



*Carl Albert State College*  
**General  
Catalog**

2023-24

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# Governance of CASC

## 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 Allison D. Garrett, Oklahoma City  
 Phillip M Adwon, Tulsa  
 Dennis Casey, Morrison  
 Jeffrey W. Hickman, Fairview  
 Dustin Hilliary, Lawton  
 Ann Holloway, Ardmore  
 Jack Sherry, Holdenville  
 Steven W. Taylor, McAlester  
 Michael C. Turpen, Oklahoma City  
 Courtney Warmington, Edmond

## Board of Regents for Carl Albert State College

President Jay Falkner, Panama  
 Belva Barber, Poteau  
 Mark Caldwell, Poteau  
 Nicholas Grant, Spiro  
 Carroll Huggins, Stigler  
 Deanna Reed, Poteau  
 Dwight Spencer, Sallisaw  
 Lavon Williams, Poteau

## Administration

**Jay Falkner, Ed.D.** – *President*. B.B.A., Northeastern State University; M.Ed., East Central University; Ed.D., University of Arkansas  
**William (Bill) Nowlin** – *Vice President of Enrollment Management and Student Affairs*. B.S., Northeastern State University; M.Ed., Northeastern State University;

Doctoral studies, Oklahoma State University

**Jerry Ellis** – *Director of Telecommunications*. A.A., Carl Albert State College

**Holly Bormann** – *Marketing/Community Relations Director*. B.S., Oklahoma University; additional graduate studies, University of Mississippi

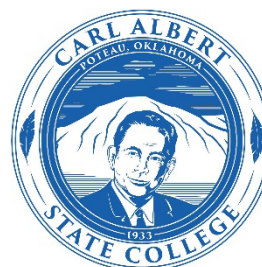
**Mandy Roberts** – *Executive Director of CASC Development Foundation*. B.S., Oklahoma State University; M.Ed., East Central University

**Jamie Henson** – *Director of Sallisaw Campus*. B.B.A., Northeastern State University; M.A., Mid-American Christian 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 Sallisaw, OK 74955 (mailing: PO Box 1437)  
 918-775-6977  
 (Sequoyah County Campus)

Website for Employee Directory:

<https://carlalbert.edu/about-casc/casc-directory>

### Main Office Contact Numbers

Academic Affairs	918-647-1231
Admissions	918-647-1300
Athletics	918-647-1370
Bookstore	918-647-1390
Business Cashier	918-647-1325
Campus Police	918-647-1400
Disability, ADA	918-647-1475
Enrollment Management	918-647-1372
Financial Aid	918-647-1343
Food Services	918-647-1333
Housing	918-647-1374
Parking	918-647-1325
Public Relations	918-647-1474
Registrar's Office	918-647-1307
Student Affairs	918-647-1371
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 sex.

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
- Sexual Assault
- Domestic or Dating Violence
- Stalking

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 at 918-647-1374 Holly Bormann.

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 of discrimination based on sex to the Title IX Coordinator at 918-647-1474 Holly Bormann; incidents of discrimination based on age, race, ethnicity, color, religion, national origin, veteran's status or disability to the Human Resources Director at 918-647-1373, Will Higgins. Students may contact the campus police at 918-647-1400.

Specific policies (Harassment, Title IX (sexual misconduct/retaliation), and Discrimination Policies) may be found on the Human Resources website: (see <https://carlalbert.edu/about-casc/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, the Rehabilitation Act, The Americans with Disabilities Act, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, 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 918-647-1474, Holly Bormann or the Human Resources Director at 918-647-1373, Will Higgins.

# Academic Calendar for 2023-2024

Summer Semester 2023	
<b>Regular Summer Semester – 8 weeks</b> Last day to drop without charges or transcript record  <b>Dates of all holidays and breaks: (no classes)</b> Memorial Day Juneteenth Day Independence Day Holiday  Finals Regular Summer Semester (8 week classes)	<b>May 30 – July 27, 2023</b> June 2, 2022  May 29, 2023 June 19, 2023 July 3-4, 2023  July 26 & 27, 2023
Fall Semester 2023	
Interim Session - 3 credit hour, 5 days Interim Session - 4 credit hour science classes, 10 days  <b>Regular Fall Semester – 16 weeks</b> Last day to drop 16 week classes without charges or record 1 <sup>st</sup> 8 week classes 2 <sup>nd</sup> 8 week classes  <b>Dates of all holidays and breaks: (no classes; campus closed)</b> Labor Day Fall Break Thanksgiving Break  Finals (1 <sup>st</sup> 8 week classes) Finals (2 <sup>nd</sup> 8 week classes) Finals Regular Fall Semester (16 week classes) Regular Semester ends (including final exams)	July 31- August 4, 2023 July 31- August 11, 2023  <b>August 16 – December 15, 2023</b> August 29, 2023 August 16 – October 11, 2023 October 12- December 15, 2023  September 4, 2023 October 19-20, 2023 November 20 - 24, 2023  October 10-11, 2023 December 14-15, 2023 December 11-15, 2023 December 15, 2023
Spring Semester 2024	
Interim Session - 3 credit hour, 5 days  <b>Regular Spring Semester – 16 weeks</b> Last day to drop 16 week classes without charges or record 1 <sup>st</sup> 8 week classes 2 <sup>nd</sup> 8 week classes  <b>Dates of all holidays and breaks: (no classes)</b> MLK, Jr. Day Spring Break Easter Break  Finals (1 <sup>st</sup> 8 week classes) Finals (2 <sup>nd</sup> 8 week classes) Finals Regular Spring Semester (16 week classes) Regular Semester ends (including final exams) Commencement date (graduation ceremonies)	January 8 - 12, 2024  <b>January 17, 2024 – May 17, 2024</b> January 30, 2024 January 17 - March 12, 2024 March 13 - May 17, 2024  January 15, 2024 March 18 - 22, 2024 March 28-29, 2024  March 11-12, 2024 May 16-17, 2024 May 13-17, 2024 May 17, 2024 May 11, 2024

Expanded Academic Calendar listing other dates is posted online at <https://carlalbert.edu/academics/calendar>



# About CASC

## History and Location of College

Carl Albert State College (CASC) has a rich tradition of serving eastern Oklahoma since 1933 when it first opened its doors in the old Poteau High School building during the Great Depression. The college was established to offer educational opportunities to students who could not afford the cost of leaving home to obtain higher learning. 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 growing ever since, from one classroom building in 1968 at its present location serving approximately 300 students, to the present 25 buildings, including 11 resident centers, serving more than 3,000 students.

Originally Poteau Junior College, the name 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 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 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 six classrooms to serve 170 students in its current location in the Sallisaw Industrial Park. Today, the CASC Sallisaw campus is a spacious, modern facility with state-of-the-art technology, computer labs, science labs, and a large multi-purpose area that regularly hosts 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. 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, 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, 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. The HLC address and telephone number is:

Higher Learning Commission  
North Central Association of Colleges and Schools  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
Telephone: (800) 621-7440 | | 312-263-7462  
info@hlcommission.org



## Hall of Fame

Every two years, 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 F.L. Holton Business Center.

### CASC Hall of Fame Members

- AES Shady Point
- The Honorable Carl Albert
- Ms. Belva Brooks Barber
- Mr. Bill J. Barber
- Mr. Elbert Costner, *posthumously*
- Chancellor Emeritus Dr. E.T. Dunlap
- Ms. Mary Gates
- Dr. E.A. "Jack" Gedosh
- Senator Clem Hamilton, *posthumously*
- Representative Jim Hamilton
- Mr. Jerry Hetherington
- Mr. W. D. "Bill" Hoffman
- Mr. Billy & Ms. Starla Hoffman
- Mr. F. L. Holton, Jr.
- Mr. Steve & Ms. Pam Holton
- Mr. W.L. Lattie Hoyle
- Mr. Orville Johnson, *posthumously*
- Ms. Marguerite Kellogg
- Mr. George & Ms. Rosemary McBee
- Ms. Beverly McMillen
- Ms. Delores Mitchell
- Mr. Kelly O'Guin Mitchell
- Mr. George Ollie, Jr.
- Ms. Deanna Reed
- Ms. Jeanne Reed
- Mr. Vernon Roberts
- Mr. Julian J. Rothbaum
- Mr. Buddy & Ms. Doris Spencer
- Mr. Mick Thompson
- Mr. Charles L. Ward
- Dr. Joe E. White
- Mr. Tim Wilson & Ms. Kim Hoffman-Wilson

## 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 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:

- Albert H. & Pat (Hicks) Brigance
- George Herbert Walker Bush
- General Victor Cary
- Hanford F. Farrell, Sr.
- Gerald Ford
- Philip and Wanda Freeman
- E.A. "Jack" Gedosh
- Jerry & Georgia Hetherington
- Jodi Hoffman
- F.L. Holton
- J.C. and Linda Holton
- Dick LaFevers
- Veronica A. LaFevers
- Macy R. McBee
- Dave & Beverly McMillen
- Delores Mitchell
- Jimmie & Pearl Orr
- Oxley Foundation
- Roy & Jeanne Reed
- Julian J. Rothbaum
- J.T. Stites
- Charles Ward
- Eleanor White
- Walter White
- R.L. Winters
- Dean Worley

## CASC Physical Facilities

### Poteau Campus

The Carl Albert State College main campus consists of 134.33 acres near the southeast edge of the city of Poteau. Physical facilities on the campus include:

**Deanna J. Reed Science and Math Center** – Named for Deanna Reed, Carl Albert State College Regent and philanthropist. 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 Jenkins Academic Center** – Named for Dr. Jim Jenkins, 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 Costner-Balentine Student Center houses the CASC Bookstore, Café 1507, Jeanne Reed Stars and Stripes Room, Hygge Hall, and Ballroom.

**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 houses the new cheer and wrestling programs, which will practice and compete in the Mick Thompson Fieldhouse. Mick Thompson also houses an athlete award entry, coaches offices, concessions, Sports Medicine athlete treatment area, locker rooms, and cardiovascular and free weights weight rooms primarily for athletic programs.

**Larry Dickerson Health Science Center** – Named for Larry Dickerson, a former Oklahoma State Senator.

**Hamilton Complex** –Named for Clem Hamilton, a former Oklahoma State Senator. This complex houses classrooms, music rooms, backstage waiting green room, the campus radio station and an auditorium that seats 522 for campus special events and graduation. The Campus Police and the Esports Arena are located 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's 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 Occupations Building**– This building houses the Choctaw Nation Education Programs, Pervasive Parenting Center, Oklahoma Works, Department of Rehabilitation Services, and KiBois Headstart.

**Garry M. Ivey Physical Plant** – Named for a former Assistant to the President and College 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 with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

**Bill J. Barber Scholars Center** –Named for Bill J. Barber, a Carl Albert State College Regent and Trustee. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

**W. D. Hoffman Scholars Center** - Named for W.D. Hoffman, a Carl Albert State College Trustee. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

**Kate “Katie” Ollie Leader Center** – Named for Katie Ollie, a local community leader and philanthropist. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service

**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 with the option of a semi-private room or private room. Each room provides a study area, sleeping area,

walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service

**Dr. E.A. “Jack” Gedosh Dormitory** – Named for Jack Gedosh, a local philanthropist. This student dormitory offers 20 rooms with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

**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 with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service.

**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 with the option of a semi-private room or private room. Each room provides a study area, sleeping area, walk-in closet, private bathroom, and free internet access. Optional cable TV for students who wish to contract the service

**Ross and Artie Stivers Center** - Named for the late Ross and Artie Stivers, former Carl Albert State College Development Foundation Trustees. This center serves as a health, wellness, and recreational center for students, faculty, and staff members. The center is equipped with a student lounge, weight and cardio rooms, a multipurpose studio, gymnasium, batting cages, basketball court, locker/shower facilities, and office space. Additionally, a large enclosed outdoor recreation area attached to the building features a basketball court, volleyball pit, picnic area, hammock park, and a large mural showcasing the institution’s namesake, Speaker Carl Albert.

**Hoffman-Wilson Center** - Named for Billy Hoffman, Carl Albert State College Development Foundation Trustee, and his wife Starla, and Kim Hoffman-Wilson, Carl Albert State College Development Foundation Trustee, and her husband Tim Wilson. This center is a dual-purpose safe room and event center. The center can shelter up to 1,000 individuals in an emergency situation.

**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 Programs** - This building houses an auditorium, a kitchen, and staff offices.

### **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, the Stites Center, the Nursing Department (consisting of faculty offices, classroom, skills lab, computer lab, and student study room), science department, 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 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, campus bookstore, classrooms, testing center, computer lab, 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.

## **Marketing and Communications:**

The Marketing and Communications department informs the campus and surrounding communities served by Carl Albert State College of news, events, activities, and more relating to the college and its programs. In addition, advertising on radio, television, newspapers, social media, and other outlets are coordinated through the Marketing office, as well as assistance with the creation of informational and promotional materials for Carl Albert State College. The Office of Marketing and Communications also coordinates photography used for publicity or for public distribution. The Office of Marketing and Communications also oversees and facilitates the department's strategic plan.

# STUDENT AFFAIRS

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 including the Student Government Association, Viking ID's/parking stickers, Student Conduct, Stigler Health & Wellness Referral Services, Student Disability Services, Student Activities, Stivers Center, Outback recreation, Intramurals, Residential living, Power I, 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 DII Softball, Baseball, Men's and Women's Cross Country, NJCAA E-Esports, NJCAA non-divisional Men and Women Wrestling; NCA competitive co-ed cheer will start fall 2022. CASC students with valid Viking ID's are admitted to home athletic events free of charge. Carl Albert State College's colors are blue and white.

Copies of The Athletic Handbook can be found in the Office of Student Affairs or online at:

<https://carlalbert.edu/student-life/student-resources>

### Athletic Facilities

Viking baseball games are played on the Ivan Goodman Field at Mark Pollard Park, Lady Viking softball games are played at the Softball Complex, both Cross Country teams run at the LaFevers Cross Country Trail, and the Esports Arena is located in the Poteau Hamilton Complex. The new cheer and wrestling programs will practice and compete the Mick Thompson Fieldhouse. Mick Thompson also houses cardiovascular and weight rooms with assorted

exercise equipment primarily for athletic programs. To use any athletic facilities on campus, reservations must be made through the Athletic Director in the Office of Student Affairs.

### The Stivers Center

The Stivers Center indoor recreation area has 3 office suites, a hi-tech student lounge with premium vending, Precor weight, Matrix cardio, and aerobics area. In addition, the following multicourt spaces are available: basketball, handball, pickleball, ping pong, and wallyball. The Stivers Center outdoor recreation area has a covered picnic area, hammock park, lighted basketball/volleyball courts, and a photo area for a selfie with the "Little Giant" Carl Albert or for concerts. CASC provides its students a variety of intramural activities under the direction of the Stivers Center Coordinator and staff. Intramural competitions are organized on a team and individual basis, open to all students, and are offered during the fall and spring seasons.

### The Outback Redesign

The Outback recreation area is located on the Poteau campus and provides a covered pavilion, lighted basketball and volleyball courts, disc golf, stickball field, concrete trail, and cross-country trail.

### Student Center

The Costner-Balentine Student Center houses the CASC Bookstore, Café 1507, the Jeanne Reed Stars and Stripes Room, Hygge Hall for Club & Organization Meetings, a large ballroom, and small Viking Room food pantry.

## The VIKING Card: Student Identification Cards

CASC students will receive the newly launched CASC VIKING CARD upon presentation of their class schedule and photo identification to the Office of Student Affairs located in Hemphill Hall on the Poteau Campus or located at Campus Police on the Sallisaw Campus. The VIKING CARD is your CASC college ID that also offers a student refund choice with direct deposit benefits through your local bank or Herring Bank and additionally works as a debit card through Herring Bank. The College will send Financial Aid Disbursements and/or Business Office Refunds to the students' account (no paper checks) with automatic deposits only. As an ID card, students will be given access to the Library, Bookstore, campus activities, athletic, fine art and special events, provide ID

confirmation of identity, and housing students will utilize in Café 1507.

Students are cautioned to never give anyone your card number, expiration date, security or PIN number except when making purchases. Account inquiries may be made to Herring Bank at 866-348-3435. Internet banking access may be established by calling 866-335-4318.

## Student Health Insurance

If not medically insured, please check into *Insure Oklahoma*, as you may be eligible as a full-time college student at their website:

<http://www.insureoklahoma.org/>.

## 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 The 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, which include alcohol counseling, drug counseling, and "Virtual Visits".

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.

## 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 The Health & Wellness Center, Inc.

CASC students, up to the age of 25, that may be a threat to themselves or others, can contact the Sequel Care Crisis Line 24/7 at 918-647-6719. Students can also get assistance or chat through The National Domestic Hotline at 1-800-799-7233.

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

## Student Handbook

The Student Handbook offers access to tools and resources which can help new and continuing students navigate CASC. Chapters of the Student Handbook are filled with useful college information about academic and student services, as well as student rights and responsibilities.

Copies of The Student Handbook can be found in the Office of Student Affairs or online at:

<https://carlalbert.edu/student-life/student-resources>



# STUDENT LIFE

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. See: <https://carlalbert.edu/student-life/student-resources>

*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 the VIKING CARD, meal sticker, housing and meal contract, and resident parking permit.

## Scholars Center, Residential Program Housing & Athletic Housing

<https://carlalbert.edu/student-life/residential-life>

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.

Each room, excluding athletics, includes a 12'x19' spacious bedroom and study area; an 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 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 216 students a unique base for leadership development.

CASC also maintains Athletic housing for 30 student athletes. Each room includes a spacious bedroom and study area; a bathroom with two vanity sinks, shower, and toilet; 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* which can be found in the Office of Student Affairs or online at:

<https://carlalbert.edu/student-life/student-resources>

## Security and Safety

The Campus Police Department, a division 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/about-casc/human-resources>

A paper copy can be requested at any Campus Police office or the Office of Student Affairs.

## 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 college-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.

<https://carlalbert.edu/about-casc/human-resources>

## 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.

<https://carlalbert.edu/about-casc/human-resources>

## 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. Emergency Operation Plan:

<https://carlalbert.edu/student-life/campus-police>

## 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 Oklahoma State Regents for Higher Education, 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. 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. TRiO on-campus programs are housed in Hemphill Hall, Johnson Hall, Ollie Center, and Holton Business Center in Poteau and the Mayo Center in Sallisaw.

### Student Support Services (SSS)

Student Support Services (SSS) is a federally funded program designed to provide effective strategies to help students expand opportunities for educational success. The program includes a series of academic and personal support systems to assist students in goal setting. The program goals include providing academic services: group tutoring, academic advisement, study skills development; personal counseling services; individual counseling; financial aid information; and referrals to appropriate campus and community resources. SSS offers additional specific services, support and equipment to students with disabling conditions to assist in academic and personal success.

### Educational Talent Search (ETS)

There are two Educational Talent Search programs at CASC on the Poteau and Sallisaw campuses. These are federally funded programs designed to identify and

assist individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. The goal of Educational Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

### Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) serves adults with educational needs within a seven-county area of eastern Oklahoma and western Arkansas. The program is funded by the U.S. Department of Education to provide assistance in entering and/or continuing in a program of postsecondary education, such as college, technical school, and proprietary school. A variety of free resources are available to prospective students who might need assistance in the transition back to school. A few of the many free services include assistance with admission applications, major/career exploration and the Free Application for Federal Student Aid (FAFSA). EOC has one office located on the CASC main campus in Poteau and three satellite offices located at the CASC Sallisaw campus, Fort Smith, Arkansas, and Van Buren, Arkansas.

### 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 for six weeks each summer, and monthly on-campus meetings, as well as in school meetings each month during the academic year. Personal enrichment activities such as cultural events and individual tutorial services are also provided as backup enhancement to the academic program.

### Math/Science Regional Center (UBMS)

Another federally funded program opportunity for high school students is the Upward Bound Math/Science Center. Gifted and talented students with either high interest or ability in math/science fields who meet Upward Bound guidelines can experience an intense six

weeks of study each summer. Included are a variety of trips and hands-on experience at area foundations, industries, and science-related museums. Monthly activities are conducted during school year, as well as in school meetings for advisement and contact purposes.

## Bookstore

Carl Albert State College Bookstore is a local bookstore serving the students, faculty, and staff of CASC. There are two locations for the student's convenience. The main campus bookstore is located on the first floor of the Costner-Balentine Student Center. The Sallisaw Campus Bookstore is located in the Mayo Center. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. We sell textbooks, school supplies, lab supplies, graduation items, spirit gear, and lots more!

## Textbook Lookup

Students can visit the CASC Bookstore website

<https://bookstore.carlalbert.edu/carl-albert-state-college-bookstore-poteau-campus>

<https://sallisawbookstore.carlalbert.edu>

and get a custom list of all textbooks and supplies needed for their courses. The CASC Bookstore strives to offer students the most economical choice for textbooks as possible. Many textbooks are offered new, used, as a rental, or an e-book. The Bookstore works closely with all faculty to ensure the correct text materials and supplies are stocked and ready for the first day of class.

The CASC Bookstore offers both on-line and in store purchases for the convenience of our students. Textbooks and select merchandise can be ordered online and shipped directly to your home, or available for in-store pick up.

## Textbook Payment Policy

The CASC Bookstore accepts all major credit cards, personal checks, and cash. A CASC Student ID is required for all bookstore purchases.

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, and charges. 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 may contact the CASC Business Office to discuss other payment plan options.

Students whose textbooks are paid by their employer or various agencies are responsible for providing the Bookstore with a copy of an approval letter or voucher from the agency. All 3<sup>rd</sup> party billing must be made within the first four weeks of the fall and spring semesters and during the first two weeks of the summer semester.

## Textbook Refund Policy

Textbook refunds are given only if the class is cancelled or if the student has dropped the class. A register receipt and student ID is required for refunds. New textbooks must be in brand new condition (no highlighting or writing). Books with any markings will be given a 75% refund. No refunds on opened access codes, electronics, headphones, Instructor Notes, lab manuals or lab supplies.

The refund period is the 1<sup>st</sup> 10 days of class for the Fall and Spring semesters, and the 1<sup>st</sup> 5 days of class for the Summer semester. For an interim class, the refund period by noon on the first day of the class.

Defective textbooks should be returned immediately for full refund or exchange. All returns are subject to Manager's discretion. 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.

## Textbook Buy Back

Students may sell their used books to the Bookstore for cash during Book Buy Back. A student ID is required for buy back, but a receipt is not. This is a service provided to students during finals week of each semester. Generally, buy back is the first 3 days of finals week for the Fall and Spring semesters, and the first day of finals week for the Summer semester, exact dates and times will vary, but will be posted in advance on campus as well as the CASC Bookstore website.

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. Anything that came with the original book must be included (i.e. study guide, cd’s, study cards).

Other factors that will affect the buyback price:

- If the book has been re-adopted for the upcoming semester.
- If a new edition has been issued by the publisher.
- The condition of the book (damaged bindings, water damage, excessive highlighting, or anything that keeps the book from having a resale value.)
- The current inventory the bookstore has on hand. Limited quantities of textbooks will be repurchased and quantities may be filled during the Buy Back session.

Wholesale is an additional service offered by the Bookstore. We are able to search several wholesale databases to find the highest price available. Wholesale

companies may purchase a book that CASC is not using, but may be at a lesser price than 50%. It is highly recommended that student sell their textbooks at the end of each semester in which they are being used.

## **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.

<https://bookstore.carlalbert.edu/carl-albert-state-college-bookstore-poteau-campus>

## **Sallisaw Campus**

CASC Sallisaw Campus Bookstore is located in its new location - the Mitchell Library. The Bookstore offers the same services as the CASC Bookstore on the Poteau Campus.

<https://sallisawbookstore.carlalbert.edu>

# 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 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, as well as interview techniques are also the focus of the Center.

The Career, Placement, and Transfer Center is located in Hemphill Hall (HH 150).

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 Resumes, 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 Enrollment Management Office (Hemphill Hall 150). Retention begins at the time of enrollment where first-time freshmen students will be advised by the professional advisor who teaches their Orientation class. Continuing students and transfers will choose a faculty advisor that teaches classes in their major. These advisors are available to help students be as successful as possible while staying on track for graduation.

Faculty members and advisors work together to reach out and help students that have excessive absences and/or academic difficulty. This is done using the Early Alert System.



# 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 >> myCarlAlbert. 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 English (Grammar, composition, literature)
- 3 Mathematics (Algebra I, Algebra II, geometry, math analysis, trigonometry, pre-calculus, statistics and probability, calculus, Advanced Placement Statistics)
- 3 Laboratory Science (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 History and Citizenship Skills (Including 1 unit of American History and 2 units from the subjects of History, Government, Geography, Economics, and/or non- Western culture)
- 2 Other (From any of the subjects, computer science, foreign language, or any Advanced Placement course except studio art courses. \*
- 15 Total Required Units

### \*Computer Proficiency

A computer science course 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 additional units: Speech or Fine arts (music, art, or drama)
- 1 additional unit: Lab science (as described above)
- 1 additional 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. Official transcripts from all colleges previously attended must be submitted for documentation and review at time of application.

### **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.

- By Course Remediation: Completion of a deficiency class with "C" Grade or better in the following: ENGL 0111 Fast Track Reading Lab, ENGL 0113 Introduction to College Reading, ENGL 0121 Fast Track Writing Lab, ENGL 0123 Introduction to Writing, ENGL 0133 Intro to College Reading and Writing, MATH 0111 Fast Track Math Lab, MATH 0113 Developmental Math, or MATH 0123 Intermediate Algebra.
- By Testing Remediation: Testing with ACT and scoring a 19 in the appropriate ACT subject test area. Testing with Next Generation Accuplacer and scoring at the proficiency level in the appropriate subject area (see Placement Table). Testing with SAT and scoring 510 on the Evidence-Based Reading and Writing, and 510 on Mathematics.
- Students pursuing admissions to AA, AS, or AAS degree programs may not count remedial (developmental) 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 Total Score.
- 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, SAT, NextGeneration Accuplacer (NG-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 ACT 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 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. Official transcripts from all colleges previously attended must be submitted for documentation and review at time of application.

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 and 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 and 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. Official transcripts from all colleges previously attended must be submitted for documentation and review at time of application.

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 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 9 cr-hrs 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 the designated number of hours (9 cr-hrs cumulative) has been completed, the student is required to meet formal admission or transfer criteria for the institution of desired entry in order to enroll in additional course work and be prepared to submit official transcripts from all colleges previously attended for documentation and review.

### 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 NG- Accuplacer. Academic deficiency(s) must be satisfied through remediation within the first 24 hours of their coursework.

An adult student is eligible for admission to CASC when:

- 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 NG- Accuplacer)

A GED recipient's high school class must have graduated to be eligible for first-time 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:

- Student must have participated in the ACT or SAT program and achieved the requisite composite scores.
- Student's high school class of his or her peers must have graduated.
- 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 or Superscore 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: 35	SAT: 1450 <sup>1</sup>
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<sup>1</sup>This score is valid for SATs administered on or 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 or Superscore without the writing component and the SAT score is the Total 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 for admissions.

#### Testing Measurement and Minimum Test Score for Admissions:

National ACT	19
Pre-ACT (10th Grade)	19
Residual ACT <sup>1</sup>	19
SAT	990 <sup>2</sup>
PSAT10	990 <sup>2</sup>
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

### 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 unaccredited high schools or who are home-schooled shall meet one of the criteria listed in the table below for admissions.

#### Testing Measurement and Minimum Test Score for Admissions:

National ACT	19
Pre-ACT (10th Grade)	19
Residual ACT <sup>1</sup>	19
SAT	990 <sup>2</sup>
PSAT10	990 <sup>2</sup>

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

<sup>2</sup> SAT on or after 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 into college courses when the minimum testing measurement is met or exceeded (as below).

### Concurrent Enrollment: Entry Testing, Cut-off Scores Required to Enroll into College Course

#### ACT, Residual ACT<sup>1</sup>, & Pre-ACT

- 19 ACT English score -may enroll into ENGL 1113.
- 19 ACT Math score - may enroll into college level Math
- 19 ACT Reading - may enroll into subjects not ENGL 1113, MATH, or science
- 19 ACT Science - may enroll into any science when prerequisite met
- *Note: ACT Composite score is the Final Composite Score, commonly referred to as the "Superscore".*

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

#### SAT<sup>2</sup>

- 510 SAT Evidence-Based Reading and Writing - may enroll into ENGL 1113
- 510 SAT Math - may enroll into college level Math
- 510 SAT Evidence-Based Reading+Writing - may

enroll into subjects not ENGL-1113, MATH, or science

- No SAT science exam - -- use Math assessment for science course enrollment

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

## Secondary Testing

Secondary testing with NG- Accuplacer is available to students who are first admitted to CASC with successful composite or Superscore on ACT or total SAT product test score or unweighted GPA (as above), 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 NG- Accuplacer will be permitted to enroll into college courses when the minimum NextGen Accuplacer test score is met or exceeded (as below).

### Concurrent Enrollment: Secondary Testing, Cut-off Scores Required to Enroll into College Course

- 260 English NextGen Accuplacer, may enroll into ENGL 1113
- 260 Quantitative Reasoning NextGen Accuplacer, may enroll into MATH-1513
- 250 Quantitative Reasoning NexGen Accuplacer, may enroll into MATH-1413
- 260 Reading - may enroll into subjects not identified as ENGL-1113, MATH, or science
- No NextGen Accuplacer Science exam – use Math assessment for science course enrollment

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

Testing with NG- Accuplacer is available to students who are first admitted to CASC with successful composite or Superscore on ACT or total SAT product test score or unweighted GPA (as above), but, who fail to meet the minimum curricular subject test to enroll into a college-level course with CASC.

## Performance-Based Enrollment

Students may be enrolled into college courses using test scores (ACT, preACT, SAT, preSAT, or NG Accuplacer) or their unweighted high school GPA with course performance. Performance standards are as below:

- Seniors must have high school transcript showing completions through 11<sup>th</sup> grade with no grade lower than a B in subject of college enrollment and



unweighted 3.0 GPA.

- Seniors will be permitted to enroll into ENGL-1113 using the unweighted 3.0 GPA option and after 11<sup>th</sup> grade English is completed with no grade lower than B in their high school English classes.
- Juniors must have high school transcript showing completions through 10<sup>th</sup> grade with no grade lower than a B in subject of college enrollment and unweighted 3.0 GPA.
- High school students are eligible to enroll into MATH-1513 College Algebra when Algebra I, Algebra II, Geometry or other high math are completed with A grades.

