

Baton Rouge Community College
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Baton Rouge Community College is a candidate for accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404.679.4501) to award Certificates and Associate Degrees.

CATALOG POLICY

This catalog is designed to provide students with critical information about Baton Rouge Community College. Each student is responsible for the information appearing in this catalog. Failure to read the regulations is not excuse for noncompliance.

Rules and regulations described in this catalog have been adopted by the faculty and administration. Should a student find that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the Vice Chancellor of Student Affairs in accordance with established procedures.

This catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations. The college reserves the right to change, without notice, any academic or other requirements, course offerings, content, programs, procedures, rules and regulations or fees as needed. The provisions of the catalog are not to be regarded as an irrevocable contract between the student and the college. However, students are governed by the catalog in effect at the time of entry.

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WELCOME TO BATON ROUGE COMMUNITY COLLEGE

AN OPEN LETTER TO THE COLLEGE:

Baton Rouge Community College (BRCC) continues to evolve in program and course development and physical appearance. We have many of new exciting courses and programs on the drawing table. We are in the process of building a spectacular campus for our students, faculty, and staff.

We are excited to have an excellent faculty that works diligently to support the educational goals of all the students enrolled. The faculty provides multi-media instruction in the classrooms, sensitive to the varying learning styles of our students. The faculty not only serves as instructors but also as tutors and advisors. BRCC is fortunate to have such a dedicated group of people working for our students.

We have a great vision for our college. We strive to be the center of higher education for all those who desire to improve their lives and Louisiana.

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 in Business Technology

Associate of Applied Science

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ACADEMIC CALENDAR

Fall Semester 2004 (August 23-December 15)

AUGUST

Payment due date	August 4	Wed
1 st Purge date for unpaid courses	August 4	Wed
2 nd Purge date for unpaid courses	August 11	Wed
LCTCS System-Wide Conference Day	August 16	Mon
Enrollment ends.....	August 16	Mon
BRCC <i>Book Vouchers/BRCC Direct Card</i> available for pickup	August 16	Mon
Faculty report	August 16	Mon
College closed for students only 8 a.m. to 1 p.m. for Fall Convocation	August 17	Tue
Late enrollment begins (\$25 fee assessed for late registration)	August 18-21	Wed-Sat (noon)
College remains open for 24-hour registration.....	August 20-21	Fri-Sat (noon)
3 rd Purge date for unpaid courses	August 21	Sat
Last day to enroll for Fall Semester.....	August 21	Sat
100% refund for classes dropped before the first day of classes	August 22	Sun
CLASSES BEGIN FOR FALL SEMESTER AND FALL 1ST 8-WEEK TERM	August 23	Mon
75% refund for classes dropped by students.....	August 23-31	Mon-Tue
Last date a <i>BRCC Book Voucher</i> can be used as credit in the bookstore	August 30	Mon
Final purge date for unpaid courses.....	August 30	Mon
Final date to add/drop classes (enrolled students only)	August 30	Mon

SEPTEMBER

50% refund for classes dropped by students.....	September 1-10	Wed-Fri
College closed for Labor Day holiday	September 6	Mon
Financial aid refunds to debit cards	September 23	Thu

OCTOBER

Final date to apply for Fall graduation.....	October 8	Fri
Mid-semester exams.....	October 9-15	Sat-Fri
Last day to enroll for Fall 2 nd 8-week term	October 15	Fri
Mid-semester grades due in the Office of Enrollment Services.....	October 16	Sat
Fall 2 nd 8-week term begins.....	October 18	Mon

NOVEMBER

Enrollment for Spring and Summer begins for continuing students	November 8	Mon
Enrollment for Spring and Summer begins for new students	November 13	Sat
Final date to withdraw from classes and receive a "W"	November 19	Fri
Thanksgiving holiday (students)	November 24-27	Wed-Sat
College closed for Thanksgiving holiday	November 25-27	Thu-Sat

DECEMBER

Classes end.....	December 9	Thu
Final examinations.....	December 10-15	Fri-Wed
Faculty deadline for posting grades.....	December 17	Fri
College closed for holidays	December 24-January 1	Fri-Sat

