the fall semester begins in August and ends in December, the spring semester begins in January and ends in May, and the summer session is in June and July. Additionally, classes are offered during Intersessions between semesters and before and after the summer session. Evening and weekend courses are also available throughout the year.

Academic Assessment of Student Learning

At Seminole State College, academic assessment is a comprehensive concept that begins when a student is admitted to the college, continues as the student actively pursues his/her studies, and follows the student after graduation with an associate degree or program certification. The primary purpose of academic assessment is to improve student learning and development. It is an ongoing process, distinct from the evaluation of individual students and faculty, and is driven by the Seminole State College Mission Statement.

Linked with the Mission Statement through the learning outcomes of each division, department, and the specific course, academic assessment includes multiple activities. Each activity is designed so it can be measured to determine if the goals and objectives are being met.

Entry-Level Assessment

Before enrolling, all students participate in academic assessment. Students without ACT Assessment Test scores, or with an ACT content area scale score below 19, participate in secondary testing. Primary testing instruments for secondary testing are COMPASS Assessment Tests in math, reading, and writing. Students may retest with the COMPASS or take appropriate ASSET Tests in math and writing. The Nelson-Denny test is used as an additional indication for reading placement. Students with less than 19 on the Science Reasoning ACT Test and who want to enroll in chemistry are given the Toledo Chemistry Exam.

Mid-Level Assessment

The College's assessment procedures require the evaluation of the College's General Education Outcomes

annually by testing students with 45 or more credit hours. The College uses the ACT Collegiate Assessment of Academic Proficiency (CAAP) Test for this purpose.

Student Satisfaction Assessment

The College makes it a priority to survey its students in regard to their educational experience while on campus. Among its assessment tools is the nationally recognized Community College Survey of Student Engagement (CCSSE) given biennially during the fall semester. In addition, the Seminole State College Graduate Opinion Survey and Seminole State College Graduate Exit Survey are conducted annually.

Transfer Data

An important part of the assessment process involves tracking Seminole State College graduates as they pursue additional education and/or degrees. Thus, the College routinely seeks transfer data from the primary transfer baccalaureate institutions.

Advisement in Preparatory Courses

Students who are enrolled in preparatory (or zero-level) courses are strongly advised to enroll in compatible courses from the following lists to insure success.

All students in **any preparatory course** may also enroll in the following courses: PASS, Fundamentals of Art, Introduction to Communications, Beginning Photography, Wellness, Introduction to Business, Crafts I, Ceramics I, Business Relations, Drawing I, and Sign Language I.

Students in **Fundamentals of English** may also enroll in the following additional courses: Basic College Reading or Fundamentals of Reading, any preparatory Math, Microcomputers, Computer Competency, Introduction to Keyboarding, and Psychology.

Students in **Fundamentals of Reading** may also enroll in the following additional courses: Basic Grammar or Fundamentals of English, any preparatory Math, and Introduction to Keyboarding.

Students in **Transitional Science** may also enroll in the following additional courses: Basic Grammar or Fundamentals of English, any appropriate Reading course, History, Government, Microcomputers, Computer Competency, Introduction to Journalism, Mass Communication, Elementary Algebra, Art Appreciation, and Psychology.

Students in **Basic Math** may also enroll in the following additional courses: any appropriate English or Reading course, History, Government, Microcomputers, Computer Competency, Introduction to Journalism, Mass Communication, Introduction to Keyboarding, Art Appreciation, and Psychology.

Students in **Elementary Algebra** may also enroll in the following additional courses: any appropriate English or reading course, History, Government, Microcomputers,

General College Accounting, Computer Competency, Introduction to Journalism, Mass Communication, Introduction to Keyboarding, Transitional Science, Art Appreciation, and Psychology.

Students in **Intermediate Algebra** may also enroll in the following additional courses: any appropriate English or reading course, History, Government, Microcomputers, General College Accounting, Computer Competency, Introduction to Journalism, Mass Communication, Introduction to Keyboarding, Transitional Science, Art Appreciation, and Psychology.

Courses that traditionally involve a great deal of reading or include essay questions should not be included in the schedule of a student enrolled in Basic Grammar, Fundamentals of English, Basic College Reading, or Fundamentals of Reading (i.e. Art History I & II, Western Civilization, Anthropology, Literature, History, Social Issues through Movies, Government, Sociology, and Science Courses). Once these preparatory courses clear the curricular deficiency, students are better prepared to succeed in their college-level courses.

Administrative Withdrawal

The College reserves the right to withdraw a student from class or from the College if, in the judgment of College officials, such withdrawal is in the best interest of the student and/or the College at large. If students miss 15 consecutive class days without making special arrangements with the instructor, they may be subject to administrative withdrawal.

Change of Name or Address

An enrolled student who changes a home or local address or name (including a female student who marries after her enrollment at the College) is expected to notify the Admissions Office of the change immediately. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered; and, therefore, the student is responsible for the name and address on file.

Changes in Schedule

Courses should be selected with the assistance of a counselor in Student Affairs to insure proper course selection. Any changes must be made as early in the semester as possible. Changes will not be allowed after open enrollment ends.

Credit for Courses

The semester hour is the unit of credit at Seminole State College and is defined generally as the amount of credit given for one lecture hour per week for a 16 week period. A class meeting three hours per week, therefore, carries three semester hours of credit during the fall and spring semesters.

Concerning laboratory courses, two hours of laboratory work are typically equivalent to one hour of lecture. Credits vary for a practicum dependent upon the major field of study and the type of work required of the student during the semester.

Preparatory courses, also known as zero-level courses, are designed to improve a student's mastery of certain skills necessary to succeed at the college level. The credits earned for these courses count toward the calculation of a semester's course load. These credits and grades serve to clear curricular deficiencies and do not apply to a student's retention/cumulative hours or grade point average.

During eight-week courses, seminars, summer sessions, or intersessions length of course meetings and number of meetings per week compensate for the reduction of session length.

Course Load

A normal course load is one in which the student is enrolled for as many, or few, credit hours as there are weeks in the semester or session. For example, sixteen credit hours during a sixteen week semester would be a normal load; eight during an eight-week summer session; eight during a mid-term session; and three to four during an intersession. Additional credit hours may be taken up to twenty semester hours upon approval by the student's counselor. Enrollment in more than twenty hours must be approved by the Vice President for Academic Affairs.

Course loads should be decreased for students who are working either part-time or full-time since the available out-of-class study time for preparation will be reduced.

Students on academic probation or who have less than a 2.0 grade point average for the previous term may not take hours in excess of the normal load without written permission from the Vice President for Academic Affairs.

Repeated Courses

Courses in which a "D" or "F" was earned may be repeated with only the second grade calculated into the grade point average. If a student chooses this option, the second course will be used even if the grade is lower than the first. A maximum of eighteen credit hours or the first four courses in which the original grades were "D" or "F" may be repeated. Occupational programs may have specific requirements that students must meet before repeating a course in which they earned a grade of "D" or "F."

Courses in which a grade other than a "D" or "F" was earned may be repeated, however, the student will not receive additional hours of credit for a course they have previously successfully completed. Only three hours of credit will count toward the degree although both courses will be recorded on the transcript and used to calculate the retention and graduation grade point averages.

Academic Renewal

A student may request academic renewal from Seminole State College with academic renewal policies consistent with these guidelines:

- A. At least five years must have elapsed between the last semester being renewed and the renewal request;
- B. Prior to requesting Academic Renewal, the student must have earned a grade point average of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;

- C. The request will be for all courses completed before the date specified in the request for renewal;
- D. The student must petition for consideration of Academic Renewal according to institutional policy; and
- E. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation grade point average.
Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

Academic Reprive

A student may request an academic reprive from Seminole State College with academic reprive policies consistent with these guidelines:

- A. At least three years must have elapsed between the period in which the grades being requested reprived were earned and the reprive request;
- B. Prior to requesting the academic reprive, the student must have earned a grade point average of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses and course work that may have been completed at any other accredited higher education institution;
- C. The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollments (If the reprive is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprive only one semester);
- D. The student must submit a written petition to the Registrar for consideration of an academic reprive; and
- E. The student may not receive more than one academic reprive during his/her academic career.

Non-Credit Enrollment (Auditing)

Any person eligible for admission to Seminole State College is encouraged to enroll for credit. However, it is possible for students to receive special permission to enroll in some courses on a non-credit basis. All regular enrollment costs must be paid. The Office of Admissions can provide non-credit students with information on minimum age requirements, enrollment time periods, and other restrictions which may apply to individual courses. Non-credit enrollment is not permissible in some courses and is limited for health, safety, or academic reasons in other courses offered by Seminole State College.

Students who desire credit for a course previously completed under a non-credit status may receive credit either by enrolling in the course for credit and successfully completing it or by passing an advanced standing examination. Either method requires the payment of enrollment costs or the advanced standing test cost in effect at the time.

Senior Citizens will be allowed to enroll on a non-credit basis within the requirements and limitations imposed under the non-credit enrollment policy of Seminole State College. Tuition and fees will be waived for residents of Oklahoma sixty-five years of age or older

who wish to enroll as a non-credit student for up to six credit hours per semester in regularly scheduled classes. No fees will be waived for special seminars or workshops. Tuition and fees waived will be enrollment costs only. Special fees, such as lab fees, fees for supplies, etc., must be paid by the student.

Classification of Students

- A. Freshman—a student who has less than twenty-eight semester hours of credit
- B. Sophomore—a student who has twenty-eight credit hours or more
- C. Special Student—1) a student enrolled in less than eight credit hours in a fall or spring semester and not pursuing work toward an Associate Degree; 2) a student enrolled in high school and taking college courses on a part-time basis; 3) a currently enrolled student who has already completed graduation requirements of Seminole State College; 4) a student who has earned more than sixty-four college credit hours

Grades and Grade Point System

In order that academic achievement may be recorded and made available for reference when needed, the following system of recording grades is used by Seminole State College:

Grades Used in Calculation of Grade Point Average (GPA)

<u>Grade</u>	<u>Note</u>	<u>Per Hour</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

Other Symbols:

- I** An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. The time limit to satisfy the "I" will be at the discretion of the instructor. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the specified time limit will remain as a permanent "I".
- AU** Audit status is used for the student not interested in obtaining a course grade but who is enrolled simply to get course information.
- W** An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period.
- AW** Administrative Withdrawal is assigned to indicate that a student has been "withdrawn" from a course or the institution by the Vice President for Student Affairs for disciplinary/financial reasons or inadequate attendance.
- P-NP** Pass-No Pass may be used as an option for students in specified courses.

Grade Reports

Faculty report all grades six weeks into the semester to assist and inform students and the counseling staff. All final grades are reported at the end of the semester.

Grades are available to each student at the end of each semester on the Seminole State College website through each student's Student Access Account. Students may access grades on www.sscok.edu by clicking on the Campus Connect icon.

Transcripts

An official transcript will be provided by the Office of Enrollment Management to any entity specified upon receipt of a student's signed request. A transcript will not be released until a student has cleared all financial obligations to the College including library and parking fines. No transcript copy will be issued unless the student has provided all of the required high school and/or college transcripts and documents for admission. For information on transcript requests call (405) 382-9507.

An unofficial transcript is available to each student through the college website by clicking on the Student Campus Connect icon.

Final Examinations

Final examinations, not to exceed two hours in length, will be given at the end of each semester in each course. Other examinations will be given during the semester at the discretion of the instructor.

Students are not permitted to take a final examination prior to the scheduled time without approval of the Vice President for Academic Affairs. A student who must be absent from a final examination should petition the Vice President for Academic Affairs to postpone the examination to be taken within thirty (30) days from the end of the semester. On a final examination any student absent without permission will receive an "F" on the exam.

Night class final examinations will be given during the last regularly scheduled class period.

Make-up examinations, other than the final examination, may be given at the discretion of the instructor.

Honor Rolls

To recognize outstanding academic achievement, the college has established four honor rolls which are announced at the end of each regular and summer term:

- A. **President's Honor Roll** — requires a straight "A" or 4.0 average for the semester and enrollment in a minimum of 12 semester hours
- B. **Vice President's Honor Roll** — requires a 3.5 with no grade below a "C" and enrollment in a minimum of 12 semester hours.
- C. **Part-Time Regular Semester Honor Roll** — requires a 3.5 grade point average with no grade below a "C" and enrollment in at least 6 college credit hours but less than 12 college credit hours during the fall or spring semester.
- D. **Summer Honor Roll** — requires a 3.5 grade point average with no grade below a "C" and enrollment in

6 or more college credit hours during the summer semester.

Attendance

Irregular attendance is the greatest contributing cause of failure. All students, regardless of academic ability, are advised to attend class regularly to get the most out of the classes.

Each faculty member develops his/her own attendance policy, which is shared with students at the beginning of the semester. Students should understand the instructor's attendance policy and how it affects grades for the course.

It is the responsibility of the student to arrange for the make-up of any work missed. Instructors should be contacted by students in advance of absences, if possible.

Students Transferring from Other Oklahoma Colleges

Seminole State College accepts transfer students who meet the conditions set forth by the Oklahoma State Regents for Higher Education and are in good academic standing. Students with less than 2.00 GPA averages will be admitted for the first semester on academic probation. At the end of the first semester, a student must have a semester grade point average of 2.00 in college coursework, not including activity or performance courses. Students not maintaining these standards will be placed on suspension.

Students Transferring from Out-of State Colleges

Students on academic suspension from an out-of-state school will not be considered for admission. Out-of-state students on probation from another Oklahoma school can be considered for admission.

Concurrent Enrollment at Another College

Failure to notify Seminole State College of concurrent enrollment in another college may be cause for dismissal. Hours taken at another college will be computed in deriving the maximum course load allowed.

Continued Enrollment Policy

For continued enrollment at Seminole State College, a student must have earned a minimum 1.7 cumulative grade point average on 0 through 30 credit hours attempted, and a student must have earned a minimum 2.0 cumulative grade point average on 30 or more credit hours attempted.

Students who have attempted 30 or fewer credit hours, and who have earned a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which the student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed.

A student who fails to meet the above requirements will be placed on academic probation.

Any student not maintaining satisfactory progress toward an academic objective as indicated above will be placed on probation for one semester. At the end of that

semester that student must have a semester GPA of 2.0 in a minimum of 12 hours of regularly-graded course work, not to include activity or performance courses, or meet the minimum cumulative GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular fall or spring semester has elapsed.

Academic Suspension Appeals

A student who has been placed on academic suspension may petition for reinstatement based on documented extraordinary personal circumstances that contributed to the academic deficiencies. Students wishing to appeal an academic suspension should see the Office of Admission.

Readmission of Suspended Students

A suspended student who has not attended college for one regular semester may request readmission. The decision is made by the Registrar. Students allowed to return are notified that a suspended student may be readmitted only one time. Readmitted students must maintain a 2.00 GPA each semester while on probation or raise the cumulative GPA to the designated level. Students suspended a second time will not be considered for readmission until they have demonstrated, by attending another institution, the ability to succeed academically by raising the cumulative GPA to the retention standard.

Reinstatement of Suspended Students at State Institutions

Students suspended from any other Oklahoma State System institution may request, in writing, admission to Seminole State College. Students are required to complete

a transfer suspension appeals form and submit it to the Registrar. If admitted, the student will be placed on probation. Such students must meet the standards required of all readmitted suspended students.

Plagiarism

As defined by Seminole State College, plagiarism is the use, without acknowledgment, of a person's ideas and/or materials, either in whole or in part, to fulfill required course assignments.

The purchase of any written material which is intended for presentation as one's own work in partial fulfillment of a course assignment will also be considered an act of plagiarism.

Consequences of plagiarism will comply with those listed in the Seminole State College Student Handbook.

Student Code of Conduct

Seminole State College assumes that students eligible to enter college are familiar with the ordinary rules governing proper conduct and that they will voluntarily observe these rules as a matter of training and habit. Regulations of the college forbid gambling, the use of alcoholic beverages and controlled narcotics, and the appearance of a student on campus under the influence of either.

Students whose general behavior on or off campus casts a negative reflection upon the college are subject to disciplinary action for misconduct and a notation of any official action taken may be made a part of the student's permanent file. The Student Handbook contains more information concerning student conduct and student disciplinary actions.

Transfer Oriented Programs

Section VIII

General Education Philosophy

Seminole State College believes General Education forms the central core for all associate degrees. The College is, therefore, committed to requiring participation of students in all degree programs in basic general education courses. The College also believes that General Education experiences form bridges between the various educational endeavors of the institution including terminal programs, transfer programs, and life-long learning. General Education is designed to broaden students' exposure to commonly recognized areas of knowledge, to introduce diverse subject areas that will encourage informed student choices in today's society, and to equip students with essential and useful skills necessary for careers and life-long learning.

Students at Seminole State College must select from a variety of specific courses in the Arts, Business and Computer Sciences, Communications, Humanities, Mathematics, Natural and Social Sciences, and Personal Wellness to complete the General Education requirements. The courses vary in content but all have the purpose of broadening students' perspectives toward human life, cultural diversity and biological and physical environments. Three-fourths or more of the credit hours earned in transfer degrees and an appropriate number of hours earned in technical degrees come from general education. The College's commitment to general education is obvious.

Seminole State College has approved and actively assesses the following General Education Outcomes:

- Goal 1.0** — Students will demonstrate college-level communication skills.
- Goal 2.0** — Students will demonstrate an understanding and application of scientific principles.
- Goal 3.0** — Students will demonstrate knowledge related to functioning in society.
- Goal 4.0** — Students will demonstrate an understanding of the roles of history, culture, and the arts within civilizations.

Articulation and Transfer

Seminole State College provides education in several broad fields of study for those students who plan to transfer to a baccalaureate granting institution.

The Oklahoma State Regents for Higher Education (OSRHE) provides a policy of articulation among the higher education institutions of the State System. The OSRHE guarantees students transferring to an Oklahoma public four-year university with an **associate in arts or associate in science** degree (two-year degrees) that the associate degree will satisfy all freshman and sophomore general education requirements at the four-year university. Students who transfer to another regionally accredited college before completing an associate degree will receive general education credit for courses that match those at the transfer college or university.

General education requirements at four-year universities may be program specific and may vary. In

order to address this, Seminole State College has established degree specific articulation agreements with various public and private baccalaureate degree granting institutions. These agreements offer students a smooth transition when transferring.

It is the student's responsibility to take the proper courses required for transfer and/or completion of an associate degree. Students should carefully review this catalog and go by the Transfer Enrollment Center to establish a degree plan so proper courses are taken.

The following programs are designed for students who desire an Associate in Arts or an Associate in Science Degree for the purpose of completing their education at a four-year institution: Art, Behavioral Science, Business, Child Development, Computer Science, Criminal Justice, Elementary Education, General Studies, Health, Physical Education and Recreation, Health Related, Language Arts with options in Journalism or Speech, Life Science, Mathematics, Physical Science, Pre-Engineering, and Social Science.

Transfer Degree Graduation Requirements

The Associate in Arts and Associate in Science undergraduate degrees require 40 hours of General Education courses; a 1-3 hour First Year Success course; and 19-21 hours in Major Field Recommendation and Elective courses to achieve a total of 62 hours. Additionally, students must meet the following requirements for graduation:

- A. All financial obligations to the college must be paid.
- B. Students recommended for the Associate in Arts or Science degree must achieve a grade point average of 2.0 as a minimum on all course work attempted excluding any course repeated or reprieved and excluding physical education activity courses.
- C. A minimum of fifteen (15) semester hours of residence credit applied toward the associate degree shall be taken from Seminole State College, exclusive of correspondence work.
- D. Students are responsible for applying for degrees within the deadlines set by the College.
- E. No more than thirty (30) hours may be included by Advanced Standing.
- F. Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications. This requirement may be completed by 1) successfully completing a high school computer science course that meets the State Regents' high school curricular requirements, or 2) successfully completing college-level course work that the institution designates.

NOTE: Some four-year institutions will accept no more than twelve (12) credit hours from any one department. Students should consult the catalog of the institution to which they plan to transfer to ensure all credits will be accepted.