## 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,  $\frac{1}{2}$  high school unit shall be equivalent to three credit-hours of college work.

### High School Unit Equivalent in College Credit Workload Hours

$\frac{1}{2}$  Unit at (high school) = 3 Credit Hours (college)

1 Unit at (high school) = 6 Credit Hours (college)

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 transferring to CASC from another college must submit official transcripts from all colleges previously attended at time of application to confirm 2.00 completion.

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.

## Tuition Waivers

**High School Seniors** who are Oklahoma Residents and attending an Oklahoma high school are eligible for a maximum of 18 cr-hrs of tuition waiver of CASC coursework completed during their senior year. The yearly limit of 18 cr-hrs of tuition waived may be taken in any combination over the three semesters of enrollment with CASC during the concurrent student's high school senior year. The senior academic year is the summer, fall, and spring semesters following the end of the junior year.

**High School Juniors** who are Oklahoma Residents and attending an Oklahoma high school are eligible for a maximum of 9 cr-hrs of tuition waiver of CASC coursework completed during their junior year. The yearly limit of 9 cr-hrs of tuition waived may be taken in any combination in the fall and spring semesters with CASC and during the concurrent student's high school junior year. The junior the tuition waiver applies to the regular fall and spring semesters.

## Veterans Admissions and Guidelines

Carl Albert State College is approved to offer instructional degree programs for payment of VA education benefits under laws and regulations by the Department of Veteran Affairs as certified by the Oklahoma State Accrediting Agency to the Veterans Administration (VA). CASC is an approved institution of higher learning for eligible veteran dependents or survivors, and active service members who qualify for federally-enacted education benefits administered by the VA.

Students should first apply for VA Educational Benefits using the online “how to apply” website <https://www.va.gov/education/how-to-apply>. Questions may be addressed to the college’s VA Coordinator or by calling the VA Muskogee Regional Office at 888-442-4551.

Once approved for benefits, the VA mails 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 GI BILL®), 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.

*(GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.)*

Students may submit the Certificate of Eligibility to the VA Coordinator any time in the term. However, applicants should allow sufficient time for the college and VA Regional Office to process their enrollment (rule of thumb, four to six weeks *before* the first day of classes). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.va.gov/education/about-gi-bill-benefits/>

Students may read more information on CASC’s website:

- <https://carlalbert.edu/admissions>
- <https://www.va.gov/education/about-gi-bill-benefits>

### Military Evaluation

All veteran students are required to submit an official copy of their previous military education and training, and official transcripts from all previous colleges attended.

New students eligible to receive credit for prior learning acquired from military training must be enrolled or eligible to re-enroll at CASC. Credit awarded to a student for prior

learning will be determined after successful completion of 12 or more cr-hrs hours at the awarding institution before being placed on the student's official CASC transcript.

For transfer students, CASC accepts evaluation of military credit that are recorded on transcripts from other accredited universities and colleges.

Students may request their official Joint Services Transcript (JST) using the JST web site, and have it electronically delivered to the Office of Admissions for review and assignment or equivalent CASC credit.

- JST online: <https://jst.doded.mil/official.html>

All air force veterans must have their Community College of the Air Force (CCAF) transcript sent to the Office of Admissions. Students may request their official transcript from CCAF:

- <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

### In-State/Out-of-State Status

For Chapter 31 (Vocational Rehabilitation and Employment) VA benefit recipients will qualify for in-state status and in-state tuition is he/she 1) files with CASC a letter of intent to establish residence in Oklahoma and reside in Oklahoma while enrolled with CASC; and 2) is pursuing a degree with CASC with Chapter 31 educational assistance.

Members of the uniformed services, along with their dependent children and spouse, who provide evidence that they are full-time active-duty status of more than thirty (30) days in the uniformed services stationed in Oklahoma or temporarily present through military orders shall be eligible for in-state status. Further, when members of the armed services are transferred out-of-state, the member, their spouse and dependent children shall continue to be classified as instate as long as they remain continuously enrolled.

Regardless of the residency of the student, dependent children or spouse of a person who is currently serving as a member of the active uniformed services of the United States on full-time active duty status of more than thirty (30) days for whom Oklahoma is the home of record.

Members of the uniformed, along with their dependent children and spouse, who has been stationed for more than one year in Oklahoma at anytime in the previous ten years before the date of enrollment with CASC shall be

eligible for in-state status.

A person, along with their dependent children and spouse, who was discharged or released from a period of not fewer than ninety days of active uniformed service, less than ten years before the date of enrollment in a CASC course(s) and for whom Oklahoma is the home of record shall be eligible for in-state status.

A person who is a current member of the Oklahoma National Guard shall be eligible for in-state status.

### **Veteran Education Benefit – No Penalty Notice**

For students receiving veteran education benefit funding, CASC will not penalize the student when funds are delayed due to late payments from the VA. Instead, CASC will ensure the student remains enrolled and allowed to participate in the course and academic program.

### **Leave of Absence**

Pursuant to Title 70, O.S., Section 3248, CASC shall grant a leave of absence, which shall not exceed a cumulative five (5) years, to a student who is a member of the active uniformed military services of the United States and called to active duty. The student shall be eligible to:

- Withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
- Receive an “I” for any or all courses for the period of active duty status irrespective of the student’s grade at the time the “I” is awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from active duty.
- The student’s admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

## **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. CASC’s policies and procedures developed for retention requirements and guidelines are compliant with the Oklahoma State Regents guidelines.

## **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:

<b>Credit Hours Attempted</b>	<b>GPA Required</b>
0 through 30 semester cr-hrs	1.7
Greater than 30 semester cr-hrs	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 made after thoughtful deliberation. If Appeal is approved, CASC will admit suspended student 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.

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

- Whether an applicant has **been expelled, suspended, denied** admission or denied readmission by any other educational institution.
- Whether an applicant has been convicted of a **felony** or convicted of any lesser crime involving moral turpitude.
- 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. (Official transcripts from all colleges previously attended must be submitted for documentation and review at time of application.)

## 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 which display equivalent courses at each college and university and by academic discipline. Other colleges equivalency guides posted online include: Northeastern State University, University of Arkansas Fort Smith, The University of Oklahoma, Oklahoma State University, East Central University, Southeastern Oklahoma State University, and University of Central Oklahoma. Find a list of published guides to which CASC students commonly transfer online at:

<https://carlalbert.edu/admissions/transfer-center>

## 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 across Oklahoma and a limited number in Arkansas, Missouri, and Kansas.

Students may find a list of common Transfer Institutions and their transfer guides on CASC's web pages at:

<https://carlalbert.edu/admissions/transfer-center>

## Transfer of Veteran Student Military Education and Training

In compliance to Title 38 CRF21.4253(d)(3), students using VA education benefits are required to have all prior training credit evaluated, including all postsecondary and military transcripts. CASC maintains a written record of previous education and training of the veteran, which clearly indicates appropriate credit given by CASC in the comparable term or summary record. The transcript record is cumulative in results and shows pass/fail or letter grade stated awarded.

All veteran students are required to submit an official

copy of their previous military education and training, and official transcripts from all previous colleges attended. Students may request online their official Joint Services Transcript (JST) and have it delivered to the Office of Admissions Records for review of equivalencies and applicable credit.

[JST online: <https://jst.doded.mil/official.html> ]

All air force veterans need to have their Community College of the Air Force (CCAF) transcript sent to the Office of Admissions. Students may request their official transcript from CCAF website:

<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

or

<https://www.parchment.com/u/registration/32882/institution>

CASC accepts military credit evaluation recorded on transcripts from other accredited universities and colleges.

## Transfer Credit Policy: Technology Centers

Carl Albert State College's policies for evaluating, awarding, and accepting credit for transfer are consistent with the college's mission and with the State's focus on aligning coursework to ensure a quality education through common learning objectives reviewed by faculty experts in the discipline.

Transfer credits from an Oklahoma Technology Center will be evaluated using the Statewide Technical Course Articulation Matrix from the Oklahoma State Regents for Higher Education (OSRHE) to help determine course transfer. Academic credit earned for courses appearing on an official transcript from an Oklahoma Technology Center with a minimum grade of C will be evaluated and subject to the approval of the College's Office of Admissions.

The Office of Admissions will follow The *Undergraduate Transfer and Articulation* policy from the OSRHE.

Transfer credits based on a different unit of credit than the one used at Carl Albert State College are subject to conversion before being transferred. Only official transcript and course evaluations performed by the Carl Albert State College's Office of Admissions are final. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.

Grade points do not transfer in and are not calculated in the Carl Albert State College's grade point average (GPA). A grade of "P" will be recorded. Credits earned will be added to the student's overall degree credit.

## 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.
- Transfer students who fail to meet CASC's retention standards upon entry 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:

- Students must submit official transcript from all colleges/universities previously attended. 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 & 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

GPA required	Transfer hours
7-23 cr-hrs	1.7 GPA plus satisfy all freshman admissions requirements
24-30 cr-hrs	1.7 GPA
31-59 cr-hrs	2.0 GPA
60 or more cr-hrs	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 with the Office of Admissions.

### 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.

**AAS in Applied Technology** CASC is working with area Oklahoma Technology Centers to award college credit for Technology Center instructors who have earned a National Certification, National Licensure, or NOCTI in specific technology areas and who seek an associate of applied science degree with CASC (see Associate of Applied Science in Applied Technology degree program). This AAS program is available by permission only and documents instructors' work experience related to business and industry or Naval education (see Office of Admissions).

### Transfer Credit Policies

Transcripts are required from all colleges and universities previously attended. Veteran students are required to submit an official copy of their Joint Services Transcript (previous military education and training record), and

official transcripts from all previous colleges 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 institution's 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.
- All veteran students may request their official Joint Services Transcript (see online request: <https://jst.doded.mil/official.html>) and submit it for evaluation of credit by the Office of Admissions.
- All air force veterans need to have their Community College of the Air Force (CCAF) transcript sent to the Office of Admissions. [request official CCAF transcript <https://www.parchment.com/u/registration/32882/institution>].
- Military credit recorded on transcripts from other accredited universities and colleges will be transferred to CASC in full measure. Re-evaluation will be conducted only when additional credit is appropriate to student's chosen degree plan at CASC.
- 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 on Advanced Standing credit award available at the Office of Admissions. A list of subjects and test scores for AP, CLEP, and others available for equivalent credit awards may be found online at:

<https://carlalbert.edu/admissions/student-forms>

Neither the ACT nor the SAT shall be utilized by Carl Albert State College for awarding credit. Direct instruction or coursework from technology centers shall not be utilized for awarding credit. Credit awarded for prior learning may be applied to a degree program subject to meeting the requirements of conferring the degree with CASC and may not exceed HLC standards and ACE recommendations. The procedures CASC uses to evaluate prior learning credit is objective to the extent that external evaluators would reach the same conclusion.

CASC awards credit for prior learning in programs for which they are approved by the State Regents. CASC assigns the course title and number to the credit awarded. Neutral grades of (P) will be used to designate credit awarded for prior learning. All awarded credit for prior learning is identified by source and method on the transcript.

The allowable number of prior learning credits that CASC may award is a maximum of 15 credit hours (25% of the associate degree). Once recorded at a State System institution, CASC transfers prior learning credit on the same basis as if the credit had been earned through regular study. However, CASC awards credit for prior learning in relevant degree programs approved by the Oklahoma State Regents. Cost to students is limited to national testing charge and departmental examination fee; no other charges are made for the administration or recording of the prior learning credit.

## Returning Students to CASC

All former students of CASC who are returning must simply reapply using the online application. Your records will be updated (such as name, address, major, etc). If you attended any other colleges or universities while away, you must disclose those colleges/universities on your application and provide official transcripts from those institutions at time of re-application.

Students are given a one term grace to provide official transcripts from all colleges previously attended or face a HOLD on their future enrollment; no consideration of degree award or financial aid are available until official transcripts are received and on file in the Office of Admission.

## 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 "P" 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 or NG-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. (Note: ACT Composite score is the Final Composite Score, commonly referred to as the

“Superscore”.)

## Complete College America

In an effort to move students into courses that count toward graduation, CASC supports the Complete College America and Oklahoma State Regents efforts to assist students through remediation and gateway courses in a timelier manner. CASC offers co-requisite remedial instruction in English, Math, and Reading, and accepts equivalent credits from all regionally accredited colleges/universities.

## 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 NG- 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 deficiencies or lacking curricular requirements must remove basic academic skills deficiencies at the earliest possible time but in 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 remove deficiencies in a

discipline area before taking collegiate level work in that area.

## Testing Measurements

While CASC is an “open” admissions institution, CASC uses the ACT and NG- 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 NG- Accuplacer.

## ACT (American College Test)

CASC accepts National and Residual ACT test score results for its entrance testing. CASC is a national test site with Center Code of 034300.

ACT Composite score used for admissions decisions is the Final Composite Score, commonly referred to as the “Superscore”.

ACT Residual testing is available on both Poteau and Sallisaw campuses. 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 19 cutoff score is required to enroll into college-level courses in those subjects according to the *Placement and Remediation Assessments* guidelines.

When student’s score 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 Next Generation Accuplacer according to the *Placement and Remediation Assessments* guidelines.

## NextGeneration Accuplacer Test

CASC administers the NextGeneration Accuplacer (NG-Accuplacer) as an entry-level placement examination and as a secondary placement examination. NextGen Accuplacer is offered as secondary placement testing to students who are deficient through ACT or high school

curricular reasons, and as entry-level placement testing to adult students who require admissions testing.

Student's under age 21 who, after *having first tested* with ACT for admissions, may then test with NextGen Accuplacer for additional placement testing purposes.

High school concurrent may test with NG-Accuplacer after having first qualified for admissions under the concurrent enrollment policy and first tested with ACT or SAT.

The NG-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 entry testing of incoming freshman. 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.

ACT and SAT are different testing platforms, where ACT measures achievement related to high school curricula and SAT measures general verbal and quantitative reasoning. A concordance table is available in the Office of Admissions which provides a means to compare SAT to ACT scores. To illustrate this correlation, key cutoff scores used in freshman course placement, include:

- 19 ACT Composite or Superscore correlates to 990 SAT Total (administered on or after March 5, 2016)
- 510 SAT Math score correlates to a 19 ACT Math subject test score
- 510 Evidence-Based Reading and Writing SAT score correlates to a 19 ACT English and 19 ACT Reading subject test scores

### **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 NG-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 NG-Accuplacer may incorporate

high school performance measurements using the following assessment guidelines.

CASC's ASSESSMENT PLAN determines a students' college preparedness by evaluating their ACT or NG-Accuplacer test results and high school performance measurements. Students are placed into freshman-level English, math, or science courses, or into a combination of college-level and remedial lab coursework when tests scores fall below cut-off scores. The Office of Admissions will evaluate student credentials and provide students with a summary sheet.

The following deficiency guidelines apply:

- Students who have identified deficiency in a subject must 1) enroll into deficiency course in first term or first 24 semester hours, 2) complete that deficiency course with a "P" grade (Passing), or 3) be currently enrolled in the deficiency course in order to enroll in the subsequent college-level course next term.
- Deficiency courses should be completed in the student's first semester or within first 24 cr-hrs.
- A HOLD will be placed on student's 2<sup>nd</sup> term enrollment when student fails to complete in all deficiency course(s) in 1<sup>st</sup> term and removed when the student is enrolled in final deficiency course(s).
- Successful completion of a deficiency course is P" (previous year's grade of "C" or higher required).
- Students who earn a final grade of *NP (No Pass)* in any deficiency course have not met that deficiency requirement and will be administratively withdrawn from the following term's college-level equivalent. Student must repeat the deficiency class and earn a P (Passing) grade, or successfully repeat testing to advance to college-level course.
- For students who transfer from another college and completed similar deficiency course, the Admissions Office will evaluate if deficiency has been met. If deficiency has been met, the transfer student may then enroll into college-level coursework with CASC.

### **Incoming Freshman**

While CASC has an open enrollment policy, incoming freshman are assessed and placed into freshman courses or zero-level course based on multiple measures as indicated in the following table. Students should refer to the table "Course Placement Guidelines for Incoming Freshman Enrollment". Upon initial enrollment with CASC, the student's high school performance GPA and completions and ACT testing are evaluated by Office of

Admissions staff and student is enrolled into freshman level courses using parameters outlined in this table.

High school concurrent students are not eligible for remediation or fast track enrollments or alternate measurements. Instead, concurrent students should refer to the following section and to the table for “Course Placement Guidelines for High School Concurrent Enrollment”.

### High School Concurrent Enrollment

Under the High School Concurrent enrolment policy, students may be admitted to CASC based on a 19 ACT Composite or 990 SAT Total or 3.00 unweighted high school GPA. Deficiency course enrollment is not permitted for the high school concurrent student to remove high school or college deficiency.

However, their course enrollment is allowed for subjects in which a minimum 19 ACT subject score or 510 SAT Evidence Based Reading and Writing or 510 SAT Math score is earned. All high school concurrent student must first test with an ACT or SAT, and then may test with NextGen Accuplacer to determine eligibility to enroll into course. When high school performance of unweighted 3.0 GPA or higher is achieved, further course enrollment options remain.

### Placement Assessment - Testing

Concurrent enrollment students are placed into college courses based on testing results (ACT or SAT) The subject test score determines course placement where a student may enroll into the following courses with the minimum score or higher as below:

- ENGL-1113 with a 19 ACT English subject (510 SAT Evidence-Based Reading & Writing)
- MATH-1513 with a 19 ACT Math (510 SAT Math)
- Science courses with a 19 ACT Science subject score (no SAT)

- All other courses not identified as ENGL-1113, MATH or Science with a 19 ACT Reading (510 SAT Evidence-Based Reading & Writing)

For students who do not meet the minimum ACT or SAT test score, then, the student is eligible to take the NG-Accuplacer. A student may enroll into college courses with the test score below or higher, as follows:

- ENGL-1113 with 260 NG-Accuplacer Writing
- MATH-1513 with 260 NG-Quantitative Reasoning or MATH-1413 with 250 NG-Quantitative Reasoning
- All other courses not identified as ENGL-1113, MATH or Science, with a 260 NG-Accuplacer Reading

### Placement Assessment – High School Performance

Students may be enrolled into college courses using test scores (ACT, SAT, or NG-Accuplacer) or their unweighted high school GPA and course performance.

- Seniors must have transcript showing completions through 11th grade with no grade lower than a B in subject of college enrollment and 3.0 unweighted GPA.
- Juniors must have transcript showing completions with no grade lower than a B in subject of college enrollment through 10th grade and 3.0 unweighted GPA.
- Only high school seniors may take ENGL-1113 using the 3.0 unweighted high school GPA option and after 11th grade English is completed with no grade lower than B in all high School English classes.
- High school Juniors or Seniors may take MATH-1513 when Algebra I, Algebra II, Geometry or other higher math are completed with A grades and 3.0 unweighted GPA.

**Placement Assessment Scores Table**  
**Course Placement Guidelines for High School Concurrent Enrollment**

Test Subject	Minimum Subject Test Score <sup>1,2</sup>			May Enroll into:
	ACT	SAT	NextGen Accuplacer	
ENGLISH	19 English	510 Evidence Based Reading & Writing	260 NG Writing	ENGL-1113 Freshman Composition I
MATH	19 Math	510 Math	260 NG Quantitative Reasoning 250 NG Quantitative Reasoning	MATH-1513 or higher MATH-1413
READING	19 English	510 Evidence Based Reading & Writing	260 NG Reading	Subjects not identified as English, Math or Science
SCIENCE	19 Science	No SAT	No NG Accuplacer	Science subjects when prerequisites met

<sup>1</sup>only one ACT Residual per year    <sup>2</sup> SAT on or after March 5, 2016



## Placement & Remediation Assessments

### Course Placement Guidelines for Incoming Freshman Enrollment

CASC's ASSESSMENT PLAN determines a *first-time entering freshman* students' college preparedness by evaluating testing results and high school performance measurements. Incoming Freshman Students are placed into freshman-level courses, or into a combination of college-bearing and remedial when tests scores fall below cut-off scores. *[These guidelines do not apply to High School Concurrent Enrollment.]*

ENGLISH ASSESSMENT					
COURSE ENROLLMENT	( Meet ONE )				(Alternate – meets both ACT & GPA)
	ACT English	SAT R&W	NG-ACCUPLACER Writing	High School GPA	ACTS English <u>and</u> High School GPA SAT R&W <u>and</u> High School GPA
<input type="checkbox"/> ENGL 1113 Fresh Comp I (No Remediation Required)	19+	510+	260+	NR	17-18 ACT <u>and</u> 3.00+ HS GPA 480 SAT and 3.00+ HS GPA
<input type="checkbox"/> ENGL 1113 & ENGL 0121	16-18	410	250-259	3.00+	NR
<input type="checkbox"/> ENGL 1113 & ENGL 0133	0-15	280	200-249	below 3.00	NR

READING ASSESSMENT					
	( Meet ONE )				(Alternate – meets both ACT & GPA)
	ACT Reading	SAT R&W	NG-ACCUPLACER Reading	High School GPA	ACT Reading <u>and</u> High School GPA SAT R&W <u>and</u> High School GPA
<input type="checkbox"/> College-Level Courses (No Remediation Required)	19+	510+	260+	NR	17-18 ACT <u>and</u> 3.00+ HS GPA 480 SAT and 3.00+ HS GPA
<input type="checkbox"/> ENGL 1113 & ENGL 0111	11-18	410	220-259	3.00+	NR
<input type="checkbox"/> ENGL 1113 & ENGL 0133	0-10	280	200-219	below 3.00	NR

MATHEMATICS ASSESSMENT					
MATH-1513 required for STEM majors and AA Business Administration majors.					
COURSE ENROLLMENT	ACT Math	SAT Math	( Meets: NG-Accuplacer <u>and</u> HS GPA <u>and</u> HS Math core )		
			NG-ACCUPLACER QUANTITATIVE	High School GPA	High School Math Core (Successful Completions)
<input type="checkbox"/> MATH 1513 Pre-Calculus (No Remediation Required)	19+	510+	260+	NR	NR
<input type="checkbox"/> MATH 1513 & MATH 0151	17-18	460	250-259	3.00+	Algebra I, Algebra II, & Geometry
<input type="checkbox"/> MATH 0133	0-18	260	200-259	below 3.00	NR

MATHEMATICS ASSESSMENT					
MATH-1413 appropriate for all AA majors, except Bus Admin and Soc/Psy majors.					
COURSE ENROLLMENT	ACT Math	SAT Math	( Meets: NG-Accuplacer <u>and</u> HS GPA <u>and</u> HS Math core )		
			NG-ACCUPLACER QUANTITATIVE	High School GPA	High School Math Core (Successful Completions)
<input type="checkbox"/> MATH 1413 <sup>1</sup> Survey of CM (No Remediation Required)	19+	510+	250+	NR	NR
<input type="checkbox"/> MATH 1413 & MATH 0141	16-18	420	240-249	3.00+	Algebra I, Algebra II, & Geometry
<input type="checkbox"/> MATH 0133	0-18	260	200-249	below 3.00	NR

<sup>1</sup>Assessment also valid for MATH-1523 & MATH-2123 • MATH-2123 appropriate for AA Soc/Psy majors • MATH-1513 required for AA Bus Admin & STEM majors.

SCIENCE ASSESSMENT		
COURSE ENROLLMENT	ACT (Science)	Next-Gen ACCUPLACER or SAT
<input type="checkbox"/> College-level science courses	19+	Science is met with College Math enrollment/eligibility
<input type="checkbox"/> Appropriate Math deficiency	0-18	Science remediation is met when math deficiency is met

[ NOTE: High school GPA is unweighted ▪ NR = not required ▪ SAT R&W = SAT Evidenced Based Reading & Writing ]

## 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.

## Military Personnel

CASC is compliant with Oklahoma State Regent policy and 38 U.S.C, Section 3679(c) and 70, O.S., Section 3247 as it relates to In-State/Out-of-State status of military personnel and their dependents.

### Active Duty

Members of the uniformed services, along with their dependent children and spouse, who provide evidence that they are full-time active duty status of more than thirty (30) days in the uniformed services stationed in Oklahoma or temporarily present through military orders have in-state Oklahoma residency status. Further, when members of the armed services are transferred out-of-state, the member, their spouse and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.

Regardless of the residency of the student, dependent children or spouse of a person who is currently serving as a member of the active uniformed services of the United States on full-time active duty status of more than thirty (30) days for whom Oklahoma is the home of record.

A person who files with CASC a letter of intent to establish residence in the state and who:

- is entitled to educational or training assistance by virtue of a relationship to a person who is currently serving on active duty; and
- resides in the state while enrolled at CASC, regardless of the student's formal state of residence state or the active service member's home of record.

Former full-time active uniformed services personnel who remain in Oklahoma after their service may retain their in-state status without the 12 month requirement if they establish domicile as defined in this policy.

### Discharged or Released from Active Uniformed Service (Regardless of the Home of Record)

A student who files with CASC a letter of intent to establish residence in the state and who resides in the state while enrolled with CASC shall be eligible for in-state status, regardless of the residency of the student or home of record, if the student:

1. Is a person who was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed service, less than ten (10) years before the date of enrollment in the course(s)

Oklahoma State Regents for Higher Education 182 concerned, and is pursuing a course of education with educational assistance under Chapters 30 or 33 of Title 38 of the United States Code;

2. Is a person who is entitled to assistance under Section 3319 of Title 38 of the United States Code by virtue of a relationship to a person who was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed services, and enrolls in the course(s) concerned within ten (5) years of the date the related person was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed services;
3. Is a person who is entitled to assistance under Section 3311(b)(9) of Title 38 of the United States Code by virtue of a relationship to a person who died in the line of duty while serving in the active duty uniformed services; or
4. Is a person who is pursuing a course of education with educational assistance under Chapter 31 of Title 38 of the United States Code.

#### **Discharged or Released from Active Duty**

Discharged or Released from Active Uniformed Service (Oklahoma Home of Record) Person, or dependent children or spouse of a person, who was discharged or released from a period of not fewer than ninety (90) days of active uniformed service, less than ten (5) years before the date of enrollment in the course(s) concerned and for whom Oklahoma is the home of record have in-state Oklahoma residency status.

#### **Military Reserve or Full-time Active Duty**

Regardless student residency, dependent children or a spouse of a person who is currently serving as a member of the military reserve on full-time active duty of more than thirty (30) days and for whom Oklahoma is the home of record shall be eligible for in-state status.

#### **Reserve Officer Training Corps (ROTC)**

A person who is participating in or has received a partial or full scholarship from the Air Force, Army, or the Navy/Marines ROTC shall be eligible for in-state status.

#### **Oklahoma National Guard**

A person who is current member of the Oklahoma National Guard shall be eligible for in-state status.

### **VA Chapter 31 Vocational Rehabilitation and Employment**

For Chapter 31 (Vocational Rehab and Employment) VA benefit recipients will qualify for in-state status and in-state tuition if he/she 1) files with CASC a letter of intent to establish residence in Oklahoma and reside in Oklahoma while enrolled with CASC; and 2) is pursuing a degree with CASC with Chapter 31 educational assistance.

#### **VA Chapter 33 Post 9/11**

A person who receives Chapter 33 VA Education benefits will receive in-state tuition status.

### **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 above professionals that establish residency as described above may maintain residence status if their parents subsequently leave the state.

A full-time professional practitioner/worker 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 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.

## STUDENT PRIVACY DIRECTORY INFORMATION

### FERPA

Carl Albert State College maintains student education 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 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. Students may address FERPA concerns to:

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

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

### Directory Information

Directory information is information that routinely appears in student directories, athletic programs,

graduation announcements, Commencement programs, and alumni publications, and may be freely released. Directory information is not generally considered harmful or an invasion of privacy if disclosed. CASC designates the following student information as public or directory information and may release the following directory information to the public without the student's consent:

- **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.** 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 Admissions Office.

### Non-Directory Information

Non-directory information and educational records cannot be released without prior, written consent from the student. Some examples of non-directory information include, but are not limited to the student's:

- CASC ID number
- Social Security number
- Date of birth
- Ethnicity, race, or nationality
- Gender
- Final Grades
- Grade point averages (GPA)
- Course schedules (including classes enrolled in, number of credit hours enrolled in)
- Academic Transcript



## Release of Education Record or Transcript Request

Students may authorize release of their education record to a third party (other college, agency, employer, ...) by ordering an official transcript in one of three ways:

- 1) walk-in to the Office of Admissions (ID required)
- 2) complete *Transcript Request* form and submit to Office of Admissions for mailing (no charge), or
- 3) order electronically (for fee) using National Student Clearinghouse provider (online).

Students may mail their completed Transcript Request to:

Carl Albert State College  
Office of Admissions  
Transcript Request  
1507 S McKenna  
Poteau, OK 74953.

The Transcript Request form may also be submitted by email attachment to [admissions@carlalbert.edu](mailto:admissions@carlalbert.edu) and with the student's ID (driver's license).

Students may find the Transcript Request form and how to order an official transcript online on the Admissions web site at [www.carlalbert.edu](http://www.carlalbert.edu) (mouse over Admissions and select Transcript Request).

Questions on how to order a transcript may be directed to the Office of Admissions at 918-647-1300.

A student's consent is not required to disclose academic information when the disclosure is made to

- To comply with a subpoena or judicial order
- In a health or safety emergency
- To accrediting organizations
- Releasing directory information (unless a *Withhold Directory Information* is on file in Office of Admissions)
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.
- To CASC school officials who have a legitimate educational interest
- To federal, state and local authorities involving an audit or evaluation of compliance with educational programs or Veterans' benefit
- In connection with financial aids
- To officials of another school where a student seeks or intends to enroll
- To organizations conducting studies for or on behalf of the college

## Institutional Policies: Enrollment, Attendance, and Withdrawals

CASC offers an "open admissions" policy where students may be admitted at any time during an academic semester. Student must make *Application for Admissions* and provide credentials supporting admissions. Once admitted and credentials received, the next step is enrollment into 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. Student may drop one or more courses using the add/drop features in their *myCarlAlbert* portal account.

The software will permit students to drop all but that final course. To drop that final course, students will then have to email the Office of Admissions at:

- [admissions@carlalbert.edu](mailto:admissions@carlalbert.edu)
- include student name, CASC ID number, course to drop, and reason of Complete Withdrawal (family, job, illness, or other)
- Office of Admissions staff will in turn process the withdrawal.

CASC has established policies that govern withdrawals made before classes begin, during the Add/Drop Period,

and after the Add/Drop Period. Withdrawal periods govern if a letter grade documents the withdrawal action or if tuition/fee charges apply as below:

### **Before Classes Begin**

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

### **Drops during the 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.

#### ➤ To drop without charges

Students who drop any course during the Add/Drop Period are not charged tuition/fee charges.

