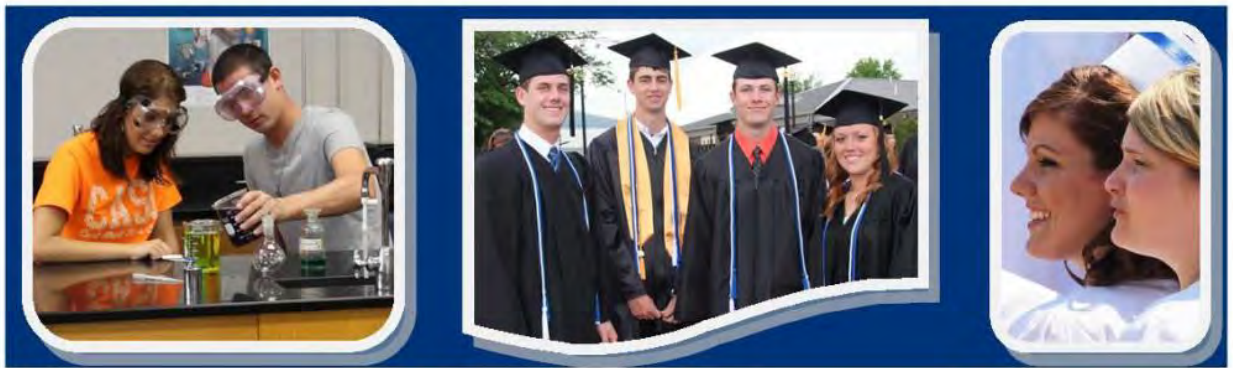


# 2017-2018

## General Catalog



**CARL ALBERT**  
**Vikings**

**Poteau**

**Sallisaw**

**Online**

# Table of Contents

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<b>Governance</b>			<b>Financial Information</b>	
<i>Oklahoma State Regents for Higher Education</i>	1		<i>Tuition and Fees Payment Information</i>	44
<i>Board of Regents for Carl Albert State College</i>	1		<i>Withdrawals and Changes of Enrollment</i>	46
<i>Administration</i>	1		<b>Scholarships &amp; Other Financial Aid</b>	
<b>College Seal</b>	2		<i>Scholarships</i>	48
<b>Campus Directory</b>	2		<i>Other Financial Aid</i>	51
<b>Campus Policies</b>			<i>Financial Aid Grants</i>	52
<i>Title IX</i>	2		<i>Financial Aid Loans</i>	53
<i>Students with Disabilities</i>	3		<b>Academic Policies and Procedures</b>	
<i>Equal Opportunity</i>	3		<i>Grading</i>	55
<b>Academic Calendar</b>	4		<i>Academic Forgiveness</i>	56
<b>About CASC</b>			<i>Transcript and Notations</i>	56
<i>History of the College</i>	5		<i>Other Academic Policies and Procedures</i>	58
<i>Mission, Strategic Plan, Vision, Value, Goals</i>	6		<i>Graduation Requirements</i>	59
<i>Affiliation and Accreditation</i>	7		<i>Undergraduate Degree Requirements</i>	61
<i>Hall of Fame</i>	7		<i>Associate of Arts</i>	63
<i>Endowed Professorships</i>	8		<i>Associate of Science</i>	65
<i>CASC Facilities</i>	9		<i>Associate of Applied Science</i>	66
<i>Public Relations</i>	11		<i>Academic Term</i>	67
<b>Student Affairs</b>			<i>Student Responsibility</i>	67
<i>Athletics and Recreation</i>	12		<i>Withdrawal Periods</i>	67
<i>Student Identification Cards</i>	12		<i>Student Attendance</i>	68
<i>Student Health Insurance</i>	12		<b>Programs of Study</b>	
<i>Health Services</i>	13		<i>List of Academic Degree Plans</i>	70
<i>CASC Student Counseling Services</i>	13		<i>Associate of Arts</i>	
<b>Student Life</b>			<i>Business Administration</i>	72
<i>Clubs and Organizations</i>	14		<i>Child Development</i>	74
<i>Residential Housing</i>	14		<i>Computer Information Systems</i>	76
<i>Security and Safety</i>	15		<i>Enterprise Development</i>	78
<i>State and Federal Programs</i>	16		<i>General Studies</i>	79
<i>Bookstore</i>	17		<i>Health, Physical Education &amp; Recreation</i>	81
<b>Enrollment Management</b>			<i>Pre-Elementary Education</i>	83
<i>Academic Advisement, Enrollment, &amp; Counseling</i>	19		<i>Pre-Law Criminal Justice</i>	85
<i>Career, Placement, and Transfer</i>	19		<i>Social Science</i>	88
<i>High School and College Relations</i>	19		<i>Sociology/Psychology</i>	90
<i>International Students</i>	19		<i>Associate of Science</i>	
<i>Retention Programs</i>	19		<i>Allied Health</i>	93
<b>Admissions and Retention</b>			<i>Biological and Pre-Professional Sciences</i>	96
<i>Admissions of First-time Freshman</i>	20		<i>Enterprise Development</i>	98
<i>International Admissions &amp; Non-Native Speakers</i>	23		<i>Math, Physical Science, &amp; Pre-Engineering</i>	99
<i>Special Admissions</i>	24		<i>Associate of Applied Science</i>	
<i>Concurrent Enrollment of High School Students</i>	25		<i>Applied Technology</i>	102
<i>Veterans Admissions</i>	28		<i>Child Development</i>	103
<i>Retention Standards</i>	28		<i>Computer Technology</i>	105
<i>Non-Academic Criteria for Admissions</i>	29		<i>Nursing</i>	107
<i>Admissions of Transfer Students</i>	30		<i>Occupational Health &amp; Safety</i>	109
<i>Oklahoma Technology Center Transfer</i>	32		<i>Physical Therapist Assistant</i>	111
<i>Prior Learning Credits</i>	33		<i>Certificates</i>	
<i>Placement and Remediation Assessments</i>	34		<i>Child Development</i>	114
<i>Residence Status of Enrolled Students</i>	38		<i>Child Development/Director's Certificate</i>	115
<i>Directory Information</i>	41		<i>Child Development Infant Toddler</i>	116
<i>Enrollment, Attendance, Withdrawals</i>	42		<i>Physical Therapist Aide</i>	117
			<b>Course Descriptions</b>	118
			<b>Directory of Faculty and Staff</b>	140
			<b>CASC Main Campus College Map</b>	144

# Governance of CASC

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## Oklahoma State Regents for Higher Education

The Oklahoma State Regents for Higher Education is the coordinating board for all public institutions of higher education in the state. The board consists of nine members appointed by the governor and confirmed by the state senate for nine-year terms, one expiring each year. The coordinating powers of the board include the right to prescribe standards for higher education, to approve programs of study and functions for public institutions of higher education, and to establish minimum standards for admission to public institutions in the state. The present membership is:

Chancellor Glenn D. Johnson, Oklahoma City  
Jay Helm, Tulsa  
Jeffrey W. Hickman, Fairview  
Ann Holloway, Ardmore  
Andrew W. Lester, Edmond  
John Massey, Durant

Joseph L. Parker, Jr., Tulsa  
Gen. Toney Stricklin, Tulsa  
Michael C. Turpen, Oklahoma City  
Ronald H. White, Oklahoma City

## Board of Regents for Carl Albert State College

President Jay Falkner, Panama  
Belva Barber, Poteau  
Carroll Huggins, Stigler  
Ron Lawson, Spiro

Deanna Reed, Poteau  
Dwight Spencer, Sallisaw  
Jahni Tapley, Valliant

## Administration

**Jay Falkner, Ed.D.** – *President*

B.B.A., Northeastern State University; M.Ed., East Central University; Ed.D., University of Arkansas

**Jean Ann Barlow** - *Executive Assistant to President, Food Service Operations Manager*

B.S., John Brown University

**Randy Graves** - *Vice President of Student Affairs, Athletic Director*

B.S., Southeastern Oklahoma State University; M.S., University of Texas at Tyler; additional graduate study, University of Texas at Tyler

**Jennifer Humphreys** - *Vice President of Enrollment Management*

B.A., Northeastern State University; M.S., East Central University

**Michael Martin** - *Chief Information Officer*

B.S., MidAmerica Christian University, M.S., East Central University

**Mandy Roberts** – *Executive Director of CASC Development Foundation*

B.S., Oklahoma State University; M.Ed., East Central University

**Bryan Warner** - *Director of Sallisaw Campus*

B.S., Northeastern State University; M.Ed., East Central University

**Judi White** - *Director of Public Relations and Marketing*

B.S., Henderson State University

**Marc Willis, Ed.D.** - *Vice President of Academic Affairs*

B.A., Northeastern State University; M.S., Northeastern State University; Ed.D., University of Arkansas

## College Seal

Carl Albert State College's seal depicts a young Carl Albert as the central figure in the round shaped seal with Cavanal Hill in the background. Carl B. Albert (1908-2000) served as the 46th Speaker of the House of Representatives from 1971–1977, representing Oklahoma's 3rd Congressional District from 1947-1977. He was known as the "Little Giant from Little Dixie". In 1971, the college was renamed Carl Albert Junior College in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the school is located.



## Campus Directory

Carl Albert State College's main campus is located in Poteau, Oklahoma. The Sequoyah County Campus is a branch campus located in Sallisaw, Oklahoma. The college web site publishes an *Employee Directory* which lists faculty and staff.

Carl Albert State College  
1507 So McKenna  
Poteau, OK 74953  
918-647-1200 Operator  
(Main Campus)

Carl Albert State College  
1601 Opdyke (mailing: P.O. Box 1437)  
Sallisaw, OK 74955  
918-775-6977  
(Sequoyah County Campus)

Website: [www.carlalbert.edu](http://www.carlalbert.edu)

### Main Office Contact Numbers

Academic Affairs	918-647-1231	Financial Aid	918-647-1343
Admissions	918-647-1300	Food Services	918-647-1333
Athletics	918-647-1370	Housing	918-647-1374
Bookstore	918-647-1390	Parking	918-647-1325
Business Cashier	918-647-1325	Public Relations	918-647-1474
Campus Police	918-647-1375	Registrar's Office	918-647-1307
Disability, ADA	918-647-1475	Student Affairs	918-647-1371
Enrollment	918-647-1245	Transcript Requests	918-647-1300
		Veterans Officer	918-647-1393

## Campus Policies

### Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Both Title IX and CASC Policy prohibit discrimination in services or benefits offered by the College based upon gender.

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

The following are examples of types of conduct that may constitute sexual harassment:

- Inappropriate touching, patting, or pinching
- Physical assault or coerced sexual activity
- Demands or subtle pressure for sexual favors
- Obscene phone calls, texts, email, or gestures

Any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender may discuss these concerns and file informal or formal complaints of possible violations of Title IX with the Title IX Coordinator or Deputy Coordinator at 918-647-1373, Vicki Hill Sullivan.

Carl Albert State College provides equal employment and educational opportunity on the basis of merit without discrimination because of age, race, ethnicity, color, sex, religion, national origin, veterans' status, or disability.

In an effort to comply with the Violence Against Women Act and Civil Rights guidelines, faculty, staff, and students are required to complete training on sexual violence prevention. Faculty and staff may report incidents to the Title IX Coordinator at 918-647-1373, Vicki Hill Sullivan. Students may contact the campus police at 918-647-1400 or Student Affairs Office, 918-647-1370, Randy Graves. Specific policies (Sexual Harassment, Sexual Assault, and Discrimination Policies) may be found on the Human Resources website: (see <https://carlalbert.edu/discover-us/human-resources/>).

## Students with Disabilities

Carl Albert State College is committed to providing support services to students with disabilities. Student Disability Services collaborates with the campus community to promote equal access for academic and personal growth of the students we serve. Our goal is to help all students with disabilities succeed and provide all CASC students with equal access to a college education and support in adjusting to the college experience.

New and currently enrolled students who are interested in receiving information about services for student with disabilities should contact the ADA Officer at 918-647-1319.

## Equal Opportunity Policy

To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that Carl Albert State College shall, in all manner and respects, continue to be an Equal Opportunity Employer and offer programs of Equal Educational Opportunity. This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

It is the policy of Carl Albert State College to take every available opportunity to ensure that each applicant who is offered a position at the college shall have been selected on the basis of qualification, merit, and professional capability alone.

It is further the policy of the college to be in voluntary compliance with any and all statutes, regulations, and executive orders that deal with equal opportunity and nondiscrimination regardless of whether such statutes, regulations, or executive orders are of federal or state origin.

The college subscribes to the fullest extent to the principle of the dignity of all persons and of their labors. In order to ensure complete equal opportunity, the college shall actively recruit applicants for positions from all segments of the population. Faculty, staff, and students may report incidents to the Title IX Coordinator at 918-647-1373, Vicki Hill Sullivan.

# Academic Calendar for 2017-2018

<b>Summer Semester 2017</b>	
Semester begins 8 week classes 5 week classes 4 week classes (online Session 1) 4 week classes (online Session 2)  <i>Dates of all holidays and breaks: (no classes)</i> Independence Day Holiday	May 30, 2017 May 30 – July 26, 2017 May 30 – July 7, 2017 May 30 – June 26, 2017 June 27 – July 26, 2017  July 3 – 4, 2017
<b>Fall Semester 2017</b>	
<i>Interim Session</i> (3 credit hour, 5 days) <u>(4 credit hour science classes, 10 days)</u> Faculty Return Semester begins (first day of classes) First 8 week classes Second 8 week classes  <i>Dates of all holidays and breaks: (no classes)</i> Labor Day Fall Break Thanksgiving Break Student Only Days*  Finals (First 8 week classes) Finals (16 week, Second 8 week classes) Semester ends (including final exams)	<u>July 31- August 4, 2017</u> <u>July 31- August 11, 2017</u> August 9, 2017 August 14, 2017 August 14 - October 6, 2017 October 9- December 15, 2017  September 4, 2017 October 12 - October 13, 2017 November 20 - 24, 2017 December 7 - 8, 2017  October 5 - 6, 2017 December 11 - 15, 2017 December 15, 2017
<b>Spring Semester 2018</b>	
<u>Interim Session (3 cr-hr classes)</u> Faculty Return Semester begins (first day of classes) First 8 week classes Second 8 week classes  <i>Dates of all holidays and breaks: (no classes)</i> MLK, Jr. Day Spring Break Easter Break Student Only Days*  Finals (First 8 week classes) Finals (16 week classes) Finals (Second 8 week classes) Semester ends (including final exams) Commencement date (graduation ceremony)	<u>January 8- January 12, 2018</u> January 10, 2018 January 16, 2018 January 16- March 9, 2018 March 12 - May 18, 2018  January 15, 2018 March 19 - March 23, 2018 March 29 and March 30, 2018 May 10 and 11, 2018  March 8 - 9, 2018 March 14 - 18, 2018 May 17-18, 2018 May 18, 2018 May 12, 2018 (Two ceremonies: 10:00 am and 2:00 pm)
*Campus remains open, but students do not have classes and are off for final/study break prior to Final Exams.	

# About CASC

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## History and Location of College

Carl Albert State College (CASC) has a rich tradition of serving eastern Oklahoma with educational opportunities, beginning in 1933 when it first opened its doors in the old Poteau High School building during the Great Depression. The college was established to offer opportunities to students who could not afford the cost of leaving home to obtain a higher education. Some of the first faculty members were University of Oklahoma professors who lost their teaching positions when that university was forced to curtail services because of the depressed economy. The college closed during World War II, but reopened immediately after the war to provide educational services for returning veterans and their families.

CASC has been in business ever since, growing from one classroom building at its present location in 1968 with approximately 300 students, to the present 25 buildings, including 11 resident centers, serving more than 3,000 students from throughout Oklahoma and western Arkansas.

Originally named Poteau Junior College, it was changed in the 1950's to Poteau Community College, and in 1971 to Carl Albert Junior College in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the school is located. On October 25, 1973, the college became a part of the state system of higher education as a state-owned and state-operated institution. In May 1990, the Oklahoma Legislature approved a bill which changed the school's name to Carl Albert State College.

CASC's central campus is located in Poteau, Oklahoma, with a population of slightly more than 10,000. Poteau is listed as one of "The 100 Best Small Towns in America." The town is the Leflore County seat, and is a 25 mile drive from Fort Smith, Arkansas, a metropolitan center of more than 80,000 people.

The campus is situated at the foot of Cavanal Hill, "The World's Highest Hill." To the south lie the beautiful Kiamichi and Winding Stair Mountain ranges; to the north are the historic Cookson Hills and the foothills of the Ozark Mountains. The area is a paradise for residents and tourists seeking opportunities to fish, hunt, water ski, hike, camp, and utilize equestrian trails.

CASC's branch campus is located in Sallisaw, Oklahoma and opened in spring 1979. Initially, all classes were taught in public school facilities. In the fall of 1990, classes were moved to a vacant elementary school building. In 1992, CASC Sallisaw began operating in its current location in the Sallisaw Industrial Park. At that time, six classrooms were available to serve 170 students.

Continued rapid enrollment created the need for additional space, and in the summer of 2000 a state bond issue was passed to expand the Sequoyah County campus. The bond issue did not generate the necessary revenue to fund the planned 25,000-square foot addition. Local business leaders, however, were successful in the introduction and subsequent passing of a half-cent sales tax increase for a four-year period. As a result, construction on the expansion began in August 2001 and was completed summer 2002.

The CASC Sallisaw campus is spacious, modern facility with state-of-the-art technology, computer labs, science labs, and a large multi-purpose area that regularly hosts local civic and community outreach events. In fall 2005, CASC received funding from the Higher Education Capital Bond Program for construction of a 28,000 square foot library and classroom complex on the CASC Sallisaw campus. The citizens of Sallisaw matched the Higher Education Bond funds with a city one-half cent sales tax. Completion in 2007 now allows CASC Sallisaw to serve more than 1,500 students.

## Mission Statement

To provide affordable, accessible, exceptional education that fosters student success.

## Strategic Plan

The Strategic Plan of Carl Albert State College seeks to emphasize recognition of the evolutionary nature of higher education by creating a fluid strategic process which allows for constant assessment, evaluation, and progress. Rather than creating a static document which could lead to reactionary changes at predetermined intervals far in the future, CASC wished to prepare a dynamic plan that allows for timely, proactive responses.

Based upon the mission, vision, values, and goals of Carl Albert State College, five Focus Areas have been created to guide the college's planning strategies:

Focus Area 1: Preparation for Success

Focus Area 2: Academic Standards and Rigor

Focus Area 3: Assessment and Technology

Focus Area 4: Instilling Perseverance, Persistence, and Perspective

Focus Area 5: Providing a Safe Environment Conducive to Learning

## Vision

CASC faculty and staff will provide an exemplary learning community by creating excellent educational opportunities that are responsive to the needs of the area and enable students to achieve their aspirations and develop into successful participants in an ever-changing world.

## Values

1. **Student Centricity**– a supportive learning-centered community created to meet diverse student needs in the achievement of academic and personal goals for lifelong learning opportunities
2. **Educational Quality** – exceptional programs and services striving for continuous improvement for student success
3. **Integrity** – honesty, courtesy, responsibility, and ethical conduct within the college community and with other constituencies
4. **Accessibility**– a wide range of academic programs, general education, and student services to meet student needs in an efficient, effective, and economical manner
5. **Community Collaboration** – cooperative partnerships with other educational institutions, agencies, and organizations to better the global community
6. **Leadership** – engagement and civic responsibility at local, national and global levels

## Goals

1. Preparation of students for success in further educational endeavors, careers, and a life of service and leadership;
2. High academic standards and rigor;
3. Evaluative processes of educational experiences to provide data-driven assessments and outcomes;
4. Instilling student perseverance, independent learning, and critical thinking skills throughout college and life;
5. Providing a safe and conducive environment for learning;
6. Contemporary and effective use of technology;
7. Promoting local opportunities for student and community success;
8. Encouraging a global perspective and lifelong learning.



## Affiliation and Accreditation

Carl Albert State College is accredited by the Higher Learning Commission through the North Central Association of Colleges and Schools, the Accreditation Commission for Education in Nursing, and the American Physical Therapy Association. The college is also accredited or recognized by the following higher education agencies or bodies: Oklahoma State Regents for Higher Education, American Council on Education, Oklahoma State Accrediting Agency, Oklahoma Association of Community Colleges, American Association of Community Colleges, Higher Education Alumni Council of Oklahoma, Council of North Central Two Year Colleges, American Association of Collegiate Registrars and Admissions Officers, National Junior College Athletic Association, and the Association of Community College Trustees.

Additionally, CASC has entered into partnerships with several entities including Northeastern State University, Tahlequah, Oklahoma; Southeastern Oklahoma State University, Durant, Oklahoma; University of Arkansas at Fort Smith, Fort Smith, Arkansas; Oklahoma State University, Stillwater, Oklahoma; Oklahoma State University Institute of Technology, Okmulgee, Oklahoma; and Columbia Southern University, Orange Beach, Alabama.

The Carl Albert State College Department of Nursing Education is approved by the Oklahoma Board of Nursing. Graduates of this state program are eligible to write the National Council Licensure Examination (NCLEX) for registered nurses. Contact information is:

Oklahoma Board of Nursing  
2915 N. Classen, Suite 524  
Oklahoma City, OK 73106  
(405) 525-2076

The Carl Albert State College Department of Nursing Education is accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact information is:

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA; 30326  
(404) 975-5000

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education. Contact information is:

American Physical Therapy Association  
1111 North Fairfax Street  
Alexandria, Virginia 22314

Carl Albert State College is regionally accredited by the Higher Learning Commission. Their address and telephone number is:

Higher Learning Commission  
North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
Telephone: (800) 621-7440

## Hall of Fame

Each year Carl Albert State College accepts nominations for the college's Hall of Fame. One or more individuals are selected to be inducted into the Hall of Fame, the highest honor awarded at CASC. These individuals are recognized for their outstanding service, for the difference they have made in the lives of students, and for bringing honor and distinction to Carl Albert State College. Bronze plaques bearing the names and pictures of the honorees are on permanent display in the Business Center.

## CASC Hall of Fame Members

- |   |  |
|---|--|
| 1. AES Shady Point                            | 14. Mr. Steve & Ms. Pam Holton               |
| 2. The Honorable Carl Albert                  | 15. Mr. W.L. Lattie Hoyle                    |
| 3. Ms. Belva Brooks Barber                    | 16. Mr. Orville Johnson, <i>posthumously</i> |
| 4. Mr. Bill J. Barber                         | 17. Ms. Marguerite Kellogg                   |
| 5. Mr. Elbert Costner, <i>posthumously</i>    | 18. Ms. Beverly McMillen                     |
| 6. Chancellor Emeritus Dr. E.T. Dunlap        | 19. Ms. Delores Mitchell                     |
| 7. Ms. Mary Gates                             | 20. Mr. George Ollie, Jr.                    |
| 8. Dr. E.A. "Jack" Gedosh                     | 21. Ms. Jeanne Reed                          |
| 9. Senator Clem Hamilton, <i>posthumously</i> | 22. Mr. Vernon Roberts                       |
| 10. Representative Jim Hamilton               | 23. Mr. Julian J. Rothbaum                   |
| 11. Mr. Jerry Hetherington                    | 24. Mr. Buddy Spencer                        |
| 12. Mr. W. D. "Bill" Hoffman                  | 25. Mr. Mick Thompson                        |
| 13. Mr. F. L. Holton, Jr.                     | 26. Mr. Charles L. Ward                      |

## Endowed Professorships

Endowed professorships are a respected tradition in higher education. Major universities have long depended on endowed professorships to enrich academic programs. Traditionally, excellence is defined by research and publication rather than teaching excellence since these are generally the key elements in the mission of major universities. The key elements in the mission of Carl Albert State College, however, are teaching and community service.

The interest earned from the endowment each year, \$3,000 to \$10,000, is awarded based on the greatest contribution to teaching and academic excellence for Carl Albert State College. The instructor selected will occupy the professorship for a one-year period. When each appointment is completed, the selection process will repeat and a new award will be granted.

Classroom teaching excellence is the central activity that determines whether CASC is meeting its designed mission. The gift of an Endowed Professorship is one of the most important gifts that can be made to Carl Albert State College's academic programs.

### CASC Endowed Professorships for Teaching Excellence Awards:

- |                              |                                |
|------------------------------|--------------------------------|
| • George Herbert Walker Bush | • James (Jimmie) and Pearl Orr |
| • General Victor Cary        | • The Oxley Foundation         |
| • Hanford F. Farrell, Sr.    | • Roy W. and Jeanne A. Reed    |
| • Gerald Ford                | • Julian J. Rothbaum           |
| • Philip and Wanda Freeman   | • Charles Ward                 |
| • E.A. "Jack" Gedosh         | • Eleanor White                |
| • Jodi Hoffman               | • Walter White                 |
| • F.L. Holton                | • R.L. Winters                 |
| • J.C. and Linda Holton      | • Dean Worley                  |
| • Dick LaFavers              | • Delores O'Guinn Mitchell     |
| • Veronica A. LaFavers       | • J.T. Stites                  |
| • Macy R. McBee              |                                |
| • Dave & Beverly McMillen    |                                |

## CASC Physical Facilities

### Poteau Campus

The Carl Albert State College main campus consists of 139.62 acres near the southeast edge of the city of Poteau. Physical facilities on the campus include:

**Deanna J. Reed Science and Math Center** – The newest building on campus is named for Carl Albert State College Regent Deanna Reed. Built in 2012 it houses classrooms, laboratories, and offices for the Math and Science departments.

**Hemphill Hall** –The building is named for Joe Paul Hemphill, former vice president for academic affairs, being built in 1967, it is the oldest building on campus. The following departments are housed inside of Hemphill Hall: Business Office, Admissions, Enrollment Management, Financial Aid, Recruiting, Educational Opportunity Center, Student Affairs, Student Services and Telecommunications.

**Jim Jinkins Academic Center** – Named for Dr. Jim Jinkins, a former vice president of academic affairs, is located in Johnson Hall.

**Johnson Hall** – Named for Orville Johnson, a former president of the college. This building provides classrooms and labs for students pursuing their AAS in Physical Therapist Assistant Program, as well as the campus Mailroom, Criminal Justice and Student Support Services' offices.

**Costner-Balentine Student Center** – Named for the late Elbert L. Costner, an early-day president of the college, and Baysul Balentine, a long-time member of the Kiamichi Technology Center board and educator. The following services are provided to students in this building: Campus Bookstore, Student Food Service, and Student Lounge. The Jeanne Reed Stars and Stripes room and large Ballroom can be used for meetings.

**Mick Thompson Fitness Center** - Named for Mick Thompson who has served as an Oklahoma State Representative and as the Commissioner of the Oklahoma Banking Commission. This complex provides a gymnasium and weight room for our students.

**Larry Dickerson Health Science Center** – Named for Larry Dickerson, a former Oklahoma State Senator. This center provides classrooms and labs for students pursuing their AAS in Nursing, and classroom for the Child Development program classes.

**Hamilton Complex** –Named for Clem Hamilton, a former Oklahoma State Senator. This complex houses classrooms, dance studio, art rooms, music rooms, the campus radio station and an auditorium that seats 522, where students perform plays, musicals and pageants. The campus Police have offices in the building.

**The Dunlap Oval** – Named for E.T. Dunlap, former Chancellor for OSHRE. Located at the entrance of the college, the Dunlap Oval provides a picturesque area for relaxation and study.

**Joe E. White Library** - Named for Dr. Joe E. White, former President of Carl Albert State College. This facility provides individual tables and study carrels for students to read, study or do research. Computer workstations are available for students to use in searching the online catalog, electronic databases, and the Internet.

**F.L. Holton Business Center** –Named for a prominent business leader and former Carl Albert State College Regent, this facility contains classrooms, computer labs, Upward Bound, Human Resources, Carl Albert State College President office and the Carl Albert State College Development Foundation office.

**George Ollie Center for Academic Excellence** - Named for George Ollie, a prominent business leader and former Carl Albert State College Trustee, this facility contains classrooms and faculty offices for the Division of Communication and Fine Arts and the Division of Social and Behavioral Sciences. The Learning Resource Center is located in this building as well as the NASNTI program and Educational Talent Search.

**Technical Occupational Building** – This building houses the Choctaw Nation Career Development program.

**Garry M. Ivey Physical Plant** – Named for a former Assistant to the President, this building houses the Physical Plant Director and employees of the Physical Plant. The Physical Plant consists of Construction, Maintenance and Janitorial. This building provides a large workshop for projects to be built in along with covered parking for the college's fleet of vehicles.

**Student Laundry** – This building provides coin-operated laundry facilities for dormitory students.

**Beverly McMillen-AES Center** - Named for Beverly McMillen, a Carl Albert State College Trustee and AES a local business. This student dormitory offers 20 rooms that house two students per room. Each room provides a study area, sleeping area, walk-in closet and private bathroom. Each room is wired for Internet, Telephone and Cable TV if the student desires these services.

**Bill J. Barber Scholars Center** –Named for Bill J. Barber, a Carl Albert State College Regent and Trustee. This student dormitory offers 20 rooms that house two students per room. Each room provides a study area, sleeping area, walk-in closet and private bathroom. Each room is wired for Internet, Telephone and Cable TV if the student desires these services.

**W. D. Hoffman Scholars Center** - Named for W.D. Hoffman, a Carl Albert State College Trustee. This student dormitory offers 20 rooms that house two students per room. Each room provides a study area, sleeping area, walk-in closet and private bathroom. Each room is wired for Internet, Telephone and Cable TV if the student desires these services.

**Kate “Katie” Ollie Leader Center** – Named for Katie Ollie, a local community leader and philanthropist. This student dormitory offers 20 rooms that house two students per room. Each room provides a study area, sleeping area, walk-in closet and private bathroom. Each room is wired for Internet, Telephone and Cable TV if the student desires these services.

**Sullivan Athletic Dorm** – Named for Mike Sullivan, a former District Attorney for LeFlore and Latimer Counties. This facility houses 10 student athletes.

**Women's Athletic Dorm** - The facility houses 12 student athletes.

**Civic Athletic Dorm** - This facility houses 12 student athletes. This facility was built in part by donations from Poteau Rotary and Kiwanis Clubs.

**Athletic Dorms** – These two dorms are designed to accommodate 16 student athletes.

**Nell and Lattie Hoyle Free Enterprise Living Center** –Named for Lattie and Nell Hoyle, generous supporters of Carl Albert State College. This student dormitory offers 20 rooms that house two students per room. Each room provides a study area, sleeping area, walk-in closet and private bathroom. Each room is wired for Internet, Telephone and Cable TV if the student desires these services.

**Jack Gedosh Dormitory** – Named for Jack Gedosh, a local philanthropist. This student dormitory offers 20 rooms that house two students per room. Each room provides a study area, sleeping area, walk-in closet and private bathroom. Each room is wired for Internet, Telephone and Cable TV if the student desires these services.

**George and Rosemary McBee Leader Center** - Named for George McBee, a District Judge and Carl Albert State College Trustee, and his wife Rosemary, a philanthropist. This student dormitory offers 20 rooms that house two students per room. Each room provides a study area, sleeping area, walk-in closet and private bathroom. Each room is wired for Internet, Telephone and Cable TV if the student desires these services.

**J.C. Holton Family Leader Center** - Named for J.C. Holton, a retired Carl Albert State College math instructor for 34 years, mathematics department chair, and Foundation Trustee. This student dormitory offers 20 rooms that house two students per room. Each room provides a study area, sleeping area, walk-in closet and private

bathroom. Each room is wired for Internet, Telephone and Cable TV if the student desires these services.

**Baptist Collegiate Ministries** – Located just off campus, the Baptist Collegiate Ministries was built by the Leflore Baptist Association and the Southern Baptist Convention of Oklahoma. A full program of activities is scheduled weekly not only for Baptist students but also for students of other denominations and faiths.

**Choctaw Nation Headstart** - This building houses an auditorium, a kitchen, and staff offices. The program serves the Choctaw Nation, area children, and Carl Albert State College.

## **Sallisaw Campus**

**Mayo Center** – Named for the Mayo Family of Sallisaw Oklahoma. This facility houses the office of admissions, financial aid, business office, campus police, office the Vice President of Sallisaw Campus, nursing department, science department, testing center, ID machine, Federal TRiO Programs (Educational Opportunity Center, Student Support Services, Talent Search, Upward Bound, and Upward Bound Math and Science), Power I, a multipurpose room, campus bookstore, computer lab, and classrooms.

**Delores O’Guinn Mitchell Classroom Building and Library** – Named for Delores Mitchell a Carl Albert State College Regent and Trustee. This facility houses the Delores O’Guinn Mitchell Library, classrooms, Vike student lounge, and offices of academic advisors in the Business and Technology, Communications and Fine Arts, Social and Behavioral Science, Math and Science, and Health, Physical Education and Recreation divisions.

## **Public Relations/Marketing**

The Public Relations/Marketing Office informs the campus and communities served by Carl Albert State College of news, events, and activities relating to the college. In addition, advertising on radio, television, newspapers, and other outlets is coordinated through the PR/Marketing Office, as well as assistance with the creation of informational and promotional materials for Carl Albert State College. The Office of PR/Marketing also coordinates photography used for publicity or for public distribution.

# STUDENT AFFAIRS

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Carl Albert State recognizes the role extracurricular activities play in the complete college experience. The Office of Student Affairs has been developed to contribute to the opportunities students have through involvement and participation in student organizations, student activities, and campus programming. A variety of educational, social, and recreational programs and services are offered.

Specific offices under the direction of the Vice President for Student Affairs include: athletics, campus police, clubs and organizations, campus ID's/parking stickers, Student Counseling Referral Services, Student Disability Services, student government, special events, student activities, recreation, intramural sports, residential living, and TRiO programs.

## Athletics and Recreation

### Intercollegiate Athletics

A member of the National Junior College Athletic Association and the Oklahoma College Athletic Conference (Oklahoma-Arkansas), Carl Albert State College fields teams in DI Softball, DII Baseball, and Men's and Women's DI Cross Country. CASC students with valid IDs are admitted to home athletic events free of charge. Carl Albert State College's colors are blue and white.

### Athletic Facilities

Viking baseball games are played on the Ivan Goodman Field and Lady Viking softball games are played at the Softball Field. To use any athletic facilities on campus, reservations must be made through the Office of Student Affairs.

### Cardiovascular Center

The Mick Thompson Fitness Center houses cardiovascular and weight rooms with assorted exercise equipment. Students, staff, and faculty are encouraged to use the Center for their own pursuit of fitness and health. Use of the facility is free of charge and the hours of operation are posted in the fitness center.

### Intramural Sports (Recreational Sports)

CASC provides its students a variety of intramural activities under the direction of the Residential Life Coordinator. Intramural competitions are organized on a team and individual basis, open to all students, and are offered during the fall and spring seasons.

## Student Identification Cards

CASC students will receive a CASC student ID card upon presentation of their class schedule. The card is valid only for the semester issued/validated while the student is enrolled and includes a student photograph, name, and student ID number. The Student ID card allows a student to check out books from the library, pick up checks from the Business Office, and to participate in campus activities including athletic and special events. Cards are non-transferable. Replacement charge is \$10.00.

## Student Health Insurance

In order to assure that a student's academic career will not be endangered by a major expense due to illness or injury, the school will make information available to all students concerning insurance programs. Addresses and phone numbers of insurance providers will be given to interested students at the Office of Student Affairs located in Hemphill Hall. The institution does not endorse any particular insurance company.

## Health Services

CASC Student Affairs is designated as the first stop for students/employees in assisting them with primary care health services and holistic health prevention measures through a partnership with Stigler Health & Wellness Center, Inc. Please contact the Office of Student Affairs for a “Healthcare Eligibility Form”.

Poteau Health & Wellness Center and Sallisaw Health & Wellness Center will provide treatment of dental, minor illness, injuries, and behavioral health services. Understand that the student/employee is responsible for providing Medicaid, Private Insurance, and/or paying the minimum Office Visit Fees; CASC has no obligation for payment of the minimum Office Visit Fees.

The majority of the CASC student body lives with parents, guardians, and/or spouses and commutes to campus. Residential students are expected to have medical insurance coverage provided by their families or other agencies so that medical services can be arranged for students in emergency situations.

First aid kits are located in each classroom building and are to be utilized when a student indicates the need to use part of the contents.

## CASC Student Counseling Services

Carl Albert State College is committed to assisting students in all areas of their lives. Student success and well-being is of the utmost importance and it is our goal to improve the quality of life so that personal and academic growth can take place. CASC suggests students utilize the preventative counseling services that are provided through the Oklahoma Department of Mental Health and Substance Abuse and Stigler Health & Wellness.

In addition, the following local agency, Cavanal Counseling, will provide free counseling services for victims of domestic violence, dating violence, sexual assault, and stalking. Choctaw Nation has provided a grant to cover these costs for all CASC students. Students can also get assistance or chat through The National Domestic Hotline@ 1-800-799-7233.

For additional assistance, please contact the Office of Student Affairs in Hemphill Hall at 918-647-1370.

# STUDENT LIFE

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Student life is an important part of the educational activity experience at Carl Albert State College and complement the academic program of studies. These activities include clubs/organizations, intramural sports, drama productions, forensics, athletics, musical programs, rallies, speakers, films, elections, and other cultural experiences and scheduled events that enhance the overall educational experience of the College. All students are encouraged to become involved in some phase of the total activity program. The Office of Student Affairs maintains a calendar of all scheduled events and activities by each student club & organization or division on each campus. A copy of the Event Calendar is also available at [www.carlalbert.edu](http://www.carlalbert.edu).

*Carter Lecture Series* - Established in 1986, the family of the late state Senator and Mrs. Clem M. Hamilton formed the Hamilton Lecture Series to honor their parents. When the Honorable Jimmy Carter spoke in 1989, the Hamilton Series was to end, but former President Carter was so impressed with the theme and purpose of the lectures that he pledged a sufficient endowment to continue the series. Named in honor of Carter, these lectures always present outstanding political and educational leaders.

*Cultural Enrichment* - CASC supports the efforts for on-campus multi-cultural activities, student club & organizations, and programs which provide educational opportunities to help develop an awareness of cultural differences, to deepen an understanding of cultural and heritage differences.

*Special Events* - The CASC President appoints a special events committee to coordinate annual large campus activities and events. An annual Special Events Calendar is printed at the beginning of each fall semester.

## Clubs and Organizations

The CASC Board of Regents extends the opportunity for self-governance to students through numerous clubs and organizations. Clubs and organizations are open to students who display interests and aptitudes in various social and educational areas.

Applications for beginning a new club may be obtained from the Office of Student Affairs. Club charters must receive the approval of the Student Government Association, the Vice President for Student Affairs, and the President of the College.

## Residential Housing

The Office for Student Affairs welcomes you to the fun, challenging and rewarding world of on-campus living. Our primary goal is to provide you with an environment that is safe, clean and conducive to your educational growth. This handbook section will provide valuable information about living on campus. Understanding and developing a respect for others and an awareness of your rights and responsibilities will make the adjustment to this new way of life much easier. The Residential Program staff is dedicated to working with you in order to provide a comfortable, friendly environment, which is beneficial to the residential student's aspirations and achievements.

We trust you will find in this catalog section an informative guide as you begin to explore this community, the facilities and services. Included are important residence hall rules and regulations which have been developed to serve your best interests. We ask for your cooperation, participation and contribution to ensure a quality experience for everyone. At the Office for Student Affairs, you may obtain your meal Student ID Card, semester sticker, meal sticker, housing and meal contract, and resident parking permit.

## Scholars Center, Residential Program Housing & Athletic Housing

Carl Albert State College provides the opportunity to experience the unique academic and social environment of on-campus living through the Scholars Center, Residential Program Housing and Athletic housing.

The Bill J. Barber, W.D. Hoffman, and Dr. E.A. "Jack" Gedosh Scholars Centers are ultra-modern live-in facilities



on campus for 100 honors students. The Scholars Centers provide educational and leadership learning opportunities to highly motivated students based on academic achievement and leadership ability. The President's Selections Committee selects the residents.

In addition, the Residential Program Housing (JC Holton, Beverly McMillen, Kate "Katie" Ollie, George and Rosemary McBee, and Nell and Lattie Hoyle Dorms) provides 214 students a unique base for leadership development.

CASC also maintains Athletic housing for 44 student athletes. Each room includes a 12'x19' spacious bedroom and study area; a 8'x 8' bathroom with two vanity sinks, bathtub, shower, and toilet; and a 4'x 8' walk-in closet; free internet service; and cable television (no satellite dishes are allowed) and telephone services are available to students who want to contract for them.

The Office of Student Affairs keeps residents informed of all current residential policies by providing a copy of the Student Handbook, upon student request. An online copy of the Student Handbook is also available on the CASC Website under Student Affairs, Handbook tab, at [www.carlalbert.edu](http://www.carlalbert.edu).

## Security and Safety

The Campus Police Department, a function of the Student Affairs Office, operates to protect lives and property on campus and to encourage the obeying of city, state, and national laws. CASC employs full-time police officers at the Poteau and Sallisaw campuses. Campus police officers have all power and duties vested by Oklahoma law in the protection and guarding of grounds, buildings, equipment, and other property of the college. Campus police attend all college functions and special events, such as athletic games, dances, lectures, concerts, pageants, etc.

### Annual Notification of Clery Disclosure

CASC Campus Police complies with federal law and publishes an annual Clery Report listing crime and fire occurrences on the Poteau and Sallisaw campuses. This report compiles reported crime statistics, public safety and crime prevention procedures, and programs provided to benefit individuals and community as a whole. Included in the report is the annual fire report containing statistics concerning fire incidents in the housing areas.

The report is also available on the web at <https://carlalbert.edu/student-services/campus-police/>. A paper copy can be requested at any Campus Police office.