Associate in Arts and Associate in Science Transfer Degree Requirements

GENERAL EDUCATION

Social Sciences	6
GOV 1113 American National Government	
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	
Language Arts	9
ENG 1113 Principles of English Composition I	
ENG 1213 Principles of English Composition II	
SPCH 1143 Introduction to Communications	
Humanities	6
<i>Select two of the following:</i>	
ANTH/HUM 2103 American Multiculturalism Through Film	
ART 1153 Art History Survey I	
ART 1163 Art History Survey II	
ART 1203 Art Appreciation	
ART 2323 Global Studies	
ENG/HUM 2413 Introduction to Literature	
ENG/HUM 2433 World Literature I	
ENG/HUM 2543 Survey of English Literature I	
ENG/HUM 2653 Survey of English Literature II	
ENG/HUM 2753 Survey of American Literature I	
ENG/HUM 2883 Survey of American Literature II	
HIST/HUM 2223 Western Civilization to 1660	
HIST/HUM 2233 Modern Western Civilization	
HIST/HUM 2323 Social Science Issues as Perceived Through Movies	
HUM 2333 Leadership Dev. Through the Classics	
JOUR/HUM 1123 Introduction to Mass Communication	
MUS 1213 Music Appreciation I	
MUS 1223 Music Appreciation II	
PHIL 1113 Introduction to Philosophy	
SPCH/HUM 1523 Introduction to Theatre	
Math	3
<i>Select one from the following Mathematics:</i>	
MATH 1413 Mathematics in Society	
MATH 1513 College Algebra	
MATH 1613 Plane Trigonometry	
MATH 2113 Mathematics for Educators I	
MATH 2215 Calculus and Analytic Geometry I	
Life Science	4
<i>Select one from the following Life Sciences:</i>	
BIOL 1114 General Biology	
BIOL 1214 Principles of Biology	
BOT 1114 General Botany	
ZOO 1114 General Zoology	
Physical Science	4
<i>Select one from the following Physical Sciences:</i>	
CHEM 1114 Introduction to Chemistry	
CHEM 1315 General Chemistry I	
GEOL 1114 Physical Geology	
GPS 1114 General Physical Science	
GPS 1214 Earth Science	
PHYS 1314 Astronomy	
PHYS 2114 General Physics I	
Health, Physical Education and Recreation	2
HPER 1012 Wellness/Human Development	
Required Electives	6
<i>Select at least one course from two of the following four areas:</i>	
1. Behavioral Science (<i>Psychology or Sociology</i>)	
2. World Environment (<i>Geography, Anthropology, or Foreign Language</i>)	
3. Fine Arts (<i>Hands-on</i>)	
4. Business/Computer Science (<i>Business, Accounting or Computer Science</i>)	
TOTAL REQUIRED GENERAL EDUCATION HOURS	40
FIRST YEAR SUCCESS	1-3
SOC 1101 Freshman Seminar	
SOC 1003 Personal Academic Success Strategies	
MAJOR FIELD RECOMMENDATIONS	15
ELECTIVES	4-6
TOTAL HOURS FOR ASSOCIATE DEGREE	62

Enterprise Development

Associate in Science in Business Administration

GENERAL EDUCATION

Communication	9
ENG 1113 Principles of English Composition I	
ENG 1213 Principles of English Composition II	
SPCH 1143 Introduction to Communications	
Political Sciences	6
GOV 1113 American National Government	
HIST 1483 American History Survey to 1877 <u>or</u>	
HIST 1493 American History Survey since 1877	
Mathematics	3
MATH 1413 Mathematics in Society	
MATH 1513 College Algebra	
Life Science	3-4
BIOL 1114 General Biology	
BIOL 1214 Principles of Biology	
BIOL 2214 Human Physiology	
BOT 1114 General Botany	
ANAT 2114 Human Anatomy	
MICR 2224 Microbiology	
Physical Science	3-4
CHEM 1114 Introduction to Chemistry	
CHEM 1315 General Chemistry I	
GEOL 1114 Physical Geology	
GPS 1114 General Physical Science	
GPS 1214 Earth Science	
PHYS 2114 General Physics I	
Social Science, Technology and Language	6
SPAN 1123 Elementary Spanish I	
SPAN 1223 Elementary Spanish II	
FREN 1123 Conversational French I	
FREN 1223 Conversational French II	
CS 1143 Computer Competence	
PSY 1113 General Psychology	
PSY 2023 Developmental Psychology	
SOC 1113 Introduction to Sociology	
SOC 2143 Marriage and Family	
Humanities	6
<i>Course determined by student interest from the humanities offerings</i>	
TOTAL REQUIRED GENERAL EDUCATION HOURS	37

BUSINESS ADMINISTRATION

Accounting	6
ACCT 2033 Financial Accounting	
ACCT 2123 Managerial Accounting	
Economics	6
BA 2113 Macroeconomics	
BA 2213 Microeconomics	
Marketing	3
BA 2513 Principles of Marketing	
Statistics	3
BA 2253 Business Statistics	
Business/Occupational Internship	3
Capstone Business Seminar	2
TOTAL REQUIRED BUSINESS ADMINISTRATION HOURS	23
TOTAL HOURS FOR ASSOCIATE DEGREE	60

***Appropriate substitutions may be made through the
Office of the Vice President for Academic Affairs***

Enterprise Development Associate in Arts in General Studies

GENERAL EDUCATION			
Communication			9
ENG	1113	Principles of English Composition I	
ENG	1213	Principles of English Composition II	
SPCH	1143	Introduction to Communications	
Political Sciences			6
GOV	1113	American National Government	
HIST	1483	American History Survey to 1877 <u>or</u>	
HIST	1493	American History Survey since 1877	
Mathematics			3
MATH	1413	Mathematics in Society	
MATH	1513	College Algebra	
Life Science			3-4
BIOL	1114	General Biology	
BIOL	1214	Principles of Biology	
BIOL	2214	Human Physiology	
BOT	1114	General Botany	
ANAT	2114	Human Anatomy	
MICR	2224	Microbiology	
Physical Science			3-4
CHEM	1114	Introduction to Chemistry	
CHEM	1315	General Chemistry I	
GEOL	1114	Physical Geology	
GPS	1114	General Physical Science	
GPS	1214	Earth Science	
PHYS	2114	General Physics I	
Social Science, Technology and Language			6
SPAN	1123	Elementary Spanish I	
SPAN	1223	Elementary Spanish II	
FREN	1123	Conversational French I	
FREN	1223	Conversational French II	
CS	1143	Computer Competence	
PSY	1113	General Psychology	
PSY	2023	Developmental Psychology	
SOC	1113	Introduction to Sociology	
SOC	2143	Marriage and Family	
Humanities			6
<i>Course determined by student interest from the humanities offerings</i>			
TOTAL REQUIRED GENERAL EDUCATION HOURS			37
TOTAL REQUIRED GENERAL STUDIES HOURS			23
<i>Courses selected from the student's field of interest</i>			
TOTAL HOURS FOR ASSOCIATE DEGREE			60

*Appropriate substitutions may be made through the
Office of the Vice President for Academic Affairs*

**Business & Information
Systems Division**

Associate in Science in Business

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Accountant, Business and Accounting Educator, Business Administrator, Property Manager, Marketing Researcher, Sales Manager, Credit Manager, or Credit/Loan Administrator

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations *	15
BA 2113 Macroeconomics	
BA 2213 Microeconomics	
BA 2253 Business Statistics	
ACCT 2033 Financial Accounting	
ACCT 2123 Managerial Accounting	
Electives	3-6
<i>Select from:</i>	
BA 1123 Introduction to Business	
BA 1413 General College Accounting	
BA 2123 Small Business Management	
BA 2233 Business Communications	
BA 2243 Personal Finance	
BA 2403 Principles of Business Management	
BA 2423 Business Ethics	
BA 2513 Principles of Marketing	
TOTAL HOURS REQUIRED	62

*Required courses for student following 2 + 2 Articulation Agreement

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Science in Computer Science

Prepares students for transfer to a baccalaureate degree granting institution

Career Opportunity Examples

Computer Engineer, Program Developer, Applications Programmer, Risk Analyst, Data Processing Manager, Computer Scientist, or Information Assurance Forensics

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations *	15
CS 1113 Introduction to Programming	
CS 1143 Computer Competence	
CS 1183 Principles of Information Security	
CS 2013 C++	
CS 2603 Access	
Electives	3-6
<i>Select from:</i>	
CS 1173 Hardware System Support	
CS 2003 Web Page Design Using HTML	
CS 2173 Operating Systems	
ACCT 2003 Financial Accounting	
ACCT 2123 Managerial Accounting	
BA 2113 Macroeconomics	
BA 2213 Microeconomics	
BA 2253 Business Statistics	
MATH2215 Calculus and Analytic Geometry I	
MATH2424 Calculus and Analytic Geometry II	
MATH2434 Calculus and Analytic Geometry III	
TOTAL HOURS REQUIRED	62

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Science in Health, Physical Education and Recreation

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Activities Director, Physical Education Teacher, Athletic Trainer, Coach, or Sports Administration

Courses	Required Hours
General Transfer Degree Requirements	
	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations *	15
<i>6 hours from following:</i>	
HPER 1953 Introduction to Health, Physical Education and Recreation	
HPER 2053 Sociology of Sport	
and	
<i>9 hours from any HPER courses</i>	
<i>(A maximum of 1 hour from HPER activity courses)</i>	
Electives	3-6
<i>Recommended</i>	
BIOL 2113 Introduction to Nutrition	
BIOL 2214 Physiology	
ANAT 2114 Human Anatomy	
ANAT 2235 Human Anatomy and Physiology	
TOTAL HOURS REQUIRED	62

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Arts in Art

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Art Educator, Graphic Artist, Interior Designer, or Photographer

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations *	15
<i>Select from the following:</i>	
ART 1103 Fundamentals of Art I	
ART 1123 Drawing I	
ART 1133 Fundamentals of Art II	
ART 1153 Art History I	
ART 1163 Art History II	
ART 1173 Crafts I	
ART 1203 Art Appreciation	
ART 2123 Ceramics I	
ART 2293 Ceramics II	
ART 2213 Watercolor I	
ART 2223 Watercolor II	
ART 2233 Painting I	
ART 2243 Painting II	
ART 2273 Graphic Design	
ART 2323 Global Studies	
Electives (Creative Writing)	3-6
TOTAL HOURS REQUIRED	62

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Arts in Language Arts & Humanities

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Teacher, Playwright, Reporter, Commentator, Photographer, or Public Relations

Courses		Required Hours
General Transfer Degree Requirements		40
GOV 1113	American National Government	3
HIST 1483	American History Survey to 1877 or	
HIST 1493	American History Survey since 1877	3
ENG 1113	Principles of English Composition I	3
ENG 1213	Principles of English Composition II	3
HUM	Any class designated as Humanities	6
MATH	Any college-level Mathematics	3
HPER 1012	Wellness and Human Development	2
SCIENCE	One Life Science with lab and	
	One Physical Science with lab	8
SPCH 1143	Introduction to Communication	3
	Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	6
First –Year Success		1-3
SOC 1101	Freshman Seminar or	
SOC 1003	Personal Academic Success Strategies	
Major Field Recommendations		15
English, Humanities, or Language Arts Option		
<i>Select from the following:</i>		
ART 1153	Art History I	
ART 1163	Art History II	
ENG 2113	Creative Writing	
ENG 2413	Introduction to Literature	
ENG 2433	World Literature I	
ENG 2543	Survey of English Literature I	
ENG 2653	Survey of English Literature II	
ENG 2753	Survey of American Literature I	
ENG 2883	Survey of American Literature II	
HIST 2223	Western Civilization to 1660	
HIST 2233	Modern Western Civilization	
CS 1103	Introduction to Microcomputers	
Electives (Sign Language I or II, Foreign Languages)		3-6
Or Speech Option		
SPCH 1523	Introduction to Theatre	
SPCH 2203	Small Group Communication	
SPCH 2243	Oral Interpretation	
Or Journalism Option		
JOUR 1103	Reporting I	
JOUR 1123	Introduction to Mass Communication	
JOUR 1223	Black and White Photography I and II	
TOTAL HOURS REQUIRED		62

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Science in Elementary Education

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Elementary Teacher, Child Life Specialist, Head Start Teacher, Education Administrator, or Tutor

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
<i>(Introduction to Literature or World Literature preferred and A Western Civilization course)</i>	
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	
<i>(Psychology and a course from World Environment or Fine Arts preferred)</i>	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations	15
<i>Select from the following:</i>	
GPS 1214 Earth Science	
MATH2113 Mathematics Concepts for Educators I	
MATH2123 Mathematics Concepts for Educators II	
MATH2133 Mathematics Concepts for Educators III	
PSY 2023 Developmental Psychology	
Electives	3-6
SOC 1113 Introduction to Sociology or	
GEOG 1123 World Regional Geography	
and	
ART 1103 Fundamentals of Art I or	
SPAN 1123 Elementary Spanish I	
TOTAL HOURS REQUIRED	62

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Science in Health Related

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Radiography, Physical Therapy, Nursing, Pharmacy, Nuclear Medicine, Physician, or Nutritionist

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations	15
<i>Select from the following:</i>	
ANAT 2114 Human Anatomy	
BIOL 1214 Principles of Biology	
BIOL 2113 Introduction to Nutrition	
BIOL 2214 Human Physiology	
BOT 1114 General Botany	
CHEM 1114 Introduction to Chemistry	
CHEM 1315 General Chemistry I	
CHEM 1515 General Chemistry II	
MATH 1613 Plane Trigonometry	
MATH 2215 Calculus & Analytic Geometry I	
MATH 2424 Calculus & Analytic Geometry II	
MATH 2434 Calculus & Analytic Geometry III	
MICRO 2224 Microbiology	
PHYS 2114 General Physics I	
ZOO 1114 General Zoology	
Electives	3-6
TOTAL HOURS REQUIRED	62

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Science in Life Sciences

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Science Teacher, Wildlife Biologist, Water Quality Technician, Coroner,
Laboratory Technician, or Marine Biologist

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and One Physical Science with lab	8
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations	15
<i>Select from the following:</i>	
ANAT 2114 Human Anatomy	
BIOL 1214 Principles of Biology *	
BIOL 2113 Introduction to Nutrition	
BIOL 2214 Human Physiology	
BOT 1114 General Botany *	
CHEM 1114 Introduction to Chemistry *	
CHEM 1315 General Chemistry I *	
CHEM 1515 General Chemistry II	
MICRO 2224 Microbiology	
PHYS 2114 General Physics I *	
PHYS 2224 General Physics II	
PHYS 2212 Calculus Based Physics	
ZOO 1114 General Zoology *	
Electives	3-6
TOTAL HOURS REQUIRED	62
*May be taken as General Transfer Degree Requirement	

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Science in Mathematics

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Accountant, Air Traffic Controller, Actuary, Teacher, Economist, Financial Auditor, or Consumer Loan/Credit Officer

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communications... ..	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science.....	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	15
Major Field Recommendations	15
<i>Select from the following:</i>	
MATH 1513 College Algebra *	
MATH 1613 Plane Trigonometry *	
MATH 2215 Calculus and Analytic Geometry I *	
MATH 2424 Calculus and Analytic Geometry II	
MATH 2434 Calculus and Analytic Geometry III	
PHYS 2114 General Physics I *	
PHYS 2224 General Physics II	
PHYS 2212 Calculus Based Physics	
CHEM 1315 General Chemistry I	
CHEM 1515 General Chemistry II	
Electives	3-6
TOTAL HOURS REQUIRED	62
*May be taken as General Transfer Degree Requirement	

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Science in Physical Sciences

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Science Teacher, EPA Inspector, Cooperative Extension Agent, Chemist, Meteorologist, or Environmental Geologist

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I.....	3
ENG 1213 Principles of English Composition II.....	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development.....	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communications... ..	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science.....	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	15
Major Field Recommendations	15
<i>Select from the following:</i>	
CHEM 1114 Introduction to Chemistry *	
CHEM 1315 General Chemistry I *	
CHEM 1515 General Chemistry II	
ENVS 1113 Introduction to Environmental Science	
GEOL 1114 Physical Geology *	
MATH 1613 Plane Trigonometry *	
MATH 2215 Calculus & Analytic Geometry I *	
MATH 2424 Calculus & Analytic Geometry II	
MATH 2434 Calculus & Analytic Geometry III	
PHYS 1314 Astronomy *	
PHYS 2114 General Physics I *	
PHYS 2224 General Physics II	
Electives	3-6
TOTAL HOURS REQUIRED	62

*May be taken as General Transfer Degree Requirement.

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Science in Pre-Engineering

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Aerospace Engineering, Biomechanical Engineering, Industrial Engineering, Chemical Engineering, Mechanical Engineering, Civil Engineering, Petroleum Engineering, or Electrical Engineering

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations	15
<i>Select from the following:</i>	
ENGR 1113 Introduction to Engineering	
ENGR 2113 Rigid Body Mechanics	
ENGR 2153 Strength of Materials	
ENGR 2613 Electrical Science	
MATH 1613 Plane Trigonometry*	
MATH 2215 Calculus & Analytic Geometry I*	
MATH 2424 Calculus & Analytic Geometry II	
MATH 2434 Calculus & Analytic Geometry III	
PHYS 2114 General Physics I*	
PHYS 2212 Calculus Based Physics	
PHYS 2224 General Physics II	
CHEM 1114 Introduction to Chemistry*	
CHEM 1315 General Chemistry I*	
CHEM 1515 General Chemistry II	
Electives	3-6
TOTAL HOURS REQUIRED	62

*May be taken as General Transfer Degree Requirement.

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Arts in Child Development

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Head Start Teacher, Child Care Teacher, Nanny, or Early Intervention/Special Needs Provider

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 <u>or</u>	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM Any class designated as Humanities	6
CD 2123 Health, Safety & Nutrition for Children	
<u>or</u>	
BIOL 2113 Introduction to Nutrition	3
MATH Any college-level Mathematics	3
SCIENCE One Life Science with lab <u>and</u>	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science	6
First-Year Success	1-3
SOC 1101 Freshman Seminar <u>or</u>	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations	15
CD 1103 Child Development <u>or</u>	
PSY 1103 Child Psychology	
CD 1123 Introduction to Early Childhood Education	
CD 1223 Behavior & Guidance of Young Children	
CD 2113 Program & Curriculum Planning	
CD 2143 Family & Community Relationships	
CD 2333 Field Experience *	
Electives	3-6
CD 2101 Developmentally Appropriate Practice	
CD 2163 Administration of Early Childhood Programs	
TOTAL HOURS REQUIRED	62

*For those who have not worked in a Child Care Facility

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Certificate of Mastery in Child Development

Prepares students for positions in early childhood development programs.

The following courses are required for a certificate of Mastery in Child Development:

Courses	Required Hours
Certificate Requirements	18
CD 1103 Child Development	
CD 1223 Behavior & Guidance of Young Children	
CD 1123 Introduction to Early Childhood Education	
CD 2123 Health, Safety & Nutrition for Children	
CD 2113 Program & Curriculum Planning	
ENG 1113 Principles of English Composition I	
TOTAL HOURS REQUIRED	18

Social Sciences Division

Associate in Arts in Social Sciences

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Anthropologist, Historian, Lawyer, Political Scientist, Congressional Aide, or Market Research Analyst

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government..... 3	
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877 3	
ENG 1113 Principles of English Composition I..... 3	
ENG 1213 Principles of English Composition II..... 3	
HUM Any class designated as Humanities..... 6	
MATH Any college-level Mathematics 3	
HPER 1012 Wellness and Human Development..... 2	
SCIENCE One Life Science with lab and	
One Physical Science with lab..... 8	
SPCH 1143 Introduction to Communication..... 3	
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science..... 6	
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations	15
<i>Select from the following:</i>	
ANTH 1113 General Anthropology	
ANTH 1203 Native Peoples of North America	
ANTH 1313 African Cultures	
ANTH 2343 American Multiculturalism Through Film	
BA 2253 Business Statistics	
GEOG 1123 World Regional Geography	
GOV 1023 Modern Political Systems	
GOV 1303 State and Local Government	
GOV 2403 American Political Parties	
HIST 1483 American History Survey to 1877 *	
HIST 1493 American History Survey since 1877 *	
HIST 2113 The American West from 1492-Present	
HIST 2223 Western Civilization to 1660	
HIST 2233 Modern Western Civilization from 1660 to Present	
HIST 2323 Social Issues As Perceived Through Movies	
PSY 1113 General Psychology	
PSY 2023 Developmental Psychology	
SOC 1113 Introduction to Sociology	
SOC 2123 Social Problems	
SOC 2143 Marriage and Family	
Electives	3-6
TOTAL HOURS REQUIRED	62

*May be taken as General Transfer Degree Requirement.