#### ➤ To drop without letter grade

Students who drop any course during the Add/Drop Period are not assigned a letter grade to the transcript.

### **“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 drop with instructor review and 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**

The software will permit students to drop all but that final course. To drop that final course, students will then have to email the Office of Admissions at:

- [admissions@carlalbert.edu](mailto:admissions@carlalbert.edu)
- include student name, CASC ID number, course to drop, and reason of Complete Withdrawal (family, job, illness, or other)

For Complete Withdrawals, students are strongly advised to visit with a Financial Aid counselor to determine the impact of withdrawal on current and future aide.

### **Course Withdrawal**

To drop one course, students may drop their course(s) using the add and drop features in their *myCarlAlbert* portal account.

### **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 the student to ensure the student’s interest is paramount and withdrawal compliance is met.

### **Veteran Education Benefit – No Penalty Notice**

For students receiving veteran education benefit funding, CASC will not penalize the student when funds are delayed due to late payments from the VA. Instead, CASC will ensure the student remains enrolled and allowed to participate in the course and academic program

# FINANCIAL INFORMATION

## Estimated Cost of Attendance

The cost to attend Carl Albert State College is assessed on certain variables. Students are charged tuition and fees per credit hour of enrollment. Other charges are assessed per course or per semester and vary according to coursework. Textbook and educational supplies also vary according to the course taken. While housing is not required of incoming freshmen, room and board is available when local accommodations are required.

### In-State

How much does it cost to attend CASC? The estimated cost per semester for a student attending Carl Albert State College full-time at 15 cr-hrs is \$3,245.00 for in-state tuition & fees with textbook and education supplies; or \$5,445.00 when on-campus housing is a consideration. Of course, this is just an estimate. Other costs have to be considered that will add to this estimate total, such as additional course fees, private room housing, taking more or less credit load, transportation, personal expenses... all these factors will alter this estimated cost of attendance.

*Example: Oklahoma In-State Resident student enrolling in 15 credit hours per semester:*

Expenses	Oklahoma Resident (in-state)
Tuition & Fees	\$ 2,115.00
Books & Supplies	\$ 1,130.00
Room & Board (double occupancy)	\$ 2,200.00
<b>Estimated Cost per Semester</b>	<b>\$ 5,445.00</b>

### Out-of-State

Students who are attending CASC and residents of another state are considered an Out-of-State Non-Resident and charged, for full-time at 15 cr-hrs, \$3,245.00 in out-of-state tuition & fees with textbook and education

supplies, or \$5,445.00 when on-campus housing is a consideration.

However, a Tuition Waiver (\$149.25 per credit hour) will be awarded to Non-Resident Students that will reduce their Estimated Cost per Semester *equal to In-State tuition* levels. (This Non-Resident Tuition Waiver does not apply to International Students).

*Example: Out-of-State Non-Resident student enrolling in 15 credit hours per semester*

Expenses	Non-Resident (out-of-state)
Tuition & Fees	\$ 4,353.75
Books & Supplies	\$ 1,130.00
Room & Board (double occupancy)	\$ 2,200.00
Estimated Cost per Semester	<b>\$ 7,683.75</b>
<b>Non-Resident Tuition Waiver Reduction</b>	< \$2,238.75>
<b>Estimated Cost per Semester (Adjusted)</b>	<b>\$ 5,445.00</b>

## Tuition and Fees – Per Credit Hour

Oklahoma Resident Tuition	\$ 100.00
Out-of-State Non-Resident Tuition	\$249.25
Mandatory Fees (defined below):	\$ 41.00

- Data Processing Fee \$ 7.00
- Assessment Fee \$ 3.00
- Library Fee \$ 3.00
- Activity Fee \$ 11.00
- Facility Fee \$ 16.00
- Records Fee \$ 1.00

### Totals Tuition & Fees per credit-hour

- \$141.00 per credit hour = Total Resident Tuition & Fees
- \$141.00 per credit hour = OKLAHOMA Resident Tuition & Mandatory Fees
- \$141.00 per credit hour = NON-RESIDENT Tuition & Mandatory Fees *Adjusted*

*Non-Resident Tuition Waiver* CASC awards to all Out-of-State students a *Non-Resident Tuition Waiver* of \$149.25 per credit hour that reduces charges to the comparable

Resident Tuition & Fees Total of \$141.00 per credit hour.

Therefore, after the tuition waiver, Out-of-State Residents will pay In-State Tuition & Fees rates. (This adjusted total does not apply to International Students who are charged full Out-of-State Tuition of \$ 290.25 per credit hour).

## Additional Charges

The following charges will be added to the *Total Tuition & Fees* costs for each semester of enrollment.

When **Additional Charges** apply, the additional cost is a per Credit Hour, per Course, or per semester charge, including:

### Amount per Credit Hour:

- \$40.00 Web Courses Fee (online, Hybrid, Flex, DL courses)
- \$23.00 Remedial Fee (zero-level courses)
- \$ 8.00 Science Lab Fee (BIO, BOT, CHEM, GEOL, GPS, PHYS, ZOO)
- \$50.00 Health Science Fee (AHS, PHTA, NUR)
- \$15.00 Visual & Performing Arts Fee (ART, DRMA, SPCH, MUS, JOUR, DGMT)
- \$10.00 Occupational Health & Safety Fee (OHS)
- \$8.00 Computer Science Fee (CS)

### Amount per Course:

- \$50.00 Language Arts Fee (CHER, CHOC, ENGL, LIB, SPAN, SPCH)
- \$75.00 Natural Sciences Fee (BIO, BOT, CHEM, GEOL, GPS, PHYS, ZOO)
- \$75.00 Mathematics Fee (MATH)
- \$50.00 HPER Fee (HPER)
- \$75.00 Health Sciences Academic Services Fee (AHS, NUR)
- \$75.00 Physical Therapy Assistant Academic Fee (PHTA)
- \$50.00 Fine Arts Course Fee (ART, DGMT, DRMA, HUM, JOUR, MUS, PHIL, RLED)
- \$50.00 Social and Behavioral Sciences Fee (CJ, COSU, GEOG, HIST, LEAD, NAS, OHS, ORI, POS, PSY, SOC)
- \$50.00 Business & Technical Occupations Fee (ACCT, BA, BUS, CD, COED, CS, ECON, ET, MKTG, ORGL)

### Amount per Semester:

- \$ 4.00 Student ID Charge (per semester for all students)
- \$50.00 International Student Fee (per semester)

➤ *Important: Tuition and fees may change after publication of this catalog and without notice.*

➤ *Students may view a copy of most recent, updated Tuition & Fee Chart in the Business Office or online:*

[>> https://carlalbert.edu/admissions](https://carlalbert.edu/admissions) >> Cost of Attendance

## 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, by mail, or with debit/credit card to:

### Mailing Address:

Carl Albert State College  
Attn: Business Office  
1507 South McKenna Street  
Poteau, OK 74953-5207

### Phone Payment:

918-647-1325

## 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 access their *myCarlAlbert* portal once admitted and enrolled.

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 catalog 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 - Friday.

It is the student's responsibility 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 billing addresses to the Business

Office. Students must report any address changes, using online tools found in their *myCarlAlbert* Self-Service or to the Office of Admissions. 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.

The first student ID issued to student is issued at time of enrollment and replacement cards are \$10.00.

## 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.

A signed *Change of Enrollment* must be submitted for withdrawal after the Drop/Add Period to verify course being withdrawn from and validate the identity of the person withdrawing from the course.

## **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. Dates are published in the *Expanded Academic Calendar*

<https://carlalbert.edu/admissions/student-forms>

## **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.

### **Veteran Education Benefit – No Penalty Notice**

For students receiving veteran education benefit funding, CASC will not penalize the student when funds are delayed due to late payments from the VA. Instead, CASC will ensure the student remains enrolled and allowed to participate in the course and academic program.

### **Payment Plan**

Carl Albert State College allows students to pay tuition, fees, meals, textbooks, and housing expenses by month or over time, making college more affordable.

Payment plans allow students to spread their out-of-

pocket costs in monthly payments or over other time plan instead of being required to pay their costs 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.

### **Financial Aid Awarded by CASC**

All students requiring financial assistance with the payment of tuition and fees should contact the CASC Office of Financial Aid or access the Financial Aid website:

<https://www.carlalbert.edu/financialaid/>.

Federal Title IV Funds (Pell, FSEOG, and Direct Loans) and State Funds (OKP, OTAG, etc.) 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. (Transfer students must submit official transcripts from all colleges previously attended to determine/award aid). 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. The types of financial assistance programs in which the college participates include:

- Scholarship Programs
- Federal Pell Grant & Supplemental Education Opportunity Grant (SEOG)
- Federal Work-Study Program
- Oklahoma Tuition Aid Grant (OTAG)
- Oklahoma's Promise
- BIA Grants
- Federal Direct Subsidized Loan
- Federal Unsubsidized Loan
- Federal PLUS Loans
- Oklahoma National Guard Tuition Waiver
- Veteran Affairs Education Benefits
- Other outside scholarships

## Scholarships

Scholarship Application period opens November 1<sup>st</sup> for the next academic year. Deadlines for students applying for tuition waivers and cash scholarships is March 1<sup>st</sup>; students accepting these scholarships must be pre-enrolled each semester by dates set by the Office of Financial Aid. Application deadlines for the Scholars Program is set at February 15<sup>th</sup> each year.

Details on any scholarships and Scholarship Applications may be obtained from the Office of Financial Aid located

in Hemphill Hall or by accessing the Financial Aid website

<https://carlalbert.edu/admissions/financial-aid/scholarships>

Tuition Waivers are a type of financial aid award where the waived amount applies only to tuition charges. Other Scholarship types may be cash based that apply to any charges and can be defined as either a one-time award or divided between 2 or 4 semesters.

To be eligible for scholarships, students must submit the Scholarship Application online and submit supporting documentation including ACT Scores, High School Transcript, and other scholarship requirements. Students who have completed 16 hours or more (not including those earned under high school concurrent enrollment) before submitting their initial scholarship application are not eligible to receive an ACT tuition waiver.

**ACT Tuition Waiver Scholarships** are awarded based on ACT composite test scores taken within the past year and on the unweighted High School GPA of 3.00 or better. All recipients must be an Oklahoma Resident and an Oklahoma high school senior. ACT Tuition Waivers are renewable for the duration listed, and upon completion of 12 hours per semester at CASC while maintaining a 3.0 or better graduation/retention GPA.

- **ACT Composite 28 and 3.50 GPA** – Award is \$4,800.00 Tuition Waiver Scholarship (\$1,200.00 per semester for up to 4 semesters, loaned textbooks).
- **ACT Composite 25-27 and 3.0 GPA** –Award is \$4,000.00 Tuition Waiver Scholarship (\$1,000.00 per semester for up to 4 semesters).
- **ACT Composite 22-24 and 3.0 GPA** –Award is \$3,200.00 Tuition Waiver Scholarship (\$800.00 per semester for up to 4 semesters).
- **ACT Composite 20-21 and 3.0 GPA** –Award is \$1,200.00 Tuition Waiver Scholarship (\$600.00 per semester for 2 semesters only).
- **ACT Composite 18-19 and 3.0 GPA** –Award is \$700.00 Tuition Waiver Scholarship (\$350.00 per semester for 2 semesters only).

**LEADER RESIDENTIAL HOUSING SCHOLARSHIP (Poteau)**—Award is \$1,400.00 Housing Scholarship (\$350 per semester for up to 4 semesters) Minimum requirement: ACT composite of 19 and have a housing application on file. (Limited availability)

**CASC REGENTS SCHOLARSHIP**—Award is \$500.00 Cash Scholarship one-time and up to \$1,000.00 per year in loaned textbooks. Minimum requirement: ACT composite

of 24 and 3.5 GPA. (Limited availability)

**OKLAHOMA STATE REGENTS ACADEMIC SCHOLAR—**  
Award is \$4,400.00 Cash Scholarship (\$1,100.00 cash per semester: up to 4 semesters and is transferable to any four-year state university in Oklahoma). Minimum requirement: 3.7 GPA and in top 5% of graduating class or ACT composite of 29. (Limited availability)

**WILLIAM P. WILLIS SCHOLARSHIP—**Award is \$2,000.00 Cash Scholarship (\$1,000.00 cash per semester for up to 2 semesters) Minimum requirement: must be Oklahoma resident and have financial need. (Limited availability)

**SALLISAW COMMITTEE FOR EXCELLENCE** (Sallisaw)—  
Award is \$900.00 Tuition Waiver Scholarship (\$450.00 per semester: up to 2 semesters) Minimum requirement: ACT composite of 19 and/or 2.8 GPA. (Limited availability)

## Scholarships: Scholars Program

The Carl Albert State College Scholars Program is a highly competitive scholarship for students who demonstrate strong academic and leadership capabilities. Students in the Scholars Program will have leadership roles on the Poteau campus, complete community service projects, and serve as active members in CASC clubs and organizations.

High School Seniors must apply for the Scholars Program Scholarship and submit required documents before February 15<sup>th</sup>. Students are required to have a minimum ACT Composite score or super score of 21 and an unweighted high school GPA of 3.25 or higher. Applications are reviewed by a committee from which individuals are selected to interview. After interviews, applicants will be notified.

Scholars Program recipients must live on the Poteau campus. The Scholars Program award includes a four-semester package valued at \$11,512.00 and offers: A tuition scholarship for up to 16 hours of tuition at a value of \$6,112.00, a \$3,400.00 Room Waiver, and \$1,800.00 towards Meal Costs.

## Scholarships: CASC Foundation

Scholarships are available annually for many students who require financial assistance to attend college and

have demonstrated above average skills and academic ability. Funds are provided by the Oklahoma State Regents and the CASC Development Foundation, which solicits and accepts contributions from individual and organizational donors. Most scholarships are awarded on the basis of financial need; others are awarded for academic achievement or other significant contributions to the College. A Scholarship Committee is responsible for the final selection of students to receive scholarships. All funds are processed through the Business Office. Below lists the Scholarship, Type, and Requirements (if applicable).

**ADAMS ABSTRACT COMPANY SCHOLARSHIP** - LeFlore County - 2.5 GPA; 19 ACT  
**AES, SHADY POINT LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT  
**AGRI-BUSINESS SCHOLARSHIP** - FFA; FCCLA  
**ALBERT H. AND PAT (HICKS) BRIGANCE EDUCATION SCHOLARSHIP** - Education; Financial Need - 2.5 GPA  
**ALBERT H. AND PAT (HICKS) BRIGANCE FAMILY SCHOLARSHIP** - Education; Financial Need - 2.5 GPA  
**ALBERT H. AND PAT (HICKS) BRIGANCE SCHOLARSHIP** - Scholars Program; Cameron; Keota; Education; Financial Need  
**ALLENE CONN MEMORIAL NURSING SCHOLARSHIP** - Nursing  
**ALPHA DELTA KAPPA, LEFLORE COUNTY DELTA CHAPTER SCHOLARSHIP** - Sophomore; Education  
**ARTIE STIVERS LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT  
**AUDRA TUCKER SCHOLARSHIP** - CASC Baseball  
**BAYSUL AND ROTH BALENTINE MEMORIAL SCHOLARSHIP** - LeFlore County  
**BILL J. BARBER LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT  
**BOB LEE KIDD MEMORIAL JOURNALISM SCHOLARSHIP** - Journalism  
**BP AMERICA SCHOLARSHIP** - LeFlore; Latimer; Haskell; Pittsburg; Sequoyah; Energy; Science; Math; Education - 3.2 GPA  
**BRAD FIELDS MEMORIAL SCHOLARSHIP** - Wister High School; Scholar/Athlete  
**BRANSCUM, PICKLE, BARBER MATH SCHOLARSHIP** - LeFlore County; Math  
**BROOKLYN ELAYNA DELEPLANK MEMORIAL SCHOLARSHIP** - Nursing; Physical Therapy; Pre-Med; Medical - 2.5 GPA; 19 ACT  
**BUDDY SPENCER ACADEMIC SCHOLARSHIP** - Sequoyah County; CASC Sallisaw - 3.2 GPA; 19 ACT  
**CASC CONCERT CHOIR SCHOLARSHIP** - Concert Choir **CASC EDUCATIONAL TALENT SEARCH SCHOLARSHIP** - Educational Talent Search  
**CASC GENERAL SCHOLARSHIP FUND** - General  
**CASC NURSING FACULTY SCHOLARSHIP** - Nursing  
**CASC PHYSICAL THERAPIST ASSISTANT AWARD** - Physical Therapy  
**CASC STUDENT SUPPORT SERVICES SCHOLARSHIP** - Support Services  
**CASC UPWARD BOUND SCHOLARSHIP** - Upward Bound; Financial Need - 2.5 GPA  
**CASC VIKE HIKE SCHOLARSHIP** - General - 2.5 GPA  
**CHARLES E. AND MYRTLE BURNETT MEMORIAL SCHOLARSHIP** - Spiro; Heavener; Sallisaw; Cherokee; Choctaw; Healthcare; Financial Need  
**CHOCTAW NATION OF OKLAHOMA LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT  
**CODY BARLOW MEMORIAL IMPACT SCHOLARSHIP** - Heavener High School - 2.5 GPA  
**COLONEL GARY ADAMS, No. 3 CHIEF OF OKLAHOMA HIGHWAY PATROL MEMORIAL SCHOLARSHIP** - Oklahoma Resident; Criminal Justice; Financial Need

**DAN FALKNER MEMORIAL MUSIC SCHOLARSHIP** - Visual and Performing Arts; Choir

**DAVE AND BEVERLY McMILLEN LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**DAVID AND DEE ABRAMS SCHOLARSHIP** - LeFlore County

**DELORES MITCHELL NON-TRADITIONAL SCHOLARSHIP** - Non-Traditional; CASC Sallisaw - 3.0 GPA; 19 ACT

**DELORES MITCHELL SCHOLARSHIP** - CASC Sallisaw; Financial Need - 2.5 GPA

**DELTA KAPPA GAMMA BEATRICE BLANKENSHIP SCHOLARSHIP** - Sophomore; Education; Female

**DICKERSON FAMILY SCHOLARSHIP** - General

**DR. FREDERICK AND MARJORIE OLIVER SCHOLARSHIP** - Nursing; CASC Sallisaw

**DR. HERMAN L. THOMAS NURSING SCHOLARSHIP** - Nursing

**DR. JOE E. AND MELBA SUE WHITE ACADEMIC SCHOLARSHIP** - General - 3.0 GPA; 19 ACT

**DR. JOHN MONTGOMERY SCHOLARSHIP** - LeFlore County; Sequoyah County; Minorities - 2.5 GPA; 19 ACT

**DWIGHT CRAIG MEMORIAL SCHOLARSHIP** - Poteau High School

**EARLY ACCESS SCHOLARSHIP** - Concurrent; LeFlore County; Financial Need

**EASTERN OKLAHOMA RESOURCE SCHOLARSHIP** - Financial Need

**ELEANOR C. WHITE MEMORIAL SCHOLARSHIP** - Education

**ELIZA KINKEAD BULGIN MEMORIAL SCHOLARSHIP** - Minority; Financial Need

**ELIZABETH MCDOW SCHOLARSHIP** - Cameron High School; Scholastic

**ERNEST AND D'LOUS COGGINS SCHOLARSHIP** - LeFlore County; Financial Need

**EVELYN M. HUTCHINSON MEMORIAL LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**EVELYN M. HUTCHINSON MEMORIAL SCHOLARSHIP** - General - 19 ACT

**FLOYD AND ERNESTINE MORRIS SCIENCE SCHOLARSHIP** - Science

**FRIDA KAHLO ART SCHOLARSHIP** - Art - 2.5 GPA

**G. B. AND HELEN LENN LEADERSHIP SCHOLARSHIP** - Visual and Performing Arts; Choir - 2.5 GPA

**GAIL BOOTH MEMORIAL SCHOLARSHIP** - General; Financial Need

**GARRY M. AND PAM IVEY SCHOLARSHIP** - General

**GENEVIEVE HOLTON MUSIC SCHOLARSHIP** - Visual and Performing Arts; Choir - 2.8 GPA

**GEORGE AND ROSEMARY McBEE LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**GEORGE OLLIE, JR. LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**GERALD KEITH AARON MEMORIAL NURSING SCHOLARSHIP** - Nursing

**GLEN L. DOWDEN MEMORIAL SCHOLARSHIP** - Heavener High School

**GUS E. FULLBRIGHT JR. MEMORIAL SCHOLARSHIP** - Sallisaw; Firemen's Children

**HAMILTON FAMILY SCHOLARSHIP** - Panama High School; Financial Need - 2.5 GPA

**HARRY R. AND MAY MCTIER MILLFORD MEMORIAL SCHOLARSHIP** - Visual and Performing Arts; Choir

**J. F. AND KATHRYN JOHNSTON SCHOLARSHIP** - Heavener High School; Sports

**J. T. AND MARY JO STITES MEMORIAL SCHOLARSHIP** - Sequoyah County; CASC Sallisaw; Veterans - 2.5 GPA; 19 ACT

**J.P. (JACK) GAITHER AND EVA M. GAITHER SCHOLARSHIP** - Heavener High School; Financial Need

**JACK AND KATHERINE JOHNSON SCHOLARSHIP** - General

**JAMES DWAIN MCKENZIE MEMORIAL SCHOLARSHIP** - Psychology; Medical

**JAMES RAY MEMORIAL SCHOLARSHIP** - Heavener High School

**JEANNE REED LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**JEANNE REED NURSING SCHOLARSHIP** - Nursing

**JEFF SHOCKLEY MEMORIAL LEADERSHIP SCHOLARSHIP** - LeFlore County; Leadership - 2.5 GPA

**JERRY AND GEORGIA HATHERINGTON SCHOLARSHIP** - Sequoyah County

**JIMMY AND LINDA ALFORD SCHOLARSHIP** - Red Oak or LeFlore County

**JULIAN ROTHBAUM AWARD FOR ACADEMIC EXCELLENCE** - Academic  
**KAREN KELLOGG-SHAW SCHOLARSHIP** - Cameron High School; Financial Need

**KATHRYN M. CARROLL MEMORIAL SCHOLARSHIP** - Financial Need

**KIAMICHI ELECTRIC COOPERATIVE SCHOLARSHIP** - Kiamichi Electric Customer

**L. A. AND EVA FRENCH MEMORIAL SCHOLARSHIP** - Financial Need

**LATTIE HOYLE LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**LEFLORE COUNTY RETIRED TEACHERS SCHOLARSHIP** - Sophomore; LeFlore County; Education; Financial Need

**LIN BOHANAN MEMORIAL SCHOLARSHIP** - General; Financial Need - 3.0 GPA

**LORENE PATTERSON MEMORIAL SCHOLARSHIP** - LeFlore County; Haskell County - 2.5 GPA

**LPN NURSING SCHOLARSHIP** - Nursing

**LT. GLENN C. AND VERA TAYLOR MEMORIAL SCHOLARSHIP** - Nursing; Disabled; Minorities

**LYNN AND RUTH YARBOROUGH MEMORIAL SCHOLARSHIP** - General; Minorities; Disabled

**MADOLYN TUBBS MEMORIAL SCHOLARSHIP** - Sequoyah County - 2.5 GPA

**MARIE BROWN MEMORIAL SCHOLARSHIP** - Poteau High School - 2.5 GPA

**MIKE MILLER MEMORIAL SCHOLARSHIP** - Visual and Performing Arts; Choir

**MISS CASC FOUNDATION SCHOLARSHIP** - Miss CASC

**MISS CASC SCHOLARSHIP** - Miss CASC

**MOLLY GEDOSH MEMORIAL TUITION WAIVER** - Sophomore; Nursing

**NADINE BALESTRIERI SCHOLARSHIP** - Leadership; Activities - 3.5 GPA; 22 ACT

**NELL AND LATTIE HOYLE MEMORIAL MUSIC SCHOLARSHIP** - Visual and Performing Arts; Choir

**OG&E SCHOLARSHIP** - General - 2.5 GPA

**PATRICK LYNCH MEMORIAL SCHOLARSHIP** - Poteau High School; Education - 2.8 GPA

**PAULA NIETO TWIN SCHOLARSHIP** - Sophomore; Twins

**RAY AND KATIE CORN MEMORIAL SCHOLARSHIP** - Public Service

**REVEREND MORRIS AND JENNY PIPKIN MEMORIAL SCHOLARSHIP** - Ministry; Music Ministry; United Methodist - 2.5 GPA

**RILLA WYATT MEMORIAL SCHOLARSHIP** - LeFlore High School; Academics; Activities

**ROBERT AND JEANNE BROOME LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**ROBERT BORDEN SCHOLARSHIP** - LeFlore County; Financial Need

**ROBERT SMEDLEY MEMORIAL SCHOLARSHIP** - Visual and Performing Arts; Choir - 2.5 GPA

**RONNIE LEE TAYLOR II MEMORIAL SCHOLARSHIP** - Panama High School

**ROSS AND ARTIE STIVERS SCHOLARSHIP** - Howe High School - 2.8 GPA; 19 ACT

**ROY AND JEANNE REED BUSINESS SCHOLARSHIP** - Business

**SAM COGGINS MEMORIAL SCHOLARSHIP** - General - 2.5 GPA

**SCOTT VINCENT MEMORIAL SCHOLARSHIP** - LeFlore County; Military; Veteran - 3.0 GPA

**SENATOR CLEM AND MRS. CECIL HAMILTON MEMORIAL SCHOLARSHIP** - Heavener High School; Financial Need - 2.5 GPA

**SEQUOYAH COUNTY EARLY ACCESS SCHOLARSHIP** - Concurrent; Sequoyah County; Financial Need

**SPIRO STATE BANK LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**SPIRO STATE BANK SCHOLARSHIP** - Spiro High School - 2.5 GPA; 19 ACT

**STEVE AND PAM HOLTON HISPANIC STUDENT SCHOLARSHIP** - Hispanic; Health Science - 3.2 GPA

**THE COMMUNITY STATE BANK LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**THE HONORABLE DENNIS M. SPROUSE RECOVERY SCHOLARSHIP** - CASC Sallisaw; Recovering Addict - 2.5 GPA; 19 ACT

**THE WALTON FAMILY FOUNDATION LEADER SCHOLARSHIP** - Residential Student; Leader Centers - 3.0 GPA; 19 ACT

**THERESA EMBREY MEMORIAL SCHOLARSHIP** - Poteau High School; Financial Need  
**TONI FLOYD THOMPSON MEMORIAL SCHOLARSHIP** - Poteau High School - 2.5 GPA  
**TONY KERBOW SCHOLARSHIP** - LeFlore County; Poteau High School - 2.5 GPA  
**TULA HIMES MEMORIAL SCHOLARSHIP** - Hispanic; Financial Need  
**TYLER SETH DAVLIN MEMORIAL SCHOLARSHIP** - Nursing; Physical Therapy; Pre-Med; Medical - 2.5 GPA; 19 ACT  
**VERNON ROBERTS MEMORIAL SCHOLARSHIP** - Poteau High School  
**VICKIE CONN SCHOLARSHIP** - LeFlore County; Sequoyah County; Education  
**VICTOR CARY MEMORIAL SCHOLARSHIP** - General  
**WILLIAM DEE CARROLL MEMORIAL SCHOLARSHIP** - Cross Country; Science  
**WILLIAM L. GANN TELECOMMUNICATIONS SCHOLARSHIP** - Business; Technology - 2.5 GPA

## Other Financial Aid

Carl Albert State College participates in several federally and state funded financial aid programs for college students including Federal Pell Grant, Oklahoma's Promise Scholarship, and Tuition Aid Grants.

To be eligible to receive funds under any Title IV financial aid program, a student must have a graduated high school and provide proof of graduation (official high school transcript or GED), as well as other federal criteria.

## How and When to Apply

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 on the mobile app *MyStudentAid* or online:

<https://studentaid.gov/fafsa-app/ROLES>

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.

Students can receive free assistance with the financial aid application through the Educational Opportunity Center (EOC) academic advisors located on the Poteau campus in Hemphill Hall, Rooms 112 and on the Sallisaw campus in the Mayo Center rooms 8004.

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 Office of Financial Aid will receive his/her *Institutional Student Information Report* (ISIR) electronically from the processors. Once the ISIR and any other required documents are received by the CASC Office of Financial Aid, an additional 1 to 3 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 as a refund to their designated refund option.
- 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 September.
- Spring Semester: First estimated date will be February.

Follow-up disbursements for each semester will be posted by the CASC Office of Financial Aid as well as on the CASC 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 Academic Progress (SAP)

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. See SAP Policy online at:

<https://carlalbert.edu/admissions/financial-aid/#financial-aid-info>

## 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. (Transfer students must submit official transcripts from all colleges previously submitted to determine/award aid).

### 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 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 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)

FSEOG is awarded to undergraduate students with exceptional financial need. The CASC Office of Financial Aid 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.

The CASC Financial Aid Office determines eligibility of this

grant based on Oklahoma residency, enrollment status, the amount of other aid s/he receives, and other particular requirements.

Funds are released to CASC after enrollment and eligibility 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 Office of Financial Aid determines eligibility based on his/her financial need, the amount of other aid s/he receives, and the funding level that CASC receives. The FAFSA application is used for the FWS program.

### Institutional Work-Study (IWS)

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



## Federal Student 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 Office of Financial Aid determines eligibility based on the grade level in school, dependency status, and financial need.

Interest rate for this loan changes each year. The U.S. Department of Education pays interest while 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, drops below half-time, or withdraws before repayment begins. The loan servicer will send the student information about repayment and 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* found on myCarlAlbert Self-Service to be considered for a loan.

### 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 Office of Financial Aid 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, drops below half-time, or withdraws 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 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* found on myCarlAlbert Self-Service to be considered for a loan.

### 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 Office of Financial Aid 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. Parents must also complete an application and credit check on <https://studentaid.gov/plus-app/parent/landing>.

## 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 complies with the uniform system of grading 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 Points per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

### Other Symbols Used on the Transcript

Grade	Note	Grade Points per Hour
P	Pass	0
NP	No Pass	GPA Neutral
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

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

**P** The "P Grade is used to indicate credit earned through Advanced Standing examinations and military evaluations. The P is GPA neutral and counted in the total number of attempted hours for retention, and the total number of attempted and earned hours for graduation.

**P-F** The "P-F" or Pass-Fail grade are an option for students in limited courses, including the COED and athlete based activity courses. The Pass grade indicates credit hours earned but does not contribute to the GPA. The F grade is calculated into the GPA.