### Drug and Alcohol Free Campus

CASC encourages and sustains an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty, staff and visitors. The CASC enforces compliance with state law and alcoholic beverage laws on campus and at University-sponsored activities. The possession, use, or distribution of alcoholic beverages, except as expressly permitted by the law and regulations, or public intoxication are a violation of CASC policy. The consumption or possession of alcoholic beverages or illegal narcotics in any form on the campus, in CASC housing, or at student organizations or other sponsored activities for students is forbidden.

Students, faculty, staff, and visitors are subject to arrest and prosecution for violation of any federal or state underage drinking laws, including possession, intoxication, and driving under the influence (inclusive of DUI-Under 21). Education and prevention programs are sponsored on campus that deal with topics such as alcohol awareness, drug abuse, rape/date rape prevention and response.

### Tobacco Free Campus

CASC prohibits smoking or the use of tobacco products on all college property. This includes, but not limited to, classrooms, laboratories, offices, staff work areas, hallways, restrooms, elevators, stairwells, sidewalks, parking lots, benches, college vehicles, student vehicles, etc. Tobacco products include, but is not limited to, cigarettes, cigars, chewing tobacco, pipes, hookahs, e-cigarettes, vaping devices, dip, snuff, smokeless pouches, or any form of loose leaf or rolled tobacco.

## Emergency Operations Plan

CASC operates with the philosophy that its students, staff, faculty, and guests are its most important assets and is committed to their safety. If an emergency should occur that would necessitate action by college employees or that would involve the emergency use of college facilities, equipment, or supplies, the College President or his designee will be authorized to initiate the emergency plan and to take other action required to protect the interests of the college. In the event of an immediate, emergency situation, students, staff, and faculty will be notified using multiple communication systems, including text messaging, email alerts, phone alerts, and web-site postings. City of Poteau and Sallisaw will alert residents by storm siren for tornado emergency warnings.

## State and Federal Programs

### Power I

Carl Albert State College works with the community to help prepare and create a workforce that is competitive in today's economy. CASC has implemented the Power I program, which strives to increase the employability of TANF (Temporary Assistance to Needy Families) recipients within the service area. CASC partners with the Department of Human Services, Workforce Oklahoma, Workforce Investment Act Agency, Kibois Area Transit System, and many other community partners to make Power I a successful and accessible program for those who qualify. The Power I Office is housed on the Poteau and Sallisaw campuses of CASC.

### TriO Programs

TriO programs are federally funded through the U.S. Department of Education. Students who are the first-generation college students, low-income, or qualify based on other program requirements, may benefit from TriO program services with CASC.

#### Student Support Services (SSS)

Student Support Services is a federally funded program designed to assist eligible college students, who meet income guidelines, in completing their course of study. Services include tutorial assistance; personal, academic, and career counseling; cultural enrichment and transfer assistance to four-year colleges. Special assistance to disabled students is also provided. The services are free to eligible students.

#### Educational Talent Search (ETS)

The Educational Talent Search projects are designed to provide early intervention and assistance services to eligible students in grades 6-12 and encourage them to seek and prepare for postsecondary education. The project provides career development, guidance, counseling, ACT preparation, financial aid assistance, and college information and application assistance. CASC has ETS programs at Poteau and Sallisaw campuses.

#### Educational Opportunity Center (EOC)

Educational Opportunity Centers (EOC) serve adults in a seven county area of eastern Oklahoma and western Arkansas. The program is funded by the U.S. Department of Education to provide information and assistance to those who seek to complete high school or obtain a GED and/or desire to begin a program of postsecondary education. CASC hosts the main office with three satellite offices at Fort Smith and Van Buren, Arkansas; Sallisaw and Poteau, Oklahoma.

#### Upward Bound (UB)

Upward Bound provides services to selected high school students who are potential first-generation college students and who meet specific family income criteria. Concentrated academic services are provided on both Poteau and Sallisaw campuses in a residential/non-residential program for six weeks each summer. Cultural events and individual tutorial services are also provided to enhance to the academic program.

## Math/Science Regional Center (UBMS)

Another opportunity for high school students is the Math/Science Center. Students with either high interest or ability in math/science fields who meet Upward Bound guidelines can experience an intense six weeks each summer. Included are a variety of trips and hands-on experience at area foundations, industries and science-related museum. Monthly math/science activities are also conducted during the school year. The center serves students with the ability and interest in math and science in a three county area in southeastern Oklahoma.

## Bookstore

The Bookstore is an auxiliary enterprise of Carl Albert State College. It is owned by the college for the purpose of supplying students with books and supplies required in their classes. General school supplies, paperbacks, stationary, shirts, caps as well as CASC insignia items and other gift items are also available.

Students may find a list of textbooks per class with the books' ISBN number on the Bookstore website. Textbooks for any class may be purchased new, on a rental basis, and used when available. A CASC Student ID Card is required for all bookstore purchases. Students are asked to bring a copy of their course schedule to match the textbook to the appropriate class section.

## Textbook Payment Policy

CASC students may purchase textbooks for classes by cash, check, VISA, MasterCard, or Discover.

Students may charge textbooks and supplies to the balance of their Financial Aid award after tuition, fees, and if applicable, room and board charges have been covered. Bookstore personnel will verify the student's Financial Aid award. Students who are on an Academic Plan or Continued Eligibility will not be able to charge books against their financial aid until their GPA/Pace and enrollment has been verified.

Students who do not have a Financial Aid award, but have applied for Financial Aid by completing a FAFSA and have submitted the required paperwork to Financial Aid may charge textbooks only to a Promissory Note.

## Methods of Payment

Payment for CASC purchases may be made in the following ways:

- **Cash, personal check, and major credit card:** When paying by personal check, student ID and a daytime telephone number will be requested.
- **Financial Aid Charges:** Students may charge textbooks and supplies to the balance of their Financial Aid award after tuition, fees, and room and board (if applicable) charges have been paid. Bookstore personnel will verify the student's Financial Aid award.
- **Special Billing:** Students whose textbooks are paid by their employer or various agencies such as St. Edwards/Sparks hospitals, Bureau of Indian Affairs, KEDDO, WAEDA, etc., are responsible for providing the Bookstore with a copy of their letter of approval. Charges cannot be made without this letter. If letter is provided after charges have been applied to Financial Aid award, textbook charges cannot be moved to Approval Letter. All special billing charges must be made within the first four weeks of the fall and spring semesters and during the first two weeks of the summer semester.

## Refund Policy

Textbook refund period is ten (10) days from date of purchase. Defective textbooks should be returned immediately for full refund or exchange. All returns are subject to Manager's discretion. Refunds for textbook purchases are given for class changes or cancellations if the following conditions are met:

- Current cash register receipt and completed change/drop form.
- Textbooks are in original condition, free of all markings. Books with any markings will be given a 75% refund.
- Refunds will not be given if a cheaper book is found or the student decides they will not need the textbook.
- After the refund period expires, textbooks may be sold at the end of the semester during Book Buy Back.

## **Supplies, Novelties, and Soft Goods**

A refund of 100% of purchase price or exchange for these items provided they are new and unopened. Items must be returned within one week of purchase. Sale merchandise is not returnable. Receipt is required for all returns or exchanges.

## **Defective Merchandise or Textbooks**

Merchandise must be returned within two weeks of purchase for full refund or exchange. Current cash register receipt and original package is required.

## **Book Buy Back**

Book Buy Back is a service provided to students at the end of each semester (Fall, Spring, and Summer). During this time, students may sell their used textbooks to the Bookstore. Dates and time will vary, but will be posted in advance on campus. During this time, students may sell their textbooks to the Bookstore. New textbooks that will be used for the following semester may be sold back for 50% of the original list price. Textbooks that were purchased at the "used" price may be sold back for 30% of the original new list price. Those books not being utilized on campus, but which are still of value, may be sold to a used book company. Receipt is not required to sell books at this time. Bookstore personnel will determine the titles, quantities, prices offered, and condition for all books purchased for the Book Buy Back. Other material sold with the original textbook, such as CD –Rom, diskettes, or solution manuals must be included to receive full buy back price. It is highly recommended that student sell their textbooks at the end of each semester in which they are being used. Books with water damage, bad bindings, taped pages or missing covers cannot be repurchased. Limited quantities of textbooks will be repurchased and quantities may be filled during the Book Buy Back session.

## **Bookstore Online Orders**

Students may visit the CASC Bookstore website for information on ordering textbooks online, Book Buy Back, or CASC gift items, and more. Online information may be found online, see Student Life, Bookstore.

Students who are enrolled in online courses, and who live more than 50 miles from campus may have their textbooks mailed to their home. Textbooks will be shipped via Fed Ex Ground/Home Delivery.

## **Sallisaw Campus**

CASC Sallisaw Campus Bookstore, located in the Mayo Center, offers the same services as the CASC Bookstore on the Poteau Campus. Online information may be found online, see Student Life, Bookstore-Sallisaw.

## **Student Center**

The Costner-Balentine Student Center houses the CASC Bookstore, cafeteria, the Jeanne Reed Stars and Stripes Room, a large ballroom, and a student activity room. There is also a Student Lounge where students can relax, study, or reserve for on-campus club and organization meetings.

# ENROLLMENT MANAGEMENT

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## Academic Advisement, Enrollment, and Counseling

Academic advisement is provided by faculty and professional personnel who are trained to assist students with academic and career decisions, as well as enrollment and counseling. The enrollment specialists, advisors, and counselors at CASC strive to provide high quality services geared to meet the needs of new and returning students, students who have had or are now experiencing problems, students wishing to transfer to senior institutions, and students requiring some type of career or program guidance.

Students are encouraged to schedule an appointment with their academic advisor should any questions arise as to class attendance or academic performance. Advisors will follow the proper channels to resolve questions and/or problems beginning with the suitable division chairperson.

## Career, Placement, and Transfer Center

The Career, Placement, and Transfer Center assists students and graduates in maximizing their efforts to prepare for a career and to aid in the smooth transition from CASC's two- year program into a four-year college or university. Services are available to all current students and alumni. Counseling is offered in the following areas: career explorations, career planning, transfer admissions, and transfer scholarships. Job search strategies, vita preparation and writing skills, as well as interview techniques are also the focus of the Center. The Career, Placement, and Transfer Center is located in the Student Success Center in Hemphill Hall.

Services include:

- Career counseling to clarify goals, explore opportunities and prepare for a job search
- Career information and occupational descriptions
- Current job listings in education, business, government, etc.
- Career investigation and scholarship searches
- Transfer and scholarship information for all Oklahoma four-year colleges
- Internet access to colleges and universities nationwide
- Information on vita preparation, cover letters, interviewing, etc.

## Enrollment Management Office

This office schedules visits to all high schools in the recruiting area and acts as the campus contact for high school personnel and students wanting information about CASC.

## International Students

International students are required to present evidence of proficiency in the English language. Prospective students should contact the Admissions Office to request a copy of "Policy Statement on Admission of Students for Whom English Is a Second Language" before applying for admission.

## Retention Program

Retention efforts are coordinated in the Student Success Center. Retention begins at the time of enrollment with the assignment of a student to an academic advisor who will have an interest in the student's area of study as well as the student's individual needs that might affect his/her success in college. Instructors notify the Office of Student Affairs if a student has excessive absences or academic difficulty, at which time the student may be referred to counselors and others who can help resolve problems that might otherwise result in withdrawal from college.

# ADMISSIONS AND RETENTION

The criterion below establishes minimum curricular requirements, measures, and standards for admission to Carl Albert State College. Admission to all associate programs must conform to these standards. Certain programs at CASC require additional criteria for admissions and separate application forms.

Carl Albert State College is an “open” admissions college that welcomes students from all academic backgrounds. The admissions and retention policies and procedures of Carl Albert State College have been formulated and adopted to assure the student full, comprehensive services by the institution with the ultimate goal to achieve student success.

Once admitted, students may enroll during advertised dates of enrollment. Dates may be found in the “Course Schedule” or online on CASC’s home page. Students may obtain a copy of the Course Schedule in the Office of Admissions, Student Success Center, Sallisaw front office, and various other campus locations, or online (go to [www.carlalbert.edu](http://www.carlalbert.edu) (Admissions > Course Schedule) ). While students may be admitted at any time during the semester, there are only a set number of dates enrollment takes place (typically those few weeks/months prior to the first day of semester classes). Generally, dates of enrollment are held in April through May for the summer semester, April through August for the fall semester, and October through January for the spring semester.

Students must meet the criteria for both the high school curricular requirements and the high school performance requirements as defined in the following sections. Students meeting both the high school curricular and the high school performance requirements are eligible for full admission.

## Admission of First-time Freshmen: Curricular Requirements

This section includes curricular requirements for students seeking an associates degree with CASC.

### High School Curricular Requirements for Admission to Programs Leading to AA/AS Degree

Units	Course Areas
4	<b>English</b> (Grammar, composition, literature)
3	<b>Mathematics</b> (Algebra I, Algebra II, geometry, math analysis, trigonometry, pre-calculus, statistics and probability, calculus, Advanced Placement Statistics)
3	<b>Laboratory Science</b> (Biology, chemistry, physics or any laboratory science certified by school district; General Science may not be used to meet this requirement. Effective Fall 2004, Principles of Technology may be used. applied science courses )
3	<b>History and Citizenship Skills</b> (Including 1 unit of American History and 2 units from the subjects of History, Government, Geography, Economics, and/or non- Western culture)
2	<b>Other</b> (From any of the subjects, computer science, foreign language, or any Advanced Placement course except studio art courses. *)
15	<b>Total Required Units</b>

**\*Computer Proficiency** A computer science courses used to fulfill this requirement should include programming and convey an understanding of computer hardware. Courses that teach business computer applications will also be accepted. These courses will typically include more than one type of application, for example, word processing, databases, spreadsheets, and graphics programs. Keyboarding and other courses designed to teach typing skills may not be used.

Students must demonstrate computer proficiency, which includes the competent use of a variety of software and

networking applications. Proficiency skills include word processing, spreadsheet, email, and web usage. This requirement may be completed through one of three options: 1) successfully complete a high school computer science course that meets the State Regents' guidelines for high school curricular requirements, or 2) satisfy an institution's computer proficiency assessment, or 3) successfully complete college-level course work that the institution designates.

State Regents policy requires students to demonstrate computer proficiency for graduation with an associates' degree. The Office of Admissions will assess the high school transcript of all incoming freshman for computer proficiency and assign denote proficiency to the college transcript as zero credit hours and P grade. Course enrollment or departmental examination may be used to meet this requirement for graduation and will be awarded letter grade and three credit hours.

In addition to the above requirements, the following subjects are recommended for college preparation:

2	<b>additional</b> units: Fine arts - music, art, drama, and speech
1	<b>additional</b> unit: Lab science (as described above)
1	<b>additional</b> unit: Mathematics (as described above)
4	Recommended units for college bound students

### Curricular Deficiencies

Students pursuing admission to AA, AS, or AAS degree programs may not count remedial/development courses toward satisfaction of degree program requirements.

### Associate in Arts and Associate in Science Programs

Students lacking curricular requirements are admissible into AA or AS programs at CASC, but must remediate curricular deficiencies in the basic academic skills at the earliest possible time but within the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 college-level hour limit. Transfer students will be required to complete deficiency requirements within their first 12 cr-hrs with CASC should remediation not have been met. In addition, students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline according to CASC's Remediation and Assessment Policy.

### Associate in Applied Science Programs

Students entering AAS degree programs or other certificate programs must remove high school curricular requirement deficiencies before taking courses in the same field as part of an AAS degree or certificate program according to CASC's Remediation and Assessment Policy. Students admitted under this provision may not transfer into an AA, AS or baccalaureate program without first remediating their high school curricular deficiencies.

Admission into either of the Division of Health Science's Associate in Applied Science programs (Nursing or Physical Therapist Assistant) is based upon a competitive points system. For the most current information regarding admission into one of the Health Science programs contact the Nursing or Physical Therapist Assistant office.

### Removing High School Curricular Deficiencies

Students may remove curricular deficiencies as detailed in one of the following methods.

- **Course Remediation:** Completion of Deficiency Class with "C" Grade or Better: ENGL 0111 Fast Track Reading Lab, ENGL 0113 Introduction to College Reading, ENGL 0121 Fast Track Writing Lab, ENGL 0123 Introduction to Writing, MATH 0111 Fast Track Math Lab, MATH 0113 Developmental Math, or MATH 0123 Intermediate Algebra.
- **Testing Remediation:** Testing with ACT and scoring a 19 in the appropriate ACT subject test area. Testing with ACCUPLACER and scoring at the proficiency level in the appropriate subject area.
- Students pursuing admissions to AA, AS, or AAS degree programs may not count remedial/development

courses toward satisfaction of degree program requirements

## GED Completions

Students with GED completions are deficient in all areas and must remediate as detailed in one of the following methods described in *Removing High School Curricular Deficiencies*.

## Applied Courses

The use of applied courses to meet the high school curricular requirements is to be considered an alternative. However, college bound students are encouraged to take the *4 Recommended Units for College Bound Students (see above)*. One year of Principles of Technology may substitute for one of the currently required lab science courses (teacher certified or endorsed in physics).

## Admission of First-time Freshmen: Performance Requirements

Students must meet the criteria for both high school curricular requirements and high school performance requirements as defined in these following sections. Students meeting both the high school curricular and the high school performance requirements are eligible for full admission.

This section includes performance requirements for regular admission which includes three options for admission: standardized tests, GPA in all courses plus class rank, or GPA in the State Regents' 15-units of required high school core courses.

- The ACT score used for admission purposes is the composite score without the writing component.
- The SAT score used for admission purposes is the combined critical reading and math scores without the writing component. The concordance table used to set the equivalent SAT score is updated regularly.
- Students utilizing a test other than ACT will have their scores converted to ACT equivalents.
- A GED recipient's high school class must have graduated to be eligible for admission.
- First-time entering students must meet entry-level assessment requirements before enrolling in college-level courses.

## Minimum High School Performance Criteria for Admission of First-Time-Entering Students at CASC

Any individual who meets the following will meet the minimum requirements for admissions to CASC. However, as an "open" admissions college, students who do not meet the minimum requirements may be admitted with conditions, such as testing with ACT, ACCUPLACER, and removal of curricular/ACT deficiencies.

## Students Seeking Admission to AA or AS Degree Programs

Any student who is:

- a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED;
- has met the curricular requirements as set forth in the above criteria for "*High School Curricular Requirements for Admissions to Programs Leading to AA or AS Degrees*"; and
- has participated in the ACT program or a similar acceptable battery of tests

is eligible for admission to CASC.



## Students Seeking Admissions to Certificate Programs

Any student who is:

- a graduate of high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED; and
- has participated in the ACT program or a similar acceptable battery of tests

is eligible for admission to CASC.

## International Student Admission and Admissions of Non-Native Speakers of English

International undergraduate students are required to meet equivalent academic performance standards as listed above. Additionally, first-time undergraduate students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission, either as first-time students to the system or by transfer from another non-system college or university. The State Regents adopted this policy to ensure that students will have a reasonable chance to succeed at a higher education institution based on their ability to comprehend, read, and write the English language.

Students must meet one of the standards described below to demonstrate their competency in English. Institutions may not waive this admission requirement as part of the alternative admissions category within the State Regents' general policy on admission.

### First-Time Undergraduate Students

#### Standardized Testing

Students must meet the minimum score set by the State Regents on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination. Results of the TOEFL taken at international testing centers and special testing centers will be accepted.

Students must meet the following minimum scores:	
Test	Minimum Score
TOEFL Internet-Based	61
TOEFL Computer-Based	173
TOEFL Paper-Based	500
IELTS Test	5.5

### Intensive English Program (IEP)

Students must meet a minimum score set by the State Regents on the TOEFL administered at a special testing center or an international testing center or on the IELTS Examination. In addition, after achieving the required score and immediately prior to admission, successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level.

Students must meet the following minimum scores: (score with 12 weeks of study at IEP site)	
Test	Minimum Score
TOEFL Internet-Based	48
TOEFL Computer-Based	140
TOEFL Paper-Based	460
IELTS Test	5.0

## High School Performance

Undergraduate 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 and demonstrate competency through the High School Curricular Deficiencies Policy.

## Undergraduate Transfer Students

Transfer students to CASC who are non-native speakers of English must have attended a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education for a *minimum of 24 semester* credit hours with passing grades and also meet other transfer requirements.

Students with *less than 24 hours* from a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education must meet the language requirements for first-time undergraduate students.

## Special Admission

Students admitted must meet curricular standards and the high school performance criteria as defined above in *Admissions of First-Time Freshmen*. The only exceptions are students admitted in the following special admission categories.

### Special Non-Degree Seeking Student

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. *Retention standards and course prerequisites will be enforced*. Once a student has completed the designated number of hours (cumulative), the student is required to meet the formal admission or transfer criteria for the institution of desired entry in order to enroll in additional course work.

### Adult Admission

Students who are 21 years of age and older or on active military duty may be admitted using entry-level testing of ACT, SAT, or ACCUPLACER. Academic deficiency(s) must be satisfied through remediation within the first 24 hours of their coursework.

*Any adult student who:*

- is not a high school graduate but whose high school class has graduated; and
- has participated in the ACT program or similar battery of tests (SAT or ACCUPLACER)

is eligible for admission to CASC.

Students utilizing a test other than ACT will have their scores converted to ACT equivalents. A GED recipient's high school class must have graduated to be eligible for admission.

### Home Study, Non-Recognized Accredited or Unaccredited High Schools

An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission as follows:

- The student must have participated in the ACT or SAT program and achieved the requisite composite scores.
- The student's high school class of his or her peers must have graduated.
- The student must satisfy the high school curricular requirements for CASC, as certified by the school or for home study, the parent.

## Opportunity Admission Category

Students who have not graduated from high school whose composite standard score on the ACT without the writing component places them at the 99th percentile of all students using Oklahoma norms, or whose combined critical reading and mathematical score on the SAT without the writing component places them at the 99th percentile of all students using national norms *may apply* for full enrollment at CASC.

ACT and SAT 99 <sup>th</sup> Percentile Scores	
ACT: 32	SAT: 1450 (before March 5, 2016)
	SAT: 1410 (after March 5, 2016)

However, CASC will determine admissibility based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

## Concurrent Enrollment of High School Students

Concurrent enrollment provides eligible high school students with an opportunity to earn college credit. Overall, concurrent enrollment is recognized as a valuable opportunity to advance the State System's commitment to expand access to higher education opportunities, produce favorable student achievement outcomes, and enhance educational efficiency.

This policy provides a framework for State System institutions to offer concurrent enrollment to eligible high school juniors and seniors. The policy specifies concurrent enrollment admission, course placement, and retention criteria; defines the environments and conditions in which concurrent enrollment is offered; details specific standards associated with offering concurrent enrollment; and sets annual reporting requirements.

## Eligibility Requirements

### Admission

A junior or senior high school student may be admitted provisionally to CASC. Minimum standards are outlined in the tables below. The ACT score is the composite score without the writing component and the SAT score is the composite score without the essay component.

#### Students from Accredited High Schools Admissions

Students from accredited high schools shall meet one of the criteria listed in the table below.

Testing Measurement	Minimum Test Score:
National ACT	19
Pre-ACT (10th Grade)	19
Residual ACT <sup>1</sup>	19
SAT	980 <sup>2</sup> or 900 <sup>3</sup>
PSAT10	980 <sup>2</sup> or 900 <sup>3</sup>
GPA and Class Rank	Unweighted High School GPA 3.0

<sup>1</sup> only one Residual per year (Nov to Oct)

<sup>2</sup> SAT on or after March 5, 2016

<sup>3</sup> SAT before March 5, 2016

#### Home Schooled Students and Students from Unaccredited High Schools Admissions

Home schooled students and students from unaccredited high schools shall have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school and meet the applicable criterion in the table below.

Students from accredited high schools shall meet one of the criteria listed in the table below.

Testing Measurement	Minimum Test Score:
National ACT	19
Pre-ACT (10th Grade)	19
Residual ACT <sup>1</sup>	19
SAT	980 <sup>2</sup> or 900 <sup>3</sup>
PSAT10	980 <sup>2</sup> or 900 <sup>3</sup>

<sup>1</sup> only one Residual per year (Nov to Oct)

<sup>2</sup> SAT on or after March 5, 2016

<sup>3</sup> SAT before March 5, 2016

## Permissions

All students must have a signed form from the high school principal or counselor stating that he/she is eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also have written permission from a parent or legal guardian. CASC documents these permissions with the Permissions Form for new or returning students

## Course Placement and Enrollment: Curricular Requirements

At minimum, concurrent students shall demonstrate college readiness in a particular subject area to be eligible to enroll in a college level course in the corresponding subject area. A high school student not demonstrating college readiness in science reasoning, mathematics, or English will not be permitted enrollment in the corresponding college subject area. A student who is unable to demonstrate college readiness in reading will not be permitted enrollment in any other collegiate course (outside the subjects of science, mathematics, and English). Concurrent enrollment students are prohibited from enrolling in any form of developmental education, including any configuration in which developmental education is embedded within a credit bearing course. A concurrent student will be eligible to enroll based on the criteria detailed in the chart below.

**CASC Placement Chart**

Curricular Area	ACT	Pre-ACT (10 <sup>th</sup> grade)	Residual ACT <sup>1</sup>	SAT <sup>2</sup>	PSAT 10 <sup>2</sup>	Eligible to enroll into CASC's:
English	19 English	19 English	19 English	480 Reading + Writing	480 Reading + Writing	ENGL 1113
Math	19 Math	19 Math	19 Math	530 Math	530 Math	MATH 1513
Reading	19 Reading	19 Reading	19 Reading	480 Reading + Writing	480 Reading + Writing	Subjects not labeled as ENGL, MATH or science
Science	19 Science	19 Science	19 Science	None for SAT	None for SAT	Any science when prerequisites met

<sup>1</sup> only one Residual per year (Nov to Oct)

<sup>2</sup> SAT on or after March 5, 2016

## Secondary Testing

Secondary testing with ACCUPLACER is available to students who are first provisionally admitted to CASC with successful composite test scores with an ACT or SAT product, or unweighted GPA, but, who fail to meet the minimum curricular subject test to enroll into a college-level course with CASC. Students who subsequently test with CASC's ACCUPLACER will be permitted to enroll based on the criteria detailed in the chart below.

### CASC Secondary Placement Chart<sup>1</sup>

Curricular Area	ACCUPLACER	Eligible to enroll into CASC's:
English	98 English	ENGL 1113
Math	103 Arithmetic 97 Elementary Algebra	MATH 1513
Reading	90 Reading	Subjects not labeled as ENGL, MATH or science
Science	Meet Accuplacer Math assessment	Any science when prerequisites met

<sup>1</sup>Students must first test with primary examinations of ACT or SAT product test.

#### Workload

A high school student admitted under the provision set forth below may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester credit-hours during a summer session or term at CASC without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work.

High School Unit Equivalent in College Credit Workload Hours	
.5 Unit	3 Credit Hours
1 Unit	6 Credit Hours

Non-academic high school units are excluded from the workload calculation. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate higher education officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester or 24 cr-hr maximum in the fall or spring semester and 9 in the summer semester.

- **Credit Hour Overload**                      CASC requires permission of the high school counselor to enroll their student into an overload of coursework above 19 cr-hrs (combined CASC and high school coursework) in the fall and spring terms, and above 9 cr-hrs in the summer term.
- **Non-Academic Units**                      While this is not a comprehensive list, CASC considers these courses as non-academic high school units and does not use them to calculate CASC semester's load: Chorus, Vocal Music, Band, FACS, Career Orientation, Driver Education, Parent/Child Development, Personal Finance, Athletics, Cheer, Speech, Drama, Library Aid, Workstudy, Office Aid, Agricultural studies, Technology, Vocational program coursework, School to Work, Capstone, Yearbook.

CASC Office of Admissions will work with the high school counselor and student to provide appropriate academic advising prior to and continuing throughout the student's enrollment.

#### Continuing Enrollment

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a college cumulative GPA of 2.0 or above on a 4.0 scale.

Students who fail to earn a college cumulative 2.0 GPA at another institution shall not be eligible for concurrent enrollment at CASC. However, following high school graduation, student will be eligible to enroll into CASC or another institution in the State System if entrance requirements are met as an incoming freshman.

## Veterans Admissions

Carl Albert State College is approved by the State Accrediting Agency to offer instructional degree programs for payment of VA education benefits under laws and regulations by the Department of Veteran Affairs. Students should first apply for VA Educational Benefits using the online application tool VONAPP (go to : <http://vabenefits.vba.va.gov/vonapp/main.asp>.) Questions may be addressed to the college's VA Coordinator or by calling the VA Muskogee Regional Office at 1-888-442-4551.

Once approved for benefits, the VA will mail to the applicant a letter titled *Certificate of Eligibility* that specifies who is eligible to receive the benefit, under what chapter, percentage of eligibility (for post 9/11 GIBILL), and number of months benefit may be used. The applicant should deliver this letter to the VA Coordinator for CASC who will in turn certify the student's enrollment with the VA and, thus begins payment to the student according to Chapter of Benefit and enrollment.

Although students may submit the Certificate of Eligibility to the VA Coordinator at any time in the term, applicants should allow sufficient time for the college's VA Coordinator and VA Regional Office to process their enrollment (rule of thumb, four to six weeks before the first day of classes). Students may read more information on CASC's website (go to [www.carlalbert.edu](http://www.carlalbert.edu) > hover over Admissions > click on Veteran Students, or the VA's website (go to <http://www.benefits.va.gov/gibill> )

## Retention Standards

In keeping with this philosophy of maximizing student success, CASC offers to students experiencing academic difficulties with academic assistance, such as academic and career counseling and tutoring opportunities.

### Retention GPA Requirements

All students must maintain a 2.0 retention/graduation GPA for the duration of the college experience with the exception of freshmen on academic notice and academic probation. A student will be placed on academic probation if the following requirements are not met:

Credit Hours Attempted	GPA Requirement
0 through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

### Academic Notice

Students with 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed, remedial/developmental (pre-college) courses, and physical education activity courses.

### Academic Probation

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

### Academic Suspension

Students suspended in the spring semester may attend the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. The student's transcript will note suspension at the end of the spring semester. For students who fail to achieve retention standards after the summer session, the phrase "suspension

continued” should be entered on the transcript at the end of the summer session. Only students under first-time suspension status *at CASC* are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

## Academic Suspension Appeals

Carl Albert has an academic suspension appeals procedure where the suspended student may document any extraordinary personal circumstances that contributed to the academic problems. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis. Such appeals decisions are heard before the Academic Affairs Committee and made after thoughtful deliberation of committee members, which include faculty, students, and administrators. CASC’s policies and procedures developed for the appeal of academic suspension decisions are compliant with the Oklahoma State Regents guidelines.

## Readmission of Suspended Students

Students who are academically suspended by CASC will not be allowed to reenter the college for at least one regular semester (fall or spring) except as noted above. Such students are readmitted on probationary status and must maintain a 2.0 GPA average each semester attempted while on probation or raise their retention GPA to the designated level. Should a reinstated student be suspended a second time from CASC, the student is placed on Permanent Suspension and cannot return to CASC until such time as the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards.

## Reinstatement of Suspended Students from other System Institution

Carl Albert believes that all citizens with the ability and desire to attend the college be granted the opportunity to do so. Although suspended students will not be permitted readmission to the suspending institution for a minimum of one regular semester (fall or spring), research indicates that many times students suspended from one institution may succeed in a new academic environment if given the opportunity. With this thought in mind, CASC will admit any suspended student from other institution under an “Entered Under Academic Probation” and require the student to maintain a 2.0 GPA average each semester attempted while on probation or raise their retention GPA to the designated level.

## Non-Academic Criteria for Admissions

In addition to the academic criteria used by Carl Albert as the basis for student admission, institutions shall consider the following non-academic criteria in deciding whether a first- time applicant or a transfer student shall be granted admission:

1. Whether an applicant has **been expelled, suspended, denied** admission or denied readmission by any other educational institution.
2. Whether an applicant has been convicted of a **felony** or convicted of any lesser crime involving moral turpitude.
3. Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or **denial** of readmission.

If the institution finds that an applicant has any of the above, then the institution shall deny admission to applicant if it decides that any of the events described above indicates the applicant's unfitness, at the time of application, to be a student at CASC. 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:

- Be advised of the grounds of the denial.
- Be informed of the facts which form a basis of the denial.

- Be afforded an opportunity to be heard.

Carl Albert guarantees the student may be heard before the Academic Affairs Committee or Student Affairs committee should student input for denial of admissions and review be necessary.

## Admissions of Transfer Students

The CASC Transfer and Articulation policy is designed to facilitate the transfer of students between and among other community colleges and universities within the State System, and transfer of technical coursework for students through the Statewide Articulation Agreement with Oklahoma technology centers, to ensure maximum transfer of credit hours and course work for students, and improve degree completion.

**Equivalency Tables** CASC evaluates course equivalencies from published tables of courses showing transferable coursework among Oklahoma public colleges and institutions (as well as multi-state, multi-college institutions). CASC utilizes the Course Equivalency Tables published by the Oklahoma State Regents. This series of tables displays equivalent courses at each college and university, and is organized by academic discipline, such as biology or history. Other colleges to which CASC students commonly transfer publish equivalency guides that are used to judge course transferability and include: Northeastern State University, University of Arkansas – Fort Smith, The University of Oklahoma, Oklahoma State University, and University of Central Oklahoma. Links to transfer guides are published online and under the Admissions tab on CASC’s web site ([www.carlalbert.edu](http://www.carlalbert.edu) > Admissions > Graduation and Transfer Information).

**Transfer Agreements** CASC is committed to providing students with seamless transfer opportunities to CASC or with four-year college and university partners. CASC has established transfer agreements with institutions in a number of degree areas. Students may review individual degree plans from those colleges to which CASC has articulation agreements online ([www.carlalbert.edu](http://www.carlalbert.edu) > Academics > Degrees Offered), but, are encouraged to consult their academic advisor for questions on these transfer opportunities. Transfer opportunities exist with the following institutions (updated lists and transfer degree plans will be posted online):

CASC Associate Degree	Institution and Transfer Degree Plan Opportunity
AAS in Nursing	<b>Arkansas Tech University, Arkansas</b> BS in Nursing
AA in Business Administration AA in Pre-Law Criminal Justice	<b>Columbia College, Missouri</b> BA in Business Administration BA in Criminal Justice Administration
AAS in Occupational Health and Safety	<b>Columbia Southern University, Alabama</b> BS in Occupational Safety and Health
AS in Allied Health/Pre-Sports Medicine	<b>East Central University, Oklahoma</b> BS in Athletic Training
General Education AA in Business Administration AA in Business Administration AA in Sociology/Psychology See CASC to JBU Transfer Degree Plan See CASC to JBU Transfer Degree Plan See CASC to JBU Transfer Degree Plan	<b>John Brown University, Arkansas</b> JBU Core Curriculum BS in Org. Leadership BS in Business Administration BS in Psychology BS in Biblical Studies BS in Christian Ministry and Formation BS in Kinesiology
See CASC to NSU Transfer Degree Plan See CASC to NSU Transfer Degree Plan	<b>Northeastern State University, Oklahoma</b> NSU BA in Elementary Education Degree Plan NSU BA in Special Education Mild to Moderate Degree Plan
General	<b>Northcentral University, California</b> General Memorandum of Agreement



AA in Computer Information Systems AS in Math, Physical Science & Pre-Engineering AS in Math, Physical Science & Pre-Engineering	<b>Oklahoma State University Institute of Technology</b> AAS-BT in Information Technologies AAS-BT in Civil Engineering Technology AAS-BT in Instrumentation Engineering Technology
AA in Business Administration AS in Biological & Pre-Professional Sciences AS in Mathematics, Physical Science & Pre-Engineering AA in Pre-Law Criminal Justice AA in Child Development AA in Health, Physical Education & Recreation AA in Social Science AA in Sociology/Psychology AAS in Occupational Health & Safety	<b>Southeastern Oklahoma State University</b> BBA in Accounting, or BBA in Finance, or BBA in General Business, or BBA in Management, or BBA in Marketing BA in Biology (Botany, Health Sciences, or Zoology options), or BS in Fisheries and Wildlife BS in Chemistry, or BS in Mathematics, or BS in Mathematics Education BA in Criminal Justice BS in Early Intervention and Child Development BS in Health & Physical Education BA in History, or BA in Political Science BA in Psychology, or BA in Sociology BS in Occupational Safety & Health
AA in Pre-Law Criminal Justice See CASC to UAFS Transfer Degree Plan See CASC to UAFS Transfer Degree Plan AA in Business Administration AA in Computer Information Systems	<b>University of Arkansas – Fort Smith</b> BS in Criminal Justice BS in Organizational Leadership Bachelor of Applied Science Bachelor of Business Administration BS in Information Technology

### Admission by Transfer within the State System

Students entering CASC by transfer from another State System institution must:

- Provide official transcript(s) from all colleges/universities previously attended.
- If transferring with less than 7 college credit hours, then, provide an official transcript from all college(s) previously attended and an official high school transcript.
- If transferring and age 21 years and younger, then, provide an official transcript from all college(s) universities previously attended and an official high school transcript to demonstrate completion of high school curricular requirements.
- If previous college hours were completed as high school concurrent, then, student will not be classified as a transfer student, but, as an incoming freshman and student must also provide an official transcript(s) from all college(s) previously attended and an official high school transcript.
- While CASC is an open admissions institution, students who fail to meet CASC’s retention standards will be placed on Probation upon entry and remain on Probation until the required retention standard is met or exceeded.
- Provide test scores should remediation not be satisfied at transfer college.

### Admission by Transfer from Non-State System, Degree-granting Institutions

Undergraduate students wishing to transfer to CASC may do so by meeting the entrance requirements of CASC and also meeting the following:

- Transcripts from colleges and universities accredited by the HLC or other regional associations will be given full value.
- Transcripts from degree-granting institutions accredited by a national association are subject to review and may transfer on a course-by-course basis. Transcripts from degree granting institutions *not accredited by a regional or national association* may be accepted in transfer when appropriate to the student’s degree program and when the receiving institution has had an opportunity to validate the courses or programs. (Student is responsible for providing catalog, course descriptions, or syllabi to evaluate course

by course transfer credit). Transferred credit will only be permitted with successful completion (an average of “C” or better) of 12 or more at CASC.

**Transfer Probation**

The transfer applicant must be in good standing in the institution from which the applicant is transferring and, if not in good standing, then, will be placed on “Continuing on Probation” status with CASC upon entry and remain on Probation until the required retention standard is met or exceeded.

**Non-native Speakers of English**

Transfer students who are non-native speakers of English must meet the same transfer admission standards as outlined above, dependent upon their educational background or have attended a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education for a minimum of 24 semester credit hours with passing grades and also meet other transfer requirements.

Students with less than 24 hours from a college or university where English is the primary teaching language in a country where English is the primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education must meet the language requirements for first-time undergraduate students.

**Transfer Admission and Retention policy.**

Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment. Additionally, it is expected that institutions will provide the appropriate academic support services to assist such students in achieving academic success.

A student transferring to CASC with more than six attempted credit hours, excluding remedial (zero-level) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students, must meet the following requirements. Students not meeting transfer entry requirements will be placed on “Continuing on Probation” status with CASC and remain on Probation until the required retention standard is met or exceeded.

**Transfer Retention Standards**

<b>Transfer hours</b>	7-23 cr-hrs	24-30 cr-hrs	31-59 cr-hrs	60 or more cr-hrs
<b>GPA requirement</b>	1.7 GPA plus satisfy all freshman admissions requirements	1.7 GPA	2.0 GPA	2.0 GPA

**Transfer of Course Work from Oklahoma Technology Centers Through the Statewide Articulation Agreement**

The purpose of the Statewide Articulation Agreement is to expand, not outsource through contractual arrangement or prior learning assessment, student access to Oklahoma’s educational opportunities. The Statewide Articulation Agreement includes a list of technical courses which meet technical major degree requirements at participating State System of Higher Education institutions, and which will be accepted in transfer from Oklahoma technology centers towards a college technical certificate, an associate in applied science degree, or a technology baccalaureate degree. At CASC, the certificate and associate of applied science degree is included in this Statewide Articulation Agreement. Students should verify degree transfer applicability with the Office of Admissions.

**Transcripting Career Technology Center Coursework at CASC**

CASC will only post career technology center transfer coursework that it is approved to accept through the Statewide Technical Course Articulation Agreement. The following general guidelines will apply:

- Career Tech transfer courses may be applicable for technical degree major requirements or technical degree major electives, but not as general elective credit.
- If a student transfers career tech coursework through the statewide articulation agreement into a technical degree and later changes his/her major to a non-technical degree, the career tech coursework will remain on the transcript; however, such coursework will not apply towards meeting degree major requirements, degree major electives, or general elective credit in the non-technical degree.
- The higher education institution will only post career technology center transfer credit awarded through the Statewide Technical Course Articulation Agreement as P/F.
- All transfer credit awarded through the Statewide Articulation Agreement will be appropriately identified by source and method on the official college transcript.
- The semester that is in session during the course end date will serve as the semester of transcription for transfer work awarded through the Statewide Technical Course Articulation Agreement
- All transfer credit awarded through the Statewide Articulation Agreement must be converted to credit hours. In accordance with 34 CFR §668.8(l)(1), one semester credit hour must include at least 37.5 clock hours of instruction.
- The State Regents will maintain a student transfer web site within the Student Center online and alongside the information found online in *Course Equivalency Project* tables. (see student center at <http://www.okhighered.org/transfer-students/>). This website includes course equivalency information resulting from the *Course Equivalency Project* and will house Career Tech equivalency data.

## Transfer Credit Policies

Transcripts are required from all colleges and universities previously attended. Transcripts from colleges accredited by the Higher Learning Commission or other regional associations will be given full value. Students who transfer to CASC with a retention/graduation GPA as detailed above and meet CASC's retention standards will be admitted in good standing. Otherwise, students who transfer to CASC with a retention/graduation GPA below CASC's retention standards will be admitted under Continuing on Probation. Student who are on probation Continuing on Probation may continue enrollment with CASC when a minimum 2.00 GPA is earned per term.