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Associate in Arts in Behavioral Sciences

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Psychologist, Sociologist, Social Worker, Counselor, Criminologist, or Gerontologist

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I.....	3
ENG 1213 Principles of English Composition II.....	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development.....	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication.....	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science.....	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations	15
<i>Select from the following:</i>	
PSY 1113 General Psychology	
PSY 1103 Child Psychology	
PSY 2023 Developmental Psychology	
PSY 2113 Introduction to Applied Behavior Analysis	
PSY 2053 Social Psychology or	
SOC 2053 Social Psychology	
SOC 1113 Introduction to Sociology	
SOC 2123 Social Problems	
SOC 2143 Marriage and Family	
Electives	3-6
TOTAL HOURS REQUIRED	62

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Social Sciences Division

Associate in Science in Criminal Justice

Prepares students for transfer to a baccalaureate granting institution

Career Opportunity Examples

Police Officer, Corrections Officer, FBI Agent, U.S. Marshal, or Border Patrol

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II	3
HUM	Any class designated as Humanities 6
MATH	Any college-level Mathematics 3
HPER 1012 Wellness and Human Development	2
SCIENCE	One Life Science with lab and
	One Physical Science with lab
SPCH 1143 Introduction to Communication	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science.....	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations	15
<i>Select from the following:</i>	
CJ 1103 Introduction to Criminology	
CJ 1123 Introduction to Criminal Justice Systems	
CJ 1143 Introduction to Law Enforcement	
CJ 2203 Rules of Evidence	
CJ 2243 Fundamentals of Criminal Investigation	
CJ 2253 Juvenile Justice Procedures	
Electives (Behavioral Sciences Recommended)	3-6
TOTAL HOURS REQUIRED	62

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Collegiate Officer Program Option 20

Students selecting this option will take the courses listed below in place of the Major Field Recommendations and Electives listed above.

CJ 1123	Introduction to Criminal Justice Systems
CJ 1143	Introduction to Law Enforcement
CJ 2243	Fundamentals of Criminal Investigation
CJ 2203	Rules of Evidence
HPER 2222	First Aid/CPR (instead of Wellness and Human Development)
CJ 2941	Custody and Control Course of the Skills Academy*
CJ 2945	Skills Academy*

**Note: Skills Academy courses supporting the COPS option are an Academic Efficiencies initiative between Seminole State College and East Central University. Students may complete these courses or their equivalent at ECU (utilizing Oklahoma Law Enforcement Academy facilities in Ada), then transfer the courses back to Seminole State College to complete Associate in Science in Criminal Justice degree requirements. Seminole State College and ECU offer a 2+2 articulation agreement for Seminole State College Criminal Justice AS graduates who chose to pursue a baccalaureate degree from ECU.*

Associate in Arts in General Studies

This degree prepares students for transfer to a baccalaureate granting institution

Courses	Required Hours
General Transfer Degree Requirements	40
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I.....	3
ENG 1213 Principles of English Composition II.....	3
HUM Any class designated as Humanities	6
MATH Any college-level Mathematics	3
HPER 1012 Wellness and Human Development	2
SCIENCE One Life Science with lab and	
One Physical Science with lab	8
SPCH 1143 Introduction to Communication.....	3
Required Electives to be selected from Fine Arts, World Environment, Behavioral Science, or Accounting, Business, Computer Science.....	6
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Major Field Recommendations	15
Electives	3-6
TOTAL HOURS REQUIRED	62

Please see advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Technical Occupational Programs

Section IX

Technical Occupational Education Philosophy

The technical and occupational programs at Seminole State College are designed to prepare people to enter the workforce in a variety of specialty areas that meet needs of the student, community, and the State of Oklahoma. Curriculum is provided essential to train competent, employable people for careers in nursing, medical laboratory technology, business, and a number of health-related or technology related technical occupations. The degree programs combine general education, support, related, and specialty courses into an integrated curriculum. The College strives to develop students into life-long learners who have the capacity to adapt to an evolving, global workplace.

Students who successfully complete program requirements earn an Associate in Applied Science degree. The Associate in Applied Science Degree is intended for the student who plans to enter the workforce immediately upon graduation in one of the specialty areas in which the degree is awarded. Additionally, a growing number of higher learning institutions have developed degree programs recognizing this degree for transfer of credits into upper-division programs leading to a baccalaureate degree.

Cooperative Alliance Agreements

The Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technical Education are working together to develop policies enabling higher education institutions and technology centers to form partnerships benefiting students. These policies have allowed Seminole State College to negotiate Cooperative Alliance Agreements with area technology centers.

Seminole State College and Gordon Cooper Technology Center are primary partners in a Cooperative Alliance Agreement. Also, Seminole State College is a secondary partner with Wes Watkins Technology Center through a Cooperative Alliance Agreement with Oklahoma State University Technology Branch-Okmulgee.

These agreements permit adult students and qualifying high students to enroll in an approved program and receive college credit in technology courses in addition to completing required general education courses leading toward an Associate in Applied Science Degree. Under this arrangement, while Alliance partners jointly deliver technical degree programs, the college credit and degree is offered and awarded by Seminole State College.

**Associate in Applied Science in
Applied Technology**
Gordon Cooper Technology Center and Wes Watkins Technology Center

Courses	Required Hours
General Education Requirements	19
GOV 1113 American National Government..... 3	
HIST 1483 American History Survey to 1877 <u>or</u>	
HIST 1493 American History Survey since 1877 3	
ENG 1113 Principles of English Composition I..... 3	
SPCH 1143 Introduction to Communication..... 3	
ENG 1213 Principles of English Composition II <u>or</u>	
ENG 1313 Technical Report Writing 3	
MATH 1413 Mathematics in Society <u>or</u>	
MATH 1515 College Algebra <u>or</u>	
BA 1733 Business Math..... 3	
First-Year Success	1-3
SOC 1101 Freshman Seminar <u>or</u>	
SOC 003 Personal Academic Success Strategies	
Technical Occupational Support Requirements	6-16
Additional courses to be selected from General Education Core Curriculum with approval of College academic program chair. Behavioral Science, Social Science and Computer Science courses recommended. 1-3 hour internship courses permitted. Credit hours required vary according option selected.	
Technical Occupational Specialty Requirements	31-39
TOTAL HOURS REQUIRED	64-68

Students may complete the program by attending Seminole State College and the area Technology Center specified in the following options listing. Students may complete the program by attending both institutions simultaneously.

Technical Occupational Specialty Options
Program modifications currently being updated

Business & Information Systems Division

**Associate in Applied Science in Business
Seminole State College, Gordon Cooper Technology Center
and Wes Watkins Technology Center**

Courses	Required Hours
General Education Requirements	19
GOV 1113 American National Government	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
ENG 1113 Principles of English Composition I	3
SPCH 1143 Introduction to Communication	3
ENG 1213 Principles of English Composition II or	
ENG 1313 Technical Report Writing	3
CS Computer Science Course	3
<i>Select from:</i>	
CS 1103 Introduction to Microcomputers	
CS 1113 Introduction to Programming	
CS 1143 Computer Competence	
CS 1183 Principles of Information Security	
CS 2173 Operating Systems	
First-Year Success	1-3
SOC 1101 Freshman Seminar or	
SOC 1003 Personal Academic Success Strategies	
Technical Occupational Support Requirements	27
ACCT 2033 Financial Accounting	
ACCT 2123 Managerial Accounting	
BA 2113 Macroeconomics	
BA 2133 Human Relations	
BA 2403 Principles of Business Management	
BA 2513 Principles of Marketing	
CS 2003 Web Page Design Using HTML	
CS 2163 Desktop Publishing	
CS 2643 Excel	
Technical Occupational Specialty Requirements	17
TOTAL HOURS REQUIRED	63-65

Students may complete the program by attending Seminole State College and the area Technology Center specified in the following options listing. Students may complete the program by attending both institutions simultaneously

Technical Occupational Program Specialty Options
Program modifications currently being updated

Evening Accelerated Program Associate in Science in Business

FALL							
August-October - 1st 8 Weeks							
	M	T	W	TH	F	S	Sun
6:00 9:00	History	Math	English I	GE Req Elective GCA/IMC			
							13
October-December - 2nd 8 Weeks							
	M	T	W	TH	F	S	Sun
6:00 9:00	Government	ACCT Financial Acct	ENG English II	BA Macro Economics			
							12
December Intersession							
Online	Human I						3
SPRING							
January-March - 1st 8 Weeks							
	M	T	W	TH	F	S	Sun
6:00 9:00	Human II	ACCT Managerial Acct	Speech	BA Micro Econ			
							12
March-May - 2nd 8 Weeks							
	M	T	W	TH	F	S	Sun
6:00 9:00	GE Req Elective Psy, Soc, etc.	Science I	Science I Lab	BA Business Com.			
							10
SUMMER							
Summer Session							
	M	T	W	TH	F	S	Sun
6:00 9:00	HPER	Science II	Science II Lab	BA Business Statistics			
							9
AUGUST INTERSESSION							
Online	BA Business Mgt						3
							<u>62</u>

Associate in Applied Science in Medical Laboratory Technology

Seminole State College's Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Questions may be directed to NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119. Phone: 773-714-8880.

Upon completion of the Associate in Applied Science in Medical Laboratory Technology, the graduate is eligible to challenge the ASCP Board of Certification MLT Exam. With two years qualified work experience and a Bachelor's Degree, the graduate may challenge the ASCP Board of Certification MT Exam.

Below is a suggested schedule of course study. Each individual's progress will vary depending on their academic background and prerequisite courses required. It is essential that students consult the MLT Program Director prior to enrolling each semester.

MLT Program Admission Requirements

1. High School graduation or G.E.D.
2. Acceptance to Seminole State College
3. Completion of Medical Laboratory Orientation Course
4. GPA of 2.0. ("C" or better in all courses)
5. ACT Composite score of 19.0 (Taken within past 5 years)
6. Nelson-Denny Reading Test minimum score of 15
7. Interview with MLT Program Director
8. Completion of MLT Admission Packet (obtained during MLT Orientation Course)
9. Completion of immunization status
10. Completion of background check in accordance with state and federal requirements

Medical Laboratory Technology Plan of Study

<u>Courses</u>	<u>Lecture</u>	<u>Lab Hrs</u>	<u>Credit Hrs</u>
First Year/Fall Semester			
ENG 1113 English Composition I	3	0	3
CHEM 1315 General Chemistry I*	3	4	5
MLT 1402 MLT Orientation	2	0	2
MATH 1513 College Algebra	3	0	3
SOC or PSY Elective	3	0	<u>3</u>
			16
First Year/Spring Semester			
ENG 1213 English Composition II	3	0	3
MICR 2224 Microbiology	3	3	4
HIST 1483 American History Survey to 1877 <u>or</u>			
HIST 1493 American History Survey since 1877	3	0	3
ANAT 2114 Anatomy <u>or</u>			
BIOL 2214 Physiology	3	3	<u>4</u>
			14
Second Year/Fall Semester			
GOV 1113 American National Government	3	0	3
MLT 1412 Urinalysis/Body Fluids	2	2	2
MLT 2455 Clinical Chemistry	3	4	5
MLT 2462 Mycology/Parasitology	2	2	2
MLT 1523 Instrumental Chemical Analysis	2	2	<u>3</u>
			15
Second Year/Spring Semester			
MLT 2434 Immunology/Blood Bank	3	3	4
MLT 2564 Clinical Microbiology	3	3	4
MLT 1515 Hematology	3	4	5
MLT 2101 MLT Capstone Seminar	1	0	<u>1</u>
			14
Second Year/Summer Semester (16 weeks)			
MLT 2413 Hematology Clinical Practicum	0	160	3
MLT 2423 Chemistry Clinical Practicum	0	160	3
MLT 2433 Microbiology Clinical Practicum	0	160	3
MLT 2443 Blood Banking Clinical Practicum	0	160	<u>3</u>
			12

*Concurrent enrollment with College Algebra upon suitable scores on placement exams.

Total Program Hours

71

All four clinical rotations must be taken in the same semester. The semester in which the student enrolls will depend upon completion of all academic courses and availability of space in affiliated hospital laboratories. **It is essential that students consult with the MLT Program Director prior to enrolling each semester.** Note: Biology 1214 or Zoology 1114 is recommended for MLT Program students.

Medical Laboratory Technology Phlebotomy Certificate Course

Seminole State College's Medical Laboratory Technology 1. Program has applied for approval of the Phlebotomy Certificate Course by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Questions may be directed to NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119. Phone: 773-714-8880.

The Phlebotomy Certificate Course (MLT 1113) Principles and Practice of Phlebotomy is offered once per year, beginning in the May Mini-semester and continuing with practical clinical rotation through June. It is open to a maximum of 10 students. Graduates will receive a Certificate of Achievement and will be eligible to challenge the ASCP Board of Certification PBT Exam.

1. Eighteen years of age
2. High school graduate or equivalent
3. College transcripts
4. GPA 2.0 or higher on a 4.0 scale of most recent academic transcript (high school or postsecondary if 12 or more hours have been completed)
 1. ACT composite score for ranking
 2. ACT math and/or science score for ranking
 3. Able to meet Essential functions (provided before application)
 4. OSBI background check
 5. Proof of immunizations
 6. Interview with Phlebotomy Program Director

Phlebotomy Course Admission Requirements

Notes:

- The Phlebotomy Program admits one class each year in the summer semester.
- Prospective students are required to complete the application process by April 1 of each year.
- Submit completed program application form and required materials by April 1 to the MLT Department.
- Eligible applicants to be interviewed will be notified by mail for consideration for admission into the Phlebotomy Program.
- Admission and acceptance status of a student into the Phlebotomy Program is determined by the Phlebotomy Selection Committee and applicants are selected on a point system.
- All interviewed applicants will be notified by mail regarding their selection status by April 15

Phlebotomy Plan of Study

This 3 credit hour course has three components; the student lectures, student labs and the clinical practicum. The student lectures and student labs will be completed on campus during a two week session in the May minimester. There are approximately 16 lecture hours covering the fundamental principles of phlebotomy complemented by 32 lab hours where phlebotomy techniques are demonstrated and practiced on campus before entering clinical practicum. The lectures and labs will be completed on campus at 6 hours per day for two weeks. The clinical practicum requires the student to travel to a clinical affiliate to complete 100 hours of clinical experience and 100 successful phlebotomy procedures.

The first two weeks will be lecture, interactive exercises, demonstration and practice of phlebotomy skills and techniques. In the clinical practicum the student will complete 100 hours and 100 successful phlebotomy procedures and the time will be spent entirely in a hospital or clinic facility under the supervision of a phlebotomist and laboratory supervisor. Time to complete the phlebotomy clinical practicum varies due to the schedule of rotations. Successful completion of the student lectures and student laboratory with a "C" or better is required before continuing with the clinical practicum component of the class. Successful completion of all three components of the class is required for the Certificate of Achievement.

Associate in Applied Science in Nursing

Seminole State College's Nursing Program is NLNAC accredited. Any questions, problems or concerns regarding this Program may be directed to: National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326. Phone 404-975-5000.

The Seminole 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 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 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 and to 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 the following items:

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 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 criminal history 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 one or more felony convictions 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].

Admissions Requirements

1. College GPA of 3.0 in 12 or more hours applicable to the Nursing Degree. (11 hours college credit or less applicable to the Nursing Degree: must use High School GPA of 3.0).

2. Composite score is required on **one** of the following (must be within the last 5 years):
 - ACT score of 19
 - TEAS 4 score of 74
 - TEAS 5 score of 59
 - NET score of 62
3. Math subset score is required on **one** of the following (must be within the last 5 years):
 - ACT score of 16
 - TEAS 4 score of 68
 - TEAS 5 score of 62
 - NET score of 56
4. Reading subset score is required on **one** of the following (must be within the last 5 years):
 - Nelson-Denny score of 15
 - TEAS 4 score of 87
 - TEAS 5 score of 70
 - NET score of 72

Applicants who have been arrested and/or convicted of any offense including a deferred sentence, within the past five years; or have ever been convicted of a felony; or have ever had disciplinary action taken against another health-related license; or have ever been judicially declared incompetent may be prohibited from taking the National Council Licensure Examination (NCLEX).

Applicants who are admitted to the program will be required to submit a **background check** and a drug screen in accordance with clinical agencies, state, and federal requirements.

Separate applications to Seminole State College and to the Nursing Program are required. Enrollment in the Nursing Program is limited to assure quality clinical learning experiences for students who are admitted to the Program. Since enrollment is limited, early application to the Nursing Program is advised. Selection of candidates for admission is based on academic profile in which points are given for levels of academic performance:

1. Grade Point Average (GPA)
2. ACT composite score or TEAS or NET composite score
3. ACT Math Subset Score or TEAS or NET math score
4. Grade Achievement for the following classes:
 - A. English Composition I or II
 - B. Principles of Biology or Physiology or Anatomy
5. Reading score on Nelson Denny or TEAS or NET score
6. Certified Nurse Assistant/Home Health Aide Certification

NOTE: 1) There is a procedure used to prioritize between students with equal points on the academic profile. See Standards for Admission, Readmission, Transfer of Academic Credit and Graduation Requirements. 2) Applicants are responsible for requesting "Standards for Admission, Readmission, Transfer of Academic Credit, and Graduation Requirements" for the desired year of entrance into the Nursing Program. 3) Applicants are advised to meet with a nursing faculty advisor one (1) year prior to anticipated acceptance into the program.

Admission Procedure

The applicant completes the application procedure by submitting to the **Nursing Office** by **March 31** the following items:

- verification of Acceptance to Seminole State College
- application for Admission to the Nursing Program

- copy of updated college transcript(s)
- copy of ACT scores or TEAS or NET score
- copy of Nelson-Denny Test score or TEAS Reading score or NET Reading score.

More detailed information is available on the website at www.sscok.edu.

Nursing Degree Program Plan of Study

The following is a sample program of study intended as a guide to aid students in developing a degree plan:

<u>Courses</u>	<u>Lecture</u>	<u>Lab Hrs</u>	<u>Credit Hrs</u>
First Year/Summer Semester			
*BIOL 1214 Principles of Biology			4
ENG 1113 English Composition I			3
PSY 1113 General Psychology			<u>3</u>
			10
First Year/Fall Semester			
NURS 1616 Intro to Human Dimensions	4	6	6
NURS 1552 Skills & Clinical Intervention Lab	0	6	2
##NURS1222 Applications of Clinical Microbiology	2	0	2
**BIOL 2214 Physiology			<u>4</u>
			14
First Year/Spring Semester			
NURS 1528 Nursing Across the Lifespan	5	9	8
NURS 1421 Health Deviations I		0	1
***ANAT 2114 – Human Anatomy			4
# Psychology or Sociology Elective			<u>3</u>
			16
Second Year/Fall Semester			
NURS 2519 Nursing Care in Health Disruption	5	12	9
NURS 2521 Health Deviations II	1	0	1
GOV 1113 American Government			3
ENG 1213 English Composition II			<u>3</u>
			16
Second Year/Spring Semester			
NURS 2529 Nursing Care in Health, Maint/Promotion	4	15	9
NURS 2531 Health Deviations III	1	0	1
HIST 1483 American History Survey to 1877 <u>or</u>			
HIST 1493 American History Survey since 1877			3
NURS 2623 Nursing Capstone	1	6	<u>3</u>
			16
			72

*Principles of Biology must be completed prior to entering the first semester of Nursing.

** Physiology must be completed prior to the second semester of Nursing courses.

***Anatomy must be completed prior to the third semester of Nursing.

Students who 1) earn a "C" or better in Principles of Biology 2) are declared as a "health-related" major; and 3) have an active application on file to the Seminole State College Nursing Program may enroll in BIOL 2214 Physiology and/or ANAT 2114 Human Anatomy.

Approval by the Division Chair is required.

##MICR 2224 may be substituted for NURS 1222. Either NURS 1222 or MICR 2224 must be completed prior to the second semester of Nursing.

There are 72 credit hours required for the Associate in Applied Science in Nursing Degree.

Three clock hours per week of clinical laboratory is equal to one credit hour. The number of clinical laboratory credit hours required varies each semester. (See Division Chair for clarification).

Career Mobility Program for Licensed Practical Nurses

The Nursing and Health Sciences Division offers three options for Licensed Practical Nurses who wish to obtain an Associate of Applied Science in Nursing. Advanced standing credit for up to 16 hours of nursing courses is available through various validation mechanisms.