Fall 1st 8-Week Term 2004 (August 28-October 14)

AUGUST

Payment due date	August 4	Wed
1 st Purge date for unpaid courses	August 4	Wed
2 nd Purge date for unpaid courses	August 11	Wed
LCTCS System-Wide Conference Day	August 16	Mon
Enrollment ends.....	August 16	Mon
BRCC <i>Book Vouchers/BRCC Direct Card</i> available for pickup	August 16	Mon
College closed for students only 8 a.m. to 1 p.m. for Fall Convocation	August 18	Wed
Late enrollment begins (\$25 fee assessed for late registration).....	August 18-21	Wed-Sat
3 rd Purge date for unpaid courses	August 21	Sat
College remains open for 24-hour enrollment.....	August 20-21	Fri-Sat (noon)
Last day to enroll for Fall 1 st 8-week term	August 21	Sat (noon)
100% refund for classes dropped before the first day of classes	August 23-25	Mon-Wed
CLASSES BEGIN FOR FALL SEMESTER AND FALL 1ST 8-WEEK TERM	August 23	Mon
75% refund for classes dropped by students.....	August 23-25	Mon-Wed
Final date to add/drop classes (enrolled students only)	August 25	Wed
Final purge date for unpaid courses.....	August 25	Wed
50% refund for classes dropped by students.....	August 26-27	Thu-Fri
Last date a <i>BRCC Book Voucher</i> can be used as credit in the bookstore	August 27	Fri

SEPTEMBER

College closed for Labor Day holiday	September 6	Mon
Final date to withdraw classes and receive a "W"	September 17	Fri
Financial aid refunds to debit cards	September 23	Thu

OCTOBER

Final date to apply for Fall graduation.....	October 8	Fri
Classes end.....	October 12	Tue
Final exams	October 13-14	Wed-Thu
Faculty deadline for posting grades.....	October 15	Fri (10 a.m.)

Fall 2nd 8-Week Term 2004 (October 18-December 15)

AUGUST

1 st Purge date for unpaid courses	August 4	Wed
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SEPTEMBER

Payment due date	September 29	Wed
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OCTOBER

Enrollment ends.....	October 12	Tue
Late enrollment begins (\$25 fee assessed for late enrollment)	October 13-15	Wed-Fri
2 nd Purge date for unpaid courses for 2 nd 8-week term.....	October 15	Fri
Last day to enroll for Fall 2 nd 8-week term	October 15	Fri
100% refund for classes dropped before the first day of classes	October 17	Sun
CLASSES BEGIN FOR FALL 2ND 8-WEEK TERM.....	October 18	Mon
75% refund for classes dropped by students.....	October 18-20	Mon-Wed
Final date to add/drop classes (enrolled students only)	October 20	Wed
Final purge date for unpaid courses.....	October 20	Wed
50% refund for classes dropped by students.....	October 21-22	Thu-Fri

NOVEMBER

Enrollment for Spring and Summer begins for continuing students	November 8	Mon
Enrollment for Spring and Summer begins for new students	November 13	Sat
Final date to withdraw from classes and receive a "W"	November 19	Fri
Thanksgiving holiday (students)	November 24-27	Wed-Sat
College closed for Thanksgiving holiday	November 25-27	Thu-Sat

DECEMBER

Classes end	December 9	Thu
Final examinations	December 10-15	Fri-Wed
Faculty deadline for posting grades	December 17	Fri
College closed for holidays	December 24-January 1	Fri-Sat

Spring Semester 2005 (January 18-May 19)

JANUARY

Enrollment continues	January 3	Mon
Payment due date	January 5	Wed
1 st Purge date for unpaid courses	January 5	Wed
College closed for students only 8 a.m. to 1 p.m. for Spring Convocation January 10		Mon
Enrollment ends	January 11	Tue
Late enrollment begins	January 12-15	Wed-Sat (noon)
College remains open for 24-hour registration	January 14-15	Fri-Sat (noon)
Last day to enroll for Spring semester	January 15	Sat
2 nd Purge date for unpaid courses	January 15	Sat
Martin Luther King Day holiday (college closed)	January 17	Mon
100% refund for classes dropped before the first day of classes	January 17	Mon
CLASSES BEGIN FOR SPRING SEMESTER AND SPRING 1ST 8-WEEK TERM	January 18	Tue
75% refund for classes dropped by students	January 18-26	Tues-Wed
Final date to add/drop classes (enrolled students only)	January 25	Tue
Final purge date for unpaid courses	January 25	Tue
50% refund for classes dropped by students	January 27-February 4	Thu-Fri