- CASC accepts all courses outlined by the transfer matrix and other courses based on a review of the institutions regional accreditation, comparable course content, and successful course completion.
- Transfer courses will be listed under the name of the transferring institution and in the academic term of enrollment. Courses will be detailed per course number, description, credit hour, grade, and CASC course equivalency.
- Quarter hour credits will be converted to semester credit hours.
- In general, lower division coursework applies to the associate and certificate credential with CASC. Only those very few junior level courses identified by the Oklahoma State Regents' Course Equivalency tables as equivalent to lower division will be used in fulfillment of graduation requirements.
- Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment.
- Transfer coursework will be counted in full on the CASC transcript.
- Transfer coursework will be accepted and given credit, but, may not be used to confer the degree when equivalency is not established or it does not apply to the degree.
- Transfer coursework will be placed on CASC transfer after student enrollment.

## Prior Learning Credits

In compliance with State Regent policy, CASC recognizes the need to evaluate learning acquired from outside the traditional classroom environment, from other sources such as work experience, non-degree granting institutions, professional training, military training, or open source learning,

## Procedures

Students eligible to receive credit for prior learning must be enrolled or eligible to re-enroll at CASC. Credit awarded to a student for prior learning must be validated by successful completion of 12 or more semester hours at CASC before being placed on the student's official CASC transcript.

The following are among acceptable options for validating prior learning and awarding credit:

- American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Forces, National Guide to College Credit for Workforce Training, and ACE recommendations of college credit by examination, as well as credit recommendations on the Joint Service Transcript, and other publications as recommended by ACE.
- The University of the State of New York's National College Credit Recommendation Service (CCRS).
- Standardized examinations such as the College Board Advanced Placement (AP) or College Level Examination Program (CLEP), and the Defense Activity for Non-Traditional Education Support (DANTES).
- Degree-relevant prior learning credit awarded and transcribed by other institutions accredited as degree-granting institutions.
- Assessment of individual student portfolios using Council for Adult and Experiential Learning (CAEL) or other standardized guidelines.
- Higher Level courses in the International Baccalaureate Organization Diploma Program.
- Institutionally prepared assessments developed by qualified faculty with content expertise.
- Use of the system wide assessment inventory of industry, technical, and other assessments associated with technology center programs that have been evaluated for college credit.

Information is available at the Office of Admissions or on-line, including a list of subjects and test scores for AP, CLEP, DANTES, and IB equivalent credit awards. ([www.carlalbert.edu](http://www.carlalbert.edu) > Admissions > Graduation/Transfer...)

Carl Albert State College adheres to the Oklahoma State Regent policy to evaluate learning which has taken place outside of the formal higher education structure and awards credit for extra-institutional learning. CASC evaluates prior learning credits by means of approved methods and does not exceed recommended credit hours or level when recommended by ACE or IB or other evaluator. CASC's validation procedures are objective, where external evaluators should reach the same conclusion given the material reviewed.

## Placement and Remediation Assessments

Carl Albert State College adheres to Oklahoma State Regent policy stating that all students must be evaluated for placement into college-level courses and remediate identified deficiency(s) within the first 24 credit hours of college enrollment and before the college-level course may be taken. Advisors are asked to examine CASC transcript, test scores, and enroll students using the following guidelines.

All curricular deficiencies must be removed in the first 24 hours of college coursework. Students who enroll in remedial courses must receive a grade equivalent to a "C" or better to successfully remove deficiency. Remedial courses will not be counted toward the satisfaction of degree program requirements. Courses used to make up high school curricular deficiencies may not be counted toward the satisfaction of degree program requirements.

Students failing to meet proficiency requirements will not be permitted to enroll in corresponding college-level course and will be removed from any college-level course when unsuccessful course completion in deficiency course is earned at end of term. Student will be notified by mail if an administrative removal from college-level course was completed by the Office of Admissions.

CASC's Assessment Plan uses high school performance and testing measurements to evaluate a student's readiness to enroll into college-level coursework. CASC tests students upon initial admissions using ACT, COMPASS, or ACCUPLACER tests and places them into English 1113 or college-level, or, when test scores fall below the required cut-off scores, into remedial courses. The Office of Admissions will evaluate student credentials,

provide students with a summary sheet, and post results in student's electronic file.

## **Complete College America**

In an effort to move students into courses that count toward graduation, Complete College America and the Oklahoma State Regents are encouraging institutions of higher education to find ways to assist students through remediation and gateway courses in a timelier manner. CASC will implement co-requisite remedial education in the subjects of English and Reading on both the Poteau and Sallisaw campuses beginning in the fall of 2016. Please find the rubric (Placement & Remediation Assessments) that will be used to offer advisement to CASC students.

## **High School Curricular Requirements**

Students must have completed 15 units of high school curricular requirements for admission to one of Carl Albert's programs leading to associate in arts or associate in science. The only exceptions are noted in the special admission and summer provisional admission options. CASC will admit students with one or more curricular deficiencies and require remediation of these deficiencies within the first 24 college-level credit hours attempted. Students may remediate by successful completion of developmental courses or Accuplacer placement testing.

The high school curricular admission requirements were adopted by the State Regents to help ensure adequate high school academic preparation. It is the expectation of the State Regents that students applying for college entry will have successfully completed, at a minimum, the required high school course work. Research indicates that the academic preparation a student receives in high school correlates with success in college. Specifically, students who take more high school core subjects generally score higher on the ACT and earn better grades in college than students who take a minimum number of core courses. High school students should consider the prescribed 15 unit high school core curriculum a minimum standard. Students are encouraged to take additional core courses.

## **Academic Deficiencies**

Students with basic academic skills deficiencies or lacking curricular requirements must remove the basic academic skills deficiencies at the earliest possible time but within the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 credit-hour limit. Students must also remove deficiencies in a discipline area before taking collegiate level work in that discipline. Students admitted to AAS programs must remove deficiencies prior to taking collegiate level work in that discipline.

## **Testing Measurements**

While CASC is an "open" admissions institution, CASC uses the ACT and ACCUPLACER examinations to place students into appropriate college-level courses or to identify the need for remedial or refresher classes before college course enrollments. The Office of Admissions will record test scores and provide the student with an evaluation of course placement or remedial course needs.

All incoming freshman who are 20 years and younger must test with ACT for admissions purposes. Incoming freshman who are 21 years and older may test with either ACT or ACCUPLACER.

## **ACT (American College Test)**

CASC accepts the National ACT score results or its ACT Residual test score results for its entrance testing. CASC is a national test site with Center Code of 034300. ACT Residual testing is available on both the Poteau and Sallisaw campus sites. Testing dates are advertised online, in the semester Course Schedule, or at the Retention Center on the Poteau campus or the Front Office on the Sallisaw campus. Test purchase and appointment is required to hold a seat for a test date.

ACT is comprised of four subject tests: English, Mathematics, Reading, and Science. A cutoff score of 19 is required to enroll into college-level courses in those subjects according to the Placement and Remediation Assessments guidelines. When the student's score is below the cutoff score of 19 in either subject, then, the student must remove that identified deficiency by completing the appropriate zero-level course or testing above

the cutoff score with ACCUPLACER according to the Placement and Remediation Assessments guidelines.

### **ACCUPLACER Test: Placement Testing**

CASC administers the Accuplacer as secondary placement testing to students who are deficient through ACT or high school curricular reasons and as an entry-level placement testing to adult students who require admissions testing. The Accuplacer is offered to student's under age 21 who, after *having first tested* with ACT for admissions purposes require additional testing for placement purposes.

Students may remediate deficiencies by testing with Accuplacer, enrollment in the appropriate zero- level course, or retest with ACT. However, adult students (ages 21 and older) test with ACCUPLACER for admissions and placement purposes (no ACT score is required). The ACCUPLACER test is free of charge for the first two attempts and \$5 per test for each subsequent attempt.

### **SAT (Scholastic Aptitude Test)**

CASC also accepts the SAT (Scholastic Aptitude Test) results as entrance testing of incoming freshman students. Although no minimum SAT test score is required for admissions, SAT test results measure a student's readiness in English, Math, and Reading. SAT test results will be converted to ACT equivalents and used to determine remediation.

While the ACT and Sat are different tests and similar in some areas, the ACT measures achievement related to high school curricula and the SAT measures general verbal and quantitative reasoning. A concordance table is used in the Office of Admissions to provide a tool to find comparable SAT to ACT scores. For example, a 19 ACT requires a 980 SAT (sum of Evidence Based Reading & Writing and Math, SAT administered on or after March 5, 2016) or 900-930 SAT (sum of Critical Reading and Math, SAT administered before March 5, 2016).

### **Deficiency Removal**

Deficiency removal is required of all students who score 18 or below on any ACT subtest area or who lack the required number of high school curricular units. Students may enroll into any subject in which the corresponding ACT is 19 or higher in that subtest/subject area or ACCUPLACER test score is above the minimum in that subject and remediate according to the Placement and Remediation Assessments guidelines when testing falls below the minimum cutoff score.

Students who seek deficiency removal by placement testing with the ACT or ACCUPLACER test may incorporate high school performance measurements using the following assessment guidelines.

CASC's Assessment Plan evaluates incoming freshman students upon initial admissions using the following test results and high school performance measurements and places freshman students into freshman-level courses or remedial courses. CASC uses the final UNWEIGHTED high school GPA or the 12<sup>th</sup> year UNWEIGHTED GPA for graduating seniors who pre-enroll in the spring term prior to their high school graduation.

(The following table is not valid for or will be used in placement for high school concurrent enrollment).

## Placement & Remediation Assessments

### Course Placement Guidelines

ENGLISH ASSESSMENT				
	(Meet one)			(Alternate measurement)
COURSE ENROLLMENT	ACT English	ACCUPLACER Writing	High School GPA	ACT English <u>and</u> High School GPA
ENGL 1113 Freshman Comp I <i>(No Remediation Required)</i>	19+	98+	NA	17-18 <u>and</u> 3.00+
ENGL 1113 & ENGL 0121 Fast Track	16-18	82-97	3.00+	NA
ENGL 0123 Intro to College Writing	0-15	0-81	below 3.00	NA

READING ASSESSMENT				
	(Meet one)			(Alternate measurement)
COURSE ENROLLMENT	ACT Reading	ACCUPLACER Reading	High School GPA	ACT Reading <u>and</u> High School GPA
College-Level Courses <i>(No Remediation Required)</i>	19+	90+	NA	17-18 <u>and</u> 3.00+
ENGL 0111 Fast Track Reading Lab	16-18	28-89	3.00+	NA
ENGL 0113 Intro to College Reading	0-15	0-27	below 3.00	NA

MATHEMATICS ASSESSMENT				
	(Meet <b>one</b> placement score <u>AND</u> high school GPA <u>AND</u> high school math core classes)			
COURSE ENROLLMENT	ACT Math	ACCUPLACER Arithmetic Elem Algebra	High School GPA	High School Math Completions AFTER HS Graduation
MATH 1513 College Algebra <i>(No Remediation Required)</i>	19+	103+ (A) 97+ (E)	NA	NA
MATH 1513 College Algebra <i>(No Remediation Required)</i>	17-18	79-102 (A) 63-96 (E)	3.00+	Algebra I, Algebra II, & Geometry
MATH 1513 & MATH 0111 Fast Track <i>(Remediation Required)</i>	16-18	59-102 (A) 43-96 (E)	NA	NA
MATH 1513 & MATH 0111 Fast Track <i>(Remediation Required)</i>	13-15	30-58 (A) 28-42 (E)	3.00+	Algebra I, Algebra II, & Geometry
MATH 0123 Intermediate Algebra <i>(Remediation Required)</i>	13-15	30-58 (A) 28-42 (E)	below 3.00	NA
MATH 0113 Developmental Math <i>(Remediation Required)</i>	0-12	0-29 (A) 0-27 (E)	NA	NA

SCIENCE ASSESSMENT	
<b>COURSE ENROLLMENT</b>	<b>ASSESSMENT in this area must be satisfied.</b>
CHEM 1025	Math remediation must be satisfied.
ZOO 1114	Math remediation must be satisfied,
Other science courses have prerequisites that require either course completion or same term co-requisite enrollments. ( see College Catalog or <a href="http://www.carlalbert.edu">www.carlalbert.edu</a> > click on Admissions > Course Schedule > Prerequisites )	

## Residence Status of Enrolled Students

Oklahoma statute 70 O.S., Supp. 2003, §3218.9 authorizes the State Regents to establish the proposed fees to be charged at public institutions to Oklahoma residents and nonresidents alike. The policy statement set forth in the paragraphs to follow establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as resident or nonresident for fee and tuition-payment purposes.

Also, the policy statement should be helpful to prospective students in the determination of their own residence status prior to enrollment or for those nonresident students seeking to be reclassified as residents of Oklahoma after having been classified originally as nonresidents. Determination of residence status for purposes of attendance at Carl Albert State College or to any institution in The State is based primarily on the *issue of domiciliary intent*.

Since 1890, it has been public policy in Oklahoma to provide comprehensive, low-cost public higher education for citizens, in order to make educational opportunities available for Oklahoma individuals to improve themselves, to help upgrade the knowledge and skills of the Oklahoma work force, and to enhance the quality of life in Oklahoma generally. Therefore, residents of Oklahoma are afforded subsidies covering a majority of their educational costs at all colleges and universities of the State System. Nonresidents of Oklahoma are also provided substantial educational subventions, although at lower levels than those provided for permanent residents of the state.

### Definitions

The following words and terms, when used in the Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

- “Dependent Person” is one who is under the care, custody, and support of a parent or legal guardian.
- “Foreign National” is one who is not a legal U.S. citizen.
- “Full-Time Professional Practitioner or Worker” is one who has come to Oklahoma to practice a profession on a full-time basis, conduct a business full-time, or work on a full-time basis.
- “Full-Time Student” is an undergraduate student enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in an academic year or a minimum of four credit hours in a summer session.
- “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.
- “Resident of Oklahoma” is one who has lived continuously in Oklahoma for at least 12 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.

### Principles

1. Attendance at an educational institution, albeit a continuous and long-term experience is interpreted as temporary residence; therefore, a student neither gains nor loses residence status solely by such attendance.
2. Students attending CASC may perform many objective acts, some of which are required by law (i.e. payment of taxes), and all of which are customarily done by some nonresidents who do not intend to remain in Oklahoma after graduation, but are situationally necessary and/or convenient (i.e. registering to vote, obtaining a driver's license). Such acts and/or declarations alone are not sufficient evidence of intent to remain in Oklahoma beyond the college experience.
3. A nonresident student attending CASC on more than a half-time basis is presumed to be in the state primarily for educational purposes.



4. An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual classified as a resident of Oklahoma shall not be reclassified as a nonresident until 12 months after having left Oklahoma to live in another state.
5. Unless residency has been established in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for resident tuition and scholarships or financial aid provided by the state, regardless of immigration status.
6. 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. Exceptions include: (1) 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, and (2) as provided below in item 7 and 8.
7. The burden of proof of establishing Oklahoma residence or domicile, including providing any supporting documentation, shall be upon the applicant. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate institutional official(s) consistent with this policy. No definitive set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.
8. Initial classification as a nonresident student shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as an Oklahoma resident provided that he or she can establish proof of residence in accordance with criteria and procedures as set forth in this policy.

## Independent Persons

If a person enjoying majority privileges and who is independent of parental domicile can provide adequate and satisfactory proof of having come to Oklahoma with the intention of establishing domicile, that person may be granted resident student classification at the next enrollment occurring after expiration of 12 months following the establishment of domicile in Oklahoma. The spouse of such person must establish proof of his or her own domiciliary status on a separate basis, except as provided in other sections of this policy.

## Dependent Persons

The legal residence of a dependent person is that of the student's 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 of those other than the parents, the legal residence is that of the student's legal guardian.

**Emancipated** A dependent person may become emancipated (freed from the parental domicile) through marriage, formal court action, abandonment by parents, or positive action on the student's own part evidential of alienation of parental domicile. To qualify under the latter category, a dependent person must have completely separated from the parental domicile and have proved that such separation is complete and permanent. Mere absence from the parental domicile is not proof of its complete abandonment.

If an applicant can provide adequate and satisfactory proof of complete emancipation and having come to Oklahoma with the intention of establishing domicile, the applicant may be granted resident student classification at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

## Foreign Nationals

An individual who is not a U.S. national may become eligible for classification as an Oklahoma resident provided that the individual holds lawful permanent residence status as defined by U.S. Citizenship and Immigration Services (USCIS), evidenced by whatever documents may be required under applicable federal law, who has resided in Oklahoma for at least 12 consecutive months, and who meets other applicable criteria for establishment of domicile as set forth in this policy or who has come to Oklahoma as a full-time professional practitioner or worker as described below.

In accordance with Title 70, O.S., Section 3242 (2007) (also known as HB1804 of the First Regular Session of the 51st Legislature (HB1804)), an individual who cannot present to the institution valid documentation of United States nationality or an immigration status permitting study at a postsecondary institution, but who has graduated from a public or private high school in Oklahoma, may be eligible for enrollment, resident tuition and state student financial aid if the individual meets the following criteria:

1. Resided in this state with a parent or legal guardian while attending classes at a public or private high school in this state for at least two (2) years prior to graduation;
2. Satisfied admission standards for the institution; and
3. Either:
  - a. Provides to the institution a copy of a true and correct application or petition filed with the USCIS to legalize the student's immigration status, or
  - b. Files an affidavit with the institution stating that the student will file an application to legalize his or her immigration status at the earliest opportunity the student is eligible to do so, but in no case later than:
    - i. One (1) year after the date on which the student enrolls for study at the institution, or
    - ii. If there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one (1) year after the date the USCIS provides such a formal process. If the student files an affidavit pursuant to subsection C(2) above, presents to the institution a copy of a true and correct application or petition filed with the USCIS no later than:
      - (a) One (1) year after the date on which the student enrolls for study at the institution, or
      - (b) If there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one (1) year after the date the USCIS provides such a formal process, which copy shall be maintained in the institution's records for that student.
4. Any student, who completes the required criteria prescribed above, shall not be disqualified on the basis of the student's immigration status from any scholarships or financial aid provided by this state.
5. This policy shall not impose any additional conditions to maintain resident tuition status at a post-secondary educational institution within The Oklahoma State System of Higher Education on a student who was enrolled in a degree program and first received such resident tuition status at that institution during the 2006-2007 school year or any prior year.

## **Military Personnel**

A student attending CASC while on full-time active duty in the armed forces is considered as having a temporary residence in the state in which the student is attending school; therefore, a student neither gains nor loses residence status solely by such military service. Members of the armed services stationed in Oklahoma, their spouses and dependent children shall be admitted without the payment of nonresident tuition and without the 12 month domiciliary requirement, so long as they continue to be stationed in the state in full-time military service and under military orders.

While the policy clearly states that nonresident tuition will be waived for military personnel, such a waiver does not constitute Oklahoma residence status. Military personnel and their dependents who provide proof of a legal change in their state of residence to Oklahoma (such as claiming Oklahoma for income tax purposes) may have the full benefits of residence status.

Dependent children of military personnel that establish residency as above shall maintain residence status if their

parents are subsequently stationed out-of-state. Dependents of military personnel who have not established residency according to policy may maintain nonresident waiver status if their parents are subsequently stationed out-of-state.

### **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 immediately declared an Oklahoma resident along with the individual's spouse and dependent children without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they establish residency as described above.

Dependent children of the above professionals that establish residency as described above may maintain residence status if their parents subsequently leave the state.

Likewise, a full-time professional practitioner or worker who is temporarily assigned to another location but maintains residency in Oklahoma (such as claiming Oklahoma for income tax purposes) shall be considered a resident for tuition and state scholarship and financial aid purposes, along with the practitioner's spouse and dependent children.

### **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 current and immediately preceding year.

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

### **Tuition Waivers**

Nothing in this policy precludes the waiving of fees or tuition for nonresidents by any institution upon authorization by the State Regents based on criteria other than residence status provided that the residence status classification will not be affected by any such waiver alone.

## **DIRECTORY INFORMATION**

### **Access to Student Records**

Carl Albert State College maintains student records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as Amended in 1995. FERPA provides the student certain rights with respect to their educational records. The primary rights afforded are:

- The right to inspect and review the education records
- The right to seek to have the records amended; and
- The right to have some control over the disclosure of information from the records.

FERPA also affords students the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA permits CASC disclosure without consent when the disclosure is to school officials with legitimate educational interest or a school official who needs to review an education record in order to fulfill his or her professional responsibility such as an academic program advisor or Financial Aid officer.

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

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

The student must submit in writing a request precisely noting the record for review or to withhold disclosure of Directory Information, and should contact the Office of Admissions.

## Directory Information

Directory information is information that routinely appears in student directories and alumni publications and may be freely released. CASC designates the following student information as public or directory information:

**Category I.** Student's name, local and permanent address, e-mail address, phone number(s), classification, dates of attendance at CASC, enrollment status (full-time, half-time, or less than half-time), gender.

**Category II.** Major field of study/degree program; educational institutions previously attended; degrees, honors, and awards granted; educational background, degree(s) held, date(s) granted, and institutions granting such degree(s); anticipated date of graduation based on completed hours.

**Category III.** Date and place of birth, participation in officially recognized organizations, activities, and sports; weight and height of participants in officially recognized sports; photographs or electronic images.

This information may be disclosed by CASC for any purpose, at its discretion. Students may withhold disclosure of any or all categories of directory information under the Family Educational Rights and Privacy Act of 1974 as amended. Students requesting to withhold "Directory Information" should contact the Office of Admissions.

## Institutional Policies: Enrollment, Attendance, and Withdrawals

CASC offers an "open admissions" policy where students may be admitted at any time during the academic semester. Student must submit an Application for Admissions and provide credentials that support their admissions. After a student is admitted with credentials, their next step is enrollment into semester classes. The dates when students may enroll are "set" and established for those few weeks/months prior to the first day of semester classes.

Specific enrollment dates are advertised online and in the published Course Schedule. Generally, dates of enrollment take place in April through May for the summer semester, April through August for the fall semester, and October through January for the spring semester.

### Attendance

Students are expected to attend all classes in which they enroll and understand the attendance policy for the class they are enrolled. CASC does not have a policy on classroom attendance, but, gives that right to the CASC instructor. On the first day of class, instructors distribute a course syllabus to students that outlines the instructor's policy and expectations on attendance for their individual class. It is the responsibility of the student to attend their class(s) and understand the impact attendance or nonattendance has on their learning and grade outcome.

### Withdrawal Policy

Students should withdraw from any class they cannot attend. All drops must be completed with the Office of Admissions who will in turn process the withdrawal. CASC has established policies that govern withdrawals from a course made before classes begin, during the Add/Drop Period, and after the Add/Drop Period.

**Before Classes Begin** Students may drop any course before classes begin without transcript record or owing tuition/fee charges.

**Add/Drop Period** After classes begin and before the 10<sup>th</sup> day of classes in the spring or fall term or 5<sup>th</sup> day of classes in the summer term, students may drop classes without transcript record or owing tuition/fee charges.

**“W” Grade Period** After the Add/Drop Period ends and before the last day of the 12<sup>th</sup> week of spring/fall semester or 6<sup>th</sup> week of the summer semester, students may drop and receive a “W” grade and owe 100% of their tuition/fee charges.

**“W or F” Grade Period** After the “W” Grade Period ends and before the last day prior to Final Examination week/days, students may only drop with instructor assignment of “W or F” grade and owe 100% of their tuition/fee charges.

**During Finals Exams Week or Days** Students may not withdraw from a course during Final exams week/days and will receive the letter grade earned in the course including final exam grades.

**Complete Withdrawal** After the Add/Drop Period, students may drop all of their semester classes. Students must fill out a Complete Withdrawal Form (available in the Retention Office) with exit survey and directed to a Financial Aid counselor to determine the impact of withdrawal on future aide.

**Course Withdrawal** To drop one course, students should formally withdraw using Change of Enrollment forms found in the Office of Admissions.

**Military Based Withdrawal or Leave** Military students who are called into Active Duty while enrolled with CASC may elect to either be withdrawn without charges or transcript record, or remain enrolled with an “I” grade or final grade depending on coursework completions and what is in the best interest of the student. The VA Coordinator will work with administration and with the student to ensure the student’s interest is paramount and withdrawal compliance is met.

# FINANCIAL INFORMATION

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## Tuition and Fees Payment Information

### Tuition and Mandatory Fees per Credit Hour\*

Resident Tuition (In-State)	\$ 86.89
Data Processing Fee	7.00
Assessment Fee	3.00
Library Fee	3.00
Activity Fee	11.00
Facility Fee	11.00
Records Fee	1.00
<b>TOTAL Resident Tuition &amp; Fees per Credit Hour</b>	<b><u>\$ 122.89</u></b>
Non-Resident Tuition (Out-of-State)	\$ 130.95
<b>TOTAL Non-Resident Tuition &amp; Fees per Credit Hour</b>	<b><u>\$ 253.84</u></b>

### Additional Charges \*

The following Additional Charges may apply and should be added to the per Credit Hour calculation when figuring the charge for courses identified below, or as a per semester charge including:

Web Courses Fee (all online courses)	\$ 33.00
Remedial Fee (all zero-level courses)	23.00
Supply/Lab Fee (HPER courses, where applied)	4.00
Science Lab Fee (BIO, BOT, CHEM, GEOL, PHYS, ZOO courses)	8.00
Health Science Fee (AHS, PHTA, NUR courses)	50.00
Visual & Performing Arts Fee (ART, DRMA, SPCH, MUS courses)	15.00
Health Information Technology Fee (all HIT courses)	25.00
Occupational Health & Safety Fee (all OHS courses)	10.00
Computer Science Fee (all CS courses)	8.00
Student ID Charge (per semester for all students)	4.00
International Student Fee (per semester for Internationals)	50.00

The following Additional Charges may apply and should be added to the per Course calculation when figuring the charge for the courses identified below.

Fine Arts Division Academic Service Fee	\$50.00
Language Arts Division Academic Service Fee	50.00
Natural Sciences Division Academic Fee	75.00
Mathematics Division Academic Service Fee	75.00
HPER Division Academic Service Fee	50.00
Health Science Fee	50.00
Health Sciences Division Academic Fee	75.00
Physical Therapy Assistant Division Service Fee	75.00
Social and Behavioral Sciences Division Academic Fee	50.00
Business and Technical Occupations Division Academic Service Fee	50.00

**\* Important: Students should know that tuition and fees may change after publication of this catalog and without notice. Students may view a copy of the most recent, updated tuition and fees chart online. (Go to [www.carlalbert.edu](http://www.carlalbert.edu) > hover over Admissions > click on Cost of Attendance Estimator).**

## Billing and Collection Office

The cashier's window in the Business Office is the billing and collection point for all student accounts. The Student Accounts Manager issues invoices, receives payments, and posts charges and credits to students' accounts. All questions concerning student accounts should be directed to the Student Accounts Manager. Please make payments in person or, if you prefer, by mail to:

Carl Albert State College  
Attn: Business Office  
1507 South McKenna  
Poteau, OK 74953-5208

## Billing and Payment Schedule

Tuition and fees payment deadline is the first day of class of all semesters. All students are encouraged to pay estimated tuition and fees at the time of enrollment. Students may receive a statement of estimated tuition and fees at the time of enrollment by coming to the Business Office located in Hemphill Hall.

Billing information may also be viewed on-line through the CASC Portal. Students may receive their CASC User Name and Password from their academic advisor.

On the first business day after November 1 for the fall semester, April 1 for the spring semester, and July 10 for the summer semester, all students with an unpaid balance of then current semester tuition or mandatory fee charges will be assessed a late fee equal to 10% of the current semester unpaid tuition and mandatory fees.

Students with unpaid tuition and fees may continue to attend classes through final exams. However, those who have delinquent tuition and fees accounts after the payment deadline will be charged a penalty of 10% of the unpaid tuition balance. Payments must be made by the end of a semester or students may also be charged collection agency costs. Pre-enrollments for future terms may be prohibited until charges for the current semester are paid in full. Regardless of when tuition and fees are paid, the total amount is required; selective course payment is not possible. The Chief Financial Officer cannot extend the dates noted. All requests for financial assistance should be made at the CASC Student Financial Aid Office located in Hemphill Hall.

## Amount of Charges

All tuition and fees are subject to change each semester; thus the published rates in this catalogue may no longer be in effect, and may increase between the pre-enrollment period and the first day of classes. Increases are reflected when charges are calculated after the drop/add period. Should a student pay the estimated charges before the drop/add period ends, they will still owe for the increases when they are calculated.

A financial obligation is incurred at the time a student elects to register for classes, at which time students may pay estimated tuition, fees, and other charges in the Business Office and order their ID cards in the Office of Student Affairs in Hemphill Hall (8:00 a.m. to 4:00 p.m.) Monday through Friday. It is the student's responsibilities to ensure payment of all charges or to completely withdraw from all classes by the last day of the official drop/add period for that semester. Tuition is charged based on rates set by the Oklahoma State Regents for Higher Education and on the credit hours of enrollment. All students except senior citizens enrolled for audit are charged an activity fee, a student facility fee, an assessment fee, a records fee, a technology services fee, and a library resources fee. Other charges that may apply include, but are not limited to, laboratory course fees, add/drop transaction fees, remedial course fees, and late-payment penalties.

## Scholarships

Scholarship students must pre-enroll during the regular pre-enrollment period for all semesters for which the scholarship is to be used. Failure to do so may result in the loss of the scholarship. Students are responsible for verifying that scholarships have been applied to their accounts prior to the payment deadline to avoid late payment fees or other CASC sanctions.

## Student Billing Address

The Office of Admissions and Records maintains addresses of students and provides their billing addresses to the Business Office. Students must report any address changes to the Office of Admissions and Records. If students want late-payment bills sent to an address other than the address given at the time of enrollment, they must come in person to the Business Office and sign an authorization form, which must be renewed each semester. When the form is completed, all mailings from the Business Office will be sent to the designated billing address.

## Special Billing to Third Parties

Some third party sponsors who pay tuition and/or other charges on behalf of certain qualified students (such as employers, Vocational Rehabilitation, student financial aid awarded by organizations, some private scholarships, etc.) require that a bill be mailed directly to them from the CASC Business Office before they will make payment. In such cases, the student must provide a letter from the third party sponsor, addressed to CASC, requesting that the CASC Business Office bill the sponsor.

Students must notify the CASC Financial Aid Office during the drop/add period of each semester in order for the CASC Business Office to bill for tuition and fees before the payment deadline date. The Financial Aid and Business Offices must be notified each semester and at any time there is a change in the amount of the award or the source to be billed.

## Student ID Cards

Student ID cards are issued by the Student Affairs Office. Students must be currently enrolled to be eligible to receive an ID card. Proof of enrollment and one picture identification card or two signature identifications are required. Lost ID cards should be reported immediately to the Business Office. There is a \$4.00 charge for new and replacement cards.

## Currency and Check Requirements

All payments must be made in U.S. currency. Checks must be payable in U.S. dollars drawn on U.S. banks. Make checks payable to Carl Albert State College. Mail payments at least seven days prior to the **PAYMENT DEADLINE DATE**. Do not remit post-dated checks because state law requires that all checks be immediately processed. Any returned checks, unpaid by the bank for any reason, will incur an additional charge of \$25.00 per check, pursuant to Title 62, section 7.1, subsection D of the Oklahoma Statutes. CASC cannot accept a personal check as payment if a student has a returned check charged to her/his account. The Business Office does not ordinarily cash checks for students unless the checks are to be applied to the students' accounts.

## Restrictions Resulting from Delinquent Accounts

A student's account with the Business Office is considered delinquent if the TOTAL AMOUNT DUE is not paid IN FULL by the payment deadline date. Students with delinquent accounts may not be allowed to register for future classes or receive copies of their grades and transcripts and may be denied use of college facilities. A payment on account is allowed; however, specified application of this payment is not allowed. Payments will generally be applied to the oldest charge first. PARTIAL PAYMENT OF AN ACCOUNT DOES NOT REDUCE LATE PENALTIES, EXTEND PAYMENT DEADLINES, OR ALLOW USE OF COLLEGE FACILITIES.

## Withdrawals from the Institution and Changes of Enrollment

To receive a full refund or a total cancellation of financial liability, students must cancel registration in writing before the end of the officially defined drop/add period for that semester. Students may cancel registration by filing a Complete Withdrawal Form in the Admissions Office or by submitting a letter to the Admissions Office.

Withdrawals from the institution and changes of enrollment during a defined drop/add period will result in full charges for courses added and full refund or credit for courses dropped. No refunds will be made if students completely withdraw or drop classes after the defined drop/add period for that semester, and full liability for that semester's cost will be incurred by students except as stipulated for Title IV recipients.



## **Drop/Add Period**

Changes of schedule may be made during the first two weeks of a regular semester/term, the first week of a summer semester/term, or the first day of an accelerated session/term.

## **Adding/Dropping Classes**

Changes in schedule during the drop/add period will result in full charges for courses added and full refund for courses dropped. Refunds will not be made for withdrawal from classes after the defined add/drop period.

## **Fees Applicable Only for Current Semester**

Fees are applicable only for the current semester. If a student withdraws and is entitled to a refund, the amount of the refund cannot be carried forward as a credit to a subsequent session.

## **Refund Procedures**

No refunds will be made on special fee charges. No refunds will be made on Continuing Education classes if a student does not drop before the first class meeting. When the institution cancels classes, students enrolled in such classes will be entitled to 100% refund for the class that was cancelled. Refunds on overpaid accounts will not be made until after the fourth week after the end of the defined drop/add period of a regular semester and the third week after the end of the defined drop/add period of a summer term. Refunds may be picked up in the Business Office in person by the student to whom the checks are made payable, or the student can request to have the refund check mailed.

## **Fee Refund Policy for Students Entering Military Service**

If a student enters military service during the term in which s/he is enrolled and s/he has not completed sufficient work for receiving her/his grades but is in good standing academically, the institution is authorized to waive enrollment fees for the student during the term in which s/he re-enrolls after her/his military service has been completed to the extent of the amount that s/he paid previously for enrollment in the term during which s/he entered military service (the institution could issue a certificate to the student for this purpose). Alternative: If the institution feels that it is not feasible to issue a certificate, the institution is authorized to make a refund to the student for the full amount of her/his fees paid. If a student enters military service during the term and is not in good academic standing at the time, the regular fee refund policy of the institution will apply.

## **Nelnet Payment Plan**

Carl Albert State College partners with Nelnet Business Solutions to allow students to pay tuition, fees, meals, and housing expenses over time, making college more affordable. The plans allow students to spread their out of pocket costs out over a period of time instead of being required to come up with all of the funds at once. If a student would like to defer payments to allow financial aid to cover costs, they may enroll in a deferred payment plan called Pending Aid. The CASC Business Office welcomes students to check with them for assistance with the Nelnet plan. In addition, Nelnet has representatives available online 24/7 to offer assistance with implementing and managing the plan

## **Financial Aid Awarded by CASC**

All students requiring financial assistance with the payment of tuition and fees should contact the CASC Financial Aid Office or access the Financial Aid website at [www.carlalbert.edu](http://www.carlalbert.edu). Federal Title IV Funds (Pell, SEOG, and Direct Loans) and State Funds (OTAG) that have been awarded will be processed through the Business Office as announced. When funds are disbursed to the student accounts, all tuition and fees, room and board and/or any other charges due to CASC will be deducted. If the amount of aid awarded exceeds the total charges, the Business Office will issue a refund check to the student as announced.

# SCHOLARSHIPS & OTHER FINANCIAL AID

*(Note: Some scholarship criteria may have changed subsequent to publication of this catalog.)*

The Office of Financial Aid provides a range of financial assistance to CASC students, including scholarships, grants, employment, and loans. Each aid program awards assistance to students based on financial need, merit, or other eligibility requirement specific to the scholarship or program. The following shows the types of financial assistance programs in which the college participates:

- Scholarships Programs
- Federal Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Federal Work-Study Program
- Perkins Student Loan
- Oklahoma Tuition Aid Grant (OTAG)
- Oklahoma's Promise
- BIA Grants
- Federal Direct Subsidized Loan
- Federal Unsubsidized Loan
- Federal PLUS Loans

Many types and forms of scholarships are available to students at Carl Albert State College. Individuals, civic and professional groups, as well as the college itself, provide funding for scholarships. Students receiving Oklahoma National Guard fee waiver scholarships must contact their commanding officer in order to be listed on the spread sheet generated from the Education Service Office of the Army and Air National Guard. Students not listed on the spread sheet will not receive a fee waiver scholarship.

Students must apply for all tuition waivers and cash scholarships each year by February 9<sup>th</sup> and must accept by pre-enrolling each semester at designated times. Details on scholarships and Scholarship Applications may be obtained from the Scholarship Coordinator located in the Student Success Center or by accessing the Financial Aid website at [www.carlalbert.edu](http://www.carlalbert.edu).

## Scholarships: Tuition Waiver

To be eligible for an ACT Tuition Waiver, students must submit their Scholarship Application online with supporting documentation including, ACT Scores and High School Transcript by February 9<sup>th</sup> each year. (Students who have completed 16 hours or more before submitting their initial scholarship application are not eligible to receive an ACT tuition waiver.)

**ACT SCHOLARSHIP**— Beginning freshman who scored a 28 or above on the ACT within the past year and have a cumulative GPA of 3.50 will be given a \$800.00 tuition waiver/semester and book scholarship (a \$75.00 refundable book deposit required). Freshmen who have scored 26-27 on the ACT within the past year and have a 3.0 GPA will be given a scholarship of \$1200.00 per year tuition waiver. Freshmen who have scored 22-25 on the ACT within the past year and have a 3.0 GPA will be given a \$1100.00 per year tuition waiver. These scholarships are renewable each semester for two years upon completion of 12 hours per semester at CASC with a cumulative 3.0 GPA.

**VALEDICTORIAN**— Freshmen who were Valedictorian of the latest high school graduating classes will be awarded a \$1600.00 per year tuition waiver scholarship. These scholarships are renewable each semester for two years upon completion of 12 hours per semester at CASC with a cumulative 3.0 GPA.

**SALUTATORIAN SCHOLARSHIP**— Freshmen who were Salutatorian of the latest high school graduating classes will be awarded a \$1200.00 per year tuition waiver scholarship. These scholarships are renewable each semester for two years upon completion of 12 hours per semester at CASC with a cumulative 3.0 GPA.

**HISTORIAN SCHOLARSHIPS**— Freshmen who were Historians of the latest high school graduating classes will be awarded a \$800.00 per year tuition waiver scholarship. These scholarships are renewable each semester for two years upon completion of 12 hours per semester at CASC with a cumulative 3.0 GPA.

**SCHOLARS PROGRAM (Poteau)**--\$4643.20 Tuition Scholarship, Housing and Portion of Meal Cost (Minimum requirement-

ACT composite of 22 or above and 3.0 GPA)

**RESIDENTIAL HOUSING SCHOLARSHIP (Poteau)**--\$1400 Housing Scholarship (\$350/semester: up to 4 semesters) (Minimum requirement-ACT composite of 19 or above and have a housing application on file)

**CASC REGENTS SCHOLARSHIP**—Free laptop computer and up to \$1000 in loaned textbooks. (Minimum requirement-ACT composite of 24 and 3.5 GPA)

**OKLAHOMA REGENTS ACADEMIC SCHOLAR**--\$3600 Scholarship (\$900 cash/semester: up to 4 semesters and is transferable to any four-year state university in Oklahoma) (Must have 3.7 GPA and in top 5% of graduating class)

**WILLIAM P. WILLIS SCHOLARSHIP**--\$2000 Scholarship (\$1000 cash/semester for up to 2 semesters; Oklahoma resident and financial need)

**SALLISAW COMMITTEE FOR EXCELLENCE (Sallisaw)**--\$700 Scholarship (\$350/semester: up to 2 semesters) (Minimum requirement-ACT composite of 19 and 2.8 GPA)

## Scholarships: CASC Foundation

**ADAMS ABSTRACT COMPANY SCHOLARSHIP**—LeFlore County High School graduates, 2.5 GPA, 19 ACT, renewable sophomore year.

**AES, SHADY POINT LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**AGRI-BUSINESS SCHOLARSHIP**—Awarded to a student active in FFA or FCCLA with leadership and academic qualities.

**JIMMY AND LINDA ALFORD SCHOLARSHIP**—Red Oak or LeFlore High School graduates.

**ALPHA DELTA KAPPA, LEFLORE COUNTY DELTA CHAPTER SCHOLARSHIP**—Sophomore, Education major.

**BP AMERICA SCHOLARSHIP**—LeFlore, Latimer, Haskell, Pittsburg, or Sequoyah County grads; 3.2 GPA, Energy, Science, Math or Educ. major.

**BAYSUL AND ROTH BALENTINE MEMORIAL SCHOLARSHIP**—LeFlore County graduate.

**NADINE BALESTRIERI SCHOLARSHIP**—3.5 GPA, ACT 22, and leadership and activities.

**BILL J. BARBER LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**BILL J. BARBER MEMORIAL SCHOLARSHIP**—Scholar adopted annually.

**CODY BARLOW MEMORIAL “IMPACT” SCHOLARSHIP**—Heavener high school graduate with 2.5 GPA.

**LIN BOHANAN MEMORIAL SCHOLARSHIP**—3.0 GPA, academic ability, and financial need.

**GAIL BOOTH MEMORIAL SCHOLARSHIP**—First generation college student or financial need.

**ROBERT BORDEN SCHOLARSHIP**—LeFlore High School graduate with financial need.

**BRANSCUM, PICKLE, BARBER MATH SCHOLARSHIP**—LeFlore County graduate, Math major.

**ELIZA KINKEAD BULGIN MEMORIAL SCHOLARSHIP**—Minority or financial need.

**ROBERT AND JEANNE BROOME LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**CHARLES E & MYRTLE BURNETT MEMORIALSCHOLARSHIP**—Spiro, Heavener, or Sallisaw High School graduates, health career, or financial need.