Cooperative Alliance Agreement in Nursing

1. A student who is co-enrolled at Seminole State College, Gordon Cooper Technology Center, or Wes Watkins Technology Center's Practical Nursing Program may be awarded credit in (1) NURS 1616 Introduction to Human Dimensions, (2) NURS 1552 Skills and Clinical Intervention Lab, (3) NURS 2423 Medical Terminology, (4) ANAT 1113 Introduction to Human Anatomy, and (5) BIOL 2113 Introduction to Nutrition.
2. A candidate must comply with the following Standards for Admission into the Nursing Program:
 - a. Composite score is required on **one** of the following (must be within the last 5 years):
 - ACT score of 19 - TEAS 4 score of 74
 - TEAS 5 score of 59 - NET score of 62
 - b. Math subset score is required on **one** of the following (must be within the last 5 years):
 - ACT score of 16 - TEAS 4 score of 68
 - TEAS 5 score of 62 - NET score of 56
 - c. Reading subset score is required on **one** of the following (must be within the last 5 years):
 - Nelson-Denny score of 15 - TEAS 4 score of 87
 - TEAS 5 score of 70 - NET score of 72
 - d. College GPA of 3.0 in 12 hours applicable to the Nursing Degree.
 - e. HESI Competency Exam score:

Option 1: No score required unless applicant is a graduate of a PN program that is not NLNAC accredited or is not a cooperative alliance, then must score 800 or better on the HESI Competency I Exam.

Option 2 or 3: All candidates must score an 800 or better on the HESI Competency II Exam.
3. A candidate may be awarded advanced standing credit through the Career Mobility Program in (1) NURS 1421 Health Deviations I and (2) NURS 1528 Nursing Across the Lifespan. To be eligible, the candidate must have graduated from Gordon Cooper Technology Center or Wes Watkins Technology Center's Practical Nursing Program, be licensed by a State Board of Nursing, and comply with challenge examinations requirements.
4. A candidate will be required to pass NURS 1513 Introduction to Associate Degree Nursing. This "bridging course" is designed to familiarize the advanced standing candidate with the major themes and philosophy of the Seminole State College nursing curriculum, with primary emphasis on application of the nursing process. Completion of this course enables the faculty to assess and determine best placement in the appropriate Program option:

Option 1—Granted advanced standing for 1st semester nursing courses.

Option 2—Granted advanced standing for 1st year nursing courses.

Option 3—Granted admission to the Excelerated Transitional Track.*

Career Mobility Nursing Program

Courses	Hours
General Education Requirements	18
ENG 1113 Principles of English Composition I	3
ENG 1213 Principles of English Composition II.....	3
PSY 1113 General Psychology.....	3
HIST 1483 American History Survey to 1877 or	
HIST 1493 American History Survey since 1877	3
GOV 1113 American National Government.....	3
### ----3 Social Science or Psychology Elective.....	3
Occupational Specialty Courses	42
NURS 1616 Introduction to Human Dimensions.....	6
NURS 1552 Skills and Clinical Intervention Laboratory.....	2
NURS 1222** Applications of Clinical Microbiology	2
NURS 1528 Nursing Across the Lifespan	8
NURS 1421 Health Deviations I.....	1
NURS 2519 Nursing Care in Health Disruption	9
NURS 2521 Health Deviations II	1
NURS 2529 Nursing Care in Health, Maintenance, and Promotion	9
NURS 2531 Health Deviation III.....	1
NURS 2623 Nursing Capstone	3
Occupational Support Courses	12
BIOL 1214 Principles of Biology	4
BIOL 2214 Physiology	4
ANAT 2224 Human Anatomy	4
*Students in Option 3 have different course requirements	
**Students may substitute MICR 2224 for NURS 1222	
TOTAL HOURS REQUIRED	72

Course Descriptions

Section X

Course Numbers

All courses are numbered in terms of four digits. The first digit indicates the class level. For example, course numbers beginning with a “1” are generally intended for freshman students; those beginning with a “2” are for sophomore students. Courses having numbers beginning with a “0” are taken for no college credit and are intended to satisfy curricular deficiencies. The last digit of the course number indicates the number of semester credit hours awarded for successful completion of the course. Therefore, a course numbered 1113 should be interpreted as a freshman course carrying three hours of credit. Courses with a “0” as the last digit may be taken for variable credit, usually for one to four semester hours.

Lecture-Laboratory-Credit Hours

In addition to the course number and title, a three-number code appears after the title of the course. The first number indicates the number of lecture hours; the second, the number of laboratory hours; and the third, the number of credit hours. Therefore, a course with the code 3-0-3 should be interpreted as having three hours of lecture each week, zero hours of laboratory, and three hours of college credit.

ACCOUNTING

ACCT 1413 General College Accounting 3-0-3
This course is a preparatory course for Financial Accounting. The course deals with the complete accounting cycle. Students enter daily transactions, keep standard accounting records, and prepare financial statements. This course enriches business and accounting vocabulary. Offered at SSC, GCTC, and WWTC

ACCT 2033 Financial Accounting 3-0-3
This course is a study of accounting theories and concepts involved in analyzing, processing, interpreting, and communicating decision-making information for internal and external uses. Financial Accounting is the theory and practice of recording business transactions, preparing and analyzing financial statements, and applying procedures related to current assets, current liabilities, long-term assets, long-term liabilities, and payroll. ACCT 1413 or high school bookkeeping strongly recommended. OSRHE Matrix: AC 201

ACCT 2123 Managerial Accounting 3-0-3
This course is a study of accounting theories and concepts involved in analyses, processing, interpreting, and communicating decision-making information for internal and external uses. Managerial Accounting analyses cost behavior with an emphasis on the accumulation of product costs and budgeting for planning and business decision making. Prerequisite: ACCT 2033. OSRHE Matrix: AC 201

ACCT 2143 QuickBooks 3-0-3
This course teaches students to record accounting data on the computer and to interpret and work with financial information in the form of computer output. The applications and projects cover most of the basic areas of financial accounting and provide experience in the areas of general ledger, accounts receivable, accounts payable, and payroll. Prerequisites: ACCT 1413 or concurrent enrollment in ACCT 2033.

ACCT 2233 Payroll Tax Accounting 3-0-3
Students execute a complete payroll system in accordance with current legislation. This course includes such topics as recording and payment of salaries, recording and payment of taxes, and reporting of payroll taxes to governmental agencies. Prerequisite: ACCT 2033 or concurrent enrollment in ACCT 2033. Offered at SSC, GCTC, and WWTC

ACCOUNTING AND FINANCIAL SERVICES

Program modifications and descriptions are currently being updated. For the most current catalog offerings, please see the online catalog.

ANATOMY

ANAT 1113 Introduction to Human Anatomy 3-0-3
A three-hour lecture course designed to introduce future Nursing students to the basics of Human Anatomy. The course is designed for students co-enrolled in Practical Nursing Programs at local technology centers with who Seminole State College has Cooperative Alliance Agreements. Available at GCTC and WWTC – Accepted at SSC with completion of Career Tech Program

ANAT 2110 Human Anatomy Lab
Required with ANAT 2114

ANAT 2114 Human Anatomy 3-3-4
This course is a study of the structure of the human body. The course surveys the gross and microscopic anatomy of the human body, emphasizing the structure and interdependence of human organ systems with minor emphasis on human embryology, histology, and mammal and organ dissection. Prerequisites: One Life Science course (BIOL 1214, BOT 1114, or ZOO 1114), High school chemistry, or CHEM 1315 is strongly recommended. OSRHE Matrix: BI 406

ANAT 2235 Human Anatomy and Physiology 4-4-5
This course is a study of the structure and function of the human body. The anatomy and physiology of the integumental, skeletal, muscular, nervous, sensory, circulatory, excretory, digestive, endocrine and reproductive systems are studied. Prerequisite: One Life Science course (BIOL 1214, BOT 1114, or ZOO 1114), High school chemistry, or CHEM 1315 strongly recommended. OSRHE Matrix: BI 425

ANAT 2311 Lab Techniques in Anatomy 0-3-1
The student will serve as a laboratory assistant for a minimum of 3 hours per week for one semester gaining practical knowledge and experience in anatomy laboratory techniques, lab preparation, and lab implementation, while assisting anatomy students in a laboratory setting. Knowledge of anatomy as well as dissection skills is required. Prerequisite: The student must have earned a "B" or better in the course or an equivalent course in which the student will serve as lab assistant and permission from the instructor.

ART 1123 Drawing I 0-6-3
This course will develop student understanding of the basic concepts of drawing and powers of observation. Students will work with various media by using a variety of sources and environments. OSRHE Matrix: AA 056

ART 1133 Fundamentals of Art II 0-6-3
This course is a continuation of Fundamentals of Art I. This course is a study and analysis of three dimensional art forms using a variety of materials and processes. The student will complete a series of studio assignments. Prerequisite: ART 1103. OSRH Matrix: AA 081

ANTHROPOLOGY

ANTH 1113 General Anthropology 3-0-3
This course is an introduction to the anthropological way of thinking about human evolution, prehistory, cross-cultural variation and language. Emphasis is on the cultures of non-industrialized societies. OSRHE Matrix: AN 101

ANTH 1203 Native Peoples of North America 3-0-3
(Also NAS 1203)
This course is an overview of Native society and culture north of Mexico from pre-Columbian time to present. OSRHE Matrix: AI 019, AN 210

ANTH 1233 Native American Cultural Expressions 3-0-3
(Also NAS 1233)
An examination of the cultural diversity of selected indigenous peoples, this course is a study of the introduction, exploration, comprehension, and analysis of American Indian ceremony, customs, social and political values, and other areas of American Indian life. OSRHE Matrix: AN 310, AI 006

ANTH 1713 Seminole/Creek Language I 3-0-3
(Also NAS 1713)
This course is a study of the identification, development, acquisition, practice, and maintenance of Oklahoma American Indian tribal languages. OSRHE Matrix: AI 005

ANTH 2103 American Multiculturalism Through Film 3-0-3
(Also HUM 2103)
This course illustrates the diverse multicultural aspects of American society. The course will focus on how various American sub-cultures have been perceived through film. OSRHE Matrix: AN 299

ANTH 2123 Multiculturalism Through Film 3-0-3
(Also HUM 2123)
This course illustrates the diverse cultural aspects of the many societies in the world. The course will focus on how various sub-cultures have been perceived through film. OSRHE Matrix: HH005

ART 1143 Drawing II 0-6-3
This course will continue to develop student understanding of the concepts of drawing. Students will continue to develop skills in media by using a variety of sources and environments. Prerequisite: ART 1123. OSRHE Matrix: AA 057

ART 1153 Art History Survey I 3-0-3
This course is a study of the arts, artists, and their cultures from Prehistoric man through the Early Renaissance. OSRHE Matrix: AA 015, HH 006

ART 1163 Art History Survey II 3-0-3
This course is a study of the arts, artists, and their cultures from the Early Renaissance to the present. OSRHE Matrix: AA 016, HH 007

ART 1173 Crafts I 0-6-3
This course is an introduction to the crafts and will cover a variety of projects with emphasis on artistic merit. OSRHE Matrix: AA 048

ART 1203 Art Appreciation 3-0-3
This course stresses the study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgment-making in evaluation of art from different times and places is stressed. OSRHE Matrix: AA 005, HH 006

ART 2123 Ceramics I 0-6-3
This course covers a variety of building techniques, glazing, and ceramics terminology. OSRHE Matrix: AA 030

ART 2213 Watercolor I 0-6-3
This course develops skills in watercolor painting stressing form and composition, visual perception, and individual expression. Prerequisite: ART 1103 or permission from the instructor. OSRHE Matrix: AA 171

ART 2223 Watercolor II 0-6-3
This course continues to develop skills in watercolor painting. The course stresses form and composition, visual perception, and individual expression. Prerequisites: ART 1123 and 2213 or permission from the Instructor. OSRHE Matrix: AA 172

ART 2233 Painting I 0-6-3
This course develops skills in opaque painting stressing form and content, visual appreciation, and individual expression. Prerequisite: ART 1123 or permission from the instructor. OSRHE Matrix: AA 130

ART 2243 Painting II 0-6-3
This course continues to develop skills in opaque painting. This course stresses form and content, visual appreciation, and individual expression. Prerequisite: ART 2223 or permission from the instructor. OSRHE Matrix: AA 131

ART

ART 1103 Fundamentals of Art I 0-6-3
This course 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. This course is designed for elementary education majors, art majors, and elective credit. OSRHE Matrix: AA 080

ART 2273 Graphic Design I 0-6-3
This course covers typography and graphic design. Students work with a variety of media including the computer. Prerequisite: ART 1103 and ART 1123. OSRHE Matrix: AA 086

ART 2293 Ceramics II 0-6-3
This course is a continuation of Ceramics I. Prerequisite: Art 2123, Ceramics I. OSRHE Matrix: AA 031

ART 2300 Special Projects in Art Varies
Special Projects courses are designed for one to three hours of credit. Interested students should contact the Art department for more information.

ART 2323 Global Studies 3-Varies-3
Global Studies includes traditional lectures, slides identification, and writing about the art, culture, and history of the country (ies) visited. In addition, the on-site visits include lectures, discussions, tours, and journal writings.

ART 2713 Printmaking I 0-6-3
This course will cover the basic media and processes involved in the relief and intaglio processes. Students will also learn about the equipment, materials, procedures, and inks and how they relate to a fine arts studio. Prerequisite: ART 1103 or ART 1133. OSRHE Matrix: AA139

MAINTENANCE TECHNOLOGY

Program modifications and descriptions are currently being updated. For the most current catalog offerings, please see the online catalog.

BIOLOGY

BIOL 1102 Plant and Animal Classification 0-6-2
(Individual Study)
Plant and Animal Classification is a field biology course. Prerequisite: Permission from the Instructor.

BIOL 1110 General Biology Lab
Required with BIOL 1114

BIOL 1114 General Biology 3-2-4
This course is an introductory non-majors life science course with lab. This course includes an introduction to cellular biology, genetics, ecology, the plant kingdom and the animal kingdom. Prerequisite: The student must have an ACT Science Sub Score of at least 19 or earned a "C" or better in SCI 0113 Transitional Science. OSRHE Matrix: BI 101

BIOL 1210 Principles of Biology Lab
Required with BIOL 1214

BIOL 1212 Introduction to Cellular and Molecular Biology 2-0-2
This course is designed to provide an introduction to the basic principles of biochemistry, cell biology, molecular biology and Mendelian and molecular genetics for students applying for advanced standing in the SSC Nursing program. It will serve as a prerequisite for Physiology (BIOL 2214).

BIOL 1214 Principles of Biology 3-2-4
This course is an introductory majors biology course with lab. The course includes an in-depth study of fundamental biological concepts including metabolism, homeostasis, heredity, evolution and ecology at the sub-cellular, cellular, and organism levels.

Prerequisite: The student must have an ACT Science Sub Score of at least 19 or earned a "C" or better in SCI 0113 Transitional Science. OSRHE Matrix: BI 102

BIOL 2113 Introduction to Nutrition 3-0-3
This course considers basic nutrition as it is related to food and health problems in the present socioeconomic and cultural environment. This course is a practical application of the science of nutrition in planning diets for people of various ages and occupations.

BIOL 2210 Physiology Lab
Required with BIOL 2214

BIOL 2211 Laboratory Techniques in Physiology 0-3-1
The student will serve as a laboratory assistant for a minimum of 3 hours per week for one semester gaining practical knowledge and experience in physiology laboratory techniques, lab preparation, and lab implementation, while assisting physiology students in a laboratory setting. It is required that students have knowledge of physiology. Prerequisite: The student must have earned a "B" or better in the course or an equivalent course in which the student will serve as lab assistant and permission from the instructor.

BIOL 2212 Laboratory Techniques in Biology 0-6-2
The student will be expected to get acquainted with the laboratory equipment and its use. Students will be expected to become proficient in dissection and slide preparation techniques and act as a laboratory assistant for a minimum of 6 hours per week for one semester. Prerequisite: Must have had a "B" or better in the course or an equivalent course in which he will serve as lab assistant and permission from the Instructor.

BIOL 2214 Physiology 3-3-4
This course is an introduction to the many aspects of body function. This course includes a survey of the functions and biochemical processes of the cells, tissues, and organ systems. Functional interrelationships of vertebrate systems are stressed, including cellular physiology, communication and control, maintenance systems, and reproduction. This course emphasizes the basic chemical and physical reactions which are involved with maintenance of homeostasis, with special emphasis placed on humans. Knowledge of basic anatomy, as well as chemistry, is necessary in order to fully understand the workings of the body machinery. Prerequisites: One Life Science course (BIOL 1214, BOT 1114, or ZOO 1114) and CHEM 1114 or CHEM 1315. Division approval may be granted for Health Related and Nursing majors. OSRHE Matrix: BI 465

BOTANY

BOT 1110 General Botany Lab
Required with BOT 1114

BOT 1114 General Botany 3-3-4
This course is an introduction to the study of plant life, structures, adaptations, and reproduction. Primarily for science majors but will fulfill the General Education Life Science requirement. Prerequisite: The student must have an ACT Science Sub Score of at least 19 or earned a "C" or better in SCI 0113 Transitional Science. OSRHE Matrix: BI 201

BOT 2022 Forest Trees of Oklahoma 0-6-2
(Independent Study)
Forest Trees of Oklahoma is a study of the common trees of Oklahoma, including general types; locations; a brief study of the forest conditions of the state of Oklahoma and the agencies responsible for them. A mounted display of fifty Oklahoma tree

leaves properly identified will terminate the course. Prerequisite: General Biology (BIOL 1114), Principles of Biology (BIOL 1214), or General Botany (BOT 1114).

BUSINESS ADMINISTRATION

BA 1003 Introduction to Keyboarding 3-0-3
Hands-on training introduces students to “touch” keyboarding on the computer. Instructor utilizes progressive exercises to develop accuracy and speed. The course provides basic instruction to create documents in word processing.

BA 1103 Business Relations 3-0-3
This course is a study of the relationship between employers and employees in the business workplace. The focus is on individuals within organizations and how their habits, patterns, personal problems, actions and motives affect their job performance, moral, and job satisfaction. Emphasis is on employer-employee relations, including teamwork, group behavior and conflict management.

BA 1121 Seminar in Business Management I 1-0-1
This plan of study includes career planning and job search.

BA 1123 Introduction to Business 3-0-3
This course is designed to introduce and familiarize the student with a broad range of principles, concepts, and terminology relating to many areas of business. The major topics covered include economics, accounting, management, manufacturing, business ownership, stocks and bonds, and starting and running a small business. Offered at SSC, GCTC, and WWTC

BA 1221 Seminar in Business Management II 1-0-1
Topics include stress management techniques.

BA 1223 Introduction to Economics 3-0-3
This course examines the structure and operation of the American Economic System. This course provides an introduction to selected economic principles essential to the understanding of contemporary issues, which are emphasized. It is not a substitute for BA 2113 or BA 2213.

BA 1733 Business Math 3-0-3
This course is a review of the fundamental processes of mathematics, common and decimal fractions, and percentages. It provides a study of trade, cash and bank discounts, simple and compound interest, sales tickets and billing, markup procedures, payrolls, social security and other taxes, installment buying, insurance, negotiable instruments, and graphs. Offered at SSC, GCTC, and WWTC

BA 2113 Macroeconomics 3-0-3
Recommended course content topics include: basic principles of demand and supply, national income, accounting, business cycles, inflation and unemployment, determinants of the level of output, employment and prices, money and banking, fiscal policy, monetary policy, economic growth, international trade and finance. OSRHE Matrix: BU 410

BA 2123 Small Business Management 3-0-3
Problems faced in the creation and early growth stages of business enterprises including accounting, finance, opportunity recognition, legal constraints, management, marketing, taxation, and procedural problems. To solidify the concepts covered, students are often asked to create a plan for implementation and operation of a new business venture. OSRHE Matrix: MG 005

BA 2132 Internship 2-0-2
Internship is a supervised work experience related to the student’s chosen technical-occupational field of study. Each internship experience is designed in cooperation with the sponsoring company and the student to provide a practical application in the work environment. Eligibility must be discussed with the sponsoring faculty member before enrolling.

BA 2133 Human Relations 3-0-3
This course is a study of the relationship between employers and employees in the business workplace. The focus is on individuals within organizations and how their habits, patterns, personal problems, actions, and motives affect their job performance, morale, and job satisfaction. Emphasis is on employer-employee relations, including teamwork, group behavior, and conflict management.