FEBRUARY

Mardi Gras holiday (students)	February 7-9	Mon-Wed
College closed for Mardi Gras holiday	February 8	Tue

MARCH

Final date to apply for May graduation	March 8	Tue
Mid-semester exams	March 11-17	Fri-Thu
Mid-semester grades due in the Office of Enrollment Services	March 18	Fri
Mid-semester exams (Sat. courses only)	March 19	Sat
Mid-semester grades due in the Office of Enrollment Services (Sat. courses only) ..	March 19	Sat
Spring break (students)	March 21-26	Mon-Sat
College closed for Good Friday holiday	March 25	Fri

APRIL

Enrollment for Fall semester begins for continuing students	April 4	Mon
Enrollment for Fall semester begins for new students	April 9	Sat
Final date to withdraw from classes and receive a "W"	April 15	Fri

MAY

Classes end	May 13	Fri
Final examinations	May 14-19	Sat-Thu
Faculty deadline for posting grades	May 21	Sat (10 a.m.)
Commencement	May 21	Sat

Spring 1st 2005 (January 18-March 17)

JANUARY

Enrollment continues.....	January 3	Mon
Payment due date	January 5	Wed
1 st Purge date for unpaid courses	January 5	Wed
College closed for students only 8:00 a.m. to 1:00 p.m. for Spring Convocation....	January 10	Mon
Enrollment ends.....	January 11	Tue
Late enrollment begins.....	January 12-15	Wed-Sat (noon)
College remains open for 24-hour registration.....	January 14-15	Fri-Sat (noon)
Last day to enroll for Spring Semester and Spring 1st 8-Week Term	January 15	Sat (noon)
2 nd Purge date for unpaid courses	January 15	Sat
Martin Luther King Day holiday (college closed).....	January 17	Mon
100% refund for classes dropped before the first day of classes	January 17	Mon
CLASSES BEGIN FOR SPRING SEMESTER AND SPRING 1ST 8-WEEK TERM	January 18	Tue
75% refund for classes dropped by the student.....	January 18-20	Tue-Thu
Final date to add/drop classes (enrolled students only)	January 25	Tue
Final purge date for unpaid courses.....	January 25	Tue
50% refund for classes dropped by the student.....	January 21-24	Fri-Mon

FEBRUARY

Mardi Gras holiday (students)	February 7-9	Mon-Wed
College closed for Mardi Gras holiday	February 8	Tue

MARCH

Final date to apply for May graduation	March 8	Tue
Classes end.....	March 15	Tue
Final exams	March 16-17	Wed-Thu
Faculty deadline for posting grades.....	March 18	Fri (10 a.m.)

Spring 2nd 8-Week Term 2005 (March 28-May 19)

MARCH

Payment due date for Spring 2nd 8-Week Term.....	March 9	Wed
1 st Purge date for unpaid courses	March 9	Wed
Enrollment ends.....	March 15	Tue
Late enrollment begins.....	March 16-18	Wed-Fri
Last day to enroll for Spring 2 nd 8-Week Term	March 18	Fri
2 nd Purge date for unpaid courses	March 18	Fri
Spring break (students).....	March 21-25	Mon-Sat
100% refund for classes dropped before the first day of classes	March 27	Sun
CLASSES BEGIN FOR SPRING SEMESTER AND SPRING 2ND 8 WEEK TERM	March 28	Mon
75% refund for classes dropped by the student.....	March 28-30	Mon-Wed
50% refund for classes dropped by the student.....	March 31-April 1	Wed-Fri
Final date to add/drop classes (enrolled students only)	March 30	Wed
Final purge date for unpaid courses.....	March 30	Wed

APRIL

Final date to withdraw from classes and receive a "W"	April 15	Fri
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MAY