**VICTOR CARY MEMORIAL SCHOLARSHIP**—Open to all.

**CHEERLEADING SCHOLARSHIP**—One-year scholarship.

**CHOCTAW NATION OF OKLAHOMA LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**ERNEST AND D’OLUS COGGINS SCHOLARSHIP**—LeFlore County student with financial need.

**SAM COGGINS MEMORIAL SCHOLARSHIP**—Requires a 2.5 GPA.

**THE COMMUNITY STATE BANK LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**ALLENE CONN MEMORIAL NURSING SCHOLARSHIP**—Nursing students.

**VICKIE CONN SCHOLARSHIP**—LeFlore or Sequoyah County graduate with Education major.

**RAY AND KATIE CORN MEMORIAL SCHOLARSHIP**—Pursuing a career in public service.

**DWIGHT CRAIG MEMORIAL SCHOLARSHIP**—Poteau High School graduate.

**DELTA KAPPA GAMMA BEATRICE BLANKENSHIP SCHOLARSHIP**—Sophomore, female, Education major.

**DICKERSON FAMILY SCHOLARSHIP**—Open to all applicants.

**GLEN L. DOWDEN MEMORIAL SCHOLARSHIP**—Heavener High School graduate.

**EOMC AUXILIARY SCHOLARSHIP**—Sophomore pursuing degree in medical field, 3.0 GPA.

**DAN FALKNER MEMORIAL MUSIC SCHOLARSHIP**—Visual & Performing Arts Majors and/or Show Choir Participants.

**BRAD FIELDS MEMORIAL SCHOLARSHIP**—Wister High School graduate. Scholar/athlete.

**L. A. AND EVA FRENCH MEMORIAL SCHOLARHIP**—Financial need.

**GUS E. FULLBRIGHT JR. MEMORIAL SCHOLARSHIP**—Preference to firemen’s children in the Sallisaw area.

**J.P. (JACK) GAITHER AND EVA M. GAITHER SCHOLARSHIP**—Heavener High School graduate with financial need.

**WILLIAM L. GANN SCHOLARSHIP**—Business or Technology major, 2.5 GPA.

**MOLLY GEDOSH MEMORIAL TUITION WAIVER**—Sophomore, Nursing students.

**GENERAL SCHOLARSHIP FUND**—Open to all applicants.

**DR. ROBERT G. GILLSON**—Sophomore, Nursing student.

**SENATOR AND MRS. CLEM HAMILTON MEMORIAL SCHOLARSHIP**—Heavener graduate, 2.5 GPA and financial need.

**HAMILTON FAMILY SCHOLARSHIP**—Panama graduate, 2.5 GPA, with financial need.

**TULA HIMES MEMORIAL SCHOLARSHIP**—Preference to Hispanic students residing in dorms with financial need.

**GENEVIEVE HOLTON MUSIC SCHOLARSHIP**—Visual & Performing Arts Majors and/or Show Choir Participants residing in dorms, 2.8 GPA.

**THE J.C. HOLTON FAMILY LEADER SCHOLARSHIP**-- Residential students residing in Leader Centers, 19 ACT.

**STEVE AND PAM HOLTON HISPANIC STUDENT SCHOLARSHIP**—Hispanic students with 3.2 GPA; Preference to Health Science fields.

**LATTIE HOYLE LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**NELL AND LATTIE HOYLE MEMORIAL MUSIC SCHOLARSHIP**—Visual & Performing Arts Majors and/or Show Choir Participants.

**EVELYN M. HUTCHINSON MEMORIAL SCHOLARSHIP**—Requires 19 ACT.

**GARRY M. AND PAM IVEY SCHOLARSHIP**—Open to all applicants.

**JACK AND KATHERINE JOHNSON SCHOLARSHIP**—Open to all applicants.

**J. F. AND KATHRYN JOHNSTON SCHOLARSHIP**—Heavener High School graduate and participant in varsity sports.

**FRIDA KAHLO ART SCHOLARSHIP**—Art major with 2.5 GPA.

**KAREN KELLOGG-SHAW SCHOLARSHIP**—Cameron High School graduate with financial need.

**TONY KERBOW SCHOLARSHIP**—LeFlore County graduate with 2.5 GPA; Preference to Poteau High School graduate.

**KIAMICHI ELECTRIC COOPERATIVE SCHOLARSHIP**—Parents or student customer of Kiamichi Electric Cooperative, Inc.

**BOB LEE KIDD MEMORIAL JOURNALISM SCHOLARSHIP**—Journalism major.

**LPN NURSING SCHOLARSHIP**—Nursing students who have completed the LPN Transition Program and are entering the RN Program.

**LEFLORE COUNTY RETIRED TEACHERS SCHOLARSHIP**—Sophomore, LeFlore County graduate, Education major and financial need.

**G. B. AND HELEN LENN LEADERSHIP SCHOLARSHIP**—Visual & Performing Arts Majors and/or Show Choir Participants.

**PATRICK LYNCH MEMORIAL SCHOLARSHIP**—Poteau High School graduate, Education major with 2.8 GPA.

**MAZZIO'S SCHOLARSHIP (Sallisaw, Spiro and Roland)**— Mazzio's employee at Sallisaw, Spiro or Roland, 2.5 GPA.

**GEORGE AND ROSEMARY McBEE LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**DAKOTA McCOY MEMORIAL SCHOLARSHIP**—Open to all applicants.

**ELIZABETH McDOW SCHOLARSHIP**—Cameron High School graduate with scholastic achievements.

**JAMES DWAIN McKENZIE MEMORIAL SCHOLARSHIP**—Psychology-related field or pursuing a career working with disabled individuals.

**DAVE AND BEVERLY McMILLEN LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**MIKE MILLER MEMORIAL SCHOLARSHIP**—Visual & and Performing Arts Majors and/or Show Choir Participants.

**HARRY R. AND MAY McTIER MILLFORD MEMORIAL SCHOLARSHIP**—Established by Jeanne Reed in memory of her childhood neighbors. Visual & Performing Arts Majors and/or Show Choir Participants.

**MISS CASC FOUNDATION SCHOLARSHIP** —Winner of the Miss CASC Pageant is awarded \$300 cash scholarship.

**MISS CASC SCHOLARSHIP**—Winner of Miss CASC Pageant receives a full-tuition waiver scholarship and a \$1,000 cash scholarship. First runner-up receives a \$500 tuition waiver scholarship and a \$300 cash scholarship. Second runner-up receives a \$200 cash scholarship. Third runner-up receives a \$100 cash scholarship. Each contestant receives a \$250 tuition waiver.

**DELORES MITCHELL NON-TRADITIONAL SCHOLARSHIP**—Non-traditional student attending Sallisaw campus, 12 hrs with 3.0 GPA, 19 ACT.

**DELORES MITCHELL SCHOLARSHIP**—Established by Delores Mitchell. Attending Sallisaw campus, 2.5 GPA and financial need.

**DR. JOHN MONTGOMERY MEMORIAL SCHOLARSHIP**—LeFlore or Sequoyah County high school graduate with 2.5 GPA, 19 ACT.

**FLOYD AND ERNESTINE MORRIS SCIENCE SCHOLARSHIP**—Science major.

**MORRISON FAMILY SCHOLARSHIP**—Benton-Harmony Grove, Arkansas High School grad, 2.5 GPA.

**PAULA NIETO TWIN SCHOLARSHIP**—Sophomore twins.

**NURSING FACULTY SCHOLARSHIP**—Nursing Program.

**OG&E SCHOLARSHIP**—Requires 2.5 GPA.

**DR. FREDERICK AND MARJORIE OLIVER SCHOLARSHIP**—Nursing Program, Sallisaw campus.

**GEORGE OLLIE, JR., LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**LORENE PATTERSON LEADER SCHOLARSHIP**—LeFlore and Haskell County High School grads, 2.5 GPA.

**PHILANTHROPIC EDUCATIONAL ORGANIZATION (PEO) SCHOLARSHIP**—Non-traditional female, 3.0 GPA, financial need.

**PHYSICAL THERAPIST ASSISTANT AWARD**—Awarded to the outstanding PTA student.

**REVEREND MORRIS AND JENNY PIPKIN SCHOLARSHIP**—Entering ministry/music ministry, minimum age 25 years, 2.5 GPA.

**POTEAU WOMEN'S LEAGUE SCHOLARSHIP**—Show Choir or Theatre.

**RADIOLOGIC TECHNOLOGY AWARD**—Presented at graduation to the outstanding graduate of the Radiologic Science Department.

**JAMES RAY MEMORIAL SCHOLARSHIP**—Heavener High School graduate.

**JEANNE REED LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**JEANNE REED NURSING SCHOLARSHIP**—Nursing program.

**ROY AND JEANNE REED BUSINESS SCHOLARSHIP**—Business major.

**JULIAN ROTHBAUM AWARD FOR ACADEMIC EXCELLENCE**—Cash award presented at graduation to CASC’s top academic graduate.

**SALLISAW COMMITTEE FOR EXCELLENCE**—Sequoyah County freshman attending CASC Sallisaw, 12 hrs. with 2.8 GPA, 19 ACT.

**ROBERT SMEDLEY MEMORIAL**—Visual and Performing Arts Majors and/or Show Choir Participants, 2.5 GPA, 19 ACT. Renewable.

**BUDDY SPENCER ACADEMIC SCHOLARSHIP**—Sequoyah County students attending CASC Sallisaw, 12 hrs with 3.2 GPA, 19 ACT.

**SPIRO STATE BANK LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**SPIRO STATE BANK SCHOLARSHIP**—Spiro High School graduate, 2.5 GPA, 19 ACT.

**MARY JO STITES MEMORIAL SCHOLARSHIP**—Sequoyah County graduate attending CASC Sallisaw, 2.5 GPA, 19 ACT. Preference veterans.

**ARTIE STIVERS LEADER SCHOLARSHIP**—Residential students residing in Leader Centers, 19 ACT.

**ROSS AND ARTIE STIVERS SCHOLARSHIP**—Howe High School graduate, 2.8 GPA, 19 ACT.

**STUDENT SUPPORT SERVICES SCHOLARSHIP**—SSS eligibility.

**TALENT SEARCH SCHOLARSHIP**—Meets criteria established by ETS.

**LT. GLENN C. AND VERNA TAYLOR MEMORIAL SCHOLARSHIP**—Nursing Program. Preference to disabled and minorities.

**RONNIE LEE TAYLOR II MEMORIAL SCHOLARSHIP**—Panama High School graduate, recommended by high school principal and counselor.

**DR. HERMAN L. THOMAS NURSING LEADER SCHOLARSHIP**—Nursing program.

**TONI FLOYD THOMPSON MEMORIAL SCHOLARSHIP**—Poteau High School graduate, 2.5 GPA.

**TUBBS SCHOLARSHIP FUND**—Sequoyah County graduate, 2.5 GPA.

**AUDRA TUCKER SCHOLARSHIP**—CASC baseball player.

**UPWARD BOUND SCHOLARSHIP**—Participant in Upward Bound, 2.5 GPA and financial need.

**VINCENT VAN GOGH ART SCHOLARSHIP**—Sophomore Art major.

**THE WALTON FAMILY FOUNDATION LEADER SCHOLARSHIP**—students residing in Leader Centers, 19 ACT.

**ELEANOR C. WHITE MEMORIAL SCHOLARSHIP**—Education majors.

**MELBA SUE WHITE MEMORIAL SCHOLARSHIP**—3.0 GPA, 19 ACT.

**RILLA WYATT MEMORIAL SCHOLARSHIP**—LeFlore High School graduate, academics and activities.

**LYNN AND RUTH YARBOROUGH MEMORIAL SCHOLARSHIP**—Preference to minorities or disabled.

## Other Financial Aid

Carl Albert State College participates in several federally and state funded financial aid programs for college students as listed below. More detailed information about these programs may be obtained from the CASC Financial Aid Office or by accessing the Financial Aid website at [www.carlalbert.edu](http://www.carlalbert.edu). To be eligible to receive funds under any Title IV financial aid program, a student must have a high school diploma or equivalent.

### How and When to Apply

Students may apply each year on or after **October** 1st for the upcoming school year. Applicants are encouraged to apply early since some aid programs have limited funding. To be considered for the OTAG grant, students must apply by **December** 1st.

Applicants may apply and establish eligibility for any of the student financial aid programs by filing the Free Application for Federal Student Aid (FAFSA). Applications are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the CASC Financial Aid Office.

Students can receive free assistance with financial aid through the Educational Opportunity Center (EOC) academic advisors located on the Poteau campus in Hemphill Hall, Rooms 101 and 104 and on the Sallisaw campus in the Mayo Center rooms 8004 and 8007.

If completing an online application, students/parents must create a FSA ID for financial aid at <https://fsaid.ed.gov/npas/index.htm>. (FAFSA Pin has been eliminated). *The FSA ID gives you access to Federal Student Aid’s online systems and can serve as your legal signature.*

Processing time for the submission of the initial application to the Federal Processor is approximately 2 to 3 days Online, or 2 to 3 weeks on Paper. If CASC’s code is listed on a student’s application, the CASC Financial Aid Office

will receive his/her Student Aid Report (SAR) electronically from the processors. Once the SAR and other required documents for verification are received by the CASC Financial Aid Office, an additional 4 to 6 weeks of processing time may be required to receive his/her notification of eligibility.

Parents and students should be aware that Financial Aid is provided to help with educational expenses and not as a means of total support.

### **Disbursement Method**

The amount of financial aid for which a student is eligible will be credited to his/her account. If the amount of aid awarded exceeds the total charges, s/he will receive the difference. If the aid is less than the charges, s/he will be expected to pay the difference. If the aid package is for a full-time student for the regular nine-month academic year, one half will be awarded for the fall semester and one half for the spring semester. For students attending less than full-time for any semester, the amounts will be pro-rated for that semester.

### **Disbursement Schedule \***

- Summer Semester: First estimated date will be mid-June.
- Fall Semester: First estimated date will be mid-September.
- Spring Semester: First estimated date will be mid-February.

Follow-up disbursements for each semester will be posted in the CASC Financial Aid Office as well as on the CASC Financial Aid website. (\* dates for disbursement are subject to change).

### **Refund Policy**

In accordance with the college refund policy, a student who completely withdraws from CASC must notify the CASC Financial Aid Office due to the fact that s/he may be liable for a portion of the charges that have been paid using his/her financial aid.

During the first 60% of the semester, a student earns Title IV funds in direct proportion to the length of time s/he remains enrolled. A student, who remains enrolled beyond the 60% point of a semester, earns all aid for that period.

Refunds for students receiving tuition waivers, special billings and etc. who fail to provide proof of verification to the CASC Financial Aid Office during the drop/add period of each semester, will be issued refunds according to the CASC Business Office scheduled refund policy.

### **Satisfactory Progress**

In accordance with federal regulations that govern student financial aid programs at CASC, a student receiving financial aid must maintain satisfactory academic progress while obtaining a degree or certificate offered by CASC. All financial aid recipients must read and sign CASC's Satisfactory Academic Progress (SAP) Policy before receiving any financial aid. The SAP Policy can be found on the Financial Aid website at [www.carlalbert.edu](http://www.carlalbert.edu).

## **Financial Aid Grants**

Grants are awarded based solely on financial need and do not have to be repaid unless, for example, the funds were awarded incorrectly or if a student completely withdraws before the 60% point of a semester.

### **Federal Pell Grant**

Pell Grants are the foundation of federal student aid, to which aid from other federal and nonfederal sources might be added. Pell Grants are generally awarded only to undergraduate students. If a student is eligible for a Pell Grant, s/he will receive the full amount in which s/he qualifies for. The amount of other student aid that s/he may qualify for does not affect his/her Pell Grant amount. The CASC Financial Aid Office will receive enough funding to pay the Pell amounts for all eligible students. The amount of the Pell Grant depends on a student's Expected Family Contribution (EFC), cost of attendance, whether s/he is a full-time or part-time student and whether s/he attends

school for a full academic year or less. A student may receive Pell Grant funds from only one school at a time. The FAFSA application is used for this grant.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

SEOG Grants are awarded to undergraduate students with exceptional financial need. The CASC Financial Aid Office determines eligibility of this grant based on when a student applies, his/her financial need, the amount of other aid s/he receives and the funding level that CASC receives. A student must apply for federal student aid early to be considered for this grant. The FAFSA application is used for this grant.

### **Oklahoma Tuition Aid Grant (OTAG)**

OTAG is a need-based grant program for Oklahoma residents who attend approved colleges, universities and career technology centers in Oklahoma. OTAG is a program of the Oklahoma State Regents for Higher Education. A student must apply for OTAG by *December* 1st each year to be considered for this grant. The CASC Financial Aid Office determines eligibility of this grant based on when a student applies, his/her financial need and the amount of other aid s/he receives. The amount of this grant depends on whether a student is enrolled as a full-time or part-time student. Funds are released to CASC after enrollment and eligibility has been confirmed. The FAFSA application is used for this grant.

### **Federal Work-Study (FWS)**

FWS is a program that offers employment to students who need a job to meet college expenses. The jobs can be on campus or off campus. The CASC Financial Aid Office determines eligibility based on when a student applies, his/her financial need, the amount of other aid s/he receives and the funding level that CASC receives. A student must apply for federal student aid early to be considered for work-study funds. The FAFSA application is used for the FWS program.

### **Institutional Employment**

Occasionally, a student is hired by the college to work part-time in a specialized area. If a student does not qualify for work-study but feels that s/he has special skills to offer the college, s/he may apply for institutional employment by visiting with the Human Resources Department or individual departments on campus.

### **Vocational Rehabilitation Grant (Voc-Rehab)**

Vocational Rehabilitation is a grant provided by the Oklahoma State Regents for Higher Education and administered through the Vocational Rehabilitation Division for students who qualify to receive financial assistance. These funds offer assistance to students who have certain disabilities provided the vocational objective has been approved by a representative of the division. Students should apply through the Vocational Rehabilitation Office in the county in which they reside or through the Vocational Rehabilitation Office at CASC located in the HT Building Room 504A.

### **Bureau of Indian Affairs (BIA)**

The Bureau of Indian Affairs administers grants and/or scholarships to eligible students through the various tribal headquarters. This program is for Indian students whose tribal membership records are maintained. A student must apply through his/her Tribal Headquarters; however, s/he will be required to apply for financial aid before any funds are awarded. Although financial need and enrollment is considered in determining eligibility, s/he must see their tribal headquarters for other necessary requirements.

## **Financial Aid Loans**

Loans, unlike grants or work-study, are borrowed money that must be repaid, with interest. These are real loans—just like car loans or mortgages.

### **Federal Direct Subsidized Loan**

The Federal Direct Subsidized Loan is provided by the U.S. Department of Education to undergraduate students

that are enrolled at least half-time and show financial need. The CASC Financial Aid Office determines eligibility based on the grade level in school, dependency status and financial need. The interest rate for this loan changes each year; however, the U.S. Department of Education pays the interest while a student is in school at least half-time and also during the grace period.

A student has a six-month grace period after s/he graduates before repayment begins. The loan servicer will send the student information about repayment and the date repayment begins. It is the student's responsibility to begin repayment on time, even if s/he does not receive the information. Repayment will be made to the loan servicer. Students must complete a FAFSA and then complete a *Student Loan Request Form* from the Financial Aid website at [www.carlalbert.edu](http://www.carlalbert.edu).

### **Federal Direct Unsubsidized Loan**

The Federal Direct Unsubsidized Loan is provided by the U.S. Department of Education to undergraduate and graduate students that are enrolled at least half-time. Financial need is not necessary. The CASC Financial Aid Office determines eligibility based on the grade level in school and the dependency status.

The interest rate for this loan changes each year and the student is responsible for the interest from the time the loan is disbursed until it is paid in full. A student can pay the interest while s/he is in school, or s/he can allow the interest to accrue (accumulate) while in school and have the interest added to the principal amount of the loan later. However, the amount s/he will have to repay will be higher than if the interest is paid while in school.

A student has a six-month grace period after s/he graduates before repayment begins during which time s/he does not have to pay the principal, but will have to pay the interest unless s/he elects to have it capitalized (added to the principal loan balance) later. The loan servicer will send the student information about repayment and the date repayment begins. It is the student's responsibility to begin repayment on time, even if s/he does not receive the information. Repayment will be made to the loan servicer. Students must complete a FAFSA and then complete a *Student Loan Request Form* from the Financial Aid website at [www.carlalbert.edu](http://www.carlalbert.edu).

### **Federal Direct PLUS Loan**

A Federal Direct PLUS Loan is provided by the U.S. Department of Education to parents for their dependent undergraduate children that are enrolled in at least half-time. Financial need is not necessary. The CASC Financial Aid Office determines eligibility based on the parent passing a credit check as well as the parent and student meeting other general requirements.

The interest rate for this loan changes each year and there is no grace period. Generally, within sixty days after the loan is fully disbursed, the parent will begin repayment. This means interest begins to accumulate at the time the first disbursement is made.

The parent must begin repaying both principal and interest while the student is in school. The loan servicer will send the parent information about repayment and the date repayment begins; however, it is the parent's responsibility to begin repayment on time. Repayment will be made to the loan servicer. Students must complete a FAFSA for consideration of this loan and then request a Parent Plus Loan Form from the Office of Financial Aid.

### **Short-Term Loans**

#### **Florence Wood Student Loan Fund**

The late Mrs. Florence Wood, a former instructor of English at the college, established this fund to provide small, emergency, short-term loans to CASC students. *These loans are available (depending on availability of funds) for CASC students through the Office of Financial Aid for emergency situations on the basis that the student has financial aid awards that have not yet been disbursed. These loan funds must be repaid within thirty (30) to sixty (60) days. Applications for these loans are available at the Office of Financial Aid.*



# ACADEMIC POLICIES AND PROCEDURES

## Grading

Carl Albert State College is in compliance with the uniform system of grading for established by the Oklahoma State System institutions. This provides a more effective and efficient system of transfer of students' credits between and among public State System institutions. CASC academic transcript is the official document with student information that is a complete and accurate reflection of a student's academic career. It includes information such as cumulative and retention/graduation GPAs, semesters of attendance, courses taken, grades and credit hours awarded, degrees received, academic standing, academic honors, and transfer information.

## Grading Terms

The following types of grading entries with respective definitions are used for transcript notations:

### Grades Used in the Calculation of GPA

Grade	Note	Grade Point per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	GPA Neutral
W	Withdrawal	GPA Neutral
AW	Administrative Withdrawal	GPA Neutral
AU	Audit	GPA Neutral
N	Not reported by instructor	GPA Neutral
WIP	Work in Progress	GPA Neutral

## Other Symbols and Definitions

**I** An "I" or incomplete grade may be used, per instructor and Academic Vice- President's approval, to indicate that additional work is necessary to complete the requirements for a course. It is not a substitute for an "F", and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The instructor, in consultation with the student, will determine remaining course assignments and deadlines, but all incomplete grades must be removed within one regular semester (e.g., a spring semester or summer term Incomplete should be completed by the end of the fall semester. A fall semester Incomplete should be completed by the end of the spring semester); otherwise, it remains as Incomplete on the student's permanent record. An incomplete grade is not calculated in the GPA.

**AU** Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. Students may change an enrollment status from audit to credit during the Add/Drop Period (first two weeks of fall/spring term and the first week of a summer semester term). AU will not contribute to the GPA.

**W** An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the

institution's allowable withdrawal period as follows:

- **"W" Withdrawal Period:** Students will receive a "W" grade for withdrawals made after the 10<sup>th</sup> day of classes in the fall/spring term and end the last day of the 12<sup>th</sup> week of term, or the 5<sup>th</sup> day of classes in the summer term and the last day of the 6<sup>th</sup> week of term (not to exceed 3/4 of the duration of any term).
- **"W or F" Withdrawal Period:** Withdrawals accepted after this deadline will be assigned either a "W" or an "F" grade depending upon the student's standing in the class. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

**AW** *Administrative Withdrawal or "AW"* may be assigned by the Office of Academic Affairs or the instructor to indicate that a student has been "involuntarily" withdrawn from class(es) after CASC's Add/Drop Period for health, disciplinary, or financial reasons. Administrative withdrawals are GPA neutral but can impact federal financial aid.

**P - F** The "P" Pass or "F" Fail grades are an option for students in specified courses. The Pass grade indicates hours but does not contribute to the GPA. The Fail grade is calculated into the GPA.

**N** The "N" grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.

The following symbols are used to further explain the grading system used by Carl Albert State College.

- R** A repeated course is designated with the symbol of R to indicate that only the second grade earned is used in the calculation of the retention/graduation GPA.
- \* The asterisk symbol "\*" indicates an original course grade of "D" or "F" has been removed from the GPA calculation and replaced by a subsequent R or Repeated course.

## Grade Point Average

The Retention/Graduation GPA is used by CASC to determine a student's eligibility to remain enrolled or graduate from an institution. Activity courses, forgiven course work, audited courses, and courses in which the grades of I, W, AW, P, and N are given are not calculated in the Retention/Graduation GPA.

The cumulative GPA includes grades for all course work, including activity and forgiven course work. Courses in which the grades of I, W, AW, P, and N are given are not calculated in the cumulative GPA.

## Remedial/Developmental Courses

Remedial/developmental courses are to be coded as zero-level and college-level credit is not awarded for the completion of such courses. Remedial/developmental courses are assigned a letter grade by CASC and are not calculated in the retention/graduation or cumulative GPA. CASC offers developmental courses for non-college credit, including: MATH0111 Fast Track Math Lab, MATH0113 Developmental Math, MATH 0123 Intermediate Algebra, ENGL 0111 Fast Track Reading Lab, ENGL 0113 Introduction to College Reading, ENGL 0121 Fast Track Writing Lab, and ENGL 0123 Introduction to College Writing.

## Academic Forgiveness Provisions

Circumstances may justify a student being able to recover from academic problems in ways which do not forever jeopardize the student's academic standing. Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances:

- For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention/graduation GPA under the prescribed circumstances listed below for Repeated Courses.

- There may be extraordinary situations in which a student has done poorly in up to two semesters due to extenuating circumstances which, in the judgment of the appropriate institutional officials, warrants excluding grades from those semesters in calculating the student's retention/graduation GPA under Academic Reprieve.
- A student may be returning to college after an extended absence and/or under circumstances that warrant a fresh academic start under Academic Renewal.

Students may seek academic forgiveness utilizing the following procedures outlined for Repeated Courses, Academic Reprieve, and Academic Renewal. Students may receive no more than one academic reprieve or renewal in the academic career, and only one option (reprieve or renewal) can be used. The repeated courses provision may be utilized independent of reprieve or renewal.

## Repeated Courses

Carl Albert State College offers the Repeated Courses provision, where a student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of 4 courses, but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F." Both attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned.

The CASC transcript notes the original grade is forgiven and the repeated or second grade earned is used in the calculation of the retention/graduation GPA. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA. Students repeating courses above the first 4 courses or 18 credit hours of "D" or "F" repeated may do so with the original grades and repeat grades averaged.

## Academic Reprieve

Carl Albert State College offers the Academic Reprieve provision allowing a student who has experienced extraordinary circumstances to disregard up to two semesters in the calculation of his or her retention/graduation GPA.

A student may request an academic reprieve consistent with these guidelines:

- At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request;
- Prior to requesting academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;
- The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollments.
- If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester;
- The student must petition for consideration of academic reprieve and be currently enrolled with CASC at time of petition; and
- All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA.

Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

## Academic Renewal

Carl Albert State College offers the Academic Renewal provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have

a fresh start. Under academic renewal, course work taken prior to a date specified by the institution is not counted in the student's retention/graduation GPA.

A student may request academic renewal from CASC consistent with these guidelines:

- At least five years must have elapsed between the last semester being renewed and the renewal request;
- Prior to requesting academic renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;
- The request will be for all courses completed before the date specified in the request for renewal;
- The student must petition for consideration of academic renewal and be currently enrolled with CASC at time of petition; and
- All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

## Transcript and Notations

The student's academic transcript will be a full and accurate reflection of the facts of the student's academic life and will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention/graduation GPA is calculated. The transcript will note the courses and semester(s) reprieved or renewed, and indicate repeated courses.

## Other Academic Policies and Procedures

### Academic Course Load

It is expected that a full-time college student will spend at a minimum an amount of time each week in class attendance and study out of class approaching a 40-hour week. A person employed on a full-time basis should not simultaneously expect to maintain a full-time academic schedule. A student desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college.

"Academic Term" is the time duration of a course schedule, generally a fall or spring semester consisting of 16 weeks, a summer session consisting of four or eight weeks, or an intersession consisting of the weeks between a semester and/or session. CASC's operational academic term is the semester.

"Academic Overload" at CASC is 21 hours in the fall/spring term and 12 in the summer (or the number of semester-credit-hours 25 percent or more than the number of weeks in the applicable academic term).

The maximum student overload is 25 credit hours in the fall/spring terms or 13 hours in the summer (or in any given term is limited to a number of semester-credit hours which is 50 percent greater than the total number of weeks in the applicable academic term).

Based on the individual student's academic program and/or academic performance, CASC may limit the student's academic load. A student simultaneously enrolled in two or more institutions should not exceed the standards set forth in this policy. The standards set forth above do not apply to academic credit awarded on the basis of advanced standing examination.

### Schedule Changes

A student will be allowed, upon approval of her/his advisor, to change her/his schedule during the first 10 days of a fall or spring semester, the first 5 days of a summer semester, and the first day of an accelerated course. In the event a student wishes to discontinue taking a course, s/he must withdraw through a regular procedure in the

Office of Admissions and Records. Failure to do so will result in an “F” grade being recorded on the student’s transcript.

*Students may not add a course to their schedule after the first week of the fall and spring semesters, after the second day of the summer session, nor after noon of the first day of an accelerated course.*

## **Classification**

Students who have successfully completed 30 semester hours are classified as sophomores. Students with fewer than 30 hours are classified as freshmen.

## **Auditing Courses**

Auditing gives a student the opportunity to participate in a course without concern for credits or grades. Students can also re-experience a course they have already been credited for taking. To audit a course, follow the guidelines below:

- Note on the enrollment form that the course is being audited.
- Pay the appropriate fees, which are the same as for regular registration.
- Remember that no credit or grade will be given for the course.
- Check this catalog for prerequisite courses. Prerequisites still apply for audited courses.
- Make all changes from credit to audit, or the reverse, before the end of the add/drop period.

## **Grade Protests/ Grade Changes**

Students are given the opportunity to appeal a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs Office within 90 days after the grade in question appears on the permanent record. The student and instructor may meet individually with the Academic Affairs Committee to present documentation pertinent to the appeal. Once the Academic Affairs Committee renders its decision, the appeal process is concluded. Information concerning procedures to be followed is available from the Office of Academic Affairs.

Instructors wishing to make grade changes may do so within 90 days of the end of the semester by completing the grade change form and submitting the form to the Academic Affairs Office.

## **Change of Name and Address**

Notification regarding change of address, change of name, change in marital status, or change of citizenship should be filed promptly in the Admissions Office, Financial Aid Office, and the Business Office. Legal change of name includes legal documents such as marriage license, divorce decree, or other court document.

## **Settlement of Debts and Grade Reports**

Grade reports are available online in the student’s VIKCONNECT portal account and updated at the end of each semester. Before transcripts are released, all financial obligations to the college must be satisfied.

## **Honor Students**

Honor rolls contain the names of students who have completed 12 or more credit hours (excluding zero level and physical education courses) at the close of a semester with a grade average of “B” (3.00) or better. The President’s Honor Roll is for students with a grade average of “A” (4.00); the Vice President’s Honor Roll is for students with a grade point of 3.00 and no course grade below a “C”. Zero-level courses and physical education activity courses are excluded from grade averages. Only Carl Albert State College courses are considered in the determination of honor role.

## GRADUATION REQUIREMENTS

Carl Albert State College grants and confers degrees consistent with the policies established by the Oklahoma State Regents for Higher Education.

Students must read and understand the policy and procedures to obtain a degree from Carl Albert State College. Under the guidance and authority of the Oklahoma State Regents for Higher Education and Carl Albert State College Board of Regents, the Office of Admissions and Records supports published outlines of degree plans and confers degree accordingly.

Student may earn an associate degree at Carl Albert State College with successful completion of program requirements with at least 60 academic credit hours or the certificate with successful completion of programs requiring 35 academic credit hours or less.

Application for Graduation should be submitted during their last semester with CASC. Conferral of degree occurs after the end of the semester and based upon successful completion of program requirements (courses and total earned hours), earning a retention/graduation GPA of 2.00 or greater, having a current application for graduation on file, and removing all financial or other obligations to the college. Typically, applications are due by April 1 for a May completion, June 1 for a July completion, and November 1 for a December completion. Upon successful degree completion, degree and date of conferral are posted to the transcript. Diplomas are issued by the Registrar's Office. Commencement exercises are scheduled once a year and generally at the end of the spring semester.

The following general rules apply to all graduate candidates:

- It is the student's responsibility to understand and meet all requirements for graduation.
- A student who is a candidate for a degree at end of any semester must file an official Application for Graduation, and complete all courses, GPA, and semester hour requirements before the degree will be conferred.
- Students must pay all tuition and fee charges and remove all holds before a diploma is issued.
- To earn a degree at Carl Albert State College, 15 hours must be completed in residence at CASC.
- Degree or certificate programs may be awarded in accordance to published catalog and degree plan information approved by Carl Albert State College that is in effect at the time of entry or re-entry. All program requirements will remain in effect for as long as enrollment is uninterrupted (except summer term).
- A second associate degree may be granted by completing an additional 15 credit hours and all additional coursework required in that major with CASC.
- A retention/graduation grade point average of 2.00 must be earned to meet graduation requirements.
- Physical education activity, zero-level, repeated or reprieved courses may not be counted toward the credit hour requirement of any program.
- Through the Reverse Transfer initiative, students may earn their degree from CASC without being currently enrolled. Students who exit CASC without earning their associates degree and have earned hours at other college(s), may submit those transcripts to CASC for degree award evaluation. Students must apply for Graduation and have earned a minimum 15 cr-hrs with CASC.
- Former CASC students may earn a degree from CASC without being currently enrolled when all requirements to earn a degree are met and application was not made. However, only eligible, current programs may be considered for degree conferral.
- Students who do not wish their name to be published in the commencement program and all graduation publications must have on file in the Office of Admissions a completed form: (FERPA) "Withhold Directory Information" and their name will be withheld.

## Diplomas

The conferral of the degree is documented on the transcript and diploma. The “Diploma” is a formal document issued by an institution that certifies a student has successfully completed an instructional program. The “Transcript” is the official document issued by an institution showing student information that is a complete and accurate reflection of a student’s academic career, including degrees received. Diplomas will be ordered for all students who have submitted an Application for Graduation and meet all requirements for degree conferral for that graduation term.

## Honors

Honors are based on the graduating student’s Retention/Graduation GPA at time of Commencement or Graduation. Honors are awarded to those earning an associates degree. Honors are not attached to the certificate credential.

Highest Honors are awarded when the Ret/Grad GPA is between 4.00 and 3.75. High Honors are awarded when the Ret/Grad GPA is between 3.74 and 3.50. Honors are awarded when the Ret/Grad GPA is between 3.49 and 3.25. Phi Theta Kappa recognition is by membership to see PTK. All honors will be noted on the diploma and recognized at commencement. Honor cords may be purchased from the Bookstore and PTK cords from the PTK counselor.

## Veteran Military Cords

To honor their military service to the United States of America, Carl Albert State College recognizes the graduation of our military students by authorizing them to wear special red, white, and blue honor cords with their academic regalia during commencement ceremonies.

CASC invites all active duty, National Guard, Reserve and U.S. military veterans who have honorably served to receive and wear this special Military Honor Cord and be so recognized at commencement. Verification of credentials and distribution of the cord is organized with the VA Coordinator for the college.

## Commencement

Commencement is the ceremony which celebrates a student’s academic achievement and credential award. The commencement ceremony is held once a year in May. Students who fall graduates or are projected to successfully complete all of their graduation requirements at the conclusion of the spring or summer term are invited to participate in Commencement. Students do not receive a diploma at Commencement. Conferral of the degree will occur after final grades are posted.

## Undergraduate Degree Requirements

Carl Albert State College adheres to guidelines, criteria, and standards established by the Oklahoma State Regents for Higher Education in developing degree programs which will be conferred upon students satisfactorily completing prescribed courses of study. CASC confers only those degrees authorized by the State Regents, including:

“Associate Degree” is a credential requiring two years of full-time equivalent college work (at least 60-63 credit hours). Carl Albert State College offers three types of associate degrees—the Associate in Arts, Associate in Science, and Associate in Applied Science.

“Certificate” is a recognition awarded for an organized program of study that does not lead to an academic degree.

## General Education Requirements

General education is at the core of the academic curriculum for all degree-seeking students. The general education goals of the Carl Albert State College are met by combining the general education course requirements with the coursework for each major or program as listed in the degree plans found in the General Catalog. Together, courses taken for the general education requirements and those taken for specific degrees will ensure that CASC graduates

have the skills, knowledge, and attitudes to carry them successfully through their work and their personal lives.

Carl Albert State College students will be able to:

### **Demonstrate Knowledge**

Demonstration of knowledge results from the appraisal of knowledge and practice of core concepts through analytical, practical, or creative means. Students shall assemble evidence; identify, categorize, and distinguish among ideas, concepts, and theories; and relate and analyze the significant uses of the gathered knowledge.

### **Think Critically**

Critical thinking encompasses the abilities to identify, categorize, synthesize, and distinguish ideas, concepts, theories, and approaches. The presentation, explanation, and analysis of skills acquired in academic settings allows examination of competing hypotheses and non-academic events in light of acquired knowledge, and relates the implications of cultural and social perspectives.

### **Communicate Effectively**

Effective communication results from the presentation and expression of concepts encountered in an academic setting in a clear, error-free manner both verbally and in written explanation. Critical aspects are the clear expression of competing hypotheses, and perspectives in response to material read, analyzed, or presented in both academic and non-academic settings.

### **Practice Global/Civic Awareness**

Practicing global and civil awareness creates the ability to understand both the student's own civic and cultural background, as well as that of others. This results from the evaluation of historical and contemporary positions on values, practices, assumptions, and predispositions. Encouraging active community participation and cognizance provides insight and expands students' perspectives and awareness.



## Associate of Arts (AA) Degrees

Students recommended for the AA degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 60-63 hours), excluding any courses repeated or reprieved, physical education activity courses, and zero-level courses.

### General Education

Associate of Arts degree plans at CASC require a minimum of 60-63 semester- credit hours of which a minimum of 40 semester-credit hours of general education are required as below. Note: Basic general education core is listed as transferable on the State System Course Equivalency Project matrices (see [www.okhighered.org](http://www.okhighered.org) > Student Center >Transfer Students).

- **English Composition:** 6 hours, that must include ENGL1113 and ENGL1213
- **U.S. History and U.S. Government:** 6 hours, that must include HIST 1483/1493 and POS 1113.
- **Science:** 6 hours, one course must be a laboratory science.
- **Humanities:** 6 hours, chosen from nonperformance courses defined as humanities by the institution granting the associate degree.
- **Mathematics:** 3 hours

### Additional Elective and CASC Requirements:

- **Computer Proficiency:** students must demonstrate computer proficiency in computer operating systems, word processing, spreadsheets, database, and internet usage. (CASC course CS 1103 and advanced placement fulfills this requirement)
- **Elective:** 3 hours, at least one course from the following areas: Psychology, social sciences, foreign languages, fine arts (art, music, drama).
- **Elective:** Additional liberal arts and sciences courses as needed to meet the minimum total of 40 credit hours required in this policy.
- **Health education:** 2 hours of health related courses.

### Computer Proficiency

Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications. This requirement may be completed through one of three options;

- Successfully complete a high school computer science course that meets the State
- Regent's high school curricular requirements, or
- Satisfy an institution's computer proficiency assessment, or
- Successfully complete college-level course: CS 1103 Microcomputer Applications

### Major Coursework

The remaining 23 semester-credit-hours of academic work shall be applicable to the student's major objective including any prerequisite courses necessary for the anticipated upper-division program. A majority of such student credit hours should be taken in courses classified as liberal arts and sciences.

### Summary of Minimum Standards for the AA Degrees

A minimum of 15 credit hours in residence at CASC must be completed to earn an associate of arts or an associate of science degree.

	Minimum Number of Hours Required
Total semester credit hours required	60
General Education - Credit Hours:	37
Credit in residence at the awarding institutions	15
Course work applicable to major	23

## AA General Education

### General Education Core Requirements

**1. English Composition - 6 hours (Select Both)**

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II

**2. U.S. History - 3 hours (Select One)**

HIST 1483 American History 1492-1865  
HIST 1493 American History 1865-Present

**3. U.S. Government - 3 hours (Select One)**

POS 1113 American Federal Government

**4. Biological Science - 4 hours (Select One)**

BIO 1114 General Biology  
BOT 1114 General Botany  
ZOO 1114 General Zoology

**5. Physical Science - 4 hours (Select One)**

GPS 1214 General Physical Science with Lab  
CHEM 1115 General Chemistry I  
PHYS 1114 General Physics I  
GEOL 1014 General Geology

**6. Orientation - 1 hour (Select One)**

ORI 1111 Freshman Orientation

**7. Mathematics - 3 hours (Select One)**

MATH 1513 College Algebra  
MATH 2213 Math Structures I

**8. Health, Physical Education and Recreation - 2 hours (Select One)**

any HPER course, except activity courses

**9. Computer Proficiency - 3 hours (Select One)**

CS 1103 Microcomputer Applications

**10. Humanities - 6 hours (Select Two)**

HUM 2113 General Humanities I	HUM 2223 General Humanities II
ART 1113 Art Appreciation	DRMA 1213 Introduction to Theatre
HIST 1113 Early Western Civilization	HIST 1123 Modern Western Civilization
MUS 1113 Music Appreciation	PHIL 1113 Introduction to Philosophy
PHIL 2123 Ethics	RLED 1113 Old Testament
RLED 1123 New Testament	RLED 2113 World Religions
Any Literature Course/s	

**11. Approved Elective - 3 hours**

Select any one course in psychology, social sciences, foreign languages, & fine arts (art, music, drama) in conference with advisor

## Associate of Science (AS) Degrees

Students recommended for the AS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 60-63 hours), excluding any courses repeated or reprimed, physical education activity courses, and zero-level courses.