BA 2213 Microeconomics 3-0-3
Recommended course content topics include: basic principles of demand and supply, elasticity, utility analysis, business organization, production and costs, market structures, factor market, government regulations, and international trade. OSRHE Matrix: BU 420

BA 2223 Principles of Business Finance 3-0-3
This introductory course covers the various problems involved in the financing of a business firm. Recommended course content topics include financial planning and forecasting, capital budgeting, time value of money, cost of capital, financial statement analysis, security valuation, risk analysis, capital structure theory, working capital management, business taxation, asset mix, and sources of capital. Prerequisite include Principles of Accounting (6 hours) ACCT 2033 and ACCT 2123, Principles of Economics (6 hours) BA 2113 and BA 2213, and College Algebra (3 hours) MATH 1513. OSRHE Matrix: FN 002

BA 2233 Business Communications 3-0-3
This course is a survey course of communications skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. OSHE Matrix: BC 001

BA 2243 Personal Finance 3-0-3
This introductory course covers the various problems of individual/consumer financial management. Recommended course content topics 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 intuition services, personal taxes, wills, estate planning, retirement planning, career planning, financial planning, and leasing arrangements. OSRHE Matrix: FN 001
Offered at SSC, GCTC and WWTC

BA 2253 Business Statistics 3-0-3
This course includes statistics (histograms, pie charts, pictograms, graphs, etc.); summary statistics (central tendency – mean, median, mode, variability – variance, standard deviation, range); basic probability concepts; statistical distributions; binomial distribution; normal distribution; distribution of the sample mean (proportion); confidence intervals; hypothesis testing (generally one population normal and binomial, and difference in means or proportions situations). Emphasis is on business applications. Prerequisite: College Algebra MATH 1513. OSRHE Matrix: ST 002

BA 2300 Special Problems in Business Administration 0-0-0
Special Problems in Business Administration can be one to four hours credit and may be repeated to a maximum of eight hours. Project will be approved and supervised by instructor.

BA 2403 Principles of Business Management 3-0-3
An introductory management course dealing with management theory and the fundamental principles of management including planning, organizing, leading, and controlling the basic processes. OSRHE Matrix: MG 001

BA 2421 Seminar in Business Management III 1-0-1
This plan of study includes stock market processes.

BA 2423 Business Ethics 3-0-3
This course is designed to explore aspects of ethical issues in business. The concepts studied include moral philosophy in the business world, the basis and organization of businesses, and the role of business in society.

BA 2431 Seminar in Business Management IV 1-0-1
This plan of study includes business ethics.

BA 2513 Principles of Marketing 3-0-3
Marketing Principles, a survey course for students who have prior coursework and understanding in business, includes a survey of all aspects of marketing: consumer behavior issues, products, pricing, distribution, promotion, research, strategy, and trends. OSRHE Matrix: MK 003

CHEMISTRY

CHEM 1110 Introduction to Chemistry Lab
Required with CHEM 1114

CHEM 1114 Introduction to Chemistry 3-3-4
A study in chemistry is for students who have not had high school chemistry or have a limited background in science. The course is designed as an introduction to basic concepts in chemistry. It is a preparatory course for improving the science background of students entering General Chemistry or who are pursuing a major where a science background is important. This course will satisfy the Physical Science requirement. Prerequisite: 1) One year High School Algebra, appropriate score on Intermediate Algebra Assessment Test and concurrent enrollment in MATH 0123; 2) "C" or better in MATH 0113 and concurrent enrollment in MATH 0123; or 3) ACT Math Sub Score of 18 or Toledo Chemistry Test score of 24. OSRHE Matrix: CH 110

CHEM 1310 General Chemistry I Lab
Required with CHEM 1315

CHEM 1315 General Chemistry I 4-3-5
General Chemistry I is an introduction to the basic concepts and techniques of chemistry. Students will be introduced to modern concepts and calculations in the areas of: Matter and Measurement; Atoms, Molecules, and Ions; Stoichiometry; Aqueous Reactions and Solution Chemistry; Thermochemistry; Electronic Structure of the Atom; Periodic Properties of the Elements; Chemical Bonding; Molecular Geometry and Bonding Theories. Prerequisite: 1) CHEM 1114, suitable score on Chemistry Placement Test and concurrent enrollment in or successful completion of MATH 1513, or 2) ACT Math Sub Score of 19 or Toledo Chemistry Test score of 25. OSRHE Matrix: CH 140

CHEM 1510 General Chemistry II Lab
Required with CHEM 1515

CHEM 1515 General Chemistry II 4-3-5
General Chemistry II is a continuation of General Chemistry I, CHEM 1315, with emphasis upon: Gases; Intermolecular Forces; Properties of Solutions; Chemical Kinetics; Chemical Equilibrium; Acid-Base Equilibria; Chemical Thermodynamics. Prerequisite: CHEM 1315. OSRHE Matrix: CH 150

CHEM 2200 Laboratory Techniques in Chemistry Varies
Laboratory Techniques in Chemistry is an opportunity for the exceptional student to become acquainted with the laboratory equipment and its use. The student will be expected to become proficient in assembling of said equipment and in preparing necessary reagents used in the lab. The student will act as a laboratory assistant for at least one class for one semester. Prerequisite: A "B" in the course in which the student is to assist and permission from the instructor.

CHEM 2224 Quantitative Analysis 2-4-4
Quantitative Analysis covers theory and practice in the determination of quantities of metals and radicals in unknown samples involving both gravimetric and volumetric methods, and includes principles of laboratory safety. Prerequisite: CHEM 1515.

CHILD DEVELOPMENT

CD 1103 Child Development 3-0-3
This introductory course is designed to prepare students to identify the physical, intellectual and social/emotional development of children from conception through adolescence. The students will recognize major theories of human development as they apply to children, birth through adolescence. The students will apply knowledge of how children develop and learn to support the diversity of children and their families. This course satisfies the CDA Competency #6.

CD 1123 Intro to Early Childhood Education 3-0-3
This is an introductory course that focuses on the foundations of early childhood education from infancy through the early primary years. Developmentally appropriate practice, multicultural issues and special needs children are included. This course satisfies the CDA Competencies #2, #3, #4, and #5. It is recommended that Child Development majors complete this course before CD 1103

CD 1223 Behavior and Guidance of Young Children 3-0-3
This course emphasizes positive guidance and discipline for young children based on child development theory and developmentally appropriate practice. The students will demonstrate specific positive guidance techniques such as creating environments, planning child-centered programs and effective communication. Supervised lab required. This course satisfies the CDA Competency #3.

CD 2101 Developmentally Appropriate Practice 1-0-1
This course defines and describes the principles of developmentally appropriate practice in early childhood programs. This topic will be explored through video presentation and lecture with emphasis on applying the principles of child growth and development to practice. Teachers, parents, and administrators who are interested in best practice for young children would benefit from this course. This course satisfies the CDA Competencies #5 and #6.

CD 2113 Program and Curriculum Planning for Early Childhood 3-0-3

This course is designed for students who teach children from infancy through the early primary years. Students will examine various types of programs and analyze curriculum for children in group settings. Students will demonstrate the ability to plan developmentally appropriate, integrated curriculum. Students will also examine the current literature on developmentally appropriate reading and writing experiences for young children. Students will apply knowledge of cultural and linguistic diversity to curriculum and experiences, which support the diverse needs of the children and families in their communities. This course satisfies the CDA Competencies #2, #3, #5, and #6. A prerequisite of CD 1103 is required for this course. OSRHE Matrix: CD 109

CD 2123 Health, Safety & Nutrition for Children 3-0-3

This course prepares students to provide safe indoor/outdoor environments, promote good nutrition practices, and contribute to children's healthy well being. Practical application of health and safety issues in group care are emphasized, including resources needed for working with children and families in our diverse society. The student will plan educational activities and goals for children which focus on concepts children need for self-care. This course satisfies the requirements for CDA Competency #1. A prerequisite of CD1103 is required.

CD 2143 Family and Community Relationships 3-0-3

Family and Community Relationships is a course for students preparing for careers with children and families, and for students who want to understand how children develop within the context of the family and society. Students will recognize the main theoretical perspectives that demonstrate the importance of relationships to establish positive relationships with families and collaboration with communities to enhance the development of all children, including culturally diverse and special needs children. This course satisfies the CDA Competency #4.

CD 2163 Administration of Early Childhood Programs 3-0-3

A course designed for directors of child care facilities, including centers and family child care homes, serving children from infancy through the early primary years. The student will identify criteria for managing a budget, supervising staff, planning programs, and creating safe, healthy environments. The student will recognize the importance of parent involvement and review the state regulations required for the care of children. Developmentally appropriate practice is emphasized. Assistant directors and caregivers interested in gaining knowledge in administration would also benefit from this course. This course satisfies the CDA Competencies #5 and #6.

This course provides 32 of the 40 clock hours of director's training required by DHS to meet certain criteria for the Stars Program.

CD 2333 Field Experience 3-0-3

This course is required for Child Development majors who have not worked in an early childhood program serving children, birth through third grade in the last six months. Requirements for this course include a practicum in an early childhood setting and written assignments.

CD 2393 Daily Programming for Infants And Toddlers 3-0-3

This course is designed for students who teach in programs that serve infants and toddlers. Students will examine theories related to cognitive and social development and understand individual differences and their effects on child development. Students will explore observation methods, supporting play, and curriculum for infants and toddlers. This course satisfies the CDA Competencies #2, #3 and #5 for infant/toddler certification.

CD 2423 Health, Safety of Young Children 3-0-3

This course will examine the identification and implementation of best practices of health, safety, and nutrition in a variety of early childhood settings. OSRHE Matrix: CD 106

COMPUTER-AIDED DRAFTING

Program modifications and descriptions are currently being updated. For the most current catalog offerings, please see the online catalog.

CUSTOMER SERVICE

Program modifications and descriptions are currently being updated. For the most current catalog offerings, please see the online catalog.

COMPUTER SCIENCE

CS 1103 Introduction to Microcomputers 3-0-3

This first-level application "hands-on" course is designed as an introduction to *Microsoft Office*. *Windows* topics covered are computer terminology, file navigation, and structure. Students create flyers, multiple-page reports, and mail merge in *Word*; create worksheets with embedded graphs, formulas, functions, formatting, what if analysis, and charting in *Excel*; create and query a database, create forms and reports, and define table relationships in *Access*; and create a presentation with text and graphic objects in *PowerPoint*. This course is intended for both majors and non-majors. OSRHE Matrix: CS 000, IS 000 Offered at SSC, GCTC, and WWTC

CS 1113 Introduction to Programming 3-0-3

This first course in programming is designed to allow the student to author programs in the *Microsoft VB.Net* language. Students will become familiar with programming principles and design, flowcharting, fundamental control structures, files, input/output, error trapping, and variable arrays. OSRHE Matrix: CS 007, IS 002

CS 1143 Computer Competence 3-0-3

This course is designed to introduce the student to computer terminology, desktop applications, and using the Internet as a research tool. This course is intended for both majors and non-majors. OSRHE Matrix: CS 000, IS 000

CS 1173 Hardware System Support 3-0-3

This course focuses on the management and maintenance of hardware and operating systems environments. Student will learn user administration, security, backup/recovery, advanced systems performance evaluation, and troubleshooting.

CS 1183 Principles of Information Security 3-0-3

Through this course students explore the principles of information assurance, with emphasis on current threats and vulnerabilities. Students will learn infrastructure and operational security, cryptography, legal and ethical issues, and security policies, practices, and procedures. OSRHE Matrix: IS 029

CS 2003 Web Page Design Using HTML 3-0-3

This course is designed to allow the student to learn the fundamentals of *Hyper Text Markup Language* (HTML), web page design and creation. Students will learn web development through the application of various development principles, tools, and technologies. OSRHE Matrix: IS 027

CS 2013 C++ **3-0-3**
This course is designed to allow the student to focus on the problem-solving/software construction process. This will include problem analysis, program design, and program coding in the C++ language. This course includes basic control structures, files, input/output, single and multi-dimensional arrays, searching, and sorting. OSRHE Matrix: CS 005 & IS 005

CS 2103 Word **3-0-3**
This advanced application course in *Microsoft Word* is designed to further develop word processing and desktop publishing skills for the creation of professional quality documents. Also covered is basic *Windows* operation. Techniques included are formatting, editing, working with outlines and master documents, collaboration, creating forms, and customizing *Word* with macros.

CS 2163 Desktop Publishing **3-0-3**
This course is designed to allow the student to design and produce professional quality documents in *Microsoft Publisher*. Students will create newsletters, business cards, letterheads, flyers, brochures, logos, signs, web pages, and business forms.

CS 2173 Operating Systems **3-0-3**
This course is designed to allow the student to install and configure a computer operating system. This course includes a study of components, file management, functions and relationships of computer operating systems, and security. Outside computer practice and independent study will be required. OSRHE Matrix: IS 025

CS 2603 Access **3-0-3**
This course allows the student to learn how to plan, create, manage, and manipulate a database using *Microsoft Access*. Students will perform advanced queries, create custom forms and reports, and integrate *Access* with other programs. Students will also work with HTML, hyperlink fields, automate tasks with macros, and write *Visual Basic for Application Code* in a relational database system. OSRHE Matrix: IS 019

CS 2643 Excel **3-0-3**
This course allows the student to develop professional-looking computerized spreadsheets in *Microsoft Excel*. Advanced topics covered are embedding and linking worksheets and graphs, integrating *Excel* with other *Windows* programs and the Web, creating data tables, importing data, and enhancing worksheets with macros and *Visual Basic*. OSRHE Matrix: IS 030

CRIMINAL JUSTICE

CJ 1103 Introduction to Criminology **3-0-3**
This course is an introduction to the systematic examination of the basic nature of crime. Emphasis is placed on extent, social foundations, police, courts, law, prisons, theories of punishment, theories of causation, and efforts in prevention. OSRHE Matrix: SS 033

CJ 1123 Introduction to Criminal Justice Systems **3-0-3**
This course is an overview of the Criminal Justice System and the three traditional elements of the criminal justice system: police, courts and corrections as they pertain to adults and juveniles. It provides an understanding of the participants and their roles in accomplishing the mission of the Criminal Justice System. OSRHE Matrix: CJ 101

CJ 1233 Adult Correctional Systems **3-0-3**
This course is an overview of the historical development and a complete analysis of the entire adult corrections system. OSRHE Matrix: CJ 103

CJ 1143 Introduction to Law Enforcement **3-0-3**
A study of basic information that will serve as an overview of the entire law enforcement field as well as a solid foundation for future Criminal Justice course work. The student will be introduced to the history of law enforcement in a democratic society; introduction to agencies involved in administration of Criminal Justice and its evolution up to the present. OSRHE Matrix: CJ 102

CJ 2100 Criminal Justice Seminars
Two Criminal Justice seminars are presented each semester. Each seminar is for two days, and can be taken for one hour academic credit if there is no conflict with the student's regular enrollment.

CJ 2203 Rules of Evidence **3-0-3**
The collection and presentation of legal evidence is the foundation of justice. This course of study teaches students about the responsibility all peace officers have in the lawful collection and presentation of evidence, relevancy, materiality, weight, burden of proof, presumptions, types of evidence, judicial notice, evidentiary privileges, best evidence, opinion evidence, and hearsay evidence and its exceptions, recognizing that their duty is to secure conviction of the guilty and exoneration of the innocent. OSRHE Matrix: CJ 109

CJ 2243 Fundamentals of Criminal Investigation **3-0-3**
A study of a criminal investigation, to what constitutes effective, efficient investigation and to the equipment, technology and procedures that facilitates investigations, including the theory and history conduct at a crime scene, and collection and presentation of evidence. The student will learn the basis of investigating crimes against the person and crimes against property. OSRHE Matrix: CJ 110

CJ 2253 Juvenile Justice Procedures (Also SOC 2253) **3-0-3**
This course is an overview of the organization, function, and jurisdiction of the juvenile justice system; methods of handling, processing, and detention of juveniles; and case disposition and court procedures. OSRHE Matrix: CJ 104

CJ 2300 Special Projects **Varies**
Up to eight hours credit in special projects or work in the field of Criminal Justice is available.

CJ 2941 Custody and Control Course of the Skills Academy **1-0-1**
The student will develop a functional level of knowledge and skills in the area of arresting/handcuffing, weaponless self defense, intermediate weapons control, and weapon retention. The student will identify and/or demonstrate knowledge of principles of subject control.

CJ 2945 Skills Academy Law Enforcement Drivers Training **5-0-5**
The student will acquire knowledge of the legal aspects of law enforcement driving and will acquire knowledge of desirable law enforcement driving behaviors. The students will acquire the knowledge and skills unique to the handling of a vehicle in non-emergency mode, emergency mode, and pursuit mode.

Introduction to Firearms Training
The student will learn the format, options, policies, standards, etc. of CLEET's Basic Academy firearms training program.

**EMERGENCY MEDICAL TECHNICIAN-
PARAMEDIC**

Program modifications and descriptions are currently being updated. For the most current catalog offerings, please see the online catalog.

ENGINEERING

ENGR 1113 Introduction to Engineering 3-0-3

This course is required of all engineering majors in first enrollment. This project-based course is an introduction to engineering principles and disciplines, engineering design, problem-solving and computer aided drafting. Students will be required to spend some time in the computer and engineering laboratory.

ENGR 2113 Rigid Body Mechanics 3-0-3

Students will study the Vector representation of forces and moments; general three dimensional theorems of statics, free bodies, two and three dimensional statically determinate frames, centroids and moments of inertia of areas. This course also covers Absolute motion of a particle, motion of rigid bodies, rotating axes and the Coriolis component of acceleration, Newton's laws applied to translating and rotating rigid bodies, principles of work and energy and impulse and moments in translation and rotation; moments of inertia of masses. Prerequisite: MATH 2424 or concurrent enrollment.

ENGR 2153 Strength of Materials 3-0-3

This course covers tension, compression, shear, mechanical behavior of materials, Hooke's law; Poisson's ratio, axially loaded members, torsion, shear force and bending moment diagrams, shear and bending stresses in beams, transformation of stress and strain, stress from direct loading and biaxial and triaxial stress, combined loadings, beam deflections, statically indeterminate problems, buckling of columns and structural members of two materials. Both differential and integral calculus for problem solutions are used liberally. A substantial knowledge of statics is assumed. Prerequisite: ENGR 2113.

ENGR 2613 Electrical Science 3-0-3

This course covers electrical circuit components; AC and DC circuit analysis; mesh and nodal formulation of network equations; transient and steady state response to sinusoidal and step sources; Ohm's and Kirchoff's laws; Thevenin and Norton circuits; source transformations; energy, power, and power factors; the use of S PICE for circuit analysis (or equivalent computer package); Laplace Transform and matrix representations. Prerequisite: MATH 2424 or concurrent enrollment.

ENGLISH

***NOTE:** Students entering the college with an ACT English Sub-Test Score below 19 are required to take the appropriate assessment test(s) and demonstrate appropriate knowledge of writing for course placement. The six-hour composition requirement will be met with ENG 1113 Principles of English Composition I and ENG 1213 Principles of English Composition II.

ENG 0103 English as a Second Language 3-0-0

This course covers the basic structures and patterns of English. The class stresses foundational work in English to promote further success in composition. It primarily serves non-native speakers but would also be helpful for native speakers who need a better foundation in formal or academic writing.

ENG 0113 Basic Grammar 3-0-0

This course is a study of grammar, punctuation, spelling, and sentence structure with an introduction to paragraph writing. This course addresses student deficiencies in language arts and writing identified by the ACT English Subset score or English placement exam. ACT English Sub Score of 0-14. A grade of "C" or better will advance the student to ENG 0123.

ENG 0123 Fundamentals of English 3-0-0

This course is a study of paragraph development, writing styles, processes and grammar, with an introduction to essay writing basics. This course addresses student deficiencies in language arts and writing identified by the ACT English Subset score or English placement exam. ACT English Sub Score of 15-18. Prerequisite: appropriate score on placement test or completion of ENG 0113 with a grade of "C" or better. A grade of "C" or better will advance the student to ENG 1113.

ENG 1113 Principles of English Composition I 3-0-3

This course studies correct usage and writing modes. The class emphasizes expository and persuasive essays, academic research and proper attribution. Prerequisite: ACT of 19 or higher or 40 or higher on the ASSET Writing Skills Exam. The student must earn a grade of "D" or better to advance to ENG 1213. OSRHE Matrix E001

ENG 1213 Principles of English Composition II 3-0-3

This course focuses on critical analysis and developing argumentative essays. A research paper is a requirement. Prerequisite: ENG 1113 with a grade of "D" or higher. OSRHE Matrix E002

ENG 1313 Technical Report Writing 3-0-3

This course may replace ENG 1213 for students in career-oriented programs. Students should contact the English Department or the Business Department for a current list of qualifying programs. The course focuses on written expression, vocabulary, and report writing. Prerequisite: ENG 1113. OSRHE Matrix E012

ENG 1803 Native American Contemporary Literature (Also NAS 1803) 3-0-3

This course studies American Indian authors' books, poetry, prose, and other American Indian-focused literary compositions. This course will also discuss the literary, cultural, historical, religious and political themes and implications of the American Indian authors and the literature. OSRHE Matrix: AI 003

ENG 2113 Creative Writing 3-0-3

This course includes instruction and practice in writing in multiple genres, including drama, prose, and poetry. The course emphasizes voice, style, and audience. Prerequisite: ENG 1213 or instructor permission. A writing sample may be required for permission to enroll. OSRHE Matrix E010

ENG 2300 Special Topics in English Varies

Students may take Special Topics in English for one to four credit hours and may be repeated to a maximum of eight credit hours. Students should contact the English Department for additional information.