Classes end.....	May 13	Fri
Final examinations.....	May 16-19	Mon-Thu
Faculty deadline for posting grades.....	May 21	Sat (10 a.m.)
Commencement	May 21	Sat

Maymester 2005 (May 30-June 16)

MAY

Payment due date	May 4	Wed
1 st Purge date for unpaid courses	May 4	Wed
Enrollment ends.....	May 24	Tue
Late enrollment.....	May 25-27	Wed-Fri
Last day to enroll for Maymester and Summer I Term	May 27	Fri
2 nd Purge date for unpaid courses	May 27	Fri
100% refund for classes dropped before the first day of classes	May 29	Sun
CLASSES BEGIN FOR MAYMESTER AND SUMMER I TERM	May 30	Mon
75% refund for classes dropped by the student.....	May 30-June 1	Mon-Wed

JUNE

Final date to add/drop classes (enrolled students only)	June 1	Wed
Purge date for unpaid classes.....	June 1	Wed
50% refund for classes dropped by the student.....	June 2-3	Thu-Fri
Final date to withdraw from classes and receive a "W"	June 8	Wed
Classes end.....	June 16	Thu
Final examinations.....	June 16	Thu
Faculty deadline for posting grades.....	June 18	Sat (10 a.m.)

Summer I Term 2005 (May 30-August 4)

May

Payment due date	May 4	Wed
1 st Purge date for unpaid courses	May 4	Wed
Enrollment ends.....	May 24	Tue
Late enrollment.....	May 25-27	Wed-Fri
Last day to enroll for Maymester and Summer I Term	May 27	Fri
2 nd Purge date for unpaid courses	May 27	Fri
100% refund for classes dropped before the first day of class	May 29	Sun
Faculty report	May 30	Mon
CLASSES BEGIN FOR MAYMESTER AND SUMMER I TERM	May 30	Mon
75% refund for classes dropped by the student	May 30-June 1	Mon-Wed

JUNE

Final date to add/drop classes (enrolled students only)	June 1	Wed
Final purge date for unpaid courses.....	June 1	Wed
50% refund for classes dropped by the student.....	June 2-3	Thu-Fri
Final date to withdraw from classes and receive a "W"	June 24	Fri

JULY

College closed for Independence Day	July 4	Mon
Classes end.....	July 28	Thu

AUGUST

Final examinations.....	August 1-4	Mon-Thu
Faculty deadline for posting grades.....	August 6	Sat (10 a.m.)

Summer II Semester 2005 (June 20-Aug 4)

JUNE

Payment due date	June 8	Wed
1 st Purge date for unpaid courses	June 8	Wed
Enrollment ends.....	June 14	Tue
Late enrollment.....	June 15-17	Wed-Fri
Last day to enroll for Summer II Term	June 17	Fri
2 nd Purge date for unpaid courses	June 17	Fri
100% refund for classes dropped before the first day of classes	June 20	Mon
CLASSES BEGIN FOR SUMMER II TERM	June 20	Mon
75% refund for classes dropped by the student.....	June 20-22	Mon-Wed
Final date to add/drop classes (enrolled students only)	June 22	Wed
Final purge date for unpaid courses.....	June 22	Wed
50% refund for classes dropped by the student.....	June 23-24	Thu-Fri

JULY

College closed for Independence Day holiday	July 4	Mon
Final date to withdraw from classes and receive a "W"	July 15	Fri
Classes end.....	July 28	Thur

AUGUST

Final examinations.....	August 1-4	Mon-Thu
Faculty deadline for posting grades.....	August 6	Sat (10 a.m.)

