Admission Regulations

ADMISSION REQUIREMENTS

SWTJC has an "open door" admissions policy, which insures that everyone who can profit from a college education has an opportunity to enroll. To be admitted to SWTJC, students must submit the following:

1. Completed admissions application;
2. Official high school transcript or GED certificate;
3. Official transcripts from all colleges attended;
4. Documentation for residency as requested;
5. Dormitory deposit of $95, if applicable;
6. Must have taken TSI (or other state approved tests) or be TSI exempt.

Students are encouraged to take the TSI test by the spring semester of their senior year.

Admissions Basis

High School Graduate: A high school transcript showing date of graduation and signed by the authorized official of a high school accredited by the Texas Education Agency must be presented.

College Transfer: Southwest Texas Junior College will accept for admission those students transferring from a regionally accredited institution. Transfer work from these institutions will be accepted upon receipt of an official transcript bearing the school seal and signature of the registrar. Students transferring to SWTJC with 12 or more semester hours do not have to fulfill ORIE 0100 requirement.

GED: An applicant who has successfully completed the General Education Development testing program will be accepted. A copy of the GED certificate and/or an official report of test results must accompany the admissions application.

Individual Approval: An individual 18 years of age or older may be admitted upon approval by the Vice-President of Student Services. Students must demonstrate their ability to benefit from the desired course of study. Home-schooled students will be considered under individual approval. Students must have acceptable scores as determined by the Vice-President of Student Services on one or more of the following: ACT, SAT, TSI.

Dual/Concurrent Enrollment of High School Students: Students meeting the following criteria may apply for early enrollment to Southwest Texas Junior College:

1. NEW students must submit an Application for Admission (submit online at http://www.swtjc.edu).
   FORMER students seeking readmission to Southwest Texas Junior College, after a year of non-enrollment, must submit an Application for Admission (submit online at http://www.swtjc.edu).
2. All students must have written permission of High School Principal or school official by submitting completed dual/concurrent form (Printable form online at http://www.swtjc.edu). A high school transcript must be submitted showing STAR, ACT, SAT, PSAT, ASPIRE, TSI scores.
3. All students must have taken and passed a state approved placement test in areas related to course enrollment. (Students must provide a copy of scores to high school counselor).
4. Dual credit orientation is required for all new high school students enrolling in a dual credit class. Dual credit orientation is offered at the Uvalde, Del Rio, Eagle Pass, Crystal City, and Hondo campuses. Students planning to take a dual credit class must register for dual credit orientation at a designated campus.
5. High school students shall not be enrolled in more than two dual credit courses per semester unless they have demonstrated outstanding academic performance and capability. Southwest Texas Junior College recognizes and approves a student of outstanding academic performance and capability as one who scores 2400 on Mathematics and English Language Arts with a writing subsection score of a 3 on TAKS and/or one who meets college entrance required score for more than two classes.
6. Students are eligible for dual credit tuition discounts for the first two courses enrolled per semester. If enrolled in more than two courses per semester, students will be subject to the full tuition rate as a concurrent student. Students must pay all required fees.

7. An official College transcript will not be released until a final official high school transcript showing date of high school graduation is submitted to the Admissions Office.
8. Dual Credit (High School credit and college credit) is governed by the current school/SWTJC agreement).

Readmission: Students seeking readmission to Southwest Texas Junior College, after a year of non-enrollment, must complete an Application for Admission (submit online at www.swtjc.edu). If a student has attended another college since last enrollment at SWTJC, an official transcript from the other college will be required. Proof of current residency may be required.

Applicants not eligible for admission under one of the above categories should contact the Vice-President of Student Services.

Specialized Admissions

International Students: All international students must meet regular admission requirements. They must show adequate proof of competency in English. They must present a letter from their bank that the family will provide full financial support during the student's stay in the U.S. After the student has met all the above requirements, the college will issue an I-20.

Technical Programs: A number of technical programs have additional admission requirements. Students planning to enroll in these programs should consult the college catalog or contact a SWTJC counselor.

Workforce Education Courses and Programs: Students must be sixteen years or older to enroll in Workforce Education courses and programs. In some cases, especially those involving external agency licensure and certification, other minimum age requirements must be met. Students planning to enroll in Workforce Education courses and programs should consult the college catalog or contact the Workforce Education office for additional guidance.

Resident Status

It is the student's responsibility when registering to use the proper residence classification. If there is any question as to right of classification as a resident of Texas or the Southwest Texas Junior College taxing district, it is the student's obligation, prior to or at the time of registration to raise the question with appropriate administrative officials of the institution. Any change in residency status should be reported to the Vice-President of Student Services. Students classified as a non-resident will remain in that status until such time as they have made written application for reclassification and the Admissions Office has officially approved the request. All questions concerning residency status should be directed to the Vice-President of Student Services located in the Rodolfo R. & Dolores Flores Student Services Center.

Residence for tuition purposes is determined by state law and is subject to change by the Texas Legislature. The following is furnished to explain and clarify questions concerning residency under the present law:

1. The residence status of a student under 18 years of age is considered to be the same as his/her parents. If parents are divorced, a minor has the same residency status as the parent with whom he/she is residing.
2. A student 18 years of age or older who comes from out of state is considered a non-resident for tuition purposes as long as he/she remains in Texas for educational purposes.
3. Residence for tuition purposes is established by domicile residence in the state for 12 months and actions unequivocally indicative of a fixed intention to become a Texas resident.
4. Persons in the military service and their dependents are classified residents provided they are assigned to a permanent duty station in Texas or maintain their official home of record in Texas with the military service. Non-resident military personnel must submit certification of active duty in Texas at each registration to be eligible for resident tuition rates.
5. An alien is considered to be a non-resident unless he/she is in the United States on an immigrant visa. Students on immigrant visas are classified in reference to resident status the same as United States citizens.

Aliens Who Are Residents of Texas

Texas law states that an individual can be considered a resident of Texas if the individual resided with a parent, guardian, or conservator at least part of the time while he or she attended a public or private high school in this state, and:

1. Graduated from a public or private high school or received the equivalent of a high school diploma in this state;
2. Resided in this state for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma;

3. Registers as an entering student in an institution of higher education not earlier than the 2001 Fall Semester; and

4. Provides to the institution an affidavit that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

Documents for Determining Residency

The following documents have been found acceptable for determining Texas residency by the Texas Higher Education Coordinating Board.

1. Texas high school transcript
2. Texas college or university transcript
3. employer statement of date of employment
4. permanent driver's license at least one year old
5. Texas voter registration
6. lease agreement which includes student's name and periods covered
7. property tax payments
8. canceled checks
9. utility bills

Academic Fresh Start

Senate Bill 1321 (Barrientos) entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. This bill has been called the "Right to an Academic Fresh Start." This bill gives students the option of electing to have coursework, taken ten or more years prior to the starting date of the semester in which the applicant seeks to enroll, either counted as usual or ignored for admission purposes. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses undertaken ten or more years prior to enrollment.

Credit for Military Experience

The college accepts military credit through the ACE Guide. There is no limit placed on the number of credits accepted. However, students who plan to graduate with an A.A., A.S., A.A.T., A.A.S. degrees and certificates must complete 25 percent of the required semester hours at Southwest Texas Junior College.

Credit for Experiential Learning

Other than credit for military experience, the college does not accept any other form of experiential credit.

Credit for Professional Certification

SWTJC awards advanced placement credit (grade "P" to students who are currently certified in fields for which there is an equivalent technical program curriculum in place. In order for credit to be granted, learning outcomes of the course must directly parallel the competencies designated in the certification process. Described below are the advanced placement course options available to SWTJC students:

1. In the Criminal Justice program, students take up to six courses with curriculum regulated by the Texas Commission on Law Enforcement Standards and Education (TCOLE). A student already licensed as a Texas Peace Officer, Texas Jail Guard, and/or certified as a Telecommunications Operator may apply for advanced placement credit for the appropriate courses. See Criminal Justice Advanced Placement Policy.

2. In the Vocational Nursing program, students take one course in basic nursing skills based on a curriculum regulated by the State Board of Nursing Examiners. Certified Nurse Aide (CNA) training contains an identical basic skills component. A student already certified as a CNA may apply for advanced placement credit for the basic skills course. See Vocational Nursing Advanced Placement Policy.

Transfer of Credit

Southwest Texas Junior College accepts transfer of college level (or developmental level) course work taken at other institutions accredited by the Southern, Middle State, New England, North Central, Northwest, or Western Association of Colleges and Schools.

A. Courses are evaluated by course descriptions for content (using the catalogues of attended institutions) and semester-hours given on a transcript.
B. Quarter-hour credit is evaluated at six-tenths (0.6) of a semester-hour. Credit may be given for meeting Southwest Texas Junior College Core Curriculum requirements, but additional semester-hours may be required to meet degree requirements at Southwest Texas Junior College.
C. Transcripts from institutions participating in the Texas Common Course Numbering System are evaluated according to their definition of the course content and semester-hour awarded. Credit is given for meeting Southwest Texas Junior College Core Curriculum requirements, but additional semester hours may be required to meet degree requirements of Southwest Texas Junior College.
D. Transcripts from institutions participating in the Workforce Education Course Manual (WECM) numbering system are evaluated according to their definition of the course content and semester-hour credit given. Additional semester-hours may be required to receive an Associate of Applied Science degree or Level One Certificate from Southwest Texas Junior College.
E. Courses on transcripts for which Southwest Texas Junior College does not have the equivalent are accepted by Southwest Texas Junior College and may be used when applicable (meets a social-studies, fine arts, etc. requirement) toward a degree from Southwest Texas Junior College.
F. Students may appeal their transcript evaluation to the Vice-President of Student Services. Course substitution appeals to meet Southwest Texas Junior College's degree requirements are to be made to the Vice-President for Academic Affairs.

Catalog Eligibility for Junior College or University Transfers

A student transferring from an accredited public junior college or university has the same choice of catalog, designating degree requirements that would have been possible if the student's dates of attendance at Southwest Texas Junior College had been the same as the dates of attendance at the other colleges. However, the student's choice of baccalaureate major and receiving institution may affect whether or not transferable coursework may be counted toward a degree.

TSI INFORMATION
AND
DEVELOPMENTAL EDUCATION POLICIES

Southwest Texas Junior College (SWTJC) maintains an "open door" admissions policy, and as a result, students enter the college in various stages of academic preparedness. Therefore, the presence of a valid and consistent developmental education program is vital to ensure a pathway for academically underprepared students. The following Developmental Education Plan explains the basic requirements of the Texas Success Initiative (TSI) program and provides a procedural overview of the Developmental Education Program at Southwest Texas Junior College.

TSI Basic Information

The Texas Success Initiative (TSI) was mandated by Texas law in 2003 and went into effect September of 2003. The purpose of TSI is to ensure that all students enrolling in public higher education in Texas possess or have the opportunity to gain academic skills needed to perform effectively in college-level coursework. TSI includes an assessment component designed to identify and provide diagnostic information about the reading, writing and mathematics skills of each student. Students who do not receive the minimum required score on the approved assessment instrument are considered TSI "deficient" or not college-ready and must be:

(1) Advised regarding developmental education necessary to achieve readiness in performing freshman-level academic coursework, and
(2) Provided a plan which shall include developmental education[5] and may include provisions for enrollment in appropriate non-developmental coursework.

The Developmental Education Program at SWTJC complies with the requirements of the Texas Success Initiative as outlined and explained in Title 19, Part 1, Chapter 4, Subchapter C, of the Texas Administrative Code.

TSI Exemptions

Students who meet one of the following conditions are exempt from the Texas Success Initiative (TSI) requirements (from Title 19, Part 1, Chapter 4, Subchapter C, Rule 4.54 of the Texas Administrative Code):

1. The following students shall be exempt from TSI requirements:

(1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   (a) **ACT**: composite score of **23** with a minimum of **19** on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
(2) **(b) Scholastic Assessment Test (SAT**: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Academic Skills (TAAS) with a minimum scale score of **1770** on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
(3) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   (A) on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or

English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or

    (B) STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

(4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

(5) A student who transfers to SWTJC from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by SWTJC.

(6) A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

(7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at SWTJC, a public technical institute, or a public state college.

(8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

(9) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

(10) Certain non-degree-seeking or non-certificate-seeking students may be exempted.

(11) ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply.

2. A student may be exempt from placement in developmental education courses if a grade of C or better has been earned in one of the courses listed below for each area of deficiency:

Reading
(1) HIST 1301, 1302 (U.S. History);
(2) ENGL 2321, 2322, 2323 (British Literature);
(3) ENGL 2331, 2332, 2333 (World Literature);
(4) ENGL 2326, 2327, 2328 (American Literature)
(5) PSYC 2301 (General Psychology);
(6) GOVT 2305, 2306

Writing
(1) ENGL 1301 (Composition I) or
(2) ENGL 1302 (Composition II)

Mathematics
(1) MATH 1332 (College Mathematics);
(2) MATH 1314 (College Algebra);
(3) MATH 1316 (Plane Trigonometry);
(4) Higher level math course that has the above as prerequisites

Exceptions

SWTJC offers Level I Certificates, (refer to College catalog for programs), which require 42 or fewer semester hours. Students enrolled in these Certificates are TSI exempt, but may be required to meet individual course TSI requirements. Students in this classification can take only classes listed in the Level I Certificate program. Enrolling in other classes requires the student to meet all TSI requirements.

Transfers

Students who have previously attended a Texas public institution of higher education and are not TSI complete or exempt from TSI requirements must test on the TSI Assessment . If the student fails to score "College Ready" on any portion of the assessment, an appropriate developmental education plan will be required .

Assessment/Testing

Unless a student is exempt by one of the conditions above, THECB Rule 4.55 requires that an institution assess the academic skills of each entering undergraduate student prior to enrollment of the student. Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework. SWTJC complies with this request by requiring assessment of all entering students who do not meet the TSI exemption criteria listed above. **Entering students who are not assessed prior to the beginning of their next semester of enrollment are prohibited from registering for additional coursework.**

Students who are TSI exempt or who have been tested with an approved assessment instrument must provide SWTJC with official transcripts or score reports prior to registering for classes. It is recommended that testing be completed at least two weeks prior to registration.

The SWTJC Testing Center administers the TSI Assessment. Students should request information from the SWTJC Testing Center to access the required Pre-Assessment activity and testing schedules.

 High school and home schooled students who are not exempt from TSI requirements as described in the exemption section and who desire to attend SWTJC must be assessed prior to enrolling. High school and home schooled students are subject to the "SWTJC Academic Dual Credit Course Requirements". A current copy can be obtained from the SWTJC Outreach Office Web page.

College Readiness Standards

The Texas Higher Education Coordinating Board (THECB) has established "College Ready" minimum scores for all sections of the TSI Assessment. Students who score at or above these minimum scores are thereby deemed "college ready" and are not required to complete any college preparatory/developmental coursework or material. The current approved "College Ready" scores as well as scores requiring students to enroll in college preparatory/ developmental work are available by clicking here.

Retesting

With the inception of the TSI Assessment in Fall, 2013, students may retest on any part or parts of the TSI at any time.

Individual Student Plans - Placement

A student scoring below the "College Ready" threshold on one or more of the TSI subject areas is required to consult with an SWTJC academic advisor. The advisor will work with each student to create an individualized developmental education plan that may include developmental courses, non-course-based options, (NCBO), linked courses, and appropriate non-developmental coursework. Each plan for academic success will be designed to provide the best opportunity for the student to succeed in performing freshman-level academic coursework. The student's individual education plan and the TSI requirements will be updated on a regular basis and made available to the student. SWTJC will consider all federal laws pertaining to individuals with disabilities when assessing and advising such students. The individual education plan will adhere to the following requirements:

   (a)   The student will be required to participate in college preparatory work for all areas of TSI deficiency until the student is "college ready."

(b) A student who scores below "college ready" in Reading must be continuously remediated in reading until successfully completing the developmental sequence or retesting as "college ready" on the TSI Assessment.

(c) Full-time students who score below "college ready" in two or more areas must enroll for developmental work in at least two areas and enroll in a college success skills course.

(d) Part-time students will be required to maintain a reasonable ratio of developmental education classes.

Support Services

SWTJC offers support services for students in the following areas:
   (1) Academic advisement
   (2) Career counseling
   (3) Crisis and personal counseling (referrals)
   (4) Referral to, and partnerships with, community agencies
   (5) Student Success Centers located at college facilities in Crystal City, Del Rio, Eagle Pass, and Uvalde.
   (6) Support for students with disabilities

Attendance

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed during an absence. Any instruction missed and not subsequently completed may affect the grade of the student regardless of the reason for the absence. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member.

The instructor of a developmental education course may request the withdrawal of a student from a class when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically, (a) six from a class that meets three times per week (typical MWF schedule), (b) four from a class that meets two times per week (typical TTH schedule), (c) two from a class that meets once per week (an evening course, e.g.), and (d) three from a summer class. Attendance counting begins on the official first day of the class. When an instructor requests the withdrawal (drop) due to excessive absences of a student from a course, a grade of EW will be recorded in the student's record. SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences in reaching the total except when prohibited by State law or statute.

College policy requires that faculty report student attendance continuously throughout a semester. The college will review and assess the situation of students not showing regular attendance and withdraw students who do not take corrective action. At times other than these, the option of enforced withdrawal is left to the course instructor (see above).

A student who tests below "college ready" on the TSI Assessment, and whose individual education plan calls for enrollment in one or more developmental education courses must remain enrolled in at least one developmental education course or be subject to withdrawal from all classes.

Restricted Access to College Level Courses

All students, regardless of TSI status, must observe college course prerequisites, co-requisites, and TSI requirements as described in the current college catalog.

CREDIT BY EXAMINATION

Southwest Texas Junior College provides students with the opportunity to earn Credit By Examination. Any college student may receive credit in certain courses, subject to the requirements and policies below.

General Requirements

To receive Credit By Examination, a student must meet the following general requirements:

1. The student must be enrolled in SWTJC.
2. The student must be TSI complete in all areas.
3. The students must have completed at least six semester credit hours at SWTJC through regular coursework.
4. Credit By Examination awards are limited to 24 semester credit hours

ACT Program Examination

Scores from the ACT Program will be used in giving credit for ENGL 1301 as follows:

Standard Score of 29 – Grade A   *Standard Score of 27 – Grade B*

SAT Program Examination

Scores from the SAT Program will be used in giving credit for MATH 1314 as follows:

SAT – MATHEMATICS GENERAL EXAM

MATHEMATICS	Score	Sem. Cr. Hrs.	Grade
MATH 1314	500-560	3	B
MATH 1314	561-800	3	A

College Entrance Examination Board (CEEB) Examinations

Credit by Examination from the College Entrance Examination Board (CEEB) will be awarded as follows:

Advanced Placement Exam (A.P.E.)	Score	Semester Hour Credits	Grade
BIOLOGY	4	BIOL 1406	A
CALCULUS-AB	4 or 5	MATH 2413	A
CALCULUS-BC	3	MATH 2413	A
CALCULUS-BC	4 or 5	MATH 2413-14	A
CHEMISTRY	3	CHEM 1311 CHEM 1111	B
CHEMISTRY	4	CHEM 1311 CHEM 1111	A, B
CHEMISTRY	5	CHEM 1311-12 CHEM 1111-12	A, A
ENGLISH	4	ENGL 1301-2	A, B
ENGLISH	5	ENGL 1301-2	A, A
HISTORY	3	HIST 1301	B
HISTORY	4	HIST 1301-2	A, B
HISTORY	5	HIST 1301-2	A, A
PHYSICS-B	4	PHYS 1401	A, B
PHYSICS-B	5	PHYS 1401-2	A, A
SPANISH	4	SPAN 1411-12	A, B
SPANISH	5	SPAN 1411-12	A, A

Ninety Minute English Composition	Score	Semester Hours Credit	Grade
ENGL 1301	521-565	3	B
ENGL 1301	566-610	3	A

CEEB – SAT (English)			
ENGL 1301	575-600	3	B
ENGL 1301	601-625	3	A
ENGL 1301 & 1302	626-675	6	A, B
ENGL 1301 & 1302	676-800	6	A, A

College Level Exam Program (CLEP) Examination

The College Level Exam Program (CLEP) awards three to eight semester hours of credit depending on course. Credit by Examination for the CLEP – a letter grade is awarded for the following scaled scores:

CLEP – SUBJECT EXAM

SUBJECT - SWTJC COURSE	A	B	C
INTRODUCTORY ACCOUNTING - ACCT 2401	59	52	47
FEDERAL GOVERNMENT – GOVT 2305	58	55	47
AMERICAN HISTORY - HIST 1301	59	53	46
AMERICAN LITERATURE - ENGL 2327	57	50	46
BIOLOGY - BIOL 1406	61	53	49
GENERAL CHEMISTRY - CHEM 1311/1111	65	53	48
FRESHMAN ENGLISH - ENGL 1301	62	55	50
GENERAL PSYCHOLOGY - PSYC 2301	55	51	47
COLLEGE SPANISH I & II - SPAN 1411-12	60	55	50
INTRODUCTORY SOCIOLOGY - SOCI 1301	65	55	47
TRIGONOMETRY - MATH 1316	62	55	49
WESTERN CIVILIZATION - HIST 2311	63	56	50

International Baccalaureate Diploma (IBD)

In compliance with Senate Bill 111, Southwest Texas Junior College offers at least 24 hours of credit to all IB diploma candidates with subject exam scores of 4 or higher. However, course credit does not have to be awarded on any IB exams where a score earned is a 3 or less. Students must submit an IB transcript to Southwest Texas Junior College and must show proof of meeting the Texas Success Initiative (TSI) requirements prior to enrollment. Southwest Texas Junior College and SACSCOC (Southern Association of Colleges and Schools/ Commission on Colleges) policies require students who plan to graduate with an A.A., A.S., or A.A.S. degree to complete 25% of the required semester credit hours at SWTJC. Credit with a grade of "P" will be awarded for course work according to the following table.