ENG 2343 Introduction to Sign Language 3-0-3

This course consists of the history of signing, expressive and receptive finger spelling, introduction to American Sign Language, and Signed English. OSRHE Matrix WL101

ENG 2353 Sign Language II 3-0-3
This course is a continuation of ENG 2343. Students continue to develop skills which began in Introduction to Sign Language. Prerequisite: ENG 2343. OSRHE Matrix WL101

ENG 2413 Introduction to Literature 3-0-3
(Also HUM 2413)
This course introduces literary concepts using poetry, short stories, and plays, with some discussion of the historical, political, cultural, or social influences surrounding the literature. OSRHE Matrix: E003, HH003

ENG 2433 World Literature I 3-0-3
(Also HUM 2433)
This course is the study of cultural, philosophical, and religious themes from antiquity through the 1700s, especially as represented in masterpieces of literature from around the world. Readings focus on the social values and various artists' personal perceptions of ancient societies – including Greece, India, Africa, and China. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix E006, HH003

ENG 2543 Survey of English Literature I 3-0-3
(Also HUM 2543)
This course links historical, social, cultural, and artistic developments in a sampling of the best of English literary heritage. Beginning with the Anglo-Saxon world, the course moves through the Middle Ages, the Early Modern Period, the Restoration, and the early Eighteenth Century. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix: E006, HH003

ENG 2653 Survey of English Literature II 3-0-3
(Also HUM 2653)
This course is a continuation of English 2543. The course begins with the Romantic era and progresses through the Victorian, Modern, and Postmodern periods of art and literature, examining the historical, social, and cultural themes and implications of the literature. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix: E007, HH003

ENG 2753 Survey of American Literature I 3-0-3
(Also HUM 2753)
This course is a chronological view of writers contributing to literature in America from 1492 to 1865 with a diversity of genres and a multicultural approach. This course examines the historical, social, and cultural themes and implications of American literature, as well as literary form. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix E004, H003

ENG 2883 Survey of American Literature II 3-0-3
(Also HUM 2883)
This course is a chronological view of writers contributing to literature in America from 1865 to the present with a diversity of genres and a multicultural approach. This course examines the historical, social, and cultural themes and implications of American literature, as well as literary form. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix E005, HH003

ENVIRONMENTAL SCIENCE

ENVS 1113 Introduction to Environmental Science 3-0-3
This course is designed to develop an awareness of the limitation of our country's natural resources and to teach the principles and problems of conserving and managing those resources. This

course will also include a study of rural and urban environmental problems and possible solutions. OSRHE Matrix: BI 625

FRENCH

FREN 1123 Conversational French I 3-0-3
This course is an introductory World Language conversation course with a focus on listening and speaking, providing intensive practice in the language on topics of everyday life. Minimum 3 hours credit OSRHE Matrix: WL105

FREN 1223 Conversational French II 3-0-3
This course is the second introductory World Language conversation course developing language skills with a focus on listening and speaking, providing the opportunity to function in French in a variety of situations. Minimum 3 hours credit Prerequisite: FREN 1123 OSRHE Matrix: WL 106

GENERAL PHYSICAL SCIENCE

GPS 1110 General Physical Science Lab
Required with GPS 1114

GPS 1114 General Physical Science 3-2-4
This course provides a lecture, demonstration, discussion course with appropriate laboratory work. This course is designed to help students understand and interpret the environment. Basic principles will be presented in the field of physics, chemistry, meteorology, astronomy and geology. This course is recommended for non-science majors. Prerequisite: 1) one year high school algebra and appropriate score on Intermediate Algebra Assessment Test. 2) "C" or better in MATH 0113. (Concurrent enrollment in MATH 0123 is recommended); or 3) The student must have an ACT Science Sub Score of at least 19 or earned a "C" or better in SCI 0113 Transitional Science. OSRHE Matrix: GS 101

GPS 1214 Earth Science 3-2-4
This is a lecture/demonstration course with laboratory for non-majors. This course presents concepts from the fields of geology, meteorology, and oceanography. Prerequisite: The student must have an ACT Science Sub Score of at least 19 or earned a "C" or better in SCI 0113 Transitional Science.

GPS1311 Laboratory Techniques in Physical Sciences Varies
Special Projects in Physical Sciences can be one to three hours credit. It may be repeated to a maximum of three hours. Projects will be in Physical Sciences, to include General Physical Science or Earth Science and must be approved by the instructor prior to enrollment. Prerequisites: Prior math and a "B" or better in a prior related physical science and instructor approval.

GEOGRAPHY

GEOG 1123 World Regional Geography 3-0-3
This course is a survey of the earth and its peoples in developed and less-developed regions. The objective is geographic literacy and understanding as to the most important physical, cultural, economic, and political features of the world today in addition to place-name familiarity. OSRHE Matrix: GG 101

GEOLOGY

GEOL 1110 Physical Geology Lab

Required with GEOL 1114

GEOL 1114 Physical Geology 3-2-4

This course is a study of physiographic features of the earth, the agents and processes responsible for structural changes, and petrology. Prerequisite: The student must have an ACT Science Sub Score of at least 19 or earned a "C" or better in SCI 0113 Transitional Science. OSRHE Matrix: GE 100, GS 110

GOVERNMENT

GOV 1023 Modern Political Systems 3-0-3

This course is an introduction to the study of the differences among political systems and political cultures, and the merits of comparative analysis. OSRHE Matrix: PS 204

GOV 1113 American National Government 3-0-3

This course studies the principles, structure, processes and functions of the United States Federal government. Emphasis is placed on state origins, evolution of constitutionalism, and basic theories of American government. OSRHE Matrix: PS 101

GOV 1303 State and Local Government 3-0-3

This course is an introduction to the organization, structure functions, and administration of state and local governments. OSRHE Matrix: PS 207

GOV 2013 Introduction to International Relations 3-0-3

This course studies the core theories and basic concepts that political scientists use to understand world politics. Emphasis is placed on the different theoretical approaches, actors, and perspectives to International Relations, the historical context of contemporary International Relations, and on issues of war, national security, and globalization. OSRHE Matrix: PS 203

GOV 2300 Special Projects in Government Varies

This course is one to four credit hours. It may be repeated to a maximum of eight hours of credit. It may be offered as an independent study or group study course.

GOV 2403 American Political Parties 3-0-3

This course is an introductory study of the policy-making process and of American political institutions: the Presidency, Congress, the Judiciary, and the bureaucracy. Also examines political processes and behavior including parties, elections, interest groups, public opinion, and the media. OSRHE Matrix: PS 206

HEALTH, PHYSICAL EDUCATION, and RECREATION

*NOTE: No more than two hours of activity credit may be applied toward the 62-hour requirement for an Associate Degree.

HPER 1012 Wellness/Human Development 2-0-2

The course increases students' understanding of health and increases students' knowledge in making lifestyle decisions that culminate in improved health and quality of life. Students will develop knowledge of challenges to health and how to cope with those challenges in their lives.

HPER 1121 Basketball Participation 0-6-1

Basketball Participation is participation in varsity athletics. It may be repeated, but students can accumulate only two hours of credit toward a degree. (Activity Course)

HPER 1131 Baseball Participation 0-6-1

Baseball Participation is participation in varsity athletics. It may be repeated, but students can accumulate only two hours of credit toward a degree. (Activity Course)

HPER 1141 Tennis Participation 0-6-1

Tennis Participation is participation in varsity athletics. It may be repeated, but students can accumulate only two hours of credit toward a degree. (Activity Course)

HPER 1161 Golf Participation 0-6-1

Golf Participation is participation in varsity athletics. It may be repeated, but students can accumulate only two hours of credit toward a degree. (Activity Course)

HPER 1171 Softball Participation 0-6-1

Softball Participation is participation in varsity athletics. It may be repeated, but students can accumulate only two hours of credit toward a degree. (Activity Course)

HPER 1181 Volleyball Participation 0-6-1

Volleyball Participation is participation in varsity athletics. It may be repeated, but students can accumulate only two hours of credit toward a degree. (Activity Course)

HPER 1191 Women's Fitness 0-2-1

This course is designed to address differences in weight and fitness training objectives for women. This course will help students recognize differing goals and methods for men and women related to improving fitness and how goals of women may be met through a total conditioning regiment. In addition to addressing muscular strength and maximum muscular endurance, the course will address body fat reduction, flexibility improvement and cardiovascular conditioning. (Activity Course)

HPER 1241 Lifetime Sports/Yoga 0-2-1

This course is an introductory Yoga course developed for students of all fitness levels. Students will learn basic Yoga postures, breathing and relaxation techniques designed to assist in increased flexibility, strengthen muscles and reduce stress level. (Activity Course)

HPER 1551 Physical Fitness 0-2-1

This course is a program to develop strength, endurance, agility, power, speed and flexibility. (Activity Course)

HPER 1953 Introduction to Health, Physical Education, and Recreation 3-0-3

This course is a study of the past, present, and future status of the fields and their impact on society. Career opportunities are discussed. (3 Semester Cycle)

HPER 2053 Sociology of Sport 3-0-3

This course is a systematic approach to demonstrating the relevance of sociological approaches to the understanding of sport and the impact of sport on society. (3 Semester Cycle)

HPER 2111 Lifesaving Training 0-2-1

This course covers senior lifesaving, leads to the Red Cross lifesaving certificate. It is for swimmers who can swim 100 yards demonstrating the following fundamental strokes: elementary backstroke, crawl, side and breast strokes. (Activity Course)

HPER 1221 Dance Participation

Dance participation is participation as a member of the college dance and performance team. May be repeated, but can accumulate only two hours credit toward degree.

HPER 2132 Officiating Rules and Procedures 2-0-2

This course covers the rules and techniques of officiating sports of football, basketball, baseball and softball with general discussion of rules and procedures of other popular sports.

HPER 2141 Lifetime Sports/Aquatic Exercise 0-2-1

This offering is designed to introduce students to basic aquatic exercise. (Activity Course)

HPER 2151 Lifetime Sports/Beginning Tennis 0-2-1

This offering designed to provide instruction in rules and techniques of the sport as a life-span activity. (Activity Course)

HPER 2161 Lifetime Sports/Intermediate Tennis 0-2-1

This offering is designed for students who have completed the beginning tennis course and wish to further improve their skills. Prerequisite: HPER 2151. (Activity Course)

HPER 2171 Lifetime Sports/Golf 0-2-1

This offering is designed to introduce students to the basic golf fundamental and to help them develop golf skills which they can practice at their leisure. (Activity Course)

HPER 2181 Lifetime Sports/Racquetball 0-2-1

This offering is designed to introduce students to rules, basic techniques and skills for a life-span sport. (Activity Course)

HPER 2222 First Aid – CPR 2-0-2

This course is designed to provide the general public with the knowledge and skills needed in situations that require emergency first aid.

HPER 2231 Lifetime Sports/Dance 0-2-1

This course is an introduction to basic steps for recreational dance or performance dance. (Activity Course)

HPER 2233 Care & Prevention of Athletic Injuries 3-0-3

This course is designed to familiarize the student with symptoms of common athletic injuries and their immediate treatment and care.

HPER 2262 Theory of Coaching 2-0-2

This course is the study of the nature, scope and significance of the coaching profession. Emphasis is placed upon the numerous successful methods of athletic coaching philosophies of the past and present. This course includes discussions on the current and future status of the coaching fields and their impact on society.

HPER 2263 Introduction to Recreation & Leisure 3-0-3

This course is a study of the nature, scope and significance of leisure and recreation. Emphasis is placed on factors involved in the operation of basic recreation units, major program areas, and the interrelationship of special agencies and institutions serving the basic recreation needs of society.

HPER 2300 Special Projects in HPER Varies

Special Projects in HPER may be worth one to three credit hours. This course may be repeated to a maximum of eight credit hours. It may be taught as an independent or group study course.

HPER 2321 Senior Citizen Aquatic Exercise 0-2-1

This course is designed to provide swimming exercises and aquatic skills which help senior citizens increase strength, endurance, agility and flexibility. (Activity Course)

HPER 2411 Aerobics

This course provides lecture, demonstration, and conditioning (Aerobic) exercises designed to improve and maintain health and fitness.

HPER 2413 Applied Anatomy 3-0-3

This course is a study of the structure and function of the human body with a special emphasis on study of anatomical structure and systems related to movement. (3 Semester Cycle)

HISTORY

HIST 1063 Oklahoma History 3-0-3

This course is a survey of Oklahoma's development from pre-statehood to the present. OSRHE Matrix: HS 007

HIST 1223 History of Native Americans to 1890 3-0-3
***(Also NAS 1223)**

This course reviews American Indian tribal, individual, federal, state, and local histories and analyses American Indian histories to 1890. OSRHE Matrix: HS 010, AI 000

HIST 1243 History of Native Americans 1891 to Present 3-0-3
***(Also NAS 1243)**

Studies examine American Indian tribal, individual, federal, state, local histories and analyses American Indian histories 1891 to present. OSRHE: AI 000, HS 010

HIST 1483 American History Survey to 1877 3-0-3

This course illustrates the beginnings of American democracy, its growth, and the dilemmas posed by the sectional conflict. OSRHE Matrix: HS 005

HIST 1493 American History Survey since 1877 3-0-3

This course illustrates the transition of the United States from an agricultural to an industrial nation from isolationism to world power and leader of the democratic system. OSRHE Matrix: HS 006

HIST 2113 The American West 3-0-3

This course is a survey of the American West beginning with pre-history and continuing into European penetration and settlement through conquest. The course stresses political, economic, and social development and the emergence of the modern American West and its issues. OSRHE Matrix: HS 014

HIST 2203 Native American History and Policy 3-0-3
***(Also NAS 2203)**

This course is a survey of the history of Native Americans in North America from before European contact to the present. Emphasis is on the social, economic, political, and legal policies of the period and their effects. Other areas include the contributions of Native Americans to the development of American society.

HIST 2223 Western Civilization to 1660 3-0-3
***(Also HUM 2223)**

This course covers the development of Western cultures from Antiquity to the Medieval/Renaissance Era. OSRHE: HS 001

HIST 2233 Modern Western Civilization from 1660 to Present 3-0-3
***(Also HUM 2233)**

This course covers the continued development of civilization from 1660 to the present day with emphasis on the evolution and problems of the modern world. OSRHE Matrix: HS 002

HIST 2300 Special Studies in History **Varies**
Students may take one to four hours credit with a maximum of eight hours possible. Class may be taken for individual or group study. OSRHE Matrix: HS 055

HIST 2323 Social Science Issues as Perceived Through Movies **3-0-3**
***(Also HUM 2323)**
This course will focus on important social and political issues in American History from the Civil War until the present and, in particular, on how these issues are perceived and interpreted through Hollywood movies. OSRHE Matrix: HS 017

HONORS

HON 1101 Honors Seminar **1-0-1**
This course is designed for the Excel Scholars to participate in special seminars that offer the opportunity for accelerated intellectual growth. Special leadership seminars, field trips, and other extracurricular opportunities for intellectual development will be provided. Enrollment is by permission only.

HUMANITIES

***NOTE:** The courses under this heading will satisfy the Humanities credit at Seminole State College with an earned Associate Degree. If you transfer without an Associate Degree, courses may not transfer to your transfer institution. The following courses may also be accepted for Humanities credit:
ANTH 2103;
ART 1153, 1163, 1203, 2323;
ENG 2413, 2433, 2543, 2653, 2753, 2883;
HIST 2223, 2233, 2323;
JOUR 1123;
MUS 1213, 1223;
PHIL 1113; and
SPCH 1523.

HUM 1123 Introduction to Mass Communication **3-0-3**
***(Also JOUR 1123)**
This course is the survey and history of mass communication theories and practices, including economics, social and political evolution and interrelationships of media with society. These studies will consider the development of the free press, its role in molding public opinion and the public's changing expectations of the media. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: JR130

HUM 1523 Introduction to Theatre/Theatre Appreciation **3-0-3**
***(Also SPCH 1523)**
This course is a survey and analysis of theatre, history, literature and practices relating the relevance of the theatre as a social force. Theatre is examined from the perspectives of audience, playwright, director, actor and designers. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HH08, TH353

HUM 2103 American Multiculturalism Through Film **3-0-3**
***(Also ANTH 2103)**
This course illustrates the diverse multicultural aspects of American Society. The course will focus on how various American sub-cultures have been perceived through film. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HH005, AN 299

HUM 2123 Multiculturalism Through Film **3-0-3**
(Also ANTH 2123)
This course illustrates the diverse cultural aspects of the many societies in the world. The course will focus on how various sub-cultures have been perceived through film. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HH005

HUM 2223 Western Civilization to 1660 **3-0-3**
***(Also HIST 2223)**
This course covers the development of Western cultures from Antiquity to the Medieval/Renaissance Era. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HS 001

HUM 2233 Modern Western Civilization from 1660 to Present **3-0-3**
***(Also HIST 2233)**
This course covers the continued development of civilization from 1660 to the present day with emphasis on the evolution and problems of the modern world. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HH002, HS 001

HUM 2323 Social Science Issues as Perceived Through Movies **3-0-3**
***(Also HIST 2323)**
This course will focus on important social and political issues in American History from the Civil War until the present, and in particular how these issues are perceived and interpreted through movies. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HH005, HS 017

HUM 2333 Leadership Development Through the Classics* **3-0-3**
This course has as its central focus the development of leadership skills. The course is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing an awareness of the moral and ethical responsibilities of leadership and a personal philosophy of leadership. The course integrates readings from classic works of literature and modern leadership theory with experiential learning exercises, the viewing of films which deal with leadership styles and class discussions.

HUM 2413 Introduction to Literature **3-0-3**
***(Also ENG 2413)**
This course introduces literature and literary concepts using poetry, short stories, and plays, with some discussion of the historical, political, cultural, or social influences surrounding the literature. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HH003, E003

HUM 2433 Survey of World Literature I **3-0-3**
***(Also ENG 2433)**
This course is the study of cultural, philosophical, and religious themes from antiquity through the 1700s, especially as these ideas are represented in masterpieces of literature from around the world. Readings focus on the social values and various artists' personal perceptions of ancient societies including Greece, India, Africa, and China. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HH003, E008

HUM 2543 Survey of English Literature I **3-0-3**
***(Also ENG 2543)**
This course links historical social, cultural, and artistic developments in a sampling of the best of English literary heritage. Beginning with the Anglo-Saxon world, the course moves through the Middle Ages, the Early Modern Period, the Restoration, and the Eighteenth Century. This course satisfies a Seminole State College humanities requirement. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HH003, E006

HUM 2653 Survey of English Literature II 3-0-3***(Also ENG 2653)**

This course is a continuation of English 2543. The course begins with the Romantic era and progresses through the Victorian, Modern, and Postmodern periods of art and literature, examining the historical, social, and cultural themes and implications of the literature. This course satisfies a Seminole State College humanities requirement. This course focuses on the roles of history, culture and the arts within civilization. OSRHE Matrix: HH003, E007

HUM 2753 Survey of American Literature I 3-0-3***(Also ENG 2753)**

This course is a chronological view of writers contributing to literature in America from 1492 to 1865 with a diversity of genres and a multicultural approach. This course examines the historical, social, and cultural themes and implications of American literature as well as literary form. This course focuses on the roles of history, culture and the arts within civilization. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix: HH003, E004

HUM 2883 Survey of American Literature II 3-0-3***(Also ENG 2883)**

This course is a chronological view of writers contributing to literature in America from 1865 to the present with a diversity of genres and a multicultural approach. This course examines the historical, social, and cultural themes and implications of American literature as well as literary form. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix: E005, HH003

JOURNALISM

JOUR 1103 Reporting I 2-2-3

This course stresses, through reporting assignments and laboratory exercises, the writing of articles for print media. OSRHE Matrix: JR 002

JOUR 1123 Introduction to Mass Communication 3-0-3

This class is a survey of mass communication theories and practices and focuses on the media's roles and influences in economics, politics, social changes and the evolution of interrelationships of media with society. These studies will consider the development of the free press, its role in molding public opinion and the public's changing expectations of the media. OSRHE Matrix: JR 130

JOUR 1223 Photography I 2-2-3

This course will covers basic camera function – 35mm and digital single lens reflex. Film students will learn basic black and white film processing and printing. Digital students will study simple print manipulation and printing. Each student will compile a portfolio. Students are responsible for providing a camera and supplies. OSRHE Matrix: AA 024, JR 050

JOUR 2203 Photography II 2-2-3

This course will continue to develop student skills in the process, printing and media used in black and white photography. Student portfolio and presentation skills will be emphasized. Students are responsible for providing a camera and supplies. Prerequisite: JOUR 1223 OSRHE Matrix: AA 025, JR 052

JOUR 2300 Special Projects in Journalism or Photography Varies

This course is one to four hours credit. Projects may be in journalism or photography and require instructor approval prior to enrollment.