**P-NP** The "P-NP" or Pass-No Pass grade are an option for students in developmental coursework and special circumstances specified by CASC. The P grade indicates the student met minimum course requirements; the NP grade indicates the student did not meet minimum course requirements. For the developmental course, the P-NP grade does not add hours or contribute to the GPA. For the 1000 or 2000 level course, CASC may use the P-NP for regularly graded courses under specific and special circumstance (note: used in Spring 2020 COVID-19 grade award exceptions) with the P grade adding earned credit hours but does not contribute to the GPA. The NP grade neither adds hours or contributes to 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.

**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 and 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. The last day students are permitted to withdraw from a class is the last day of classes before Final Exams begin.

**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.

## Leave of Absence: Military

Pursuant to Title 70, O.S., Section 3248, CASC shall grant a leave of absence, which shall not exceed a cumulative five (5) years, to a student who is a member of the active uniformed military services of the United States and called to active duty. The student shall be eligible to:

- 1.) Withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
- 2.) Receive an "I" for any or all courses for the period

of active duty status irrespective of the student's grade at the time the "I" is awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

## Grade Point Average

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

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

## Remedial/Developmental Courses

Remedial/developmental courses are coded as zero-level and college credit is not awarded for the completion of such courses. English and mathematic remedial/developmental courses are assigned letter grade of "P" or "NP". Remedial/development course grades are not calculated in the retention/graduation or cumulative GPA, but are reflected in term GPA or credit load calculations. CASC offers developmental courses for non-college credit, including:

- MATH 0141-Fast Track Survey of Math,
- MATH 0151-Fast Track College Algebra,
- MATH-0133-Intro to College Math
- ENGL 0111 Fast Track Reading Lab,
- ENGL 0121 Fast Track Writing Lab,
- ENGL 0133 Intro to College Reading and Writing.

**High School Concurrent Enrollment** Students enrolled under the high school concurrent enrollment policy are not permitted to enroll into zero-level courses to remove remediation requirement while in high school.

**VA Funded Student Enrollment** Students who receive VA educational funds are permitted to enroll into remedial courses, but will not receive VA education funding for zero-level/remedial courses delivered through online

instruction. Only remedial courses taken on-campus are valid for VA funding purposes.

## 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:

- Repeated Courses
- Academic Reprieve
- 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. All attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned. Only the highest grade earned is used in the calculation of the GPA. If most recent repeated course was graded as pass-fail, then the pass-fail grade is used and none of the previous letter grades apply.

### 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 calculation of his or her retention/graduation GPA.

A student who is currently enrollment may request an academic reprieve consistent with these guidelines:

- 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 are included during the semester(s) for which as reprieve is requested. 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 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 who is currently enrolled may request academic renewal from CASC consistent with these guidelines:

- At least three years must have elapsed between the last semester being renewed or shorter time period as approved by the Vice President for Academic Affairs;
- 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.

## Reporting Academic Standing

### Retention Standards & Requirements

Each student's transcript will list the student's current term GPA, retention/graduation GPA, and cumulative GPA, and will denote each semester when a student is placed on academic probation or is academically suspended from CASC.

### Transcript Notations

The student's academic transcript will be a full and accurate reflection of the facts of the student's academic career. Therefore, in situations that warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected and how the GPA is calculated.

Specifically, for those students who receive academic forgiveness by repeating courses or through academic reprieve or renewal, the transcript will reflect the GPA excluding forgiven courses/semesters. The transcript may also note the cumulative GPA which includes all attempted regularly graded course work.

The Explanation of Grades section of the CASC transcript will note the courses and semester(s) reprieved or renewed. The official CASC transcript includes a legend that defines the grading symbols listed on the student's transcripts and is consistent with the State Regents policy.

## 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 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).

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 and the 2<sup>nd</sup> week to last day of 6<sup>th</sup> week in summer term.

### "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. For any drop after the 13<sup>th</sup> week of classes, a "W" or "F" grade will be assigned depending upon the student's standing in the class.

- Students may drop courses with a "W" letter grade after the instructor reviews student's standing in the class and approves the "W" withdrawal grade.

- However, instructors may assign a non-passing letter grade of “F” to the student’s withdrawal and have the “F” grade recorded to the transcript.

## Dropping Courses without Charges

### Withdrawals Before Classes Begin

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

### Drops during the 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.

## Dropping Courses with Charges

### Withdrawals after Classes have Begun

Students who drop course(s) after the 10<sup>th</sup> day of fall/spring classes or after the 5<sup>th</sup> day of summer classes will be fully liable for tuition, fees, textbooks, and all other related educational expenses and will receive a letter grade on 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.

## 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 begins at 22 hours in the fall/spring term and 10 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 load is 24 credit hours in the fall/spring terms or 12 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 5 days of a fall or spring semester, the first 2 days of a summer semester, and the first morning 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.

Students changing/withdrawing from a course in the first 10 days of the fall/spring terms or 5 days of the summer term may do so without charges or grade. After this add/drop period, failure to withdraw from a class not attending may 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:

- Enroll with the Office of Admissions; note on enrollment form 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.

## Senior Citizen Waiver

Area residents who are 65 years of age or older may enroll at CASC on a no-credit (AUDIT) basis without tuition or fee charges. Students are liable for the cost of the textbook, any applicable course costs, and will receive a grade of "AU" or Audit with no academic credit awarded. Senior Citizen Waiver Request form must be completed each semester. Students should visit the Admissions Office or download the waiver at:

<https://carlalbert.edu/admissions/student-forms>

## Grade Protests/ Grade Changes

Students may challenge 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 Committee within 90 days after the grade in question appears on the permanent record.

Information concerning procedures is available from the Office of Admissions & Records.

## 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 *myCarlalbert* 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. Only Carl Albert State College courses are considered in the determination of honor role.

The Office of Admissions confirms a student's GPA and the Office of Marketing publishes student names in hometown newspapers and online. CASC publishes two honor roll lists and one national community college honor society.

*President's Honor Roll* President's Honor Roll recognizes students who complete a term with a grade point average of 4.00, no course grade below an "A", and fulltime credit load of 12 cr-hrs (excludes any activity or zero-level courses).

*Vice President's Honor Roll* Vice President's Honor Roll recognizes students with a grade point average of 3.00, no course grade below a "C", and full-time credit load of 12 cr-hrs (excludes any activity or zero-level courses).

*Phi Theta Kappa (PTK) Honor Society* PTK is an international honor society among community colleges that recognizes academic achievement of college students and provides scholarship and personal growth opportunities. Sponsors are located in the Education Talent Search office located on the Poteau campus.

## **Deceased Students**

With the death of a student, education records are no longer protected under FERPA. While the release of records involving a deceased student is no longer a FERPA issue, the issue is an institutional matter. Therefore, the college maintains full discretion in deciding whether and under what conditions education records of a deceased student should be disclosed.

The Registrar's Office will work to determine the appropriate release of the student record and will not release education records unless presented with valid subpoena requesting student education records, by written authorization from the executor of the deceased student's estate, or verification of next of kin if an executor has not been appointed. Such individual would need to provide proof of the student's death (i.e., death certificate or obituary notice), relationship to the deceased, and reason for the request.

The request will be reviewed by the Registrar, who make the determination on a case-by-case basis.

# 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 Process** Registrar will run a system degree audit review each semester and notify students who have been pre-approved for graduation (complete In-Progress coursework in that term). Registrar will run same system degree audit review after finals grades have been submitted, and notify students who have successfully completed In-Progress coursework and thus graduate.

**myCarlAlbert Self-Service** The new Colleague software permits student to complete an online Graduation Application when all courses for their academic program have been completed and are “In-Progress” for completion. Students may also submit a paper-based Application for Graduation for review. Paper applications are necessary when the student has transfer or advanced standing coursework not yet applied to the transcript.

The Registrar’s Office will notify applicants by EMAIL of graduation pre-approval or denial with reason for denial. Students should check their CASC Student EMAIL for correspondence and graduation status updates.

Both paper-based and online Applications are accepted, and trigger a graduation review. Applications are reviewed and approved by the Registrar who then activates the online myCarlAlbert for applicants. The Registrar emails students who are scheduled to complete course requirements in their final semester with CASC.

## Student Notification of Pending Graduation

Registrar will run a system degree audit review each semester and notify students who have been pre-approved for graduation (complete In-Progress coursework in that term). Registrar will run same system degree audit review after finals grades have been submitted, and notify students who have successfully completed In-Progress coursework and thus graduated.

Conferral of degree occurs after the end of the semester and based upon successful completion of program requirements, earning a retention/graduation GPA of 2.00 or greater, and been pre-approved for graduation.

Applications are due by April 1 for a May completion or May Commencement, 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 at week 15 of spring semester.

The following general rules apply to all 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 the end of any semester must file an *Application for Graduation*, and complete all courses, earn a minimum 2.00 GPA and credit 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. Students are required to submit official transcripts from all colleges previously attended as a factor in degree award.
- Degree or certificate programs are awarded in accordance to published catalog 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 from CASC may be granted by completing an additional, unique set of 15 credit hours and core coursework required in that major.
- A retention/graduation grade point average of 2.00 must be earned to meet graduation requirements. The GPA includes transfer hours from all college/universities previously attended.

- Physical education activity, zero-level, repeated or reprimanded courses are not counted toward the credit hour requirement of any program.
- Through a Reverse Transfer initiative, 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. Current programs and course requirements are considered for conferral.
- Students who do not wish their name to be published in commencement program and graduation publications must file a "Withhold Directory Information" with the Office of Admissions.

## 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 display student's name, degree award, date of conferral, Oklahoma State Regents and Carl Albert State College officers, and any Honors and PTK distinctions. Diplomas are ordered for all graduates who meet all course and program requirements in a graduation term..

## Honors

Honors used for Commencement are based on the graduating student's Retention/Graduation GPA at time of Commencement. Final honors distinctions are awarded to those earning their associates degree and noted on the Diploma; honors are not attached to student's receiving the certificate credential. Final honors distinctions are:

- Highest Honors are awarded when cumulative Ret/Grad GPA is between 4.00 and 3.75.
- High Honors are awarded when cumulative Ret/Grad GPA is between 3.74 and 3.50.
- Honors are awarded when cumulative 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 college transcript, and recognized at Commencement.

Honor cords, military cords, and CASC organization cords may be purchased from the Bookstore and worn during Commencement.

## Veteran Military Cords

To honor their military service to the United States of America, CASC 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 invited to participate in Commencement include previous term fall graduates and those projected to successfully complete requirements at the conclusion of the spring or summer term. Students will receive a diploma cover at Commencement.

## Reverse Transfer

In support of Oklahoma's participation in the COMPLETE COLLEGE AMERICA efforts, CASC is working in cooperation with other Oklahoma colleges/universities to increase the number of college graduates. Students who are attending another college and have completed a minimum of 15 credit hours with CASC may be eligible to earn their associates degree from Carl Albert State College through the *Reverse Transfer* initiative.

To evaluate a degree award through Reverse Transfer, a student must submit official transcript(s) from all colleges previously attended for evaluation of degree award in a current academic program with CASC. Students must complete a minimum 15 cr-hrs in residence with CASC. This opportunity is valid for courses transferred from a regionally accredited two or four-year college.

## 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 degrees authorized by the State Regents, including:

“Associate Degree” is a credential requiring two years of full-time equivalent college work (at least 60 hours). Carl Albert State College offers three types of associate degree:

- Associate in Arts
- Associate in Science
- 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:

#### Think Critically

- Define a problem or question appropriate to context
- Gather info/data necessary to address problem/question
- Evaluate evidence/data for credibility and relevance
- Develop appropriate conclusion/solution

#### Demonstrate Technological & Information Literacy

- Utilize appropriate technological tools that facilitate learning
- Access relevant info/data from applicable methods
- Evaluate info/data in terms of relevant criteria
- Communicate info/data ethically and responsibly.

#### Communicate Effectively

- Organize communication in applicable format
- Demonstrate content development
- Provide required support/evidence
- Express communication free of technical error

## Associate of Arts (AA) Degrees

Students recommended for the AA degrees must achieve a GPA of 2.0 as a minimum on all coursework attempted (min.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 credit hours of which a minimum 39-40 credit hours of general education are required as below. [To see how specific courses transfer to another Oklahoma college or university go to <https://www.okhighered.org/transfer-students/course-transfer.shtml> - *Course Equivalency Tables*].

- **English Composition:** 6 hours, must include ENGL 1113 and ENGL 1213
- **U.S. History and U.S. Government:** 6 hours, must include HIST 1483 or HIST 1493, and POS 1113
- **Science:** 8 hours, one course must be a laboratory science
- **Humanities:** 6 hours, chosen from nonperformance courses
- **Mathematics:** 3 hours, (MATH 1413 is approved for AA in Child Development; Computer Info Systems; Enterprise Development; General Studies; HPER; Pre-Elementary Education; Criminal Justice; History, Political Science, and Pre-Law; Sociology/Psychology. MATH 1513 is approved for AA in Business Admin.)

### Additional Elective & 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 course.

## 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 CASC's computer proficiency assessment, or
- Successfully complete college-level course: CS 1103 Microcomputer Applications or other college approved computer science course.

## Major Coursework

The remaining 20-24 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

A minimum of 15 credit hours in residence at CASC must be completed to earn an associate of arts degree. Below is the minimum number of credit hours required to earn an Associate of Arts degree:

<b>Total semester credit hours required</b>	<b>60</b>
General Education - Credit Hours:	37
Course work applicable to major	23
Credit in residence at CASC	15

## General Education Core Requirements

- 1. English Composition - 6 hours**  
ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II
- 2. U.S. History - 3 hours**  
HIST 1483 American History 1492-1865  
HIST 1493 American History 1865-Present
- 3. U.S. Government - 3 hours**  
POS 1113 American Federal Government
- 4. Biological Science - 4 hours**  
BIO 1114 General Biology  
BOT 1114 General Botany  
ZOO 1114 General Zoology
- 5. Physical Science - 4 hours**

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**  
ORI 1111 Freshman Orientation
- 7. Mathematics - 3 hours**  
MATH 1413 Survey of Contemporary Math  
MATH 1513 College Algebra (for Business majors)
- 8. Health, Physical Educ. & Recreation - 2 hours**  
any HPER course, except activity courses  
(note: may not be required in all AA degrees)
- 9. Computer Proficiency - 3 hours**  
CS 1103 Microcomputer Applications
- 10. Humanities - 6 hours**  
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 ENGL 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 coursework 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 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. [To see how specific courses transfer to another Oklahoma college or university go to



<https://www.okhighered.org/transfer-students/course-transfer.shtml> - Course Equivalency Tables].

- **English Composition:** 6 hours, must include ENGL 1113 and ENGL 1213
- **U.S. History and U.S. Government:** 6 hours, must include HIST 1483 or HIST 1493 and POS 1113
- **Science:** 8 hours, must be a laboratory science
- **Humanities:** 6 hours, chosen from nonperformance courses
- **Mathematics:** 3 hours (MATH 1513 is approved for AS in Allied Health; Biological & Pre-Professional Sciences; Math, Physical Science, & Pre-Engineering, Enterprise Development).

### 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 CASC's computer proficiency assessment, or
- Successfully complete college-level course: CS 1103 Microcomputer Applications or other college approved computer science course.

### 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

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. Below is the minimum number of credit

hours required to earn an Associate of Science degree:

<b>TOTAL semester credit hours required</b>	<b>60</b>
General Education - Credit Hours:	37
Course work applicable to major	23
Credits in residence with CASC	15

### General Education Core Requirements

- 1. English Composition - 6 hours**  
ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II
- 2. U.S. History - 3 hours**  
HIST 1483 American History 1492-1865  
HIST 1493 American History 1865-Present
- 3. U.S. Government - 3 hours**  
POS 1113 American Federal Government
- 4. Biological Science - 4 hours**  
BOT 1114 General Botany  
ZOO 1114 General Zoology
- 5. Physical Science - 4 hours**  
CHEM 1115 General Chemistry I
- 6. Orientation - 1 hour**  
ORI 1111 Freshman Orientation
- 7. Mathematics - 3 hours**  
MATH 1513 College Algebra (Pre-Calculus)
- 8. Computer Proficiency - 3 hours**  
CS 1103 Microcomputer Applications
- 9. Humanities - 6 hours**  
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 ENGL 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 coursework attempted (a minimum of 60 hours), excluding any courses repeated or reprieved, 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:

A minimum of 15 credit hours in residence at CASC must be completed to earn an associate of applied science degree. Below is the minimum number of credit hours required to earn an Associate of Applied Science degree:

<b>Total semester credit hours required</b>	<b>60</b>
General Education	18
Technical-occupational Specialty	27
Support and related courses	0-15
Credit in resident at the awarding institution	15

# 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 coursework attempted (a minimum of 60-63 hours), excluding any repeated or reprieved 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 cr-hrs)

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 (20-24 cr-hrs)

The remaining 20-24 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 coursework attempted (a minimum of 60 hours), excluding any repeated or reprieved 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 cr-hrs)**
- **Technical-Occupational Specialty (27 cr-hrs)**
- **Support and Related (total minimum 60 cr-hrs)**

### 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 15 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 online at <https://carlalbert.edu/academics>.)

## ASSOCIATE OF ARTS

Business Administration  
Child Development  
Computer Information Systems  
Criminal Justice  
Enterprise Development  
General Studies  
Health, Physical Education & Recreation  
History, Political Science, and Pre-Law  
Pre-Elementary Education  
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  
Cybersecurity  
Digital Media Technology  
Environmental Science Technology  
Nursing  
Occupational Health and Safety  
Physical Therapist Assistant

## CERTIFICATES

Child Development  
Child Development/Director's Certificate  
Child Development Infant Toddler  
Organizational Leadership  
Physical Therapist Aide  
Social Services Assistant

# ASSOCIATE OF ARTS

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**Business Administration**

**Child Development**

**Computer Information Systems**

**Criminal Justice**

**Enterprise Development**

**General Studies**

**Health, Physical Education & Recreation**

**History, Political Science, and Pre-Law**

**Pre-Elementary Education**

**Sociology/Psychology**

Degree: **Associate of Arts**

Program Code: (006, BUSA.AA)

Major: **Business Administration**

Options: Accounting, Business Education, or Organizational Leadership

Min. Ret/Grad GPA: . 2.00

Min. Total Hours: . . . . 62

Division: Business and Technology

**GENERAL EDUCATION REQUIREMENTS.....40 HOURS****English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

**U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr

**U.S. Government - 3 hours**

1. POS 1113 American Federal Government

**Biological Science - 4 hours**

1. BIO 1114, BOT 1114, or ZOO 1114

**Physical Science - 4 hours**

1. GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014

**Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

**Mathematics - 3 hours**

1. MATH 1513 College Algebra (Pre-Calculus)

**Health, Physical Education & Recreation - 3 hours**

1. any HPER course, except activity courses

**Humanities - 6 hours**

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

**Approved Electives - 9 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)
3. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

**MAJOR REQUIREMENTS.....22 HOURS****MAJOR CORE COURSES****Required Courses in Major Core - 12 hours**

1. ACCT 2103 Financial Accounting<sup>1</sup>
2. ACCT 2203 Managerial Accounting<sup>2</sup>
3. ECON 2113 Principles of Macroeconomics<sup>3</sup>
4. ECON 2213 Principles of Microeconomics<sup>3</sup>

**ELECTIVE COURSES (Select Option, Select 3 courses)****Accounting Option - 10 hours**

1. ACCT 1103 Fundamentals of Accounting
2. BUS 1013 Introduction to Business
3. BUS 1113 Business Math
4. BUS 2023 Principles of Management
5. BUS 2113 Principles of Business Law I
6. BUS 2123 Statistics for Business and Economics
7. BUS 2133 Business Communications
8. MATH 2523 Business Calculus I
9. MKTG 2103 Introduction to Marketing

**Business Education Option - 10 hours**

1. BUS 2133 Business Communications
2. GEOG 2243 Fundamentals of Human Geography
3. MKTG 2103 Introduction to Marketing
4. SOC 1113 Introduction to Sociology
5. SPAN 1113 Elementary Spanish I
6. SPCH 1113 Intro to Speech Communications

**Organizational Leadership Option - 10 hours**

1. ORGL 1113 Intro to Organizational Leadership
2. BUS 1013 Introduction to Business
3. ORGL 2113 Project Management
4. ORGL 2253 Organizational Behavior
5. ORGL 2263 Human Resource Management
6. BUS 2133 Business Communications

Notation:

<sup>1</sup> ACCT 1103 is recommended, but not required as preparatory to ACCT 2103<sup>2</sup> ACCT 2103 is prerequisite to ACCT 2203. Sophomore enrollment for ACCT 2103/2203 recommended.<sup>3</sup> ECON 2113 is prerequisite to ECON 2213. Sophomore enrollment recommended.



### Semester by Semester Degree Plan

#### Business Administration, AA (006, BUSA.AA)

*Students are required to complete General Education and Major Requirement courses leading to this degree. 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.*

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> Elective in Major: <i>recommend BUS 1113 Intro to Business or BUS 2133 Business Communications</i>	 1 3 3 3 3 3 <b>Total: 16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> MATH 1513 College Algebra (Pre-Calculus) <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> Elective in Major: <i>recommend ACCT 1103 Fundamentals of Accounting (prerequisite to ACCT 2103)</i>	 3 3 3 3 3 <b>Total: 15</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> Biological Science (BIO, BOT, OR ZOO) <input type="checkbox"/> HPER course – 2-3 hours <input type="checkbox"/> ACCT 2103 Financial Accounting <input type="checkbox"/> ECON 2113 Principles of Macroeconomics <input type="checkbox"/> Elective in Major	 4 2-3 3 3 3 <b>Total: 15-16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS) <input type="checkbox"/> ACCT 2203 Managerial Accounting <input type="checkbox"/> ECON 2213 Principles of Microeconomics <input type="checkbox"/> Elective in General Education (PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA) <input type="checkbox"/> Elective in Major	 4 3 3 3 3 <b>Total: 16</b>

*Graduation Requirements: Minimum 62 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs*

**Total Hours: 62**

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. Students should complete a minimum 15-16 cr-hrs per semester to graduate in two years.

**How to Use this “Semester by Semester Degree Plan”:** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$141.00 per credit hour = \$ 8,742.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

Degree: **Associate of Arts**  
 Major: **Child Development**  
 Division: Business and Technology

Program Code: (055, CD.AA)

Minimum Ret/Grad GPA . . . . . 2.00  
 Minimum Total Hours . . . . . 62-64

## **GENERAL EDUCATION REQUIREMENTS.....40 HOURS**

### **English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Biological Science - 4 hours**

1. BIO 1114, BOT 1114, or ZOO 1114

### **Physical Science - 4 hours**

1. GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

### **Mathematics - 3 hours**

1. MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher

### **Health, Physical Education & Recreation - 3 hours**

1. any HPER course, except activity courses

### **Humanities - 6 hours**

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### **Approved Electives - 9 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)
3. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## **MAJOR REQUIREMENTS.....22-24 HOURS**

### **Required Courses in Major - 15 hours**

1. CD 1103 Teacher, Community and Family Relations<sup>2</sup>
2. CD 1223 Preschool Behavior & Guidance
3. CD 2113 Child Growth & Development
4. CD 2133 Language and Physical Skills
5. CD 2223 Program Planning & Administration<sup>2</sup>

### **Elective Courses in Major – 7-9 hours (Select Three)**

1. AHS 1203 Basic Nutrition
2. BUS 2023 Principles of Management
3. CD 2053 Child Dev Management & Budgeting
4. CD 2103 Children with Special Needs
5. CD 2123 Health Care, Safety, & Nutrition
6. CD 2143 Science, Math & Social Diversity
7. CD 2213 Play, Art & Music
8. CD 2253 Infant and Toddler Programs
9. SOC 2133 Marriage and Family

Notation:

<sup>1</sup>MATH 1413 is Math Pathways requirement. However, transfer students should consider math requirement of the 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, CD.AA)**

*Students are required to complete General Education and Major Requirement courses leading to this degree. 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.*

<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 <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> CD 1103 Teacher, Community, & Family Relations <input type="checkbox"/> MATH 1413 Survey of Contemporary Math (Or Higher) <input type="checkbox"/> CD 1223 Behavior, Guidance, and Readiness <b>Total:</b>	 1 3 3 3 3 3 <b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> PSY 1113 Intro to Psychology (Recommended General Education Elective) <input type="checkbox"/> HPER 1113 Personal Health & Wellness <input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS) <input type="checkbox"/> CD 2113 Child Growth & Development <b>Total:</b>	 3 3 3 4 3 <b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO) <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> CD 2133 Language & Physical Skills <input type="checkbox"/> CD 2223 Program Planning & Administration <b>Total:</b>	 4 3 3 3 3 <b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> SOC 1113 Intro to Sociology (Recommended General Education Elective) <input type="checkbox"/> Elective in Major <input type="checkbox"/> Elective in Major <b>Total:</b>	 3 3 3 3 2-3 <b>14-15</b>
<b>Graduation Requirements: Minimum 62-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs</b>	
<b>Total Hours: 62-63</b>	

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. Students should complete a minimum 15-16 cr-hrs per semester to graduate in two years.

**How to Use this “Semester by Semester Degree Plan”:** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$141.00 per credit hour = \$ 8,742.00 (Although this cost does not include textbooks, supplies, developmental coursework and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

**Degree:** Associate of Arts  
**Major:** Computer Information Systems  
**Division:** Business and Technology

Program Code: (060, CIS.AA)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

## **GENERAL EDUCATION REQUIREMENTS.....40 HOURS**

### **English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Biological Science - 4 hours**

1. BIO 1114, BOT 1114, or ZOO 1114

### **Physical Science - 4 hours**

1. GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

### **Mathematics - 3 hours**

1. MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher

### **Health, Physical Education & Recreation - 3 hours**

1. any HPER course, except activity courses

### **Humanities - 6 hours**

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### **Approved Electives - 9 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)
3. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## **MAJOR REQUIREMENTS.....22-24 HOURS**

### **Required Courses in Major - 12 hours**

1. CS 1313 Programming I
2. CS 1333 Programming II
3. CS 2203 Networking I
4. CS 2243 Internet Programming

### **Elective Courses in Major – 10-12 hours (Select Four)**

1. CS 1113 Introduction to Computer Forensics
2. CS 1423 Information Security
3. CS 1433 Introduction to Photoshop
4. CS 1443 Animation & Interactive Media
5. CS 1513 Operating Systems
6. CS 2013 Database Management
7. CS 2213 Networking II
8. Other CS course

Notation:

<sup>1</sup>MATH 1413 is Math Pathways requirement. However, transfer student should consider math requirement of the transfer institution.

### Semester by Semester Degree Plan

#### Computer Information Systems, AA (060, CIS.AA)

*Students are required to complete General Education and Major Requirement courses leading to this degree. 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.*

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> CS 1313 Programming I <input type="checkbox"/> CS 2203 Networking I or CS 2243 Internet Programming <input type="checkbox"/> HPER Course – 2-3 hours <div style="text-align: right;">Total:</div>	 1 3 3 3 3 2-3 15-16
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> MATH 1413 Survey of Contemporary Mathematics <input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO) <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> CS 2203 Networking I or CS 2243 Internet Programming <div style="text-align: right;">Total:</div>	 3 3 4 3 3 16
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS) <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> Elective in Major <input type="checkbox"/> Elective in Major <div style="text-align: right;">Total:</div>	 4 3 3 3 3 16
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> CS 1333 Programming II <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> Elective in General Education (see below) <input type="checkbox"/> Elective in General Education (see below)) <input type="checkbox"/> Elective in Major <div style="text-align: right;">Total:</div>	 3 3 3 3 3 15

*Graduation Requirements: Minimum 62 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs*

**Total Hours: 62-63**

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

**How to Use this "Semester by Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$141.00 per credit hour = \$ 8,742.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

**Degree:** Associate of Arts  
**Major:** Criminal Justice  
**Division:** Business and Technology

Program Code: (030, CJ.AA)

Minimum Ret/Grad GPA . . . . .2.00

Minimum Total Hours . . . . . 62-67

## **GENERAL EDUCATION REQUIREMENTS.....40 HOURS**

### **English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Biological Science - 4 hours**

1. BIO 1114, BOT 1114, or ZOO 1114

### **Physical Science - 4 hours**

1. GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

### **Mathematics - 3 hours**

1. MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher

### **Health, Physical Education & Recreation - 3 hours**

1. any HPER course, except activity courses

### **Humanities - 6 hours**

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### **Approved Electives - 9 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)
3. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## **MAJOR REQUIREMENTS.....22-27 HOURS**

### **Required Courses in Major - 22 hours**

1. CJ 1113 Introduction to Criminal Justice
2. CJ 1123 Criminal Law for Law Enforcement
3. CJ 2023 Criminal Procedure
4. CJ 2123 Criminal Justice Community Relations<sup>2</sup>
5. CJ 2133 Patrol Operations<sup>2</sup>
6. CJ 2224 Criminal Investigation<sup>2</sup>
7. CJ 2253 Police Traffic Studies<sup>2</sup>

### **Elective Courses in Major - 4-9 hours (Select one or more per Advisor<sup>1</sup>)**

1. CJ 2140 Selected Topics in Criminal Justice<sup>1</sup>
2. any Criminal Justice course not required above
3. ECON 2123 Fundamentals of Macroeconomics
4. GEOG 2243 Fundamentals of Human Geography
5. HIST 1113 Early Western Civilization
6. SPAN 1133 Elementary Spanish I
7. Cooperative Education (8 hours max)

#### **Notation:**

<sup>1</sup>Students entering Collegiate Officer Program (COP) are required to complete HPER 2213 and CJ 2140 Selected Topics. CJ 2140 is an additional program stipulation that highlights skills required to obtain CLEET (Council on Law Enforcement Education & Training) license as a Police Officer, such as firearms and custody control.

<sup>2</sup>Equivalent credits may be awarded for currently enrolled CASC students with valid CLEET Certification and in pursuit of this degree.

<sup>3</sup>MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

## Semester by Semester Degree Plan

## Criminal Justice, AA (030, CJ.AA)

Students are required to complete General Education and Major Requirement courses leading to this degree. 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.