IBD – SUBJECT EXAM

IBD SUBJECT AREA	IBL SCORE	SWTJC COURSER	SCH
MATHEMATICS			
MATHEMATICS (HL)	4 or higher	MATH 1314 & 1316	6
MATHEMATICS WITH FURTHER MATHEMATICS	4 or higher	MATH 1314, 1316, & 2342	9
MATHEMATICAL METHODS	4 or higher	MATH 2413	4
MATHEMATICAL STUDIES	4 or higher	MATH 1325	3
MODERN LANGUAGES			
LANGUAGE A1 OR A2 (SL)			
SPANISH	4 or higher	SPAN 1411 & 1412	8
LANGUAGE A1 OR A2 (HL)			
SPANISH	4 or higher	SPAN 1411, 1412, 2311, & 2312	14
LANGUAGE B (SL)			
SPANISH	4 or higher	SPAN 1411 & 1412	8
LANGUAGE B (HL)			
SPANISH	4 or higher	SPAN 1411, 1412, 2311, & 2312	14

LANGUAGE AB INITIO			
SPANISH	4 or higher	SPAN 1411	4
MUSIC	4 or higher	MUSI 1306	3
PHILOSOPHY	4 or higher	PHIL 1301	3
PHYSICS (SL)	4 or higher	PHYS 1401	4
PHYSICS (HL)	4 or higher	PHYS 1401 & 1402	8
PSYCHOLOGY	4 or higher	PSYC 2301	3
SOCIOLOGY	4 or higher	SOCI 2301	3
SOCIAL AND CULTURAL ANTHROPOLOGY	4 or higher	ANTH 2346	3
THEATER ARTS	4 or higher	DRAM 1310	3

LOCAL ARTICULATION ADVANCED PLACEMENT

A registered Local Articulation student who completes the first year of a SWTJC Local Articulation certificate or degree program may apply to change articulated high school course grades from "P" to a letter grade equal to a "C" or the letter grade equivalent of the student's first year GPA, whichever is greater. The GPA is rounded to the next highest whole number to determine the letter grade. For instance, a GPA of 3.25 is rounded to 4.00 and entered as the letter grade A. The student's written application must be approved by (1) a College instructor in the student's Local Articulation program who is personally familiar with the student's capabilities and the competencies associated with the articulated courses, and (2) a College administrator, preferably either the Vice-President for Academic Affairs or the Outreach Director. Upon approval, the student's transcript will be changed to reflect the new grade(s). To begin the application process, the student should contact a counselor or the Technical Education Director.

A registered Local Articulation student who completes at least six hours of coursework at SWTJC and who has received a recognized certification or licensure associated with an articulated course may apply for a grade change from "P" to a letter grade. The table below gives the recognized certification and licensures along with corresponding grade change equivalencies. To begin the application process, the student should contact a counselor or the Technical Education Director.

Academic Regulations

ATTENDANCE/WITHDRAWAL POLICY

Academic Integrity Statement

Academic integrity is highly valued in our campus community. Academic integrity directly concerns ethical behaviors which affect both the academic environment and the civic community. Academic dishonesty seriously violates the integrity of the academic enterprise and will not be tolerated at Southwest Texas Junior College. Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration, and any other acts that are prohibited by the instructor of record.

Class Attendance

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed because of an absence. Any class work missed because of an absence and not subsequently completed may affect the grade of the student regardless of the reason for the absence. The manner in which make-up work for absences is administered is left to the professional discretion of the individual faculty member. SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences except when prohibited by State law or statute. According to State law there may be a valid reason for a student's absence from class. Acceptable reasons are, but not limited to: personal illness, death in the immediate family, religious holy days in compliance with Section 51.911 of the Texas Higher Education Code, military or legal obligations, or school trips. It is the responsibility of the student to inform the instructor of an excused absence related to one or more of the aforementioned categories and to ask for make-up work.

An instructor may request the withdrawal of a student from a class when the total number of absences exceeds SWTJC criteria for "Excessive Absences" and the student has failed to make the appropriate contact with the Instructor regarding the validity of the absence and the need for make-up work. The SWTJC definition of "Excessive Absences" the total number of absences exceeding the equivalent of two weeks of class meetings in a course; specifically, (a) six absences from a class that meets three times per week (typical MWF schedule), (b) four absences from a class that meets two times per week (typical TTH schedule) and, (c) two absences from a class that meets once per week (an evening course, e.g.). Attendance counting begins on the official first day of class. When a student reaches the "Excessive Absence" threshold, the instructor may request that the student be reported to the Vice-President for Academic Affairs. The "Excessive Absences Form" is used for this purpose. If the absences continue, the instructor may initiate an enforced withdrawal by using the "Class Withdrawal Form."   Following agreement by the Vice-President for Academic Affairs, the student will be dropped from the class. When an instructor requests the forced withdrawal of a student from a class, a grade of "EW" will be recorded

MINIMUM SCHOLASTIC STANDARDS

In order to remain in Academic Good Standing, students must maintain a minimum semester and overall GPA of 2.0. Students who fail to maintain this minimum standard will be placed on Scholastic Probation or Scholastic Suspension, as appropriate. In determining whether a student will be placed on probation or suspension, all grades except W, EW, NP, P, or I, will be used in computing GPA. Students are responsible for knowing their scholastic standing. Ineligible students who register with the college will be subject to dismissal with forfeiture of all tuition and fees.

Requests for exceptions to the following policies and procedures must be made in writing to the Vice-President for Academic Affairs.

Scholastic Probation

Scholastic Probation is an emphatic warning that the quality of the student's work has not met minimum scholastic standards. A probationary status is an opportunity for students to continue at SWTJC in order to improve their scholastic performance. Students will be placed on scholastic probation at the end of any semester if their semester OR overall GPA is less than 2.0. Students on Scholastic Probation may register after meeting with an academic advisor.

A student on probation will be limited to enrolling in no more than 12 semester credit hours during a regular term and 3 semester credit hours during a summer term. In addition, priorities bellow will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students will be encouraged to re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.

Removal from Scholastic Probation

A student on Scholastic Probation returns to Academic Good Standing by earning a GPA of 2.0 or higher in the next semester of enrollment AND by having an overall GPA of 2.0 or higher. A student continues on academic probation while either the current semester or the overall GPA isles than 2.0.

Scholastic Suspension

A student on Scholastic Probation who fails to earn at least a 2.0 GPA for the next semester of enrollment AND who fails to earn an overall GPA of at least 2.0 by the end of that semester will be placed on scholastic suspension. The student will not be permitted to enroll at SWTJC until a Fall or Spring semester has elapsed.

Appeal of Scholastic Suspension

A student placed on Scholastic Suspension may appeal to the Vice-President for Academic Affairs or an appropriate designee. The appeal must be in writing. The 'Scholastic Suspension Appeal Form" is available online.

If the Vice-President for Academic Affairs grants the student's appeal, the student will be admitted under Conditional Probation. If the student's appeal is denied, the student may appeal to the Academic Appeals Committee. If the appeal is denied by the Committee, the student shall be informed of the right of appeal to the President of the College.

Conditional Probation

If the appeal is approved, the student will be admitted under Conditional Probation. A student on Conditional Probation will be limited to enrolling in no more than 6 semester credit hours during any long term and no more than 3 semester credit hours during any summer term. In addition, priorities below will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students must re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.
5. Other conditions may apply as deemed appropriate.

If the student's semester GPA while on Conditional Probation equals or exceeds 2.0, the student will advance to Scholastic Probation. If the student's semester GPA is below 2.0, the student will be placed on Scholastic Suspension.

Removal from Scholastic Suspension

A student enrolling after a Fall or Spring semester's lapse due to Scholastic Suspension will automatically be placed on Conditional Probation.

Admission Following a Scholastic Suspension at Another College

Students who are on Scholastic Suspension at another college or university may be admitted to SWTJC through the following procedure:

1. Each student must appeal in writing for admission to the Vice-President for Academic Affairs or an appropriate designee.
2. If denied admission by the Vice-President, the student may appeal to the Academic Appeals Committee.
3. In case of denial of admission by the Committee, the student shall be informed of the right of appeal to the President of the College.

GRADE POINT AVERAGES USED AT SOUTHWEST TEXAS JUNIOR COLLEGE
Courses Used

GPA	SWTJC Academic	SWTJC Developmental	Transfer Academic	Transfer Developmental
Overall	Yes	Yes	Yes	Yes
SWTJC	Yes	Yes	No	No
College Level Course	Yes	No	Yes	No

CHANGES AND WITHDRAWALS

Adding, Dropping

Courses may be added, changed, or dropped in the Registrar's Office. Under special circumstances and with prior approval from the Registrar's office, a student may drop a course by fax. Please include all personal and course information on the request. Consult academic calendar for date regulations. Late registration, drops and adds will be allowed for only two days following regular registration. Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting. A student who withdraws from a class during the first twelve weeks of the semester until the published last day to withdraw will receive a W for that class. No withdrawals are allowed after the withdrawal deadline published in the Academic Calendar. As mandated by the Texas Higher Education Coordinating Board, the withdrawal deadline is determined at the 75 percent point of a course. After the withdrawal deadline students will receive a grade of A, B, C, D, Q. F or I.

Six Course Drop Rule Policy

Senate Bill (SB) 1231 was passed by the 80th Texas Legislature. This bill provides that, except for several specific instances of good cause, undergraduate students enrolling as first-time freshmen at a public institution of higher education in Fall 2007 or later will be limited to a total of six dropped courses during their entire undergraduate career.

As a result of this bill, Southwest Texas Junior College will not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education. All courses dropped after the Official Census Date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception.

Drop Exceptions can be approved if the student documents that the drop was required for one of the following reasons and for that reason the student could not satisfactorily complete the course:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
4. The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
5. The course is dropped while the student is still in high school;
6. The course dropped is repeated and passed;
7. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or
8. Other good cause as determined by Southwest Texas Junior College.

For purposes of this section, a "member of the student's family" is defined to be the student's father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, or step-sibling; a "person who is otherwise considered to have a sufficiently close relationship to the student" is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the institution, on a case-by-case basis.

This policy affects those beginning with entering first-time-in-college freshmen Fall 2007. Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception will incur drop restrictions during all subsequent semesters and may incur other enrollment limitations or requirements.

SWTJC students liable under this legislation who plan to attend another Texas public college or university should determine that institution's policies and penalties for dropping courses and for approving Drop Exceptions. This policy is in accordance with Section 51.907 of the Texas Education Code.

Withdrawals from the college

Students wishing to withdraw from the college for the remainder of a semester must complete an Exit Questionnaire at the Registrar's Office. Students who do not follow this procedure will receive an **F** in all courses registered for that semester. Merely discontinuing class attendance does not constitute a drop or withdrawal. Students should clear all outstanding charges due the institution to avoid holds on official records.

Withdrawals from the college before the end of the twelfth week of the semester will show a **W** for each subject on the student's record. Students who stop attending courses during the thirteenth through the fifteenth week (prior to final exam week) will receive a grade as determined by the instructor.

Time Limitation on Appeals for Grade Changes

The college has established a time limitation for a student to appeal for a grade change. An incorrectly assigned grade may be appealed by a student up to the end of one academic year following the incorrect award.

Students Entering Military Service

Students who have been called to active duty during the semester will be given credit for the courses if they: (1) covered the essential phase of the work, (2) attended at least one-half of the semester, and (3) made satisfactory progress and received authorization from the Vice-President for Academic Affairs.

Access and Privacy of Records

The Family Educational Rights and Privacy Act of 1974, grants students four rights:
1) Right of access to their educational records.
2) Colleges must seek a student's consent before educational, financial or business records are released to third parties (including parents and spouse).
3) Students have the right to challenge any inaccurate, misleading or inappropriate information in their educational records.
4) Colleges are required to inform students of these access and privacy rights guaranteed by FERPA.

Under this act, certain protected classes of information cannot be released to any third party without the specific written release from the eligible student. Protected classes under FERPA include any information concerning a particular **student's grades, grade point averages, social security number, courses,** and other "protected student records" maintained by the college. Any student can elect to have even "Directory Information" (e.g., address) secured from release to any party without the student's written consent. To prohibit release of "Directory Information," a student must complete the appropriate form at either the Uvalde, Del Rio, Eagle Pass, or Crystal City SWTJC facilities.

Classification of Students

A student who has completed 0-29 semester hours of work, exclusive of Physical Education (KINE) is classified as a freshman. A student who has completed 30 or more semester hours but not more than 60, exclusive of KINE, is classified as a sophomore. Any student taking 12 semester hours will be considered a full-time student.

GRADES AND GRADE REPORTS

College level course grades are designated in terms of letters and grade points, which may be interpreted according to the following chart. Grade point averages are computed by assigning value to each grade as follows:

A	Excellent (90-100)	4 grade points
B	Good (80-89)	3 grade points
C	Average (70-79)	2 grade points
D	Passing (60-69)	1 grade point
F	Failure (59-Below)	0 grade points
Q	Failure based on attendance	0 grade points
I	(Conditional/Incomplete)	0 grade points
W	Withdrew	0 grade points
EW	Enforced withdrawal	0 grade points
NR	Not Reported by Instructor	0 grade points
CIP	Course in Progress	0 grade points
Z	Not counted as courses attempted (Six Course Drop Rule)	0 grade points

I becomes **F** if the student does not complete the necessary work by the end of the first six-weeks of the following semester (including summer school).

Developmental courses (college preparatory) are graded on an **A, B, C, F, Q, I, P, or W** basis. Developmental courses are calculated in the overall GPA. The grade of **EW** stands for **Enforced Withdrawal**. Grade point averages are computed by assigning values to each grade as follows:

A .... 4 points	F.......................... 0 points	P...........................0 points
B.......................... 3 points	Q .... 0 points	W ....0 points
C.......................... 2 points		

Refer to chart outlining "Grade Point Averages used at SWTJC" previously listed.

 If students repeat a course for which they have credit, the best grade received is the permanent grade for the course. The previous grade must stay on the permanent record, but is not included in determining the GPA.

EXAMINATION POLICIES

A final examination for each course is given at the end of each semester during the officially scheduled "Final Exam Period." Other examinations are given at the discretion of the instructor. A student who must be absent from a final examination should petition the Vice-President for Academic Affairs for permission to reschedule the examination. Postponed examinations must be taken within six weeks from the beginning of the following semester. A student absent without permission from the final examination **will receive a grade of "F" for the final exam**.

STUDENT HONORS

Honor Graduates

Students satisfying the requirements for the A.A., A.A.T., A.S., and A.A.S. degree with the following GPA will graduate as follows:

3.90 to 4.00 GPA	---	***Summa Cum Laude***
3.70 to 3.89 GPA	---	***Magna Cum Laude***
3.60 to 3.69 GPA	---	***Cum Laude***

Honor Roll

The Dean's Honor Roll is composed of those students who are enrolled for 12 or more semester hours of work in a Fall or Spring semester, excluding all developmental hours, and who make a GPA of 3.60 or better on their semester grades. The Dean's Honor Roll is published as soon as possible after the close of the fall and spring semesters.

The President's Honor Roll is composed of those students who are enrolled for 12 or more semester hours of work in a Fall or Spring semester, excluding all developmental hours, and who make a GPA of 4.0 on their semester grades. The President's Honor Roll is published as soon as possible after the close of the fall and spring semesters.

AUDITING COURSES

Southwest Texas Junior College discourages auditing of college courses. However, students who desire to audit a course may be permitted to do so at the discretion of the Vice-President for Academic Affairs, provided that space is available for them in the desired class. Audit students will be required to pay the regular tuition and fees. No more than one course may be audited in any one semester. Under no circumstances can credit be given at any time for college a college course taken as an audit.

REQUIREMENTS FOR GRADUATION

Southwest Texas Junior College offers the Associate of Arts in General Studies (A.A.) degree, the Associate of Science (A.S.) degree, the Associate of Arts in Teaching (A.A.T.) degree, the Associate of Applied Science (A.A.S.) degree, and certificates. The requirements for each degree and certificate are listed with their respective programs. All students are required to take ORIE 0100 - New Student Orientation; however, this course does not count toward degree requirements. Students entering college for the first time and whose scores in two or more TSI areas fall below the "college-ready" threshold must complete COLS 0300, College Success Skills, instead of ORIE 0100 during their first semester of enrollment.. There is a 10 year limit to the catalog used for graduation requirements.

Students failing to graduate at the expected time and completing the remaining requirements at another institution may transfer this work back to SWTJC providing the student meets the degree requirements.

Formal application for graduation can be made by contacting the SWTJC Registrar's Office.

Students who are eligible to attend the May commencement ceremony each year are those who have completed their degree requirements in December of the previous year or who will complete their degree requirements in May or August of the current year.

Core Curriculum Requirements

Students earning an Associate of Arts, Associate of Science, or Associate of Arts in Teaching degree must complete the Core Curriculum below:

Component Area	Course Options	Required SCH
Communication	ENGL 1301 and1302	6
Mathematics	MATH 1314, 1324, 1332, 1342	3
Life/Physical Science	BIOL 1306/1307, 1308/1309, CHEM 1311,1312;PHYS 1301/1302; PHYS 2325/2326	6
Language, Philosophy, and Culture	ENGL 2322, 2323, 2327, 2328, 2332, 2333 or HUMA 1301, PHIL 1301, 2306	3
Creative Arts	ARTS 1301,or DRAM , 2361, or MUSI 1306	3
American History	HIST 1301 and1302	6
Government/Political Science	GOVT 2305/2306	6
Social & Behavioral Sciences	ECON 2301 or PSYC 2301 or SOCI 1301	3
Core Component Area Option 1	SPCH 1311 or 1321	3
Component Areas Option 2	BCIS 1305, PHED 1304, PSYC 2314, HECO (BUSI) 1307 (Personal Finance), COSC 1301, HECO 1322 (Nutrition)	3
Total		42

Associate of Arts in General Studies Degree

The Associate of Arts in General Studies (A.A.) degree is designed for students who plan to transfer to a senior college or university. This degree includes general education courses such as English, foreign language, history, government, mathematics, and lab science, which are considered to be core requirements for almost all baccalaureate degree programs. (*See a listing of core courses above.)*

Students should keep in mind the advantages of completing the requirements of a degree at Southwest Texas Junior College even if they are planning to transfer to another college or university to complete a baccalaureate degree. An obvious advantage of completing any degree is the fact that this action reflects commitment to a specific educational goal and success in meeting that goal. Earning an associate degree is evidence of taking one definable step beyond a high school diploma or the high school equivalency examination, and it is the minimum educational requirement for employment in certain positions in area businesses and industries.

Associate of Arts in General Studies Degree Requirements:

1. Satisfy minimum entrance requirements.
2. Complete the Core Curriculum (see Core Curriculum Requirements).
3. Complete additional academic coursework for a total of 60 semester credit hours, not including semester credit hours earned in ORIE 0100 or any developmental course.
3. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
4. Earn at least twenty-five percent of semester credit hours at SWTJC.
5. Make formal application for graduation.
6. Must satisfy TSI (Texas Success Initiative) requirements.
7. Must follow catalog requirements of the academic year when student first enrolled at SWTJC or current catalog. There is a 10 year limit to the catalog used for graduation.

Associate of Science Degree

The Associate of Science (A.S.) degree is designed for students who plan to transfer to a senior college or university and major in science, mathematics, or engineering. This degree includes general education courses such as English, foreign language, history, government, mathematics, and lab science, which are considered to be core requirements for almost all baccalaureate degree programs. Also, it includes additional lab science and mathematics courses required in most science, mathematics, and engineering Bachelors of Science degree programs. (*See a listing of core courses above.*).

Students should keep in mind the advantages of completing the requirements of a degree at Southwest Texas Junior College even if they are planning to transfer to another college or university to complete a baccalaureate degree. An obvious advantage of completing any degree is the fact that this action reflects commitment to a specific educational goal and success in meeting that goal. Earning an associate degree is evidence of taking one definable step beyond a high school diploma or the high school equivalency examination, and it is the minimum educational requirement for employment in certain positions in area businesses and industries.

Associate of Science Degree Requirements:

1. Satisfy minimum entrance requirements.
2. Complete the Core Curriculum (see Core Curriculum Requirements).
3. Complete additional academic coursework for a total of 60 semester credit hours including 8 semester credit hours of sophomore level lab science, 3 semester credit hours of sophomore level mathematics, and not including semester credit hours earned in ORIE 0100, COLS 0300 or any developmental course.
4. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
5. Earn at least twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation.

7. Must satisfy TSI (Texas Success Initiative) requirements.
8   Must follow catalog requirements of the academic year when student first enrolled at SWTJC or current catalog. There is a 10 year limit to the catalog limit used for graduation.

Associate of Arts in Teaching Degree

The Associate of Arts in Teaching (AAT) degree is a Board-approved collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. There are three AAT options:

1. EC-6
2. 4-8, EC-12 Special Education
3. 8-12, EC-12 Other than Special Education

These three AAT's can only be offered by Texas public community colleges, Lamar State College-Orange, and Lamar State College-Port Arthur, and are fully transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification.

Students who complete the AAT will be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point average and/or testing requirements. While the degree is designed for transfer purposes, it also meets the "No Child Left Behind" requirements for paraprofessionals. In addition, completion of the AAT is much like that of an Associate of Arts in General Studies degree in that it may qualify students for work that requires at least an associate's degree. Some AAT courses require field experiences in a pre-kindergarten through twelfth grade (P-12) setting.

Because of the various degree options available within the AAT, students are advised to meet with an advisor to discuss specific details of a degree plan.

Associate of Arts in Teaching Degree General Requirements

1. Satisfaction of minimum entrance requirements.
2. Complete the Core Curriculum (see Core Curriculum Requirements).
3. Complete additional academic coursework for 60 semester credit hours, not including semester credit hours earned in ORIE 0100, or any developmental course.
4. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
5. Earn at least twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow the current catalog requirements for specific AAT options *(See Associate of Associate of Arts in Teaching section)* . There is a 10 year limit to the catalog used for graduation.

The curricula of the three degree options can be found in the section "Associate of Arts in Teaching Curricula."

Associate of Applied Science Degree

The Associate of Applied Science degrees and certificates are Board-approved collegiate programs consisting of technical courses and integrated general education courses. Students choose among a variety of career areas and acquire skills necessary to compete in the job market.

Associate of Applied Science Degree Requirements:

1. Satisfaction of minimum entrance requirements.
2. Completion of specific program and course requirements (see Technical Programs).
3. Computer competencies must be verified by satisfactory completion of ITSC 1301, COSC 1301, or equivalent.
4. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
5. Earn at least twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow the catalog requirements of the academic year when the student first enrolled in the technical program or the current catalog. There is a 10 year limit to the catalog used for graduation.