MATHEMATICS

NOTE: Students entering the college with an ACT Math Sub-Test Score below 19 are required to take the appropriate assessment test(s) and demonstrate appropriate knowledge of mathematics for course placement before entering a mathematics course above Basic Math.

MATH 0103 Basic Math 3-0-0

This course is a study of sets and set language, properties and operations of whole numbers, natural numbers, and positive rational numbers. It also includes the study of ratio and proportion, percent, measurement, irrational numbers, real numbers, and simple equations. Prerequisite: Appropriate score on placement test(s). ACT Math Sub Score of 0-14. A grade of "C" or better will advance the student to MATH 0113 or MATH 0125 (Elementary/Intermediate Algebra).

MATH 0113 Elementary Algebra 3-0-0

This is a course for students with little or no high school algebra background. It focuses study on fractions, signed numbers, algebraic expressions, linear equations, applications of linear equations, inequalities and graphing, exponents, and polynomials. Prerequisite: Appropriate score on placement test(s) or completion of MATH 0103 with grade of "C" or better. ACT Math Sub Score of 15-16. A grade of "C" or better will advance the student to MATH 0123.

MATH 0115 Basic Algebra 5-0-0**(Basic Math/Elementary Algebra)**

This course is a review of basic mathematics concepts with topics from sets and set properties and operations of whole numbers, natural numbers, integers, rational numbers, real numbers, ratio and proportion, percent, measurement, algebraic expressions, linear equations, applications of linear equations, inequalities and graphing, exponents, polynomials, and special products. Prerequisite: Appropriate score on assessment test(s). A grade of "C" or better will advance the student to MATH 0123.

MATH 0123 Intermediate Algebra 3-0-0

This course is a study of factoring, quadratic equations, applications of quadratic equations, rational expressions, roots and radicals, and complex numbers. Prerequisite: Appropriate score on placement test(s) or completion of MATH 0113 with grade of "C" or better. ACT Math Sub Score of 17-18. A grade of "C" or better will advance the student to any college-level math course.

MATH 0125 Elementary/Intermediate Algebra 5-0-0

For students with little or no high school algebra background, this course combines the content of Elementary and Intermediate Algebra to provide a review of fractions, signed numbers, algebraic expressions, linear equations, applications of linear equations, inequalities and graphing, exponents, polynomials, special products, factoring, quadratic equations, applications of quadratic equations, rational expressions, roots and radicals, and complex numbers. Prerequisite: Appropriate score on placement test(s) or completion of MATH 0103 with grade of "C" or better. A grade of "C" or better will advance the student to any college-level math course.

MATH 1133 Geometry 3-0-3

This course is a study of theorems and postulates and their applications, conditional statements, deductive proofs, inductive reasoning, congruency, similar polygons, perimeter, area and volumes. Prerequisite: Completion of MATH 0123 with grade of "C" or better.

MATH 1413 Mathematics in Society 3-0-3
A survey course designed to acquaint the student with the many uses and practical applications of Mathematics in today's society. Topics will be selected from set theory, logic, functions and relations, history of numeration systems, probability, statistics, and geometry. Problem solving skills will be emphasized throughout the course. This course is not intended to be a substitute for College Algebra. Prerequisite: 1) Satisfaction of college admission requirement for mathematics; 2) ACT Math Sub Score of 19; or 3) Completion of MATH 0123 or MATH 0125 with grade of "C" or better. OSRHE Matrix: MA 201

MATH 1513 College Algebra 3-0-3
Review of fundamental operations, linear equations, inequalities, absolute value, binomial theorem, complex numbers, determinants, solution of higher degree equations, arithmetic and geometric progressions, and mathematical induction. Prerequisite: 1) ACT Math Sub Score of 19 or above; 2) Appropriate score on assessment test(s), or 3) Completion of MATH 0123 or MATH 0125 with grade of "C" or better. OSRHE Matrix: MA 203

MATH 1613 Plane Trigonometry 3-0-3
Trigonometric functions of the general angle, application to right triangle, identities, solutions of triangles, and logarithmic, trigonometric, and exponential equations. Prerequisite: Math 1513 or concurrent enrollment. ACT Math Sub Score of 19. (High School Geometry, MATH 1133, or concurrent enrollment in MATH 1133 is recommended.) OSRHE Matrix: MA 204

MATH 2113 Mathematics Concepts for Educators I 3-0-3
A course designed to provide the foundations for teaching mathematics on the elementary level. Selected topics will include the origin of numerals and systems of numeration, sets and relations, and the structure and properties of the systems of the whole numbers, the integers, the rational numbers, and the real numbers. Prerequisite: 1) Satisfaction of college admission requirement for mathematics; 2) ACT Math Sub Score of 19; or 3) Completion of MATH 0123 or MATH 0125 with grade of "C" or better. OSRHE Matrix: MA 302

MATH 2123 Math Concepts for Educators II 3-0-3
This course is designed to provide foundations for teaching Mathematics on the elementary level. Selected topics include basic geometric ideas and notations, constructions, similarity, measurement, and motion geometry. Estimation, problem solving, and algebraic thinking are integrated throughout the course. Prerequisite: 1) Satisfaction of college admission requirement for Mathematics; 2) ACT Math Sub Score of 19; or 3) Completion of MATH 0123 or MATH 0125 with grade of "C" or better. OSRHE Matrix: MA 301

MATH 2133 Math Concepts for Educators III 3-0-3
This course is designed to provide foundations for teaching Mathematics on the elementary level. Selected topics will include rational numbers, decimals and applications, real numbers, probability, and statistics. Estimation, problem solving, and algebraic thinking are integrated throughout the course. Prerequisites: 1) Satisfaction of college admission requirements for Mathematics; 2) ACT Math Sub Score of 19; or 3) Completion of MATH 0123 or MATH 0125 with grade of "C" or better. OSRHE Matrix: MA 303

MATH 2215 Calculus and Analytic Geometry I 5-0-5
This course is a study of functions of one variable, rectangular coordinates, equations and properties of algebraic plane curves, limits, derivatives, differentials, antiderivatives, definite integrals, conic sections, and applications of derivatives and integrals. Prerequisite: 1) minimum Math ACT score of 28; or 2) MATH

1513 and MATH 1613; or 3) concurrent enrollment in MATH 1613.

MATH 2424 Calculus and Analytic Geometry II 4-0-4
This course is a study of the analysis of transcendental functions, polar coordinates, parametric equations and curvilinear motion, formal integration, approximate integration and improper integrals with applications. Prerequisite: MATH 2215.

MATH 2434 Calculus and Analytic Geometry III 4-0-4
This course is a study of indeterminate forms, infinite series, Taylor's formula and expansion of function, functions of several variables, analytic geometry of three dimensions, partial derivatives, and multiple integrals. Prerequisite: MATH 2424.

MEDICAL LABORATORY TECHNOLOGY

MLT 1402 MLT Orientation 2-0-2
Introduction to the field of medical laboratory science includes laboratory organization, ethics, and principles of laboratory safety as well as a study of medical terminology and mathematical tools commonly used in the laboratory.

NOTE: Enrollment and completion of this course does not guarantee acceptance into the MLT Program. Students enrolled in this class are not considered accepted into the MLT Program until completion of this course and/or applications have been submitted and approved. Applicants will be notified of acceptance prior to enrollments for the following semester.

MLT 1412 Urinalysis and Body Fluids 2-2-2
This is an eight-week course with 4 hours per week of lecture and lab covering physical and chemical tests on urine and body fluids and microscopic study of cells and crystals. Prerequisite: Permission from the MLT Program Director (eight weeks)

MLT 1515 Hematology 3-4-5
This course covers the theory and practical application of hematology and hemostasis systems, and includes diagnostic tests performed on blood samples and testing for coagulation studies. Prerequisite: MLT 1402 and Permission from the MLT Program Director.

MLT 1523 Instrumental Analysis 2-2-3
This course is an introduction to the mathematical concepts of laboratory operations, and quality assurance involving pre-analytical, analytical and post-analytical systems. Methods and principles of automation and laboratory information systems are covered. This course includes two hours of lecture and two hours of laboratory per week. Prerequisite: CHEM 1315, permission from the MLT Program Director, and concurrent enrollment in MLT 2455.

MLT 2101 MLT Capstone Seminar 1-0-1
This seminar is designed to bring together all the ethical and technical applications taught in the MLT program. A discussion format, enhanced by speakers, role-playing, problem-solving and case studies will better prepare the graduate for employment in the health care industry. Prerequisite: Permission from the MLT Program Director. To be taken one time only, the last semester prior to Clinical Practicum.

MLT 2413 Hematology Clinical Practicum 0-160-3
The student will spend 40 hours per week for four weeks in the Hematology Department of an affiliate laboratory. The time will include both observation and performance of tests under the supervision of a medical technologist. This department traditionally offers practice in routine hematology, phlebotomy,

coagulation studies, urinalysis and body fluid analysis.

Prerequisite: All other program requirements and permission from the MLT Program Director. To be taken concurrently with MLT 2423, MLT 2433, and MLT 2443.

MLT 2423 Clinical Chemistry Practicum 0-160-3

The student will spend 40 hours per week for four weeks in the Clinical Chemistry Department of an affiliate laboratory. The time will include both observation and performance of tests under the supervision of a medical technologist. This department traditionally offers practice in the use of highly automated chemistry analyzers, instrument maintenance, troubleshooting and statistics of lab operations. Prerequisite: All other program requirements and permission from the MLT Program Director. To be taken concurrently with MLT 2413, MLT 2433, and MLT 2443.

MLT 2433 Microbiology Clinical Practicum 0-160-3

The student will spend 40 hours per week for four weeks in the Microbiology Department of an affiliate laboratory. The time will include both observation and performance of tests under the supervision of a medical technologist. This department traditionally offers practice in inoculation, identification and susceptibility testing on a variety of biologic specimens. There may be opportunities for mycology and parasitology practice in this department. Prerequisite: All other program requirements and permission from the MLT Program Director. To be taken concurrently with MLT 2413, MLT 2423, and MLT 2443.

MLT 2434 Immunology and Blood Banking 3-3-4

This course is a study of the antigen-antibody reaction and immune response and applications in serological testing and blood banking. Blood typing, antibody screening and identification, fetal screening and crossmatching are covered in detail. Prerequisite: Permission from the MLT Program Director.

MLT 2443 Blood Banking Clinical Practicum 0-160-3

The student will spend 40 hours per week in the Blood Banking Department of an affiliate laboratory. The time will include both observation and performance of tests under the supervision of a medical technologist. The department traditionally offers practice in blood grouping, antibody screening and compatibility testing for transfusion of blood products. However, the affiliate laboratory may combine serology in any of the other departments, leaving the fifth week for a choice of weekend, evening or a special rotation of the student and instructor's choice. Prerequisite: All other program requirements and permission from the MLT Program Director. This course is to be taken concurrently with MLT 2413, MLT 2423, and MLT 2433.

MLT 2455 Clinical Chemistry 3-4-5

This course covers theory and specific tests used in diagnosing and monitoring disease states. Students study both manual and automated methods of performing chemical determinations. Prerequisite: Permission from the MLT Program Director and CHEM 1315, (ANAT 2114 or BIOL 2214) and concurrent enrollment with MLT 1523.

MLT 2462 Medical Mycology and Parasitology 2-2-2

This is an eight-week course with 4 hours per week of lecture and lab covering culture and identification techniques and study of medically important fungi. Parasitology will be covered studying life cycles, mode of transmission and microscopic identification of medically important parasites. Prerequisite: MLT 1402 and/or permission from the MLT Program Director (eight weeks)

MLT 2564 Clinical Microbiology 3-3-4

This course is the study limited to bacteria of medical importance to man. Emphasis is placed on specimen collection and processing, media, isolation and culture techniques, biochemical tests and staining techniques used in identification and

susceptibility testing. Prerequisite: MICR 2224 and permission from the MLT Program Director.

MLT 2502 Certification Exam Review 2-0-2

This course will prepare the recent MLT graduate and others wishing to challenge the national certification exam. The format covers all areas of the exam by answering and discussing questions in class. Additional computer programs and visual aids are available for study. Practice exams are given. Prerequisite: Permission from the MLT Program Director and completion of all MLT Program Courses and Clinical Practica. *This course is optional and not a program requirement. It is open to graduates of other MLT Programs and anyone eligible for the national certification exams.*

MLT 1113 Principles and Practice of Phlebotomy 1-2-3

This certificate phlebotomy program is designed for phlebotomy trainees and professionals new to the medical laboratory technology field who need to acquire phlebotomy skills, as well as acquire a comprehensive overview of the key areas of the clinical laboratory, to include specimen collection, specimen transport, processing and handling, quality control and professional behavior. This 3 credit hour course has three components; the student lectures, student labs and the clinical practicum. The student lectures and student labs will be completed on campus during a two week session. The clinical practicum requires the student to travel to a clinical affiliate to complete 100 hours of clinical experience and 100 successful phlebotomy procedures

This course is not an MLT Program Requirement and is open only to those admitted to the Phlebotomy Program

MICROBIOLOGY

MICR 2211 Laboratory Techniques in Microbiology Varies

The student will serve as a laboratory assistant for a minimum of 3 hours per week for one semester gaining practical knowledge and experience in microbiology laboratory techniques, media preparation, culture maintenance, lab preparation, and lab implementation. Knowledge of microbiology is required. Prerequisite: Must have earned a "B" or better in the course or an equivalent course in which the student will serve as lab assistant, and permission of the instructor.

MICR 2220 Microbiology Lab

Required with MICR 2224

MICR 2224 Microbiology 3-3-4

This course is an introductory course in Microbiology. It includes a study of algae, fungi, protozoa, viruses and bacteria. Emphasis is to be placed on techniques involved with sterilization, infection and resistance; diagnostic testing and immunization; and importance of microorganisms to man. Laboratory experiments are designed to aid in familiarization with microbiological techniques, morphology of organisms and aseptic procedures. Prerequisites: one course in college level-chemistry and, ZOO 1114, BIOL 1214, or, BOT 1114. OSRHE Matrix: BI 301

MICR 2303 Special Projects in Microbiology Varies

Special Projects in Microbiology may be one to four hours credit. It may be repeated to a maximum of four hours. Projects will be in Microbiology and must be approved by the instructor prior to enrollment. Prerequisites: MICR 2224

MICR 2225 Microbiology 4-4-5

Microbiology is an introductory course in Microbiology. It includes a study of algae, fungi, protozoa, viruses and bacteria. Emphasis is to be placed on techniques involved with sterilization,

infection and resistance; diagnostic testing and immunization; and importance of microorganisms to man. Laboratory experiments are designed to aid in familiarization with microbiological techniques, morphology of organisms and aseptic procedures. Prerequisite: one course in college level-chemistry and, ZOO 1114, or BIOL 1214, or BOT 1114.

MICR 2300 Special Projects in Microbiology

This course can be one to four hours credit. It may be repeated to a maximum of four hours. Projects will be in Microbiology and must be approved by the instructor prior to enrollment.

MEDICAL OFFICE TECHNOLOGY

Program modifications and descriptions are currently being updated. For the most current catalog offerings, please see the online catalog.

MUSIC

MUS 1213 Music Appreciation I 3-0-3

This course is designed to cultivate listening and appreciative attitudes toward music from 500 B.C. to the 19th century. The course includes lecture and musical illustrations of important works. (Varies)

OSRHE Matrix: HH007, MU001

MUS 1223 Music Appreciation II 3-0-3

This course is designed to cultivate listening and appreciative attitudes toward music from the 19th century to the present. The course includes lecture and musical illustrations of important works. (Varies)

OSRHE Matrix: HH007, MU001

MUS 2303 Performance Techniques 1-4-3

This course is a performing arts class designed to train students in musical performance scheduled in various community and school settings throughout the semester. Performances may be repeated for up to six hours credit toward degree. (Enrollment by permission)

NATIVE AMERICAN STUDIES

NAS 1203 Native Peoples of North America 3-0-3 (Also ANTH 1203)

This course studies American Indian ethnology, archaeology, cultural, political, social, and other related anthropology areas. OSRHE Matrix: AI 019, AN 210

NAS 1223 History of Native Americans to 1890 3-0-3 (Also HIST 1223)

This course studies American Indian tribal, individual, federal, state, local histories and analysis of American Indian histories to 1890. OSRHE Matrix: AI 000, HS 010

NAS 1233 Native American Cultural Expressions 3-0-3 (Also ANTH 1233)

This course is a study of the introduction, exploration, comprehension, and analysis of American Indian ceremony, customs, and values, (social or political) and other areas of American Indian life. OSRHE Matrix: AI 006, AN 1233

NAS 1243 History of Native Americans 1891 to Present*(Also HIST 1243) 3-0-3

Studies examine American Indian tribal, individual, federal, state, local histories and analyses American Indian histories 1891 to present. OSRHE: AI 000, HS 010

NAS 1713 Seminole/Creek Language I 3-0-3 (Also ANTH 1713)

This course is a study of the introduction, development, acquisition, practice, and maintenance of Oklahoma American Indian tribal languages. OSRHE Matrix: AI 005

NAS 1803 Native American Contemporary Literature *(Also ENG 1803) 3-0-3

This course studies American Indian authors' books, poetry, prose, and other American Indian-focused literary compositions. This course will also discuss the literary, cultural, historical, religious and political themes and implications of the American Indian authors and the literature. OSRHE Matrix: AI 003

NAS 2203 Native American History and Policy *(Also HIST 2203) 3-0-3

This course is a survey of the history of Native Americans in North America from before European contact to the present. Students will study American Indian tribal, individual, federal, state, local histories and analysis of American Indians. An emphasis is to 1890. OSRHE Matrix: AI 000

NAS 2213 Native American Contemporary Issues 3-0-3

This course studies current federal, state, tribal, local, public and private, current American Indian issues, concerns, communication, developments, and positions. OSRHE Matrix: AI 013, AN 410

NETWORKING SYSTEMS TECHNOLOGY

Program modifications and descriptions are currently being updated. For the most current catalog offerings, please see the online catalog.

NURSING

NURS 0116 CNA: Long Term Care/ Home Health Aide 4-2-6

Upon successful completion of this course, the student will be qualified to take the written and skill tests required for certification as a Long Term Care and/or a Home Health Aide. Besides laboratory practice, the student will participate in the care of the elderly and disabled residents within the Nursing Home and Home Health settings. Instructor permission is required for enrollment in the class. Class size is limited.

NURS 1222 Applications of Clinical Microbiology 2-0-2

This is a two-credit hour non-laboratory course. This course is a study of microorganisms of significance to man. Emphasis will be placed on infectious disease issues facing nurses in today's health care environment. Major concepts to be included are aseptic technique; cycle of infection; drug resistance; appropriate specimen collection and handling; and diagnostic testing and immunizations.

NURS 1421 Health Deviations I 1-0-1

This is a one credit-hour course. Health Deviations is the study of how normal physiological processes are altered by disease. Organization of material by body systems will be used in this course. Emphasis is placed on the most common and/or the most predominant diseases. Brief introduction/review of anatomy and physiology, identifying symptoms, associated laboratory tests, and

implications for other body systems shall be included. In some units, usual treatment modalities will also be covered. A systems approach is used to introduce the study of human diseases. Inclusion of course content is based on morbidity and mortality statistics reflecting prevalence of disease in the state of Oklahoma. Prerequisite: BIOL 2214 Physiology. (Concurrent with NURS 1528)

NURS 1513 Introduction to Associate Degree in Nursing 2-3-3

This is a three credit-hour-course designed to facilitate the career mobility student's advanced entrance into the Nursing Program. It includes extensive instruction and practice in the use of the nursing process. Additional focus is on philosophy and outcomes of the Nursing Program.