### General Education

Associate of Science degree plans at CASC require a minimum of 60-63 semester- credit hours of which a minimum of 37 semester-credit hours of general education are required. Note: General education core is listed as transferable on the OSRHE Course Equivalency Project matrices (see [www.okhighered.org](http://www.okhighered.org) > Student Center > Transfer Students).

- **English Composition:** 6 hours, that must include ENGL1113 and ENGL1213
- **U.S. History and U.S. Government:** 6 hours, that must include HIST 1483/1493 and POS 1113.
- **Science:** 6 hours, must be a laboratory science.
- **Humanities:** 6 hours, chosen from nonperformance courses defined as humanities by the institution granting the associate degree.
- **Mathematics:** 3 hours

### Additional Elective and CASC Requirements:

- **Computer Proficiency:** students must demonstrate computer proficiency in computer operating systems, word processing, spreadsheets, database, and internet usage. (CASC course CS 1103 and advanced placement fulfills this requirement)
- **Elective:** 3 hours, at least one course from the following areas: Psychology, social sciences, foreign languages, fine arts (art, music, drama).

### Computer Proficiency

Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications. This requirement may be completed through one of three options;

- Successfully complete a high school computer science course that meets the State
- Regent’s high school curricular requirements, or
- Satisfy an institution’s computer proficiency assessment, or
- Successfully complete college-level course: CS 1103 Microcomputer Applications

### Major Coursework

The remaining 23 semester-credit-hours of academic work shall be applicable to the student's major objective including any prerequisite courses necessary for the anticipated upper-division program. A majority of such student credit hours should be taken in courses classified as liberal arts and sciences.

### Summary of Minimum Standards for the AA Degrees

A minimum of 15 credit hours in residence at CASC must be completed to earn an associate of arts or an associate of science degree.

	Minimum Number of Hours Required
Total semester credit hours required	60
General Education - Credit Hours:	37
Credit in residence at the awarding institutions	15
Course work applicable to major	23

## AS General Education

### General Education Core Requirements

**1. English Composition - 6 hours (Select Both)**

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II

**2. U.S. History - 3 hours (Select One)**

HIST 1483 American History 1492-1865  
HIST 1493 American History 1865-Present

**3. U.S. Government - 3 hours (Select One)**

POS 1113 American Federal Government

**4. Biological Science - 4 hours (Select One)**

BOT 1114 General Botany  
ZOO 1114 General Zoology

**5. Physical Science - 4 hours (Select One)**

CHEM 1115 General Chemistry I

**6. Orientation - 1 hour (Select One)**

ORI 1111 Freshman Orientation

**7. Mathematics - 3 hours (Select One)**

MATH 1513 College Algebra

**8. Computer Proficiency - 3 hours (Select One)**

CS 1103 Microcomputer Applications

**9. Humanities - 6 hours (Select Two)**

HUM 2113 General Humanities I	HUM 2223 General Humanities II
ART 1113 Art Appreciation	DRMA 1213 Introduction to Theatre
HIST 1113 Early Western Civilization	HIST 1123 Modern Western Civilization
MUS 1113 Music Appreciation	PHIL 1113 Introduction to Philosophy
PHIL 2123 Ethics	RLED 1113 Old Testament
RLED 1123 New Testament	RLED 2113 World Religions
Any Literature Course/s	

**10. Approved Elective - 3 hours**

Select any one course in psychology, social sciences, foreign languages, & fine arts (art, music, drama) in conference with advisor

## Associate of Applied Science (AAS) Degrees

The minimum standards for the awarding of associate degrees in technical-occupational areas of specialization, the AAS, at CASC shall be as follows:

Students recommended for the AAS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 60 hours), excluding any courses repeated or reprimed, physical education activity courses, and zero-level courses.

### General Education

Associate of applied science degree plans at CASC require a minimum of 60 semester-credit hours of which a minimum of 19 semester-credit hours of general education are required, including:

- **Composition:** 6 hours, one course must include ENGL1113 and another communications course
- **U.S. History and U.S. Government:** 6 hours, that must include HIST 1483/1493 and POS 1113
- General Education Electives: 7 hours

## Technical-Occupational Specialty

The completion of 27 hours in the technical-occupational specialty subjects must be completed.

## Support and Related Courses

The completion of support and related courses must be taken to bring the total to a minimum of 60 hours.

## Summary of Minimum Standards for AAS Degrees:

A minimum of 15 credit hours in residence at CASC must be completed to earn an associate of applied science degree.

	Minimum Credit Hours Required
Total semester credit hours required	60
General Education	18
Credit in resident at the awarding institution	15
Technical-occupational Specialty	27
Support and related courses	0-15

## Academic Term: Semester

CASC has three academic semesters in its Academic Calendar: a fall and spring semester consisting of 16 weeks, and a summer session consisting of 8 weeks. Short term class sessions include an intersession or interim consisting of the one or two weeks between semesters, and 8 or 4 week classes held within a semester.

The semester-credit-hour is the standard and traditional unit of credit to be used in evaluating a student's educational attainment and progress. One semester-hour of credit is normally awarded for completion of a course meeting for 800 instructional minutes, (50 minutes per week for 16 weeks), exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.

## Student Responsibility

Students are responsible for dropping any course to which they will not attend or can no longer attend. Students are responsible for understanding the deadline dates to drop courses and not be charged tuition/fees and have no transcript record of attendance. Students are expected to pay all financial obligations to the college. For those students receiving Federal Title IV funds (Pell Grant, SEOG, loans) and who withdraw prior to the 60% completion of the term, they will be required to return all or part of federal money received (see Financial Aid section of the catalog).

Students should understand that contacting the instructor or advisor or any person other than the Office of Admissions does not constitute an official withdrawal from classes. Only written requests to withdraw made to the Office of Admissions will be considered official communications and acted upon.

## Withdrawal Periods

Students may withdraw from one course or all courses during the term. Students may drop a course on-line during the add/drop period, in person at either the Poteau or Sallisaw locations; or by written communication.

## Add/Drop Period

Students may add and drop classes without transcript record or financial obligation during the first 10 days of the fall or spring terms and the first 5 days of the summer term.

## “W” Grade Period

Students may drop courses and receive an automatic letter grade of “W” from the 3<sup>rd</sup> week through the last day of the 12<sup>th</sup> week in a regular semester (2<sup>nd</sup> week to last day of 6<sup>th</sup> week in summer).

## “W or F” Grade Period

The “W-F” period requires instructor input and spans the 13<sup>th</sup> week through the last day before finals (spring or fall terms) and the 7<sup>th</sup> week through the last day before finals in the summer term. Students may drop courses with a “W” letter grade after the instructor assigns a passing grade (A, B, C, or D) to the withdrawal. However, instructors may assign a non-passing letter grade (F) to the student’s withdrawal. In this case, the student will receive an “F” grade recorded to the transcript.

## Student Attendance

CASC does not mandate attendance, but recognizes that irregular class attendance may adversely affect a student’s grade in a course. In general, the maximum number of allowable unexcused class hours of absences a student should miss shall be the number of credits of the course. For example, a course worth three credit hours would have three clock hours of such absences.

Some courses by their nature may demand different attendance standards than those outlined above. Unexcused absences in excess of the number of credit hours may result in a student being advised to withdraw from a class. It is the responsibility of instructors to advise classes of the attendance policy for each class on the first day of class and to distribute this policy in their course syllabus.

## No Show

Instructors are not required to drop students for absence; therefore, students should not assume that they will be dropped for absence., and should confirm their registration status prior to the add/drop deadline. Students who enroll in a course and do not attend that course during the add/drop period (1<sup>st</sup> 10 days of regular term or 5 days of summer) are considered a “no show” in the course and **may be dropped by the instructor** and without transcript record or financial obligation.

Students are responsible for dropping any class to which they will not attend and are advised to avoid billing issues by dropping courses in themselves and do so in writing. Students may petition the Add/Drop Committee and present documentation supporting No Show withdrawal actions after the add/drop period has passed.

## Administrative Withdrawal

Instructors and administrative personnel may withdraw a student only after the add/drop period and only for extenuating circumstances such as health, disciplinary, or financial reasons and only by permission of the Vice President of Academic Affairs. The student will have an “AW” grade recorded on the transcript for that course and remain financially encumbered for the course. Administrative withdrawals are GPA neutral but can impact federal financial aid. Documentation must accompany any “AW” grade recorded with the last date of student attendance recorded.

# PROGRAMS OF STUDY

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## Associate of Arts (AA) and Associate of Science (AS) Degrees

Students pursuing the AA or AS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 60-63 hours), excluding any repeated or reprimed courses, physical education activity courses, and zero-level courses. The associate of arts and sciences degrees transfer as lower division coursework to baccalaureate degree granting institutions.

- **General Education (37-40 credit hours)**

Associate of Arts and Science degree plans at CASC require a minimum of 60-63 semester- credit hours of which a minimum of 40 semester-credit hours of general education are required as below. Note: Basic general education core is listed as transferable on the State System Course Equivalency Project matrices (go to [www.okhighered.org](http://www.okhighered.org)>Student Center>Transfer Students).

- **Major Coursework (23 credit hours)**

The remaining 23 semester-credit-hours of academic work shall be applicable to the student's major objective including any prerequisite courses necessary for the anticipated upper-division program. A majority of such student credit hours should be taken in courses classified as liberal arts and sciences.

## Associate of Applied Science Degree (AAS)

Students recommended for the AAS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 60 hours), excluding any repeated or reprimed courses, physical education activity courses, and zero-level courses. Associate of applied science degree plans at CASC require a minimum of 60 semester-credit hours of which a minimum of 19 semester-credit hours of general education are required.

- **General Education (19 credit hours)**
- **Technical-Occupational Specialty (27 credit hours)**
- **Support and Related (courses to total a minimum of 60 hours)**

### In General

Students must earn 15 credit hours in residence at CASC to earn a degree with CASC. For the AAS in Nursing and Physical Therapist Assistant, prerequisite coursework is recommended but may be waived by permission of the program advisor.

Students earning a second associates degree are required to complete all Major course work and a minimum of 15 CASC completed credit hours.

## Certificates

Certificates may be awarded by CASC as an academic recognition for an organized program of study that does not lead to an associates degree. Students must achieve a GPA of 2.0 and a minimum, reduced credit load, ranging from 18 to 35 credit hours.

# ACADEMIC DEGREE PLANS

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The curriculum required for each of the following associate degree and certificate program are listed by degree type on the following pages. The major include courses basic to their field of study.

*(Degree plans are posted to the web site at [www.carlalbert.edu](http://www.carlalbert.edu). Students may visit the Academic menu tab, and then click on Degrees Offered to view their selected program and any modifications from that printed in this catalog.)*

## ASSOCIATE OF ARTS

Business Administration  
Child Development  
Computer Information Systems  
Enterprise Development  
General Studies  
Health, Physical Education & Recreation  
Pre-Elementary Education  
Pre-Law Criminal Justice  
Social Science  
Sociology/Psychology

## ASSOCIATE OF SCIENCE

Allied Health  
Biological and Pre-Professional Science  
Enterprise Development  
Mathematics, Physical Sciences, and Pre-Engineering

## ASSOCIATE OF APPLIED SCIENCE

Applied Technology  
Child Development  
Computer Technology  
Nursing  
Occupational Health and Safety  
Physical Therapist Assistant

## CERTIFICATES

Child Development  
Child Development/Director's Certificate  
Child Development Infant Toddler  
Physical Therapist Aide



# **ASSOCIATE OF ARTS**

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**Business Administration**

**Child Development**

**Computer Information Systems**

**Enterprise Development**

**General Studies**

**Health, Physical Education & Recreation**

**Pre-Elementary Education**

**Pre-Law Criminal Justice**

**Social Science**

**Sociology/Psychology**

# Business Administration

Program Code (006)

Associate of Arts

Required: 62 Credit Hours

Division of Business and Technology

2.00 GPA

Options: Accounting or Business Education

*Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.*

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i>                      ___ GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i>                      ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I     ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation     ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ     ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec     ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 1213 Ethics     ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament     ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and 2 Electives)</i>  <i>Select CS 1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ___ CS 1103 Microcomputer Applications                      ___ Elective                      ___ Elective</p>	<p><b>ACCOUNTING OPTION</b>  <b>Required Courses in Major - 12 hours</b> <i>(Select All)</i>                      ___ ACCT 2103 Financial Accounting<sup>1</sup>                      ___ ACCT 2203 Managerial Accounting<sup>1</sup>                      ___ ECON 2113 Principles of Macroeconomics<sup>2</sup>                      ___ ECON 2213 Principles of Microeconomics<sup>2</sup></p> <p><b>Elective Courses - 10 hours</b>  <i>(Select three or more courses in conference with advisor)</i>                      ___ ACCT 1103 Fundamentals of Accounting<sup>1</sup>                      ___ BUS 1013 Introduction to Business                      ___ BUS 1113 Business Math                      ___ BUS 2023 Principles of Management                      ___ BUS 2113 Principles of Business Law I                      ___ BUS 2123 Statistics for Business and Economics                      ___ BUS 2133 Business Communications                      ___ MKTG 1103 Principles of Marketing                      ___ Approved Elective</p> <p><b>BUSINESS EDUCATION OPTION<sup>3</sup></b>  <b>Required Courses in Major - 12 hours</b> <i>(Select All)</i>                      ___ ACCT 2103 Financial Accounting<sup>1</sup>                      ___ ACCT 2203 Managerial Accounting<sup>1</sup>                      ___ ECON 2113 Principles of Macroeconomics<sup>2</sup>                      ___ ECON 2213 Principles of Microeconomics<sup>2</sup></p> <p><b>Elective Courses - 10 hours</b>  <i>(Select three or more courses in conference with advisor)</i>                      ___ BUS 2133 Business Communications                      ___ GEOG 2243 Fundamentals of Human Geography                      ___ MKTG 1103 Principles of Marketing                      ___ SOC 1113 Introduction to Sociology                      ___ SPAN 1115 Elementary Spanish I                      ___ SPCH 1113 Intro to Speech Communications                      ___ Approved Elective</p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: ----- Credit Hours: 22</b></p>

Notation:

<sup>1</sup> ACCT 1103 is prerequisite to ACCT 2103. ACCT 2103 is prerequisite to ACCT 2203. Sophomore enrollment for ACCT 2103 and ACCT 2203 recommended.

<sup>2</sup> ECON 2113 is prerequisite to ECON 2213. Sophomore enrollment recommended.

<sup>3</sup> Students seeking a Secondary Education degree at a four-year institution should complete the Business Education Option.

**Semester by Semester Degree Plan**  
**Business Administration, AA (006)**

<b>Course Number – Course Description</b>	<b>Hours</b>
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> MATH 1513 College Algebra	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> ACCT 1103 Fundamentals of Accounting	3
<b>Total:</b>	<b>15</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Biological Science (BIO, BOT, OR ZOO)	4
<input type="checkbox"/> HPER course – 2-3 hours	2-3
<input type="checkbox"/> ACCT 2103 Financial Accounting	3
<input type="checkbox"/> ECON 2113 Principles of Macroeconomics	3
<input type="checkbox"/> Elective in Major	3
<b>Total:</b>	<b>15-16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> ACCT 2203 Managerial Accounting	3
<input type="checkbox"/> ECON 2213 Principles of Microeconomics	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<input type="checkbox"/> Elective in Major	3
<b>Total:</b>	<b>16</b>
<b>Total Hours:</b>	<b>62-63</b>

Program Requirements: 62 cr-hrs, 2.00 GPA

Note: Students who are Business Education majors should select among the teacher education based recommended courses (GEOG 2243, SPCH 1113, LANGUAGE, SOC 1113, or PSY 1113) when “Elective in Major” is referenced above.

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Child Development

**Associate of Arts**  
**Division of Business and Technology**

Program Code (055)  
 Required: 62-64 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.*

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22-24 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i>                      ___ GPS 1214, CHEM 1115, PHYS 1114/2014, or GEOG 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i>                      ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I      ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation    ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ    ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec      ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics            ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament   ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i>  <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ___ CS 1103 Microcomputer Applications                      ___ Elective                      ___ Elective</p>	<p><b>Required Courses in Major - 15 hours</b> <i>(Select All)</i>                      ___ CD 1103 Teacher, Community and Family Relations<sup>2</sup>                      ___ CD 1223 Preschool Behavior &amp; Guidance                      ___ CD 2113 Child Growth &amp; Development                      ___ CD 2133 Language and Physical Skills                      ___ CD 2223 Program Planning &amp; Administration<sup>2</sup></p> <p><b>Elective Courses in Major – 7-9 hours</b>  <i>(Select two or more courses in conference with advisor)</i>                      ___ AHS 1203 Basic Nutrition                      ___ BUS 2023 Principles of Management                      ___ CD 2053 Child Dev Management &amp; Budgeting                      ___ CD 2103 Children with Special Needs                      ___ CD 2123 Health Care, Safety, &amp; Nutrition                      ___ CD 2143 Science, Math &amp; Social Diversity                      ___ CD 2213 Play, Art &amp; Music                      ___ CD 2253 Infant and Toddler Programs                      ___ SOC 2133 Marriage and Family                      ___ Approved Elective</p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: ----- Credit Hours: 22-24</b></p>

Notation:

<sup>1</sup>MATH 1513 College Algebra is recommended. However, student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>Students who have earned a CDA Credential may apply 6 hours credit toward this AA degree.

## Semester by Semester Degree Plan

### Child Development, AA (055)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> CD 1103 Teacher, Community, & Family Relations	3
<input type="checkbox"/> MATH 1413 Survey of Contemporary Math (Or Higher)	3
<input type="checkbox"/> CD 1223 Behavior, Guidance, and Readiness	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> PSY 1113 Intro to Psychology	3
<input type="checkbox"/> HPER 1113 Personal Health & Wellness	3
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> CD 2113 Child Growth & Development	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO)	4
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> CD 2133 Language & Physical Skills	3
<input type="checkbox"/> CD 2223 Program Planning & Administration	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> SOC 1113 Intro to Sociology	3
<input type="checkbox"/> Electives in Major	3
<input type="checkbox"/> Elective in Major	2-3
<b>Total:</b>	<b>14-15</b>
<b>Total Hours: 62-63</b>	

Program Requirements: 62-64 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Computer Information Systems

Associate of Arts

Division of Business and Technology

Program Code (060)

Required: 62 Credit Hours

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>  <input type="checkbox"/> ENGL 1113 Freshman Composition I  <input type="checkbox"/> ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>  <input type="checkbox"/> HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>  <input type="checkbox"/> POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>  <input type="checkbox"/> BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i>  <input type="checkbox"/> GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>  <input type="checkbox"/> ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>  <input type="checkbox"/> MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i>  <input type="checkbox"/> any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>  <input type="checkbox"/> HUM 2113 Gen Hum. I      <input type="checkbox"/> HUM 2223 Gen Hum II  <input type="checkbox"/> ART 1113 Art Appreciation      <input type="checkbox"/> DRMA 1213 Intro Theatre  <input type="checkbox"/> HIST 1113 Early West Civ      <input type="checkbox"/> HIST 1123 Mod West Civ  <input type="checkbox"/> MUS 1113 Music Apprec      <input type="checkbox"/> PHIL 1113 Intro to Philosophy  <input type="checkbox"/> PHIL 2123 Ethics      <input type="checkbox"/> RLED 1113 Old Testament  <input type="checkbox"/> RLED 1123 New Testament      <input type="checkbox"/> RLED 2113 World Religions  <input type="checkbox"/> Any Literature Course(s)</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i>  <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>  <input type="checkbox"/> CS 1103 Microcomputer Applications  <input type="checkbox"/> Elective  <input type="checkbox"/> Elective</p>	<p><b>Required Courses in Major - 12 hours</b> <i>(Select All)</i>  <input type="checkbox"/> CS 1313 Programming I  <input type="checkbox"/> CS 1333 Programming II  <input type="checkbox"/> CS 2203 Networking I  <input type="checkbox"/> CS 2243 Internet Programming</p> <p><b>Elective Courses - 10 hours</b>  <i>(Select three or more courses in conference with advisor)</i>  <input type="checkbox"/> CS 1113 Introduction to Computer Forensics  <input type="checkbox"/> CS 1423 Information Security  <input type="checkbox"/> CS 1433 Introduction to Photoshop  <input type="checkbox"/> CS 1443 Animation &amp; Interactive Media  <input type="checkbox"/> CS 1513 Operating Systems  <input type="checkbox"/> CS 2013 Database Management  <input type="checkbox"/> CS 2213 Networking II  <input type="checkbox"/> Other CS course  <input type="checkbox"/> Approved Elective</p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: ----- Credit Hours: 22</b></p>

Notation:

**Semester by Semester Degree Plan**  
**Computer Information Systems, AA (060)**

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> HPER Course – 2-3 hours	2-3
<b>Total:</b>	<b>15-16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> MATH 1513 College Algebra	3
<input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO)	4
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> CS 2203 Networking I	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> CS 1313 Programming I	3
<input type="checkbox"/> CS 2243 Internet Programming	3
<input type="checkbox"/> Elective in Major	3
<input type="checkbox"/> Elective in Major	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> CS 1333 Programming II	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> Approved Elective (any PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<input type="checkbox"/> Approved Elective (any PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<input type="checkbox"/> Elective in Major	3
<b>Total:</b>	<b>15</b>
<b>Total Hours: 62-63</b>	

Program Requirements: 62 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Enterprise Development

Program Code (675)

Associate of Arts

Required: 60 Credit Hours

Division of Business and Technology

2.00 GPA

Options: Business Administration or General Education

Carl Albert is a part of a network of colleges participating in a unique initiative to increase the number of associate degree holders in Oklahoma. Known as REACH HIGHER, the adult working student may be admitted to this new program venture when at least 15 hours of college credit and all remedial coursework has been completed, and maintain a 2.00 GPA earned. Students must submit all college transcripts to the REACH Advisor for evaluation of transfer credit. Other Oklahoma college's coursework will be treated as CASC coursework. --- Our goal is met with your graduation!

GENERAL EDUCATION REQUIREMENTS (37 HOURS)	MAJOR REQUIREMENTS (23 HOURS)
<p><b>Communication - 9 hours</b> (Select All)                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II                      ___ SPCH 1113 Intro to Speech Communications</p> <p><b>Political Sciences - 6 hours</b> (Select Two)                      ___ HIST 1483 or HIST 1493                      ___ POS 1113 American Federal Government</p> <p><b>Life Sciences – 3-4 hours</b> (Select One<sup>4</sup>)                      ___ BIO 1114, BIO 2155, BOT 1114, ZOO 1114, ZOO 2114, or ZOO 2124</p> <p><b>Physical Sciences – 3-4 hours</b> (Select One<sup>4</sup>)                      ___ GPS 1214, CHEM 1115, GEOL 1014, PHYS 1114, or PHYS 2014</p> <p><b>Mathematics - 3 hours</b> (Select One<sup>4</sup>)                      ___ MATH 1413, MATH 1513<sup>1</sup>, or BUS 2123<sup>2</sup></p> <p><b>Social Science, Technology &amp; Language - 6 hours</b> (Select Two)                      ___ SPAN 1113 Conversational Spanish or other world language                      ___ CS 1103 Microcomputer Applications                      ___ Social Science Elective (suggest areas in economics, history, geography, psychology, or sociology)</p> <p><b>Humanities - 6 hours</b> (Select Two)                      ___ HUM 2113 Gen Hum. I      ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation      ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ      ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec      ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics      ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament      ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p>	<p>Select One Option:</p> <p><input type="checkbox"/> <b>Business Administration Option</b>  <b>Required Courses in Major - 23 hours</b>                      (Select all eight courses below)                      ___ ACCT 2103 Financial Accounting                      ___ ACCT 2203 Managerial Accounting<sup>3</sup>                      ___ ECON 2113 Principles of Macroeconomics                      ___ ECON 2213 Principles of Microeconomics<sup>3</sup>                      ___ MKTG 1103 Intro to Marketing                      ___ BUS 2123 Statistics in Business &amp; Economics                      ___ BUS 2010 Business Capstone/Seminar (2 hrs)                      ___ BUS 2010 Business/Occupational Internship (3 hrs)</p> <p><input type="checkbox"/> <b>General Education Option:</b>  <b>Required Courses in Major - 23 hours</b>                      (Select six or more courses totaling a minimum of 23 credit hours in conference with Reach advisor and selected from the student's field of interest.)</p> <p>1 _____                      2 _____                      3 _____                      4 _____                      5 _____                      6 _____                      7 _____                      8 _____</p>
<p><b>Totals: ----- Credit Hours: 37</b></p>	<p><b>Totals: ----- Credit Hours: 23</b></p>

Notations:

<sup>1</sup>MATH 1513 is recommended. However, student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>BUS 2123 is a required course in Business Administration option, but may be used to meet the General Education math requirement.

<sup>3</sup>ACCT 2103 is prerequisite for ACCT 2203. ECON 2113 is prerequisite for ECON 2213.

<sup>4</sup>BIO 1114, GPS 1214, MATH 1413, and MATH 2123 apply toward completion of the Associate of Arts Degree.

Please note that courses for this program are available at the MAIN campus in Poteau, Oklahoma. Note that some courses may not be available at the Sallisaw campus; most courses are available online with CASC. Courses specified in this degree program may be completed at other Oklahoma colleges offering the Enterprise Development degree and will transfer to CASC in the completion of this degree. --- Students should check with their advisor about course offerings and availability, or follow the AA in Business Administration or General Studies "Semester by Semester Degree Plan" course sequencing recommendations.



# General Studies

**Associate of Arts**  
**Division of Social & Behavioral Science**

Program Code (039)  
 Required: 63 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.*

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (23 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ___ BIO 1114, BOT 1114, or ZOO 1114-</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i>                      ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ MATH 1513 College Algebra or Math 2213 Math Structures I</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i>                      ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I      ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation    ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ    ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec      ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics            ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament   ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i>  <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ___ CS 1103 Microcomputer Applications                      ___ Elective                      ___ Elective</p>	<p><b>Required Courses in Major - 23 hours</b>  <i>(Select courses in consultation with advisor)</i></p> <p>___ Courses in consultation with advisor<sup>1</sup></p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: ----- Credit Hours: 23</b></p>

Notation:

<sup>1</sup>Students who declare General Studies as their major should select courses that will apply to the degree program found at the college to which they will soon transfer.

## Semester by Semester Degree Plan

### General Studies, AA (039)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<input type="checkbox"/> Major Course Selection	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> MATH 1513 College Algebra	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> HPER Course –2-3 hours	2-3
<input type="checkbox"/> Approved Elective (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<input type="checkbox"/> Major Course Selection	3
<b>Total:</b>	<b>17-18</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> Major Course Selection	3
<input type="checkbox"/> Major Course Selection	3
<input type="checkbox"/> Major Course Selection	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> Biological Science (BIO, BOT, OR ZOO)	4
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> Major Course Selection	3
<input type="checkbox"/> Major Course Selection	3
<input type="checkbox"/> Major Course Selection	3
<b>Total:</b>	<b>16</b>
<b>Total Hours: 63-64</b>	

Program Requirements: 63 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Health, Physical Education & Recreation

Program Code (016)

Associate of Arts

Required: 62-64 Credit Hours

Division of Health, Physical Education & Recreation

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22-24 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i>                      ___ GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ Math 1413 Survey of Math or Math 1513 College Algebra<sup>1</sup></p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i>                      ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I      ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation    ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ    ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec      ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics            ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament   ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i>  <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ___ CS 1103 Microcomputer Applications                      ___ SPAN 1113 Conversational Spanish<sup>2</sup>                      ___ Approved Elective</p>	<p><b>Required Courses in Major - 12 hours</b> <i>(Select All)</i>                      ___ HPER 1103 Introduction to HPER                      ___ HPER 1113 Personal Health and Wellness                      ___ HPER 2103 Care and Prevention of Athletic Injuries                      ___ HPER 2213 Standard First Aid and Personal Safety</p> <p><b>Elective Courses in Major – 10-12 hours</b>  <i>(Choose four or more courses in conference with advisor)</i>                      ___ ACCT 1103 Fund of Acct or BUS 1013 Intro to Bus                      ___ AHS 1203 Basic Nutrition                      ___ HPER 1000 Selected Topics in Health Problems                      ___ HPER 2112 Theory of Coaching Basketball –or--                      ___ HPER 2122 Theory of Coaching Baseball                      ___ HPER 2113 Theory of Coaching                      ___ HPER 2133 Sports Officiating                      ___ HPER 2513 Motor Learning                      ___ HPER 2813 Drug Education                      ___ PSY 1113 Introduction to Psychology<sup>2</sup>                      ___ SPCH 1113 Introduction to Speech<sup>2</sup>                      ___ ZOO 2114 Human Physiology                      ___ ZOO 2124 Human Anatomy                      ___ Approved HPER Elective                      ___ Approved Elective<sup>3</sup></p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: ----- Credit Hours: 22-24</b></p>

Notation:

<sup>1</sup>Math 1513 College Algebra is recommended.

<sup>2</sup>Recommended for Education majors.

<sup>3</sup>One course (or 3-4 credit hours) from second teaching area may be counted in the 10 -12 elective hours.

**Semester by Semester Degree Plan**  
Health, Physical Education & Recreation, AA (016)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> Math 1513 College Algebra	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> HPER 2213 Standard First Aid	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO)	4
<input type="checkbox"/> PSY 1113 Intro to Psychology	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> HPER 2103 Care & Prevention of Athletic Injuries	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> HPER 1113 Personal Health & Wellness	3
<input type="checkbox"/> HPER 2133 Sports Officiating	3
<input type="checkbox"/> AHS 1203 Basic Nutrition	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> SPCH 1113 Intro to Speech	3
<input type="checkbox"/> SPAN 1113 Conversational Spanish	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> HPER 2113 Theory of Coaching	3
<b>Total:</b>	<b>15</b>
<b>Total Hours: 63</b>	

Program Requirements: 62-64 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Pre-Elementary Education

**Associate of Arts**  
**Division of Social & Behavioral Science**

Program Code (013)  
 Required: 62-64 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22-24 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ___ BIO 1114, BOT 1114, or ZOO 1114-</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i>                      ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ MATH 1413 Survey of Contemporary Math or other<sup>1</sup></p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i>                      ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I      ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation      ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ      ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec      ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics      ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament      ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i>  <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ___ CS 1103 Microcomputer Applications                      ___ Elective                      ___ Elective</p>	<p><b>Required Courses in Major – 22-24 hours</b>  <i>(Select, MATH 2213, SPCH 1113, SPAN 1115, and four or more courses (12 hours) according to the Oklahoma "4 x 12" Requirements as a guide)</i></p> <p>___ MATH 2213 Math Structures I                      ___ SPCH 1113 Intro Speech Communications                      ___ SPAN 1115 Elementary Spanish I                      ___ Select four or more courses in consultation with advisor<sup>2</sup></p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: ----- Credit Hours: 22-24</b></p>

Notation:

<sup>1</sup>Math 1513 College Algebra is recommended. Student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>Students majoring in Elementary Education, Early Childhood, and Special Education in Oklahoma should complete courses in the following areas with a "C" grade or better at CASC: (a) 9 hours in Communication (English, Literature), (b) 12 hours in Social Science (History, Pol Sci, Geog, Econ, Psych, Soc), (c) 6 hours in Math, and (d) 12 hours in Science. -- Also, students must demonstrate proficiency in a language other than English. A minimum 3.0 is required in all liberal arts and sciences courses for admissions to Teacher Education programs in Oklahoma.

**Semester by Semester Degree Plan**  
Pre-Elementary Education, AA (013)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> Math 1513 College Algebra	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> HPER 2-3 hours	2-3
<b>Total:</b>	<b>15-16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> MATH 1413 Survey of Contemporary Math or other*	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO)	4
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> MATH 2213 Math Structures I	3
<input type="checkbox"/> SPCH 1113 Intro Speech Communications	3
<input type="checkbox"/> Language (SPAN 1115 Elementary Spanish I or other Language course per advisor )	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> Major course	3
<input type="checkbox"/> Major course	3
<input type="checkbox"/> Major course	3
<input type="checkbox"/> Major course	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>15</b>
<b>Total Hours: 62-63</b>	

Program Requirements: 62-64 cr-hrs, 2.00 GPA

\*Math 1513 is recommended.

Major course selections should be made in consultation with an academic advisor and with an understanding of what college the student will transfer, and the state's requirements to earn the baccalaureate education degree and teaching certification.

**How to Use this "Semester by Semester Degree Plan":** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Pre-Law Criminal Justice

Program Code (030)

Associate of Arts

Required: 62-67 Credit Hours

Division of Social & Behavioral Science

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22-27 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ___ BIO 1114, BOT 1114, or ZOO 1114-</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i>                      ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i>                      ___ any HPER course, except activity courses                      ___ HPER 2213<sup>2</sup> Standard First Aid &amp; Personal Safety</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I     ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation     ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ     ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec     ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics     ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament     ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i>  <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ___ CS 1103 Microcomputer Applications                      ___ Approved Elective                      ___ Approved Elective</p>	<p><b>Criminal Justice Major Requirements:</b>  <b>Required Courses in Major - 22 hours</b> <i>(Select All)</i>                      ___ CJ 1113 Introduction to Criminal Justice                      ___ CJ 1123 Criminal Law for Law Enforcement                      ___ CJ 2023 Criminal Procedure                      ___ CJ 2123 Criminal Justice Community Relations                      ___ CJ 2133 Patrol Operations<sup>1</sup>                      ___ CJ 2224 Criminal Investigation<sup>1</sup>                      ___ CJ 2253 Police Traffic Studies<sup>1</sup></p> <p><b>Pre-Law Major Requirements:</b>  <b>Required Courses in Pre-Law Major - 18 hours</b> <i>(Select All)</i>                      ___ PSY 1113 Introduction to Psychology                      ___ SOC 1113 Introduction to Sociology                      ___ SPCH 1113 Introduction to Speech                      ___ ECON 2113 Principles of Macroeconomics                      ___ CJ 1113 Introduction to Criminal Justice                      ___ CJ 1123 Criminal Law for Law Enforcement</p> <p><b>Elective Courses for Criminal Justice &amp; Pre-Law Majors 4-9 hours</b>  <i>(Select one or more courses in conference with advisor)</i>                      ___ CJ 2140 Selected Topics in Criminal Justice<sup>3</sup>                      ___ any Criminal Justice course not required above                      ___ ECON 2123 Fundamentals of Macroeconomics                      ___ GEOG 2243 Fundamentals of Human Geography                      ___ HIST 1113 Early Western Civilization                      ___ SPAN 1115 Elementary Spanish I                      ___ Cooperative Education (8 hours max)                      ___ Approved Elective</p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: ----- Credit Hours: 22-27</b></p>

Notation:

<sup>1</sup>For students entering the Collegiate Officer Program (COP), these courses have the following prerequisites: CJ 1123 & CJ 2023.

<sup>2</sup>Students entering Collegiate Officer Program (COP) must complete HPER 2213 for the HPER requirement.

<sup>3</sup>For students entering the Collegiate Officer program (COP), additional program stipulations require completion of CJ 2140 Selected Topics. Various selected topics highlight skills required to obtain CLEET (Council on Law Enforcement Education & Training) license as a Police Officer, such as firearms and custody control.

### Semester by Semester Degree Plan

#### Criminal Justice [Pre-Law Criminal Justice, AA (030)]

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> Math 1513 College Algebra	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> CJ 1113 Intro to Criminal Justice	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO)	4
<input type="checkbox"/> CJ 1123 Criminal Law	3
<input type="checkbox"/> HPER 2213 Standard First Aid and Personal Safety*	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> CJ 2023 Criminal Procedure	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> CJ 2123 Criminal Justice Community Relations	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> CJ 2133 Patrol Operation	3
<input type="checkbox"/> CJ 2253 Traffic Studies	3
<input type="checkbox"/> CJ 2224 Criminal Investigation	4
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>15</b>
<b>Total Hours: 64</b>	

Program Requirements: 62-67 cr-hrs, 2.00 GPA

\*Students entering Collegiate Officer Program (COP) must complete HPER 2213 for the HPER requirement.

Additional summer term may be required after the Sophomore Year to accommodate completion of CJ 2140 Selected Topics for students entering the Collegiate Officer program (COP). Consultation with CJ advisor required.

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.



**Semester by Semester Degree Plan**  
Pre-Law [Pre-Law Criminal Justice, AA (030)]

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> HPER – 2-3 hours	2-3
<b>Total:</b>	<b>15-16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> POS 1113 American Federal Government	4
<input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO)	3
<input type="checkbox"/> Math 1513 College Algebra	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> PSY 1113 Introduction to Psychology	3
<input type="checkbox"/> SPCH 1113 Introduction to Speech	3
<input type="checkbox"/> ECON 2113 Principles of Macroeconomics	3
<input type="checkbox"/> CJ 1113 Introduction to Criminal Justice	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> CJ 1123 Criminal Law for Law Enforcement	3
<input type="checkbox"/> SOC 1113 Introduction to Sociology	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<input type="checkbox"/> Elective in Major	3
<input type="checkbox"/> Elective in Major	3
<b>Total:</b>	<b>15</b>
<b>Total Hours: 62-63</b>	

Program Requirements: 62-67 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Social Science

**Associate of Arts**  
**Division of Social & Behavioral Science**

Program Code (036)  
 Required: 62-64 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.*

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22-24 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ___ BIO 1114, BOT 1114, or ZOO 1114-</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i>                      ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ MATH 1413 Survey of Contemporary Math or other<sup>1</sup></p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i>                      ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I      ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation    ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ    ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec      ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics            ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament   ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i>  <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ___ CS 1103 Microcomputer Applications                      ___ Elective                      ___ Elective</p>	<p><b>Required Courses in Major - 15 hours</b> <i>(Select All)</i>                      ___ HIST 1113 Early Western Civilization                      ___ HIST 1123 Modern Western Civilization                      ___ HIST 1483 or HIST 1493<sup>1</sup>                      ___ ECON 2113 Principles of Macroeconomics                      ___ GEOG 2243 Fundamentals of Human Geography</p> <p><b>Elective Courses in Major - 7-9 hours</b>  <i>(Select two or more courses in conference with advisor)</i>                      ___ ECON 2213 Principles of Microeconomics                      ___ HIST 1063 Oklahoma History                      ___ HIST 1010 Selected Topics in History                      ___ POS 1010 Selected Topics in Political History                      ___ POS 2113 Constitution &amp; Government of Oklahoma                      ___ PSY 1113 Introduction to Psychology                      ___ SOC 1113 Introduction to Sociology                      ___ SOC 2123 Social Problems                      ___ Approved Social Science Elective                      ___ Approved Elective</p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: ----- Credit Hours: 22-24</b></p>

Notation:

<sup>1</sup>Both HIST 1483 American History 1493 to 1865 and HIST 1493 American History 1865 to Present are required for major.