Fall Semester 2005 (August 22-December 14)

APRIL

Enrollment for Spring and Summer begins for continuing students	April 4	Mon
Enrollment for Spring and Summer begins for new students	April 9	Sat
Financial Aid priority date for continuing students.....	April 15	Fri

JUNE

Financial Aid priority date for new students.....	June 1	Wed
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AUGUST

Payment due date	August 3	Wed
1 st Purge date for unpaid courses	August 3	Wed
2 nd Purge date for unpaid courses	August 10	Wed
LCTCS System-Wide Conference Day	August 15	Mon
Enrollments ends.....	August 16	Tue
<i>BRCC Book Vouchers/BRCC Direct Card</i> available for pickup	August 16	Tue
College closed for students only 8 a.m. to 1 p.m. for Fall Convocation	August 17	Wed
Late enrollment begins (\$25 fee assessed for late registration).....	August 17-20	Wed-Sat (noon)
College remains open for 24-hour registration.....	August 19-20	Fri-Sat
3 rd Purge date for unpaid courses	August 20	Sat
Last day to enroll for Fall semester	August 20	Sat (noon)
100% refund for classes dropped before the first day of classes	August 21	Sun
CLASSES BEGIN FOR FALL SEMESTER AND FALL 1ST 8-WEEK TERM	August 22	Mon
75% refund for classes dropped by students.....	August 22-30	Mon-Tue
Last date a <i>BRCC Book Voucher</i> can be used as credit in the bookstore	August 26	Fri
Final date to add/drop classes (enrolled students only)	August 29	Mon
Final purge date for unpaid classes	August 29	Mon
50% refund for classes dropped by students.....	August 31-September 9	Wed-Fri

SEPTEMBER

College closed for Labor Day holiday	September 5	Mon
Financial Aid refunds to debit cards.....	September 22	Thu

OCTOBER

Final date to apply for Fall graduation.....	October 10	Mon
Mid-semester exams.....	October 10-13	Mon-Thu
Last day to enroll in Fall 2 nd 8-Week Term.....	October 14	Fri
Mid-semester grades due in the Office of Enrollment Services.....	October 14	Fri (10 a.m.)

NOVEMBER

Enrollment for Spring and Summer begins for continuing students	November 7	Mon
Enrollment for Spring and Summer begins for new students	November 12	Sat
Final date to withdraw from classes and receive a "W"	November 18	Fri
Thanksgiving holiday (students)	November 23-26	Wed-Sat
College closed for Thanksgiving holiday	November 24-26	Thu-Sat

DECEMBER

Classes end.....	December 8	Thu
Final examinations.....	December 9-14	Fri-Wed
Faculty deadline for posting grades.....	December 16	Fri (10 a.m.)
College closed for holidays	December 24-January 2	Sat-Mon

Fall 1st 8-Week Term 2005
(August 22-October 13)

AUGUST

Payment due date for Fall 1st 8-Week Term	August 3	Wed
1 st Purge date for unpaid courses	August 3	Wed
2 nd Purge date for unpaid courses	August 10	Wed
LCTCS System-Wide Conference Day	August 15	Mon
Enrollment ends.....	August 16	Tue
BRCC <i>Book Vouchers/BRCC Direct Card</i> available for pickup	August 16	Tue
College closed for students only 8 a.m. to 1 p.m. for Fall Convocation August 17		Wed
Late enrollment begins (\$25 fee assessed for late registration).....	August 17-20	Wed-Sat (noon)
College remains open for 24-hour registration.....	August 19-20	Fri-Sat
Last day to enroll for Fall 1 st 8-Week Term	August 20	Sat (noon)
3 rd Purge date for unpaid courses	August 20	Sat
100% refund for classes dropped before the first day of classes	August 21	Sun
CLASSES BEGIN FOR FALL SEMESTER and FALL 1ST 8-WEEK TERM August 22		Mon
75% refund for classes dropped by student.....	August 22-24	Mon-Wed
Final date to add/drop classes (enrolled students only)	August 24	Wed
Final purge date for unpaid courses.....	August 24	Wed
50% refund for classes dropped by students.....	August 25-26	Thu-Fri
Last date a <i>BRCC Book Voucher</i> can be used as credit in the bookstore	August 26	Fri

SEPTEMBER

College closed for Labor Day holiday	September 5	Mon
Final date to withdraw from classes and receive a "W"	September 16	Fri
Financial Aid refunds to debit cards.....	September 23	Fri

OCTOBER

Final date to apply for Fall graduation.....	October 3	Mon
Classes end.....	October 11	Tue
Final exams	October 12-13	Wed-Thu
Faculty deadline for posting grades.....	October 14	Fri (10 a.m.)