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> MATH 1413 Survey of Contemporary Mathematics <sup>1</sup> <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> CJ 1113 Intro to Criminal Justice <b>Total:</b>	 1 3 3 3 3 3 <b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO) <input type="checkbox"/> CJ 1123 Criminal Law <input type="checkbox"/> HPER 2213 Standard First Aid and Personal Safety <sup>1</sup> <input type="checkbox"/> Elective in General Education (see below) <b>Total:</b>	 3 4 3 3 3 <b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS) <input type="checkbox"/> CJ 2023 Criminal Procedure <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> CJ 2123 Criminal Justice Community Relations <b>Total:</b>	 4 3 3 3 3 <b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> CJ 2133 Patrol Operation <input type="checkbox"/> CJ 2253 Traffic Studies <input type="checkbox"/> CJ 2224 Criminal Investigation <input type="checkbox"/> Elective in General Education (see below) <b>Total:</b>	 3 3 3 4 3 <b>15</b>
<sup>2</sup> Sophomore Year 3rd Semester – Summer (Optional: COP Program students) <input type="checkbox"/> CJ 2140 <sup>1</sup> <b>Total:</b>	  <b>3</b>

Graduation Requirements: Minimum 62-67 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs

**Total Hours: 62-67**

**Note:** <sup>1</sup>MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

**Note:** <sup>2</sup>Collegiate Officer Program (COP): Students entering COP must complete HPER 2213 and CJ 2140, which is an additional summer interim course (after end of Sophomore year) required to complete for COP and CLEET certification.

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

**How to Use this "Semester by Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$141.00 per credit hour = \$ 8,742.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.



**Degree:** Associate of Arts  
**Major:** Enterprise Development  
**Options:** Business Administration or General Education  
**Division:** Business and Technology

Program Code: (675, ENTD.AA)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 60

## GENERAL EDUCATION REQUIREMENTS.....37 HOURS

### Communication - 9 hours

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II
3. SPCH 1113 Intro to Speech Communications

### Political Sciences - 6 hours

1. HIST 1483 or HIST 1493
2. POS 1113 American Federal Government

### Life Sciences – 3-4 hours

1. BIO 1114, BIO 2155, BOT 1114, ZOO 1114, ZOO 2114, or ZOO 2124

### Physical Sciences <sup>4</sup>– 3-4 hours

1. GPS 1214, CHEM 1115, GEOL 1014, PHYS 1114, or PHYS 2014

### Mathematics - 3 hours

1. MATH 1413, MATH 1513<sup>1</sup>, or BUS 2123<sup>2</sup>

### Social Science, Technology & Language - 6 hours (Select Two)

1. SPAN 1113 Conversational Spanish or other world language
2. CS 1103 Microcomputer Applications
3. Social Science Elective (ECON, HIST, GEOG, PSY, SOC)

### Humanities - 6 hours

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

## MAJOR REQUIREMENTS.....23 HOURS

### Business Administration Option - 23 hours

1. ACCT 2103 Financial Accounting<sup>4</sup>
2. ACCT 2203 Managerial Accounting<sup>4</sup>
3. ECON 2113 Principles of Macroeconomics<sup>4</sup>
4. ECON 2213 Principles of Microeconomics<sup>4</sup>
5. MKTG 2103 Intro to Marketing
6. BUS 2123 Statistics in Business & Economics
7. BUS 2010 Business Capstone/Seminar (2 hrs)
8. BUS 2010 Business/Occupational Internship (3 hrs)

### General Education Option - 23 hours (Select Eight)

1. Elective (Open)
2. Elective (Open)
3. Elective (Open)
4. Elective (Open)
5. Elective (Open)
6. Elective (Open)
7. Elective (Open)
8. Elective (Open)

#### Notations:

<sup>1</sup>MATH 1413 is Math Pathways requirement for General Education Option. However, student should consider the math requirement of transfer institution.

<sup>2</sup>MATH 1513 is recommended Math Pathways requirement for the Business Administration Option. However, student should consider the math requirement of transfer institution.

<sup>3</sup>BUS 2123 is a required course in Business Administration option, but may be used to meet the General Education math requirement.

<sup>4</sup>ACCT 2103 is prerequisite for ACCT 2203. ECON 2113 is prerequisite for ECON 2213.

<sup>5</sup>BIO 1114, GPS 1214, MATH 1413, and MATH 2123 apply toward completion of the Associate of Arts Degree.

*This program is appropriate for students who TRANSFER credits from other colleges to CASC. 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. Students must submit official transcripts from all colleges previously attended to the Office of Admissions for evaluation of transfer credit. Other Oklahoma college's coursework will be treated as CASC coursework. --- Our goal is met with your graduation!*

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 as appropriate.

**Estimated Program Cost:** Students complete this degree plan in transfer to CASC, making estimates impractical to define.

**Degree:** Associate of Arts  
**Major:** General Studies  
**Division:** Communications and Fine Arts

Program Code: (039, GENS.AA)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 63

## **GENERAL EDUCATION REQUIREMENTS.....40 HOURS**

### **English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Biological Science - 4 hours**

1. BIO 1114, BOT 1114, or ZOO 1114

### **Physical Science - 4 hours**

1. GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

### **Mathematics - 3 hours**

1. MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher

### **Health, Physical Education & Recreation - 3 hours**

1. any HPER course, except activity courses

### **Humanities - 6 hours**

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### **Approved Electives - 9 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)
3. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## **MAJOR REQUIREMENTS.....23 HOURS**

### **Required Courses in Major - 23 hours**

*(Select eight or more courses in consultation with advisor)*

1. Major Course
2. Major Course
3. Major Course
4. Major Course
5. Major Course
6. Major Course
7. Major Course
8. Major Course

Notation:

<sup>1</sup>Students should select courses that apply to the degree program found at the college to which they will transfer.

<sup>2</sup>MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

**Semester by Semester Degree Plan****General Studies, AA (039, GENS.AA)**

*Students are required to complete General Education and Major Requirement courses leading to this degree. 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.*

<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 <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> Elective in General Education (see below) <input type="checkbox"/> Major Course Selection <div style="text-align: right;">Total:</div>	 1 3 3 3 3 3 16
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> MATH 1413 Survey of Contemporary Math <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> HPER Course –2-3 hours <input type="checkbox"/> Elective in General Education (see below) <input type="checkbox"/> Major Course Selection <div style="text-align: right;">Total:</div>	 3 3 3 2-3 3 3 17-18
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS) <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> Major Course Selection <input type="checkbox"/> Major Course Selection <input type="checkbox"/> Major Course Selection <div style="text-align: right;">Total:</div>	 4 3 3 3 3 16
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> Biological Science (BIO, BOT, OR ZOO) <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> Major Course Selection <input type="checkbox"/> Major Course Selection <input type="checkbox"/> Major Course Selection <div style="text-align: right;">Total:</div>	 4 3 3 3 3 16
<b>Graduation Requirements: Minimum 63-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs</b> <div style="float: right;"><b>Total Hours: 63-64</b></div>	

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

**How to Use this “Semester by Semester Degree Plan”:** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: *63 credit-hours x \$141.00 per credit hour = \$ 8,883.00* (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

**Degree:** Associate of Arts  
**Major:** Health, Physical Education & Recreation  
**Division:** Health, Physical Education & Recreation

Program Code: (016, HPER.AA)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 63

## **GENERAL EDUCATION REQUIREMENTS.....39 HOURS**

### **English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Biological Science - 4 hours**

1. BIO 1114, BOT 1114, or ZOO 1114

### **Physical Science - 4 hours**

1. GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

### **Mathematics - 3 hours**

1. MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher

### **Humanities - 6 hours**

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### **Approved Electives - 9 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)
3. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## **MAJOR REQUIREMENTS.....24 HOURS**

### **Required Courses in Major - 15 hours**

1. HPER 1103 Introduction to HPER
2. HPER 1113 Personal Health and Wellness
3. HPER 2103 Care and Prevention of Athletic Injuries
4. HPER 2113 Theory of Coaching
5. HPER 2213 Standard First Aid and Personal Safety

### **Elective Courses in Major – 9 hours (Select Four)**

1. AHS 1203 Basic Nutrition
2. AHS 2113 Preventative Techniques in Athletic Training
3. HPER 2133 Sports Officiating
4. PSY 1113 Introduction to Psychology<sup>2</sup>
5. SPCH 1113 Introduction to Speech<sup>2</sup>
6. ZOO 2114 Human Physiology
7. ZOO 2124 Human Anatomy

Notation:

<sup>1</sup>MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

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

### Semester by Semester Degree Plan

#### Health, Physical Education & Recreation, AA (016, HPER.AA)

*Students are required to complete General Education and Major Requirement courses leading to this degree. 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*

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> Math 1413 Survey of Contemporary Math <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> HPER 1103 Introduction to HPER <input type="checkbox"/> HPER 2213 Standard First Aid <b>Total:</b>	 1 3 3 3 3 3 <b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO) <input type="checkbox"/> Elective in General Education, recommend PSY 1113 Intro to Psychology <sup>1</sup> <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> HPER 2103 Care & Prevention of Athletic Injuries <sup>1</sup> <b>Total:</b>	 3 4 3 3 3 <b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS) <input type="checkbox"/> HPER 1113 Personal Health & Wellness <input type="checkbox"/> HPER 1103 Introduction to HPER <input type="checkbox"/> AHS 1203 Basic Nutrition <input type="checkbox"/> HIST 1483 or 1493 American History <b>Total:</b>	 4 3 3 3 3 <b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> SPCH 1113 Intro to Speech <sup>1</sup> <input type="checkbox"/> SPAN 1113 Conversational Spanish <sup>1</sup> <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> HPER 2113 Theory of Coaching <b>Total:</b>	 3 3 3 3 3 <b>15</b>
<b>Graduation Requirements: Minimum 63 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs</b>	
<b>Total Hours: 63</b>	

**Note:** <sup>1</sup>Students should select these courses for teacher education studies.

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

**How to Use this "Semester by Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 63 credit-hours x \$141.00 per credit hour = \$ 8,742.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

**Degree:** Associate of Arts  
**Major:** History, Political Science and Pre-Law  
**Division:** Social and Behavioral Science

Program Code: (036, HPSPLAA)

Minimum Ret/Grad GPA . . . . . 2.00  
 Minimum Total Hours . . . . . 62-64

**GENERAL EDUCATION REQUIREMENTS****40 HOURS**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

**U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

**U.S. Government - 3 hours**

1. POS 1113 American Federal Government

**Biological Science - 4 hours**

1. BIO 1114, BOT 1114, or ZOO 1114

**Physical Science - 4 hours**

1. GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014

**Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

**Mathematics - 3 hours**

1. MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher

**Health, Physical Education & Recreation - 3 hours**

1. any HPER course, except activity courses

**Humanities - 6 hours**

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

**Approved Electives - 9 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)
3. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

**MAJOR REQUIREMENTS****22-24 HOURS****MAJOR CORE COURSES****Required Courses in Major - 15 hours**

- \_\_\_ HIST 1113 Early Western Civilization
- \_\_\_ HIST 1123 Modern Western Civilization
- \_\_\_ HIST 1483 or HIST 1493<sup>1</sup>
- \_\_\_ HIST 1063 Oklahoma History
- \_\_\_ POS 2113 State and Local Government

**ELECTIVE COURSES** (Select Option, Select 3 courses)**History & Political Science emphasis - 7-9 hours**

1. ART 1113 Art Appreciation
2. ECON 2113 Principles of Macroeconomics
3. HIST 2723 Native American History
4. PSY 1113 Introduction to Psychology
5. SOC 1113 Introduction to Sociology
6. SOC 2123 Social Problems

**Pre-Law emphasis - 7-9 hours**

1. OHS 2203 Legal Aspects & Environmental Regulations
2. BUS 2113 Principles of Business Law
3. CJ Elective

**Notation:**<sup>1</sup> Both HIST 1483 and HIST 1493 are required for major.<sup>2</sup> MATH 1413 is Math Pathways requirement. However, student should consider the math requirement of the transfer institution.<sup>3</sup> Courses required in major; cannot be counted toward Humanities completions.

### Semester by Semester Degree Plan

#### History, Political Science, and Pre-Law AA (036, HPSPL.AA)

*Students are required to complete General Education and Major Requirement courses leading to this degree. 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.*

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> HIST 1483 American History 1492-1865 <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> MATH 1413 Survey of Contemporary Math <input type="checkbox"/> HIST 1113 Early Western Civilization <b>Total:</b>	 1 3 3 3 3 3 <b>16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO) <input type="checkbox"/> HIST 1493 American History 1865 to Present <input type="checkbox"/> HIST 1123 Modern Western Civilization <input type="checkbox"/> CS 1103 Microcomputer Applications <b>Total:</b>	 3 4 3 3 3 <b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS) <input type="checkbox"/> HPER Course – 2-3 hours <input type="checkbox"/> Major Elective (choose courses in History & Political Science, or, Pre-Law emphasis) <input type="checkbox"/> HIST 1063 Oklahoma History <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <b>Total:</b>	 4 2-3 3 3 3 <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) <input type="checkbox"/> PSY 1113 Introduction to Psychology <input type="checkbox"/> POS 2113 State and Local Government <input type="checkbox"/> Major Elective (choose courses in History & Political Science, or, Pre-Law emphasis) <input type="checkbox"/> Elective in General Education (see below) <b>Total:</b>	 3 3 3 3 3 <b>15</b>
<b>Graduation Requirements: Minimum 62-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs</b>	
<b>Total Hours: 62-64</b>	

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

**How to Use this "Semester by Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$141.00 per credit hour = \$ 8,742.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.



**Degree:** Associate of Arts  
**Major:** Pre-Elementary Education  
**Division:** Communications and Fine Arts

Program Code: (013, ELED.AA)

Minimum Ret/Grad GPA . . . . . 2.00  
 Minimum Total Hours . . . . . 62-64

## **GENERAL EDUCATION REQUIREMENTS.....40 HOURS**

### **English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Biological Science - 4 hours**

1. BIO 1114, BOT 1114, or ZOO 1114

### **Physical Science - 4 hours**

1. GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

### **Mathematics - 3 hours**

1. MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher

### **Health, Physical Education & Recreation - 3 hours**

1. any HPER course, except activity courses

### **Humanities - 6 hours**

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### **Approved Electives - 9 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)
3. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## **MAJOR REQUIREMENTS.....22-24 HOURS**

### **Required Courses in Major – 22-24 hours**

1. MATH 2213 Math Structures I
2. SPCH 1113 Intro Speech Communications
3. SPAN 1113 Conversational Spanish

### **Other Courses in Major - (Select Four or more)**

Select courses in consultation with advisor<sup>2</sup> according to meet Oklahoma "4 x 12" requirements

1. Communications (English Literature)
2. Social Science (ECON, GEOG, POS, PSY, SOC)
3. Mathematics
4. Science.

#### **Notation:**

<sup>1</sup>Math 1513 College Algebra (Pre-Calculus) is recommended. Student should consider the math requirement of the 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, such as Spanish, Choctaw, Cherokee, Sign Language or other non-English languages. 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, ELED.AA)

Students are required to complete General Education and Major Requirement courses leading to this degree. 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.

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> Math 1413 Survey of Contemporary Math <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> HPER 2-3 hours <b>Total:</b>	1 3 3 3 3 2-3 <b>15-16</b>
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> MATH 2213 Math Structures I or other <sup>1</sup> <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO) <b>Total:</b>	3 3 3 3 4 <b>16</b>
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS) <input type="checkbox"/> SPCH 1113 Intro Speech Communications <input type="checkbox"/> Language - (SPAN 1113 Conversational or other non-English Language course per advisor) <input type="checkbox"/> Major course <input type="checkbox"/> HIST 1483 or 1493 American History <b>Total:</b>	4 3 3 3 3 <b>16</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> Major course <input type="checkbox"/> Major course <input type="checkbox"/> Major course <input type="checkbox"/> Major course <input type="checkbox"/> Elective in General Education (see below) <b>Total:</b>	3 3 3 3 3 <b>15</b>
<b>Graduation Requirements: Minimum 62-643 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs</b>	
<b>Total Hours: 62-64</b>	

**Note:** <sup>1</sup>Math 1513 is recommended.

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

**How to Use this "Semester by Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$141.00 per credit hour = \$ 8,742.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

**Degree:** Associate of Arts  
**Major:** Sociology/Psychology  
**Division:** Social and Behavioral Science

Program Code: (037, SP.AA)

Minimum Ret/Grad GPA . . . . . 2.00  
 Minimum Total Hours . . . . . 62-64

## **GENERAL EDUCATION REQUIREMENTS.....40 HOURS**

### **English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Biological Science - 4 hours**

1. BIO 1114, BOT 1114, or ZOO 1114

### **Physical Science - 4 hours**

1. GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

### **Mathematics - 3 hours**

1. MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher

### **Health, Physical Education & Recreation - 3 hours**

1. any HPER course, except activity courses

### **Humanities - 6 hours**

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### **Approved Electives -9 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)
3. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## **MAJOR REQUIREMENTS.....22-24 HOURS**

### **Required Courses in Major - 15 hours**

- \_\_\_ PSY 1113 Introduction to Psychology
- \_\_\_ PSY 2113 Intro to Behavior & Adjustment
- \_\_\_ PSY 2123 Developmental Psychology
- \_\_\_ SOC 1113 Introduction to Sociology
- \_\_\_ SOC 2123 Social Problems

### **Elective Courses in Major - 7-9 hours**

- \_\_\_ CJ 1113 Introduction to Criminal Justice<sup>2</sup>
- \_\_\_ ECON 2113 Principles of Macroeconomics
- \_\_\_ GEOG 2243 Human Geography
- \_\_\_ SOC 2133 Marriage & Family<sup>2</sup>
- \_\_\_ SOC 2143 Comparative Cultures<sup>2</sup>

Notation:

<sup>1</sup>MATH 2123 is a Math Pathways requirement. However, student should consider the math requirement of the transfer institution.

<sup>2</sup>Preferred elective choices

### Semester by Semester Degree Plan

#### Sociology/Psychology, AA (037, SP.AA)

*Students are required to complete General Education and Major Requirement courses leading to this degree. 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.*

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> HIST 1483 or 1793 American History <input type="checkbox"/> PSY 1113 Introduction to Psychology <input type="checkbox"/> SOC 1113 Introduction to Sociology <input type="checkbox"/> MATH 2123 Elementary Statistics <sup>1</sup>	1 3 3 3 3 3 <b>Total:</b> 16
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> Biological Science - (BIO, BOT, OR ZOO) <input type="checkbox"/> SOC 2133 Marriage & Family <input type="checkbox"/> HPER Course – 2-3 hours	3 3 4 3 2-3 <b>Total:</b> 15-16
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> PSY 2113 Behavior & Adjustment <input type="checkbox"/> SOC 2123 Social Problems <input type="checkbox"/> SOC 2143 Comparative Cultures <input type="checkbox"/> Physical Science - (CHEM, GPS, OR PHYS) <input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3 3 3 4 3 <b>Total:</b> 16
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> PSY 2123 Developmental Psychology <input type="checkbox"/> CJ 1113 Introduction to Criminal Justice <input type="checkbox"/> Humanities (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> Elective in General Education (see below)	3 3 3 3 2-3 <b>Total:</b> 15
<b>Graduation Requirements: Minimum 62-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs</b>	
<b>Total Hours: 62-64</b>	

**Note:** <sup>1</sup>**MATH 2123** is a Math Pathways requirement. However, student should consider the math requirement of transfer institution.

**Note:** Students should select appropriate General Education Electives and Electives appropriate to major and interest. CASC Course disciplines include: PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL (literature). Students should complete a 15 - 16 cr-hrs per semester to graduate in two years.

**How to Use this "Semester by Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 62 credit-hours x \$141.00 per credit hour = \$ 8,742.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

# **ASSOCIATE OF SCIENCE**

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**Allied Health**

**Biological and Pre-Professional Science**

**Enterprise Development**

**Mathematics, Physical Sciences, and Pre-Engineering**

**Degree:** Associate of Science  
**Major:** Allied Health  
**Option:** Pre-Sports Medicine  
**Division:** Health Sciences

Program Code: (032, AHS.AS)

Minimum Ret/Grad GPA . . . . . 2.00  
 Minimum Total Hours . . . . . 60-66

## GENERAL EDUCATION REQUIREMENTS.....37 HOURS

### English Composition - 6 hours

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### U.S. History - 3 hours

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### U.S. Government - 3 hours

1. POS 1113 American Federal Government

### Biological Science - 4 hours

1. ZOO 1114 General Zoology

### Physical Science - 5 hours <sup>1</sup>

1. CHEM 1115 General Chemistry I
2. CHEM-1025 General Organic & Biochemistry

### Orientation - 1 hour

1. ORI 1111 Freshman Orientation

### Mathematics - 3 hours

1. MATH 1513 College Algebra (Pre-Calculus)

### Humanities - 6 hours

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### Computer Proficiency – 3 hours

1. CS 1103 Microcomputer Applications

### Approved Electives - 3 hours

1. PSY1113 or (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## MAJOR REQUIREMENTS.....23-29 HOURS

### Required Courses - 23 hours

1. AHS 1113 Medical Terminology
2. AHS 1203 Basic Nutrition
3. HPER 2213 Standard First Aid & Personal Safety
4. ZOO 2114 Human Physiology <sup>2</sup>
5. ZOO 2124 Human Anatomy
6. Elective (AHS 2013, BIO-1114, BIO 2155, HPER 2103, HPER 1113)
7. Elective (AHS 2013, BIO-1114, BIO 2155, HPER 2103, HPER 1113)

### Pre-Sports Medicine Option - 29 hours

1. AHS 1113 Medical Terminology
2. AHS 1203 Basic Nutrition
3. AHS 2113 Preventative Techniques in Athletic Training
4. HPER 2103 Care & Prevention of Athletic Injuries
5. HPER 2213 Standard First Aid & Personal Safety
6. PHTA 1203 Applied Anatomy & Physiology
7. PHTA 2363 Kinesiology
8. ZOO 2114 Human Physiology<sup>2</sup>
9. ZOO 2124 Human Anatomy

Notation:

<sup>1</sup>One Chemistry course is required to earn the Allied Health degree. **PTA and Sports medicine students** and STEM majors are required to complete CHEM 1115. **For Pre-Nursing students**, CHEM-1025 may be used in AAS Nursing program through Spring 2025, but will not be offered after Fall of 2022. CHEM-1115 will be required in AAS Nursing program beginning with Fall 2025.

<sup>2</sup>Prerequisites are: CHEM 1115 General Chemistry I.

## Semester by Semester Degree Plan

### Allied Health, AS (032, AHS.AS)

*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*

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> ZOO 1114 General Zoology <div style="text-align: right;">Total:</div>	 1 3 3 3 4 14
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> ZOO 2124 Human Anatomy <input type="checkbox"/> MATH 1513 College Algebra (Pre-Calculus) <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> Elective in General Education: PSY 1113 Introduction to Psychology (RECOMMENDED) <div style="text-align: right;">Total:</div>	 3 4 3 3 3 16
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> CHEM 1115 General Chemistry I or CHEM 1025 <sup>1</sup> <input type="checkbox"/> AHS 1113 Medical Terminology <input type="checkbox"/> HPER 2213 Standard First Aid and Personal Safety <input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> Elective in Major <div style="text-align: right;">Total:</div>	 5 3 3 3 3 17
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ZOO 2114 Human Physiology <input type="checkbox"/> AHS 1203 Basic Nutrition <input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED) <input type="checkbox"/> Elective in Major <div style="text-align: right;">Total:</div>	 4 3 3 3 13

*Graduation Requirements: Minimum 60-66 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs*

**Total Hours: 60-66**

**Note:** PTA and Sports medicine students and STEM majors are required to complete CHEM 1115.

**For Pre-Nursing students,** CHEM 1025 may be used in AAS Nursing program through Spring 2025. CHEM 1115 will be required in AAS Nursing program beginning with Fall 2025 term.

**How to Use this “Semester by Semester Degree Plan”:** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: 60 credit-hours x \$141.00 per credit hour = \$ 8,460.00 (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.



**Degree:** Associate of Science  
**Major:** Biological and Pre-Professional Sciences  
**Division:** Math and Science

Program Code: (031, BPPS.AS)

Minimum Ret/Grad GPA . . . . . 2.00  
 Minimum Total Hours . . . . . 61-62

## GENERAL EDUCATION REQUIREMENTS.....37 HOURS

### English Composition - 6 hours

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### U.S. History - 3 hours

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### U.S. Government - 3 hours

1. POS 1113 American Federal Government

### Biological Science - 4 hours

1. ZOO 1114 General Zoology

### Physical Science - 5 hours <sup>1</sup>

1. CHEM 1115 General Chemistry I

### Orientation - 1 hour

1. ORI 1111 Freshman Orientation

### Mathematics - 3 hours

1. MATH 1513 College Algebra (Pre-Calculus)

### Humanities - 6 hours

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### Computer Proficiency – 3 hours

1. CS 1103 Microcomputer Applications

### Approved Electives - 3 hours

1. PSY1113 or (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## MAJOR REQUIREMENTS.....24-25 HOURS

### MAJOR CORE COURSES

#### Required Courses in Major - 12 Hours

1. CHEM 1215 General Chemistry II<sup>5</sup>
2. MATH 1613 Plane Trigonometry<sup>3</sup>
3. PHYS 1114 General Physics I

### ELECTIVE COURSES (Choose Option, Select 3 courses)

#### Biological/ Zoology Option - 12 hours

1. BIO 2155 Microbiology<sup>5</sup>
2. PHYS 1214 General Physics II<sup>3</sup>
3. ZOO 2114 Human Physiology<sup>4</sup>
4. BOT 1114 General Botany

#### Pre-Medicine Option - 12 hours

1. PHYS 1214 Gen Physics II<sup>3</sup>
2. ZOO 2114 Human Physiology<sup>4</sup>
3. ZOO 2124 Human Anatomy

#### Pre-Pharmacy Option - 13 hours

1. MATH 2265 Analytic Geometry and Calculus I
2. BIO 2155 Microbiology<sup>5</sup>
3. ZOO 2114 Human Physiology<sup>4</sup>
4. ZOO 2124 Human Anatomy

#### Pre-Veterinary Medicine Option - 12 hours

1. BIO 2155 Microbiology<sup>5</sup>
2. PHYS 1214 Gen Physics II<sup>3</sup>
3. BIO 1114 General Biology

Notation:

<sup>1</sup> General Zoology satisfies the General Education biological science course requirement for all Associate of Science majors.

<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> CHEM 1115 Prerequisite of; completion of ZOO 2124 strongly recommended prior to enrollment

<sup>5</sup> CHEM 1115 Prerequisite

### Semester-by-Semester Degree Plan

#### Biological and Pre-Professional Science, AS (031, BPPS.AS)

*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.*

Course Number – Course Description	Hours
Freshman Year 1 <sup>st</sup> Semester – Fall	
<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 (Pre-Calculus)	3
<input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3
Total:	17
Freshman Year 2 <sup>nd</sup> Semester – Spring	
<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
Total:	17
Sophomore Year 1 <sup>st</sup> Semester – Fall	
<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"/> Elective in General Education ....(PSY, SOC, GEOG, LANGUAGE, ART, MUS, OR DRAMA)	3
Total:	15
Sophomore Year 2 <sup>nd</sup> Semester – Spring	
<input type="checkbox"/> Elective in Major OPTION*	3
<input type="checkbox"/> Elective in Major OPTION*	3
<input type="checkbox"/> Elective in Major OPTION*	3
<input type="checkbox"/> Elective in Major OPTION*	3
Total:	12

Graduation Requirements: 61-62 cr-hrs, 2.00 GPA

**Total Hours: 61**

\*See Degree Plan and choose from respective OPTION electives per student interest and in consultation with advisor.

**How to Use this “Semester by Semester Degree Plan”:** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-17 per semester).

The estimated cost of this program is approximated at: *61 credit-hours x \$141.00 per credit hour = \$ 8,601.00*

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

**Degree:** Associate of Science  
**Major:** Enterprise Development  
**Options:** Business Administration or General Education  
**Division:** Business and Technology

Program Code: (676, ENT.D.AS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 60

## GENERAL EDUCATION REQUIREMENTS.....37 HOURS

### Communication - 9 hours

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II
3. SPCH 1113 Intro to Speech Communications

### Political Sciences - 6 hours

1. HIST 1483 or HIST 1493
2. POS 1113 American Federal Government

### Life Sciences<sup>5</sup> – 3-4 hours

1. BIO 1114, BIO 2155, BOT 1114, ZOO 1114, ZOO 2114, or ZOO 2124

### Physical Sciences<sup>4</sup> – 3-4 hours

1. GPS 1214, CHEM 1115, GEOL 1014, PHYS 1114, or PHYS 2014

### Mathematics - 3 hours

1. MATH 1413<sup>1</sup>, MATH 1513<sup>2</sup>, or BUS 2123

### Social Science, Technology & Language - 6 hours (Select Two)

1. SPAN 1113 Conversational Spanish or other world language
2. CS 1103 Microcomputer Applications
3. Social Science Elective (ECON, HIST, GEOG, PSY, SOC)

### Humanities - 6 hours

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

## MAJOR REQUIREMENTS.....23 HOURS

### Business Administration Option - 23 hours

1. ACCT 2103 Financial Accounting<sup>4</sup>
2. ACCT 2203 Managerial Accounting<sup>4</sup>
3. ECON 2113 Principles of Macroeconomics<sup>4</sup>
4. ECON 2213 Principles of Microeconomics<sup>4</sup>
5. MKTG 2103 Intro to Marketing
6. BUS 2123 Statistics in Business & Economics
7. BUS 2010 Business Capstone/Seminar (2 hrs)
8. BUS 2010 Business/Occupational Internship (3 hrs)

### General Education Option - 23 hours (Select Eight)

1. Elective (Open)
2. Elective (Open)
3. Elective (Open)
4. Elective (Open)
5. Elective (Open)
6. Elective (Open)
7. Elective (Open)
8. Elective (Open)

#### Notations:

<sup>1</sup> MATH 1413 is recommended. (Student should consider the math requirement of the four-year transfer institution).

<sup>2</sup> MATH 1513 is recommended for Business Administration. (Student should consider the math requirement of the four-year transfer institution).

<sup>3</sup> BUS 2123 is a required course in Business Administration option, but may be used to meet the General Education math requirement.

<sup>4</sup> ACCT 2103 is prerequisite for ACCT 2203. ECON 2113 is prerequisite for ECON 2213.

<sup>5</sup> BIO 1114, GPS 1214, MATH 1413, and MATH 2123 apply toward completion of the Associate of Arts Degree.