Technical Certificates

Technical certificates are included in some Board-approved collegiate programs. Certificates consist of one year of technical instruction and, in some cases, integrated general education courses. Students choose among a variety of career areas and acquire skills necessary to compete in the job market.

College Certificate Program Requirements:

1. Satisfaction of minimum entrance requirements.
2. Completion of specific program and course requirements (see Technical Programs).
3. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
4. Earn at least twenty-five percent of semester credit hours at SWTJC.
5. Make formal application for graduation.
6. Must follow the catalog requirements of the academic year when the student first enrolled in the technical program or the current catalog. There is a 10 year limit to the catalog used for graduation.

Other Certificates

The **Core Curriculum Certificate** is awarded to students who complete the Core Curriculum Requirements as outlined above. The Core Curriculum for Southwest Texas Junior College has been approved by the Texas Higher Education Coordinating Board; however, the certificate is an institutional award used to recognize this achievement and encourage continued student success.

The **Field of Study Curriculum Certificate** is awarded to students who complete the required number of semester credit hours satisfying one of the approved fields of study curricula as listed in the catalog (See Field of Study Curricula). Field of study certificates have been approved by the Texas Higher Education Coordinating Board; however, the certificate is an institutional award used to recognize this achievement and encourage continued student success.

TRANSFER PROGRAMS

Southwest Texas Junior College offers transfer programs for those students who wish to pursue a baccalaureate degree at a senior college or university. Before enrolling in courses, students should discuss their career goals with a counselor and explore the requirements for meeting those goals.

Students should consider all options and should define the requirements for each option. Those considerations should include determining whether or not the college or university offers the program of study that they plan to pursue and determining whether or not they are eligible for the program and are able to meet both admission and financial requirements.

Students should discuss test scores with a counselor and understand what they mean and how they may affect the selection of courses. Notice in the course descriptions section of this catalog that many courses require certain reading, writing, or mathematics skills, which are determined by the placement tests students take upon entry.

Counselors are available to help students determine which courses they should take as well as to plan how many courses they should take. The normal load in a spring or fall semester is five academic courses. However, students who work more than ten hours a week, have family obligations, or commute long distances, should take fewer hours.

After talking with a counselor, students should consider other steps involved in selecting courses and completing degree requirements. Students should consider taking review courses or developmental courses if their background is weak in certain subjects or if a long period of time has passed since they studied a particular subject. Students should take courses in the proper sequence. Some courses have prerequisites, meaning that certain courses must be completed prior to enrolling in more advanced courses.

Students who have already completed college credit at another college or university prior to enrolling at Southwest Texas Junior College must submit official transcripts to the Admissions Office. Students pursuing a degree at Southwest Texas Junior College must request that those transcripts be evaluated in order to determine which courses will transfer and apply to their educational objective, which they have selected at Southwest Texas Junior College.

TRANSFER TO SUL ROSS STATE UNIVERSITY – RIO GRANDE COLLEGE

SWTJC and Sul Ross State University – Rio Grande College not only share campuses in Del Rio, Eagle Pass, and Uvalde; we share a determination to help students complete their bachelor's degree in less time and for less cost than is possible at other colleges or universities, and without leaving home. Working together, we have created a Career Pathways Program that provides students with the information and assistance they may need to accomplish their goal of a bachelor's degree and a rewarding career. To find out more, contact an SWTJC counselor or advisor.

CONTINUING/WORKFORCE EDUCATION

These courses are organized to meet the special interests of citizens and businesses of the college district. Courses may be offered in academic or technical areas. These offerings do not carry academic credit in semester hours; however, the number of clock hours in a non-credit course is recorded in the Registrar's Office. The college has adopted the Commission on Colleges of the Southern Association of Colleges and Schools' recommendation of the use of the Continuing Education Unit (CEU). Under the system, ten clock hours in a short course equals one CEU.

Continuing/workforce courses may be offered in any of the communities in the service delivery area. These courses may be offered at any time, provided a sufficient number of students register for them. In state

funded courses, ten students are required to make a class. If the course is funded by tuition and fees only, 15-20 students are required to make a class.

In order to meet the needs of the community, Southwest Texas Junior College is the host for many seminars, workshops, and conferences. These are conducted in cooperation with other colleges and universities, the public schools, and community organizations.

STUDENT GUARANTEE

Academic Courses

SWTJC guarantees that students will be able to transfer any and all college level courses, with Coordinating Board Community College Academic Course Guide Manual approved numbers, to all other public supported Texas colleges and universities. In the event of transfer denial, the student will be allowed to take alternate pre-approved courses at SWTJC **tuition free**. The student will be charged for all additional costs associated with the alternate courses.

Special Conditions

1. The course must be listed in the transfer degree plan.
2. Limitations of credits accepted, grades required, relevant grade point average, and duration of transferability is determined by the receiving institution as stated in that institution's undergraduate catalog.
3. To qualify for the guarantee, the student must identify the receiving institution and the degree to be pursued at the time of registering at SWTJC.
4. If the above conditions are satisfied and a course is not accepted by the receiving institution, the student must notify the Registrar at SWTJC within ten days, so the "Transfer Dispute Resolution" process can be initiated.
5. This guarantee became effective August 24, 1992.

Technical Programs

SWTJC guarantees that students will possess the job skills necessary to perform as a productive employee in the occupational field for which they have completed the prescribed course of study. If the employer decides the student is lacking these skills, SWTJC will provide the student with additional training **tuition free**. The student will be charged for all additional costs associated with the re-training plan.

Special Conditions

1. The student must have satisfactorily completed a technical program listed in the SWTJC catalog. The graduate will apply to programs listed in the 1992-93 and subsequent catalogs.
2. The student must have completed the program within four years of the appeal request with at least 80 percent of the program content earned at Southwest Texas Junior College.
3. The student must be employed within 12 months of program completion in the area for which training was received.
4. The employer must certify in writing that the student lacks entry-level job skills and must specify the areas of deficiency within 90 days of initial employment.
5. The employer, graduate, Vice-President for Academic Affairs, Dean of Applied Sciences and appropriate faculty member will develop a written educational plan for re-training.
6. The re-training period will be limited to one semester of full-time instruction and must be completed within one calendar year.
7. This guarantee does not imply that the graduate will pass any licensing or qualifying examinations or a particular career.

ARTICULATION AGREEMENTS

An articulation agreement is a formal, systematic, written collaboration between Southwest Texas Junior College and a high school, another college, or a university. The agreement is designed to identify equivalent courses and clarify requirements for specific degree plans so students can more easily transfer between the two institutions. These agreements are updated periodically to reflect any changes in curriculum or requirements at the institutions.

2 + 2 Degree Plans are the heart of the college-level articulation agreements. A 2 + 2 Degree Plan involves two years of academic study at SWTJC and two years at a university. Articulation Agreements with 2 + 2 Degree Plans are currently in place between Southwest Texas Junior College and some colleges and universities. For specific information, call or visit a college counselor/advisor.

Southwest Texas Junior College courses are transferable to colleges and universities. SWTJC Advisors utilize transfer equivalency guides and catalogs available from most universities in Texas in order to advise students.

TRANSFER DISPUTE RESOLUTION GUIDELINES

The following guidelines and definitions are established to clarify and enhance Paragraph 6 of Chapter 5, Sub-Chapter A, Section 5.4 of the Texas Higher Education Coordinating Board rule, pertaining to *Transfer Curricula and Resolution of Transfer Disputes of Lower-Division Courses*.

Definitions

The definitions listed below were established by the Texas Higher Education Coordinating Board and will serve as criteria to resolve legal questions as specified in Chapter 61, Sub-Chapter C, Section 1.23 of the Education Code Section 61.078. The publications, *Transfer of Credit Policies and Curricula of the Texas Higher Education Coordinating Board and Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses of State Appropriations for Texas Public Community Colleges*, are the references of this issue: **The following criteria for lower-division and upper-division course credit were adopted by the Task Force to Update the Academic Course Guide Manual**.

A. Criteria for Lower-Division Course Credit
   Lower-Division (Baccalaureate/Associate Degree) Courses

   Courses offered in the first two years of college study are those which:

   1. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the first two years of collegiate study, **and**
   2. stress development of disciplinary knowledge and skills at an introductory level; **or**
   3. include basic principles of verbal, mathematical, and scientific concepts associated with an academic discipline.

B. Criteria for Upper-Division Course Credit
   (Baccalaureate) Courses

   Courses offered only in the third or fourth year of a baccalaureate program are those which:

   1. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the third or fourth year of post-secondary study, **and**
   2. involve theoretical or analytical specialization beyond the introductory level; **or**
   3. require knowledge and skills provided by previous courses for successful performance by students.

C. Free Transferability

Lower-division courses included in the *Academic Course Guide Manual* and specified in the definition of "Lower-Division Course Credit" shall be freely transferable to and accepted as comparable degree credit by a Texas public institution of higher education, where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board publication, *Community College General Academic Course Guide Manual – A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges* (revised 2014). Specifically excluded are courses designated as vocational, ESL/ESOL, technical, developmental or developmental courses listed as "basic skills."

For senior institutions, lower-division courses that have the same course content and CIP codes as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL/ESOL, technical, or developmental courses. Within the spirit of the law, it is realized that differences in interpretation of "same course content" may generate disputes.

D. Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a candidate for dispute, the course(s) in question must be offered by the receiving institution denying the credit, or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Community College General Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

Instructions for Completing the "Transfer Dispute Resolution" Form

Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter B, Rule 4.27 governs the procedure for resolution of course/credit hour transfer disputes.

1. The sending institution whose credit has been denied, or the student working through the sending institution, must initiate the dispute. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of 45 calendar days for the resolution of the dispute by the sending and receiving institutions.
2. In all disputes, the Texas Higher Education Coordinating Board (THECB) form, CB-TDR "Transfer Dispute Resolution," must be completed to initiate dispute action. The form will provide notification and documentation of resolution of the dispute or initiate action on the part of the Commissioner to resolve the dispute.
3. The "Transfer Dispute Resolution" form must be completed and forwarded to the receiving institution within 15 calendar days after the evaluation has been submitted to the student.
4. The forms will be available in the chief academic officer's (CAO) or designee's office. The student and the CAO of the sending institution will complete appropriate sections of the form, retain copies of the form, and forward it to the CAO of the receiving institution.
5. The CAO or designee of the receiving institution will either resolve the dispute and complete the disputed resolved section of the "Transfer Dispute Resolution" or not resolve the dispute and complete other sections of the form. In either case, the receiving institution will forward copies of the form to the student, the sending institution, and the Commissioner of Higher Education.
6. Failure by the receiving institution to notify the Commissioner in writing, as specified above, within five working days after the 45 calendar day requirement, will allow the student or sending institution to send written notification to the Commissioner and may result in "automatic" acceptance of the credit by the institution which originally denied the credit.

7. When it is required that the Commissioner or his/her designee resolve the dispute, the resolution will be so designated on the form and copies sent to all parties. Both institutions will maintain form files and the Coordinating Board will maintain a file of all resolutions by institutions.

Disputes vs. Problems

Problems that occur during the transfer process will not always be categorized as disputes, and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution. Problems may include, but are not limited to, these situations:

1. A student may lose credit hours or have to take additional lower-level credit hours when he or she changes majors.
2. Students may not decide which upper-level/senior institutions they will attend to complete their degree until after they have completed significant lower-level course work. Courses taken may not apply or transfer to the institution selected.
3. A student may take more than 60 lower-level credit hours.
4. A student may have received unsatisfactory grades in lower-level courses.
5. The student may take vocational, technical, or developmental courses that are not defined as general academic courses.
6. Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
7. Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
8. Institutions may not accept work that is considered too old.
9. The student may repeat courses to raise grade point averages. Duplicate credit would not be accepted.

TRANSFER DISPUTE RESOLUTION FORM
TEXAS HIGHER EDUCATION COORDINATING BOARD

This form is to be completed in accordance with the rules and guidelines of the Texas Higher Education Coordinating Board in regard to transfer disputes (Chapter 5, Subchapter A, Section 5.4, Paragraph 6). Definitions, instructions, and examples of "Problems vs. Disputes" are contained in the instructions to Courses: *Transfer Curricula and Resolution of Transfer for Lower-Division Courses:*

This form shall be initiated at the institution which disputed credit was earned (the sending institution). With regard to time frames, all references to "days" are to calendar days unless otherwise noted.

Sending Institution:

Institution: _____

Address: _____

Chief Academic Officer (CAO): _____

Telephone #: _____ FAX #: _____

Date of Denial Notification: _____

Course(s) Denied: _____

Challenge of the Denial: *(use additional pages if needed)* _____

_____

_____

Student whose Credit is Denied:

Name: _____

I.D. #: _____ Telephone #: _____

Address: _____

Major: _____ Level/Classification: _____

Receiving Institution:

Institution: _____

Address: _____

Chief Academic Officer (CAO): _____

Telephone #: _____ FAX #: _____

CAO Signature: _____

Sending Institution: _____

Date: _____

CB-TDR 7/91

Dispute Not Resolved:

Course(s) Denied: _____

_____

Reason: _____

_____

CAO Signature: _____

Denying Credit: _____

Date: _____

Dispute Resolved:

Resolution: _____

_____

CAO Signature: _____

Institution Denied: _____

Institution Denying: _____

Date: _____

Disputes Not Resolved:

Commissioner's Resolution: _____

_____

Commissioner's Signature: _____ Date: _____

Copies:

Student

CAO Institution whose credit was denied

CAO Institution denying credit

Commissioner of Higher Education

Please submit to:

Commissioner of Higher Education

Texas Higher Education Coordinating Board

P.O. Box 12788

Austin, Texas 78711

CB-TDR 7/91

Associate of Arts in Teaching Curricula

In July 2003, members of an ad-hoc advisory committee met with Texas Higher Education Coordinating Board staff to discuss the feasibility and desirability of developing an Associate of Arts in Teaching (AAT) degree that would be fully transferable from Texas public community colleges to universities having education preparation programs.

A 23 member Teacher Certification Field of Study Advisory Committee (11 members from public community colleges, 11 members from public universities, and one middle school principal) met on three separate occasions to develop recommendations for three fields of study curricula leading to an AAT.

At its April 30, 2009 meeting, the Coordinating Board approved changes to the original AAT curricula listed below:
- EC-6
- 4-8, EC-12 Special Education
- 8-12 - EC-12 Other than Special Education

Southwest Texas Junior College adopted the changes to the associate's degree. The specific curricula for these degree options follow:

ASSOCIATE OF ARTS IN TEACHING: EC-6

First Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ORIE 0100	New Student Orientation	1	0	0	16	1	1
or							
COLS 0300	College Success Skills	3			48	3	1
ENGL 1301	Composition I	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1301	United States History I	3	0	0	48	3	
COSC 1301	Introduction to Computing	2	4	0	96	3	
		11	7	0	288	13	2

Notes: 1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0300 do not count toward degree requirements.

Second Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ENGL 1302	Composition II	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1302	United States History II	3	0	0	48	3	
ELECTIVE	Fine Arts	3	0	0	48	3	
ELECTIVE	Social/Behavioral Sciences	3	0	0	48	3	
		15	3	0	288	16	

Third Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2305	Federal Government	3	0	0	48	3	
EDUC 1301	Introduction to Teaching	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
MATH 1314	College Algebra	3	0	0	48	3	
ELECTIVE	Humanities	3	0	0	48	3	
		15	3	0	288	16	

Fourth Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2306	Texas Government	3	0	0	48	3	
ELECTIVE	Speech	3	0	0	48	3	
MATH 1350	Fundamentals of Math I	3	0	0	48	3	
EDUC 2301	Introduction to Special Populations	3	1	0	64	3	
		12	1	0	208	12	
	GRAND TOTAL				**1072**	**57**	

ASSOCIATE OF ARTS IN TEACHING: 4-8; EC-12 SPECIAL EDUCATION

First Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ORIE 0100 or	New Student Orientation	1	0	0	16	1	1
COLS 0100	College Success Skills	3	0	0	48	3	1
ENGL 1301	Composition I	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1301	United States History I	3	0	0	48	3	
COSC 1301	Introduction to Computing	2	4	0	96	3	
		11	7	0	288	13	2

Notes: 1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0100 do not count toward degree requirements.

Second Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ENGL 1302	Composition II	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1302	United States History II	3	0	0	48	3	
ELECTIVE	Fine Arts	3	0	0	48	3	
ELECTIVE	Social/Behavioral Sciences	3	0	0	48	3	
		15	3	0	288	16	

Third Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2305	Federal Government	3	0	0	48	3	
EDUC 1301	Introduction to Teaching	3	0	0	48	3	
ELECTIVE	Lab Science	4	0	0	64	4	
MATH 1314	College Algebra	3	0	0	48	3	
		13	0	0	208	13	

Fourth Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2306	Texas Government	3	0	0	48	3	
ELECTIVE	Speech	3	0	0	48	3	
ELECTIVE	Humanities	3	0	0	48	3	
MATH 1350	Fundamentals of Math I	3	0	0	48	3	
EDUC 2301	Introduction to Special Populations	3	1	0	64	3	
		15	1	0	256	15	

GRAND TOTAL   1040   57

ASSOCIATE OF ARTS IN TEACHING: 8-12, EC-12 OTHER THAN SPECIAL EDUCATION

First Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ORIE 0100 or	New Student Orientation	1	0	0	16	1	1
COLS 0300	College Success Skills	3	0	0	48	3	1
ENGL 1301	Composition I	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1301	United States History I	3	0	0	48	3	
COSC 1301	Introduction to Computing	2	4	0	96	3	
		11	7	0	288	13	2

Notes: 1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0300 do not count toward degree requirements.

Second Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ENGL 1302	Composition II	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1302	United States History II	3	0	0	48	3	
ELECTIVE	Fine Arts	3	0	0	48	3	
ELECTIVE	Social/Behavioral Sciences	3	0	0	48	3	
		15	3	0	288	16	

Third Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2305	Federal Government	3	0	0	48	3	
EDUC 1301	Introduction to Teaching	3	0	0	48	3	
MATH 1314	College Algebra	3	0	0	48	3	
ELECTIVE	Teaching Cerification Area	4	0	0	64	4	3
		13	0	0	208	13	

Notes: 3. Chosen from student's chosen teaching certification area.

Fourth Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2306	Texas Government	3	0	0	48	3	
ELECTIVE	Speech	3	0	0	48	3	
ELECTIVE	Humanities	3	0	0	48	3	
MATH 1350	Fundamentals of Math I	3	0	0	48	3	
EDUC 2301	Introduction to Special Populations	3	1	0	64	3	
		15	1	0	256	15	
	GRAND TOTAL				**1040**	**57**	

Field of Study Curricula

In 1997, the 75th Texas Legislature enacted Senate Bill 148, which defined a field of study curriculum as a "set of courses that will satisfy the lower division requirements for a bachelor's degree in a specific academic area at a general academic teaching institution."

The following approved field of study curricula function very much like the core curriculum. If a student satisfactorily completes the lower-division courses that make up an approved field of study curriculum and subsequently transfers to another institution to pursue a bachelor's degree in the applicable major, the courses transfer as a block and substitute for the lower-division requirements in the major at the receiving institution. Students who satisfactorily complete only part of the field of study curriculum can transfer the courses completed and receive credit in the field of study. However, the receiving institution can require transfer students to complete the remaining lower-division courses.

Key to Degree Plan Abbreviations:

Lec Hrs	Lecture Hours
Lab Hrs	Laboratory Hours
Ext Hrs	External (Cooperative, Clinical, Internship) Hours
Cont Hrs	Contact Hours
Cred Hrs	Credit Hours

Field of Study Curriculum: Business

Leading to the Bachelor of Business Administration (BBA) or Bachelor of Arts (BA) or Bachelor of Science (BS) with a major in business, including all business specializations.

First Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ORIE 0100 or	New Student Orientation	1	0	0	16	1	1
COLS 0100	College Success Skills	3	0	0	48	3	1
ENGL 1301	Composition I	3	0	0	48	3	
ACCT 2401	Principles of Accounting I - Financial	3	3	0	96	4	
HIST 1301	United States History I	3	0	0	48	3	
BCIS 1305	Business Computer Applications	2	4	0	96	3	
		11	7	0	288	13	2

Notes: 1. Required by local policy for all new students.
           2. ORIE 0100 and COLS 0100 do not count toward degree requirements.

Second Semester

		Hrs	Hrs	Hrs	Hrs	Hrs	Note
ENGL 1302	Composition II	3	0	0	48	3	
ACCT 2402	Principles of Accounting II - Managerial	3	3	0	96	4	
MATH 1325	Mathematics for Business & Social Sciences II	3	0	0	48	3	1
HIST 1302	United States History II	3	0	0	48	3	
		12	3	0	240	13	

Notes: 1. Student must meet courses prerequisite.

Third Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2305	Federal Government	3	0	0	48	3	
EDUC 1301	Introduction to Teaching	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
MATH 1314	College Algebra	3	0	0	48	3	
ELECTIVE	Humanities	3	0	0	48	3	
		15	3	0	288	16	

Fourth Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2306	Texas Government	3	0	0	48	3	
BUSI 1301	Business Principles	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
ECON 2302	Microeconomics	3	0	0	48	3	
ELECTIVE	Fine Arts	3	0	0	48	3	
		15	3	0	288	16	
	GRAND TOTAL				1104	58	

Field of Study Curriculum: Computer Science

Leading to the Bachelor of Science (BS) with a major in Computer Science.

First Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ORIE 0100 or	New Student Orientation	1	0	0	16	1	1
COLS 0100	College Success Skills	3	0	0	48	3	1
ENGL 1301	Composition I	3	0	0	48	3	
MATH 2413	Calculus I	4	0	0	64	4	2
HIST 1301	United States History I	3	0	0	48	3	
COSC 1336	Programming Fundamentals I	2	3	0	80	3	
ELECTIVE	Speech	3	0	0	48	3	
		15	3	0	288	16	3

Notes: 1. Required by local policy for all new students.
2. Student must meet course prerequisite.
3. ORIE 0100 and COLS 0100 do not count toward degree requirements.