**Semester by Semester Degree Plan****Social Science, AA (036)**

<b>Course Number – Course Description</b>	<b>Hours</b>
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 American History 1492-1865	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> Math 1413 Survey of Contemporary Math or Math 1513	3
<input type="checkbox"/> HIST 1113 Early Western Civilization	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO)	4
<input type="checkbox"/> HIST 1493 American History 1865 to Present	3
<input type="checkbox"/> HIST 1123 Modern Western Civilization	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> HPER Course – 2-3 hours	2-3
<input type="checkbox"/> SOC 1113 Introduction to Sociology	3
<input type="checkbox"/> GEOG 2243 Fundamentals in Human Geography	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<b>Total:</b>	<b>15-16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> PSY 1113 Introduction to Psychology	3
<input type="checkbox"/> ECON 2113 Principles of Macroeconomics	3
<input type="checkbox"/> SOC 2123 Social Problems	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>15</b>
<b>Total Hours: 62-63</b>	

Program Requirements: 62-64 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Sociology/Psychology

**Associate of Arts**  
**Division of Social & Behavioral Science**

Program Code (037)  
 Required: 62-64 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.*

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (22-24 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ___ BIO 1114, BOT 1114, or ZOO 1114-</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i>                      ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i>                      ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I      ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation    ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ    ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec      ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics            ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament   ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i>  <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ___ CS 1103 Microcomputer Applications                      ___ Elective                      ___ Elective</p>	<p><b>Required Courses in Major - 15 hours</b> <i>(Select All)</i>                      ___ PSY 1113 Introduction to Psychology                      ___ PSY 2113 Intro to Behavior &amp; Adjustment                      ___ PSY 2123 Developmental Psychology                      ___ SOC 1113 Introduction to Sociology                      ___ SOC 2123 Social Problems</p> <p><b>Elective Courses in Major - 7-9 hours</b>  <i>(Select two or more courses in conference with advisor)</i>                      ___ CJ 1113 Introduction to Criminal Justice                      ___ ECON 2113 Principles of Macroeconomics                      ___ GEOG 2243 Human Geography                      ___ SOC 2133 Marriage &amp; Family                      ___ SOC 2143 Comparative Cultures                      ___ Approved Elective</p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: -----Credit Hours: 22-24</b></p>

Notation:

## Semester by Semester Degree Plan

### Sociology/Psychology, AA (037)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1793 American History	3
<input type="checkbox"/> PSY 1113 Introduction to Psychology	3
<input type="checkbox"/> SOC 1113 Introduction to Sociology	3
<input type="checkbox"/> Math 1513 College Algebra	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO)	4
<input type="checkbox"/> SOC 2133 Marriage & Family	3
<input type="checkbox"/> HPER Course – 2-3 hours	2-3
<b>Total:</b>	<b>15-16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> PSY 2113 Behavior & Adjustment	3
<input type="checkbox"/> SOC 2123 Social Problems	3
<input type="checkbox"/> SOC 2143 Comparative Cultures	3
<input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS)	4
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> PSY 2123 Developmental Psychology	3
<input type="checkbox"/> CJ 1113 Introduction to Criminal Justice	3
<input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>15</b>
<b>Total Hours 62-63</b>	

Program Requirements: 62-64 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# **ASSOCIATE OF SCIENCE**

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**Allied Health**

**Biological and Pre-Professional Science**

**Enterprise Development**

**Mathematics, Physical Sciences, and Pre-Engineering**

# Allied Health

**Associate of Science**  
**Division of Health Sciences**  
 Option: Pre-Sports Medicine

Program Code (032)  
 Required: 60-66 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to make application to Nursing and PTA programs at CASC. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.*

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (23-29 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ___ ZOO 1114 General Zoology</p> <p><b>Physical Science - 5 hours</b> <i>(Select One<sup>1</sup>)</i>                      ___ CHEM 1025 Gen Organic &amp; Biochemistry <i>(for pre-nursing students)</i>                      ___ CHEM 1115 General Chemistry I</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ MATH 1513 College Algebra</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I     ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation     ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ     ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec     ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics     ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament     ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p> <p><b>Computer Proficiency – 3 hours</b>                      ___ CS 1103 Microcomputer Applications</p> <p><b>Approved Electives - 6 hours</b> <i>(Select one)</i>  <i>Select any course in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ___ Elective or PSY 1113 Intro to Psychology                      ___ Elective</p>	<p><b>Required Courses in Allied Health Major – 23 hours</b>  <i>(Select All)</i>                      ___ AHS 1113 Medical Terminology                      ___ AHS 1203 Basic Nutrition                      ___ HPER 2213 Standard First Aid &amp; Personal Safety                      ___ ZOO 2114 Human Physiology <sup>2,3</sup>                      ___ ZOO 2124 Human Anatomy                      ___ Approved electives <i>(Select two from below)</i>                          ___ AHS 2013 Pathophysiology                          ___ BIO 2155 Microbiology                          ___ HPER 2103 Care &amp; Prev of Athletic Injuries                          ___ HPER 1113 Personal Health &amp; Wellness                          ___ Other elective(s) in conference with advisor</p> <p><b>Required Courses in Pre-Sports Medicine Option – 29 hrs</b>  <i>(Select All)</i>                      ___ AHS 1113 Medical Terminology                      ___ AHS 1203 Basic Nutrition                      ___ AHS 2113 Preventative Techniques in Athletic Training                      ___ HPER 2103 Care &amp; Prev of Athletic Injuries                      ___ HPER 2213 Standard First Aid &amp; Personal Safety                      ___ PHTA 1203 Applied Anatomy &amp; Physiology                      ___ PHTA 2363 Kinesiology                      ___ ZOO 2114 Human Physiology<sup>2</sup>                      ___ ZOO 2124 Human Anatomy</p>
<p><b>Totals: ----- Credit Hours: 40</b></p>	<p><b>Totals: -----Credit Hours: 23-29</b></p>

Notation:

<sup>1</sup>One Chemistry course is required to earn the Allied Health degree. However, pre-nursing majors need to complete CHEM 1025. PTA and Sports medicine students are required to complete CHEM 1115. STEM majors are required to complete CHEM 1115.

<sup>2</sup> Prerequisites are: ZOO 1114 and CHEM 1115 General Chemistry I.

<sup>3</sup> Prerequisite is CHEM 1025 General Organic & Biochemistry (for nursing majors only).

## Semester by Semester Degree Plan

### Allied Health, AS (032)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> ZOO 1114 General Zoology	4
<b>Total:</b>	<b>14</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> ZOO 2124 Human Anatomy	3
<input type="checkbox"/> MATH 1513 College Algebra	4
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> PSY 1113 Introduction to Psychology	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> CHEM 1115 General Chemistry I or CHEM 1025*	3
<input type="checkbox"/> AHS 1113 Medical Terminology	3
<input type="checkbox"/> HPER 2213 Standard First Aid and Personal Safety	3
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	4
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ZOO 2114 Human Physiology	4
<input type="checkbox"/> AHS 1203 Basic Nutrition	3
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>15</b>
<b>Total Hours: 61</b>	

Program Requirements: 62 cr-hrs, 2.00 GPA

\*Student pursuing pre-nursing or nursing degree with CASC should complete CHEM 1025. CHEM 1115 appropriate for all other majors.

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.



**Semester by Semester Degree Plan**  
**Allied Health, Pre-Sport Medicine Option, AS (032)**

<b>Course Number – Course Description</b>	<b>Hours</b>
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> ZOO 1114 General Zoology	4
<input type="checkbox"/> AHS 2113 Preventative Techniques in Athletic Training	3
<input type="checkbox"/> MATH 1513 College Algebra	3
<input type="checkbox"/> HPER 2213 Standard First Aid and Personal Safety	3
<b>Total:</b>	<b>17</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> ZOO 2124 Human Anatomy	4
<input type="checkbox"/> PHTA 1203 Applied Anatomy & Physiology	3
<input type="checkbox"/> HPER 2103 Care & Prevention of Athletic Injuries	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<b>Total:</b>	<b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> CHEM 1115 General Chemistry I	5
<input type="checkbox"/> AHS 1113 Medical Terminology	3
<input type="checkbox"/> PSY 1113 Introduction to Psychology	3
<input type="checkbox"/> PHTA 2363 Kinesiology	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<b>Total:</b>	<b>17</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ZOO 2114 Human Physiology	4
<input type="checkbox"/> AHS 1203 Basic Nutrition	3
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<b>Total:</b>	<b>16</b>
<b>Total Hours:</b>	<b>66</b>

Program Requirements: 62 cr-hr, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Biological and Pre-Professional Sciences

Program Code (031)

Associate of Science  
Division of Math and Science

Required: 61-62 Credit Hours  
2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

GENERAL EDUCATION REQUIREMENTS (37 HOURS)	MAJOR REQUIREMENTS (24-25 HOURS)
<p><b>Orientation - 1 hour</b> ___ ORI 1111 Freshman Orientation</p> <p><b>English Composition - 6 hours (Select Both)</b> ___ ENGL 1113 Freshman Composition I ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours (Select One)</b> ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> ___ ZOO 1114 General Zoology<sup>1</sup></p> <p><b>Physical Science - 5 hours</b> ___ CHEM 1115 General Chemistry I<sup>2</sup></p> <p><b>Mathematics - 3 hours</b> ___ MATH 1513 College Algebra<sup>3</sup></p> <p><b>Computer Proficiency - 3 hours</b> ___ CS 1103 Microcomputer Applications</p> <p><b>Humanities - 6 hours (Select Two)</b> ___ HUM 2113 Gen Hum. I    ___ HUM 2223 Gen Hum II ___ ART 1113 Art Appreciation    ___ DRMA 1213 Intro Theatre ___ HIST 1113 Early West Civ    ___ HIST 1123 Mod West Civ ___ MUS 1113 Music Apprec    ___ PHIL 1113 Intro to Philosophy ___ PHIL 2123 Ethics    ___ RLED 1113 Old Testament ___ RLED 1123 New Testament    ___ RLED 2113 World Religions ___ Any Literature Course(s)</p> <p><b>Approved Elective - 3 hours</b> <i>Select any one course in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i> ___ Elective</p>	<p><b>Required Courses in Major - 12 Hours</b> (Select courses in consultation with advisor) ___ CHEM 1215 General Chemistry II<sup>5</sup> ___ MATH 1613 Plane Trigonometry<sup>3</sup> ___ PHYS 1114 General Physics I</p> <p><b>Biological/ Zoology electives 12 hours (Select three)</b> ___ BIO 2155 Microbiology<sup>5</sup> ___ PHYS 1214 General Physics II<sup>3</sup> ___ ZOO 2114 Human Physiology<sup>4</sup> ___ BOT 1114 General Botany ___ Approved Elective</p> <p><b>Pre-Medicine electives 12 hours (Select three)</b> ___ PHYS 1214 Gen Physics II<sup>3</sup> ___ ZOO 2114 Human Physiology<sup>4</sup> ___ ZOO 2124 Human Anatomy ___ Approved Elective</p> <p><b>Pre-Pharmacy electives 13 hours (Select three)</b> ___ MATH 2265 Analytic Geometry and Calculus I ___ BIO 2155 Microbiology<sup>5</sup> ___ ZOO 2114 Human Physiology<sup>4</sup> ___ ZOO 2124 Human Anatomy ___ Approved Elective</p> <p><b>Pre-Veterinary Medicine electives 12 hours (Select all)</b> ___ BIO 2155 Microbiology<sup>5</sup> ___ PHYS 1214 Gen Physics II<sup>3</sup> ___ Approved Elective (in conference with advisor)</p>
<p><b>Totals: -----Credit Hours: 37</b></p>	<p><b>Totals: ----- Credit Hours: 24-25</b></p>

<sup>1</sup> General Zoology is a prerequisite for all BIO and ZOO major courses

<sup>2</sup> CHEM 1115 has a co-requisite of MATH 1513 or MATH 1513 may be taken prior to taking CHEM 1115.

<sup>3</sup> MATH 1513 prerequisite to MATH 1613; MATH 1613 prerequisite to PHYS 1114

<sup>4</sup> Prerequisite of CHEM 1115; completion of ZOO 2124 strongly recommended prior to enrollment

<sup>5</sup> Prerequisite of CHEM 1115

Notes to Advisee: (**Fall only** courses: PHYS 1114 General Physics I) and (**Spring only** courses: PHYS 1214 General Physics II)

**Semester by Semester Degree Plan**  
Biological and Pre-Professional Science, AS (031)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> ZOO 1114 General Zoology	4
<input type="checkbox"/> MATH 1513 College Algebra	3
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<b>Total:</b>	<b>17</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> CHEM 1115 General Chemistry I	5
<input type="checkbox"/> MATH 1613 Plane Trigonometry	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<b>Total:</b>	<b>17</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> CHEM 1215 General Chemistry II	5
<input type="checkbox"/> PHYS 1114 General Physics I	4
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<input type="checkbox"/> Approved Elective - (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>15</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> Major Elective*	3
<input type="checkbox"/> Major Elective*	3
<input type="checkbox"/> Major Elective*	3
<input type="checkbox"/> Major Elective*	3
<b>Total:</b>	<b>12</b>
<b>Total Hours: 61</b>	

Program Requirements: 61 cr-hrs, 2.00 GPA

\*See Degree Plan and choose from respective electives per student interest.

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Enterprise Development

Associate of Science

Division of Business and Technology

Options: Business Administration or General Education

Program Code (676)

Required: 60 Credit Hours

2.00 GPA

*Carl Albert is a part of a network of colleges participating in a unique initiative to increase the number of associate degree holders in Oklahoma. Known as REACH HIGHER, the adult working student may be admitted to this new program venture when at least 15 hours of college credit and all remedial coursework has been completed, and maintain a 2.00 GPA earned. Students must submit all college transcripts to the REACH Advisor for evaluation of transfer credit. Other Oklahoma college's coursework will be treated as CASC coursework. - - - Our goal is met with your graduation!*

GENERAL EDUCATION REQUIREMENTS (37 HOURS)	MAJOR REQUIREMENTS (23 HOURS)
<p><b>Communication - 9 hours</b> <i>(Select All)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II                      ___ SPCH 1113 Intro to Speech Communications</p> <p><b>Political Sciences - 6 hours</b> <i>(Select Two)</i>                      ___ HIST 1483 or HIST 1493                      ___ POS 1113 American Federal Government</p> <p><b>Life Sciences – 3-4 hours</b> <i>(Select One<sup>4</sup>)</i>                      ___ BIO 1114, BIO 2155, BOT 1114, ZOO 1114, ZOO 2114, or ZOO 2124</p> <p><b>Physical Sciences – 3-4 hours</b> <i>(Select One<sup>4</sup>)</i>                      ___ GPS 1214, CHEM 1115, GEOL 1014, PHYS 1114, or PHYS 2014</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i>                      ___ MATH 1413, MATH 1513<sup>1</sup>, or BUS 2123<sup>2</sup></p> <p><b>Social Science, Technology &amp; Language - 6 hours</b> <i>(Select Two)</i>                      ___ SPAN 1113 Conversational Spanish or other world language                      ___ CS 1103 Microcomputer Applications                      ___ Social Science Elective (suggest areas in economics, history, geography, psychology, or sociology)</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ___ HUM 2113 Gen Hum. I      ___ HUM 2223 Gen Hum II                      ___ ART 1113 Art Appreciation    ___ DRMA 1213 Intro Theatre                      ___ HIST 1113 Early West Civ    ___ HIST 1123 Mod West Civ                      ___ MUS 1113 Music Apprec      ___ PHIL 1113 Intro to Philosophy                      ___ PHIL 2123 Ethics            ___ RLED 1113 Old Testament                      ___ RLED 1123 New Testament    ___ RLED 2113 World Religions                      ___ Any Literature Course(s)</p>	<p>Select One Option:</p> <p><input type="checkbox"/> <b>Business Administration Option</b>  <b>Required Courses in Major - 23 hours</b>  <i>(Select all eight courses below)</i>                      ___ ACCT 2103 Financial Accounting                      ___ ACCT 2203 Managerial Accounting<sup>3</sup>                      ___ ECON 2113 Principles of Macroeconomics                      ___ ECON 2213 Principles of Microeconomics<sup>3</sup>                      ___ MKTG 1103 Intro to Marketing                      ___ BUS 2123 Statistics in Business &amp; Economics                      ___ BUS 2010 Business Capstone/Seminar (2 hrs)                      ___ BUS 2010 Business/Occupational Internship (3 hrs)</p> <p><input type="checkbox"/> <b>General Education Option:</b>  <b>Required Courses in Major - 23 hours</b>  <i>(Select six or more courses totaling a minimum of 23 credit hours in conference with Reach advisor and selected from the student's field of interest.)</i></p> <p>1 _____                      2 _____                      3 _____                      4 _____                      5 _____                      6 _____                      7 _____                      8 _____</p>
<p><b>Totals: ----- Credit Hours: 37</b></p>	<p><b>Totals: ----- Credit Hours: 23</b></p>

Notations:

<sup>1</sup>MATH 1513 is recommended. However, student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>BUS 2123 is a required course in Business Administration option, but may be used to meet the General Education math requirement.

<sup>3</sup>ACCT 2103 is prerequisite for ACCT 2203. ECON 2113 is prerequisite for ECON 2213.

<sup>4</sup>BIO 1114, GPS 1214, MATH 1413, and MATH 2123 apply toward completion of the Associate of Arts Degree.

*Please note that courses for this program are available at the MAIN campus in Poteau, Oklahoma. Note that some courses may not be available at the Sallisaw campus; most courses are available online with CASC. Courses specified in this degree program may be completed at other Oklahoma colleges offering the Enterprise Development degree and will transfer to CASC in the completion of this degree.*

Students should check with their advisor about course offerings and availability, or follow the AA in Business Administration or General Studies "Semester by Semester Degree Plan" course sequencing recommendations.

# Mathematics, Physical Science, & Pre-Engineering

Program Code (029)

Associate of Science  
Division of Math and Science

Required: 61-63 Credit Hours  
2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

GENERAL EDUCATION REQUIREMENTS (37 HOURS)	MAJOR REQUIREMENTS (24-26 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ____ ENGL 1113 Freshman Composition I                      ____ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ____ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b>                      ____ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i>                      ____ BOT 1114 or ZOO 1114</p> <p><b>Physical Science - 5 hours</b>                      ____ CHEM 1115<sup>2</sup></p> <p><b>Orientation - 1 hour</b>                      ____ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b>                      ____ MATH 1513 College Algebra<sup>2</sup></p> <p><b>Computer Proficiency - 3 hours</b>                      ____ CS 1103 Microcomputer Applications</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i>                      ____ HUM 2113 Gen Hum. I                      ____ HUM 2223 Gen Hum II                      ____ HUM 2113 Gen Hum. I                      ____ HUM 2223 Gen Hum II                      ____ ART 1113 Art Appreciation              ____ DRMA 1213 Intro Theatre                      ____ HIST 1113 Early West Civ              ____ HIST 1123 Mod West Civ                      ____ MUS 1113 Music Apprec                  ____ PHIL 1113 Intro to Philosophy                      ____ PHIL 2123 Ethics                          ____ RLED 1113 Old Testament                      ____ RLED 1123 New Testament              ____ RLED 2113 World Religions                      ____ Any Literature Course(s)</p> <p><b>Approved Elective - 3 hours</b>  <i>Select any one course in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i>                      ____ Elective</p>	<p><b>Required Courses in Major – 13 hours</b> <i>(Select All)</i>                      ____ MATH 1613 Plane Trigonometry                      ____ MATH 2265 Analytic Geometry and Calculus I                      ____ MATH 2275 Analytic Geometry and Calculus II</p> <p><b>Elective Courses in Major – 11-13 hrs</b></p> <p>Mathematics Option Electives – 11-13 hours  <i>(Select three or more courses in conference with advisor)</i>                      ____ CHEM 1215 General Chemistry II<sup>3</sup>                      ____ PHYS 1114 or PHYS 2014<sup>1</sup>                      ____ PHYS 1214 or PHYS 2114<sup>1</sup>                      ____ Elective chosen in conjunction with your advisor</p> <p>Pre-Engineering Option Electives – 11-13 hours  <i>(Select three or more courses in conference with advisor)</i>                      ____ PHYS 2014 - Engineering Physics I                      ____ PHYS 2114 - Engineering Physics II                      ____ CHEM 1215 General Chemistry II<sup>3</sup>                      ____ Elective chosen in conjunction with your advisor</p> <p>Physical Science (Chemistry &amp; Physics) Option Electives – 11-13 hours  <i>(Select three or more courses in conference with advisor)</i>                      ____ CHEM 1215 General Chemistry II<sup>3</sup>                      ____ PHYS 1114 Gen Physics I or PHYS 2014 Eng Physics I<sup>1</sup>                      ____ PHYS 1214 Gen Physics II or PHYS 2114 Eng Physics II<sup>1</sup>                      Approved Elective</p> <p><b>Notes to Advisee:</b></p> <ul style="list-style-type: none"> <li>➤ Math prerequisite sequence is as follows:                          MATH 1513 is a prerequisite to MATH 1613 which is a prerequisite to MATH 2265 which is a prerequisite to MATH 2275</li> <li>➤ Fall only courses: MATH 2265, PHYS 1114, PHYS 2014</li> <li>➤ Spring only courses: MATH 2275, PHYS 1214, PHYS 2114</li> </ul>
<p><b>Totals: ----- Credit Hours: 37</b></p>	<p><b>Totals: ----- Credit Hours: 24-26</b></p>

Notation:

- 1 – Receiving institution's degree plan should be consulted to see which Physics (General or Engineering) is required.
- 2 – CHEM 1115 has a co-requisite of MATH 1513 or MATH 1513 may be taken prior to taking CHEM 1115.
- 3 – Math Ed majors may need GEOG-2243 Fundamentals of Human Geography, instead of CHEM 1215.

### Semester by Semester Degree Plan

#### Math, Physical Sciences, and Pre-Engineering, AS (029)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> Biological Science - (BOT 1114 or ZOO 1114)	4
<input type="checkbox"/> MATH 1513 College Algebra	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<b>Total:</b>	<b>17</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> CHEM 1115 General Chemistry I	5
<input type="checkbox"/> MATH 1613 Plane Trigonometry	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> PSY 1113 Intro to Psychology	3
<b>Total:</b>	<b>17</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> Math 2265 Analytic Geometry and Calculus I	5
<input type="checkbox"/> CHEM 1215 General Chemistry II	5
<input type="checkbox"/> PHYS 1114 General Physics or PHYS 2014 Engineering Physics I	4
<b>Total:</b>	<b>14</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> Math 2275 Analytic Geometry and Calculus II	5
<input type="checkbox"/> Physics 1214 General Physics II or PHYS 2114 Engineering Physics II	4
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
<b>Total:</b>	<b>15</b>
<b>Total Hours: 63</b>	

Program Requirements: 61-63 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# **ASSOCIATE OF APPLIED SCIENCE**

**Applied Technology**

**Child Development**

**Computer Technology**

**Nursing**

**Occupational Health and Safety**

**Physical Therapist Assistant**

# Applied Technology

Associate of Applied Science

Division of Business and Technology

Options in Navy and Applied Processes

Program Code (056)

Required: 63 Credit Hours

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. This program is available by permissions only and documents work experience related to business/industry or Navy education.

GENERAL EDUCATION REQUIREMENTS (19 HOURS)	MAJOR REQUIREMENTS (44 HOURS)
<p><b>Communications - 6 hours</b> <i>(Select Both)</i>  <input type="checkbox"/> ENGL 1113 Freshman Composition I  <input type="checkbox"/> <i>(Select One):</i> ENGL 1213 or SPCH 1113</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>  <input type="checkbox"/> HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>  <input type="checkbox"/> POS 1113 American Federal Government</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>  <input type="checkbox"/> ORI 1111 Freshman Orientation</p> <p><b>Approved Electives - 6 hours</b> <i>(Select Both)</i>  <i>Choose courses in conference with advisor</i>  <input type="checkbox"/> Approved Elective  <input type="checkbox"/> Approved Elective</p>	<p><b>APPLIED PROCESS OPTION<sup>1</sup></b></p> <p><b>Technical-Occupational Core Courses: 30 hours</b>  <input type="checkbox"/> <i>Select courses in conference with advisor, including evaluations for Prior Learning Credits for business or industry occupations.</i></p> <p><b>Support &amp; Related Courses: 14 hours</b>  <i>(Select five courses in conference with advisor)</i>  <input type="checkbox"/> MATH 1413 Survey Cont Math <b>or</b> approved elective  <input type="checkbox"/> CS 1103 Microcomputer Appls <b>or</b> approved elective  <input type="checkbox"/> COED 1122 Supervised Work Experience  <input type="checkbox"/> COED 2133 Supervised Work Experience  <input type="checkbox"/> BUS 1013 Intro to Business <b>or</b> approved elective  <input type="checkbox"/> Approved Elective</p> <p><b>NAVY OPTION<sup>2</sup></b></p> <p><b>Guided Electives: 14 hours</b>  <i>(Select five courses in conference with advisor)</i>  <input type="checkbox"/> BUS 1013 Intro to Business  <input type="checkbox"/> CS 1103 Microcomputer Applications  <input type="checkbox"/> CS 2203 Networking I <b>or</b> CS 1313 Programming I  <input type="checkbox"/> BUS 1113 Business Math  <input type="checkbox"/> Approved Elective</p> <p><b>Block Training: 30 hours</b> <i>(Max Hours Awarded)</i>  <i>Example of U.S. Navy Occupation Titles</i>                      Advanced Electronics and Computer Field, Aviation Electronics Technician, Fire Control Technician, Machinist's Mate (Submarines), Nuclear Field Electrician's Mate, Nuclear Field Electronics Technician, Nuclear Field Machinist Mate</p>
<p><b>Totals: ----- Credit Hours: 19</b></p>	<p><b>Totals: ----- Credit Hours: 44</b></p>

Notation:

<sup>1</sup>Recommended course structure. Courses may vary depending upon the occupation or trade. Variable credit specialty courses may substitute upon approval of the Vice President for Academic Affairs. Evaluations for Prior Learning Credits may be assessed in consultation with academic program faculty and Vice President for Academic Affairs.

<sup>2</sup>U.S. Navy training courses and work experiences are verified with an official SMART transcript (Sailor/Marine American Council on Education Registry Transcript). A signed agreement between CASC and the U.S. Navy is available for review in the CASC Office of Academic Affairs. This program is not approved for VA Educational Benefits; students should consult with the VA Coordinator for options.



# Child Development

**Associate of Applied Science**  
**Division of Business and Technology**

Program Code (012)  
 Required: 63 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate of applied science degree are prepared to enter the workforce. If student intends to pursue a four-year degree should complete the associate of arts degree plan prior to transfer. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.*

GENERAL EDUCATION REQUIREMENTS (21 HOURS)	MAJOR REQUIREMENTS (42 HOURS)
<p><b>Communications - 3 hours</b> <i>(Select One)</i>                      ___ ENGL 1113 Freshman Composition I</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Computer Proficiency - 3 hours</b> <i>(Select One)</i>                      ___ CS 1103 Microcomputer Applications</p> <p><b>Approved Electives - 8 hours</b>  <i>Select any two or three courses from the following areas in conference with advisor</i>                      ___ Behavioral Science (Psychology or Sociology)                      ___ Business                      ___ Communications (English 1213, Speech)                      ___ HPER (any HPER, except activity courses)                      ___ Mathematics                      ___ Science</p>	<p><b>Required in Technical-Occupational Specialty 27 hours</b>  <i>(Select All)</i>                      ___ CD 1103 Teacher, Community and Family Relations<sup>1</sup>                      ___ CD 1223 Preschool Behavior &amp; Guidance                      ___ CD 2053 Child Dev Management &amp; Budgeting                      ___ CD 2113 Child Growth &amp; Development                      ___ CD 2223 Program Planning &amp; Administration<sup>1</sup>                      ___ CD 2103 Children with Special Needs                      ___ CD 2123 Health Care and Safety                      ___ CD 2143 Science, Math &amp; Social Diversity                      ___ CD 2213 Play, Art &amp; Music</p> <p><b>Occupational Support Courses – 15 hours</b>  <i>(Select five or more courses in conference with advisor)</i>                      ___ AHS 1203 Basic Nutrition                      ___ CD 2050 Current Topics in Child Development                      ___ CD 2133 Language and Physical Skills                      ___ CD 2253 Infant and Toddler Programs                      ___ SOC 2133 Marriage and Family                      ___ Cooperative Education (3 hours max)                      ___ Approved Elective</p>
<p><b>Totals: ----- Credit Hours: 21</b></p>	<p><b>Totals: ----- Credit Hours: 42</b></p>

Notation:

<sup>1</sup>Students who have earned a CDA Credential may apply 6 hours credit toward this AAS degree.

## Semester by Semester Degree Plan

### Child Development, AAS (012)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> CD 1103 Teacher, Community, & Family Relations	3
<input type="checkbox"/> CD 1223 Behavior, Guidance, and Readiness	3
<input type="checkbox"/> CD 2053 Child Development Management & Budgeting	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> CD 2103 Children with Special Needs	3
<input type="checkbox"/> CD 2113 Child Growth & Development	3
<input type="checkbox"/> CD 2223 Program Planning & Administration	3
<input type="checkbox"/> HPER – 2-3 credits	2-3
<b>Total:</b>	<b>17-18</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> PSY 1113 Intro to Psychology or SOC 1113 Intro to Sociology	3
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> CD 2123 Health Care & Safety	3
<input type="checkbox"/> CD 2213 Play, Art, & Music	3
<input type="checkbox"/> CD 2143 Science, Math, & Social Diversity	3
<b>Total:</b>	<b>15</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> CD 2133 Language and Physical Skills	3
<input type="checkbox"/> CD 2253 Infant & Toddler Programs	3
<input type="checkbox"/> SOC 2133 Marriage & Family	3
<input type="checkbox"/> AHS 1203 Basic Nutrition	3
<input type="checkbox"/> BUS 1013 Intro to Business	3
<b>Total:</b>	<b>15</b>
<b>Total Hours</b>	<b>63-64</b>

Program Requirements: 63 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Computer Technology

Associate of Applied Science

Division of Business and Technology

Options: Programming and Office Technology

Program Code (040)

Required: 61 Credit Hours

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's of applied science degree are prepared to enter the workforce after degree completion. Students should check with their academic advisor for employment opportunities. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

GENERAL EDUCATION REQUIREMENTS (19 HOURS)	MAJOR REQUIREMENTS (42 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Approved Electives - 6 hours</b> <i>(Select Both)</i>                      Choose any general education courses in conference with advisor                      ___ CS 1103 Microcomputer Applications                      ___ Approved Elective</p>	<p><b>PROGRAMMING OPTION</b>  <b>Required Courses - 21 hours</b> <i>(Select All)</i>                      ___ CS 1313 Programming I                      ___ CS 1333 Programming II                      ___ CS 2013 Database Management                      ___ CS 2203 Networking I                      ___ CS 2213 Networking II                      ___ CS 2243 Internet Programming                      ___ CS 1433 Introduction to Photoshop</p> <p><b>Elective Courses - 21 hours</b>  <i>(Select seven or more courses in conference with advisor)</i>                      ___ BA 1133 Customer Service                      ___ Approved Business Elective(s)                      ___ Approved Computer Science Elective(s)                      ___ Approved Elective                      ___ COED Cooperative Education (3 hours maximum)</p> <p><b>OFFICE TECHNOLOGY OPTION</b>  <b>Required Courses in Major - 21 hours</b> <i>(Select All)</i>                      ___ ACCT 1103 Fundamentals of Accounting                      ___ ACCT 2103 Financial Accounting                      ___ BUS 2113 Principles of Business Law                      ___ BUS 2133 Business Communicatins                      ___ CS 2003 Electronic Spreadsheets                      ___ CS 2013 Database Management                      ___ BA 1133 Customer Service</p> <p><b>Elective Courses - 21 hours</b>  <i>(Select seven or more courses in conference with advisor)</i>                      ___ ACCT 2203 Managerial Accounting                      ___ Approved Business Elective(s)                      ___ Approved Computer Science Elective(s)                      ___ Approved Office Science Elective                      ___ Approved Elective                      ___ COED Cooperative Education (3 hours maximum)</p>
<p><b>Totals: ----- Credit Hours: 19</b></p>	<p><b>Totals: ----- Credit Hours: 42</b></p>

Notation:

Students should complete the 43 hours listed in either Programming or Office Technology Option.

## Semester by Semester Degree Plan

### Computer Technology, AAS (040)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
<input type="checkbox"/> CS 2203 Networking I	3
<input type="checkbox"/> Elective in Major - (BA 1133, BUS, CS, ACCT, ECON)	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> CS 2213 Networking II	3
<input type="checkbox"/> CS 1313 Programming I	3
<input type="checkbox"/> Approved Elective - (any PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
<b>Total:</b>	<b>15</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> CS 1333 Programming II	3
<input type="checkbox"/> CS 1433 Introduction to Photoshop	3
<input type="checkbox"/> CS 2013 Database Management	3
<input type="checkbox"/> Elective in Major - (BA 1133, BUS, CS, ACCT, ECON)	3
<input type="checkbox"/> Elective in Major - (BA 1133, BUS, CS, ACCT, ECON)	3
<b>Total:</b>	<b>15</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> CS 2243 Internet Programming	3
<input type="checkbox"/> Elective in Major - (BA 1133, BUS, CS, ACCT, ECON)	3
<input type="checkbox"/> Elective in Major - (BA 1133, BUS, CS, ACCT, ECON)	3
<input type="checkbox"/> Elective in Major - (BA 1133, BUS, CS, ACCT, ECON)	3
<input type="checkbox"/> Elective in Major - (BA 1133, BUS, CS, ACCT, ECON)	3
<b>Total:</b>	<b>15</b>
<b>Total Hours:</b>	<b>61</b>

Program Requirements: 61 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Nursing

**Associate of Applied Science  
Division of Health Sciences**

Program Code (041)  
Required: 67-68 Credit Hours  
2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associates of applied science program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

GENERAL EDUCATION REQUIREMENTS (28 HOURS)	MAJOR REQUIREMENTS (39-40 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Physical Science - 5 hours</b> <i>(Select One)</i>                      ___ CHEM 1025 Gen Organic and Biochemistry</p> <p><b>Biological Science - 8 hours</b> <i>(Select Both)</i>                      ___ ZOO 2114 Human Physiology<sup>2</sup>                      ___ ZOO 2124 Human Anatomy</p> <p><b>Required Courses in General Education - 3 hours</b> <i>(Select One)</i>                      ___ PSY 1113 Introduction to Psychology</p>	<p><b>Required Courses – 39-40 hours</b>  <i>(Select courses in conference with advisor)</i>                      ___ NUR 1101 Role Transition in Nursing<sup>1</sup>                      ___ NUR 1129 Health-Illness Nursing I                      ___ NUR 1219 Health Illness Nursing II                      ___ NUR 2119 Health-Illness Nursing III                      ___ NUR 2219 Health-Illness Nursing IV                      ___ AHS 1203 Basic Nutrition</p>
<p><b>Totals: ----- Credit Hours: 28</b></p>	<p><b>Totals: ----- Credit Hours: 39-40</b></p>

Notation:

<sup>1</sup>Course is required with successful Advanced Placement into NUR 1219 or NUR 2119

<sup>2</sup>Prerequisite is CHEM 1025 (for nursing majors only)

**Semester by Semester Degree Plan**  
**Nursing, AAS (041)**

Course Number – Course Description	Hours
<i>Freshman Year (prior to Fall)</i>	
<input type="checkbox"/> CHEM 1025 General Organic and Biochemistry	5
<input type="checkbox"/> ZOO 2124 Human Anatomy	4
<input type="checkbox"/> PSY 1113 Intro to Psychology	3
<input type="checkbox"/> AHS 1203 Basic Nutrition	3
<b>Total:</b>	<b>15</b>
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> ZOO 2114 Human Physiology	4
<input type="checkbox"/> NUR 1129 Health Illness Nursing I	9
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> NUR 1219 Health Illness Nursing II	9
<b>Total:</b>	<b>12</b>
<i>Freshman Year (Summer Semester)</i>	
<input type="checkbox"/> NUR 1101 Role Transition in Nursing (valid only for Advanced Placement Students)	0-1
<b>Total:</b>	<b>0-1</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> NUR 2119 Health Illness Nursing III	9
<b>Total:</b>	<b>12</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> NUR 2219 Health Illness Nursing IV	9
<b>Total:</b>	<b>12</b>
<b>Total Hours</b>	<b>67-68</b>

Program Requirements: 67-68 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Occupational Health & Safety

**Associate of Applied Science**  
**Division of Social and Behavioral Science**

Program Code (107)  
 Required: 62-63 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's of applied science degree are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.*

<b>GENERAL EDUCATION REQUIREMENTS (26-27 HOURS)</b>	<b>MAJOR REQUIREMENTS (36 HOURS)</b>
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Math – 3 hours</b> <i>(Select One)</i>                      ___ MATH 1413 Survey of Contemporary Math                      ___ MATH 1513 College Algebra</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i>                      ___ ORI 1111 Freshman Orientation</p> <p><b>Science – 4-5 hours</b> <i>(Select One)</i>                      ___ CHEM 1115 General Chemistry w/ Lab*                      ___ GPS 1214 General Physical Science</p> <p><b>Required Courses in General Education – 6 hours</b>                      ___ PSY 1113 Intro to Psychology or SOC 1113 Intro to Sociology                      and                      ___ SPCH 1113 Introduction to Speech Communications</p>	<p><b>Required Courses - 36 hours</b> <i>(Select All)</i>                      ___ BUS 2023 Principles of Management                      ___ OHS 1313 Introduction to Health and Safety                      ___ OHS 1413 Physical Hazards Controls                      ___ OHS 2003 Introduction to Fire Science                      ___ OHS 2103 OSHA: Construction Industry &amp; Safety Regulations                      ___ OHS 2203 Legal Aspects and Environmental Regulations                      ___ OHS 2303 Introduction to Hazardous Materials and Waste                      ___ OHS 2333 Safety Program Training Presentation Techniques                      ___ OHS 2403 Principles of Industrial Hygiene                      ___ OHS 2413 Ergonomics and Human Factors in Safety                      ___ OHS 2423 Safety Program Management                      ___ OHS 2433 Risk Management</p>
<p><b>Totals: ----- Credit Hours: 26-27</b></p>	<p><b>Totals: ----- Credit Hours: 36</b></p>

Note: For students transferring to a four-year college, CHEM 1115 is recommended.

### Semester by Semester Degree Plan Occupational Health and Safety, AAS (107)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ORI 1111 Freshman Orientation	1
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> OHS 1313 Introduction to Health and Safety	3
<input type="checkbox"/> OHS 2303 Introduction to Hazardous Materials and Waste	3
<input type="checkbox"/> MATH 1413 or Math 1513	3
<input type="checkbox"/> OHS 2003 Introduction to Fire Science	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> BUS 2023 Principles of Management	3
<input type="checkbox"/> OHS 1413 Physical Hazards Controls	3
<input type="checkbox"/> OHS 2203 Legal Aspects and Environmental Regulations	3
<b>Total:</b>	<b>15</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> CHEM 1115 General Chemistry I or GPS 1214 General Physical Science*	4-5
<input type="checkbox"/> POS 1113 American Federal Government	3
<input type="checkbox"/> OHS 2333 Safety Program Training Presentation Techniques	3
<input type="checkbox"/> OHS 2413 Ergonomics and Human Factors in Safety	3
<input type="checkbox"/> OHS 2103 OSHA: Construction Industry & Safety Regulations	3
<b>Total:</b>	<b>16-17</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> PSY 1113 Intro to Psychology or SOC 1113 Intro to Sociology	3
<input type="checkbox"/> SPCH 1113 Introduction to Speech Communications	3
<input type="checkbox"/> OHS 2333 Safety Program Training Presentation Techniques	3
<input type="checkbox"/> OHS 2403 Principles of Industrial Hygiene	3
<input type="checkbox"/> OHS 2433 Risk Management	3
<b>Total</b>	<b>15</b>
<b>Total Hours: 62-63</b>	

Program Requirements: 62-63 cr-hrs, 2.00 GPA

Note: For students transferring to a four-year college, CHEM 1115 is recommended.

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.



# Physical Therapist Assistant

**Associate of Applied Science**  
**Division of Health Sciences**

Program Code (051)  
 Required: 65 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associates of applied science program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.*

GENERAL EDUCATION REQUIREMENTS (23 HOURS)	MAJOR REQUIREMENTS (42 HOURS)
<p><b>English Composition - 6 hours</b> <i>(Select Both)</i>                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i>                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i>                      ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 8 hours</b> <i>(Select Both)</i>                      ___ ZOO 2114 Human Physiology<sup>1</sup>                      ___ ZOO 2124 Human Anatomy<sup>1</sup></p> <p><b>Required Course in General Education - 3 hours</b> <i>(Select One)</i>                      ___ PSY 1113 Introduction to Psychology</p>	<p><b>Required Courses – 42 hours</b>  <i>(Select All)</i></p> <p>___ PHTA 1113 Introduction to Physical Therapy                      ___ PHTA 1203 Anatomy and Physiology for PTA's                      ___ PHTA 1231 Clinical Orientation                      ___ PHTA 1283 Physical Disabilities                      ___ PHTA 1292 Physical Therapy Procedures I                      ___ PHTA 2332 Clinical Experience I                      ___ PHTA 2343 Physical Therapy Procedures II                      ___ PHTA 2353 Neurology and Pathology                      ___ PHTA 2363 Kinesiology                      ___ PHTA 2373 Therapeutic Exercise I                      ___ PHTA 2413 Rehabilitation                      ___ PHTA 2432 Clinical Experience II                      ___ PHTA 2442 Psychosocial Aspects of Physical Therapy                      ___ PHTA 2473 Therapeutic Exercise II                      ___ PHTA 2482 PTA Seminar                      ___ PHTA 2534 Clinical Experience III</p>
<p><b>Totals: ----- Credit Hours: 23</b></p>	<p><b>Totals: ----- Credit Hours: 42</b></p>

Notation:

<sup>1</sup>By permission of Science or Health Science advisor

**Semester by Semester Degree Plan**  
Physical Therapist Assistant, AAS (051)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> ZOO 2124 Human Anatomy	4
<input type="checkbox"/> PSY 1113 Intro to Psychology	3
<input type="checkbox"/> PHTA 1283 Physical Disabilities	3
<input type="checkbox"/> PHTA 1113 Introduction to Physical Therapy	3
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> ZOO 2114 Human Physiology	4
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> PHTA 1203 Anatomy and Physiology for PTA's	3
<input type="checkbox"/> PHTA 1231 Clinical Orientation	1
<input type="checkbox"/> PHTA 1292 Physical Therapy Procedures I	2
<b>Total:</b>	<b>16</b>
<b>Freshman Year (Summer Semester)</b>	
<input type="checkbox"/> POS 1113 American Federal Government	3
<b>Total:</b>	<b>3</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> PHTA 2332 Clinical Experience I	2
<input type="checkbox"/> PHTA 2343 Physical Therapy Procedures II	3
<input type="checkbox"/> PHTA 2353 Neurology and Pathology	3
<input type="checkbox"/> PHTA 2363 Kinesiology	3
<input type="checkbox"/> PHTA 2373 Therapeutic Exercise I	3
<b>Total:</b>	<b>14</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> PHTA 2413 Rehabilitation	3
<input type="checkbox"/> PHTA 2432 Clinical Experience II	2
<input type="checkbox"/> PHTA 2442 Psychosocial Aspects of Physical Therapy	2
<input type="checkbox"/> PHTA 2473 Therapeutic Exercise II	3
<input type="checkbox"/> PHTA 2482 PTA Seminar	2
<b>Total</b>	<b>12</b>
<b>Sophomore Year - (Summer Semester)</b>	
<input type="checkbox"/> PHTA 2534 Clinical Experience	4
<b>Total:</b>	<b>4</b>
<b>Total Hours:</b>	<b>65</b>

Program Requirements: 65 cr-hrs, 2.00 GPA

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Prerequisites are listed first. Science, math, and major coursework are listed in order the course should be taken and in what term the course should be taken. Students should enroll into ORI 1111 and ENGL 1113, and any development courses in the first term. Courses listed in parenthesis are selections from which a student may choose. Enrollment into developmental courses will add to the total credit hour count, and may alter math and science enrollment rotations. -- While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# CERTIFICATES:

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**Child Development**

**Child Development Infant Toddler**

**Child Development/Director's Certificate**

**Physical Therapist Aide**

# Child Development

Program Code (048)

Certificate

Required: 18 Credit Hours

Division of Business and Technology

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.