Fall 2nd 8-Week Term 2005
(October 17-December 14)

SEPTEMBER

Payment due date for Fall 2nd 8-Week Term..... September 30 **Fri**
1st Purge date for unpaid courses..... September 30 **Fri**

OCTOBER

2nd Purge date for unpaid courses October 7 **Fri**
Enrollment ends..... October 11 **Tue**
Late enrollment begins (\$25 fee assessed for late enrollment) October 12-14 **Wed-Fri**
Last day to enroll for Fall 2nd 8-Week Term October 14 **Fri**
3rd purge date for unpaid courses October 14 **Fri**
100% refund for classes dropped before the first day of classes October 16 **Sun**
CLASSES BEGIN FOR FALL 2ND 8-WEEK TERM..... **October 17** **Mon**
75% refund for classes dropped by students..... October 17-19 **Mon-Wed**
Final date to add/drop classes (enrolled students only) October 19 **Wed**
Final purge date for unpaid courses..... October 19 **Wed**
50% refund for classes dropped by students..... October 20-21 **Thu-Fri**

NOVEMBER

Enrollment for Spring and Summer begins for continuing students November 7-January 14
Enrollment for Spring and Summer begins for new students November 12-January 14
Final date to withdraw from classes and receive a "W" November 18 **Fri**
Thanksgiving holiday (students) **November 23-26** **Wed-Sat**
College closed for Thanksgiving holiday **November 24-26** **Thu-Sat**

DECEMBER

Classes end..... December 8 **Thu**
Final Examinations December 9-14 **Fri-Wed**
Faculty deadline for posting grades..... December 16 **Fri (10 a.m.)**
College closed for holidays **December 24-January 2** **Sat-Mon**

Spring Semester 2006
(January 17-May 19)

JANUARY

Enrollment continues..... January 3 **Tue**
Payment due date **January 4** **Wed**
1st Purge date for unpaid courses..... January 4 **Wed**
College closed for students only 8 a.m. to 1 p.m. for Spring Convocation **January 9** **Mon**
Enrollment ends..... January 10 **Tue**
2nd Purge date for unpaid courses January 11 **Wed**
Late enrollment begins..... January 11-14 **Wed-Sat (noon)**
College remains open for 24-hour registration..... January 13-14 **Fri-Sat (noon)**
Last day to enroll for Spring Semester..... January 14 **Sat (noon)**
3rd purge date for unpaid courses January 14 **Sat**
College closed for Martin Luther King Day holiday **January 16** **Mon**
100% refund for classes dropped before the first day of classes January 16 **Sun**
CLASSES BEGIN FOR SPRING SEMESTER AND SPRING 1ST 8-WEEK TERM **January 17** **Tue**
75% refund for classes dropped by the student..... January 17-25 **Tue-Wed**
Final date to add/drop classes (enrolled students only) January 24 **Tue**
Final purge date for unpaid courses..... January 24 **Tue**
50% refund for classes dropped by the student..... January 26-February 3 **Thu-Fri**

FEBRUARY

Mardi Gras holiday (students) **February 27-March 1** **Mon-Wed**
College closed for Mardi Gras holiday **February 28** **Tue**

MARCH

Final date to apply for May graduation	March 6	Mon
Mid-semester exams.....	March 14-17	Tue-Fri
Mid-semester grades due in the Office of Enrollment Services.....	March 18	Sat (10 a.m.)
CLASSES BEGIN FOR SPRING 2nd 8-WEEK TERM	March 20	Mon

APRIL

Enrollment for Fall semester begins for continuing students.....	April 3	Mon
Enrollment for Fall semester begins for new students	April 8	Sat
Spring Break (students)	April 10-15	Mon-Sat
Final date to withdraw from classes and receive a "W"	April 14	Fri
College closed for Good Friday holiday	April 14	Fri

MAY

Classes end.....	May 12	Fri
Final examinations.....	May 15-19	Mon-Fri
Faculty deadline for posting grades.....	May 20	Sat (10 a.m.)
Commencement	May 18	THU

Spring 1st 8-Week Term 2006
(January 17-March 16)