*This program is appropriate for students who TRANSFER credits from other colleges to CASC. 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. Students must submit official transcripts from all colleges previously attended to the Office of Admissions for evaluation of transfer credit. Other Oklahoma college's coursework will be treated as CASC coursework. - - - Our goal is met with your graduation!*

**Degree:** Associate of Science  
**Major:** Mathematics, Physical Science, & Pre-Engineering  
**Division:** Math and Science

Program Code: (029, MPSE.AS)

Minimum Ret/Grad GPA . . . . . 2.00

Minimum Total Hours . . . . . 61-63

## GENERAL EDUCATION REQUIREMENTS.....37 HOURS

### English Composition - 6 hours

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### U.S. History - 3 hours

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### U.S. Government - 3 hours

1. POS 1113 American Federal Government

### Biological Science - 4 hours

1. BOT 1114 or ZOO 1114

### Physical Science - 5 hours

1. CHEM 1115<sup>2</sup>

### Orientation - 1 hour

1. ORI 1111 Freshman Orientation

### Mathematics - 3 hours

1. MATH 1513 College Algebra (Pre-Calculus)

### Humanities - 6 hours

1. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)
2. One (HUM 2113, 2223; ART 1113; DRMA 1213; HIST 1113, 1123; MUS 1113; PHIL 1113, 2123; RLED 1113, 1123, 2113; ENGL Literature)

### Computer Proficiency – 3 hours

1. CS 1103 Microcomputer Applications

### Approved Electives - 3 hours

1. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

## MAJOR REQUIREMENTS.....24-26 HOURS

### MAJOR CORE COURSES

#### Required Courses in Major – 13 hours

1. MATH 1613 Plane Trigonometry
2. MATH 2265 Analytic Geometry and Calculus I
3. MATH 2275 Analytic Geometry and Calculus II

### ELECTIVE COURSES .. (Select Option, Select 3 courses)

#### Mathematics Option – 11-13 hours

1. CHEM 1215 General Chemistry II<sup>3</sup>
2. PHYS 1114 or PHYS 2014<sup>1</sup>
3. PHYS 1214 or PHYS 2114<sup>1</sup>

#### Pre-Engineering Option – 11-13 hours

1. PHYS 2014 - Engineering Physics I
2. PHYS 2114 - Engineering Physics II
3. CHEM 1215 General Chemistry II<sup>3</sup>

#### Physical Science Option (Chemistry & Physics) – 11-13 hours

1. CHEM 1215 General Chemistry II<sup>3</sup>
2. PHYS 1114 Gen Physics I or PHYS 2014 Eng Physics I<sup>1</sup>
3. PHYS 1214 Gen Physics II or PHYS 2114 Eng Physics II<sup>1</sup>

Notation:

<sup>1</sup> Receiving institution's degree plan should be consulted to see which Physics (General or Engineering) is required.

<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 Ed majors may need GEOG-2243 Fundamentals of Human Geography, instead of CHEM 1215.

Notes to Advisee:

Sequence: MATH 1513 is prerequisite to MATH 1613 which is prerequisite to MATH 2265 which is prerequisite to MATH 2275.

Fall only courses: MATH 2265, PHYS 1114, PHYS 2014 || Spring only courses: MATH 2275, PHYS 1214, PHYS 2114

### Semester-by-Semester Degree Plan

#### Math, Physical Sciences, and Pre-Engineering, AS (029, MPSE.AS)

*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.*

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> Biological Science - (BOT 1114 or ZOO 1114) <input type="checkbox"/> MATH 1513 College Algebra (Pre-Calculus) <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	1 3 4 3 3 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 <input type="checkbox"/> CHEM 1115 General Chemistry I <input type="checkbox"/> MATH 1613 Plane Trigonometry <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> Elective in General Education: PSY 1113 Intro to Psychology (RECOMMENDED)	3 5 3 3 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 <input type="checkbox"/> Elective in Major Option: CHEM 1215 General Chemistry II <u>or</u> GEOG 2243 Fund. Of Human Geography <sup>1</sup> <input type="checkbox"/> Elective in Major Option: PHYS 1114 General Physics <u>or</u> PHYS 2014 Engineering Physics I <sup>2</sup>	5 3-5 4
<b>Total:</b>	<b>12-14</b>
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> Math 2275 Analytic Geometry and Calculus II <input type="checkbox"/> Elective in Major Option: Physics 1214 General Physics II <u>or</u> PHYS 2114 Engineering Physics II <sup>2</sup> <input type="checkbox"/> Humanities – (ART, ENGL, HUM, MUS, PHIL, OR RLED)	3 5 4 3
<b>Total:</b>	<b>15</b>

*Program Requirements: 61-63 cr-hrs, 2.00 GPA*

**Total Hours: 61-63**

<sup>1</sup> Math Ed majors may need GEOG-2243 Fundamentals of Human Geography, instead of CHEM 1215.

<sup>2</sup> Receiving institution's degree plan should be consulted to see which Physics (General or Engineering) is required.

**How to Use this "Semester-by-Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Enrollment into developmental courses will add to the total credit hour count, and may alter English, math and science enrollment rotations. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-17 per semester).

The estimated cost of this program is approximated at: *61 credit-hours x \$141.00 per credit hour = \$ 8,601.00* (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

# ASSOCIATE OF APPLIED SCIENCE

## Applied Technology

*Partner Degree Options with Oklahoma Technology Centers*

Business Services

Culinary Arts

Health Sciences

Public Safety

Technical Occupations

Naval Services

## Child Development

## Cybersecurity

## Digital Media

## Environmental Science Technology

## Nursing

## Occupational Health and Safety

## Physical Therapist Assistant

**Degree:** Associate of Applied Science  
**Major:** Applied Technology  
**Option:** Business Services  
**Division:** Business and Technology

Program Code: (875, ATECH.AAS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

This ATECH.AAS program applies to Oklahoma Technology Center instructors or advanced Technology Center graduates who have NOCTI or national licensure/certification and work experience related to their credential. Students are required to complete General Education and Technical Support courses; CASC will award college credit for credential earned (Technology Block course credit) and work-related experience. This degree program is available by permission of Registrar's Office and verification of student's credentials.

## **GENERAL EDUCATION REQUIREMENTS: .....19 HOURS**

### **Communications - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication

### **U.S. History - 3 hours**

1. HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation or LIB 1011 Information Literacy I or BUS 1111 Personal Finance

### **Approved Electives - 6 hours**

1. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)
2. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)

## **SPECIALIZED COURSE REQUIREMENTS: .....43 HOURS**

(Business Services: Business Services)

### **Carl Albert State College -Technical Block Credits Award<sup>1</sup> - 15 hours**

1. TECH 2000 Technical Block Credits<sup>1</sup>

### **Technology Support Courses – 28 hours**

1. ACCT 1103 Fund of Accounting
2. ACCT 2103 Financial Accounting
3. ACCT 2203 Managerial Accounting
4. CS 2003 Electronic Spreadsheets
5. BUS 1013 Intro to Business
6. BUS 1133 Customer Service
7. BUS 2113 Principles of Management
8. BUS 2133 Bus Communications
9. ECON 2113 Macroeconomics
10. MATH 1523 Functions & Modeling
11. MKTG 2103 Intro to Marketing

#### **Notation:**

<sup>1</sup>Technology Center national industry credential Certification or Licensure required for block credit award. Present to Registrar for verification and documentation.

Assessment: Business National Credential/Licensure; MOS Excel; Retail Management Certification; Internet and Computing Core Certificate; MOS Word



**Degree:** Associate of Applied Science  
**Major:** Applied Technology  
**Option:** Culinary Arts  
**Division:** Business and Technology

Program Code: (875, ATECH.AAS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

This ATECH.AAS program applies to Oklahoma Technology Center instructors or advanced Technology Center graduates who have NOCTI or national licensure/certification and work experience related to their credential. Students are required to complete General Education and Technical Support courses; CASC will award college credit for credential earned (Technology Block course credit) and work-related experience. This degree program is available by permission of Registrar's Office and verification of student's credentials.

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## **GENERAL EDUCATION REQUIREMENTS: .....19 HOURS**

**Communications - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication

**U.S. History - 3 hours**

1. HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Present

**U.S. Government - 3 hours**

1. POS 1113 American Federal Government

**Orientation - 1 hour**

1. ORI 1111 Freshman Orientation or LIB 1011 Information Literacy I or BUS 1111 Personal Finance

**Approved Electives - 6 hours**

1. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)
2. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)

## **SPECIALIZED COURSE REQUIREMENTS: .....43 HOURS**

(Business Services: Culinary Arts)

**Carl Albert State College -Technical Block Credits Award<sup>1</sup> - 15 hours**

1. TECH 2000 Technical Block Credits<sup>1</sup>

**Technology Support Courses – 28 hours**

1. BUS 1013 Introduction to Business
2. BUS 1113 Business Math
3. BUS 1133 Customer Service
4. PHIL 2123 Ethics
5. MKTG 2103 Introduction to Marketing
6. SOC 1113 Introduction to Sociology
7. Elective (AHS, BUS, CS, MATH, PSY, SOC)
8. Elective (AHS, BUS, CS, MATH, PSY, SOC)
9. Elective (AHS, BUS, CS, MATH, PSY, SOC)
10. Elective (AHS, BUS, CS, MATH, PSY, SOC)

**Notation:**

<sup>1</sup>Technology Center national industry credential Certification or Licensure required for block credit award. Present to Registrar for verification and documentation.

Assessment: Industry Standard Culinary Arts Certification/Licensure

**Degree:** Associate of Applied Science  
**Major:** Applied Technology  
**Option:** Health Sciences  
**Division:** Business and Technology

Program Code: (875, ATECH.AAS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

This ATECH.AAS program applies to Oklahoma Technology Center instructors or advanced Technology Center graduates who have NOCTI or national licensure/certification and work experience related to their credential. Students are required to complete General Education and Technical Support courses; CASC will award college credit for credential earned (Technology Block course credit) and work-related experience. This degree program is available by permission of Registrar's Office and verification of student's credentials.

## **GENERAL EDUCATION REQUIREMENTS: .....19 HOURS**

### **Communications - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication

### **U.S. History - 3 hours**

1. HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation or LIB 1011 Information Literacy I or BUS 1111 Personal Finance

### **Approved Electives - 6 hours**

1. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)
2. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)

## **SPECIALIZED COURSE REQUIREMENTS: .....43 HOURS**

(Health and Human Services - EMR/EMT; Pharmacy Technician)

### **Carl Albert State College - Technical Block Credits Award<sup>1</sup> - 15 hours**

1. TECH 2000 Technical Block Credits<sup>1</sup>

### **Technology Support Courses – 28 hours**

1. AHS 1203 Basic Nutrition
2. AHS 1403 Basic Pharmacology<sup>2</sup>
3. BIO 2155 Microbiology<sup>3</sup>
4. ZOO 2114 Human Physiology
5. ZOO 2124 Human Anatomy
6. Elective (AHS, BUS, CS, MATH, PSY, SOC)
7. Elective (AHS, BUS, CS, MATH, PSY, SOC)
8. Elective (AHS, BUS, CS, MATH, PSY, SOC)

#### **Notation:**

<sup>1</sup>Technology Center national industry credential Certification or Licensure required for block credit award. Present to Registrar for verification and documentation. For Assessment credential presented, CASC Block Credits and Technology Support courses will vary.

<sup>2</sup> AHS 1403 is appropriate selection for the Pharmacy Technician.

<sup>3</sup> Course prerequisites: BIO 2155 has CHEM 1115 as prerequisite.

Assessment: EMR/EMT; Pharmacy Technician

**Degree:** Associate of Applied Science  
**Major:** Applied Technology  
**Option:** Health Sciences  
**Division:** Business and Technology

Program Code: (875, ATECH.AAS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

This ATECH.AAS program applies to Oklahoma Technology Center instructors or advanced Technology Center graduates who have NOCTI or national licensure/certification and work experience related to their credential. Students are required to complete General Education and Technical Support courses; CASC will award college credit for credential earned (Technology Block course credit) and work-related experience. This degree program is available by permission of Registrar's Office and verification of student's credentials.

## **GENERAL EDUCATION REQUIREMENTS: .....19 HOURS**

### **Communications - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication

### **U.S. History - 3 hours**

1. HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation or LIB 1011 Information Literacy I or BUS 1111 Personal Finance

### **Approved Electives - 6 hours**

1. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)
2. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)

## **SPECIALIZED COURSE REQUIREMENTS: .....43 HOURS**

(Health and Human Services - Medical Assisting with Phlebotomy)

### **CASC Technical Block Credits Award<sup>1</sup> - 21 hours**

1. TECH 2000 Technical Block Credits<sup>1</sup>

### **Technology Support Courses – 22 hours**

1. AHS 1203 Basic Nutrition
2. BIO 2155 Microbiology<sup>2</sup>
3. HPER 1113 Pers Health & Wellness
4. HPER 2103 Care & Prevention
5. HPER 2213 Standard First Aid
6. ZOO 2114 Human Physiology
7. ZOO 2124 Human Anatomy
8. Elective (AHS, BUS, CS, MATH, PSY, SOC)

Notation:

<sup>1</sup>Technology Center national industry credential Certification or Licensure required for block credit award. Present to Registrar for verification and documentation. For Assessment credential presented, CASC Block Credits and Technology Support courses will vary.

<sup>2</sup> Course prerequisites: BIO 2155 has CHEM 1115 as prerequisite

Assessment: Medical Assisting with Phlebotomy; Phlebotomy Technician; Clinical Medical Assistant

**Degree:** Associate of Applied Science  
**Major:** Applied Technology  
**Option:** Health Sciences  
**Division:** Business and Technology

Program Code: (875, ATECH.AAS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

This ATECH.AAS program applies to Oklahoma Technology Center instructors or advanced Technology Center graduates who have NOCTI or national licensure/certification and work experience related to their credential. Students are required to complete General Education and Technical Support courses; CASC will award college credit for credential earned (Technology Block course credit) and work-related experience. This degree program is available by permission of Registrar's Office and verification of student's credentials.

## **GENERAL EDUCATION REQUIREMENTS: .....19 HOURS**

### **Communications - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication

### **U.S. History - 3 hours**

1. HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation or LIB 1011 Information Literacy I or BUS 1111 Personal Finance

### **Approved Electives - 6 hours**

1. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)
2. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)

## **SPECIALIZED COURSE REQUIREMENTS: .....43 HOURS**

(Health and Human Services - Paramedic; Radiologic Technologist; Biomedical Sciences; Surgical Technology; Medical Coding)

### **CARL ALBERT STATE COLLEGE - TECHNICAL BLOCK CREDITS AWARD<sup>1</sup> - 27 hours**

1. TECH 2000 Technical Block Credits<sup>1</sup>

### **TECHNOLOGY SUPPORT COURSES:**

#### **Course Selections for Paramedic; Radiologic Technologist; Biomedical Sciences; Surgical Technology-- 16 hours**

1. AHS 1203 Basic Nutrition
2. BIO 2155 Microbiology<sup>2</sup>
3. ZOO 2114 Human Physiology
4. ZOO 2124 Human Anatomy

#### **Course Selections for Medical Coding -- 16 hours**

1. ACCT2103 Financial Accounting
2. AHS 1113 Medical Terminology
3. BUS 2133 Business Communications
4. CS 1103 Microcomputer Applications
5. Elective (AHS, BUS, CS, MATH, PSY, SOC)
6. Elective (AHS, BUS, CS, MATH, PSY, SOC)

#### **Notation:**

<sup>1</sup>Technology Center national industry credential Certification or Licensure required for block credit award. Present to Registrar for verification and documentation. For Assessment credential presented, CASC Block Credits and Technology Support courses will vary.

<sup>2</sup> Course prerequisites: BIO 2155 has CHEM 1115 as prerequisite

Assessment Paramedic; Radiologic Technologist; Biomedical Sciences; Surgical Technology; Medical Coding

**Degree:** Associate of Applied Science  
**Major:** Applied Technology  
**Option:** Technical Occupations  
**Division:** Business and Technology

Program Code: (875, ATECH.AAS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

This ATECH.AAS program applies to Oklahoma Technology Center instructors or advanced Technology Center students who have NOCTI or national licensure/certification and work experience related to their credential. Students are required to complete General Education and Technical Support courses; CASC will award college credit for credential earned (Technology Block course credit) and work-related experience. This degree program is available by permission of Registrar's Office and verification of student's credentials.

## **GENERAL EDUCATION REQUIREMENTS.....19 HOURS**

### **Communications - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication

### **U.S. History - 3 hours**

1. HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation or LIB 1011 Information Literacy I or BUS 1111 Personal Finance

### **Approved Electives - 6 hours**

1. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)
2. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)

## **SPECIALIZED COURSE REQUIREMENTS.....43HOURS**

(Information Technology: NOCTI Certified or Industry Standard Licensure)

### **Carl Albert State College -Technical Block Credits Award<sup>1</sup> - 27 hours**

1. TECH 2000 Technical Block Credits<sup>1</sup>

### **Technology Support Courses – 16 hours**

1. BUS 1013 Introduction to Business
2. CS 1103 Microcomputer Applications
3. MATH 1413 Survey Contemporary Math
4. PSY 1113 Introduction to Psychology
5. SOC 1113 Introduction to Sociology
6. COED 1111 Supervised Work Experience
7. Elective (ACCT, AHS, BUS, CJ, CS, MATH, PSY, SOC)

#### **Notation:**

<sup>1</sup>Technology Center national industry credential Certification or Licensure required for block credit award. Present to Registrar for verification and documentation.

Assessment: NOCTI Certified or Industry Standard Licensure; Network Security; Windows Server Administration Fundamentals (MTA); Storage +; Server+, A+; CompTIA IT Fundamentals

**Degree: Associate of Applied Science**

Program Code: (875, ATECH.AAS)

**Major: Applied Technology****Option: Public Safety**

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

**Division: Business and Technology**

This ATECH.AAS program applies to Oklahoma Technology Center instructors or advanced Technology Center students who have NOCTI or national licensure/certification and work experience related to their credential. Students are required to complete General Education and Technical Support courses; CASC will award college credit for credential earned (Technology Block course credit) and work-related experience. This degree program is available by permission of Registrar's Office and verification of student's credentials.

**GENERAL EDUCATION REQUIREMENTS: .....19 HOURS****Communications - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication

**U.S. History - 3 hours**

1. HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Present

**U.S. Government - 3 hours**

1. POS 1113 American Federal Government

**Orientation - 1 hour**

1. ORI 1111 Freshman Orientation or LIB 1011 Information Literacy I or BUS 1111 Personal Finance

**Approved Electives - 6 hours**

1. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)
2. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)

**SPECIALIZED COURSE REQUIREMENTS: .....43 HOURS**

(Public Safety/Services: Criminal Justice - Industry Standard Credential)

**Carl Albert State College -Technical Block Credits Award<sup>1</sup> - 15 hours**

1. TECH 2000 Technical Block Credits<sup>1</sup>

**Technology Support Courses – 28 hours**

1. CJ 1113 Intro to Criminal Justice
2. CJ 1123 Crim Law for Law Enforcement
3. CJ 2023 Criminal Procedure
4. CJ 2224 Criminal Investigation
5. PSY 1113 Intro to Psychology
6. SOC 1113 Intro to Sociology
7. Elective (ACCT, AHS, BUS, CS, MATH, PSY, SOC)
8. Elective (ACCT, AHS, BUS, CS, MATH, PSY, SOC)
9. Elective (ACCT, AHS, BUS, CS, MATH, PSY, SOC)

**Notation:**

<sup>1</sup>Technology Center national industry credential Certification or Licensure required for block credit award. Present to Registrar for verification and documentation.

Assessment: CLEET certification from KTC Criminal Justice Program; Unarmed Security Guard; American heart Association Heart Saver First Aid/CPR

**Degree:** Associate of Applied Science  
**Major:** Applied Technology  
**Option:** Naval Services  
**Division:** Business and Technology

Program Code: (875, ATECH.AAS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

This ATECH.AAS program applies to Oklahoma Technology Center instructors or advanced Technology Center students who have NOCTI or national licensure/certification and work experience related to their credential. Students are required to complete General Education and Technical Support courses; CASC will award college credit for credential earned (Technology Block course credit) and work-related experience. This degree program is available by permission of Registrar's Office and verification of student's credentials.

## **GENERAL EDUCATION REQUIREMENTS.....19 HOURS**

### **Communications - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II or SPCH 1113 Introduction to Speech Communication

### **U.S. History - 3 hours**

1. HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation or LIB 1011 Information Literacy I or BUS 1111 Personal Finance

### **Approved Electives - 6 hours**

1. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)
2. Elective (ART, ENGL, HIST, HPER, HUM, MUS, PSY, SOC, SPCH)

## **SPECIALIZED COURSE REQUIREMENTS.....43 HOURS**

(Public Safety/Services: Naval Services)

### **Carl Albert State College -Technical Block Credits Award<sup>1</sup> - 27 hours**

1. TECH 2000 Technical Block Credits<sup>1</sup>

### **Technology Support Courses – 16 hours**

1. BUS 1013 Intro to Business
2. BUS 1113 Business Math
3. CJ 1113 Intro to Criminal Justice
4. CS 1103 Microcomputer Applications
5. CS 1313 Programming I
6. CS 2203 Networking I
7. BUS 1013 Intro to Business
8. PSY 1113 Intro to Psychology
9. SOC 1113 Intro to Sociology
10. Elective (ACCT, AHS, BUS, CJ, CS, MATH, PSY, SOC)

#### **Notation:**

<sup>1</sup>Technology Center national industry credential Certification or Licensure required for block credit award. Present to Registrar for verification and documentation.

Assessment: U.S Navy Occupation



**Degree:** Associate of Applied Science  
**Major:** Child Development  
**Division:** Business and Technology

Program Code: (012, CD.AAS)

Minimum Ret/Grad GPA . . . . 2.00  
 Minimum Total Hours . . . . . 63

**GENERAL EDUCATION REQUIREMENTS: .....21 HOURS**

**Communications - 3 hours**

1. ENGL 1113 Freshman Composition I

**U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

**U.S. Government - 3 hours**

1. POS 1113 American Federal Government

**Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

**Computer Proficiency - 3 hours**

1. CS 1103 Microcomputer Applications

**Approved Electives - 8 hours**

1. Elective (ACCT, BIO, BOT, BUS, CHEM, GPS, HPER, MATH, PSY, SOC, ZOO, ENGL 1213, SPCH 1113)
2. Elective (ACCT, BIO, BOT, BUS, CHEM, GPS, HPER, MATH, PSY, SOC, ZOO, ENGL 1213, SPCH 1113)
3. Elective (ACCT, BIO, BOT, BUS, CHEM, GPS, HPER, MATH, PSY, SOC, ZOO, ENGL 1213, SPCH 1113)

**MAJOR REQUIREMENTS: .....42 HOURS**

**Required in Technical-Occupational Specialty 27 hours**

1. CD 1103 Teacher, Community and Family Relations<sup>1</sup>
2. CD 1223 Preschool Behavior & Guidance
3. CD 2053 Child Dev Management & Budgeting
4. CD 2113 Child Growth & Development
5. CD 2223 Program Planning & Administration<sup>1</sup>
6. CD 2103 Children with Special Needs
7. CD 2123 Health Care and Safety
8. CD 2143 Science, Math & Social Diversity
9. CD 2213 Play, Art & Music

**Occupational Support Courses – 15 hours (Select Five)**

1. AHS 1203 Basic Nutrition
2. CD 2050 Current Topics in Child Development
3. CD 2133 Language and Physical Skills
4. CD 2253 Infant and Toddler Programs
5. SOC 2133 Marriage and Family
6. Cooperative Education (3 hours max)

**Notation:**

<sup>1</sup>Students who have earned a National CDA Credential may be awarded 6 hours credit toward this AAS degree (submit credential to Office of Admissions). 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, they 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.

**Semester-by-Semester Degree Plan**  
**Child Development, AAS (012, CD.AAS)**

<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 <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> CD 1103 Teacher, Community, & Family Relations <input type="checkbox"/> CD 1223 Behavior, Guidance, and Readiness <input type="checkbox"/> CD 2053 Child Development Management & Budgeting <div style="text-align: right;"><b>Total:</b></div>	 1 3 3 3 3 3 16
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> CD 2103 Children with Special Needs <input type="checkbox"/> CD 2113 Child Growth & Development <input type="checkbox"/> CD 2223 Program Planning & Administration <input type="checkbox"/> Elective in General Education: HPER – 2-3 credits <div style="text-align: right;"><b>Total:</b></div>	 3 3 3 3 3 2-3 17-18
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> Elective in General Education: PSY 1113 Intro to Psychology or SOC 1113 Intro to Sociology <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> CD 2123 Health Care & Safety <input type="checkbox"/> CD 2213 Play, Art, & Music <input type="checkbox"/> CD 2143 Science, Math, & Social Diversity <div style="text-align: right;"><b>Total:</b></div>	 3 3 3 3 3 15
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> Elective in Major: CD 2133 Language and Physical Skills (RECOMMENDED) <input type="checkbox"/> Elective in Major: CD 2253 Infant & Toddler Programs (RECOMMENDED) <input type="checkbox"/> Elective in Major: SOC 2133 Marriage & Family (RECOMMENDED) <input type="checkbox"/> Elective in Major: AHS 1203 Basic Nutrition (RECOMMENDED) <input type="checkbox"/> Elective in General Education: BUS 1013 Intro to Business (RECOMMENDED) <div style="text-align: right;"><b>Total:</b></div>	 3 3 3 3 3 15
<b>Graduation Requirements: Minimum 63-64 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs</b>	<b>Total Hours: 63-64</b>

**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.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at:  $63 \text{ credit-hours} \times \$141.00 \text{ per credit hour} = \$ 8,883.00$  (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

**Degree:** Associate of Applied Science  
**Major:** Cybersecurity  
**Division:** Business and Technology

Program Code: (015, CYBS.AAS)

Minimum Ret/Grad GPA . . . . 2.00  
Minimum Total Hours . . . . . 61

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**GENERAL EDUCATION REQUIREMENTS.....19 HOURS****Communications - 3 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

**U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

**U.S. Government - 3 hours**

1. POS 1113 American Federal Government

**Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

**Approved Electives - 6 hours**

1. CS 1103 Microcomputer Applications
2. Elective (PSY, HIST, POS, SOC, ECON, GEOG, SPAN, CHER, CHOC, ART, MUS, DRMA, HUM, PHIL, RLED, SPCH, ENGL literature)

**MAJOR REQUIREMENTS.....42 HOURS****Required Courses in Major – 21 hours**

1. CJ 1113 Intro to Criminal Justice
2. CS 1113 Intro to Computer Forensics
3. CS 1313 Programming I
4. CS 1423 Information Security
5. CS 1513 Microcomputer Operating Systems
6. CS 2203 Networking I
7. CS 2513 Intro to Linux

**Technical Support Courses – 21 hours (Select Seven)**

1. BUS 1133 Customer Service
2. BUS 2133 Business Communication
3. CJ 2023 Criminal Procedures
4. CS 1333 Programming II
5. CS 2213 Networking II
6. CS 2243 Internet Programming
7. CS 2253 Game Development
8. CS 2413 Mobile Forensics
9. CS 2613 Ethical Hacking
10. Elective (BUS, CS, CJ, ORGL)

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**Notation:**

<sup>1</sup>Students are required to complete 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.

**Degree:** Associate of Applied Science  
**Major:** Digital Media Technology  
**Division:** Communications and Fine Arts

Program Code: (046, DMT.AAS)

Minimum Ret/Grad GPA . . . . 2.00  
 Minimum Total Hours . . . . . 61

## **GENERAL EDUCATION REQUIREMENTS.....19 HOURS**

### **Communications - 3 hours**

1. ENGL 1113 Freshman Composition I
2. SPCH 1113 Introduction to Speech Communication

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Mathematics - 3 hour**

1. MATH-1413 Survey of Contemporary Mathematics

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

### **Computer Proficiency - 3 hours**

1. CS-1103 Microcomputer Applications

## **MAJOR REQUIREMENTS.....42 HOURS**

### **Required Courses in Major – 27 hours**

1. CS-1433 Introduction to Photoshop
2. DGMT-1133 Graphic Design I
3. DGMT-1233 Digital Audio and Video Engineering
4. DGMT-1421 Graphic Design Internship I
5. DGMT-2233 Digital Media Production<sup>1</sup>
6. DGMT-2422 Graphic Design Internship II
7. DGMT-2443 Social Media Strategy & Campaign Development
8. DGMT-2943 Publication & Creativity Design
9. JOUR-1013 Introduction to Mass Communication
10. MKTG-2103 Introduction to Marketing

### **Technical Support Courses – 15 hours (Select Five)**

1. CS-1413 Multimedia Production & Design
2. CS-1453 Digital Video
3. CS-2013 Database Management
4. CS-2243 Internet Programming
5. CS-2253 Game Development
6. DGMT-1613 Digital Imaging and Printing
7. DGMT-2133 Graphic Design II<sup>2</sup>
7. JOUR-2243 Introduction to Broadcasting
8. JOUR-2313 Writing for Mass Media

#### **Notation:**

<sup>1</sup>DGMT-1233 is prerequisite

<sup>2</sup>DGMT-1133 is prerequisite

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.

**Degree:** Associate of Applied Science  
**Major:** Environmental Science Technology  
**Division:** Social and Behavioral Science

Program Code: (108, ETS.AAS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 62

## **GENERAL EDUCATION REQUIREMENTS.....19 HOURS**

### **Communications - 6 hours**

1. ENGL 1113 Freshman Composition I
2. SPCH 1113 Introduction to Speech Communication

### **U.S. History - 3 hours**

1. HIST 1483 American History 1492-1865 or HIST 1493 American History 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Mathematics - 3 hours**

1. MATH-1513 PreCalculus College Algebra

### **Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

### **Computer Science – 3 hours**

1. CS-1103 Microcomputer Applications

## **MAJOR REQUIREMENTS.....43 HOURS**

### **Required Courses in Major - 28 credit hours**

1. EST-1013 Introduction to Environmental Science
2. EST-1233 Introduction to Soil Science
3. EST-1133 Environmental Compliance Documentation
4. EST-1421 Environmental Sciences Internship I
5. EST-1433 Environmental Sampling & Analysis
6. EST-2103 Introduction to Geographic Information Science
7. EST-2422 Environmental Sciences Internship II
8. GPS-1214 General Physical Science
9. OHS-1313 Introduction to Health & Safety
10. OHS-2203 Legal Aspects & Environmental Regulation

### **Technical Support Courses - 15 credit hours (Select Five)**

1. BIO-1114 General Biology
2. BOT-1114 General Botany
3. BUS-1013 Introduction to Business
4. CHEM-1115 General Chemistry I
5. GEOG-2243 Fundamental of Human Geography
6. GEOL-1014 General Geology
7. OSH-2303 Introduction to Hazardous Materials & Waste
8. OHS-2403-Principles of Industrial Hygiene
9. SOC-1113 Introduction to Sociology
10. ZOO-1114 General Zoology

#### **Notation:**

<sup>1</sup>Students are required to complete General Education and Major Requirement courses. Recommended Semester-by-Semester is provided as a guide for a two-year Course Plan outline.