GENERAL EDUCATION REQUIREMENTS (3 HOURS)	MAJOR REQUIREMENTS (15 HOURS)
<b>Communications - 3 hours (Select One)</b> ___ ENGL 1113 Freshman Composition I	<b>Required Courses - 15 hours (Select All)</b> ___ CD 1103 Teacher, Community and Family Relations <sup>1</sup> ___ CD 1223 Preschool Behavior & Guidance ___ CD 2113 Child Growth & Development ___ CD 2133 Language and Physical Skills ___ CD 2223 Program Planning & Administration <sup>1</sup>
<b>Totals: ----- Credit Hours: 3</b>	<b>Totals: ----- Credit Hours: 15</b>

Notation:

<sup>1</sup>Students who have earned a CDA Credential may apply 6 hours credit toward this Certificate.

## Semester by Semester Degree Plan Child Development, Cert (048)

Course Number – Course Description	Hours
Freshman Year 1 <sup>st</sup> Semester – Fall	
<input type="checkbox"/> CD 1103 Teacher, Community, & Family Relations *	3
<input type="checkbox"/> CD 1223 Behavior, Guidance, and Readiness*	3
<input type="checkbox"/> CD 2113 Child Growth & Development *	3
<b>Total:</b>	<b>9</b>
Freshman Year 2 <sup>nd</sup> Semester – Spring	
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> CD 2133 Language and Physical Skills	3
<input type="checkbox"/> CD 2223 Program Planning & Administration	3
<b>Total:</b>	<b>9</b>
<b>Total Hours:</b>	<b>18</b>

Program Requirements: 18 cr-hrs, 2.00 GPA

Note: \*These three CD courses meet the education component for the national CDA Credential. Students should consult with CASC Child Development Program Director. Completion of this certificate builds the foundation for two additional Certificate programs, including, the Infant Toddler Certificate and the Director’s Certificate.

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Coursework are listed in order the course should be taken and in what term the course should be taken. While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Child Development/Director's Certificate

Program Code (065)

## Certificate

Required: 24 Credit Hours

## Division of Business and Technology

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability

GENERAL EDUCATION REQUIREMENTS (7 HOURS)	MAJOR REQUIREMENTS (18 HOURS)
<b>Communications - 3 hours (Select One)</b> ___ ENGL 1113 Freshman Composition I  <b>Computer Proficiency - 3 hours (Select One)</b> ___ CS 1103 Microcomputer Applications	<b>Required Courses 18 hours (Select All)</b> ___ CD 1103 Teacher, Community and Family Relations* ___ CD 1223 Preschool Behavior & Guidance ___ CD 2113 Child Growth & Development ___ CD 2133 Language and Physical Skills ___ CD 2053 Child Dev Management and Budgeting ___ CD 2223 Program Planning & Administration*
<b>Totals: ----- Credit Hours: 6</b>	<b>Totals: ----- Credit Hours: 18</b>

\* Students who have earned a CDA Credential may apply 6 hours credit toward this Certificate.

### Semester by Semester Degree Plan Child Development/Director's Certificate, Cert (065)

Course Number – Course Description	Hours
Freshman Year 1 <sup>st</sup> Semester – Fall <input type="checkbox"/> CD 1103 Teacher, Community, & Family Relations * <input type="checkbox"/> CD 1223 Behavior, Guidance, and Readiness* <input type="checkbox"/> CD 2113 Child Growth & Development * Total:	3 3 3 9
Freshman Year 2 <sup>nd</sup> Semester – Spring <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> CD 2133 Language and Physical Skills <input type="checkbox"/> CD 2223 Program Planning & Administration Total:	3 3 3 9
Sophomore Year 1st Semester – Fall <input type="checkbox"/> CD 2053 Child Development Management and Budgeting <input type="checkbox"/> CS 1103 Microcomputer Applications Total:	3 3 6
<b>Total Hours::</b>	<b>24</b>

Program Requirements: 24 cr-hrs, 2.00 GPA

**Note:**

\*These three CD courses meet the education component for the national CDA Credential. Students should consult with CASC's Child Development Program Director. This certificate is also known as the Director's Certificate of Completion.

**How to Use this "Semester by Semester Degree Plan":** Courses in this semester by semester breakdown are listed with several thoughts in mind. Coursework are listed in order the course should be taken and in what term the course should be taken. While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Child Development Infant Toddler

Program Code (066)

**Certificate**

Required: 24 Credit Hours

**Division of Business and Technology**

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability

GENERAL EDUCATION REQUIREMENTS (3 HOURS)	MAJOR REQUIREMENTS (21 HOURS)
<b>Communications - 3 hours (Select One)</b> ___ ENGL 1113 Freshman Composition I	<b>Required Courses 21 hours (Select All)</b> ___ CD 1103 Teacher, Community and Family Relations* ___ CD 1223 Preschool Behavior & Guidance ___ CD 2113 Child Growth & Development ___ CD 2133 Language and Physical Skills ___ CD 2223 Program Planning & Administration* ___ CD 2253 Infant Toddler Programs ___ CD 2123 Health Care, Safety, & Nutrition
<b>Totals: ----- Credit Hours: 3</b>	<b>Totals: ----- Credit Hours: 21</b>

\* Students who have earned a CDA Credential may apply 6 hours credit toward this Certificate.

## Semester by Semester Degree Plan

Child Development Infant Toddler, Cert (066)

Course Number – Course Description	Hours
Freshman Year 1 <sup>st</sup> Semester – Fall <input type="checkbox"/> CD 1103 Teacher, Community, & Family Relations * 3 <input type="checkbox"/> CD 1223 Behavior, Guidance, and Readiness* 3 <input type="checkbox"/> CD 2113 Child Growth & Development * 3 Total: 9	
Freshman Year 2 <sup>nd</sup> Semester – Spring <input type="checkbox"/> ENGL 1113 Freshman Composition I 3 <input type="checkbox"/> CD 2133 Language and Physical Skills 3 <input type="checkbox"/> CD 2223 Program Planning & Administration 3 Total: 9	
Sophomore Year 1st Semester – Fall <input type="checkbox"/> CD 2253 Infant Toddler Programs 3 <input type="checkbox"/> CD 2123 Health Care, Safety, & Nutrition 3 Total: 6	
<b>Total Hours::</b>	<b>24</b>

Program Requirements: 24 cr-hrs, 2.00 GPA

Note:

\*These three CD courses meet the education component for the national CDA Credential. Students should consult with CASC’s Child Development Program Director.

**How to Use this “Semester by Semester Degree Plan”:** Courses in this semester by semester breakdown are listed with several thoughts in mind. Coursework are listed in order the course should be taken and in what term the course should be taken. While this is a guide to help the student with pre-enrollment, a study of the Course Schedule and a visit with an academic advisor is a must.

# Physical Therapist Aide

**Certificate**  
**Division of Health Sciences**

Program Code (067)  
 Required: 35 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education & Major Requirement courses. Only currently admitted, former, or graduated PTA students are eligible for the certificate upon first year of the PTA program. Please consult PTA director for information.*

<b>GENERAL EDUCATION REQUIREMENTS (23 HOURS)</b>	<b>MAJOR REQUIREMENTS (12 HOURS)</b>
<p><b>English Composition - 6 hours</b> (<i>Select Both</i>)                      ___ ENGL 1113 Freshman Composition I                      ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> (<i>Select One</i>)                      ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> (<i>Select One</i>)                      ___ POS 1113 American Federal Government</p> <p><b>Science – 8 hours</b> (<i>Select Both</i>)                      ___ ZOO 2124 Human Anatomy                      ___ ZOO 2114 Human Physiology</p> <p><b>Required Course in General Education – 3 hours</b>                      ___ PSY 1113 Introduction to Psychology</p>	<p><b>Required Courses – 12 hours</b> (First Year Program Courses)                      ___ PHTA 1113 Introduction to Physical Therapy                      ___ PHTA 1203 Applied Anatomy and Physiology                      ___ PHTA 1231 Clinical Orientation                      ___ PHTA 1283 Physical Disabilities                      ___ PHTA 1292 Physical Therapy Procedures I</p>
<b>Totals: ----- Credit Hours: 23</b>	<b>Totals: ----- Credit Hours: 12</b>

## Semester by Semester Degree Plan Physical Therapist Assistant, AAS (057)

<b>Course Number – Course Description</b>	<b>Hours</b>
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b>	
<input type="checkbox"/> ENGL 1113 Freshman Composition I	3
<input type="checkbox"/> PHTA 1113 Introduction to Physical Therapy	3
<input type="checkbox"/> PHTA 1283 Physical Disabilities	3
<input type="checkbox"/> PSY 1113 Intro to Psychology	3
<input type="checkbox"/> ZOO 2124 Human Anatomy	4
<b>Total:</b>	<b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b>	
<input type="checkbox"/> ENGL 1213 Freshman Composition II	3
<input type="checkbox"/> HIST 1483 or 1493 American History	3
<input type="checkbox"/> PHTA 1203 Anatomy and Physiology for PTA's	3
<input type="checkbox"/> PHTA 1231 Clinical Orientation	1
<input type="checkbox"/> PHTA 1292 Physical Therapy Procedures I	2
<input type="checkbox"/> ZOO 2114 Human Physiology	4
<b>Total:</b>	<b>16</b>
<b>Freshman Year (Summer Semester)</b>	
<input type="checkbox"/> POS 1113 American Federal Government	3
<b>Total:</b>	<b>3</b>
<b>Total Hours: 35</b>	

Program Requirements: 35 cr-hrs, 2.00 GPA

# COURSE DESCRIPTIONS

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The following courses are grouped by subject area. A course is defined by its four-digit course number, course title, and course description. The number of credit hours awarded per semester are identified in parenthesis following the course title. Following the course description, prerequisites are identified and the expected term(s) when the course is offered, where Su=Summer, Fa=Fall, Sp=Spring, and D=On Demand. Student should check the course schedule to verify course offering per term and per campus. Not all courses are offered each semester, and some courses are only offered on the Poteau or Sallisaw or web campus.

## Accounting

**ACCT 1103 - Fundamentals of Accounting (3)** This course covers record keeping for small businesses. Double-entry system is used and an emphasis is placed on special journals and financial reports. This course can be used as a preparatory course for Accounting 2103 and for technical students who have had no previous training or experience in bookkeeping. [Fa, Sp]

**ACCT 2103 - Financial Accounting (3)** This course is an introductory course in financial accounting emphasizing the accounting process and the preparation of financial statements. Major topics include accounting concepts, cash, receivables, inventory, asset acquisition and depreciation, liabilities, bonds, and cash flow. [Su, Fa, Sp]

**ACCT 2203 - Managerial Accounting (3)** This course is an introductory course in managerial accounting. Major topics include planning and control, decision making, and cost accounting. Prerequisite: ACCT 2103. [Su, Fa, Sp]

## Allied Health Sciences

**AHS 2010 – Selected Topics in Allied Health (1-3)** This course will deal with selected topics in the various studies of health and health professions. [D]

**AHS 1013 - Introduction to Health Professions (3)** This course provides students with a foundation regarding health careers common in the United States of America. The content will include a synopsis of the history of health care and of each of the discussed careers as well as information necessary to understand the basic practice and methods for entering the health career. Prerequisites: None. [Sp]

**AHS 1111 - Introduction to Athletic Training (1)** This course is designed to introduce and educate students about the profession of athletic training. The student will participate in classroom, laboratory, and clinical instruction. The student will, at the course completion, be competent in the history of athletic training, athletic training scope of practice, athletic training educational requirements, & athletic training career opportunities. [D]

**AHS 1113 - Introduction to Medical Terminology (3)** This course will provide a foundation for the recognition and development of common medical terms, definitions, and their proper usage. The principles of medical terminology and building a working vocabulary of medical terms in a logical and orderly manner are the foundation for this course. Prerequisites: None. [Su, Fa, Sp]

**AHS 1203 - Basic Nutrition (3)** A study of normal nutrition relating to physical development & health for all ages of the life cycle with an emphasis on the function of nutrients & their requirements for digestion, absorption and metabolism. The course provides an introduction to weight management, medical nutrition therapy & food safety. Factors that affect overall nutritional status is presented. Prerequisites: None. [Su, Fa, Sp]

**AHS 1212 - Pathology of Sports Injury (2)** This course is designed to provide advanced knowledge, skills, and practices to the student of health, sport, and fitness in assessment, recognition, treatment, and prevention of injury occurring to the physically active. [D]

**AHS 1403 - Basic Pharmacology (3)** This course has been designed to assist beginning health care professionals



in learning about the most common medications used, safely administering these medications, and the patient teaching that needs to be implemented for those taking the medication. Prerequisites: None. [Fa, Sp]

**AHS 2010 - Selected Topics in Allied Health (1-3)** This course will cover topics in Allied Health not covered in other health courses, but which will benefit the student with a better understanding of the subject. This course may be repeated under a change of topic. Prerequisites: Permission of instructor. [D]

**AHS 2013 – Pathophysiology (3)** This course is designed to build on knowledge obtained by the student in Human Anatomy & Human Physiology courses. This course focuses on changes & responses of the human body resulting from pathological processes. Prerequisites: ZOO 2114 and ZOO 2124 or equivalent. [Fa, Sp]

**AHS 2113 - Preventative Techniques in Athletic Training (3)** This course is designed to educate the student in the applications, indications, contraindications, and professional practices of athletic taping, bracing, splinting, and casting. An in depth study of musculoskeletal anatomy and care and prevention of injury occurring to the physically active will be incorporated. The student will also obtain experience with collision and contact sports in the collegiate and secondary school setting. Prerequisites: AHS 1212 or instructor approval. [F]

**AHS 2213 - Therapeutic Modalities (3)** This course is designed to examine theory and application of Therapeutic Modalities in Rehabilitation of injury occurring to the physically active. Students will learn the ethical & logistical methods of practice as well as the contraindications & indications of common modalities employed in the practice of Athletic Training. LAB: This is the practical study designed to educate the athletic training student of the practices of the application of Therapeutic Modalities in Rehabilitation of injury occurring to the physically active. The student will learn the ethical and logistical methods of practice as well as the contraindications and indications of common modalities employed in the practice of Athletic Training. This practical experience will involve that actual application of procedures to peers and athletes as an Athletic Training Student. [D]

## Art

**ART 1103 - Fundamentals of Art (3)** This course is a study of the principal elements of two-dimensional design. Elements include color, perspective, fundamental drawing concepts, and compositional elements. By using a variety of materials, students will apply the elements to a series of studio assignments. [D]

**ART 1113 - Art Appreciation (3)** This course is a 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 are emphasized in this course. [Su, Fa, Sp]

**ART 1123 - Perspective and Composition (3)** An introduction to the essentials of perspective and use of compositional principles for further instruction in drawing and painting, this course uses a variety of media. Prerequisite: ART 1103. [D]

**ART 1133 - Water Color I (3)** Water Color I will develop students' skills in watercolor painting, stressing form and composition, visual perception, and individual expression. [D]

**ART 1143 - Water Color II (3)** Water Color II will continue to develop students' skills in watercolor painting and stress form and composition, visual perception, and individual expression. Prerequisite: ART 1133. [D]

**ART 1153 - Basic Drawing (3)** Drawing I will develop students' understanding of the basic concepts of drawing and their powers of observation. Students will work with various media, utilizing a variety of sources and environments. [D]

**ART 1163 - Figure Drawing I (3)** Figure Drawing I includes study in gesture and finished drawings of the model. Emphasis will be placed on pose, composition, and a variety of media. [D]

**ART 2113 - Art History Survey I (3)** Art History Survey I is a study of the arts, artists, and their cultures from prehistoric man through the early Renaissance. [D]

**ART 2123 - Art History Survey II (3)** Art History Survey II is a study of the arts, artists, and their cultures from the early Renaissance to the present. [D]

**ART 2163 - Oil Painting I (3)** Painting I will develop students' skills in opaque painting, stressing form and content, visual appreciation, and individual expression. [D]

**ART 2173 - Oil Painting II (3)** Painting II will continue to develop students' skills in opaque painting. The course will continue to stress form and content, visual appreciation, & individual expression. Prerequisite: ART 2163. [D]

**ART 2213 - Black and White Photography I (3)** Black and White Photography I will cover basic 35mm camera operations as well as black and white film processing and printing. [D]

## Biology

**BIO 1114 - General Biology (4)** Designed for non-science majors, this course is an introduction to the foundation of life and the laws of nature as revealed in organisms. This course examines the general concept of fundamental facts, principles, and theories of the biological sciences with particular emphasis on those aspects that apply to man. 3 hours theory, 2 hours laboratory. [Fa, Sp]

**BIO 2155 – Microbiology (5)** This course is an introduction to the study of microbes and includes their biochemical, environmental, medical, and social importance. Laboratory study is concerned with morphology, biochemistry, utilization, & control of microorganisms. Lecture 3 hours. Laboratory 4 hours. Prerequisites: 4 hours Biological Science, CHEM 1115. [Fa, Sp]

## Botany

**BOT 1114 - General Botany (4)** Designed for students with majors and minors in biological science, this course presents the major concepts of biology and its processes as illustrated by the living plant. 3 hours theory, 2 hours laboratory. [Sp]

## Business – Applied Business

**BA 1133 - Customer Service (3)** This course presents ways to evaluate and provide effective customer service and examines strategies for improvement. [Sp]

## Business

**BUS 1013 - Introduction to Business (3)** This is an introductory course for students of economics and business, and surveys basic principles, forms, and practices involved in administration of the business firm, as well as forms of ownership, and financing and marketing options. [Fa, Sp]

**BUS 1113 - Business Mathematics (3)** This course is a review of the fundamental principles of mathematics and application of these principles to business processes. Topics covered include bank records, percentage, payroll records, discounts, commissions, markup, interest, taxes, insurance, inventories, depreciation, stocks, bonds, and annuities. [Su, Fa, Sp]

**BUS 2023 - Principles of Management (3)** An introduction to the basic theory and principles of management, this course emphasizes the functions of management planning, organizing, staffing, decision making, communicating, motivating, leading, and controlling through a survey approach to current trends in management and possible future developments in organization and administration. [Fa, Sp]

**BUS 2113 - Principles of Business Law I (3)** This course is an introduction to the legal environment of business. Major topics include: the court system, contracts, business organization, & labor. A review of several court cases examines how the legal environment, government regulation, & e-commerce influence business decisions. [Fa]

**BUS 2123 – Statistics for Business and Economics (3)** This course will cover methods of collecting, analyzing,

and presenting data for business purposes. Topics will include: frequency distributions, measures of central tendency, probability, dispersion, sampling, and correlations. Prerequisite: MATH 1513. [Fa, Sp]

**BUS 2133 - Business Communications (3)** This course is a survey course of communications skills needed in the business environment. Course content includes composing business documents, 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. Prerequisites: ENGL 1113 and CS 1103 or equivalent. [Fa, Sp]

**BUS 2150 – Selected Topics in Business (1-3)** This class deals with selected topics, projects, and/or independent studies in business and may be repeated with a change in subject matter. [D]

## Child Development

**CD 1103 - Teacher, Community and Family Relations (3)** This course enables students to develop the skills and techniques for working with parents and community in relation to the child care setting. This course also includes methods for communication, parent involvement, family relations, and parent education. [Su, Fa, Sp]

**CD 1121 - Childcare Services: Individual Practicum (1)** This course is designed to produce within the individual an awareness of the importance of personal development, competence, and confidence in the field of early childhood development. [D]

**CD 1131 - Childcare Services: Organization Practicum (1)** This course is aimed at producing an early childhood professional who recognizes the significance of responsive interactions with colleagues and children on sight and team development in meeting the need of the clientele. [D]

**CD 1141 - Childcare Services: Community Practicum (1)** This course focuses on developing the student's knowledge of constructive interpersonal relations with parents and community at large. In addition, this course furthers the students' understanding of the organization's role and its position within the larger community. [D]

**CD 1151 - CDA Assessment (1)** This course is designed to present informative information on processes and procedures in obtaining the Child Development Associate Credential. A program outline using the CDA. Competency Standards book will be the guideline for the teaching objectives. [D]

**CD 1223 - Preschool Behavior and Guidance (3)** This course is a study of observing and recording common behavior in children during their early years. Students will learn to keep records and assessments, and will focus on understanding their development and behavior through different guidance techniques. This course will also provide opportunity to use the Oklahoma Early Learning Guidelines to support their work with ages Three through Five. The purpose of the Early Learning Guidelines (ELG) ages Three through Five was created to serve as a foundation to connect what is taught with what is appropriate for very young children. [Fa, Sp]

**CD 2050 - Currents Topics in Child Development (2)** This course covers current topics dealing with innovative and informative approaches in the child care field and may be repeated with a different topic. [D]

**CD 2053 - Child Development Management and Budgeting (3)** This course is designed for the Child Care Center or Home owner who does their own paperwork. The information provided in the course shows the owner how to setup a budget using Excel and how to allocate resources for each category. Sample files are provided to show the actual procedure. [Su, Fa, Sp]

**CD 2103 - Children with Special Needs (3)** This course enables students to understand the physical and psychological needs of handicapped children, and to implement a learning environment to help meet their needs through selected activities. [Fa, Sp]

**CD 2113 - Child Growth and Development (3)** This course introduces students to the developmental stages of preschool children growth and their relationship to the world in which they live. The curriculum incorporates the physical, social, emotional, and intellectual needs of young children. [Su, Fa, Sp]

**CD 2123 - Health Care and Safety (3)** This course enables students to develop skills needed to teach health, safety, and the required nutritional needs of the pre-school child. This course includes health & safety practices, as well as evaluation of nutritional learning experiences including mealtime and supplemental concepts. [Su, Sp]

**CD 2133 - Language and Physical Skills (3)** This course examines teaching techniques appropriate in literature and motor skills for preschool children with emphasis on selected activities that will enhance learning skills for the preschool age child. [Su, Fa, Sp]

**CD 2143 - Science, Math and Social Diversity (3)** This course teaches learning experiences in math, science, and social sciences using real world situations incorporating hands-on learning methods suitable for a preschool child's mental health. [Fa]

**CD 2150 - Internship (1-3)** This course is designed for on-the-job training in positions, which can provide additional knowledge in the students' major areas of emphasis. [D]

**CD 2213 - Play, Art, Music (3)** This course introduces students to various ideas & techniques that would enhance a preschool child's expression, fostering the individual needs of each child through play, art, & music. [Fa]

**CD 2223 - Program Planning and Administration (3)** This course is designed to teach students how to develop, plan, and administer a childcare program. Emphasis will include evaluating lesson plans using short- and long-range goals of the child care program. Students will also learn the philosophy of different programs in the field of child. [Su, Fa, Sp]

**CD 2253 - Infant /Toddler Program (3)** This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. This course will also provide opportunity to use the Oklahoma Early Learning Guidelines to support their work with infants and toddlers. The purpose of the Early Learning Guidelines (ELG) for Infants and Toddlers was created to serve as a foundation to connect what is taught with what is appropriate for very young children. [Fa, Sp]

## Chemistry

**CHEM 1025 - General and Organic Biochemistry (5)** A survey of selected topics in chemistry. A brief intro to fundamental principles, unit conversion, Atomic structure, chemical bonding, periodic law acids, bases, pH, chemical equilibrium, electrolytes, and properties of solution as applied in the life sciences and allied health areas. The course also introduces topics from organic and biochemistry. The relationships between chemical principles & human health is emphasized throughout the course. Includes math manipulations required to solve chemical problems. Prerequisite: math remediation must be met. 3 hours theory, 4 hours laboratory. [Fa, Sp]

**CHEM 1115 - General Chemistry I (5)** This course covers important elements, their history and occurrence; common methods of preparations, properties, and practical uses of many of the commonly used acids, bases, salts; & the theory of inorganic chemistry. Co-requisite: MATH 1513. 3 hours theory, 4 hours laboratory. [Fa, Sp]

**CHEM 1215 - General Chemistry II (5)** A continuation of Chemistry 1115, this course covers chemical kinetics, thermodynamics, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry. Prerequisite: CHEM 1115. 3 hours theory, 4 hours laboratory. [Fa, Sp]

## Cherokee Language

**CHER 1112 - Basic Cherokee I (2)** This course is the introductory course in the Cherokee language. Basic Cherokee will introduce 84 characters, called the *syllabary*, and the sounds associated with the individual characters. Aspects of the Cherokee culture will be introduced through classroom activities & guest speakers. [D]

**CHER 1122 - Basic Cherokee II (2)** This course is the introductory course in the Cherokee language. Basic Cherokee will introduce 84 characters, called the *syllabary*, and the sounds associated with the individual characters. Aspects

of the Cherokee culture will be introduced through classroom activities & guest speakers. [D]

## Choctaw Language

**CHOC 1113 - Choctaw Language I (3)** This beginning course includes listening and simple speaking skills, practice of basic grammar and reading, and writing simple sentences. [D]

**CHOC 1213 - Choctaw Language II (3)** This course is a semester-long course intended for students who have successfully completed Choctaw I Beginning Course. This course introduces many important grammatical points of the Choctaw language that differ conceptually from their English counterparts, and is in that way more challenging than the first course. In this course, more complex written materials will be added: the student will notice that translation between Choctaw and English is not accomplished by mapping words one-to-one from one language to the other, but by understanding the concept in one language, and finding an equivalent concept in the other. The student will grow to appreciate the sophistication of the Choctaw language, with its many distinctions in both the grammar and the lexicon. At the end of this course, the student will understand the construction of a variety of complex sentences, have a large vocabulary, understand word formation, and have mastered an acceptable pronunciation. [D]

**CHOC 1513 - Choctaw Language and Culture I (3)** This course provides a basic introduction to Choctaw language and culture. [Fa, Sp]

**CHOC 1613 - Choctaw Language and Culture II (3)** Intermediate Choctaw is a semester Language course intended for students who have successfully completed Choctaw I beginning course. [Fa, Sp]

## Criminal Justice

**CJ 1113 – Introduction to Criminal Justice (3)** Students examine the historical development of criminal justice, police functions, trial procedure, constitutional law, imprisonment, probation and parole, and government agencies. [Fa, Sp]

**CJ 1123 - Criminal Law for Law Enforcement (3)** This course is an introductory class in Criminal Justice majors. It will examine substantive criminal law defining common law, statutory crimes and punishment. They will also examine the nature of the criminal acts of substantive criminal law, defining the necessary elements and punishments of each act. [Fa, Sp]

**CJ 2023 - Criminal Procedures (3)** This course focuses on the rules, principles, and concepts governing the enforcement of arrest, search, and seizure. Procedural controls incidental to the investigation of criminal offenses arrest, search, and seizures in the administration of justice. [Fa, Sp]

**CJ 2123 - Police Community Relations (3)** Identification of illegal drugs, special problems in enforcement, & an analysis of the development of modern drug laws in relation to scientific studies are covered in this course. [Fa]

**CJ 2133 - Patrol Operations (3)** The role of patrol operations in the law enforcement organization is studied. Skills, knowledge, and theories necessary for efficient patrol work are included. [Sp]

**CJ 2140 - Selected Topics in Criminal Justice (1-3)** This course deals with various topics designed to approach issues in criminal justice based on students' needs. [Su]

**CJ 2222 - Criminal Justice Communication (2)** This course introduces theory and provides practice in preparation of police officers with an emphasis on composition and clear, concise communication. [Sp]

**CJ 2224 - Criminal Investigation (3)** The role of the crime laboratory in the law enforcement organization, scientific crime detection, recording the crime scene, collection, and identification and transporting of evidence are covered in this class. [Fa, Sp]

**CJ 2253 - Police Traffic Studies (3)** The police role in highway traffic safety activities, theories, structure & process

of enforcement, engineering & education in accident prevention & loss reduction will be studied. [Sp]

## Cooperative Education

**COED 1001 - Seminar (1)** Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required. [D]

**COED 1021 - Seminar (1)** Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required. [D]

**COED 1111 - Supervised Work Experience (1)** Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 6 to 11 hours per week for 16 weeks if this course is taken in a spring or fall semester and 18 to 15 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required. [D]

**COED 1122 - Supervised Work Experience (2)** Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 12 to 17 hours per week for 16 weeks if this course is taken in a spring or fall semester and 16 to 22 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required. [D]

**COED 2031 - Seminar (1)** Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required. [D]

**COED 2041 - Seminar (1)** Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required. [D]

**COED 2133 - Supervised Work Experience (3)** Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 18 to 23 hours per week for 16 weeks if this course is taken in a spring or fall semester and 23 to 29 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required. [D]

**COED 2144 - Supervised Work Experience (4)** Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 24 hours or more per week for 16 weeks if this course is taken in a spring or fall semester and 30 hours or more per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required. [D]

## College Success

**COSU 1103 - College Success (3)** Designed to aid students in adjustment to college, this course develops and sharpens students' skills necessary for success in college. Units covered include personal evaluation, study skills, research skills, thinking, and decision making. [Fa]

## Computer Science

**CS 1010 – Selected Topics in Computer Science (1-3)** The study and/or analysis of a selected topic in computer science, this course may be repeated with a different topic. [D]

**CS 1103 - Microcomputer Applications (3)** This course is designed to give the student hands-on experience with word processing, electronic spreadsheets, presentation software, and data base management software. Exploration of the Internet and a brief overview of microcomputer concepts will be Windows based. This course can be used to satisfy a Computer proficiency requirement at some four-year institutions. [Su, Fa, Sp]

**CS 1113 - Introduction to Computer Forensics (3)** This course is designed as an overview of computer forensics and investigation tools and techniques. Topics will include crime and incident scene processing, data acquisition, computer forensics analysis, file recovery, investigative report writing, and evidence control. In addition, students will be introduced to available computer forensics hardware and software tools. The basics of operating systems, file structure, and digital processes will be covered during the basics phase of this course. Students will be required to submit to a background check. [Su, Sp]

**CS 1313 - Programming I (3)** This course is designed as a study of structured programming techniques utilizing the C language. The course provides an overview of classes, objects, encapsulation, and methods. The course will also include fundamental control structures, files, input and output, and end with the study of arrays and collections. Outside computer practice is required. [Fa]

**CS 1333 - Programming II (3)** A continuation of CS 1313 a course in object oriented programming utilizing "C#" language. This course includes memory allocation, linked lists, stacks, queues, binary trees, polymorphism, inheritance, and encapsulation. This course also provides an overview of design processes used in object oriented programming as well as debugging and exception handling. Prerequisite: CS 1313. [Sp]

**CS 1423 - Information Security (3)** This course provides an overview of the threats and vulnerabilities of information systems. The course also provides guidelines of the responsibilities of personnel and the basic tools for information security. An outline of training and expertise needed in organizations to reach and maintain a state of acceptable security is covered, and this course gives the basis for future information security courses. Prerequisites: CS 1103. [Fa]

**CS 1433 - Introduction to Photoshop (3)** This course introduces student to concepts and features of Adobe Photoshop. Students will learn to edit existing images and create original graphics for print and web publications. Prerequisites: CS 1103. [Fa]

**CS 1443 - Animation and Interactive Media (3)** This course is an applied course in computer-based interactive media and animation. The course will cover basic animation techniques including: image sequencing, tweened animation and dynamic motion. The course also encompasses action scripting, keyboard navigation, and interactive design for developing media user interfaces. [Sp]

**CS 1513 - Operating Systems (3)** This course is an introduction to modern operating systems and their basic components. These components will include Memory Management, Process Management, Device Management, File Management, System Security, and System Management. The course will explore the different methods utilized to manage these components within Windows, Linux, and Android operating systems. Theory/ Lab. [Fa]

**CS 2003 - Electronic Spreadsheets (3)** This course is designed to provide students with hands-on experience in using electronic spreadsheets. The student is introduced to the spreadsheet access system, help facility, entering cell entries, cell ranges and blocks, entering formulas, using functions, importing/exporting files, MACROS, and other spreadsheet concepts. Outside computer practice is required. Prerequisite: CS 1103 [Fa]

**CS 2013 - Data Base Management (3)** This course is designed to provide students with hands-on experience in using data base management systems. The student is introduced to planning and creating a database, data structures, sorting and selecting data, report generation, command structures, data management, and other database concepts. Outside computer practice is required. Prerequisites: CS 1103 or equivalent. [Sp]

**CS 2203 - Networking I (3)** This course gives the student the fundamental knowledge needed to design, configure and implement a Local Area Network (LAN). An emphasis is placed on the integration of available software and

hardware elements of various network architectures. Prerequisites: CS 1103. [Fa]

**CS 2213 - Networking II (3)** This course is a continuation of CS2203 and will present practical applications of LAN software installation and network administration in a laboratory environment. Problem solving skills will be emphasized along with actual troubleshooting scenarios and students will be required to solve problems introduced on lab networks. Prerequisites: CS 2203. [Sp]

**CS 2243 - Internet Programming (3)** This course is an introduction to the Internet and Web Page Development. Topics will include protocols, Internet applications, and html Web Page development. Client Side programming will also be covered using JavaScript. The course will be concluded with Cascading Style Sheets (CSS) as a method of web site content management. Prerequisite: CS 1103. [Fa]

## Drama

**DRMA 1001 - Theatre Lab (1)** This course applies principles of drama through participation in dramatic productions. [D]

**DRMA 1011 - Theatre Lab (1)** Study of the principles of drama through participation in different dramatic productions is continued. [D]

**DRMA 1213 - Introduction to Theatre (3)** Character, plot thematic, historical, and production analyses of various types of play scripts; understanding the work of various theatre artists, and developing appreciative audiences are the primary goal of this course. [Fa, Sp]

**DRMA 1413 - Acting I (3)** Students study the basic principles of stage movement and vocal interpretation of scenes from plays. [D]

**DRMA 1423 - Acting II (3)** A continuation of Drama 1413, this course emphasizes stage and voice presentations for play productions. Prerequisite: DRMA 1413. [D]

**DRMA 2011 - Theatre Lab (1)** Students complete further study of the principles of drama through participation in additional productions. Prerequisite: Approval of production director. [D]

**DRMA 2021 - Theatre Lab (1)** Students do additional study of the principles of drama through participation in acting and/or technical assignments in dramatic productions. Prerequisite: Approval of production director. [D]

**DRMA 2413 Oral Interpretation (3)** Students work on selection, analysis, rehearsal, and performance of poetry, prose, and/or drama. [D]

## Economics

**ECON 2113 - Principles of Macroeconomics (3)** An introduction to modern macroeconomic theory, this course covers current problems of the aggregate economy. Major topics include the determination of national income, employment, inflation, monetary & fiscal policy, economic growth, finance, & economic fluctuations. [Su, Fa, Sp]

**ECON 2213 - Principles of Microeconomics (3)** An introduction to modern microeconomic theory, this course analyzes market structure and behavior of firms in a competitive environment. Major topics include demand and supply relationships, consumer behavior, income distribution, pricing, markets, and international trade. Prerequisite: ECON 2113. [Su, Fa, Sp]

## English

**ENGL 0111 - Fast track Reading Lab (0)** This course is a one-hour per week lab designed for students who have not proven reading through the ACT, COMPASS, or ACCUPLACER testing, but have demonstrated knowledge of reading skills and comprehension through a 17 or higher of the ACT, a comparable ACCUPLACER/COMPASS score, or high school GPA. The lab is to be taken in conjunction with a history course and must be completed in order to remove the reading deficiency. Content will focus on comprehension skills and building vocabulary. [Su, Fa, Sp]



**ENGL 0113 - Introduction to College Reading (0)** This course uses diagnostic and developmental procedures for the general improvement of critical thinking skills, reading proficiency, and communication. [Su, Fa, Sp]

**ENGL 0121 - Fast Track Writing Lab (0)** This course is a one-hour per week lab designed for students who have not proven writing through the ACT, COMPASS, or ACCUPLACER testing, but have demonstrated knowledge of writing skills through a 17 or higher of the ACT, a comparable ACCUPLACER/COMPASS score, or high school GPA. The lab is to be taken in conjunction with a ENGL 1113 Freshman Composition course and must be completed in order to remove the writing deficiency. Content will focus on developing writing skills. [Su, Fa, Sp]

**ENGL 0123 - Introduction to College Writing (0)** This course is an in-depth examination into the fundamentals of composition. Students are encouraged to approach writing as a process, while reviewing and correctly implementing grammar, punctuation, and sound sentence structure. Finally, the course will introduce students to expository writing in order to adequately prepare them for Freshman Composition. [Su, Fa, Sp]

**ENGL 1113 - Freshman Composition I (3)** An intensive review of the principles of grammar and basic language mechanics, this course includes training for effective communication skills with emphasis on expository writing and study of selected specimens of literature. [Su, Fa, Sp]

**ENGL 1213 - Freshman Composition II (3)** A continuation of ENGL 1113, this course increases emphasis on the study of selected specimens of literature and on the writing of expository research papers. Prerequisite: ENGL 1113. [Su, Fa, Sp]

**ENGL 2153 - Creative Expression (3)** Instruction is designed to improve the writing skills of students through the creative expression of their own thoughts and emotions through poetry and/or prose. [D]

**ENGL 2413 - Introduction to Literature (3)** This course is a study of selected world literary genre-short story, essay, biography, poetry, and drama-and the criteria for evaluating literature; extensive reading is required. Prerequisite: ENGL 1113 or consent of Division Chairperson. [Fa, Sp]

**ENGL 2433 - Masterpieces of World Literature I (3)** This course is a study of selected masterpieces of western literature from the Greeks to the Renaissance. Extensive reading is required. Prerequisites: ENGL 1113 or consent of Division Chairperson. [Fa]

**ENGL 2443 - Masterpieces of World Literature II (3)** Selected masterpieces of western literature from the Renaissance to the present are studied in this course. Extensive reading is required. Prerequisites: ENGL 1113 or consent of Division Chairperson. [Sp]

**ENGL 2543 - English Literature to 1800 (3)** This course is a survey of British literature between 449 and 1800. Extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson. [D]

**ENGL 2653 - English Literature from 1800 (3)** This course is a survey of British literature from 1800 to the present. Extensive reading is required. [D]

**ENGL 2773 - American Literature to the Civil War (3)** This course is a survey from colonial times to the Civil War. Extensive reading is required. [D]

**ENGL 2883 - American Literature since Civil War (3)** This course is a survey of American literature from the Civil War to the Twentieth Century. Extensive reading is required. [D]

**ENGL 2913 - Short Story (3)** This course studies the origin and development of the short story. This course requires extensive reading. Prerequisite: ENGL 1113 or consent of Division Chairperson. [D]

## Film

**FILM 1113 - Introduction to Film (3)** By screening award-winning films, this course introduces the student to the analysis of narrative film in the context of film theory, expression and aesthetics. All the elements of film language are studied to give the student a better understanding of the art form. In this course, the history of film is viewed

as an art form and cultural phenomena. It is a survey of the trends in film in our time, emphasizing the historical and cultural viewpoint. [D]

## Geography

**GEOG 2243 - Fundamentals of Human Geography (3)** This course is an introduction to basic geographic concepts and an emphasis on the interrelationships of people with their physical and cultural environment. [Su, Fa, Sp]

## Geology

**GEOL 1014 - General Geology (4)** This course examines the composition and structure of the earth and history of modification of its surface by internal and external processes. [D]

## General Physical Science

**GPS 1214 - General Physical Science with Lab (4)** Designed with a laboratory for non-science majors, this course uses lectures & demonstration to assist students in interpreting physical environment & covers important topics in astronomy, chemistry, geology, and physics. 3 hours Theory and 2 hours Laboratory. [Su, Fa, Sp]

## History

**HIST 1010 – Selected Topics in History (1-3)** This course deals with selected topics in history based on student interest. [D]

**HIST 1063 - Oklahoma History (3)** This course studies exploration, Indian treaties, coming of the white man, territorial days, and development since statehood is included in the study of the state's history. [Fa, Sp]

**HIST 1113 - Early Western Civilization (3)** Ancient and medieval civilization in their economic, cultural, and political aspects are studied in this course with emphasis on contributions of Greece and Rome. [Fa, Sp]

**HIST 1123 - Modern Western Civilization (3)** European background, influences of the frontier, growth of nationalism, development of institutions, and problems of readjustment in the Twentieth Century are the main elements of this course. [Fa, Sp]

**HIST 1483 - American History 1492-1865 (3)** This is a survey course in American history from the colonial period through the Civil War. [Fa]

**HIST 1493 - American History 1865-Present (3)** This is a survey course in American history since the Civil War and includes political issues, which underlie America's domestic problems and the rise of the United States as a world power. [Fa, Sp]

## Health, Physical Education & Recreation

**HPER 1000 - Selected Topics in Health Problems (1-3)** This course will cover topics in Health not covered in other health courses, but which will benefit the student with a better understanding of the subject. This course may be repeated under a change of topic. [D]

**HPER 1101 - Freshman Women's Basketball (1)** This course is designed for varsity competition for freshman women in basketball. [D]

**HPER 1103 - Introduction to HPER (3)** This course acquaints students with the profession of physical education. This course includes history, philosophy, terminology, objectives, teacher qualifications, vocational opportunities, expected competencies, skill testing, and modern trends that are significant to the total educational program and have an impact on society. [Fa, Sp]

**HPER 1111 - Freshman Men's Basketball (1)** This course is designed for varsity competition for freshman men in basketball. [D]

**HPER 1113 - Personal Health and Wellness (3)** This course is the study of basic health knowledge and daily practices, including physical fitness leading to lifelong wellness. Social health issues such as AIDS, drug abuse, and alcohol abuse are examined. [Su, Fa, Sp]

**HPER 1121 - Freshman Men's Baseball (1)** This course is designed for varsity competition for freshman men in baseball. [D]

**HPER 1131 - Freshman Softball (1)** This course is designed for freshman varsity competition in softball. [D]

**HPER 1331 – Cardiopulmonary Resuscitation (1)** This is a basic rescue course designed to instruct students to properly administer CPR to infants, children, and adults. [D]

**HPER 2031 - Sophomore Softball (1)** This course is designed for sophomore varsity competition in softball. [D]

**HPER 2101 - Sophomore Women's Basketball (1)** This course is designed for varsity competition for sophomore women in basketball. [D]