Second Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ENGL 1302	Composition II	3	0	0	48	3	
MATH 2414	Calculus II	4	0	0	64	4	
HIST 1302	United States History II	3	0	0	48	3	
COSC 1337	Programming Fundamentals II	2	3	0	80	3	
ELECTIVE	Social and Behavioral Sciences	3	0	0	48	3	
		15	3	0	288	16	

Third Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2305	Federal Government	3	0	0	48	3	
MATH 2415	Calculus III	4	0	0	64	4	
PHYS 2425	University Physics I	3	3	0	96	4	
COSC 2336	Programming Fundamentals III	2	3	0	80	3	
ELECTIVE	Humanities	3	0	0	48	3	
		15	6	0	336	17	

Fourth Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2306	Texas Government	3	0	0	48	3	
MATH 2320	Differential Equations or	3	0	0	48	3	4
MATH 2318	Linear Algebra						
PHYS 2426	University Physics II	3	3	0	96	4	
COSC 2325	Computer Organization & Machine Language	2	3	0	80	3	
ELECTIVE	Fine Arts	3	0	0	48	3	
		14	6	0	320	16	
	GRAND TOTAL				1232	65	

Notes: 4. Refer to senior institution for choice of Differential Equations or Linear Algebra.

Field of Study Curriculum: Criminal Justice

Leading to the Bachelor of Arts (BA) with a major in Criminal Justice.

First Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ORIE 0100 or	New Student Orientation	1	0	0	16	1	1
COLS 0100	College Success Skills	3	0	0	48	3	1
ENGL 1301	Composition I	3	0	0	48	3	
CRIJ 1301	Introduction to Criminal Justice	3	0	0	48	3	
HIST 1301	United States History I	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
		12	3	0	240	13	2

Notes: 1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0100 do not count toward degree requirements.

Second Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ENGL 1302	Composition II	3	0	0	48	3	
CRIJ 1306	Court Systems and Practices	3	0	0	48	3	
CRIJ 1310	Fundamentals of Criminal Law	3	0	0	48	3	
HIST 1302	United States History II	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
		15	3	0	288	16	

Third Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2305	Federal Government	3	0	0	48	3	
CRIJ 2313	Correctional Systems and Practices	3	0	0	48	3	
ELECTIVE	Speech	3	0	0	48	3	
COSC 1301	Introduction to Computing	2	4	0	96	3	
ELECTIVE	Humanities	3	0	0	48	3	
		14	4	0	288	15	

Fourth Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
GOVT 2306	Texas Government	3	0	0	48	3	
CRIJ 2328	Police Systems and Practices	3	0	0	48	3	
MATH 13xx	College Level Math	3	0	0	48	3	
ELECTIVE	Social and Behavioral Sciences	3	0	0	48	3	
ELECTIVE	Fine Arts	3	0	0	48	3	
		15	0	0	240	15	
	GRAND TOTAL				**1056**	**59**	

Field of Study Curriculum: Engineering

Leading to the Bachelor of Science (BS) with a major in Engineering.

First Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ORIE 0100 or	New Student Orientation	1	0	0	16	1	1
COLS 0100	College Success Skills	3	0	0	48	3	1
ENGR 1201	Introduction to Engineering	2	0	0	32	2	2
ENGL 1301	Composition I	3	0	0	48	3	
MATH 2413	Calculus I	4	0	0	64	4	3
HIST 1301	United States History I	3	0	0	48	3	
CHEM 1311	General Chemistry I	3	0	0	48	3	
CHEM 1111	General Chemistry Laboratory I	0	4	0	64	1	
		13	4	0	272	14	4

Notes:
1. Required by local policy for all new students.
2. Suggested for students who are uncertain of engineering as a career and/or who need a review of basic problem solving.
3. Student must meet course prerequisite.
4. ORIE 0100 and E+NGR 1201 do not count toward degree requirements.

Second Semester

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ENGL 1302	Composition II	3	0	0	48	3	
MATH 2414	Calculus II	4	0	0	64	4	
HIST 1302	United States History II	3	0	0	48	3	
ENGR 2304	Programming for Engineers	2	3	0	80	3	
CHEM 1312	General Chemistry II	3	0	0	48	3	
CHEM 1112	General Chemistry Laboratory II	0	4	0	64	1	
		15	7	0	352	17	

Summer Term

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs	See Note
ELECTIVE	Humanities	3	0	0	48	3	
		3	0	0	48	3	

Third Semester

GOVT 2305	Federal Government	3	0	0	48	3
MATH 2415	Calculus III	4	0	0	64	4
PHYS 2425	University Physics I	3	3	0	96	4
ENGR 2303	Engineering Mechanics - Statics & Dynamics	3	0	0	48	3
SPCH 1321	Business and Professional Communication	3	0	0	48	3
		16	3	0	304	17

Fourth Semester

GOVT 2306	Texas Government	3	0	0	48	3
MATH 2320	Differential Equations	3	0	0	48	3
PHYS 2426	University Physics II	3	3	0	96	4
ELECTIVE	Social and Behavioral Sciences	3	0	0	48	3
ELECTIVE	Fine Arts	3	0	0	48	3
		15	3	0	288	16
	GRAND TOTAL				**1264**	**67**

Technical Programs

GENERAL INFORMATION

Technical programs are intended to provide students with education that leads to employment after approximately one or two years. A student may earn a certificate and/or an Associate of Applied Science degree in the programs as listed on the following pages. **These programs of study are not intended for transfer; however, some programs have bachelor's degree linkages. Consult a SWTJC counselor for more information**.

General Education Core for Technical Programs

Students who are interested in obtaining an A.A.S. degree in the technical programs will be required to complete a specific number of semester hours from each of the following groups of general education courses.

Social and Behavioral Sciences	_Humanities and Fine Arts_	_Natural Science and Math_
(Formerly Group I)	(Formerly Group II)	(Formerly Group III)
ECON 2301,	ARTS 1301	BIOL 1306,1307,1308,1309
GOVT 2305,2306	DRAM 2361	CHEM 1311, 1312
HIST 1301,1302	ENGL 2322,2323,2327,2328	MATH 1314,1324,1332, 1342
PSYC 2301	ENGL 2332,2333	MATH 2312,2413
SOCI 1301	HUMA 1301	PHYS 1301,1302
	MUSI 1306	PHYS 2325,2326
	PHIL 1301,2306	

Developmental courses cannot be used to satisfy elective course options in degree plans. ENGL 1301 – Composition I, Speech courses, and freshman level languages cannot be used as _Humanities and Fine Arts_ electives.

Admission Requirements

Students are admitted to the technical programs through regular college admission procedures (_see Admission Regulations section)_.

Students enrolled in an A.A.S. program must adhere to SWTJC TSI requirements as noted in _TSI Information and Requirements_ in _Admission Regulations_ section of the Catalog. Students enrolled in one-year Certificates, which require 42 or fewer semester hours, are required to take the TSI Assessment prior to enrollment unless they are exempt under TSI requirements (See Exemptions from TSI.) Students enrolled in these one-year certificate programs are not required to meet TSI and/or developmental requirements. Refer to individual certificate program requirements. Enrolling in courses other than those required to complete the certificate program requires the student to meet all TSI and/or developmental requirements.

Tuition and Fees per Semester

Regular tuition and fees are charged for all of the technical programs as listed in this section (_see Finance section_). Additional fees required for technical programs are listed individually under each program.

ADMINISTRATIVE INFORMATION TECHNOLOGY
Uvalde Campus
Limited Course Offerings at Off-Campus Sites

Purpose

The Administrative Information Technology (AIT) Program prepares individuals for high-demand careers needed in today's computerized workplace. The AIT Program offers a one-year Certificate, a two-year Associate of Applied Science Degree and a Local Articulation Enhanced Skills Certificate. The one-year Certificate Program is designed to prepare individuals for entry-level office information technology careers by providing cutting-edge training in the use of currently popular software packages and preparation for the Microsoft Office Specialist (MOS) Certification. The two-year Associate of Applied Science Degree is for individuals preparing for advanced office information technology careers in office and business management, executive assistant, computer project administration, and medical office administration. Students will be required to take the appropriate MOS exam(s) before the end of each semester as applicable to individual courses (*see course descriptions in back of catalog*). Students who have completed the A.A.S. degree may receive advanced training in management skills leading to an Enhanced Skills Certificate. Administrative Information Technology is a Local Articulation program.

Admission Requirements

Students are admitted to the AIT program through the regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

Texas Success Initiative (TSI) Requirements

The AIT program carries two award options, the Level 1 one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. College Board policy requires all students to take the TSI Assessment examination. Students pursuing the Level 1 one-year Certificate do not have to pass the TSI Assessment; however, those not scoring at the ENGL 0302 and/or MATH 0302 level are strongly encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year certificate or A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

ADMINISTRATIVE INFORMATION TECHNOLOGY
CERTIFICATE

Students not receiving advanced-placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

Fall Semester		Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
ITSC 1301[2]	Introduction to Computers	
ACNT 1403[3]	Introduction to Accounting I	
POFI 2301	Word Processing	3
POFT 1325	Business Math Using Technology	3
BUSI 1307	Personal Finance	3
BUSI 1301	Business Principles	3
	Total	12

Spring Semester		Credit
POFT 1301	Business English	3
IMED 1316	Web Design I	3
ACCT 2401	Principles of Accounting I – Financial	4
POFI 1349	Spreadsheets	3
POFT 1309[5]	Administrative Office Procedures I	3
	Total	16
	Total Credit Hours for Certificate	28

Notes:
1. Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements.
2. Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements.
3. Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
4. Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (2 courses required for Certificate) as listed below.
5. Capstone course that consolidates the student's learning experiences.
≺. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

ADMINISTRATIVE INFORMATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE
INCLUDING ENHANCED SKILLS/LOCAL ARTICULATION PLAN

	Credit
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Students not receiving advanced placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
ITSC 1301[2]	Introduction to Computers	
ACNT 1403[3]	Introduction to Accounting I	
POFI 2301	Word Processing	3
POFT 1325	Business Math Using Technology	3
BUSI 1307	Personal Finance	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
	Total	157

Spring Semester		Credit
POFT 1301	Business English	3
IMED 1316	Web Design I	3
ACCT 2401	Principles of Accounting I – Financial	4
POFI 1349	Spreadsheets	3
POFT 1309	Administrative Office Procedures I	3
	Total	16

SECOND YEAR

Fall Semester		Credit
POFI 2331	Desktop Publishing	3
POFT 1313	Professional Workforce Preparation	3
IMED 1301	Introduction to Digital Media	3
ITSW 1307	Introduction to Database	3
ELECTIVE	College Level Mathematics	3
	Total	15

Spring Semester		Credit
ACNT 1311	Introduction to Computerized Accounting	3
IMED 2309	Internet Commerce	3
POFT 2281[4]	Cooperative Education – Administrative Assistant/Secretarial Science	2
ELECTIVE	Humanities & Fine Arts	3
ECON 2301	Principles of Macroeconomics	3
	Total	14
	Total Credit Hours for A.A.S.	60

Notes:
1. Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements
2. Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements
3. Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
4. Capstone course that consolidates the student's learning experiences.
≺. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

ADMINISTRATIVE INFORMATION TECHNOLOGY
ENHANCED SKILLS CERTIFICATE

Students who have completed the degree plan for Associate of Applied Science – Administrative Information Technology are eligible to continue into the Enhanced Skills Certificate program consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

Credit

ACCT 2402	Principles of Accounting II- Managerial	4
BMGT 2309	Leadership	3
BMGT 1327	Principles of Management	3
HRPO 2301	Human Resources Management	3

Total Credit Hours for
Enhanced Skills Certificate.. 13

Total Credit Hours for A.A.S. 60

GRAND TOTAL 73

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
Uvalde Campus

Purpose

The Air Conditioning and Refrigeration program seeks to educate and provide guided learning experiences to individuals interested in entering this rapidly developing field. The goal of the program is for graduates to be employable as entry-level service technicians in residential and light commercial air conditioning, refrigeration, and heating.

Students will learn about the refrigeration cycle, tools of the trade, instrument usage and application, wiring schematic reading, electrical controls and switches, refrigerant recovery, reclaiming and recycling, installation practices, trouble-shooting procedures on electrical and sealed systems plus employee/employer relations, job hunting skills, résumé building and information related to operating a small business.

Admission Requirements

Students are admitted to the Air Conditioning and Refrigeration program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate, and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Air Conditioning and Refrigeration program carries three award options, a one-year Certificate, two-year Certificate, and an A.A.S. degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

	Fall Semester	Credit
ORIE 0100≺		
Or		
COLS 0300	College Success Skills	
CETT 1302	Electricity Principles	3
HART 1407	Refrigeration Principles	4
MAIR 1449	Refrigerators, Freezers, Window Air Conditioners	4
	Total	11

	Spring Semester	Credit
HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
HART 2438[1]	Air Conditioning Installation and Startup	4
	Total	12
	Total Credit Hours for Certificate	23

Notes: 1   Capstone course that consolidates the student's learning experiences.
     ≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
TWO-YEAR CERTIFICATE

Program of Study
FIRST YEAR

	Fall Semester	Credit
ORIE 0100≺		
Or		
COLS 0300	College Success Skills	
CETT 1302	Electricity Principles	4
HART 1407	Refrigeration Principles	3
MAIR 1449	Refrigerators, Freezers, Window Air Conditioners	4
	Total	11

	Spring Semester	Credit
HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
HART 2438[1]	Air Conditioning Installation and Startup	4
	Total	12

SECOND YEAR

Fall Semester		Credit		Spring Semester		Credit
HART 2442	Commercial Refrigeration	4		HART 2449	Heat Pumps	4
HART 1445	Gas and Electric Heating	4		HART 2445	Residential Air Conditioning Systems Design	4
HART 2436	Air-Conditioning Troubleshooting	4		HART 2280[1]	Cooperative Education – Heating/Air Conditioning and Refrigeration Technologies/Technicians	2
	Total	12			Total	10
					Total Credit Hours for Certificate	45

Notes: 1   Capstone course that consolidates the student's learning experiences.
≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		Credit		Spring Semester		Credit
ORIE 0100≺ or	New Student Orientation			HART 1403	Air Conditioning Control Principles	4
COLS 0300	College Success Skills			HART 1441	Residential Air Conditioning	4
CETT 1302	Electricity Principles	3		HART 2438	Air Conditioning Installation and Startup	4
HART 1407	Refrigeration Principles	4		COSC 1301	Microcomputer Applications	3
MAIR 1449	Refrigerators, Freezers, Window Air Conditioners	4			Total	15
ELECTIVE	Humanities & Fine Arts	3				
	Total	14				

Summer Session		Credit
ELECTIVE	Social and Behavioral Sciences	3
ELECTIVE	Speech Communications	3
	Total	6

SECOND YEAR

Fall Semester		Credit	Spring Semester		Credit
HART 2442	Commercial Refrigeration	4	HART 2449	Heat Pumps	4
HART 1445	Gas and Electric Heating	4	HART 2445	Residential Air Conditioning Systems Design	4
HART 2436	Air-Conditioning Troubleshooting	4	HART 2280[1]	Cooperative Education – Heating/Air Conditioning and Refrigeration Technologies/Technicians	2
ELECTIVE	College Level Mathematics	3			
	Total	15		Total	10
				Total Credit Hours for A.A.S.	60

Notes: 1   Capstone course that consolidates the student's learning experiences.
≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Materials for Class Work

Each student must have or must purchase a textbook and tools. A list of tools will be furnished to each student.

1 Tool Set (*approximate cost*) $600
Textbooks (*approximate cost*) $130

AUTOMOTIVE BODY REPAIR TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Automotive Body Repair Technology program is to give students the training needed to repair collision damage, straighten frames and replace body panels. Instruction will also be given in welding, cutting, painting and estimating. Students will learn the use of fiberglass and plastic fillers. Graduates of the program will be employable as entry-level service technicians at an independent shop or dealership.

Admission Requirements

Students are admitted to the Automotive Body Repair Technology program through the regular college admission procedures *(see Admission Regulations section)*. Students will receive a one-year Certificate, two-year Certificate and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation *(see Curricula section)*.

The Automotive Body Repair Technology program carries three award options, a one-year Certificate, a two-year Certificate, and an A.A.S. degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree or the two-year certificate must meet Texas Success Initiative (TSI) requirements.

AUTOMOTIVE BODY REPAIR TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

	Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺ or	New Student Orientation		ABDR 1458	Intermediate Refinishing	4
COLS 0300	College Success Skills		ABDR 1449	Automotive Plastic and Sheet Molded Compound Repair	4
ABDR 1307	Collision Repair Welding	3	ABDR 1441[1]	Structural Analysis/Damage Repair I	4
ABDR 1419	Basic Metal Repair	4			
ABDR 1331	Basic Refinishing	3		Total	12
ABDR 2255	Collision Repair Estimating	2			
				Total Credit Hours for Certificate	24
	Total	12			

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements

AUTOMOTIVE BODY REPAIR TECHNOLOGY
TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

	Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺ or	New Student Orientation		ABDR 1458	Intermediate Refinishing	4
COLS 0300	College Success Skills		ABDR 1449	Automotive Plastic and Sheet Molded Compound Repair	4
ABDR 1307	Collision Repair Welding	3	ABDR 1441	Structural Analysis/Damage Repair I	4
ABDR 1419	Basic Metal Repair	4			
ABDR 1331	Basic Refinishing	3		Total	12
ABDR 2255	Collision Repair Estimating	2			
	Total	12			

SECOND YEAR

	Fall Semester	Credit		Spring Semester	Credit
ABDR 2353	Color Analysis and Paint Matching	3	ABDR 2449	Advanced Refinishing	4
ABDR 2441	Major Collision Repair and Panel Replacement	4	ABDR 2431	Structural Analysis and Damage Repair III	4
ABDR 1442	Structural Analysis and Damage Repair II	4	ABDR 2280[1]	Cooperative Education - Autobody/Collision And Repair Technology/Technician	2
	Total	11		Total	10
				Total Credit Hours for Certificate.	45

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AUTOMOTIVE BODY REPAIR TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
ABDR 1307	Collision Repair Welding	3
ABDR 1419	Basic Metal Repair	4
ABDR 1331	Basic Refinishing	3
ABDR 2255	Collision Repair Estimating	2
ELECTIVE	Humanities & Fine Arts	3
	Total	15

Spring Semester		Credit
ABDR 1458	Intermediate Refinishing	4
ABDR 1449	Automotive Plastic and Sheet Molded Compound Repair	4
ABDR 1441	Structural Analysis/Damage Repair I	4
COSC 1301	Microcomputer Applications	3
	Total	15

Summer Session		Credit
ELECTIVE	Speech Communications	3
ELECTIVE	Social & Behavioral Sciences	3
	Total	6

SECOND YEAR

Fall Semester		Credit
ABDR 2353	Color Analysis and Paint Matching	3
ABDR 2441	Major Collision Repair and Panel Replacement	4
ABDR 1442	Structural Analysis and Damage Repair II	4
ELECTIVE	College Level Mathematics	3
	Total	14

Spring Semester		Credit
ABDR 2449	Advanced Refinishing	4
ABDR 2431	Structural Analysis and Damage Repair III	4
ABDR 2280[1]	Cooperative Education - Autobody/Collision And Repair Technology/Technician	2
	Total	10
	Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.

≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (see Course Descriptions). Each student can also expect to purchase a tool set.

Tool Set (approximate cost) $600

AUTOMOTIVE TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Automotive Technology program is to provide the students training in all eight areas of Automotive Service Excellence (A.S.E.) certification. These areas include: engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. The goal of the program is for graduates to be employable as entry-level technicians in a service shop or dealership. At the completion of the one-year Certificate, two-year Certificate and/or the Associate of Applied Science (A.A.S.) degree, students will be required to take the appropriate A.S.E. Student Examinations.

Admission Requirements

Students are admitted to the Automotive Technology program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate and/or an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation *(see Curricula section)*.

The Automotive Technology program carries three award options, a one-year Certificate, a two-year Certificate, and an A.A.S. degree. The one-year Certificate is TSI exempt; however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree or the two-year certificate must meet all Texas Success Initiative (TSI) requirements.

AUTOMOTIVE TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

	Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺ or	New Student Orientation		AUMT 2434[1]	Automotive Engine Performance Analysis II	4
COLS 0300	College Success Skills		AUMT 1416	Automotive Suspension and Steering Systems	4
AUMT 1410	Automotive Brake Systems	4	AUMT 1445	Automotive Heating and Air Conditioning	4
AUMT 1407	Automotive Electrical Systems	4			
AUMT 2417	Automotive Engine Performance Analysis I	4		Total	12
	Total	12		Total Credit Hours for Certificate	24

Notes: 1 Capstone course that consolidates the student's learning experiences.

≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AUTOMOTIVE TECHNOLOGY
TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
AUMT 1410	Automotive Brake Systems	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2417	Automotive Engine Performance Analysis I	4
	Total	12

Spring Semester		Credit
AUMT 2434[1]	Automotive Engine Performance Analysis II	4
AUMT 1416	Automotive Suspension and Steering Systems	4
AUMT 1445	Automotive Heating and Air Conditioning	4
	Total	12

SECOND YEAR

Fall Semester		Credit
AUMT 2413	Automotive Drive Train and Axles	4
AUMT 2421	Automotive Electrical Lighting and Accessories	4
AUMT 2443	Advanced Emission Systems Diagnostics	4
	Total	12

Spring Semester		Credit
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2328	Automotive Service	3
AUMT 2280	Coop Educ – Automobile/Automotive Mechanics Technology/Technician	2
	Total	10
	Total Credit Hours for Certificate	45

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AUTOMOTIVE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

	Fall Semester	Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
AUMT 1410	Automotive Brake Systems	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2417	Automotive Engine Performance Analysis I	4
ELECTIVE	Humanities & Fine Arts	3
	Total	15

	Spring Semester	Credit
AUMT 2434	Automotive Engine Performance Analysis II	4
AUMT 1416	Automotive Suspension and Steering Systems	4
AUMT 1445	Automotive Heating and Air Conditioning	4
COSC 1301	Microcomputer Applications	3
	Total	15

	Summer Session	Credit
ELECTIVE	Social and Behavioral Sciences	3
ELECTIVE	Speech Communications	3
	Total	6

SECOND YEAR

	Fall Semester	Credit
AUMT 2413	Automotive Drive Train and Axles	4
AUMT 2421	Automotive Electrical Lighting and Accessories	4
AUMT 2443	Advanced Emission Systems Diagnostics	4
ELECTIVE	College Level Mathematics	3
	Total	15

	Spring Semester	Credit
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2328	Automotive Service	3
AUMT 2280[1]	Cooperative Education – Automotive Mechanics Technology/Technician	2
	Total	9
	Total Credit Hours for A.A.S.	60

Notes:
1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed *(see Course Descriptions)*. Each student can also expect to purchase the following required textbooks and tools.