**Semester-by-Semester Course Plan**  
**Environmental Science Technology, AAS (108, ETS.AAS)**

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> EST-1013 Introduction to Environmental Science <input type="checkbox"/> EST-1233 Introduction to Soil Science <input type="checkbox"/> EST-2103 Introduction to Geographic Information Science <input type="checkbox"/> CS-1103 Microcomputer Applications <div style="text-align: right;">Total:</div>	 1 3 3 3 3 3 16
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> SPCH 1113 Introduction to Speech Communications <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> MATH-1513 College Algebra PreCalculus <input type="checkbox"/> EST-1433 Environmental Sampling & Analysis <input type="checkbox"/> EST-1421 Environmental Sciences Internship I <input type="checkbox"/> Support (BIO-1114, BOT-1114, BUS-1013, CHEM-1115, GEOL-1014, SOC-1113, GEOG-2243, OHS 2303 or 2403) <div style="text-align: right;">Total:</div>	 3 3 3 3 1 3 16
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> 1) GPS 1214 General Physical Science 2) POS 1113 American Federal Government 3) EST-1133 Environmental Compliance Documentation 4) OHS 1313-Introduction to Health & Safety 5) Support (BIO-1114, BOT-1114, BUS-1013, CHEM-1115, GEOL-1014, SOC-1113, GEOG-2243, OHS 2303 or 2403) <div style="text-align: right;">Total:</div>	 4 3 3 3 3 16
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> 1) EST-2422 Environmental Sciences Internship II 2) OHS 2203 Legal Aspects and Environmental Regulations 3) Support (BIO-1114, BOT-1114, BUS-1013, CHEM-1115, GEOL-1014, SOC-1113, GEOG-2243, OHS 2303 or 2403) 4) Support (BIO-1114, BOT-1114, BUS-1013, CHEM-1115, GEOL-1014, SOC-1113, GEOG-2243, OHS 2303 or 2403) 5) Support (BIO-1114, BOT-1114, BUS-1013, CHEM-1115, GEOL-1014, SOC-1113, GEOG-2243, OHS 2303 or 2403) <div style="text-align: right;">Total</div>	 2 3 3 3 3 14

*Graduation Requirements: Minimum 62 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs*

**Total Hours: 62**

**How to Use this “Semester by Semester Course 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.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: *62 credit-hours x \$141.00 per credit hour = \$ 8,742.00* (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

**Degree:** Associate of Applied Science  
**Major:** Nursing  
**Division:** Health Sciences

Program Code: (041, NUR.AAS)

Minimum Ret/Grad GPA . . . . 2.00  
 Minimum Total Hours . . . . . 70-73

## **GENERAL EDUCATION REQUIREMENTS.....31 HOURS**

### **English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Physical Science - 5 hours**

1. CHEM 1115 General Chemistry<sup>2</sup>

### **Mathematics - 3 hours**

1. MATH 1513<sup>1</sup> College Algebra (Pre-Calculus)

### **Biological Science - 8 hours**

1. ZOO 2114 Human Physiology<sup>3</sup>
2. ZOO 2124 Human Anatomy

### **Required Courses in General Education - 3 hours**

1. PSY 1113 Introduction to Psychology

## **MAJOR REQUIREMENTS.....39-42 HOURS**

### **Required Courses in Major – 39-40 hours** (Select Courses in conference with advisor)

1. NUR 1101 Role Transition in Nursing<sup>1</sup>
2. NUR 1129 Health-Illness Nursing I
3. NUR 1219 Health Illness Nursing II
4. NUR 2119 Health-Illness Nursing III
5. NUR 2219 Health-Illness Nursing IV
6. AHS 1203 Basic Nutrition

#### **Notation:**

<sup>1</sup> Course is prerequisite with successful Advanced Placement into NUR 1219 or NUR 2119

<sup>2</sup> Co-requisite for CHEM-1115 is MATH-1513 College Algebra (Pre-Calculus)

<sup>3</sup> Prerequisite is CHEM 1115.

#### **Special Graduation Note:**

- Students are required to complete the above General Education and Major Requirement courses and earn a "C" grade or better in all required in all coursework.
- Students who complete an associates of applied science program of study are prepared to test for RN Licensure after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.



**Semester-by-Semester Degree Plan**  
Nursing, AAS (041, NUR.AAS)

Course Number – Course Description	Hours
<i>Freshman Year (prior to Fall)</i> <input type="checkbox"/> CHEM 1115 General Chemistry I <input type="checkbox"/> MATH 1513 College Algebra (PreCalc) <input type="checkbox"/> ZOO 2124 Human Anatomy <input type="checkbox"/> PSY 1113 Intro to Psychology <input type="checkbox"/> AHS 1203 Basic Nutrition <div style="text-align: right;">Total:</div>	 5 3 4 3 3 18
Freshman Year 1 <sup>st</sup> Semester – Fall <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> ZOO 2114 Human Physiology <input type="checkbox"/> NUR 1129 Health Illness Nursing I <div style="text-align: right;">Total:</div>	 3 4 9 16
Freshman Year 2 <sup>nd</sup> Semester – Spring <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> NUR 1219 Health Illness Nursing II <div style="text-align: right;">Total:</div>	 3 9 12
<i>Freshman Year (Summer Semester)</i> <input type="checkbox"/> NUR 1103 Role Transition in Nursing (valid only for Advanced Placement Students) <div style="text-align: right;">Total:</div>	  0-3
Sophomore Year 1 <sup>st</sup> Semester – Fall <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> NUR 2119 Health Illness Nursing III <div style="text-align: right;">Total:</div>	 3 9 12
Sophomore Year 2 <sup>nd</sup> Semester – Spring <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> NUR 2219 Health Illness Nursing IV <div style="text-align: right;">Total</div>	 3 9 12

*Graduation Requirements: Minimum 70-73 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs  
Minimum "C" grade required in all coursework*

**Total Hours: 70-73**

**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.

**Estimated Program Cost:** Students can complete this degree in five semesters. The estimated cost of this program is approximated at \$26,400.00. Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

*Students should consult the Nursing Department for a breakdown of tuition, fees, textbook charges, exam fees, uniforms, travel, supplies, and other expenses ..... Actual program cost will vary from this estimate.*

**Degree:** Associate of Applied Science  
**Major:** Occupational Health & Safety  
**Division:** Social and Behavioral Science

Program Code: (107, OHS.AAS)

Minimum Ret/Grad GPA . . . . . 2.00  
Minimum Total Hours . . . . . 62-63

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**GENERAL EDUCATION REQUIREMENTS.....26-27 HOURS****English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

**U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-P

**U.S. Government - 3 hours**

2. POS 1113 American Federal Government

**Math – 3 hours**

1. MATH 1413 Survey of Contemporary Math or MATH 1513 College Algebra (Pre-Calculus)

**Orientation - 1 hour**

1. ORI 1111 Freshman Orientation

**Science – 4-5 hours**

1. CHEM 1115 General Chemistry w/ Lab<sup>1</sup> or GPS 1214 General Physical Science

**Required Courses in General Education – 6 hours**

1. PSY 1113 Intro to Psychology or SOC 1113 Intro to Sociology
2. SPCH 1113 Introduction to Speech Communications

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**MAJOR REQUIREMENTS.....36 HOURS****Required Courses in Major - 36 hours**

1. BUS 2023 Principles of Management
2. OHS 1313 Introduction to Health and Safety
3. OHS 1413 Physical Hazards Controls
4. OHS 2003 Introduction to Fire Science
5. OHS 2103 OSHA: Construction Industry & Safety Regulations
6. OHS 2203 Legal Aspects and Environmental Regulations
7. OHS 2303 Introduction to Hazardous Materials and Waste
8. OHS 2333 Safety Program Training Presentation Techniques
9. OHS 2403 Principles of Industrial Hygiene
10. OHS 2413 Ergonomics and Human Factors in Safety
11. OHS 2423 Safety Program Management
12. OHS 2433 Risk Management

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Notation:

<sup>1</sup>Note: For students transferring to a four-year college, CHEM 1115 is recommended.

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.

**Semester-by-Semester Degree Plan**  
Occupational Health and Safety, AAS (107, OHS.AAS)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ORI 1111 Freshman Orientation <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> OHS 1313 Introduction to Health and Safety <input type="checkbox"/> OHS 2303 Introduction to Hazardous Materials and Waste <input type="checkbox"/> MATH 1413 or Math 1513 <input type="checkbox"/> OHS 2003 Introduction to Fire Science <div style="text-align: right;">Total:</div>	 1 3 3 3 3 3 16
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> BUS 2023 Principles of Management <input type="checkbox"/> OHS 1413 Physical Hazards Controls <input type="checkbox"/> OHS 2203 Legal Aspects and Environmental Regulations <div style="text-align: right;">Total:</div>	 3 3 3 3 3 15
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> CHEM 1115 General Chemistry I <u>or</u> GPS 1214 General Physical Science <sup>1</sup> <input type="checkbox"/> POS 1113 American Federal Government <input type="checkbox"/> OHS 2423 Safety Program Management <input type="checkbox"/> OHS 2413 Ergonomics and Human Factors in Safety <input type="checkbox"/> OHS 2103 OSHA: Construction Industry & Safety Regulations <div style="text-align: right;">Total:</div>	 4-5 3 3 3 3 16-17
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> PSY 1113 Intro to Psychology or SOC 1113 Intro to Sociology <input type="checkbox"/> SPCH 1113 Introduction to Speech Communications <input type="checkbox"/> OHS 2333 Safety Program Training Presentation Techniques <input type="checkbox"/> OHS 2403 Principles of Industrial Hygiene <input type="checkbox"/> OHS 2433 Risk Management <div style="text-align: right;">Total</div>	 3 3 3 3 3 15

*Graduation Requirements: Minimum 62-63 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs*

**Total Hours: 62-63**

<sup>1</sup>**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.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

The estimated cost of this program is approximated at: *62 credit-hours x \$141.00 per credit hour = \$ 8,742.00* (Please know that this cost does not include textbooks, supplies, developmental coursework, and other expenses, and is designed as an ESTIMATE only).

Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.

**Degree:** Associate of Applied Science  
**Major:** Physical Therapist Assistant  
**Division:** Health Sciences

Program Code: (051, PTA.AAS)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 65

## **GENERAL EDUCATION REQUIREMENTS.....23 HOURS**

### **English Composition - 6 hours**

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### **U.S. History - 3 hours**

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### **U.S. Government - 3 hours**

1. POS 1113 American Federal Government

### **Biological Science - 8 hours**

1. ZOO 2114 Human Physiology<sup>1, 2</sup>
2. ZOO 2124 Human Anatomy<sup>1</sup>

### **Required Course in General Education - 3 hours**

1. PSY 1113 Introduction to Psychology

## **MAJOR REQUIREMENTS.....42 HOURS**

### **Required Courses in Major – 42 hours**

1. PHTA 1113 Introduction to Physical Therapy
2. PHTA 1203 Anatomy and Physiology for PTA's
3. PHTA 1231 Clinical Orientation
4. PHTA 1283 Physical Disabilities
5. PHTA 1292 Physical Therapy Procedures I
6. PHTA 2332 Clinical Experience I
7. PHTA 2343 Physical Therapy Procedures II
8. PHTA 2353 Neurology and Pathology
9. PHTA 2363 Kinesiology
10. PHTA 2373 Therapeutic Exercise I
11. PHTA 2413 Rehabilitation
12. PHTA 2432 Clinical Experience II
13. PHTA 2442 Psychosocial Aspects of Physical Therapy
14. PHTA 2473 Therapeutic Exercise II
15. PHTA 2482 PTA Seminar
16. PHTA 2534 Clinical Experience III

#### **Notation:**

<sup>1</sup> By permission of Science or Health Science advisor

<sup>2</sup> Prerequisite of CHEM 1115

Special Graduation Note: "C" grade or better is required in all coursework.

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.

**Semester-by-Semester Degree Plan**  
Physical Therapist Assistant, AAS (051, PTA.AAS)

Course Number – Course Description	Hours
<b>Freshman Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> ENGL 1113 Freshman Composition I <input type="checkbox"/> ZOO 2124 Human Anatomy <input type="checkbox"/> PSY 1113 Intro to Psychology <input type="checkbox"/> PHTA 1283 Physical Disabilities <input type="checkbox"/> PHTA 1113 Introduction to Physical Therapy <div style="text-align: right;">Total:</div>	 3 4 3 3 3 16
<b>Freshman Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> ENGL 1213 Freshman Composition II <input type="checkbox"/> ZOO 2114 Human Physiology <input type="checkbox"/> HIST 1483 or 1493 American History <input type="checkbox"/> PHTA 1203 Anatomy and Physiology for PTA's <input type="checkbox"/> PHTA 1231 Clinical Orientation <input type="checkbox"/> PHTA 1292 Physical Therapy Procedures I <div style="text-align: right;">Total:</div>	 3 4 3 3 1 2 16
<b>Freshman Year (Summer Semester)</b> <input type="checkbox"/> POS 1113 American Federal Government <div style="text-align: right;">Total:</div>	 3
<b>Sophomore Year 1<sup>st</sup> Semester – Fall</b> <input type="checkbox"/> PHTA 2332 Clinical Experience I <input type="checkbox"/> PHTA 2343 Physical Therapy Procedures II <input type="checkbox"/> PHTA 2353 Neurology and Pathology <input type="checkbox"/> PHTA 2363 Kinesiology <input type="checkbox"/> PHTA 2373 Therapeutic Exercise I <input type="checkbox"/> PHTA 2432 Clinical Experience II <div style="text-align: right;">Total:</div>	 2 3 3 3 3 2 16
<b>Sophomore Year 2<sup>nd</sup> Semester – Spring</b> <input type="checkbox"/> PHTA 2413 Rehabilitation <input type="checkbox"/> PHTA 2442 Psychosocial Aspects of Physical Therapy <input type="checkbox"/> PHTA 2473 Therapeutic Exercise II <input type="checkbox"/> PHTA 2482 PTA Seminar <input type="checkbox"/> PHTA 2534 Clinical Experience <div style="text-align: right;">Total</div>	 3 2 2 3 4 14

*Graduation Requirements: Minimum 65 cr-hrs, 2.00 Ret/Grad GPA, 15 Resident cr-hrs*

**Total Hours: 65**

*Minimum "C" grade required in all coursework*

**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.

**Estimated Program Cost:** Students can complete this degree in four semesters (15-16 per semester).

*Students should consult the PTA Department for a breakdown of tuition, fees, textbook charges, exam fees, uniforms, travel, supplies, and other expenses -- Actual program cost will vary from this estimate*

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# **CERTIFICATES:**

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## **Child Development**

### **Child Development/Director's Certificate**

### **Child Development Infant Toddler**

### **Organizational Leadership**

### **Physical Therapist Aide**

### **Social Service Assistant**

**Degree:** Certificate  
**Major:** Child Development  
**Division:** Business and Technology

Program Code: (048, CD.CERT)

Minimum Ret/Grad GPA . . . . 2.00  
 Minimum Total Hours . . . . . 18

## GENERAL EDUCATION REQUIREMENTS.....3 HOURS

### Communications - 3 hours

1. ENGL 1113 Freshman Composition I

## MAJOR REQUIREMENTS.....15 HOURS

### Required Courses - 15 hours

1. CD 1103 Teacher, Community and Family Relations<sup>1,2</sup>
2. CD 1223 Preschool Behavior & Guidance<sup>2</sup>
3. CD 2113 Child Growth & Development<sup>2</sup>
4. CD 2133 Language and Physical Skills
5. CD 2223 Program Planning & Administration<sup>1</sup>

Notation:

<sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>2</sup>Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

### Semester-by-Semester Degree Plan Child Development, Cert (048, CD.CERT)

Course Number – Course Description	Hours
Freshman Year 1 <sup>st</sup> Semester – Fall	
<input type="checkbox"/> CD 1103 Teacher, Community, & Family Relations <sup>1, 2</sup>	3
<input type="checkbox"/> CD 1223 Preschool Behavior & Guidance <sup>2</sup>	3
<input type="checkbox"/> CD 2113 Child Growth & Development <sup>2</sup>	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 <sup>1</sup>	3
Total:	9

Graduation Requirements: 18 cr-hrs, 2.00 GPA

**Total Hours: 18**

Notation:

<sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>2</sup>Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

**Completion of this certificate** builds the foundation for two additional certificate programs: Infant Toddler Certificate and Child Development/Director's Certificate.

**How to Use this "Semester-by-Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in 2 to 4 semesters The estimated cost of this program is approximated at: 18 credit-hours x \$141.00 per credit hour = \$ 2,538.00 (Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.).



**Degree:** Certificate  
**Major:** Child Development/Director's Certificate  
**Division:** Business and Technology

Program Code: (065, CDDC.CERT)

Minimum Ret/Grad GPA . . . . 2.00  
 Minimum Total Hours . . . . . 24

## GENERAL EDUCATION REQUIREMENTS.....6 HOURS

### Communications - 3 hours

1. ENGL 1113 Freshman Composition I

### Computer Proficiency - 3 hours

1. CS 1103 Microcomputer Applications

## MAJOR REQUIREMENTS.....18 HOURS

### Required Courses - 18 hours

1. CD 1103 Teacher, Community and Family Relations<sup>1,2</sup>
2. CD 1223 Preschool Behavior & Guidance<sup>2</sup>
3. CD 2113 Child Growth & Development<sup>2</sup>
4. CD 2133 Language and Physical Skills
5. CD 2053 Child Dev Management and Budgeting
6. CD 2223 Program Planning & Administration<sup>1</sup>

Notation:

<sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>2</sup>Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

### Semester-by-Semester Degree Plan

Child Development/Director's Certificate, Cert (065, CDDC.CERT)

Course Number – Course Description	Hours
Freshman Year 1 <sup>st</sup> Semester – Fall	
<input type="checkbox"/> CD 1103 Teacher, Community, & Family Relations <sup>1</sup>	3
<input type="checkbox"/> CD 1223 Preschool Behavior & Guidance <sup>2</sup>	3
<input type="checkbox"/> CD 2113 Child Growth & Development <sup>2</sup>	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 <sup>1</sup>	3
Total:	9
Sophomore Year 1st Semester – Fall	
<input type="checkbox"/> CD 2053 Child Development Management and Budgeting	3
<input type="checkbox"/> CS 1103 Microcomputer Applications	3
Total:	6

Graduation Requirements: 24 cr-hrs, 2.00 GPA

**Total Hours: 24**

Notation:

<sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>2</sup>Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential). Students should consult with CASC's Child Development Program Director for instructions.

**How to Use this "Semester-by-Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in 2 to 4 semesters The estimated cost of this program is approximated at: 24 credit-hours x \$141.00 per credit hour = \$ 3,384.00 (Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.).

**Degree:** Certificate  
**Major:** Child Development Infant Toddler  
**Division:** Business and Technology

Program Code: (066, CDIT.CERT)

Minimum Ret/Grad GPA . . . . 2.00  
 Minimum Total Hours . . . . . 24

## GENERAL EDUCATION REQUIREMENTS.....3 HOURS

### Communications - 3 hours

1. ENGL 1113 Freshman Composition I

## MAJOR REQUIREMENTS.....21 HOURS

### Required Courses - 21 hours

1. CD 1103 Teacher, Community and Family Relations <sup>1,2</sup>
2. CD 1223 Preschool Behavior & Guidance <sup>2</sup>
3. CD 2113 Child Growth & Development<sup>2</sup>
4. CD 2133 Language and Physical Skills
5. CD 2223 Program Planning & Administration<sup>1</sup>
6. CD 2253 Infant Toddler Programs
7. CD 2123 Health Care, Safety, & Nutrition

#### Notation:

<sup>1</sup>Students who have earned a National CDA Credential may apply 6 hours credit toward this Certificate.

<sup>2</sup>Students who complete these courses are eligible for the Director's Certificate of Completion (education component of the National CDA Credential).

Students should consult with CASC's Child Development Program Director for instructions.

### Semester-by-Semester Degree Plan

#### Child Development Infant Toddler, Cert (066, CDIT.CERT)

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

Graduation Requirements: 24 cr-hrs, 2.00 GPA

**Total Hours: 24**

**How to Use this "Semester-by-Semester Degree Plan":** Courses are listed in the order they should be taken and in what term the course should be taken. Students should use this as a guide in pre-enrollment, study the Course Schedule and then visit with an academic advisor.

**Estimated Program Cost:** Students can complete this degree in 2 to 4 semesters The estimated cost of this program is approximated at: 24 credit-hours x \$141 per credit hour = \$ 3,384.00 (Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.).

**Degree:** Certificate  
**Major:** Physical Therapist Aide  
**Division:** Health Sciences

Program Code: (067, PTA.CERT)

Minimum Ret/Grad GPA . . . . 2.00

Minimum Total Hours . . . . . 35

## GENERAL EDUCATION REQUIREMENTS.....23 HOURS

### English Composition - 6 hours

1. ENGL 1113 Freshman Composition I
2. ENGL 1213 Freshman Composition II

### U.S. History - 3 hours

1. HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Present

### U.S. Government - 3 hours

1. POS 1113 American Federal Government

### Science – 8 hours

1. ZOO 2124 Human Anatomy
2. ZOO 2114 Human Physiology<sup>1,2</sup>

### Required Course in General Education – 3 hours

1. PSY 1113 Introduction to Psychology

## MAJOR REQUIREMENTS.....12 HOURS

### Required Courses – 12 hours (These courses are first-year program courses)

1. PHTA 1113 Introduction to Physical Therapy
2. PHTA 1203 Applied Anatomy and Physiology
3. PHTA 1231 Clinical Orientation
4. PHTA 1283 Physical Disabilities
5. PHTA 1292 Physical Therapy Procedures I

Notation:

<sup>1</sup>By permission of Science or Health Science advisor

<sup>2</sup>Prerequisite of CHEM 1115

Special Graduation Note: "C" grade or better is required in all coursework.

Only currently admitted, former, or graduated PTA students are eligible for the certificate upon first year of the PTA program.

### Semester-by-Semester Degree Plan

#### Physical Therapist Aide, Cert (067, PTA.CERT)

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"/> 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>

Graduation Requirements: 35 cr-hrs, 2.00 GPA

**Total Hours: 35**

**How to Use this "Semester by Semester Degree Plan":** Courses are listed in the order courses should be taken and in what term. Students must be admitted to the PTA program and enrolled with the assistance of their academic advisor.

**Estimated Program Cost:** Students can complete this degree in 2 semesters. *Students should consult the PTA Department for a breakdown of tuition, fees, textbook charges, exam fees, uniforms, travel, supplies, and other expenses ...*

**Degree:** Certificate  
**Major:** Organizational Leadership  
**Division:** Business and Technology

Program Code: (069, ORGL.CERT)

Minimum Ret/Grad GPA . . . . 2.00  
 Minimum Total Hours . . . . . 16

**GENERAL EDUCATION REQUIREMENTS.....0 HOURS**  
 (None Required)

**MAJOR REQUIREMENTS.....16 HOURS**

**Required Courses 16 hours**

1. CS 1103 Microcomputer Applications
2. MKTG 2103 Introduction to Marketing <sup>1</sup>
3. ORGL 1113 Organizational Leadership
4. ORGL 2113 Project Management
5. ECON 2113 Principles of Macroeconomics
6. COED 1111 Supervised Work Experience

Notation:

<sup>1</sup>MKTG 2103 is only offered in Spring Semester**Estimated Program Cost:** Students can complete this degree in 1 or 2 semesters The estimated cost of this program is approximated at:

16 credit-hours x \$141.00 per credit hour = \$ 2,256.00 (Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.).

**Degree:** Certificate  
**Major:** Social Services Assistant  
**Division:** Social and Behavioral Science

Program Code: (071, SSA.CERT)

Minimum Ret/Grad GPA . . . . 2.00  
 Minimum Total Hours . . . . . 16

**GENERAL EDUCATION REQUIREMENTS.....3 HOURS**

**General Education Courses - 3 hours**

1. ENGL 1113 Freshman Composition I

**MAJOR REQUIREMENTS.....13 HOURS**

**Required Courses - 13 hours**

1. CS 1103 Microcomputer Applications
2. SPCH 1113 Intro to Speech Communication
3. SOC 1113 Introduction to Sociology
4. SOC 2123 Social Problems
5. COED 1111 Supervised Work Experience

Notation:

**Estimated Program Cost:** Students can complete this degree in 1 or 2 semesters The estimated cost of this program is approximated at: 16 credit-hours x \$141.00 per credit hour = \$ 2,256.00 (Actual program cost is based on Fall 2023 in-state tuition amounts and final costs will vary from this estimate.).

# COURSE DESCRIPTIONS

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Courses are grouped by subject area and defined by its four-digit course number, course title, and course description. The number of credit hours are identified in parenthesis. Any prerequisites are identified. Course offerings are indicated, where Su=Summer, Fa=Fall, Sp=Spring, and D=On Demand. Student should verify course offering per term and per campus with published Course Schedule.

## 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. Recommended: ACCT 1103 is recommended, but not required. [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 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. [Su, Fa, Sp]

### AHS 1203 - Basic Nutrition (3)

Nutrition is the study of the functions of the nutrients in human life processes. Nutrients and their relationship to health will be considered as a basis for food choice. [Su, Fa, Sp]

### 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. [Fa, Sp]

### 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: Instructor approval. [F]

## Art

### 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]

## 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

### **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 1111 – Personal Finance (1)**

This course will provide students with the awareness and fundamental understanding of several key aspects of personal finances to be successful throughout their personal and professional lives. This course will also benefit the student by equipping them with the requisite skills to make informed decisions in the management of personal assets that will ultimately maximize the value of their financial resources. [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 1133 - Customer Service (3)**

This course presents ways to evaluate and provide effective customer service and examines strategies for improvement. [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. Topics will include descriptive statistics (histograms, pie charts, pictograms, graphs, etc.); summary statistics (central tendency – mean, median, mode; variability – variance, standard deviation, range); basic probability concepts; statistical distributions; Binomial Distribution; Normal Distribution; distribution of the sample mean (proportion); confidence intervals; hypothesis testing (generally one population Normal & binomial, and difference in means or proportions situation). Prerequisite: MATH 0123 or equivalent. [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 2153 – Fundamentals of Healthcare Administration (3)**

This course will provide a broad overview of the healthcare delivery system within the United States. This course will introduce students to the fundamental concepts of healthcare organizations and traditional leadership within the healthcare delivery system. In this course, special emphasis will be placed on the development of leadership proficiencies through a broad range of topics including health information management, group practice, accountable care organizations, and small to large healthcare delivery facilities. This course is designed to equip students to become conversant with the social, political, economic, demographic, cultural, financial, and technological forces that shape the organization and operation of the healthcare system. [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 2053 - Child Development Management & 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 preschool 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 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)**

General Chemistry I is an algebra-based course. This course includes nomenclature, atomic and molecular structure, stoichiometry, bonding, states of matter, thermochemistry, acids and bases, and gas laws; with laboratory. Co-requisite: College Algebra or equivalent. A minimum of 75% of the lab component must be traditional face-to-face instruction (as opposed to online instruction.) Co-requisite: MATH 1513. 3 hours theory, 4 hours laboratory. [Fa, Sp]

### **CHEM 1215 - General Chemistry II (5)**

General Chemistry II is an algebra-based course. This course is a continuation of CHEM 1115 with emphasis on kinetics, equilibrium, thermodynamics, electrochemistry, qualitative analysis, organic chemistry, biochemistry, and nuclear chemistry; with laboratory. Prerequisite: CHEM 1115. A minimum of 75% of the lab component must be traditional face-to-face instruction (as opposed to online instruction.) 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)**

An examination of the relationship between police bureaus and the communities they serve. The role of law enforcement in implementing programs to address social problems, cultural issues, and promoting community relations. [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. Prerequisites: CJ 2023 and CJ 1123. [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. Prerequisites: CJ 2023 and CJ 1123.. [Fa, Sp]

### **CJ-2252 – Criminal Justice Seminar (2)**

Criminal Justice Seminar is a review course specifically for students graduating out of the Criminal Justice Program. The course refocuses on concepts and skills and includes reviews of the criminal justice system, criminal laws, traffic laws, human community relations and investigations. This course is recommended for students that plan to sit for certification exams after the completion of their college coursework. [D]

### **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. Prerequisites: CJ 2023 and CJ 1123. [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 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. [Fa, 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 and 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. This course gives the basis for future information security courses. [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. [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 Internet and Web Page Development. Topics 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]

**CS 2253 Game Development (3)**

This course will examine game development in a 3D environment. The course will utilize the leading industry application for game development. The course will explore from the basics of 3D game theory to application development using interactive design with human interfaces. [D]

**CS 2413 – Mobile Forensics (3)**

This course is an overview of mobile forensics and investigative tools and techniques. Topics include the acquisition and forensics analysis of mobile devices to recover digital evidence of investigative interest. Focus is given to the extraction process including isolation and processing methods from manual extraction to logical analysis. Students will forensically analyze iOS and Android devices. [D]

**CS 2513 – Introduction to Linux (3)**

This Course is an introduction to the LINUX operating system. It covers the kernel, filesystems, shells and user utilities and introduces students to the fundamentals of shell programming, processes, communications, and basic security. This course will be an applied activity course with the primary focus on command line usage. [D]

**CS 2613 – Ethical Hacking (3)**

Ethical Hacking is the process of evaluating the security of computer systems by looking for vulnerabilities and weaknesses. Evaluation of computer systems will use concepts, knowledge, and tools used by malicious individuals to target systems but using lawful practices. Assessment of vulnerabilities and mitigation skills will be developed as part of this course. [D]

**Digital Media Technology****DGMT 1133 – Graphic Design I (3)**

Graphic Design I will cover typography and graphic design. Students will work in a variety of media including the computer. [D]

**DGMT 1233 - Digital Audio And Video Engineering (3)**

Students will have a firm understanding of the electronics technology found in Digital Audio and Video Engineering along with the increasing presence mobile media and digital audio have in today's marketplace. Includes generation, transmission, and detection of sound; properties of sounds; history and aesthetics of electro-acoustic music and components; anatomy of audio and video equipment; Students will apply basic recording and editing techniques in

the completion of audiovisual projects. [D]