**HPER 2103 - Care and Prevention of Athletic Injuries (3)** This course is designed to provide entry-level knowledge and skills in the profession of athletic training and the matters of athletic injury. Topics of the course will include anatomy, physiology, biomechanics, injury physiology, exercise physiology, strength and conditioning, and care and prevention of injury occurring to the physically active. [Su, Fa, Sp]

**HPER 2111 - Sophomore Men's Basketball (1)** This course is designed for varsity competition for sophomore men in basketball. [D]

**HPER 2112 - Theory of Coaching Basketball (2)** The theory of and practice in fundamentals, methods of training, and coaching are presented. [D]

**HPER 2113 - Theory of Coaching (3)** The theory of and practice in fundamentals, methods of training, and coaching of basketball, baseball, football, and select other sports are presented. [Sp]

**HPER 2121 - Sophomore Men's Baseball (1)** This course is designed for varsity competition for sophomore men in baseball. [D]

**HPER 2122 - Theory of Coaching Baseball (2)** The theory of the practice in fundamentals, methods of training and coaching are presented. [D]

**HPER 2131 - Sophomore Softball (1)** This course is designed for sophomore varsity competition in softball. [D]

**HPER 2133 - Sports Officiating (3)** The interpretation of football and basketball rules and instruction in officiating athletic games and meets is examined. [Fa, Sp]

**HPER 2142 - Theory of Coaching Football (2)** The theory and practice in fundamentals, methods of training, and coaching are presented. [D]

**HPER 2213 - Standard First Aid and Personal Safety (3)** Topics and techniques taught include immediate and temporary treatment for accidental injuries and sudden illness, with special emphasis placed on personal safety and prevention of illness and accidents. This course includes theory and laboratory sessions. [Su, Fa, Sp]

**HPER 2513 - Motor Learning (3)** The study of the concept of motor skill development is discussed as well as the application of the learning theory to physical activity. [D]

**HPER 2813 - Drug Education (3)** Analysis and evaluation of scientific data on the health effects of the use of nutrients, alcohol, narcotics, tobacco, and other dangerous drugs are studied. Current topics related to the use of these substances are included. [D]

## Humanities

**HUM 2020 - Special Topics in Humanities (1-3)** This course will deal with selected topics in the various studies of

the fine arts and humanities, i.e. history, philosophy, psychology, & sociology. [D]

**HUM 2113 - General Humanities I (3)** A study of the significant ideas of western man as manifest in art, music, literature, & philosophy, this course covers a period of time from pre-historic man to the Renaissance. [Su, Fa, Sp]

**HUM 2223 - General Humanities II (3)** This course covers a period of time from the Renaissance to the Twentieth Century. [Su, Fa, Sp]

## Leadership

**LEAD 1413 - CASC Leadership I (3)** This course brings together student and community with the opportunity to learn about the local communities' structure. Students are provided with leadership tools that will aid them in academics, campus activities, and the local community interactions. Leadership topics will include character, conflict resolutions, partnerships, time management, college orientation, and other team building projects involving civic, college, or community assignments. Course satisfies orientation degree requirements. [Fa]

## Library

**LIB 1011 - Information Literacy I (1)** Information literacy examines information structures and organization, as well as skills needed for effectively identifying, acquiring, evaluating, using and communicating information in various formats. [Fa, Sp]

**LIB 1111 - Information Literacy II (1)** Information literacy II builds upon the content learned in Information Literacy I and is designed to provide the basic research and information seeking skills commonly used in research for college courses. [D]

## Mathematics

**MATH 0111 - Fast Track Math Lab (0)** This course is a one hour per week lab designed for students who have not proven math proficiency through ACT or placement testing, but who have demonstrated intermediate algebra skills. Lab is taken in conjunction with MATH 1513 & must be completed in order to remove math deficiency. Content focuses on algebra skills that will complement content from MATH 1513. [Fa, Sp]

**MATH 0113 - Developmental Math (0)** Arithmetic fundamentals and applications, elementary algebra, number systems, basic geometry, formulas, tables, and graphs are studied. [Su, Fa, Sp]

**MATH 0123 - Intermediate Algebra (0)** Elementary algebra is rapidly reviewed and includes the study of real numbers, polynomials, algebraic fractions, exponents, roots, radicals, first-and second-degree equations, functions, graphing, and linear systems of equations. [Su, Fa, Sp]

**MATH 1413 - Survey of Contemporary Math (3)** An overview of mathematics for the non-mathematics major is examined including an explanation of the basic nature of algebra, calculus, number theory, geometry, and other areas of mathematics. This course also includes introduction logic, postulation systems, and other thought structures used in mathematics and practical applications of mathematics to everyday problems using calculators, arithmetic, simple algebra, and statistics. (May not be taken for major credit in mathematics) Prerequisites: MATH 0123 or equivalent. [F, Sp]

**MATH 1513 - College Algebra (3)** This brief review and continuation of Intermediate Algebra includes the study of nonlinear relations and functions, exponential and logarithmic functions, systems of equations, matrices and determinants, sequences and series, and partial fractions. Prerequisite: MATH 0123 or equivalent. [Su, Fa, Sp]

**MATH 1613 - Plane Trigonometry (3)** This course examines a two-dimensional study of angular measure, trigonometric solution of right and oblique triangles, logarithms, trigonometric and inverse trigonometric equations, complex numbers, graphing trigonometric functions, and polar coordinates. Prerequisites: MATH 0123 and MATH 1513 or their equivalents. [Su, Fa, Sp]

**MATH 2213 - Math Structures I (3)** This course includes a study of the origins of numerals and number systems; sets; relations and their properties, and systems of whole numbers, integers, rational numbers; and intuitive geometry. Prerequisite: MATH 0123 or equivalent. [Fa]

**MATH 2265 - Analytic Geometry and Calculus I (5)** This course covers rectangular coordinates, straight lines and conic sections, polar coordinates, general equations of the second degree, function, limits, derivatives, differentials, indefinite and definite integrals, and applications. Prerequisites: MATH 1513 and MATH 1613. [Fa]

**MATH 2275 - Analytic Geometry and Calculus II (5)** This course is a continuation of MATH 2265 and covers further applications of the integral, conic sections, parametric equations, polar coordinates, limits and continuity, indeterminate forms of limits, infinite series, vectors, partial derivatives, and multiple integrals. Prerequisite: MATH 2265. [Sp]

**MATH 2413 - Math Structures II (3)** This course studies the fundamental structure of mathematics for non-mathematics majors. Topics include: number theory; probability; statistics and graphing; and geometric concepts including properties of standard shapes, area, and volume formulas. Prerequisite: MATH 2213 or MATH 1513. [D]

## Marketing

**MKTG 1103 - Introduction to Marketing (3)** This course is designed to provide students with an understanding of theories, research, and practice when dealing with marketing, and the concepts associated with marketing. Topics covered include selling, advertising, marketing, target markets, product mix, promotions, and marketing mix. Emphasis on consumer behavior, market opportunities, marketing research and strategies, and marketing plans is also covered as part of this course. [Sp]

## Music

**MUS 1013 - Freshman Theory I (3)** Designed for music majors, this course includes key signatures, meter, major and minor modes, intervals, the diatonic triads, and the dominant seventh chord. [D]

**MUS 1023 - Freshman Theory II (3)** This course is a continuation of MUS 1013. Prerequisite: MUS 1013 or permission of instructor. [D]

**MUS 1103 - Fundamentals of Music (3)** A study of scales, intervals, triads, and basic terminology, this course is for non-music majors and students majoring in elementary education. [Fa]

**MUS 1111 - Freshman Instrumental Ensemble I (1)** This course is designed to prepare students to perform in an instrumental ensemble. Music choices and styles are determined by the needs, skills and experience of participants. Public performances are part of this course. Prerequisite: Permission of instructor. [D]

**MUS 1112 - Freshman Ear Training and Sight Singing I (2)** Designed for music majors, this course includes rhythmic, melodic, and harmonic dictation and covers the application of materials studied in MUS 1013. Prerequisite: MUS 1013. [D]

**MUS 1113 - Music Appreciation (3)** This course is designed to create an interest in the enjoyment of music through better understanding of the great composers and their works. [Su, Fa, Sp]

**MUS 1121 - Freshman Show Choir I (1)** The show choir is a touring vocal ensemble; public performances are required in this course. Prerequisite: Permission of instructor. [Fa, Sp]

**MUS 1122 - Freshman Ear Training and Sight Singing II (2)** This course is a continuation of MUS 1112. Prerequisite: MUS 1112 and concurrent enrollment in MUS 1023. [D]

**MUS 1141 – Freshman Concert Choir I (1)** This course is designed to provide opportunities for students to perform in a concert choir; this course bases music choices on the needs, skills, and experience of participants. Public performances are part of this course. [Fa, Sp]

**MUS 1211 - Freshman Instrumental Ensemble II (1)** This course is a continuation of MUS 1111 with additional music and continued public performances. Prerequisite: MUS 1111 and/or permission of instructor. [D]

**MUS 1221 - Freshman Show Choir II (1)** The show choir is a touring vocal ensemble; learning additional music and continuing public performances are required in this course. Prerequisite: MUS 1121 and/or permission of instructor. [Fa, Sp]

**MUS 1241 – Freshman Concert Choir II (1)** This continuation of MUS 1141 expands repertoire and offers additional opportunities for public performances. [Fa, Sp]

**MUS 2013 - Sophomore Theory I (3)** Part-writing and harmonization, classification of chords with study of non-dominant seventh chords and other chromatically altered chords are studied in this course. Prerequisite: MUS 1023. [D]

**MUS 2023 - Sophomore Theory II (3)** This course is a continuation of MUS 2013. Prerequisite: MUS 2013. [D]

**MUS 2101 - Applied Piano Study I (1)** [D]

**MUS 2111 - Sophomore Instrumental Ensemble I (1)** Music styles and selections are expanded based on experience and skills of participants. Public performances are part of this course. Prerequisite: Permission of instructor. [D]

**MUS 2112 - Sophomore Ear Training and Sight Singing I (2)** This course is a continuation of MUS 1122 and should be taken concurrently with Music 2013. Prerequisites: MUS 1112 and 1122. [D]

**MUS 2121 - Sophomore Show Choir I (1)** The show choir is a touring vocal ensemble. Learning a new program and participating in additional public performances are required in this course. Prerequisite: Permission of instructor. [Fa, Sp]

**MUS 2122 -Sophomore Ear Training and Sight Singing II (2)** This course is a continuation of MUS 2112 and should be taken concurrently with MUS 2023. Prerequisite: MUS 2112. [D]

**MUS 2200 – Selected Topics in Music (1-3)** This course will deal with selected topics in music with respect to vocal and/or instrumental forms. [D]

**MUS 2211 - Sophomore Instrumental Ensemble II (1)** This course is a continuation of MUS 2111 with additional music and continued public performances. [D]

**MUS 2221 - Sophomore Show Choir II (1)** The show choir is a touring vocal ensemble. Additional music and continuing public performances are required in this course. [Fa, Sp]

**MUS 2301 - Applied Piano Study II (1)** [D]

**MUS 2401 - Applied Piano Study III (1)** [D]

**MUS 2501 - Applied Piano Study IV (1)** [D]

## Nursing

**NUR 1101 - Role Transition in Nursing (1)** This course is designed to facilitate the transition of advanced placement students into the Associate in Applied Science in Nursing program. The course introduces the philosophy and framework of the CASC nursing program. It includes the nursing process, assessment of the client and roles and functions of the registered nurse. The course will include laboratory experiences to apply physical assessment and the nursing process. Prerequisites: Admission with Advanced Standing (LPN or Transfer), ENGL 1113, ENGL 1213, PSY 1113, AHS 1203, CHEM 1025, ZOO 2114, and ZOO 2124. 0.5 hours theory, 0.5 hours laboratory. [Fa]

**NUR 1103 - Role Transition in Nursing (3)** - (scheduled for phase out in 2018-2019) - This course is designed to facilitate the transition of advanced placement students into the Associate of Applied Science in Nursing program.

*The course will introduce the philosophy and framework of the nursing program. It will include the nursing process, roles and functions of the nurse, therapeutic communication and assessment of the client utilizing the human needs framework. The course will include clinical experiences to apply the nursing process and will also explore the student's perception of the role transition and present methodologies to ease role transition. Prerequisites: Admission with Advanced Standing (LPN or Transfer), ENGL 1113, ENGL 1213, PSY 1113, SOC 1113, ZOO 2114, ZOO 2124, and AHS 1203. Note: One three credit hour course may be taken concurrently. Theory 2.5 hours, Laboratory 0.5 hours. [Fa]*

**NUR 1129 – Health Illness Nursing I (9)** This first nursing clinical course provides instruction in basic nursing skills and supporting scientific principles which create the foundation for other nursing courses. In this course the student is introduced to and applies the nursing process and physical assessment skills to the older adult client in the community and long term care setting. Content focus of the course includes the concepts of: human needs, nursing practice, the health-illness continuum, interpersonal and therapeutic communication, life cycle, and beginning pharmacology. Legal and ethical nursing content is included as a basis for accountability. This course provides campus lab practice and check-off for selected nursing skills. Credit: 9 semester hours; 5 hours theory, and 4 hours laboratory. Pre-requisite: CHEM 1025, ZOO 2124, AHS 1203, PSY 1113. [Fa]

**NUR 1219 - Health Illness Nursing II (9)** This clinical course allows the student to apply nursing skills and theory to nursing care of clients in acute care and community-based settings. The course focuses on nursing care delivery to the medical/surgical client and childbearing family. The course expands the student's knowledge base of the health-illness continuum, human needs, life cycle, and pharmacology. The nursing process, interpersonal and therapeutic communication and principles of learning/teaching are used in the delivery of nursing care. Emphasis is placed on the maintenance and restoration of health and encouragement of an appropriate level of self-care for clients. The nursing student develops an awareness of cultural influences on family structure and health maintenance. The campus laboratory is used to advance nursing skills. Credit: 9 semester hours; 5 hours theory, 4 hours laboratory/clinical. Prerequisite: NUR 1129 (or advanced standing). ZOO 2114. [Fa]

**NUR 2110 - Health Illness Nursing I (10)** - (scheduled for phase out in 2018-2019) - *This clinical nursing course provides content and clinical experience related to management, and critical care concepts. This course emphasizes assisting clients toward attainment and maintenance of optimum levels of health, managing nursing care for groups of clients, working with a team of health care providers, and performing complex nursing procedures and decision-making skills. An understanding of the nurse's legal, ethical, and professional responsibilities is expanded. Students use communication and learning/teaching principles to enhance care. Through active participation in a variety of formats, the students will have an opportunity to explore the complexity of health care issues facing society. This is considered the capstone course of the nursing program. Prerequisites: NUR 1129, 1219, 2110 or equivalent. 7 hours theory, 3 hours laboratory. [Fa]*

**Nursing 2119 Health Illness Nursing III (9)** This clinical nursing course provides content and clinical experience related to nursing care of clients with alterations in health, including mental health, throughout the lifecycle. The course provides clinical experiences in medical, surgical, and mental health nursing while developing complex nursing skills. Content focuses on caring for the ill child and adult and teaching families and clients to meet their own health care needs. Utilizing the nursing process, the student expands their ability to develop individualized plan of care to a variety of needs, feelings and behaviors expressed by the client. Clinical skills advance to more complex procedures. Prerequisites: NUR 1129 and NUR 1219 or equivalent. 5 hours theory, 4 hours laboratory/clinical. [Fa]

**NUR 2210 - Health Illness Nursing II (10)** (scheduled for phase out in 2018-2019) *This clinical nursing course provides content and clinical experience related to management, and critical care concepts. This course emphasizes assisting clients toward attainment and maintenance of optimum levels of health, managing nursing care for groups of clients, working with a team of health care providers, and performing complex nursing procedures and decision-making skills. An understanding of the nurse's legal, ethical, and professional responsibilities is expanded.*

*Students use communication in learning/teaching principles to assist clients and other members of the health team. Through active participation in a variety of formats, the students will have an opportunity to explore the complexity of health care issues facing society. Students participate in the roles of provider of care, manager of care, and member within the discipline of nursing. This is considered the capstone course of the nursing program. Prerequisites: NUR 1129, NUR 1219 or equivalents & NUR 2110. 7 hours theory, 3 hours laboratory. [Sp]*

**NUR 2219 - Health Illness Nursing IV (9)** This clinical nursing course provides content and clinical experience related to management, and critical care concepts. This course emphasizes assisting clients toward attainment and maintenance of optimum levels of health, managing nursing care for groups of clients, working with a team of health care providers, and performing complex nursing procedures and decision-making skills. An understanding of the nurse's legal, ethical, and professional responsibilities is expanded. Students use informatics, communication in learning/teaching principles to enhance care. Through active participation in a variety of formats, the students will have an opportunity to explore the complexity of health care issues facing society. This is considered the capstone course of the nursing program. Prerequisites: NUR 1129, NUR 1219, NUR 2119 or equivalent. 5 hours theory, 4 hours laboratory/clinical. [Sp]

## Occupational Health and Safety

**OHS 1313 - Introduction to Health and Safety (3)** This course is an introductory identifying appropriate procedures to minimize or eliminate injuries and illness in the workplace, incorporate job safety analysis (JSA) and appropriate training, and name elements of an effective safety culture. [Fa]

**OHS 1413 - Physical Hazards Controls (3)** This course is the study of physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis is placed on the regulation codes and standards associated with the control of physical hazards. [Sp]

**OHS 2003 - Introduction to Fire Science (3)** This course is the study of the principles of fire protection and fire prevention as they apply to business and industry.[Fa]

**OHS 2103 - OSHA: Construction Industry and Safety Regulations (3)** This course is the study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry. (Prerequisites: OHS 1313 and 2003). [Fa]

**OHS 2203 - Legal Aspects and Environmental Regulations (3)** This course will provide a foundation for understanding and analyzing today's environmental problems. Discusses environmental systems, human population growth, biodiversity, air and water quality, waste disposal, conservation, pollution, energy, and sustainability. Includes review of employer's legal responsibilities and proactive measures to ensure compliance with OSHA's General Duty Clause. [Sp]

**OHS 2303 - Introduction to Hazardous Materials and Waste (3)** This course is the study of hazardous waste management issues, programs, regulations, hazards, identification, characterization, storage, disposal, and treatment options. Includes relevant methods associated with hazardous wastes in the corporate, industrial, or municipal setting. [Fa]

**OHS 2333 - Safety Program Training Presentation Techniques (3)** Principles of developing and presenting effective industrial/business training are explored in this course. Emphasis is placed on instructor qualifications and responsibilities, principles of teaching including the use of teaching aids and presentation skills. [Sp]

**OHS 2403 - Principles of Industrial Hygiene (3)** This course introduces basic concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration and equipment use. It also provides a study of the control of occupational hazards and sample collection and evaluation methods. Prerequisites: OHS1313 and 2003; complete general education MATH requirement. [Sp]

**OHS 2413 - Ergonomics and Human Factors in Safety (3)** This course is an in-depth study of relationship of



human behavior and ergonomics as applied to workplace safety. [Fa]

**OHS 2423 - Safety Program Management (3)** This course examines the major safety management issues that impact the workplace including safety awareness, loss control, regulatory issues and human behavior modification. [Fa]

**OHS 2433 - Risk Management (3)** This course is the study for developing fundamental elements and techniques for managing an effective safety system, controlling workers' compensation costs, and learning to create a budget for your safety efforts. [Sp]

## Organizational Leadership

**ORGL 1113 – Organizational Leadership (3)** A survey course covering leadership theory as currently practiced in informal organizations. Includes examination of leadership models, power, and influence, team leadership, leadership skill development, decision-making techniques, and goal implementation. [D]

**ORGL 2113 – Project Management (3)** An exploration of the responsibility of management in conception, design, implementation, and management of the overall objectives, culture, environment, and processes of organizations involved in the processes of project management. [D]

## Orientation

**ORI 1111 - Freshman Orientation (1)** A course required in the personal adjustment of all freshmen, this course considers academic, social, vocational, and other basic problems common to first-year college students. [Fa, Sp]

## Philosophy

**PHIL 1113 - Introduction to Philosophy (3)** This course is an elementary study of ethical concepts and theories, theories of reality, and principles of communication and argument. [Su, Fa, Sp]

**PHIL 2123 – Ethics (3)** This course is a study of the basic ethical systems such as hedonism, formalism, Christianity, stoicism, and Nietzschean ethics and includes an analysis of such terms as good, right, duty, justice, love, and courage. [Su, Fa, Sp]

## Physical Therapist Assistant

**PHTA 1113 - Introduction to Physical Therapy (3)** History, philosophy, ethics, settings, and trends in Physical Therapy are studied. This course also delineates roles of the health care team and of Physical Therapy personnel and interpersonal skills needed to function as a health care provider and team member. Principles and procedures of basic patient care skills, documentation, and medical terminology are included. Prerequisite: Permission of Instructor. 2 hours theory, 1 hour laboratory. [Fa]

**PHTA 1203 - Applied Anatomy and Physiology (3)** A supplementary study of the human body's structure and function as they relate to the practice of Physical Therapy, this course emphasizes musculoskeletal, circulatory, and nervous systems. Instruction in palpation is also included. Prerequisites: PHTA 1113, ZOO 2124, concurrent enrollment in ZOO 2114, and required PHTA courses or permission of instructor. 2 hours theory, 1 laboratory. [Sp]

**PHTA 1231 - Clinical Orientation (1)** An orientation and observation of physical therapy services, this course includes observation of selected treatment facilities and skills and introduction to medical documentation. Prerequisites: PHTA 1113, ZOO 2124, concurrent enrollment in ZOO 2114, and required PHTA courses or permission of instructor. 1 hour theory. [Sp]

**PHTA 1283 - Physical Disabilities (3)** A study of selected anatomical, physiological, and pathological factors which relate to specific clinical conditions seen in physical therapy. Prerequisites: Zoology 2124, concurrent enrollment in ZOO 2114, PHTA 1113, & required PHTA courses or permission of instructor. 3 hours theory. [Fa]

**PHTA 1292 - Physical Therapy Procedures I (2)** Theory, physiology, and application of heat, cold, light, water, electricity, mechanical compression/distraction, and massage in therapeutic treatment. Overview of medical physics. Prerequisites: ZOO 2124, PHTA1113, concurrent enrollment in ZOO 2114 and required PHTA courses or permission of instructor. 1 hour theory, 1 hour laboratory. [Sp]

**PHTA 2332 - Clinical Experience I (2)** Supervised clinical experience, including observation and application of physical therapy services, is the core of this course that also includes group discussion of selected clinical cases in a seminar format. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours laboratory. [Fa]

**PHTA 2343 - Physical Therapy Procedures II (3)** A study of principles of movement during rehabilitation of cardiac patients, wound care patients, respiratory patients and other techniques used in rehabilitation. Theory and therapeutic application of rehabilitative equipment and treatment techniques for different diagnoses. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory. [Fa]

**PHTA 2353 - Neurology and Pathology (3)** This course covers two main components: Pathology - a study of the structural and functional changes in tissues and organs of the body in conditions seen in the practice of Physical Therapy; Neurology - a comprehensive review of the anatomy and physiology of the nervous system and the muscular-skeletal system. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 3 hours theory. [Fa]

**PHTA 2363 – Kinesiology (3)** A study of anatomical structures and movement as related to physical therapy procedures, this course covers the basic principles of the relationship between joint motion and mechanical action and application of principles with emphasis on the analysis and bio-mechanics of all human motion. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory. [Fa]

**PHTA 2373 - Therapeutic Exercise I (3)** This course is designed to provide entry level knowledge of Therapeutic Exercise. The student will begin an investigation of the fundamentals of Exercise Physiology, Range of Motion, Proprioceptive Neuromuscular Facilitation, Anaerobic Exercise, and Aerobic Exercise and their role in Physical Therapy. Practical applications of exercise and exercise equipment will follow accordingly. [Fa]

**PHTA 2413 – Rehabilitation (3)** A study of the principles and treatments of selected physical disabilities and diseases, this course covers theory and therapeutic application of rehabilitative techniques and equipment. Includes a study of principles of movement during bed mobility, walking, and activities of daily living as well as theory and therapeutic application of the following rehabilitative equipment: slings, walkers, splints, canes, wheelchairs, crutches, orthotics, and prosthesis. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory. [Sp]

**PHTA 2432 - Clinical Experience II (2)** Supervised clinical experience in clinical observation and application of physical therapy services is the core of this course. Group discussion of selected clinical topics in a seminar format is included. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours laboratory. [Sp]

**PHTA 2442 - Psychosocial Aspects Physical Therapist (2)** This course is designed to develop the Student Physical Therapist Assistant in becoming a professional by building evidence based directives in Professionalism, Communication Skills, Understanding Human Behavior in Healthcare, Ethics, Abuse, Legal Concerns, and Cultural and Generational Diversity. [Sp]

**PHTA 2473 - Therapeutic Exercises II (3)** A continuation of Therapeutic Exercise I and additional theory and application of exercise techniques, this course emphasizes treatment of orthopedic disabilities. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. [Sp]

**PHTA 2482 – Seminar (2)** This course synthesizes knowledge gained from each course taken within the PTA curriculum to better prepare the graduate for entry level career positions. The student will learn how to organize and review the material that has been presented in the PTA curriculum. The student will undergo a curriculum review process, log formative feedback, and self-reflect to identify learning needs and individual weaknesses regarding content of PTA courses and the NPTE-PTA exam. This course is intended to prepare the student to successfully complete the National Physical Therapist Assistant Exam (NPTE), continue to develop a commitment to lifelong learning, and navigate various forms and fees required for licensure in the state of their choice. [Sp]

**PHTA 2534 - Clinical Experience III (4)** This course emphasizes supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy facilities. Prerequisites: Completion of all PHTA courses with a grade of C or higher or permission of instructor. 4 hours laboratory. [Su]

**PHTA 2536 - Clinical Experience III (6)** This course emphasizes supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy facilities. Weekly assignments via E-mail and World Wide Web. 2 hours lecture, 4 hours lab. Prerequisites: Completion of all PHTA courses with a grade of C or higher or permission of instructor. [Su]

## Physics

**PHYS 1114 - General Physics I (4)** This is algebra and trigonometry based course. It includes mechanics, thermodynamics, and/or waves. Prerequisite: MATH 1613. 3 hours theory, 2 hours laboratory. [Fa]

**PHYS 1214 - General Physics II (4)** This is an algebra and trigonometry based course. It includes electricity and magnetism, light, thermodynamics, and/or waves. It may also include modern physics. Prerequisite: MATH 1613. 3 hours theory, 2 hours laboratory. [Sp]

**PHYS 2014 - Engineering Physics I (4)** This is a calculus-based course. It includes mechanics, heat, and thermodynamics. Prerequisite: MATH 2265 or concurrent enrollment. 3 hours theory, 2 hours laboratory. [Fa]

**PHYS 2114 - Engineering Physics II (4)** This is a calculus-based course. It includes electricity, magnetism, and geometrical and physical optics. Prerequisite: MATH 2265 or concurrent enrollment. 3 hours theory, 2 hours laboratory. [Sp]

## Political Science

**POS 1010 – Selected Topics in Political Science (1-3)** These topics will be designed to approach contemporary issues in political science based on student interest. [D]

**POS 1113 - American Federal Government (3)** This course is a study of the origin and framework of the federal government. [Su, Fa, Sp]

**POS 2113 - Constitution and Government of Oklahoma (3)** This course is a study of the origin and framework of the constitution and government of Oklahoma. [D]

## Psychology

**POS 1010 – Selected Topics in Political Science (1-3)** These topics will be designed to approach contemporary issues in political science based on student interest. [D]

**PSY 1113 - Introduction to Psychology (3)** A survey of the major areas of study in psychology as a science, this course covers motivation, learning, physiology, personality, abnormal behavior, perception, memory, and cognitive/thought process. [Su, Fa, Sp]

**PSY 1123 - Psychology of Development Leadership Behavior (3)** This is a course in human development psychology designed to meet specific needs of students through participation in activities. The focuses of this course will be on the development of group dynamics, leadership, and human relations skills. Students will be

required to participate in the management experience of planning, execution, and evaluation of activities. The theoretical body of knowledge regarding leadership development and growth in group dynamics and management skills will be emphasized. [D]

**PSY 2113 - Introduction to Behavior and Adjustment (3)** This course is designed to help the individual discover the factors that influence the dealing with personal problems and adjustment and maintaining mental stability. Discussion will include the analysis of psychological, physiological and, sociological implications that influence behavior. [Fa, Sp]

**PSY 2123 - Developmental Psychology (3)** A theoretical and research-based course focusing on the principles and patterns of development throughout the life span, this course gives special consideration to social, emotional, physiological, and cognitive aspects of human development. Prerequisite: PSY 1113 or consent of Division Chairperson. [Fa, Sp]

## Religious Education

**RLED 1113 - Old Testament (3)** This course is a survey of Old Testament literature with special attention given to literary form, historical background, and religious message. [F, Sp]

**RLED 1123 - New Testament (3)** This course is a survey of New Testament literature, with special attention given to literary form, historical background, and religious message. [F, Sp]

**RLED 2113 - World Religions (3)** This course is a survey and comparison of the world's major religions, including--but not limited to -- Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. [Sp]

## Sociology

**SOC 1010 – Selected Topics in Political Science (1-3)** These topics will be designed to approach contemporary issues in sociology based on student interest. [D]

**SOC 1113 - Introduction to Sociology (3)** This course is a general survey of the fundamental concepts of sociology, the elements and processes of social interaction, and the application of sociological principles to social institutions, groups, and problems. [Su, Fa, Sp]

**SOC 2123 - Social Problems (3)** This course surveys and analyzes human institutions and aspects of major social problems that confront the community today. [Fa, Sp]

**SOC 2133 - Marriage and Family (3)** The history of the family as a social and educational institution is the focus of this course and includes problems confronting the modern family. [Fa, Sp]

**SOC 2143 - Comparative Cultures (3)** This course examines inter-group relations between dominant groups and minority groups. [F, Sp]

## Spanish

**SPAN 1113 - Conversational Spanish I (3)** Designed to fulfill foreign language requirements for teacher education certification, this course will emphasize frequently-used vocabulary, practical applications, of grammar, illustrated language contexts, and engaging activities to successfully develop good communication.[Fa, Sp]

**SPAN 1115 - Elementary Spanish I (5)** This course studies pronunciation with the use of tapes, fundamentals of grammar, idioms used in everyday life, composition, reading of basic stories. 2 hours laboratory. [D]

**SPAN 1223 - Conversational Spanish II (3)** This course is a continued study of Conversational Spanish I. [Sp]

**SPAN 1225 - Elementary Spanish II (5)** A continued study of grammar, composition, and practical conversation used in translation, This course includes some use of newspapers and magazines. 2 hours laboratory. [D]

## Speech

**SPCH 1001 - Intercollegiate Forensics I (1)** Students participate in intercollegiate speech contests. Prerequisite: Approval of Director of Forensics. [Fa, Sp]

**SPCH 1010 – Selected Topics in Speech (1-3)** This class deals with selected topics for basic speech research and delivery. [D]

**SPCH 1113 - Introduction to Speech Communication (3)** This course covers principles and techniques of preparing for and participating in communication behavior in conversation, the interview, group discussion and public speech. [Su, Fa, Sp]

**SPCH 2011 - Intercollegiate Forensics II (1)** Students participate in intercollegiate speech contests. Prerequisite: Approval of Director of Forensics. [D]

**SPCH 2223 - Group Discussion (3)** Small group communication theory is applied to problem solving and decision-making. This course includes projects in researching, conducting, and evaluating group discussions. [Sp]

**SPCH 2233 - Argumentation and Debate (3)** This study and application of logic and argumentation in persuasion includes assignments in practical application through debate and discussion. Prerequisite: SPCH 1113 or consent of Director of Forensics. [D]

**SPCH 2323 - Public Speaking (3)** Public speaking skills are developed with emphasis on organization, supporting material, delivery, and audience analysis. Prerequisite: SPCH 1113. [D]

## Zoology

**ZOO 1114 - General Zoology (4)** Designed for students with majors and minors in biological science, this course presents the major concepts of biology as illustrated by animal life and studies selected vertebrates as laboratory animals. Prerequisites: none. 3 hours Theory, 2 hours Laboratory. [Fa, Sp]

**ZOO 2114 - Human Physiology (4)** This course examines the functions of the human body systems in maintaining the ultimate goal, homeostasis. Prerequisites: CHEM 1115, or CHEM 1025 for nursing majors. 3 hours Theory, 2 hours Laboratory. [Su, Fa, Sp]

**ZOO 2124 - Human Anatomy (4)** An introductory study of the gross anatomy of the human body and its systems is presented. This course includes laboratory studies of the human skeleton, models and other visual aids and dissection of selected mammalian examples with reference to man. Prerequisites: none. 3 hours Theory, 2 hours Laboratory. [Su, Fa, Sp]

# FACULTY AND STAFF

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## CASC Academic Division Chairpersons

**William Carroll** - *Health Sciences; and Health, Physical Education & Recreation*

B.S., Kansas Newman College; M.P.T., Wichita State University; graduate studies, Oklahoma State University

**William L. Gann** - *Business and Technology*

B.S., Northeastern State University, M.Ed., East Central State University; graduate studies, Northeastern State University, Central State University, Oklahoma State University; C.E.T., C.T.T., F.C.C., G.R.T.

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**Crystal Robertson** - *Communication and Fine Arts*

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## Directory of Faculty

**Beverly Afzali** – Instructor, Division of Math and Science. B.S. SciEd, M.Ed., Northeastern State University; additional graduate studies, Northeastern State University

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**Tommy Smith** - Instructor, Division of Business and Technology. B.S., Northeastern State University; M.Ed., East Central University

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**Cara Stewart** - Instructor, Division of Health Sciences, Nursing Program. B.S.N., Northeastern State University; M.S.N., Northeastern State University

**Danny Wann** - Instructor, Division of Math & Science. B.S., M.S., Southeastern State University; additional graduate study, University of Arkansas

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**Rob Wylie** - Instructor, Division of Math & Science. B.S., Southeastern State University; M.S., Oklahoma State University

**Shirley Harrod Yandell** - Instructor, Division of Communications & Fine Arts. B.A., M.A., Northeastern State University; additional graduate study, Tulsa University

## Professional Staff

**Randy Armstrong** – Recruiter, B.G.S, Northeastern State University

**Keith Barnett** - Jenzabar Support Specialist, IT, B.L.S./A.L.C., University of Oklahoma

**Robin Benson** - Director, Financial Aid, B.S., Northeastern State University

**Terri Carroll** - Director, Library Services, B.L.S., University of Oklahoma; M.L.S, Texas Woman's University

**Verna Corley** - Coordinator, Scholars for Excellence, B.S., Northeastern State University

**Amber Cottrell** - Admissions Specialist, B.S., Oklahoma State University

**Dee Ann Dickerson** – Registrar, VA Coordinator, B.S., University of Oklahoma; M.B.A., Northeastern State University

**Jerry Ellis** - Federal Program Support/Network Admin/Integration Specialist, 2 A.A., Carl Albert State College

**Terri Hardin** - Manager, Bookstore, B.S., John Brown University

**Vicki Hill Sullivan** - Human Resources Director, Title IX Coordinator, B.S. John Brown University

**David Holt** - Head Softball Coach, B.S., Southeastern Oklahoma State University

**Crystal Keeton** - LRC Coordinator, 2 B.A., Nazarene Bible College; MOL, Trevecca Nazarene University; Doctoral studies, Grand Canyon University

**Kelly Kellogg** - Institutional Effectiveness, Assessment Specialist, B.S., Northeastern State University; A.M.T., Kaplan University

**Charles Lewis** - Director of Physical Plant, B.S., John Brown University

**Michael Martin** - Director, Information Technology, B.S., Mid-America Christian University; M.S., East Central University

**Shara Olive** – Activity Director/Student Life Assistant, B.A., Northeastern State University

**Mandy Roberts** - Executive Director, CASC Foundation, B.S., Oklahoma State University; M.Ed., East Central University

**Micky Solomon** – Director of NASNTI, B.S., Rogers State University; M.A., American Public University

**Anita Sutter** - Management Information System/Admissions Director, B.Tech, Rogers State College

**Thomas Vongnarath** – Director of Food Services, B.S., Oklahoma State University

**Amanda Wilson** – Business Office Manager, B.A. Northeastern State University



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*Kimberly Price, SSS*

*Sheryl Scott Jones, SSS*

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*Laura Smith, EOC*

*Marty Wilson, EOC*

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*Annette Staats, ETS*

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*Marsha Caughern, UPBD*

*Melinda Steelman-Pierce, UPBD*

*Tara Foos, UPBDMS*

*Cassabdra White, UPBDMS*

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*Ashley Watts, POWER I – Sallisaw*

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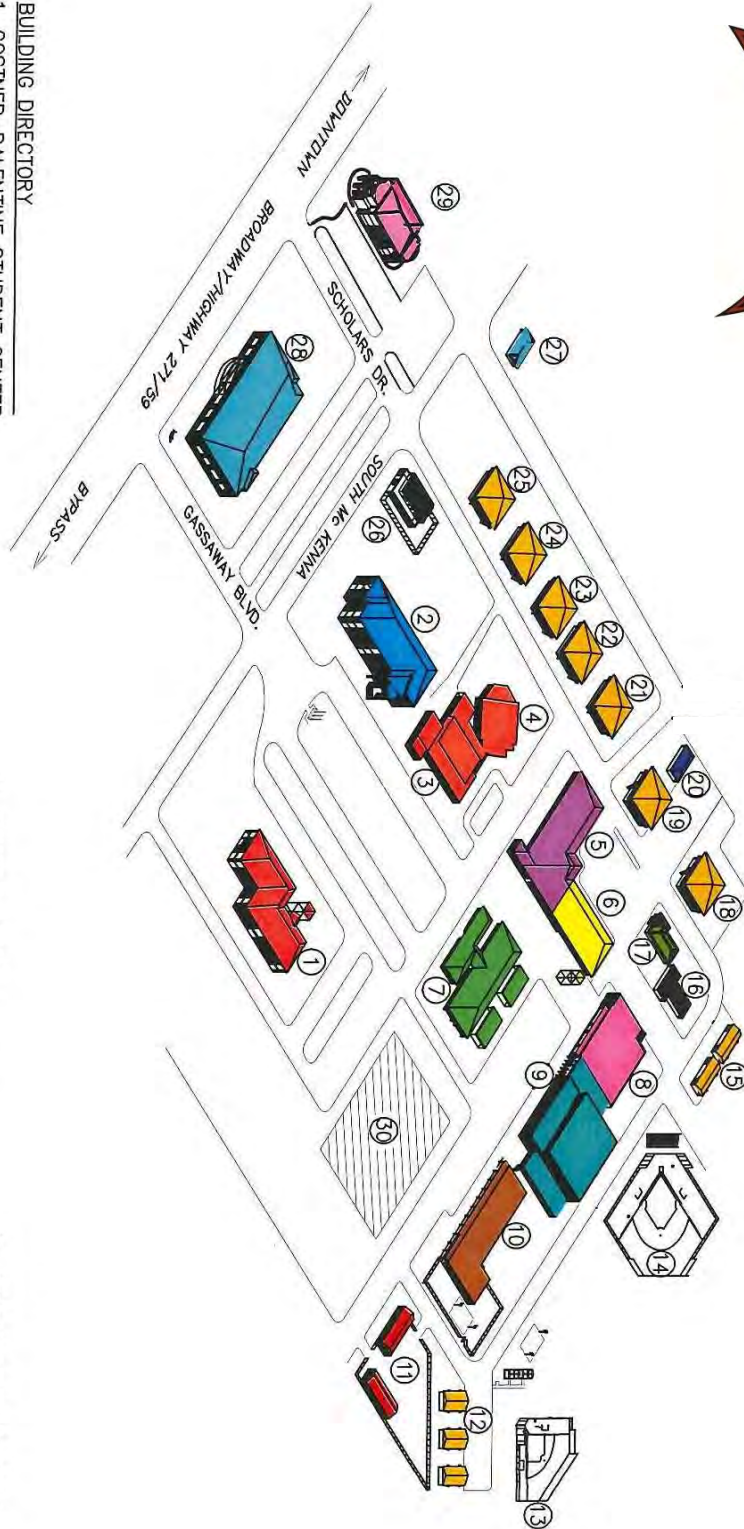
*Thomas Trent, SAS*

*Bobby Gabehart, SAS*

*Shannon Vickers, SAS*

*Will Higgins, SAS*

*Jerra Wright, SAS*



- BUILDING DIRECTORY**
1. COSTNER-BALENTINE STUDENT CENTER
  2. F.L. HOLTON BUSINESS CENTER
  3. HAMILTON AUDITORIUM
  4. HAMILTON COMPLEX
  5. JOHNSON HALL
  6. DR. JOE E. WHITE LIBRARY
  7. HEMPHILL HALL (ADMISSION, BUSINESS OFFICE, FINANCIAL AID)
  8. HEALTH SCIENCE CENTER
  9. THOMPSON FITNESS CENTER & VIKING FIELD HOUSE
  10. TECHNICAL OCCUPATIONS BUILDING & EARLY CHILDHOOD CENTER
  11. PHYSICAL PLANT
  12. WOMEN'S ATHLETIC DORMS
  13. SOFTBALL FIELD
  14. BASEBALL FIELD
  15. MEN'S ATHLETIC DORMS
  16. CHOCTAW HEADSTART CENTER
  17. BAPTIST STUDENT UNION
  18. W.D. HOFFMAN SCHOLAR DORM
  19. BILL J. BARBER SCHOLAR DORM
  20. STUDENT LAUNDRY CENTER
  21. GEDOSH SCHOLAR DORM
  22. HOYLE DORM
  23. OLLIE DORM
  24. MGBEE DORM
  25. A&S McMILLIAN DORM
  26. ARMORY
  27. VIKI HOUSE
  28. OLLIE CENTER FOR ACADEMIC EXCELLENCE
  29. DEANNA J. REED SCIENCE & MATH CENTER
  30. KIAMI CHI TECHNOLOGY CENTER