1 Tool Set* (*approximate cost*) $700

* A tool list will be provided by instructor.

Textbooks (*approximate cost*) $325

CHILD DEVELOPMENT
Uvalde, Eagle Pass, and Del Rio Campuses
Limited Course Offerings at Off-Campus Sites

Purpose

This program carries a one-year Certificate and an Associate of Applied Science (A.A.S.) degree. This curriculum is designed to develop basic skills, attitudes and competencies necessary for personnel to provide high-quality care and early education in preschool and child care centers. Child Development is a Local Articulation Program.

Admission Requirements

Students are admitted to this program through regular college admission procedures (*see Admission Regulations section*).

The Child Development program carries two award options, the one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements. Adherence to individual course descriptions is required.

CHILD DEVELOPMENT
CERTIFICATE

Program of Study

	Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺ or	New Student Orientation		CDEC 1319	Child Guidance	3
			CDEC 1356	Emergent Literacy for Early Childhood	3
COLS 0300	College Success Skills		CDEC 1281[1]	Cooperative Education –Childcare Provider/ Assistant	2
TECA 1311	Educating Young Children	3	CDEC 2307	Math and Science for Early Childhood	3
TECA 1318	Wellness of the Young Child	3	TECA 1303	Families, School & Community	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3			
COSC 1301	Introduction to Computing	3		Total	14
	Total	12		Total Credit Hours for Certificate	26

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

CHILD DEVELOPMENT
ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	9
Total General Education Courses	18
Technical Education Courses	42
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
TECA 1311	Educating Young Children	3
TECA 1318	Wellness of the Young Child	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
ENGL 1301	Composition I	3
COSC 1301	Introduction to Computing	3
	Total	15

Spring Semester		Credit
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1281	Cooperative Education – Childcare Provider/ Assistant	2
CDEC 2307	Math and Science for Early Childhood	3
TECA 1303	Families, School & Community	3
ELECTIVE	College Level Mathematics	3
	Total	17

SECOND YEAR

Fall Semester		Credit
CDEC 1359	Children with Special Needs	3
CDEC 1321	The Infant and Toddler	3
CDEC 2280	Cooperative Education – Childcare Provider/ Assistant	2
SOCI 1301 or	Introductory Sociology	
PSYC 2301	General Psychology	3
ELECTIVE	Humanities and Fine Arts	3
	Total	14

Spring Semester		Credit
CDEC 2326	Administration of Programs for Children I	3
ELECTIVE	Technical Elective – BMGT or BUSI	3
TECA 1354	Child Growth and Development	3
CDEC 2281[1]	Cooperative Education – Childcare Provider/ Assistant	2
ELECTIVE	Speech Communications	3
	Total	14
	Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

CDEC 1311 for TECA 1311	Educating Young Children
CDEC 1318 for TECA 1318	Wellness of the Young Child
CDEC 1303 for TECA 1303	Families, School, & Community
CDEC 1354 for TECA 1354	Child Growth and Development

COMPUTER INFORMATION SYSTEMS
Uvalde, Eagle Pass, and Del Rio Campuses
Limited Course Offerings at Off-Campus Sites

Purpose

The Computer Information Systems (CIS) program provides training for students interested in networking, hardware or software aspects of computer network systems. The curriculum paves the way to attain certifications such as A+ (related to computer maintenance and software administration), CCNA (entry-level network engineers), or Microsoft Active directory 70-64x. Students are encouraged to find ways to actively engage in activities that promote ongoing learning on their own. The IT field is very dynamic, and the only constant is change.

Admission Requirements

Students are admitted to the CIS program through regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation *(see Curricula section)*.

COMPUTER INFORMATION SYSTEMS
ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	9
Total General Education Courses	15
Technical Education Courses	42
Elective	3
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
ITSC 1301[2]	Introduction to Computers	
ITSC 1305	Introduction to PC Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 1325	Personal Computer Hardware	3
MATH 1314	College Algebra	3
ENGL 1301	Composition I	3
	Total	15

Spring Semester		Credit
ITSE 1302	Computer Programming	3
ITNW 2312	Routers	3
ITNW 1454	Implementing and Supporting Servers	4
ELECTIVE	Select from General Education Core[5]	3
ENGL 1302	Composition II	3
	Total	16

SECOND YEAR

Fall Semester		Credit
ELECTIVE[3]	Technical Elective	3
ITSY 1342	Information Technology Security	3
ITNW 1353	Supporting Network Server Infrastructure	3
ITSW 1307	Introduction to Database	3
ELECTIVE	Social and Behavioral Sciences.......................	3
	Total	15

Spring Semester		Credit
ELECTIVE[3]	Technical Elective	3
ITSY 2300	Operating System Security	3
ITNW 1313	Computer Virtualization	3
ITSC 2280[4]	Cooperative Education – Computer and Information Sciences – General	2
ELECTIVE	Humanities and Fine Arts	3
	Total	14
	Total Credit Hours for A.A.S.	60

Notes:
1. Required if keyboarding competencies not verified; however, POFT 1329 does not count toward degree requirements.
2. Required if basic computer competencies not verified; however, ITSC 1301 does not count toward degree requirements.
3. Select from courses for Computer Information Systems Technical Electives as listed below.
4. Capstone course that consolidates the student's learning experience.
5. See "Core Curriculum Requirements" in the "Curricula" section of this catalog.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Courses for Computer Information Systems Technical Electives

Computer Information Systems technical electives may be chosen from the following courses:

IMED 1316   Web Design I
IMED 2309   Internet Commerce
ACCT 2401   Principles of Accounting I – Financial
ITSY 2317   Wireless Security Development

Computer Information Systems Advanced Placement Policy

In order to receive advanced placement credit for A+ certification the applicant must:

1. Provide current unexpired documentation of having passed two certification exams:
   a. CompTIA A+ Practical Application
   b. CompTIA A+ Essentials

Students who achieve CompTIA A+ certification in both areas will receive advanced placement credit (grade of "P") for the following course:

ITSC 1325   Personal Computer Hardware ...... 3 hrs

COSMETOLOGY
Uvalde Campus

Purpose

The Cosmetology program provides graduates with the necessary skills and knowledge to pass the Texas Department of Licensing and Regulation Examination and to function as competent cosmetologists.

Admission Requirements

Students are admitted to the Cosmetology program through the regular college admission procedures (*see Admission Regulations section*). The cosmetology program is a one-year Certificate program and meets the requirements of the Texas Department of Licensing and Regulation. It is based on a fall, spring, and ten week summer session. Spring enrollment is also available. Students will receive a one-year Certificate upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

In addition to regular college admission requirements, students must also:

1. Enroll in the student liability insurance, TDLR permit which is included in the college registration fees.
2. Provide evidence of current tuberculosis (T.B.) Test.

The Cosmetology program is a one-year Certificate program and does meet the requirements of the Texas Department of Licensing and Regulations. It is based on a fall, spring, and ten week summer session.

College Board policy requires all students to take the TSI Assessment exam. Students pursuing this one-year Certificate are not required to achieve minimum passing scores on the exam.

COSMETOLOGY CERTIFICATE

Program of Study

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fundamentals of Cosmetology	4
CSME 1443	Manicuring and Related Theory	4
CSME 1248	Principles of Skin Care	2
CSME 1310	Introduction to Haircutting and Related Theory	3
	Total	17

Spring Semester		Credit
CSME 2310	Advanced Haircutting and Related Theory	3
CSME 1453	Chemical Reformation and Related Theory	4
CSME 2401	Principles of Hair Coloring and Related Theory	4
CSME 2439	Advanced Hair Design	4
	Total	15

Summer Session		Credit
CSME 2337	Advanced Cosmetology Techniques	3
CSME 2343	Salon Development	3
CSME 2441[1]	Preparation for State Licensing Examination	4
	Total	10

	Total Hours for Cosmetology Certificate	42

Notes: 1   Capstone course that consolidates the student's learning experiences.
    ≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Contact Hours

To complete the program of study, a student must complete 1,500 contact hours.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. They can also expect to pay the following additional expenses: (approximate cost)

Equipment $450
Books................................... $348
Uniform Smock..................... $40
Nail Kit................................. $60
State Board supplies.............. $90

Withdrawal and Dismissal Policy

The SWTJC Cosmetology Department reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. A student wishing to withdraw from the program is required to:
1. complete the withdrawal procedure for the Department of Cosmetology as outlined in the student handbook.
2. complete the withdrawal procedure for SWTJC as stated in the college catalog.

Graduation Requirements

Cosmetology students may participate in the graduation exercises. The student will be eligible for graduation and a Certificate upon satisfactorily completing the program. The student is responsible for making formal application for graduation *(see Curricula section)*. Satisfactory completion will qualify the student to take the Texas Department of Licensing and Regulation Examination for the Cosmetology Operator License.

COSMETOLOGY
INSTRUCTOR
Uvalde Campus

Purpose

The Cosmetology Instructor program provides graduates with the skills and knowledge necessary to pass the instructor examination administered by the Texas Department of Licensing and Regulation and to serve the cosmetology industry in the teaching field. Only licensed cosmetologists can enroll in the Instructor program.

Admission Requirements

Students are admitted to the Cosmetology Instructor program through the regular college admission procedures *(see Admission Regulations section)*. The cosmetology program is a one-year Certificate program and meets the requirements of the Texas Department of Licensing and Regulation. It is based on a fall, spring, and ten week summer session. Spring enrollment is also available.

In addition to regular college admission requirements, students must also:

1. Enroll in the student liability insurance, which is included in the college registration fees.
2. Provide evidence of current tuberculosis (T.B.) test.
3. Hold a valid cosmetology license, Texas Department of Licensing and Regulation.
4. Hold a high school diploma or GED certificate.

INSTRUCTOR CERTIFICATE

Program of Study

	Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺	New Student Orientation		CSME 2415	Cosmetology Instructor III	4
or			CSME 2444	Cosmetology Instructor IV	4
COLS 0300	College Success Skills		CSME 2445[1]	Instructional Theory and Clinic Operation	4
CSME 1435	Orientation to the Instruction of			Total	12
	Cosmetology	4			
CSME 1434	Cosmetology Instructor I	4		Total Hours for	
CSME 2414	Cosmetology Instructor II	4		Instructor's Certificate	24
	Total	12			

Notes: 1   Capstone course that consolidates the student's learning experiences.
     ≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Contact Hours

To complete the program of study, a student must complete 750 contact hours.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Each student can also expect to purchase the following required materials and supplies: (approximate cost)

Equipment............................$125
Books...................................$234
Uniforms...............................$40
TDLR Rule Book $14

Withdrawal and Dismissal Policy

The SWTJC Cosmetology Department reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. A student wishing to withdraw from the program is required to:

1. complete the withdrawal procedure for the Department of Cosmetology as outlined in the student handbook.
2. complete the withdrawal procedure for SWTJC as stated in the college catalog.

Graduation Requirements

Cosmetology students may participate in the graduation exercises. The student will be eligible for graduation and a Certificate upon satisfactorily completing the program. The student is responsible for making formal application for graduation *(see Curricula section)*. Satisfactory completion will qualify the student to take the Texas Department of Licensing and Regulation Examination for the Cosmetology Instructor License.

CRIMINAL JUSTICE
Uvalde Campus
Limited Course Offerings at Off-Campus Sites

Purpose

The Criminal Justice program provides education and training for students planning careers in federal, state, or local law enforcement. The Criminal Justice Associate of Applied Science (A.A.S.) program offers students the opportunity to focus on one of three options. The first option, the *Basic Peace Officer*, is for those students seeking to graduate with an A.A.S. in Criminal Justice and from the Middle Rio Grande Law Enforcement Academy to prepare for the TCLEOSE Texas Peace Officer exam. The second option, *Corrections*, is for those students seeking to graduate with an A.A.S. in Criminal Justice with a focus on Correctional Systems. The third option, *Forensic Science* is for those students seeking to graduate with an A.A.S. in Criminal Justice with a focus on Forensic Science. Criminal Justice is a Local Articulation program.

Admission Requirements

Students are admitted to the Criminal Justice program through regular college admission procedures *(see Admission Regulations section)*. Students will receive a one-year Certificate and/or an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation *(see Curricula section)*.

The Criminal Justice program carries two award options, a one-year Certificate and the two-year A.A.S. degree. College Board policy requires all students to take the TSI Assessment Students pursuing the one-year Certificate do not have to score at "college ready" levels; however, those not scoring at the READ 0302 level are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

CRIMINAL JUSTICE CERTIFICATE

Program of Study

Fall Semester		Credit	Spring Semester		Credit
ORIE 0100≺ or	New Student Orientation		CRIJ 1306	Court Systems and Practices	3
			CJLE 1303	Basic Telecommunication Certification	3
COLS 0300	College Success Skills		CJSA 1282[2]	Cooperative Education – Criminal Justice/	
POFT 1329[1]	Beginning Keyboarding			Safety Studies	2
				American Government II	3
CRIJ 1313	Juvenile Justice System	3	CRIJ 2314	Criminal Investigation	3
CRIJ 1301	Introduction to Criminal Justice	3	CJSA 2331	Child Abuse: Prevention and Investigation	3
CRIJ 1307	Crime in America	3			
CJSA 1351	Use of Force	3		Total	17
ITSC 1301	Introduction to Computers	3			
ELECCTIVE	Humanities and Fine Arts	3		Total Hours for Certificate	35
	Total	18			

Notes:
1. Recommended bridging course unless keyboarding competencies verified; POFT 1329 does not count toward degree requirements.
2. Capstone course that consolidates the student's learning experiences.
≺. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

CRIMINAL JUSTICE ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses:	
Social & Behavioral Sciences	6
Humanities & Fine Arts	3
Natural Science & Math	3
Other	3
Total General Education Courses	15
Technical Education Courses	48 - 54
Basic Use of Computers	3
Total Credit Hours for A.A.S	66-72

Program of Study

The Criminal Justice program provides three options for the A.A.S. degree: namely the Basic Peace Officer Option, the Corrections Option, and the Forensic Science Option.. The first year and the fall semester of the second year are the same for both. The spring semester of the second year is completely different for both as noted below.

Basic Peace Officer Option

FIRST YEAR

Fall Semester		Credit	Spring Semester		Credit
ORIE 0100≺	New Student Orientation		CRIJ 1306	Court Systems and Practices	3
or			CJLE 1303	Basic Telecommunication Certification	3
COLS 0300	College Success Skills		CJSA1282	Cooperative Education – Criminal	
POFT 1329[1]	Beginning Keyboarding			Justice/Safety Studies	2
			GOVT 2306	Texas Government (Texas Constitution	
CRIJ 1313	Juvenile Justice System	3		and Topics)	3
CRIJ 1301	Introduction to Criminal Justice	3	CRIJ 2314	Criminal Investigation	3
CRIJ 1307	Crime in America	3	CJSA 2331	Child Abuse: Prevention and Investigation	3
CJSA 1351	Use of Force	3			
ITSC 1301	Introduction to Computers	3		Total	17
ELECTIVE	Humanities and Fine Arts	3			
	Total	18			

SECOND YEAR

Fall Semester		Credit	Spring Semester		Credit
CRIJ 2328	Police Systems and Practices	3	CJLE 1506[2]	Basic Peace Officer I	5
CRIJ 2323	Legal Aspects of Law Enforcement	3	CJLE 1512[2]	Basic Peace Officer II	5
CJSA 2282	Cooperative Education – Criminal		CJLE 1518[2]	Basic Peace Officer III	5
	Justice/Safety Studies	2	CJLE 1524[2,3]	Basic Peace Officer IV	5
SPCH 1321	Business and Professional				
	Communication	3		Total	20
MATH 1332	Contemporary Mathematics I	3			
SOCI 1301	Introductory Sociology			Total Credit Hours for A.A.S.	72
or					
PSYC 2301	General Psychology	3			
	Total	17			

Notes: 1   Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
2   Student enrolls in TCLEOSE approved Law Enforcement Academy. Basic Peace Officer sequence option is subject to Texas Commission on Law Enforcement Standards and Education (TCLEOSE) rules, including criminal history check – see TCLEOSE enrollment standards below. These courses are eligible for Advanced Placement – see *Criminal Justice Advanced Placement Policy* below.
3   Capstone course that consolidates the student's learning experiences.
≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Corrections Option

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
CRIJ 1313	Juvenile Justice System	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1307	Crime in America	3
CJSA 1351	Use of Force	3
ITSC 1301	Introduction to Computers	3
ELECTIVE	Humanities and Fine Arts	3
	Total	18

Spring Semester		Credit
CRIJ 1306	Court Systems and Practices	3
CJLE 1303	Basic Telecommunication Certification	3
CJSA1282	Cooperative Education – Criminal Justice/Safety Studies	2
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
CRIJ 2314	Criminal Investigation	3
CJCR 1300	Basic Jail Course	3
	Total	17

SECOND YEAR

Fall Semester		Credit
CRIJ 2328	Police Systems and Practices	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CJSA 2282	Cooperative Education – Criminal Justice/Safety Studies	2
SPCH 1321	Business and Professional Communication	3
MATH 1332	Contemporary Mathematics I	3
SOCI 1301 or	Introductory Sociology	
PSYC 2301	General Psychology	3
	Total	17

Spring Semester		Credit
CJCR1358	Rights of Prisoners	3
CJCR 1304	Probation and Parole	3
CRIJ 2313	Correction Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
ELECTIVE[2]	Technical Elective	3
	Total	15
	Total Credit Hours for A.A.S.	67

Notes:
1. Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
2. Select from Recommended Courses for Criminal Justice Technical Elective as listed below.
3. Capstone course that consolidates the student's learning experiences
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Forensic Science Option

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
CRIJ 1313	Juvenile Justice System	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1307	Crime in America	3
CJSA 1351	Use of Force	3
ITSC 1301	Introduction to Computers	3
ELECTIVE	Humanities and Fine Arts	3
	Total	18

Spring Semester		Credit
CRIJ 1306	Court Systems and Practices	3
CJLE 1303	Basic Telecommunication Certification	3
CJSA1282	Cooperative Education – Criminal Justice/Safety Studies	2
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
CRIJ 2314	Criminal Investigation	3
CJSA 2331	Child Abuse: Prevention and Investigation	3
	Total	17

SECOND YEAR

Fall Semester		Credit		Spring Semester		Credit
CRIJ 2328	Police Systems and Practices	3		CJSA 2323[2]	Criminalistics II	3
CRIJ 2323	Legal Aspects of Law Enforcement	3		FORS 2450	Introduction to Forensic Psychology	4
CJSA 2282	Cooperative Education – Criminal			MATH 1332	Contemporary Mathematics I	3
	Justice/Safety Studies	2		SPCH 1321	Business and Professional	
FORS 2440	Introduction to Forensic Science	4			Communication	3
CJSA 1308	Criminalistics I	3				
PSYC 2301	General Psychology	3			Total	13
	Total	18			Total Credit Hours for A.A.S.	66

Notes:
1. Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
2. Capstone course that consolidates the student's learning experiences
≺. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Recommended Courses for Criminal Justice Technical Elective

Recommended criminal justice technical elective may be chosen from the following courses:
CJCR 2325 Legal Aspects of Corrections
CRIJ 2301 Community Resources in Corrections

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

CJSA 1322 for CRIJ 1301 Introduction to Criminal Justice
CJSA 1312 for CRIJ 1307 Crime in America

TCLEOSE Enrollment Standards

Students enrolling in the Law Enforcement Academy must comply with TCLEOSE rules including specifically Rule 215.40 below. Failure to comply may result in removal from the course.

215.40.   Enrollment Standards and Training Credit
(a) In order for a person to enroll in any law enforcement training program which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the academy must have on file
   (1)   written documentation that the person is currently licensed by the commission; or
   (2)   if the person is not licensed by the commission, documentation that the person:
      (A)   has been fingerprinted and subjected to a search of local, state and national records and fingerprint files to disclose any criminal record;
      (B)   has never been convicted at any time of a felony offense, is not currently on probation or court-ordered community supervision subsequent to being charged with a felony, and has never been convicted of barratry;
      (C)   is not prohibited by state or federal law from operating a motor vehicle; and
      (D)   is not prohibited by state or federal law from possessing firearms or ammunition.
(b) For the purposes of this section, the commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from
   (1)   another penal provision of Texas law; or
   (2)   a penal provision of any other state, federal, military or foreign jurisdiction.

(c) A classification of an offense as a felony at the time of the conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas law.
(d) The commission will award training credit for any course conducted by a licensed academy as provided by commission rules unless:
    (1) the course is not taught as required by commission rules and the advisory board; or
    (2) the training is not related to a commission license; or
    (3) the advisory board, the academy, the academy coordinator, the course coordinator, or the instructor substantially failed to discharge any responsibility required by a commission rule.
(e) The enrollment standards established in this section do not preclude the academy license holder from establishing additional requirements or standards for enrollment in law enforcement training programs.
(f) The effective date of this section is September 1, 1997.

Criminal Justice Advanced Placement Policy

In order to receive advanced placement credit for academy completion and/or work experience, the applicant must:

1. Provide appropriate documentation to the Technical Education Director.
2. Apply for admission and complete at least six additional hours of credit at Southwest Texas Junior College.