### **DGMT 1421 - Graphic Design Internship I (1)**

A cooperative agreement between Carl Albert State College and local graphic design firms, this course provides college credit for training and experience in graphic design production. [D]

### **DGMT 1613 – Digital Imaging and Printing (3)**

This course explores methods and techniques used in creating and altering digital images. Technical skills for digital photography are covered including refinement of all image parameters, image capture processing using RAW, and workflow solutions to include output processing. [D]

### **DGMT-2133 – Graphic Design II (3)**

Graphic Design II builds on concepts from Graphic Design I, using Graphic Design as a means of communicating ideas through words and images for comprehensive solutions. Pre-requisite: DGMT-1133. [D]

### **DGMT 2233 – Digital Media Production (3)**

Designed to cover the creation of media in the digital realm and for use over the Internet. Includes audio and video components, digital still, and editing components. Prerequisite: DGMT 1233. [D]

### **DGMT 2422 - Graphic Design Internship II (2)**

A cooperative agreement between Carl Albert State College and local graphic design firms, this course provides college credit for continued training and experience in graphic design production. Prerequisite: DGMT 1421. [D]

### **DGMT 2443 - Social Media Strategy & Campaign Development (3)**

A course covering context within social media of advertising approaches, campaign strategies, and media planning as well as issues of copy, layout, and presentation. [D]

### **DGMT 2943 – Publication & Creativity Design (3)**

Publication and Creativity Design will include the theory and practice of design layout, especially interactive web layout and design with an emphasis on publication design, corporate identity and advertising layout. The emphasis in the course is on graphic design products such as corporate identity, advertising layout, ad design, logo design, and other related products. (Final Course: Project Based experience) Prerequisites DGMT 1233. [D]

## **Drama**

### **DRMA 1001 - Theatre Lab (1)**

This course applies principles of drama through participation in dramatic productions. Approval of production director. [D]

### **DRMA 1011 - Theatre Lab (1)**

Study of the principles of drama through participation in different dramatic productions is continued. Approval of production director. [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. [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 or Accuplacer testing, but have demonstrated knowledge of reading skills and comprehension through a 17 or higher of the ACT, a comparable Accuplacer score, or high school GPA. The lab is to be taken in conjunction with ENGL-1113 Freshman composition I; withdrawing from ENGL 1113 will also result in withdrawal from the Reading Lab. Content will focus on developing comprehension skills and building vocabulary. [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, or Accuplacer testing, but have demonstrated knowledge of writing skills through a 17 or higher on the ACT, a comparable Accuplacer score, or high school GPA. The lab is to be taken in conjunction with ENGL 1113 Freshman Composition I; withdrawing from ENGL 1113 will also result in withdrawal from the Writing Lab. Content will focus on developing writing skills.. [Su, Fa, Sp]

**ENGL 0133 Introduction to College Reading and Writing (0)**

This course is designed to develop basic academic skills in comprehension, composition, and critical thinking, enabling students to recognize the correlation between reading and writing. [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. Prerequisite: English 1113 or consent of Division Chairperson. [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. Prerequisite: English 1113 or consent of Division Chairperson. [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. Prerequisite: English 1113 or consent of Division Chairperson. [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]

## Environmental Science Technology

### **EST-1013 – Introduction to Environmental Science - (3)**

Introduction to Environmental Science provides introductory content and general management techniques for land, water, and the atmosphere. [D]

### **EST-1133 - Environmental Compliance Documentation (3)**

Environmental Compliance Documentation will provide introductory best practice techniques for obtaining, reviewing, and submitting proper documentation for state and federation programs and organizations with consideration to environmental policy and law. [D]

### **EST-1163 - Introduction Into Invasive Species - (3)**

In this course students learn what invasive species are, reasons they are introduced to new locations, and how invasive species harm ecosystems. [D]

### **EST-1233 - Introduction To Soil Science - (3)**

Introduction to Soil Science will provide the encouragement and academic background that will motivate students to develop a life-long interest in observing and studying soils and landscapes as they relate to the environment and to equip them to be a resource to others in applying soil science to plant growth, natural resource management, building practices, and environmental sustainability. [D]

### **EST-1253 - Introduction Into Environmental Ethic - (3)**

This course focuses on our ethical relationship to our environment and the ecological systems of which we are a part, wrestling with complex philosophical questions that do not have simple (or single) answers. Beginning with the philosophical question of our relationship to the natural world. What place or role do/should humans have, and how do our answers to that question impact our responsibility to nature, the environment, and ecological systems? By reading, writing, and talking through these questions, students will leave this course equipped to participate in contemporary debates and to think in new ways about their own place in ecosystems. Most importantly, students will learn the skill of confronting complex issues that require complex thinking. [D]

### **EST-1421 - Environmental Sciences Internship I - (1)**

In this course students will work with the instructor, individually, and within a group setting to assist in environmental related course work within the department and with local government agencies. [D]

### **EST-1433 - Environmental Sampling & Analysis - (3)**

Environmental Sampling and Analysis will provide introductory sampling and analysis techniques for soil, atmosphere, and water that align with state and federal procedure and documentation. [D]

### **EST-2103 - Introduction To Geo Information Systems (3)**

In this course, students study and analyze the various concepts of GIS: Data input, data analysis and management, and spatial project design. Students also study the applications of GIS through lectures, tutorials, outside reading, discussions and practical exercises. [D]

### **EST-2153 - Environmental Field Studies - (3)**

This course will provide students with hands-on experience in environmental field studies. Students will conduct field studies in various environments, including forests, wetlands, and rangelands. [D]

### **EST-2243 - Environmental Project Management - (3)**

This course will provide students with the skills necessary to plan, organize, and manage environmental projects. Topics covered will include project planning and design, project management, and environmental impact assessments. [D]

### **EST-2422 - Environmental Sciences Internship II - (2)**

Continuation of Environmental Science Internship I: In this course students will work with the instructor, individually, and within a group setting to assist in environmental related course work within the department and with local government agencies. [D]

## Electronics

### **ET 1013 – Fundamentals of AC/DC Electronics (3)**

A study of solving problems relating to AC and DC circuits, Studies include Ohm's law, series, parallel, and combination circuits. Students will be introduced to capacitance, inductance, and alternating principles. [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 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]

### **HIST 2723 - Native American History (3)**

This survey will provide students with a basic understanding of the history of Native North Americans from antiquity to the present. It focuses primarily, but not exclusively, on areas that became the United States. Students examine and discuss significant cultural, economic, and political developments among diverse populations of indigenous peoples; explore and

compare distinct cultures that existed in North America prior to European contact; examine conflicts Indian Nations faced after contact, their significant and diverse contributions to the American nation state, and their unique methods to maintain aspects of their cultures in an often hostile environment. [D]

## Health, Physical Education & Recreation

### **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 1113 - Personal Health and Wellness (3)**

In this course, students will understand basic health and wellness concepts to lead a healthy lifestyle. They will be able to assess their own personal health, understand risky behaviors, and know the most prevalent diseases in the general population and contemporary findings related to health and wellness. [Su, Fa, Sp]

### **HPER 1121 - Freshman Men's Baseball (1)**

This course is designed for varsity competition for freshman men in baseball. Prerequisite: Permission of instructor [D]

### **HPER 1131 - Freshman Softball (1)**

This course is designed for freshman varsity competition in softball. Prerequisite: Permission of instructor [D]

### **HPER 2031 - Sophomore Softball (1)**

This course is designed for sophomore varsity competition in softball. Prerequisite: Permission of instructor. [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 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. Prerequisite: Permission of instructor [D]

**HPER 2131 - Sophomore Softball (1)**

This course is designed for sophomore varsity competition in softball. Prerequisite: Permission of instructor. [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 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]

## Humanities

**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]

## Journalism

**JOUR 1013 - Introduction To Mass Communication (3)**

This course is an introductory survey of the history and role of the mass media in modern society with particular emphasis on critical evaluation of the mass communication theories and practices, including economic, social, and political evolution of interrelationships of media with society. [D]

**JOUR 2243 - Intro To Broadcasting (3)**

Individual and class projects in every phase of producing radio and television programming are included in this class. [D]

**JOUR 2313 Writing For Mass Media (3)**

Introduction to media writing: expository and persuasive formats; supervised practice in writing that informs, entertains, and/or persuades across all media platforms; study of professional demands of organizing and presenting information in the various media with an emphasis on

grammar usage and mechanics. [D]

## 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- 0133 – Introduction to College Math - (0)**

This non-credit course is meant as preparation for general college level math courses. Operations with real numbers and basic equation solving is rapidly reviewed. Further topics include graphing, functions, polynomials, exponents, factoring, roots, radicals, algebraic fractions, and second-degree equations. [Su, Fa, Sp]

**MATH-0141 – Survey 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. The lab is to be taken in conjunction with Math 1413 and must be completed in order to remove the math deficiency. Content will focus on skills that complement content from Math 1413: topics will include rounding, order of operations, operations with percentages, formulas, and problem-solving skills. [Su, Fa, Sp]

**MATH 0151 – Algebra 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. The lab is to be taken in conjunction with Math 1513 and must be completed in order to remove the math deficiency. Content will focus on skills that complement content from Math 1513: topics will include factoring, strategies for solving linear and quadratic equations, and other prerequisite algebra skills needed for College Algebra. [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 0111 or assessment. [F, Sp]

**MATH 1513 - College Algebra (Pre-Calculus) - (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 0111 or Assessment. [Su, Fa, Sp]

**MATH 1523 – Modeling and Functions (3)**

This course includes applications of linear, polynomial, rational, exponential, and logarithmic functions and examines those functions when represented symbolically, numerically, graphically, and in words. Technology is used for graphing functions, solving equations, and modeling data using regressions. Prerequisites: MATH-0111 or Assessment. [D]

**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 0111 and MATH 1513 or Assessment. [Su, Fa, Sp]

**MATH 2113 - Geometry and Measurement (3)**

A study of mathematical concepts for prospective elementary teachers using tactile models and appropriate technology. This

course is designed for prospective elementary school teachers. Topics include geometry, measurement and trigonometry. Prerequisite: MATH 1413 Survey of Contemporary Mathematics (or credit bearing math course) with a grade of "C" or higher. [D]

**MATH 2123 – Elementary Statistics (3)**

This course will cover methods of collecting, analyzing, and presenting data. Topics will include descriptive statistics (histograms, pie charts, pictograms, graphs, etc.); summary statistics (central tendency-mean, median, mode; variability-variance, standard deviation, range); basic probability concepts; statistical distributions; Binomial Distribution; Normal Distribution; distribution of the sample mean (proportion); confidence intervals; hypothesis testing (generally one population Normal & binomial, and difference in means or proportions). Prerequisites: MATH 0111 or Assessment. [D].

**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. MATH 0111 or Assessment. [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 2103 - 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 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]

## Nursing

### **NUR 1103 - Role Transition in Nursing (3)**

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 1115, MATH 1513, ZOO 2114, and ZOO 2124. 2.5 hours theory, 0.5 hours Lab/Clinical. [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 1115, MATH 1513, 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. [Sp]

### **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 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 & Safety Regs (3)**

This course is the study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry. [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 & 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 Tech (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. [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 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 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]

### **ORGL 2253 – Organizational Behavior (3)**

Behavioral concepts such as leadership, motivation, personality, decision-making, interpersonal and intergroup behavior, that are relevant to the study of organizational and managerial behavior. Provides an understanding of the components and dynamics of organizational behavior essential to any manager. [D]

### **ORGL 2263 – Human Resource Management (3)**

An introduction to the development, application, and

evaluation of policies, procedures, and programs for the recruitment, selection, development, and utilization of human resources in an organization [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)**

In this course a student will understand the structure and functions of the skeletal, muscular, cardiovascular, respiratory, nervous, and endocrine systems. These concepts will be applied to human movement and activity. 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 study the principles and application of Mobility, Stability, Aerobic Conditioning, Posture, Balance, and Gait 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 prostheses. 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. [Sp]

### **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. [Sp]

## **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 1113 - American Federal Government (3)**

This course is a study of the origin and framework of the federal government. [Su, Fa, Sp]

**POS 2113 State and Local Government (3)**

This course serves as an introduction to the organization, structure, functions, and administration of state and local governments. [D]

**Psychology****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 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 1133 – Elementary Spanish I (3)**

This course is an introduction to the productive (speaking and/or writing) and receptive (listening/visual comprehension)

skills appropriate to the Spanish language. The course is a study of pronunciation, fundamentals of grammar, idioms used in everyday life, composition, reading of basic stories, and appreciation of life and literature of Latin America and the U.S. Southwest. [D]

**SPAN 1223 - Conversational Spanish II (3)**

This course is a continued study of Conversational Spanish I. Prerequisites: SPAN 1113. [Sp]

**SPAN 1233 – Elementary Spanish II (3)**

This is a second-level introductory Spanish language course. The course is an expansion of the fundamentals of grammar, oral, written composition, and practical conversation used in translation for further acquaintance of the student with culture and language of Latin America and the U.S. Southwest. Prerequisite: SPAN 1133. [D]

## Speech

**SPCH 1001 - Intercollegiate Forensics I (1)**

Students participate in intercollegiate speech contests. Prerequisite: Approval of Director of Forensics. [Fa, Sp]

**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]

## 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

**Kristi McConnell** - Social and Behavioral Science

B.S., M.S. Southeastern Oklahoma State University

**Crystal Robertson** - Communication and Fine Arts

B.A., Northeastern State University; M. Ed., East Central University; graduate studies, American Public University

**Tommy Smith** - Business and Technology

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

**Brook Wiersig** - *Math and Science*

B.S., University of Central Oklahoma M.S. Northeastern State University; additional graduate studies, Bridgewater State University

## Directory of Faculty

**Chelsie Barnes** - Instructor, Division of Health Sciences; Director of Health, Physical Education & Recreation/Sports Medicine. B.S., East Central University; M.S., LAT, ATC, Southeastern Oklahoma State University

**Traci Barnes** – Instructor, Division of Math & Science

**Christopher Bradford** - Instructor, Division of Health Sciences, Nursing Program.

**Joshua Branum** - Instructor, Division of Health Sciences, Nursing Program.

**Chad Brown** – Instructor, Division of Social and Behavioral Science. B.S., Northeastern State University; additional graduate studies, Oklahoma City University

**Patrick Brown** - Instructor, Division of Math & Science. B.Ed., East Central University; M.A. Biola University; additional graduate studies, Northwestern Oklahoma State University

**Sarah Brown** - Instructor, Division of Communications & Fine Arts. B.A., Grace College; M.A. Biola University; additional graduate studies, Northwestern Oklahoma State University

**Julio Camacho** - Instructor, Division of Math & Science.

**Terri Carroll** - Director, Library Services, B.L.S., University of Oklahoma; M.L.S, Texas Woman's University  
**William Carroll** – Division Chairperson and Instructor, Division of Health Sciences. B.S., Kansas Newman College; M.P.T., Wichita State University; additional graduate studies, Oklahoma State University

**Darrin Clark** – Instructor, Division of Social and Behavioral Science. B.A., University of Arkansas Fort Smith; M.A., University of Arkansas Little Rock

**Heather Dodson** - Instructor, Division of Health Sciences, Nursing Program; B.S. Nursing, MSN Nursing Education, Western Governors University

**Patricia Dollar** - Instructor, Division of Health Sciences, Nursing Program; B.S.N., Oklahoma Wesleyan University

**Rhonda Few** - Instructor, Division of Business and Technology.

**Nicole Heck** – Instructor, Division of Health Sciences, Nursing Program; B.S.N., Indiana University

**Susan Hill** - Instructor, Division of Communications & Fine Arts. B.A., Northeastern State University; M.A., Southwestern Baptist Theological Seminary; additional graduate studies, Northwestern Oklahoma State University

**Jeri Hobday** - Instructor, Division of Health Sciences, PTA Program. B.S., University of Texas Health Science Center at San Antonio; M.S., University of Arkansas

**Steve Hughes** - Instructor, Division of Math & Science. B.S., University of Oklahoma; M.S., Northeastern State University

**Savanah Knight** - Instructor, Division of Business and Technology. B.Ed., Northeastern State University; additional graduate studies, East Central University

**Renay Lewis** - Instructor, Division of Business and Technology. B.S.; John Brown University; M.Ed., North Central University

**Stephanie Mann** - Instructor, Division of Health Sciences, Nursing Program. B.S.N., University of Arkansas; M.S.N., Walden University; additional doctoral studies, Walden University

**Harley Martin** - Instructor, Division of Social and Behavioral Science.

**Kristi McConnell** – Division Chair and Instructor, Division of Social and Behavioral Science, Director of Occupational Health & Safety Program. B.S. and M.S. Southeastern Oklahoma State University

**Jack Moeller** – Instructor, Division of Math & Science. B.S., Mathematics, M.S. Mathematics Education, Oklahoma State University

**Sherin “Shanaka” Paranaheewage** - Instructor, Division of Math & Science. B.S., University of Kelaniya; Ph.D., Oklahoma State University

**Samantha Piper** –Instructor of Communication & Fine Arts. B.S., M.A. Eastern New Mexico University

**Paul Pulley** –Instructor of Health, Physical Education & Recreation, and Baseball Coach; B.S., West Texas A&M University; M.Ed., Southwestern Oklahoma State University

**Allexcia Rankin** - Instructor, Division of Social and Behavioral Science. B.A., University of Arkansas Fort Smith; M.A., Texas Christian University; Doctoral Studies, Grand Canyon University

**Hali Repass** - Instructor, Division of Business and Technology. B.S., M.B.A, Texas A&M, Commerce

**Kendal Repass** - Instructor, Division of Health Sciences, Director of PTA Program. MS, LAT, ATC, Texas A & M University, Commerce

**Natalie Reynolds** - Instructor, Division of Math & Science. B.S., Oklahoma State University; M.Ed., East Central University; additional graduate studies, Montana State University

**Crystal Robertson** – Division Chair and Instructor of Communication & Fine Arts. B.A., Northeastern State University; M. Ed., East Central University; additional graduate studies, American Public University

**Katherine Salisbury** – Instructor, Division of Communication & Fine Arts. B.S., Northeastern State University; M.Ed., Northeastern State University

**Maria Sanchez** – Instructor, Division of Health Sciences, Nursing Program; M.S.N., Grand Canyon University

**Rebecca Sanders** - Instructor, Division of Health Sciences, Nursing Program. B.S.N., Oklahoma Wesleyan; M.S.N, Gonzaga University; NP-family, Gonzaga University

**Kristin Snyder** – Instructor, Division of Social and Behavioral Science. B.S., Northeastern State University; M.Ed., East Central University

**Juston “Kody” Tackett** – Instructor, Division of Math & Science. B.S., University of Arkansas

**Brooke Wiersig** - Instructor, Division of Math & Science. B.S., University of Central Oklahoma M.S. Northeastern State University; additional graduate studies, Bridgewater State University

**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. and M.A., Northeastern

State University; additional graduate study, Tulsa University

## Professional Staff

**Marissa Armer** – Enrollment/Advisement Specialist, B.A., University of Arkansas

**Crystal Armstrong** – Assistant Director of Financial Aid, B.S. Northeastern State University

**Randy Armstrong** – Director of Admissions, B.G.S., Northeastern State University

**Lynette Berger** – Enrollment & Advisement, B.A., St. Catherine University

**Holly Bormann** – Director of Marketing & Communications, B.A. University of Oklahoma; M.S. University of Mississippi

**Pat Broadwater** – Admin. Asst. to the V.P. of Academic Affairs, B.A., University of Oklahoma

**Rena Brooks** – Accounting Specialist, B.S., Mid-America Christian University

**Verna Corley** - Coordinator, Scholars for Excellence, B.S., Northeastern State University

**Amber Cottrell** – Admissions Management Information System Supervisor, B.S., Oklahoma State University

**Dee Ann Dickerson** – Registrar, B.S., University of Oklahoma; M.B.A., Northeastern State University

**Terri Hardin** - Manager, Bookstore, B.S., John Brown University

**Will Higgins** – Human Resources Director/SAS Executive Director; B.S., Northeastern State University, M.S. Studies, Northeastern State University, PHR certification courses, SHRM

**Alicia Hoffman**, Director of Libraries, B.A. Northeastern State University; M.Ed, East Central University

**Rachel Johnson** – Dean of Enrollment Management, B.S. and M. S. Southern Arkansas University

**Perry Jones** – Academic Resource Specialist, MBA, University of Phoenix, B.S. Shorter University

**Kelly Kellogg** – Director of Institutional Effectiveness, Assessment Specialist, B.A. and M.Ed. East Central University

**Charles Lewis** - Director of Physical Plant, B.S., John Brown University

**Jake Lords** – Head Wrestling Coach, B.A., Chadron State College; M.S., Minnesota State University

**Deidra Mattox** – Student Account Mgr./Cashier – B.S., Arkansas Tech University

**Jeremy Minor** – Director of Financial Aid, B.A., Liberty University

**Tawni Morgan** – Accounts Payable Clerk – B.S., Columbia Southern University

**Jessica Moudy** – Assistant Softball Coach.

**Noah Martin** – Assistant Registrar/Veterans Affairs Coordinator, B.A., Northeastern State University

**Shara Olive** – Student Life Coordinator, B.A., Northeastern State University

**Eric Raible** – Coordinator of Residential Housing, B.A. and M.S., Arkansas Tech University

**Rebecca Ridner** – Accounts Payable Clerk – B.S., University of Arkansas

**Mandy Roberts** - Executive Director, CASC Foundation, B.S., Oklahoma State University; M.Ed., East Central University

**Allen Scroggins** – Enterprise Software Administrator, B.S., Northeastern State University

**Tonya Sutton** – Assistant Director of Libraries, Library Services, B.A., University of Oklahoma

**Michaela Thompson** - Recruiter

**Tayla Topaha** – Asst. Softball Coach, B.S., Bacone College

**Alexis Watson** – Head Softball Coach, M.S. Southeastern State University, B.S. University of Central Oklahoma

**Thomas Vongnarath** – Director of Food Services, B.S., Oklahoma State University

**Ka Xiong** – Director of Enrollment & Advisement, B.S., East Carolina University College of Business

## Grant-funded Programs Staff

### Student Support Services

Kimberly Hughes - Coordinator, Student Support Services, B.A., University of Oklahoma; M.S., Northeastern State University

SSS Staff: Kristin Peerson, Sallisaw; Britney Harrison, Poteau; Jason Bandy, Poteau

### Educational Opportunity Center

Cara Comer - Coordinator, Educational Opportunity Center, B.S., M.S. John Brown University

EOC Staff: Troy Glenn, Poteau; Marsha Fanning, Ft. Smith; Chad Rogers, Van Buren; Anna Ramos, Tiffany

### Educational Talent Search

Paul Marshall - Coordinator, Educational Talent Search, Sallisaw Campus, B.S., Northeastern State University  
ETS Staff: Caylyn Bair, Kim Wilson, Sallisaw

Melana Ridenour - Coordinator, Educational Talent Search, Poteau Campus, B.A., Oklahoma Panhandle State University, M.A., University of Phoenix

ETS Staff: Angie Neal, Poteau; Annette Staats, Poteau

### TRIO Programs

Michelle White - Director, TRIO Programs, B.A., University of Oklahoma; M.Ed., East Central University

### Upward Bound

Melinda Steelman-Pierce - Coordinator, Upward Bound, Poteau Campus, B.S., Northeastern State University

UPBD Staff: Marsha Caughern, Heather Baldwin, Melissa Steele

### Upward Bound Math Science

Tara Foos - Coordinator, Upward Bound Math/Science, Poteau Campus, B.A., John Brown University

UPBDMS Staff: Cassandra White

### Scholars for Excellence Childcare Program

Verna Corley – Director, Scholars for Excellence Childcare Program

Staff: Karen Ford

### POWER I

Ramona Smith - Director, Power I, B.S., Northeastern State University; M.A., Management and M. A., Human Resources Management, Webster University

POWER I: Jessie Reagan, Sallisaw

### NASNTI

Micky Solomon – Director, NASNTI STEM Program, B.S., Rogers State University; M.A., American Public University

NASNTI: David Nguyen, Jessica Hunt, Terri Bengs, Deyra Trejo-Gonzalez

### State Assessment Services

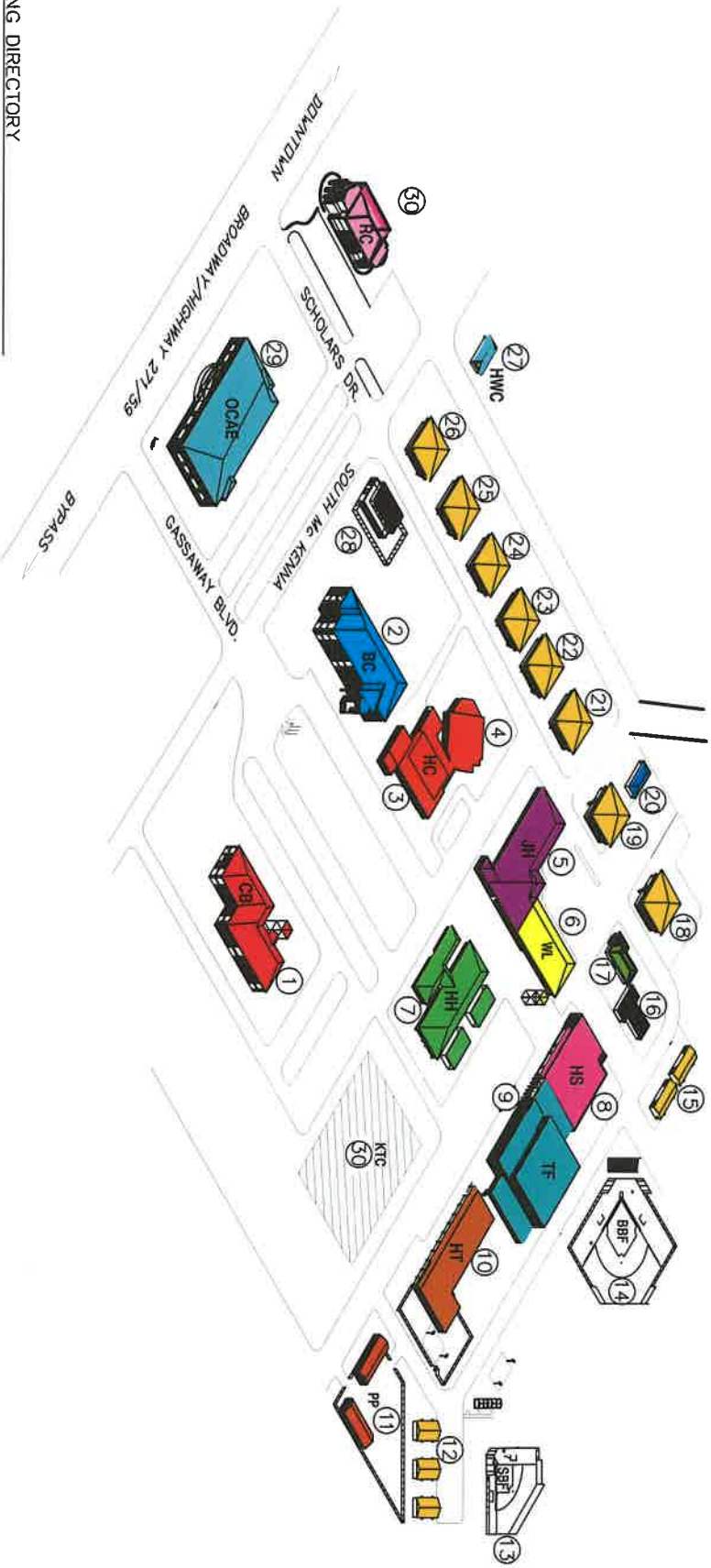
Will Higgins – Executive Director of State Assessment Services (SAS).

SAS Staff: Janet Boggs, Justus Christie, Jason Cowger, Kelvin Davis, Randy Dodson, Bobby Gabehart, Tina Kingrey, Jackie McDaniel, Stephen Muniz, Lisa Perry, John Reed III, Jamie Reynolds, Kimberly Robinson, Myleena Sevin Mikel Smith, Kaylee Standridge, Shannon Vickers, Jerra Wright

Website for current Employee Directory:

<https://www.carlalbert.edu/employee-directory/>





**BUILDING DIRECTORY**

- |                                                              |                                     |                                                      |
|--------------------------------------------------------------|-------------------------------------|------------------------------------------------------|
| 1. COSTNER-BALENTINE STUDENT CENTER                          | 12. CIVC MEN'S ATHLETIC DORMS       | 22. NELL & LATTE HOYLE (FREE ENTERPRISE LIVING) DORM |
| 2. F.L. HOLTON BUSINESS CENTER                               | 13. SOFTBALL COMPLEX                | 23. KATE "KATIE" OLLIE LEADER DORM                   |
| 3. HAMILTON AUDITORIUM                                       | 14. MARK POLLARD BASEBALL FIELD     | 24. GEORGE & ROSEMARY MCBEE DORM                     |
| 4. HAMILTON COMPLEX                                          | 15. SULLIVAN WOMEN'S ATHLETIC DORMS | 25. BEVERLY MCWILLEN AES DORM                        |
| 5. JOHNSON HALL                                              | 16. CHOCTAW HEADSTART CENTER        | 26. J. C. HOLTON FAMILY LEADER CENTER                |
| 6. DR. JOE E. WHITE LIBRARY                                  | 17. BAPTIST CHRISTIAN MINISTRY      | 27. HOFFMAN / WILSON CENTER                          |
| 7. HEMPHILL HALL (ADMISSION, BUSINESS OFFICE, FINANCIAL AID) | 18. W.D. HOFFMAN SCHOLAR DORM       | 28. ROSS & ARTIE STIVERS CENTER                      |
| 8. LARRY DICKERSON HEALTH SCIENCE CENTER                     | 19. BILL J. BARBER SCHOLAR DORM     | 29. OLLIE CENTER FOR ACADEMIC EXCELLENCE             |
| 9. THOMPSON FITNESS CENTER & VIKING FIELD HOUSE              | 20. STUDENT LAUNDRY CENTER          | 30. DEANNA J. REED SCIENCE & MATH CENTER             |
| 10. TECHNICAL OCCUPATIONS BUILDING                           | 21. JACK GEDOSH SCHOLAR DORM        | 31. KIAMICHI TECHNOLOGY CENTER                       |
| 11. GARRY M. IVEY PHYSICAL PLANT                             |                                     |                                                      |