JANUARY

Enrollment continues.....	January 3	Tue
Payment due date	January 4	Wed
1 st Purge date for unpaid courses	January 4	Wed
College closed for students only 8 a.m. to 1 p.m. for Spring Convocation	January 9	Mon
Enrollment ends.....	January 10	Tue
2 nd Purge date for unpaid courses	January 11	Wed
Late enrollment begins (\$25 fee assessed for late registration).....	January 11-14	Wed-Sat (noon)
College remains open for 24-hour registration.....	January 13-14	Fri-Sat (noon)
Last day to enroll for Spring semester and Spring 1 st 8-Week Term.....	January 14	Sat (noon)
3 rd Purge date for unpaid courses	January 14	Sat
College closed for Martin Luther King Day holiday	January 16	Mon
CLASSES BEGIN FOR SPRING 1ST 8-WEEK TERM	January 17	Tue
Final date to add/drop classes (enrolled students only)	January 17	Tue
Final purge date for unpaid courses.....	January 17	Tue

FEBRUARY

Mardi Gras holiday (students)	February 27-March 1	Mon-Wed
College closed for Mardi Gras holiday	February 28	Tue

MARCH

Final date to apply for May graduation	March 6	Mon
Classes end.....	March 14	Tues
Final examinations.....	March 15-16	Wed-Thu
Faculty deadline for posting grades.....	March 17	Fri

Spring 2nd 8-Week Term 2006 (March 20-May 19)

MARCH

Payment due date	March 1	Wed
1 st Purge date for unpaid courses	March 1	Wed
Enrollment ends.....	March 14	Tue
Late enrollment begins (\$25 fee assessed for late registration).....	March 15-17	Wed-Fri
Last day to enroll for Spring 2 nd 8-Week Term	March 17	Fri
2 nd Purge date for unpaid courses	March 17	Fri
100% refund for classes dropped before the first day of classes	March 19	Sun
CLASSES BEGIN FOR SPRING 2ND 8-WEEK TERM.....	March 20	Mon
75% refund for classes dropped by student.....	March 20-22	Mon-Wed
Final date to add/drop classes (enrolled students only)	March 22	Wed
Final purge date for unpaid courses.....	March 22	Wed
50% refund for classes dropped by student.....	March 23-24	Thu-Fri
Spring break (students).....	April 10-15	Mon-Sat

APRIL

College closed for Good Friday holiday	April 14	Fri
Final date to withdraw from classes and receive a "W"	April 21	Fri

MAY

Classes end.....	May 12	Fri
Final examinations.....	May 15-19	Mon-Fri
Faculty deadline for posting grades.....	May 20	Sat (10 a.m.)
Commencement	May 18	Thu

Maymester 2006 (May 29-June 16)

MAY

Payment due date	May 3	Wed
1 st Purge date for unpaid courses	May 3	Wed
Enrollment ends.....	May 23	Tue
Late enrollment begins (\$25 fee assessed for late registration).....	May 24-26	Wed-Fri
Last day to enroll for Maymester and Summer I Term	May 26	Fri
2 nd Purge date for unpaid courses	May 26	Fri
100% refund for classes dropped before the first day of classes	May 28	Sun
CLASSES BEGIN FOR MAYMESTER AND SUMMER I TERM	May 29	Mon
75% refund for classes dropped by student.....	May 29-31	Mon-Wed
Final date to add/drop classes (enrolled students only)	May 31	Wed
Final purge date for unpaid courses.....	May 31	Wed

JUNE

50% refund for classes dropped by student.....	June 1-2	Thu-Fri
Final date to withdraw from classes and receive a "W"	June 7	Wed
Classes end.....	June 15	Thu
Final examinations.....	June 15	Thu
Faculty deadline for posting grades.....	June 18	Sun

Summer I Term 2006

(May 29-Aug 4)

MAY

Payment due date	May 3	Wed
1 st Purge date for unpaid courses	May 3	Wed
Enrollment ends.....	May 23	Tue
Late enrollment begins (\$25 fee assessed for late registration).....	May 24-26	Wed-Fri
Last day to enroll for Summer I Term	May 26	Fri
2 nd Purge date for unpaid courses	May 26	Fri
100% refund for classes dropped before the first day of classes	May 28	Sun
CLASSES BEGIN FOR SUMMER I TERM	May 29	Mon
75% refund for classes dropped by student.....	May 29-31	Mon-Wed
Final date to add/drop classes (enrolled students only)	May 31	Wed
Final purge date for unpaid courses.....	May 31	Wed