Students licensed as a Texas Peace Officer will receive advanced placement credit (grade of "P") for the following courses:

CJLE 1506	Basic Peace Officer I	......................................5 hrs
CJLE 1512	Basic Peace Officer II	......................................5 hrs
CJLE 1518	Basic Peace Officer III	......................................5 hrs
CJLE 1524	Basic Peace Officer IV	......................................5 hrs
	Total	....20 hrs

Students who are certified by TCLEOSE as a "Basic Jail Guard" will receive advanced placement credit (grade of "P") for the following course:

    CJCR 1300   Basic Jail Course...3 hrs

Students who are certified by TCLEOSE as a "Telecommunications Operator" will receive advanced placement credit (grade of "P") for the following course:

    CJLE 1303   Basic Telecommunication Certification...............3 hrs

DIESEL TECHNOLOGY
Eagle Pass Campus

Purpose

The purpose of the Diesel Technology program is to provide students with training in maintaining, troubleshooting, and repairing heavy-duty diesel powered equipment. Coursework emphasizes diesel engines, hydraulics, electrical, air conditioning, and diesel fuel injection systems. The goal of the program is for graduates to be employable as entry-level technicians in a service shop or dealership. Typical diesel industry employers include truck and automobile dealerships, trucking, bus, and construction companies; and firms that rent or lease trucks.

Admission Requirements

Students are admitted to the Diesel Technology program through regular college admission procedures *(see Admission Regulations section)*. Students who complete the required program courses must make a formal application for graduation *(see Curricula section)*.

The Diesel Technology program carries three award options, a one-year Certificate, two-year Certificate, and an Associate of Applied Science (A.A.S.) degree. Students pursing the one-year Certificate are TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

DIESEL TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

	Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺ or	New Student Orientation		DEMR 1349[1]	Diesel Engine II	3
			DEMR 1417	Basic Brake Systems	4
COLS 0300	College Success Skills		DEMR 1421	Power Train I	4
DEMR 1406	Diesel Engine I	4		Total	11
DEMR 1405	Basic Electrical Systems	4			
DEMR 1301	Shop Safety and Procedures	3		Total Credit Hours for Certificate	22
	Total	11			

Notes: 1   Capstone course that consolidates the student's learning experiences.
         ≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

DIESEL TECHNOLOGY
TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
DEMR 1406	Diesel Engine I	4
DEMR 1405	Basic Electrical Systems	4
DEMR 1301	Shop Safety and Procedures	3
	Total	11

Spring Semester		Credit
DEMR 1349[1]	Diesel Engine II	3
DEMR 1417	Basic Brake Systems	4
DEMR 1421	Power Train I	4
	Total	11

SECOND YEAR

Fall Semester		Credit
DEMR 1423	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	4
DEMR 1310	Diesel Engine Testing and Repair I	3
DEMR 1447	Power Train II	4
	Total	11

Spring Semester		Credit
DEMR 2348	Failure Analysis	3
DEMR 2432	Electronic Controls	4
DEMR 2281[1]	Coop Education – Diesel Mechanics Technology/Technician	2
DEMR 1330	Steering and Supervision I	3
	Total	12
	Total Credit Hours for Certificate	45

Notes: 1   Capstone course that consolidates the student's learning experiences.
         ≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

DIESEL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

		Credit
General Education Courses:		
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Other	6	
Total General Education Courses		15
Technical Education Courses		45
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
DEMR 1406	Diesel Engine I	4
DEMR 1405	Basic Electrical Systems	4
DEMR 1301	Shop Safety and Procedures	3
ELECTIVE	Humanities & Fine Arts	3
	Total	14

Spring Semester		Credit
DEMR 1349	Diesel Engine II	3
DEMR 1417	Basic Brake Systems	4
DEMR 1421	Power Train I	4
COSC 1301	Microcomputer Applications	3
	Total	14

Summer Session		Credit
ELECTIVE	Speech Communications	3
ELECTIVE	Social and Behavioral Sciences	3
	Total	6

SECOND YEAR

Fall Semester		Credit
DEMR 1423	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	4
DEMR 1447	Power Train II	4
DEMR 1310	Diesel Engine Testing and Repair I	3
ELECTIVE	College Level Mathematics	3
	Total	14

Spring Semester		Credit
DEMR 1330	Steering and Suspension I	3
DEMR 2348	Failure Analysis	3
DEMR 2432	Electronic Controls	4
DEMR 2281[1]	Cooperative Education – Diesel Mechanics Technology/Technician	2
	Total	12
	Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.
 ≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (*see Course Descriptions*). Each student can also expect to purchase the following required textbooks and tools.

1 Tool Set* (*approximate cost*) $600

* A tool list will be provided by instructor.

Textbooks (*approximate cost)* $225

LAW ENFORCEMENT ACADEMY

Purpose

The purpose of the Middle Rio Grande Regional Law Enforcement Academy's Basic Peace Officer course, a 704 hour course of study, is to prepare prospective law enforcement officers for the Texas Commission on Law Enforcement TCOLE Certification Exam. The Academy also offers TCOLE in-service courses at both intermediate and advanced levels for the purpose of enhancing the Peace Officers' level of proficiency and meeting training requirements. Students who successfully complete the Academy will earn a Level 1 Certificate in Criminal Justice And will be able to sit for the TCOLE Basic Peace Officer State Exam. In addition, upon successful completion, the student may apply the Level 1 Certificate towards the Criminal Justice Associate of Applied Science (AAS – Basic Peace Officer option).

Admission Requirements – Basic Peace Officer Program

To be admitted, a prospective student must comply with TCOLE rule 217.23 http://tcole.texas.gov/ in addition:

- be a U.S. citizen.
- be 20.5 years of age (18 w/60 college hours or 2 yrs. active duty).
- must have High School Diploma or GED
- have no felony conviction.
- have no conviction of Class B misdemeanor in the past 10 years.
- not currently be under indictment for any violation.
- have never been convicted of any level of Family Violence.
- not be prohibited by Federal or State law from operating a motor vehicle.
- not be prohibited by Federal or State law from possessing firearms or ammunition.
- must have taken the Ability to Benefit (ATB) TSI Assessment, and must have scored a minimum of 55 on the reading and 60 on the writing portions of the test. If a student has passed all sections of the TSI Assessment or TSI Assessment, those scores will be accepted in place of Ability to Benefit TSI Assessment scores. Individuals who have Military Exemption or individuals with a B.S. or B.A. degree or higher will not be required to test.
- complete an SWTJC Application for Admission.
- submit a completed Criminal History Check form (FAST form).
- be physically sound for the performance of duty appropriate to the type of license sought. Submit Physician, psychological and Drug Screening results (TCOLE L-2 & L-3 Forms).

A student who has completed all coursework for the A.A.S. Criminal Justice degree except for "Basic Peace Officer" courses (CJLE 1506, CJLE 1512, CJLE 1524, and CJLE 1518) may apply to the Middle Rio Grande Law Enforcement Academy in order to complete these courses.

LAW ENFORCEMENT ACADEMY
CERTIFICATE

Program of Study

Credit

ORIE 0100≺   New Student Orientation
    or
COLS 0300   College Success Skills

CJLE 1506   Basic Peace Officer I 5
CJLE 1512   Basic Peace Officer II 5
CJLE 1518   Basic Peace Officer III 5
CJLE 1524   Basic Peace Officer IV 5

           Total Credit Hours for Certificate 20

Notes: All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree
          requirements.

Tuition and Fees

Students enrolling in the Academy pay regular college tuition, fees and additional surcharges. Additional fees are also required prior to admission upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning (Note: prices vary from year to year):

Prior to Acceptance to the Academy
- Students MUST be approved by TCOLE fingerprint screening systems. Students must make an appointment with FAST services online http://identogo.com - $41.45.
- Students MUST take Ability to Benefit (ATB) TSI Assessment and obtain a minimum score of 55 on reading and a 60 on the writing portions of the test (if not exempt) - $25.00.
- Physical and Drug Screening (L-2 form) must be completed by a licensed physician – prices vary depending on your physician. (Chiropractors and Out-of-State Physicians are not approved).
- Students must complete a Psychological exam (L-3 form) with an approved Academy physician (contact the Academy office for physician information) - $100.00

Upon acceptance to the Academy

Once a student has been accepted into the Middle Rio Grande Law Enforcement Academy, the following purchases will need to be made:

- Uniform purchases MUST be made with 3D Impressions: (prices subject to change)
  - T-shirt - $14 (S-XL); $17 - $22 (2X-4X and long sleeves)
  - Cap - $11
  - BDU pants - $38 (regular sizes); $40- $45 (plus sizes)
  - BDU belt - $6.50 (44" – 54")
  - Shorts - $14
  - (Optional) – Sweatshirt - $22 (S-XL); $25 - $29 (2X-4X)
  - Black Duty Boots (Minimum 8" high) – Prices vary
  - P-T Uniform (Light grey T-shirt, black shorts, white crew socks, and running shoes) - Prices vary
  -
- Books purchased through SWTJC bookstore: (Priced at campus bookstore)
  - The Texas Peace Officer
  - Texas Criminal Law and Traffic Law Manual
  - Texas Criminal and Traffic Law Field Guide

- o   Elements of a Crime (A Law Officers Guide)

- Ammunition
  - o   800-1,000 rounds of .40cal. S&W for Glock Model 22 pistol
  - o   50 rounds of 12GA. Shotgun Ammunition for Remington Model 870: 25 rounds of Birdshot, 15 rounds 00 (9 Pellet Buckshot), 10 rounds of Slugs

- Testing
  - o   State Exam - $25

Withdrawal and Dismissal Policy

Southwest Texas Junior College Middle Rio Grande Law Enforcement Academy reserves the right to request the withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. Students must maintain a minimum grade of 80 in all areas of the academy program. Students withdrawing from the academy must comply with the SWTJC withdrawal policy and must participate in an exit interview in order to remain in good standing.

LINEMAN TRAINING PROGRAM

Purpose

The Lineman Training Program will equip individuals with the education and training needed for an entry level lineman's apprentice position in the utility industry. Training in the 12-week course will include 10 weeks of lineman specific classroom and field work as well as 2 weeks of truck driver training for a class A CDL. Upon completion of the course, successful graduates will receive a college certificate in lineman training, a Class A Commercial Driver's License, and First Aid/CPR certification.

Admission Requirements:

- Minimum 18 years of Age
- High School Diploma or GED
- Pass the Reading, Writing, and Math assessment tests
- Hold a Valid Texas Driver's License
- Have a Clear Motor Vehicle Record
- Pass a DOT Physical/Drug Test
- Agree to a Criminal History Check
- Pass a Physical Assessment Test
- Provide Proof of Health Insurance or Purchase Student Insurance

Lineman Training (400 Hours):

ELPT 1021 – Introduction to Electrical Safety and Tools
ELPT 1011 – Basic Electrical Theory
ELPT 2023 – Transformers
LNWK 1011 – Climbing Skills
LNWK 2024 – Troubleshooting Distribution Systems
EMSP 1020 - CPR Adult

Truck Driving for Lineman Training (80 Hours):

CVOP 1013 - Professional Truck Driver I

MANAGEMENT
Uvalde, Eagle Pass, and Del Rio Campuses
Limited Course Offerings at Off-Campus Sites

Purpose

A nationwide shortage of qualified management and supervisory personnel is hindering the progress of individual companies and curtailing economic growth at all levels. This program is designed to meet both the needs of people preparing for careers in business management as well as men and women who are already actively engaged in business and industry. It is structured to provide functional management theory that can be applied immediately to the job. The Management program includes studies in basic principles of management, general administration, and related areas. The course of instruction outlined for this program is designed to lead to an Associate of Applied Science (A.A.S.) degree. The program is available to both day and evening students. Management is a Local Articulation program.

Admission Requirements

Students are admitted to the Management program through the regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the courses below and upon making formal application for graduation (*see Curricula section*).

MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	42
Basic Use of Computers	3
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
ACNT 1403[1]	Introduction to Accounting I	
ITSC 1301	Introduction to Computers	
BCIS 1305 or	Business Computer Applications	
COSC 1301	Microcomputer Applications	3
BMGT 1382	Cooperative Education – Business Administration and Management, General	3
BMGT 1327	Principles of Management	3
BUSI 1301	Business Principles	3
ACCT 2401	Principles of Accounting I – Financial	4
	Total	16

Spring Semester		Credit
BMGT 1383	Cooperative Education – Business Administration and Management, General	3
BMGT 1301	Supervision	3
HRPO 2301	Human Resources Management	3
MATH 1332	Contemporary Mathematics I	3
ENGL 1301	Composition I	3
	Total	15

SECOND YEAR

Fall Semester		Credit		Spring Semester		Credit
BMGT 2482	Cooperative Education – Business Administration and Management, General	4	BMGT 2483	Cooperative Education – Business Administration and Management, General	4
ELECTIVE[2]	Technical Elective	3	BMGT 2303[3]	Problem Solving and Decision Making	3
BMGT 2311	Management of Change	3	ELECTIVE	Humanities and Fine Arts	3
ECON 2301	Principles of Macroeconomics	3	SPCH 1321	Business and Professional Communication	3
	Total	13	ELECTIVE[2]	Technical Elective	3
				Total	16
				Total Credit Hours for A.A.S.	60

Notes:
1. Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
2. Select from Recommended Courses for Management Technical Electives as listed below.
3. Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
≺

Recommended Courses for Management Technical Electives

Recommended management technical electives may be chosen from the following:

ACCT 2402	Principles of Accounting II – Managerial
BMGT 1307	Team Building
BUSG 2309	Small Business Management/Entrepreneurship
ECON 2302	Principles of Microeconomics
MRKG 1311	Principles of Marketing

INTERNATIONAL MANAGEMENT
ENHANCED SKILLS CERTIFICATE

Students who have completed the degree plan for Associate of Applied Science – Management including specialties are eligible to pursue the Enhanced Skills Certificate consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

IBUS 1305	Introduction to International Business & Trade	3
IBUS 2345	Import Customs Regulations	3
IBUS 1351	Multinational Enterprises and Partnerships	3
BMGT 2309	Leadership	3
	Total Credit Hours for Enhanced Skills Certificate	12
	Total Credit Hours for A.A.S.	60
	GRAND TOTAL	72

MANAGEMENT, PUBLIC ADMINISTRATION SPECIALTY
ASSOCIATE OF APPLIED SCIENCE DEGREE

Students majoring in Management may choose the public administration program specialty that includes a selection of courses covering technical skills within public and private agencies and institutions. The degree earned will be "Associate of Applied Science – Management, Public Administration Specialty".

	Credit
General Education Courses:	
Social & Behavioral Sciences	6
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	18
Technical Education Courses	36
Basic Use of Computers	3
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
ACNT 1403[1]	Introduction to Accounting I	
PBAD 1321	Public Administration	3
BMGT 1327	Principles of Management	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	
or		
COSC 1301	Microcomputer Applications	3
ACCT 2401	Principles of Accounting I – Financial	4
	Total	16

Spring Semester		Credit
PBAD 1341	Governmental Agencies	3
BMGT 1383	Cooperative Education – Business Administration and Management, General	3
BMGT 1301	Supervision	3
HRPO 2301	Human Resources Management	3
ENGL 1301	Composition I	3
	Total	15

SECOND YEAR

Fall Semester		Credit
ELECTIVE[2]	Technical Elective	3
BMGT 2482	Cooperative Education – Business Administration and Management, General	4
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
ECON 2301	Principles of Macroeconomics	3
MATH 1332	Contemporary Mathematics I	3
	Total	16

Spring Semester		Credit
BMGT 2303[3]	Problem Solving and Decision Making	3
BMGT 2483	Cooperative Education – Business Administration and Management, General	4
ELECTIVE	Humanities and Fine Arts	3
SPCH 1321	Business and Professional Communication	3
	Total	13
	Total Credit Hours for A.A.S.	60

Notes: 1 Required for students who have not taken high school accounting. ACNT 1403 does not count toward degree requirements.
2 Select from Recommended Courses for Public Administration Specialty Technical Elective as listed below.
3 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Recommended Courses for Management, Public Administration Specialty Technical Elective

ACCT 2402	Principles of Accounting II – Managerial
PBAD 2335	Ethics in the Public Sector
PBAD 2305	Public Sector Management

Cooperative Course Work Location

At least two of the three cooperative courses including BMGT 2483 must involve work in an approved public or private agency or institution.

RADIOLOGIC TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Radiologic Technology program is to provide a quality education in Radiologic Technology and to prepare graduates to perform competently and ethically as entry level Radiologic Technologists.

The Radiologic Technology program at SWTJC will achieve its purpose by preparing and graduating students that can:

- Communicate ideas and information effectively
- Demonstrate professional and ethical responsibility
- Apply knowledge of human anatomy and physiology
- Perform radiographic procedures correctly
- Properly operate radiographic equipment
- Apply radiation safety and protection practices
- Demonstrate critical thinking abilities

Accreditation

The Radiologic Technology program is accredited by the Southern Association of Schools and Colleges (SACS).

Program Prerequisites

The following courses must be completed with a minimum grade of "C" prior to applying to the Radiologic Technology program:

- BIOL 2401   Anatomy and Physiology I ....(4 sem. hrs)
- BIOL 2402   Anatomy and Physiology II..(4 sem. hrs)
- PSYC 2314 Lifespan Growth and Development ....(3 sem. hrs)
- ORIE 0100 New Student Orientation .... (1 sem. hr)

BIOL 2401 and 2402 have prerequisite courses of BIOL 1413 (Zoology) or BIOL 1411 (Botany). It is suggested that you take the prerequisites. Prior approval from the instructor is required in order to omit these prerequisites.

Admission Requirements and Process

Students are admitted to this program through regular college admission procedures (see *Admission Regulations* section) and by satisfying the following additional requirements:

- Submit to the Radiologic Technology Office:

    - A Radiologic Technology application by the posted deadline
    - Copies of any professional licenses, certifications, or registrations
    - Official transcripts from all colleges/universities attended other than SWTJC
    - Health care related experience form
    - Tasks and requirements for clinical education form
    - Clinic travel acknowledgement form
    - Three statement of recommendation forms
    - Essay
- Applicants must have a minimum cumulative GPA of 2.5 on a 4.0 scale
- Take the TSI Assessment exam and pass all areas.
- If TSI Assessment exempt due to an alternate test, you must provide documentation of acceptable scores.
  This applies to ACT, SAT, TASP, ASSET, COMPASS, THEA or TAKS (exit level).

Acceptance is based on a point system. An application with incomplete records will not be considered for admission. The admission process is competitive and completion of minimum requirements is not a guarantee of admission. Students will be notified of acceptance in writing. A list of alternates will be established. Upon acceptance in the Radiologic Technology program, the following must be submitted to the Radiologic Technology office:

- Evidence of good physical and mental health as reflected by a recent physical exam (within the past 6 months). The exam must include the following documentation:
    - Proof of negative TB skin test or chest x-ray results
    - Up-to-date immunization record to include the following (all are required): Mumps, rubella, rubeola, varicella, and tetanus. Proof of immunization must be official laboratory reports or a detailed, notarized statement from a physician.
    - The first of three injections of the Hepatitis B vaccination series. Series must be completed within the first year of the program.
- Proof of annual flu shot as required by clinic rotation facilities
- Proof of CPR for Health Care Providers (adult, infant, and child) prior to the first day of class.
- Submit to urine drug screening and criminal background check as directed by a program official.

Eligibility for ARRT Certification

The ARRT is the credentialing organization for Radiologic Technologists. In order to become nationally certified (RT(R)) and to receive a Texas Department of State Health Services license (CMRT), graduates of the program must pass the national ARRT examination in Radiography. Completion of all program didactic and clinical requirements DOES NOT guarantee eligibility to take the ARRT examination. Eligibility is also dependent upon ethics review and national criminal background check. Some issues addressed by the ARRT are:

- Conviction of a crime, which includes felony, gross misdemeanor, or misdemeanor, with the only exceptions being speeding and parking violations
- Alcohol and/or drug related violations
- Military court-martials
- Violations or sanctions related to the academic honor code

For further information, please visit the following websites www.arrt.org and www.dshs.state.tx.us/mrt, or speak to a program official.

RADIOLOGIC TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

		Credit
General Education Courses:		
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	11	
Other	3	
Total General Education Courses	20	
Technical Education Courses..	52	
Total Credit Hours for A.A.S..	72	

Program of Study

Prerequisites

ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
BIOL 2401[1]	Anatomy & Physiology I.................................	4
BIOL 2402[1]	Anatomy & Physiology II	4
PSYC 2314[1]	Lifespan Growth & Development	3
	Total	11

FIRST YEAR

	Fall Semester	Credit
RADR 1311	Basic Radiographic Procedures.........................	3
RADR 1409	Intro. to Radiography and Patient Care	4
RADR 2309	Radiographic Imaging Equipment....................	3
RADR 1160	Clinical – Radiologic Technology/ Science - Radiographer...........................	1
MATH 1314	College Algebra...	3
	Total	14

	Spring Semester	Credit
RADR 2301	Intermediate Radiographic Procedures.............	3
RADR 2313	Radiation Biology and Protection....................	3
RADR 1360	Clinical-Radiologic Technology/ Science – Radiographer	3
RADR 1213	Principles of Radiographic Imaging I..............	2
ENGL 1301	Composition I	3
ELECTIVE	Humanities and Fine Arts................................	3
	Total	17

SECOND YEAR

	Summer Session I	Credit
RADR 1361	Clinical – Radiologic Technology/ Science –Radiographer	3
	Total...	3

	Summer Session II	Credit
RADR 1362	Clinical – Radiologic Technology/ Science/Radiographer	3
	Total...	3

Fall Semester		Credit		Spring Semester		Credit
RADR 2460	Clinical – Radiologic Technology/Science – Radiographer	4	RADR 2461	Clinical – Radiologic Technology/ Science – Radiographer	4
RADR 2331	Advanced Radiographic Procedures	3	RADR 2235[2]	Radiologic Technology Seminar	2
RADR 2305	Principles of Radiographic Imaging II	3	RADR 2233	Advanced Medical Imaging	2
RADR 2236	Special Patient Applications	2	RADR 2240	Sectional Anatomy	2
			RADR 2217	Radiographic Pathology	2
	Total	12		Total	12
				Total Credit Hours for A.A.S.	72

NOTES: 1 This course must be completed with a minimum grade of "C" prior to applying for admission to the program.
2 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Students enrolling in the Radiologic Technology program pay regular tuition, fees. In addition students accepted in the program will be expected to pay the following additional fees:

Fall semester of freshman year

1. Uniforms (scrubs), 3 sets (tops and bottoms), color as specified by the program ($100.00)
2. White lab coat, optional ($35.00)
3. White tennis or nursing shoes (NO color) ($60.00)
4. Program patches, one for each scrub top, and optional lab coat (3-4) ($20.00)
5. Lead x-ray markers (program specific), 2 sets ($35.00)

Spring semester of sophomore year

1. ARRT certification exam application ($200.00)
2. Texas DSHS license ($86.00)
3. Graduation cap, gown, and diploma ($50.00)

All costs listed are estimated and are subject to change without notice.