NURS 1528 Nursing Across the Life Span 5-9-8

This is an eight credit-hour course designed to introduce nursing diagnoses important to the care of people in various stages of life. The course includes an introduction to nursing of children, maternal/child nursing, and nursing of adults in various settings. Human dimensions emphasized in this course include physical and social. Students begin the practice of independent planning and implementation of nursing care for individuals across the life span. Pharmacology is emphasized in this course. Prerequisite: C or better in NURS 1515, NURS 1552, and NURS 1222.

NURS 1552 Skills and Clinical Interventions Laboratory 0-6-2

This is a two credit-hour laboratory course. Students will be introduced to technical nursing interventions that require psychomotor skills. The student will be required to attend all instructor demonstrations of skills, practice these skills in the clinical on-campus lab, and demonstrate competency in performance of selected skills. Off-campus laboratories are included to allow students to apply newly learned skills in an actual patient care setting. The student will be required to pass written exams, dosage calculations tests, and a skill competency skill test to successfully complete the course.

NURS 1616 Introduction to Human Dimensions 4-6-6

This is a five credit-hour course designed to introduce the five dimensions of mankind. The course contains heavy emphasis on gathering assessment data which forms the basis for identifying human responses in each of the five dimensions. The course includes an introduction to man: human needs, human dimensions, the life cycle, communication, nutrition, culture and assessment skills necessary to nursing. The student will gain knowledge and practice in assessment across the life cycle. Basic technical skills will be practiced in the course including medication administration and dosage calculation, The Nursing Process and the Role of the Nurse will be included.

NURS 2113 Mental Health Nursing 2-3-3

This is a three credit-hour course. Emphasis is given to the mental health aspect of nursing care. General concepts of mental health and mental illness are introduced with emphasis on adaptive and maladaptive coping with life crises. Specific concepts of mental illness, neuroses, depression and schizophrenia are subsequently introduced. Clinical laboratory experiences focus on crisis intervention using the problem-solving process as a model for therapeutic interaction with individual patients in an in-patient mental health setting. (For: LPN Excel-erated Transitional Tract only- as needed). (Fall)

NURS 2124 Principles of Nursing 2-6-4

This is a four credit-hour course. Students are introduced to complex diagnoses from the nursing diagnosis taxonomy. Clinical experiences are primarily in the acute-care setting where students will be expected to have in-depth knowledge of disease processes.

Application of the nursing process with a focus on evaluation will be emphasized. (For LPN Excel-erated Transitional Tract only- as needed)

NURS 2133 Role Transition 2-3-3

This is a three credit-hour course. The seminar method is used to explore issues and current trends pertinent to the professional nurse. Additional clinical opportunities are provided to allow the application of theory content. Students will be expected to complete in-depth written assignments which will explore their own personal and professional growth. (For LPN Excelerated Transitional Tract only - as needed)

NURS 2142 Health Alterations Across the Lifespan 2-0-2

This is a two credit-hour course. The content is self-paced using computerized-assisted instruction. The student will study nursing care for diverse age groups with a variety of alterations in health found in multiple settings. For: LPN Excelerated Tract only - as needed)

NURS 2154 Clinical Nursing Concepts 2-6-4

This is a four credit-hour course. Health maintenance and promotion are emphasized in this course. Opportunities for students to critically problem-solve in a variety of settings are included. Students will become adept at management skills including delegation, supervision and staff development. Clinical assignments will be individualized allowing students to design their learning around specific areas of interest. (For LPN Excel-erated Transitional Tract only - as needed)

NURS 2423 Medical Terminology 3-0-3

This course is an introduction to medical terminology with emphasis on etiology, symptomatology, pathology, and diagnostic procedures as related to medical assistant, medical secretarial, medical transcriptionist, nursing and other allied health occupations/functions. The course provides students with basic principles of medical word building, which once learned, can readily be applied to building an extensive vocabulary. Offered at GCTC and WWTC – Accepted at SSC with completion of career tech program.

NURS 2433 Basic Pharmacology 3-0-3

This is a three credit hour course that introduces the student to basic information in pharmacology through the study of drug classifications. The student will study the action, therapeutic uses, adverse reactions, and basic precautions in the administration of various medications within each drug classification.

This course is a nursing elective. Although geared to nurses and nursing students, any person interested in the study of pharmacology can take this course with instructor approval.

NURS 2519 Nursing Care in Health Disruptions 5-12-9

This is a nine credit-hour course. Students are introduced to complex diagnoses from the nursing diagnosis taxonomy. Clinical experiences are primarily in the acute-care hospital, where the student practices, in collaboration with the clinical instructor, planning, implementation and evaluation of nursing care for both adults and children. Human dimensions emphasized in this course are Emotional and Cognitive. The student practices the management of care for multiple patients. Clinical experiences in acute mental illness are included. Prerequisite: C or better in NURS 1421 and NURS 1528.

NURS 2521 Health Deviations II 1-0-1

This is a one credit-hour course. A continuation of NURS 1421, this course uses a systems approach. Knowledge of human diseases forms an important part of the knowledge base for nursing care. Content is coordinated with NURS 2519. Prerequisites:

NURS 1421 and NURS 1528. (Concurrent enrollment with NURS 2519)

NURS 2529 Nursing Care for Health, Maintenance, and Promotion 4-15-9

This is a nine credit-hour course. Students continue to practice nursing care, including assessment, analysis planning, implementation, and evaluation, based on accepted nursing diagnoses. All Human Dimensions are addressed in this course with emphasis placed on the Spiritual Dimension. Health Maintenance and promotion are also emphasized. Opportunities for students to master advanced problem-solving are provided throughout this course. Students also continue to practice management skills, delegation, and supervision. There is an additional emphasis on the attributes of the professional nurse. Prerequisite: C or better in NURS 2519 and NURS 2521.

NURS 2531 Health Deviations III 1-0-1

This is a one credit-hour course. A continuation of NURS 2521, this course uses a systems approach. Knowledge of human diseases forms an important part of the knowledge base for nursing care. Content is coordinated with NURS 2529. Prerequisite: C or better in NURS 2519 and NURS 2521. (Concurrent enrollment with NURS 2529)

NURS 2552 Contemporary Nursing 2-0-2

The seminar method is utilized to explore issues pertinent to entry into nursing practice. It includes a study of the roles and competencies of the beginning Associate Degree nurse, coupled with the practical aspects of assessing career opportunities, applying for a nursing position, and coping with career-related stress. Legal aspects of nursing are studied with emphasis on the Nurse Practice Act and the licensing role of the State Board of Nursing. (Spring, Year 2) (Nursing Elective - as needed)

NURS 2623 Nursing Capstone 1-6-3

This course is designed to explore issues pertinent to entry into nursing practice. It includes a study of the roles and competencies of the Associate Degree Nurse. Clinical opportunities will allow for practical experience where students will apply theory presented throughout the entire program of study. In addition, students will complete a self-evaluation and develop an individualized plan of preparation for successfully writing the NCLEX-RN Licensure exam. This course will be offered in the last semester of the program prior to graduation and taken concurrently with NURS 2529 and NURS 2531. Prerequisites: successful completion of NURS 2519 and NURS 2521.

OFFICE MANAGEMENT

NOTE: Program modifications and descriptions are currently being updated for courses offered at the technology centers. For the most current catalog offerings, please see the online catalog.

OM 2423 Medical Terminology 3-0-3

This is an introduction to medical terminology with emphasis on etiology, symptomatology, pathology, and diagnostic procedures as related to medical assistant, medical secretarial, medical transcriptionist, nursing, and other allied health occupations/functions. It provides students with basic principles of medical word building, which, once learned, can readily be applied to building an extensive medical vocabulary.

PHILOSOPHY

PHIL 1113 Introduction to Philosophy 3-0-3

This course is a general introduction to major areas of philosophical studies, including, but not limited to, metaphysics, epistemology, and axiology. OSRHE Matrix: PI 101

PHYSICS

PHYS 1314 Astronomy 3-2-4

This course is a non-mathematical treatment of introductory Astronomy. Topics of interest include a study of constellations, theories of planetary motion, theories of evolution of the universe, and such extragalactic objects as nebulae, star clusters, variable stars, binary stars and quasi-stellar objects. Laboratory included. Prerequisite: The student must have an ACT Science Sub Score of at least 19 or earned a "C" or better in SCI 0113 Transitional Science.

PHYS 2110 General Physics I Lab

Required with PHYS 2114

PHYS 2114 General Physics I 3-3-4

This algebra-based course includes mechanics in one and two dimensions, thermodynamics and/or waves. Prerequisites: MATH 1513; Co-requisite MATH 1613 OSRHE Matrix: PH 120

PHYS 2202 Laboratory Techniques in Physics 0-6-2

This course provides an opportunity for the exceptional student to get acquainted with the laboratory equipment and its use. The student will be expected to become proficient in assembling said equipment and in preparing necessary experiments for the laboratory. The student will act as a laboratory assistant for at least one Physics class. Prerequisite: A grade of "B" or better in the course in which the student is to assist.

PHYS 2211 Calculus Based Physics I 1-0-1

This course is a Calculus-based general Physics—a problems class. It will emphasize the application of Calculus to the solution of Physics problems in each of the problem areas of General Physics I. Special reference is made to engineering principles. Prerequisite: MATH 1513. Co-requisite: PHYS 2114, MATH 2215

PHYS 2231 Calculus Based Physics II 1-0-1

This course is a Calculus-based general Physics—a problems class. It will emphasize the application of Calculus to the solution of Physics problems in each of the problem areas of General Physics II. Special reference is made to engineering principles. Prerequisite: PHYS 2214. Co-requisite: PHYS 2224, MATH 2424

PHYS 2220 General Physics II Lab

Required with PHYS 2224

PHYS 2224 General Physics II 3-3-4

This course includes the study of electricity, magnetism, and optics. A lab component is included. Prerequisite: MATH 1513; Co-requisite MATH 1613 and PHYS 2114 OSRHE Matrix: PH 130 Offered at GCTC

PRECISION MACHINING TECHNOLOGY

Program modifications and descriptions are currently being updated. For the most current catalog offerings, please see the online catalog.

PSYCHOLOGY

PSY 1103 Child Psychology **3-0-3**
The course presents an introduction to the principles of child behavior and development as a function of time and context. Cognitive, social and behavior issues are addressed in the contexts of parenting, school and community. Issues of special education, special populations and observational measures are reviewed within an initial supervised applied practicum experience.

PSY 1113 General Psychology **3-0-3**
The course presents an introduction to the scientific principles governing the major domains of human behavior and cognition and their application. Ethical considerations are included. The course is required in most states for all college majors.
OSRHE Matrix: PY 101

PSY 1123 Psychology of Adjustment **3-0-3**
The course presents a study of factors designed to promote behavior characteristics that reflect behavioral health. Emphasis is placed on the development of positive behaviors rather than on correction of maladaptive behaviors. OSRHE Matrix: PY 108

PSY 2013 Personality Theories **3-0-3**
The course exams personality processes and the various theoretical approaches to the study of personality, such as psychodynamic, behavioral, phenomenological, trait, and social learning theories.
OSRHE Matrix: PY 104

PSY 2023 Developmental Psychology **3-0-3**
A theoretical and research based course, with a prerequisite of Introduction to Psychology, offered at the 2000 level or above. This course will cover social, emotional, physical and cognitive aspects of human development throughout the life span. Application of current scientific data and theory in the real world of infants, children, adolescents, adults and geriatric populations are emphasized. Prerequisite: PSY 1113 General Psychology, taken within the previous 10 years is recommended.
OSRHE Matrix: PY 103

PSY 2053 Social Psychology **3-0-3**
A study of the psychological basis of social interaction and change, this course covers topics such as conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction, and social comparison. Prerequisite: PSY 1113 and SOC 1113 OSRHE Matrix: PY 102 / SS 045

PSY 2123 Independent Study **Varies**
This is an individual study, readings oriented, under supervision of appropriate faculty member. It may be repeated for a maximum of 3 hours. Prerequisite: PSY 1113 General Psychology; PSY 2023 Developmental Psychology and permission of the instructor.

PSY 2113 Introduction to Applied Behavior Analysis **3-0-3**
The course presents a review of the major theories of behavior modification and behavior management with emphasis on application of the basic learning principles. Basic procedures of applied assessment, treatment and treatment outcomes are included. Prerequisite: PSY 1113 General Psychology, taken within the previous 10 years is recommended. Methods taught in this course are appropriate to the helping professions as the introductory course in Behavior Modification.

PSY 2300 Special Projects in Psychology **Varies**
This is an independent or group study course on topic of special interest. It is worth one to three credit hours available.

READING

***NOTE:** Students entering Seminole State College with an ACT Reading Sub-test score below 19 will be required to take a placement exam(s) and will be enrolled in reading according to the results.

READ 0113 Basic College Reading **3-0-0**
In a Reading lab setting, students work with individualized reading materials to improve vocabulary, comprehension, study skills, and phonics (if needed). The goal of this course is to read at or above the 8th grade level on the Nelson-Denny Test. ACT Reading Sub Score of 0-11. In addition, a grade of "C" or better must be attained to clear the Reading deficiency.

READ 0123 Fundamentals of Reading **3-0-0**
In a Reading lab setting, students work with individualized reading materials to improve vocabulary, comprehension, study skills, and phonics (if needed). The goal of this course is to read at or above the 10th grade level on the Nelson-Denny Test. ACT Reading Sub Score of 12-18. In addition, a grade of "C" or better must be attained to clear the Reading deficiency.

READ 1103 Reading Improvement **3-0-3**
This course is a class designed to increase vocabulary, comprehension, and rapid reading. If a twelfth grade reading level or above is not achieved on the Nelson Denny Test, an additional Reading class will be strongly recommended. ACT Reading Sub Score of 19.

RELIGION

REL 1102 The Life of Christ **2-0-2**
This course is an examination of the birth, life, and death of Jesus of Nazareth. OSRHE Matrix: RL 210

REL 1113 Old Testament Survey **3-0-3**
This course is a survey of Old Testament literature, with special attention given to literary form, historical background, and religious message. OSRHE Matrix: RL 101

REL 1123 New Testament Survey **3-0-3**
This course is a survey of New Testament literature, with special attention given to literary form, historical background, and religious messages. OSRHE Matrix: RL 102

REL 1212 Religion and Ethics **2-0-2**
This course is a study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations and opportunities.

REL 2300 Special Topics in Religion **Varies**
This is a one to four hour credit. Subject matter varies as stated in the schedule of classes.

RUSSIAN

RUSS 1113 Elementary Russian **3-0-3**
This course is designed for students who have had no previous study of the Russian language. Students begin to develop the skills of listening, speaking, reading, and writing Russian. Students also learn interesting information about the culture of Russia.
OSRHE Matrix: WL 110-RS

SCIENCE

***NOTE:** Students entering the college with curricular deficiencies must take SCI 0113 Transitional Science. All other students with ACT Science Sub-Test score below 19 are required to take the appropriate assessment test to determine appropriate science enrollment.

SCI 0110 Transitional Science Lab

Required with SCI 0113

SCI 0113 Transitional Science 2-2-0

An introductory laboratory course for students with limited background in the life and physical sciences, this course is designed to introduce the principles of Chemistry, Physics, and Biology with an emphasis on laboratory experience. It will meet the college admission requirement for science but will not satisfy the SSC Life Science or Physical Science requirements. ACT Science Sub Score of below 19. A grade of "C" or better will advance the student to a college-level science course.

SCI 1113 Developmental Nutrition 3-0-3

This on-line course will introduce the student to basic nutritional information and discuss nutritional considerations for developmental stages of the human lifespan, special lifestyles, and special life situations. The student will also explore trends in nutritional issues as they relate to health in the 21st century. This course is not a replacement for BIOL 2113.

SOCIOLOGY/FRESHMAN SEMINAR

SOC 1003 Personal and Academic Success Strategies (PASS) 3-0-3

This course, intended for new students, is designed to help students develop skills and knowledge that contribute to personal and academic success. Students will learn the nature and purpose of education, ways in which higher education relates to them, academic and intellectual competencies, principles of goal-setting, career development, and decision-making. Students will develop interpersonal relationship skills, a fuller sense of self-knowledge, a concept of wellness, and an integrated philosophy of life.

SOC 1101 Freshman Seminar 1-0-1

This Pass-No Pass course, which must be taken during student's first semester at Seminole State College, is designed to highlight those skills and knowledge most imminent for student success in college. This includes academic expectations, study skills, self-knowledge, interpersonal relationship skills, and technical information for this campus.

SOC 1113 Introduction to Sociology 3-0-3

This course is a survey of the field of Sociology. It provides an introduction to the basic terminology, and fundamentals of Sociology, theories and development of social institutions and social processes. OSRHE Matrix: SS 001

SOC 2033 Sociology of Religion 3-0-3

A study of the functional significance of religion in society, focusing on beliefs and practices as they relate to other social institutions and the society as a whole. OSRHE Matrix: SS 0067

SOC 2043 Human Sexuality 3-0-3

An introduction into the various components of human sexual response.

SOC 2053 Social Psychology 3-0-3

A study of the psychological basis of social interaction and change, this course covers topics such as conformity, social influence,

social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction, and social comparison. Prerequisite: PSY 1113 and SOC 1113. OSRHE Matrix: PY 102 / SS 045

SOC 2123 Social Problems 3-0-3

This course is an exploration of the nature of social issues in contemporary society and the consideration of agencies of solutions. OSRHE Matrix: SS 031

SOC 2143 Marriage and Family 3-0-3

This course is an exploration of the patterns and purposes of courtship in the United States, an insight into early adjustments in marriage and the development of family life. OSRHE Matrix: SS 008

SOC 2300 Special Projects in Sociology Varies

Special Projects in Sociology is worth one to four credit hours available. Independent or group study course on a topic of special interest in Sociology. OSRHE Matrix: SS 049, SS 050

SPANISH

SPAN 1123 Elementary Spanish I 3-0-3

This course develops the student's skills in grammar, pronunciation, reading and conversational use of the Spanish language. OSRHE Matrix: WL101

SPAN 1223 Elementary Spanish II 3-0-3

This course continues to develop the students' skills in grammar, pronunciation, reading, and conversational use of Spanish. Prerequisite: SPAN 1123 or equivalent. OSRHE Matrix: WL101

SPEECH

SPCH 1143 Introduction to Communication 3-0-3

This course deals with the principles and techniques of preparing for participating and evaluating communication behavior at the interpersonal and public level. Prerequisite: For International students; ENG 1113 and ENG 1213. OSRHE Matrix: SP020

SPCH 1523 Introduction to Theatre/Theatre Appreciation *(Also HUM 1523) 3-0-3

This course is a survey and analysis of theatre history, literature and practices relating the relevance of the theatre as a social force. Theatre is examined from the perspectives of audience, playwright, director, actor and designers. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix: HH008, TH353

SPCH 1533 Acting I 3-0-3

This course is 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. OSRHE Matrix: TH513

SPCH 2203 Small Group Communication 3-0-3

This course focuses on enhancing student understanding of and skills for participating in small group interaction. This course will address various aspects of task and social dimensions of group processes, such as group development, leadership, and verbal and nonverbal communication strategies. Recommended Prerequisite: SPCH 1143 OSRHE Matrix: SP040

SPCH 2231 Theatrical Production**0-2-1**

This course is laboratory work in departmental production in any production activity. Three hours lab work for each one hour of credit per week is required. This class will focus on the production of one play, chosen by the students, per semester. OSRHE Matrix: TH311

SPCH 2243 Oral Interpretation**3-0-3**

This course is 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. OSRHE Matrix: SP070, TH553

SPCH 2300 Special Projects in Speech**Varies**

Special Projects in Speech is one to four credit hours. The course may be repeated to a maximum of eight hours and may be repeated to a maximum of eight hours and may be an independent or group study.

SURGICAL TECHNOLOGY

Program modifications and descriptions are currently being updated. For the most current catalog offerings, please see the online catalog.

ZOOLOGY

ZOO 1110 General Zoology Lab

Required with ZOO 1114

ZOO 1114 General Zoology

This course is an introductory majors course with lab that includes the study of the animal kingdom including anatomy, physiology, taxonomy, systematics, evolution, and ecology. This course is primarily for Science majors. The student must have an ACT Science Sub Score of at least 19 or earned a "C" or better in SCI 0113 Transitional Science. OSRHE Matrix: BI701