Withdrawal and Dismissal Policy

SWTJC Radiologic Technology program reserves the right to request the withdrawal of any student whose health, conduct, personal qualities, or scholastic records indicate that it would be inadvisable for the student to continue in the program.

A student wishing to withdraw from the program and remain in good standing at SWTJC must participate in an exit interview with the program director. The student must also comply with the withdrawal procedures as stated in the college catalog under "Changes and Withdrawals" (see *Academic Regulations* section).

Refund Policy

See *Finances* section

Attendance Policy

Students are required to adhere to attendance policies as outlined in the college catalog and clinical handbook.

Graduation Requirements

Radiologic Technology students will be eligible for graduation upon satisfactory completion of all program didactic and clinical requirements. All courses must be completed with a grade of "C" or higher to qualify for graduation. Students who qualify for graduation are eligible to attend the May commencement ceremony. An associate of Applied Science degree (A.A.S.) will be conferred.

Students in the Radiologic Technology program are expected to adhere to program specific policies and procedures as outlined in the Radiologic Technology Program Student Handbook which can be found on the program's web page at www.swtjc.edu.

SCHOOL OF REGISTERED NURSING
Uvalde Campus

Purpose

This program is designed to provide: dynamic, interactive classroom information; simulation experiences to enhance clinical capabilities; simulation scenarios to evaluate clinical expertise; and supervised clinical experiences to complete the Associate Degree Nursing Curriculum requirements necessary to become a Registered Nurse (RN) in the State of Texas. This program is designed to prepare graduates to practice in a complex and ever-changing health care environment. Preparation for practice will be concept-based theoretical knowledge followed by structured supervised clinical practice. This educational process will develop the student as an active participant and through the use of innovative teaching approaches, foster a safe, collaborative, and interactive educational environment that serve patients across the life span.

The Texas Nurse Practice Act and Professional Standards of Care in Nursing provide the guidelines for development of clinical reasoning, clinical knowledge and skills, individualized patient care, ethical reasoning, and therapeutic communication skills. Designated curriculum, integrated with global issues and pathophysiological concepts, will ensure that graduates will be able to actively participate in society as educated, culturally astute, and socially responsible individuals. Functioning with a multi-disciplinary health care team requires diversity and compassion in traditional and/or non-traditional health care environments.

The program leads to an Associate of Applied Science in Nursing Degree and can be completed in two calendar years. Upon successful completion of the program curriculum and meeting standards identified by the Nursing Faculty, the graduate is eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Objectives/Outcomes

Upon completion of the program, the graduate will function within the roles and responsibilities of the Associate Degree nurse and be able to:

1. Implement the standards of care as designated by the Nurse Practice Act for the State of Texas in a variety of health care settings.
2. Utilize critical reasoning, evidence-based practice and cultural diversity knowledge and skill when assessing, planning, implementing and evaluating patient care across the life-span.

3. Engage in continuous improvement of cognitive, psychomotor and psychotherapeutic abilities necessary to comprehensively assess and provide safe and effective nursing care.
4. Demonstrate caring behaviors and utilize teaching strategies that promote wellness, a healthy life style and recovery from illness.
5. Communicate and work effectively with patients, family members and the multidisciplinary health care team.
6. Demonstrate ethical and legal principles as a member of the multi-disciplinary health care team when caring for patients across the life-span.
7. Maintain competence upon becoming a Registered Nurse through self evaluation, peer review and continued education.
8. Continue to develop as an accountable and responsible member of the nursing profession.

Accreditation

Southwest Texas Junior College (SWTJC) Associate Degree Nursing Program currently has full accreditation from the Texas Board of Nursing and the Texas Higher Education Coordinating Board. The program is also approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Approval from the Accreditation Commission for Education in Nursing (ACEN) will be sought when eligibility requirements utilizing the concept-based curriculum are met.

Admission Requirements

Students are admitted to this program through regular college admission procedures and by satisfying the following additional requirements:

Phase I: All Applicants
1. Fulfill admission requirements of and be admitted to SWTJC. This includes assessment and placement in basic courses as guided by the Texas Success Initiative (TSI) Assessment.
2. Complete or be enrolled in prerequisite courses identified in the degree plan by August 1st.
3. Have a cumulative GPA of 2.5 or better on a 4.0 scale. Consideration will be given to Science and English grades. Sciences courses taken more than five years prior to the program application will be evaluated on an individual basis and recommendations made by the faculty.
4. Complete and return the 'Application for Admission' form by March 1st.
5. An **unofficial** copy of all transcripts must be submitted to the ADN Program before April 1st. **Official** transcripts from all high schools/colleges/universities attended must be on file with the SWTJC Admissions and Records Office by August 1st.
6. Successfully complete the required examinations necessary to enroll in the ADN Program prior to May 1st. These include the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) V examination and the Weaver Instructional assessment.
7. Submit three letters of reference by April 1st.
8. Complete the Point System included in the application packet, to be reviewed during personal interview.
9. Complete an interview with assigned faculty advisor prior to May 1st.
10. Complete all designated prerequisite courses with a grade of C or above before starting Nursing courses.
11. The Texas Board of Nursing (BON) requires English proficiency of all individuals admitted to nursing programs. SWTJC AND Program uses the Weaver Instructional System (Weaver) assessment to determine the reading level of each applicant. If Weaver assessment determines that the applicant is not reading at the 12th grade level, applicant will be required to complete reading comprehension, vocabulary, and medical terminology prior to August 1st. If there are additional concerns identified by the faculty regarding the applicant's reading ability, applicants may be required to take the Test of English as a Foreign Language (TOEFL) as designated by the BON.
12. A Criminal Background Check performed by the Texas Board of Nursing is required for all SWTJC ADN applicants prior to final admission into the ADN program. Upon application to the AND program, required data will be submitted to the BON so a criminal background check

can be performed. A copy of all correspondence received from the BON must be submitted to the ADN office. If a Declaratory Order is required by the BON (213.30), this process must be addressed immediately upon notification. Written communication from the BON must be submitted to the Administrative Assistant prior to the first day of class. Payment must be made directly to the BON upon notification.

13. Eligibility requirements to meet BON regulations, including issues identified in the criminal background check, must be met. Guidelines related to eligibility are addressed in the following paragraphs.

The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a Registered Nurse. The BON provides individuals with the opportunity to petition for a Declaratory Order as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act. The BON website, www.bon.state.tx.us, contains eligibility questions and the declaratory order. In addition, each applicant must review the following documents in the BON Rules and Regulations:

213.27   Good Professional Conduct
213.28   Licensure of Persons with Criminal Offenses
213.29   Criteria and Procedure Regarding Intemperate Use and Lack of Fitness and Eligibility and Disciplinary Matters
213.30   Declaratory Order of Eligibility for Licensure

To review this information online, go to www.bon.state.tx.us. From the homepage, scroll down to "Nursing Law and Rules" located on the left side of the page. Then click on "Rules and Regulations." From that page, click "BON Rules and Regulations". This will lead you to a page entitled "Texas Administrative Code". Scroll down this page and click on Chapter 213. The signed Licensure Eligibility form that verifies you meet eligible requirements designated by the BON must be in your student file in the Associate Degree Nursing Office.

If you are required to answer "yes" to any of the following questions, please submit a request for a Declaratory Order Petition to the Board of Nursing for the State of Texas **(Depending on your individual circumstances, processing your petition may take 6 to 24 months, or longer, after you provide all required documentation):**

a. Have you ever been cited or charged with any violation of the law?

b. Do you have any criminal charges pending, including unresolved arrests?

c. Have you been convicted; placed on community supervision, whether or not adjudged guilty; sentenced to serve jail or prison time or granted pre-trial diversion; or plead guilty, no contest or nolo contendere to any crime in any state, territory or country; or received a court order, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrest whether or not on appeal (excluding minor Class C traffic violation)? This includes expunged offenses and deferred adjudications with or without a finding of guilty. Please note that DUI's (driving under the influence), DWI's (driving while intoxicated), and PI's (public intoxication) must be reported and are not considered minor traffic violations. One time minor in possession (MIP) or minor in consumption (MIC) does not need to be disclosed; therefore, you may answer "No." If you have two or more MIP's or MIC's, you must answer "Yes."

d. Have you been the subject of a court-martial; Article 15 violation, or received any form of military judgment/punishment/action?

e. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now previously, or ever fined, censured, reprimanded or otherwise disciplined you?

f. In the past five (5) years, have you been addicted to or treated for the use of alcohol or any other drug?

g. In the past five (5) years, have you been diagnosed with or treated or hospitalized for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

You must begin the Declaratory Oder (DO) Petition immediately if you answered any of the above with a "yes". This process is part of the criminal background check. If you are required to submit a

DO and do not do so at the time of application, the Texas Board of Nursing will notify you requesting you submit a Declaratory Order.

   Notification of successful completion of the Phase I requirements will be made through email or telephone so the applicant can proceed to Phase II.

Phase II: Completed by Successful Phase I Applicants
   1. Current Basic Cardiac Life support (BCLS) certification from the American Heart Association or American Red Cross with practicum (class "C") for Health Care Providers.
   2. Evidence of mental and physical health as documented in a physical examination performed by a primary care provider within 30 days of acceptance to the program.
   3. Evidence of all immunizations or acceptable titer levels, in writing, as required by the Texas Department of Health (Measles, Mumps, Rubella, (MMR); Diphtheria, Tetanus, Pertussis (DTap); Varicella; Meningitis; and Hepatitis "B" series). Annual flu immunizations are required by the clinical facilities and must be obtained during the appropriate time of year.
   4. Written evidence of negative Tuberculin screen or negative chest X-ray. Documentation must be current, within 12 months.
   5. Negative drug urine screen documented within 30 days of notification of acceptance.
   6. Purchase of the approved school uniform, logo, lab coat and equipment for direct patient care is required.
   7. Health Insurance coverage must be obtained prior to the beginning of clinical experiences and continue throughout the length of the program. A break in enrollment of health insurance will result in the student's inability to attend required clinical experience. Evidence of health insurance must be in your file three weeks prior to scheduled clinical activities. Coverage should include emergent and long term care. For information regarding companies that provide health insurance to college students, see the Vice President of Student Services.
   8. Basic computer skills must be evident by a course grade or ability to demonstrate computer competence.
   9. Continuous access to a computer and Internet is **required**.
   10. Liability insurance is required throughout the program. This fee is included in the admission fees.
   11. An applicant that does not meet the Weaver Instruction System or TOEFL benchmark set forth by the Associate Degree Nursing Program may be required to complete remedial work prior to final acceptance in the program. This activity is directed to enhance successful completion of the program curriculum, passing NCLEX-RN and becoming a successful professional nurse. Additional remedial work may be required in courses throughout the program as deemed necessary by the faculty of record. Failure to participate and complete these required activities will prevent the student from progressing in the program.

*Phase II must be completed and all documentation submitted by August 1st. Applicants will be registered for classes when all data has been received in the Associate Degree Nursing Office.

ASSOCIATE DEGREE NURSING
ASSOCIATE OF APPLIED SCIENCE DEGREE
(LVN to RN Pathway)

General Education Courses:	Credit
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	15
Other	3
Total General Education Courses	24
Technical Education Courses (Nursing)	36
LVN Advanced Placement Credits	4
Total Credit Hours for A.A.S.	64

Program of Study

Prior Semesters — Credit

ORIE 0100≺	New Student Orientation	
BIOL 1306[1]	Biology for Science Majors I	3
Or		
BIOL 1308[1]	Biology for Non-Science Major I	3
PSYC 2314[1]	Lifespan Growth & Development	3
BIOL 2401[1]	Anatomy & Physiology I	4
ENGL 1301[1]	Composition I	3
	Total	13

Advanced Placement Credit Courses — Credit

RNSG 1171	Professional Nursing Concepts I	1
RNSG 1161	Clinical – Registered Nursing	1
RNSG 1271	Professional Nursing Competencies	2
	Total LVN Advanced Placement Credit Hours[2]	4

FIRST YEAR

Fall Semester — Credit

BIOL 2402	Anatomy and Physiology II	4
RNSG 1170	Introduction to Health Care Concepts	1
RNSG 1471	Health Care Concepts I	4
RNSG 2172	Professional Nursing Concepts II	1
	Total	10

Spring Semester — Credit

RNSG 1301	Pharmacology	3
RNSG 2572	Health Care Concepts II	5
RNSG 1362	Clinical – Registered Nursing	3
RNSG 172	Professional Nursing Competencies (LVN)	1
	Total	12

SECOND YEAR

Fall Semester

BIOL 2420	Microbiology	4
RNSG 2173	Professional Nursing Concepts III	1
RNSG 2573	Health Care Concepts III	5
RNSG 2361	Clinical – Registered Nursing	3
	Total	13

Spring Semester

PHIL 2306	Introduction to Ethics	3
RNSG 2574	Health Care Concepts IV	5
RNSG 2174[3]	Professional Nursing Concepts IV	1
RNSG 2362	Clinical – Registered Nursing	3
	Total	12
	Total Credit Hours for A.A.S.	64

Notes:
1. This course must be completed with a minimum grade of "C" prior to applying for admission to the ADN program.
2. LVN Advanced Placement credits awarded upon successful completion of Fall and Spring of First Year.
3. Capstone course that consolidates the student's learning experiences.
≺ All students are required to complete ORIE 0100; however, ORIE 0100 does not count toward degree requirements.

REGISTERED NURSE ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Courses:	Credit
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	15
Other	3
Total General Education Courses	24
Technical Education Courses (Nursing)	39
Total Credit Hours for A.A.S.	63

Program of Study

Prior Semesters		Credit
ORIE 0100≺	New Student Orientation	
BIOL 1306[1]	Biology for Science Majors I	3
or		
BIOL 1308[1]	Biology for Non-Science Majors I	3
PSYC 2314[1]	Lifespan Growth & Development	3
B IOL 2401[1]	Anatomy & Physiology I	4
ENGL 1301[1]	Composition I	3
	Total	13

FIRST YEAR

Fall Semester		Credit
BIOL 2402	Anatomy and Physiology II	4
RNSG 1170	Introduction to Health Care Concepts	1
RNSG 1471	Health Care Concepts I	4
RSNG 1171	Professional Nursing Concepts I	1
RNSG 2172	Professional Nursing Concepts II	1
RNSG 1161	Clinical – Registered Nursing	1
	Total	12

Spring Semester		Credit
RNSG 1301	Pharmacology	3
RNSG 1271	Professional Nursing Competencies	2
RNSG 2572	Health Care Concepts II	5
RNSG 1362	Clinical – Registered Nursing	3
	Total	13

SECOND YEAR

Fall Semester		Credit
BIOL 2420	Microbiology	4
RNSG 2173	Professional Nursing Concepts III	1
RNSG 2573	Health Care Concepts III	5
RNSG 2361	Clinical – Registered Nursing	3
	Total	13

Spring Semester		Credit
PHIL 2306	Introduction to Ethics	3
RNSG 2574	Health Care Concepts IV	5
RNSG 2174[2]	Professional Nursing Concepts IV	1
RNSG 2362	Clinical – Registered Nursing	3
	Total	12

Total Credit Hours for A.A.S. 63

Notes: 1   This course must be completed with a minimum grade of "C" prior to applying for admission to the ADN program.
2   Capstone course that consolidates the student's learning experiences.
≺   All students are required to complete ORIE 0100; however, ORIE 0100 does not count toward degree requirements.

Students enrolling in the Associate Degree Nursing Program pay the regular college tuition, fees and an additional $300 Allied Health surcharge each fall and spring semester. Listed below are some additional fees

and expenses that are required throughout the program. Some of these amounts are actual costs and some are approximate to assist the student in financial planning:

Pre-Admission:
1. Entrance ATI examination $45.00
2. TOEFL Exam...$200.00
3. WEAVER License $30.00
4. Criminal Background Check..$50.00
5. Required Physical Examination $100.00
6. Immunizations (Hepatitis B Series) $80.00
7. Meningitis Vaccine..$25.00
8. Tuberculin Screen..$25.00
9. Drug Screen $45.00
10. Uniforms and other apparel (uniforms ordered through the ADN Program) $210.00
11. School patch (available at bookstore)..$5.00
12. Nursing equipment (stethoscope, bandage scissors, hemostats, penlight
    Calculator, and watch with second hand)..<u>$150.00</u>
    Total..**$965.00**

Fall Semester:
1. ATI National Assessment and Remediation.................................... $321.00
2. Computer Documentation for Clinical Experiences.........................$50.00
3. Textbooks $600.00
4. Allied Health Surcharge $300.00
5. Health Insurance..Various
6. Liability Insurance..<u>$24.00</u>
    Total..**$1,295.00**

Spring Semester:
1. ATI National Assessment and Remediation....................................$321.00
2. Textbooks $600.00
3. Allied Health Surcharge $300.00
4. Health Insurance..<u>Various</u>
    Total..**$1,221.00**

Fall Semester:
1. ATI National Assessment and Remediation....................................$321.00
2. Textbooks $600.00
3. Allied Health Surcharge $300.00
4. Health Insurance..<u>Various</u>
    Total..**1,221.00**

Spring Semester:
1. ATI National Assessment and Remediation....................................$321.00
2. Allied Health Surcharge $300.00
3. Health Insurance..Various
4. Licensure application..$125.00
5. NCLEX Fee $200.00
6. Passport Photo for License $25.00
7. Graduation Cap, Gown, Tassel, & Diploma.....................................$50.00
8. Class Pin ....<u>$100.00</u>
    Total..**$1,121.00**

Progression and Dismissal Policy

SWTJC Associate Degree Nursing Program reserves the right to request withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue.

Students withdrawing from the nursing program for personal reasons must comply with the withdrawal procedure as stated in the college catalog under "Changes and Withdrawals." In addition, nursing students must participate in an exit interview by the Director of the Associate Degree Nursing Program to remain in good standing at SWTJC.

Students must achieve an average of 80% on course examinations including the mid-term and final in all nursing courses. Students that are not achieving 80% on course examinations at mid-term will be counseled by the faculty of record and placed on academic probation. If remedial work is deemed advisable by the faculty, students will be required to complete such activities. If an average of 80% on course examinations is not achieved by the end of the semester, the student will not receive credit for additional course requirements and will not progress in the nursing program. The grade for the course will be the average acquired on course examinations.

Graduation Requirements

Students who have met college graduation requirements and all program objectives are eligible to attend the May commencement ceremony and the nursing pinning ceremony. All courses must be completed with a grade of "C" or better to qualify for graduation. Additional information regarding graduation is included in the Nursing Student Handbook.

All students are required to complete the Virtual – ATI NCLEX-RN review activities at the end of the nursing curriculum. Benchmark designations must be met as indicated by ATI Coaches before the affidavit to take the NCLEX-RN will be forwarded to the Texas Board of Nursing by the Director of the Nursing Program. After the student's affidavit has been forwarded and approved by the Texas Board of Nursing, the student will receive approval to work as a Graduate Nurse and schedule the NCLEX-RN testing date through Pearson VUE.

SCHOOL OF VOCATIONAL NURSING
Uvalde, Eagle Pass, and Del Rio

Purpose

The purpose of the SWTJC School of Vocational Nursing Program is to prepare graduate vocational nurses as beginning practitioners who are competent and self-directed to function under the supervision of the registered nurse or physician. The primary role of the entry-level graduate of a vocational nursing program is to provide nursing care in structured health care setting for individual clients who are experiencing common, well-defined health problems with predictable outcomes. The new graduate can readily integrate technical skills and use of computers and equipment into practice. The vocational nursing role represents the beginning level of the nursing practice continuum as members of the profession, provider of patient-centered care, patient safety advocate, and member of health care team.

Students who successfully complete all programs objectives and meet the Texas Board of Nursing requirements will be eligible to register and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and apply to the Texas Board of Nursing for Licensure.

The School of Vocational Nursing consistently strives to promote the highest standards in vocational nurse education and nursing practice. The school operates under the direction of Southwest Texas Junior College, the Texas Board of Nursing, and the Texas Higher Education Coordinating Board.

Program Goals

The goals of Southwest Texas Junior College School of Vocational Nursing are to:

1. Provide and maintain a quality curriculum that incorporates educational requirements and competencies as prescribed by the Texas Board of Nursing (BON).
2. Provide instruction that includes current standards of nursing practice, procedures, and advances in technology (computers, simulation, etc.)
3. Provide a quality learning environment that promotes critical thinking, enhances problem solving abilities, and ensures technical competence.
4. Ensure that students are prepared to successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
5. Ensure that the graduate will function as a vital member of the health care team in meeting the needs of a socially diverse community.

Program Objectives/Outcomes

Upon completion of the Vocational Nursing Program, the graduate will be able to:
1. Safely plan and implement therapeutic nursing interventions within the scope and role of the vocational nurse as an entry level practitioner in a variety of healthcare settings.
2. Demonstrate critical thinking skills in the delivery of safe and effective care.
3. Utilize the nursing process as a conceptual model in the care of patients, families, and communities with commonly occurring health needs throughout the life span.
4. Demonstrate therapeutic communication skills while interacting with patients, families, communities, and members of the interdisciplinary healthcare team.
5. Demonstrate caring behaviors and respect for humans in meeting the needs of patients.
6. Implement a teaching plan for patients with common health problems and well defined learning needs.
7. Demonstrate professional and ethical behaviors in the practice of vocational nursing as stated in the Vocational Nursing Practice Act.
8. Demonstrate accountability for own nursing practice.
9. Participate as an advocate in the activities that focus on improving the health care of patients.
10. Demonstrate behaviors that promote the development and practice of vocational nursing.

Accreditation

SWTJC School of Vocational Nursing is accredited by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

Admission Requirements

Students are admitted to this program through regular college admission procedures *(see Admission Regulations section)* and by satisfying the following additional requirements:

1. Application for admission to SWTJC and to the VN Program.
2. Official High School transcript or GED certificate.
3. Official transcripts from all colleges/universities attended other than SWTJC.
4. Take and pass all areas of the THEA.
   a) If exempt due to an alternate test, you must provide documentation of acceptable scores. This applies to ACT, SAT, TAKS, or COMPASS.
5. Three letters of reference that speak to your character and work ethic (instructors, co-workers, or employers)
6. Completion of the following college courses with a grade of B or better (Anatomy & Physiology course(s) more than 5 years old must be repeated):
   Biology 2401 (Anatomy & Physiology I)....................................4 semester hours
   Biology 2402 (Anatomy & Physiology II) ....4 semester hours
   Psychology 2301 (General Psychology)......................................3 semester hours
   Psychology 2314 (Lifespan Growth &Development) ....3 semester hours
7. A background investigation is required for all SWTJC Nursing Students prior to admission into the nursing program.

After the student applies for admission the SWTJC School of Vocational Nursing will submit the student's name to the Texas Board of Nursing. The school will notify the student as to when he/she can , make arrangements to have a fingerprint scanning appointment with **IdentoGo** using the originator number **(ORI) TX923490Z**. The student will pay IdentoGo for both fingerprint scanning services ($9.95) and the cost of the DPS/FBI background check ($34.25). To make arrangements with IdentoGo go to http://www.identogo.com.

The Texas Board of Nursing will send the results of the DPS/FBI criminal background check to the student (clear background check, positive background check or request a petition for declaratory order, or correspond with the student who has a rejected fingerprint scan and request another scan).

As a condition of admission, SWTJC School of Vocational Nursing will require the student to provide The School of Nursing with copies of all communications regarding the student's status received from the Texas Board of Nursing.

8. The following are the requirements set out by the Texas Board of Nursing:

The Texas Board of Nursing requires the following questions be asked of each applicant prior to Licensure:

1. For any criminal offense, including those pending appeal, have you:
   A. been convicted of a misdemeanor?
   B. been convicted of a felony?
   C. pled nolo contendere, no contest, or guilty?
   D. received referred adjudication?
   E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
   F. been sentenced to serve jail or prison time? Court-ordered confinement?
   G. been granted pre-trial diversion?
   H. been arrested or have any pending criminal charges?
   I. been cited or charged with any violation of the law?
   J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations).

Note: Expunged and Sealed Offenses:: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed; it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises question to truthfulness and character.

Note: Orders of Non-Disclosure: Pursuant to Tex Gov't Code §552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

2. Are you currently the target or subject of a grand jury or governmental agency investigation?

3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously or ever fined, censured, reprimanded or otherwise disciplined you?

4. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*

7. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?*

   If "Yes" indicate the condition:
     Paranoid personality disorder
     Schizophrenia and/or psychotic disorder
     Antisocial personality disorder
     Bipolar disorder
     Borderline personality disorder

   All students are required to comply with Texas Board of Nursing rules and regulations in order to become licensed.

9. All application requirements must be completed and filed by April 1st. All requirements for admission, including successful background check with the Texas Board of Nursing must be met in order to be considered for admission to the nursing program. The student will receive written notification of acceptance to the SWTJC School of Vocational Nursing.

Students that have received a letter of acceptance require the following documentation:

10. **A drug screening tes**t is required for all SWTJC Vocational Nursing students.
11. A physical exam conducted by a licensed physician, nurse practitioner, or physician's assistant that demonstrates evidence of good physical and mental health (received within the last 6 months). The student is responsible for paying for the cost of the physical exam.

   The exam must include the following documentation:
   Tuberculin Test (PPD) or Chest X-ray
   Hepatitis B Vaccine Series (series of three)
   MMR (measles, mumps, and rubella vaccine)
   Td Booster (administered within 10 years prior to start of nursing school)
   Tdap (Tetanus, Diphtheria, Pertussis)

Varicella (chickenpox) Need 2 doses

12. Proof of personal health insurance coverage.
13. **Proof of current CPR** for health care providers (CPR & AED program).
14. **Proof of privately obtained liability insurance**, or the student must enroll in the liability insurance program at SWTJC. The student is responsible for the cost of liability insurance.

<u>**Re-Admission Policy**</u>

1. Students applying for re-admission to the Vocational Nursing Program (VN) must comply with all current SWTJC admissions requirements, VN program admission requirements, and with VN program re-admission requirements.
2. Students applying for re-admission to the VN program are not automatically granted acceptance. Readmission is contingent upon space availability.
3. A student that fails or is withdrawn from the VN program must submit a letter to the Admissions and Progression Nursing Committee explaining the reason for failure/withdrawal and a plan of action for future success.
4. The Admissions and Progression Committee will evaluate each student on an individual basis and will assess the student's ability to demonstrate skills, knowledge, professional and ethical behaviors. The decision will also be based on the curriculum in effect at the time of application for re-admission.
5. Students who were withdrawn from the VN program during the fall semester and are accepted for re-admission will be required to repeat **all** courses for the fall semester regardless of any previous nursing course work successfully completed.
6. Students who were withdrawn from the VN program during the Spring semester will be required to make an appointment with the director of the nursing program during the summer, by May 15th, to schedule the following requirements:

   a. Take a comprehensive exam and a skills exam to demonstrate competency in nursing skills and knowledge proficiency of the fall semester courses.
   b. Score at least 80% on both the comprehensive exam and skills exam in order to be re-admitted in the spring semester. If the score is below 80%, the student must re-apply in the fall semester and repeat **all** course work for the fall semester regardless of previous course work successfully completed.
7. All students must complete the VN program within **two years** from initial admission; otherwise, students will be required to re-apply and repeat the VN program entirely regardless of previous course work successfully completed.
8. Re-admitted students must contact the nursing program to make arrangements for a current Criminal Background Check and Drug Screening Test.

All policies associated with the Vocational Nursing program are subject to change without prior notice in order to keep all College and Program policies in compliance with State and Federal laws and/or with rules regulated to the program's accrediting agency.

VOCATIONAL NURSING
CERTIFICATE

Program of Study

Summer Session I	Credit
ORIE 0100≺ or	New Student Orientation
COLS 0300	College Success Skills
BIOL 2401	Anatomy & Physiology I 4
PSYC 2314	Lifespan Growth & Development 3
	Total 7

Summer Session II	Credit
BIOL 2402	Anatomy & Physiology II................................. 4
PSYC 2301	General Psychology 3
	Total 7

Fall Semester	Credit
VNSG 1116	Nutrition 1
VNSG 1323	Basic Nursing Skills 3
VNSG 2331	Advanced Nursing Skills................................. 3
VNSG 1122	Vocational Nursing Concepts.......................... 1
VNSG 1136	Mental Health 1
VNSG 1329	Medical/Surgical Nursing I 3
VNSG 1126	Gerontology... 1
VNSG 1227	Essentials of Medication Administration 2
VNSG 1360	Clinical - Licensed Vocational Nurse Training 3
	Total 18

Spring Semester	Credit
VNSG 1230	Maternal-Neonatal Nursing 2
VNSG 1234	Pediatrics 2
VNSG 1432[1]	Medical/Surgical Nursing II 4
VNSG 1138	Mental Illness 1
VNSG 1231	Pharmacology 2
VNSG 1561	Clinical – Licensed Vocational Nurse Training 5
	Total 16
	Total Credit Hours for VN Program............... 48

Notes:
1. Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Students enrolling in the Vocational Nursing Program pay the regular college tuition, fees and an additional $300 Allied Health surcharge each fall and spring semester. Additional fees are also required prior to admission and upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning:

Fall Semester:

1. Required Physical Exam .... Varies
2. Hepatitis B vaccine series ....about $80.00
1. Uniforms ordered through the nursing school $75
2. School Patches (available at bookstore)... 2.73
3. Textbooks...about $900.00
4. Nursing Equipment (stethoscope, bandage scissors, hemostat,
     Penlight, sphygmomanometer, gait belt, goggles)..................................about $69
7. Liability insurance.. $14.50
8. White nursing shoes... Varies
9. Watch with a second hand.. Varies
10. Four function calculator .... Varies
11. ATI National Assessment Exams & Remediation $471.00

Spring Semester:

1. Board of Nurse Examiners for the State of Texas License fee $125.00
2. National Council Licensure examination for Practical Nurses
     (NCLEX-PN) $200.00
3. Graduation Cap and Gown and Diploma ....about $75.00
4. ATI National Assessment Exams & Remediation $441.00

Withdrawal and Dismissal Policy

Southwest Texas Junior College School of Vocational Nursing reserves the right to request the withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. Students must maintain a minimum grade of 80 in all nursing courses in order to remain in the nursing program. Students withdrawing from the nursing program must comply with the SWTJC withdrawal policy and must participate in an exit interview in order to remain in good standing.

Vocational Nursing Advanced Placement Policy

A student who is a Certified Nurse Aid (CNA) may receive credit for:
> VNSG 1323 – Basic Nursing Skills (3 hrs.)

To receive advanced placement credit for the vocational nursing certificate of completion, the applicant must:

1. Provide documentation of current CNA certification;
2. Apply and be admitted into the Nursing Program;
3. Have completed at least 6 semester hours at SWTJC;
4. Satisfactorily complete a skills assessment exam with a grade of 80% or better;
5. Make arrangements to take the exam with a nursing faculty 4 weeks before the first day of school.

Students who meet the criteria and satisfactorily pass the skills assessment exam will receive advanced placement credit and a grade of "P" for the course.

Graduation Requirements

Students who have met all program requirements are eligible to attend the May commencement ceremony. Graduates will receive a Vocational Nursing Certificate of Completion.

WELDING TECHNOLOGY
Uvalde Campus

Purpose

Welding Technology is a one-year certificate program for those who desire to gain advanced knowledge and skills in the field of welding. Skills in Oxy-Acetylene Welding and Cutting and Shielded Metal Arc Welding will be developed along with related learning in areas such as welding math, drafting, layout, blueprint reading and structural and pipe fabrication. Students completing the certificate will be able to seek entry-level employment in pipe and structural welding.

Admission Requirements

Students are admitted through regular college admission procedures *(see Admission Regulations section)*. Students will receive a one-year Certificate upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section*).

College Board policy requires all students to take the TSI Assessment examination. Students pursuing this one-year Certificate do not have to pass the TSI Assessment; however, those not scoring at the MATH 0302 level are encouraged to enroll in the appropriate developmental course.

WELDING TECHNOLOGY
CERTIFICATE

Program of Study

Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺	New Student Orientation		WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)................................. 4
or				
COLS 0300	College Success Skills		WLDG 1317	Introduction to Layout and Fabrication 3
WLDG 1323[2]	Welding Safety, Tools, and Equipment............ 3		WLDG 1435[1]	Introduction to Pipe Welding 4
WLDG 1421[2]	Welding Fundamentals..................................... 4		WLDG 1453	Intermediate Layout and Fabrication............... 4
WLDG 1430	Introduction to Gas Metal Arc Welding 4			Total 15
WLDG 1528	Introduction to Shielded Metal Arc Welding (SMAW) 5			
WLDG 1313	Intro to Blueprint Reading for Welders............ 3			Total Credit Hours for Certificate 27
	Total 12			

Notes: 1 Capstone course that consolidates the student's learning experiences.
2 Recommended bridging course for students with limited prior experience in welding.
≺ All students are required to take ORIE 0100/COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed. *(see Course Descriptions)*.

WILDLIFE MANAGEMENT
Uvalde Campus

Purpose

The Wildlife Management program will provide proven principles and skills, which will enable students to practice the science of wildlife management. The program will enable students to acquire the capability to become assistant Wildlife Biologists, Park Managers, Game Refuge Managers, Hunting Preserve Managers, Private Land (Ranch) Hunting Operators, Eco Tourism Managers and Wildlife Photographers. The Wildlife Management program offers a one-year Certificate and an Associate of Applied Science (A.A.S.) degree.

Admission Requirements

Students are admitted to the Wildlife Management program through regular college admission procedures *(see Admission Regulations section)*. Students will receive a one-year Certificate and/or an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation *(see Curricula section)*.

The Wildlife Management program carries two award options, a one-year Certificate and the two-year A.A.S. degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

WILDLIFE MANAGEMENT CERTIFICATE

Program of Study

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
WMGT 1305	Introduction to Wildlife Management	3
WMGT 1310	Wildlife Identification	3
AGRI 1231	The Agriculture Industry	2
AGRI 1309	Computers in Agriculture	3
	Total	11

Spring Semester		Credit
WMGT 1164[1]	Practicum – Wildlife and Wildlands Science and Management	1
WMGT 1315	Wildlife Outdoor Recreation & Management	3
GISC 1302	Understanding Geographic Information Systems	3
AGRI 1370	Range and Wildlife Ecology	3
	Total	10
	Total Credit Hours for Certificate	21

Notes: 1 Capstone course that consolidates the student's learning experiences.

≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

WILDLIFE MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

		Credit
General Education Courses:		
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	11	
Other	6	
Total General Education Courses		23
Technical Education Courses		37
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester   Credit

ORIE 0100* or	New Student Orientation	
COLS 0300	College Success Skills	
WMGT 1305	Introduction to Wildlife Management	3
WMGT 1310	Wildlife Identification	3
AGRI 1309	Computers in Agriculture	3
AGRI 1231	The Agriculture Industry	2
BIOL 1411	General Botany	4
	Total	15

Spring Semester   Credit

WMGT 1164	Practicum – Wildlife and Wildlands Science and Management	1
WMGT 1315	Wildlife Outdoor Recreation & Management	3
GISC 1302	Understanding Geographic Information Systems	3
AGRI 1370	Range and Wildlife Ecology	3
BIOL 1413	General Zoology	4
	Total	14

Summer Semester   Credit

ENGL 1301	Composition I	3
ELECTIVE	Speech Communications	3
	Total	6

SECOND YEAR

Fall Semester   Credit

WMGT 1300	Wildlife Preserve Management	3
AGRI 2330	Wildlife Conservation and Management	3
GISC 1321	Introduction to Raster-Based Geographic Information Systems	3
ELECTIVE	Social and Behavioral Sciences	3
	Total	12

Spring Semester   Credit

WMGT 2359	Wildlife Propagation, Handling & Management	3
WMGT 2164[1]	Practicum – Wildlife and Wildlands Science and Management	1
AGRI 2370	Wildlife Management Techniques	3
ELECTIVE	College Level Mathematics	3
ELECTIVE	Humanities and Fine Arts	3
	Total	13
	Total Credit Hours for A.A.S.	60

Notes: 1   Capstone course that consolidates the student's learning experiences.

≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

TECHNICAL PROGRAMS
DISMISSAL AND SUSPENSION POLICY

The following procedures will be followed regarding the dismissal or suspension of any student from any of the following programs:

Administrative Information Technology
Air Conditioning and Refrigeration
Automotive Body Technology
Automotive Technology
Child Development
Computer Information Systems
Cosmetology
Criminal Justice
Diesel Technology
Management Program
Radiologic Technology
Registered Nursing
Vocational Nursing
Welding Technology
Wildlife Management

The procedures are:

a. A written request, from the instructor or division chairperson initiating the action, must be submitted to the Vice-President for Academic Affairs.

b. The reason for the request must be listed. Excessive absenteeism and unethical behavior are to be considered reasons for immediate dismissal. Failure to achieve and maintain the scholastic probation policy each semester will also be considered a reason for immediate dismissal.

c. The student should be informed that procedures are pending and advised of the available options.

   i. Students can voluntarily accept the recommendations of the instructor and division chairperson, **or;**

   ii. Students can request a decision from the appropriate Vice-President which they can accept, **or**;

   iii. The decision of the Vice-President can be appealed to the Disciplinary Committee or the Admissions Committee (scholastic). The recommendations of the committee can be accepted, **or**;

   iv. The committee's decision can be appealed to the President of the college. The President's decision can be accepted, **or**;

   v. The final decision can be requested from the Southwest Texas Junior College Board of Trustees.

Course Descriptions

The college continually strives to offer all courses listed in the catalog with extensive offerings at Del Rio and Eagle Pass as well as selected courses at other off-campus sites. However, some specialized courses are offered only on student demand or interest.

See the *Curricula* section for a complete explanation of the parts of a course description.

ABDR 1307 - Collision Repair Welding - 3 sem. hrs. (2-4-0)
A study of industry and standard welding and cutting procedures. Two lecture and four laboratory hours per week. Prerequisite: None.
Lab Fee: $24; Uniform Fee: $50

ABDR 1331 - Basic Refinishing - 3 sem. hrs. (2-4-0)
An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab** Fee: $24

ABDR 1419 - Basic Metal Repair - 4 sem. hrs. (2-6-0)
Covers metal principles and working techniques including proper tool usage and product application. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1307. **Lab Fee: $24**

ABDR 1441 - Structural Analysis and Damage Repair I - 4 sem. hrs. (2-6-0)
Training in the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. Prerequisite: ABDR1307, ABDR 1315, ABDR 1419. **Lab Fee: $24;** End-of-Course Assessment Fee: $30

ABDR 1442 - Structural Analysis and Damage Repair II - 4 sem. hrs. (2-6-0)
Continuation of general repair and replacement procedures for damaged structural parts and collision damage. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1441. **Lab Fee: $24**

ABDR 1449 - Automotive Plastic and Sheet Molded Compound Repair - 4 sem. hrs. (2-6-0)
A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and plastic welding. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1315. **Lab Fee: $24**

ABDR 1458 - Intermediate Refinishing - 4 sem. hrs. (2-6-0)
Expanded training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1331. **Lab Fee: $24; Uniform** Fee: $50

ABDR 2255 - Collision Repair Estimating - 2 sem. hrs. (1-2-0)
An advanced course in collision estimating and development of an accurate damage report utilizing estimating software. One lecture and two laboratory hours per week. Prerequisite: ABDR 1307, ABDR 1441. **Lab Fee: $24**

ABDR 2280 - Cooperative Education - Autobody/Collision and Repair Technology/Technician - 2 sem. hrs. (1-0-7)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Capstone course that consolidates the student's learning experiences. One lecture and seven external hours per week. Prerequisite: None. Co-requisite: ABDR 2449, ABDR 2431, ABDR 2255. **Co-op Fee: $24**

ABDR 2353 - Color Analysis and Paint Matching - 3 sem. hrs. (2-4-0)
Advanced course in color theory, analysis, tinting, and blending techniques for acceptable paint matching. Two lecture and four laboratory hours per week. Prerequisite: ABDR 1331 and ABDR 1458. Co-requisite: None. **Lab Fee: $24**; Uniform Fee: $50

ABDR 2431 - Structural Analysis and Damage Repair III - 4 sem. hrs. (2-6-0)
Advanced concepts in the application of theories of auto body repair and replacement of major body units. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1307, ABDR 1419. **Lab Fee: $24**

ABDR 2441 - Major Collision Repair and Panel Replacement - 4 sem. hrs. (2-6-0)
Instruction in preparation of vehicles for major repair processes. This course covers interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1307, ABDR 1419. **Lab Fee: $24**

ABDR 2449 - Advanced Refinishing - 4 sem. hrs. (2-6-0)
Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems. Application of multi-stage refinishing techniques with emphasis on formula mixing and special spraying techniques. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1331, ABDR 1458. **Lab Fee: $24; Uniform fee: $50;** End-of-Course Assessment Fee: $30

ACCT 2301 - Principles of Accounting I - Financial - 3 sem. hrs. (3-0-0) 5203015104
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Emphasis on financial accounting. Accounting procedures and practices; the theory of accounts; the accounting cycle; preparation of classified financial statements; internal control; notes and interest; inventory systems; depreciation; payroll; accounting systems and concepts. Three lecture hours per week. Prerequisite: None.

ACCT 2302 - Principles of Accounting II - Managerial - 3 sem. hrs. (3-0-0) 5203015104
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Emphasis on managerial uses of accounting data. Accounting procedures and practices applicable to partnership and corporation; stocks and bonds; departmental - branch and manufacturing accounting; managerial uses of accounting data; cost systems; budgeting; statement analysis and interpretation flow of funds and cash; and tax considerations. Three lecture hours per week. Prerequisite: ACCT 2401 or 2301.

ACCT 2401 - Principles of Accounting I - Financial - 4 sem. hrs. (3-3-0) 5203015104
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Emphasis on financial accounting. Accounting procedures and practices; the theory of accounts; the accounting cycle; preparation of classified financial statements; internal control; notes and interest; inventory systems; depreciation; payroll; accounting systems and concepts. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: $24**

ACCT 2402 - Principles of Accounting II - Managerial - 4 sem. hrs. (3-3-0) 5203015104
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Emphasis on managerial uses of accounting data. Accounting procedures and practices applicable to partnership and corporation; stocks and bonds; departmental - branch and manufacturing accounting; cost systems; budgeting; statement analysis and interpretation flow of funds and cash; and tax considerations. Three lecture and three laboratory hours per week. Prerequisite: ACCT 2401. **Lab Fee: $24**

ACNT 1311 - Introduction to Computerized Accounting - 3 sem. hrs. (2-3-0)
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.   Record keeping using Quickbooks software. Two lecture and three laboratory hours per week. Prerequisite: ACCT 2401. **Lab Fee: $24**

ACNT 1403 - Introduction to Accounting I - 4 sem. hrs. (3-3-0)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: $24**

AGAH 1323 - Wildlife Conservation and Management - 3 sem. hrs. (3-1-0)
Study of the principles and practices used in the production and improvement of North American wildlife resources.   Three lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee: $16.25**

AGCR 1307 - Range Management - 3 sem. hrs. (2-4-0)
Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.   Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: $24**

AGMG 1318 - Introduction to Agricultural Economics - 3 sem. hrs. (3-0-0)
Study of the fundamental economic principles and their application to the problems of the industry of agriculture. Three lecture hours per week. Prerequisite: None.

AGMG 1371 - Wildlife Resources - 3 sem. hrs. (2-3-0)
An introduction to wildlife resources of the United States with specific reference to Texas. The history of game management, endangered species, and methods for maintenance and increase of wildlife.   Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: $24**

AGMG 2312 - Marketing of Agricultural Products - 3 sem. hrs. (3-0-0)
Study of operations in the movement of agricultural commodities from producer to consumer including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Three lecture hours per week. Prerequisite: None.

AGRI 1231 - The Agricultural Industry - 2 sem. hrs. (2-0-0) 0101035201
Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. Two lecture hours per week. Prerequisite: None.