JUNE

50% refund for classes dropped by student.....	June 1-2	Thu-Fri
Final date to withdraw from classes and receive a "W"	June 23	Fri

JULY

College closed for Independence Day holiday	July 4	Tue
Classes end.....	July 28	Wed
Final examinations.....	July 31-August 3	Mon-Thu

AUGUST

Faculty deadline for posting grades.....	August 6	Sun
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Summer II Term 2006

(June 19-Aug 3)

JUNE

Payment due date	June 7	Wed
1 st Purge date for unpaid courses.....	June 7	Wed
Enrollment ends.....	June 13	Tue
Late enrollment begins (\$25 fee assessed for late registration).....	June 14-16	Wed-Fri
Last day to enroll for Summer II Term	June 16	Fri
2 nd Purge date for unpaid courses.....	June 16	Fri
100% refund for classes dropped by student.....	June 19-21	Mon-Wed
CLASSES BEGIN FOR SUMMER II TERM	June 19	Mon
75% refund for classes dropped by student.....	June 19-21	Mon-Wed
Final date to add/drop classes (enrolled students only)	June 21	Wed
Final purge date for unpaid courses.....	June 21	Wed
50% refund for classes dropped by student.....	June 22-23	Thu-Fri

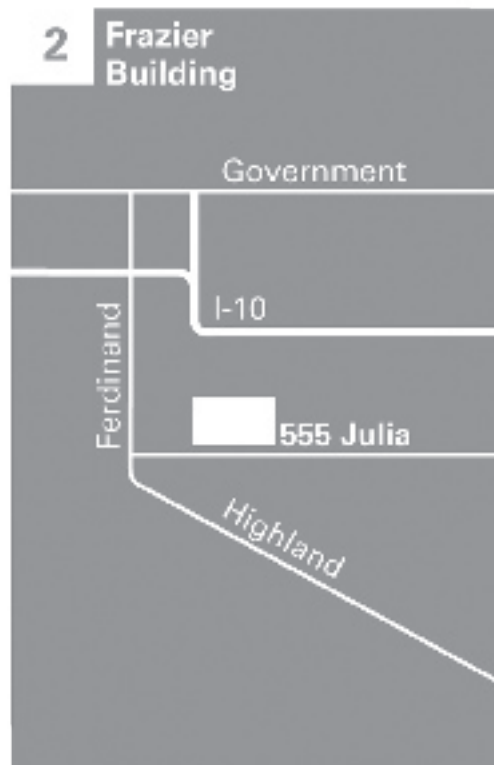
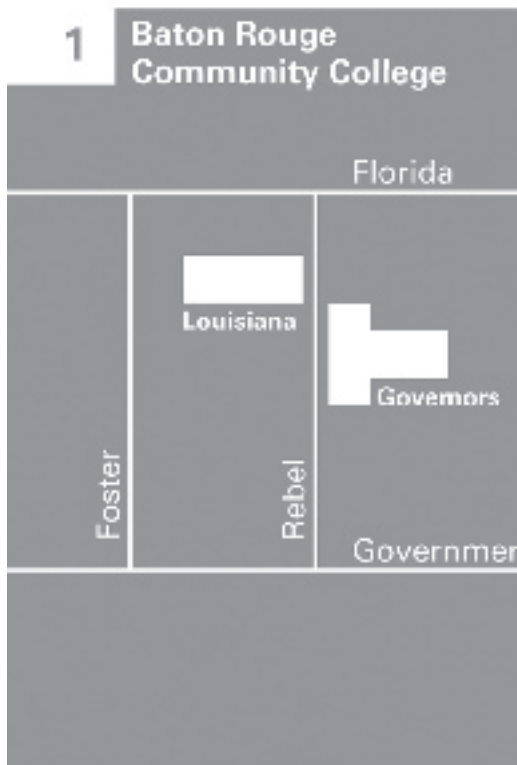
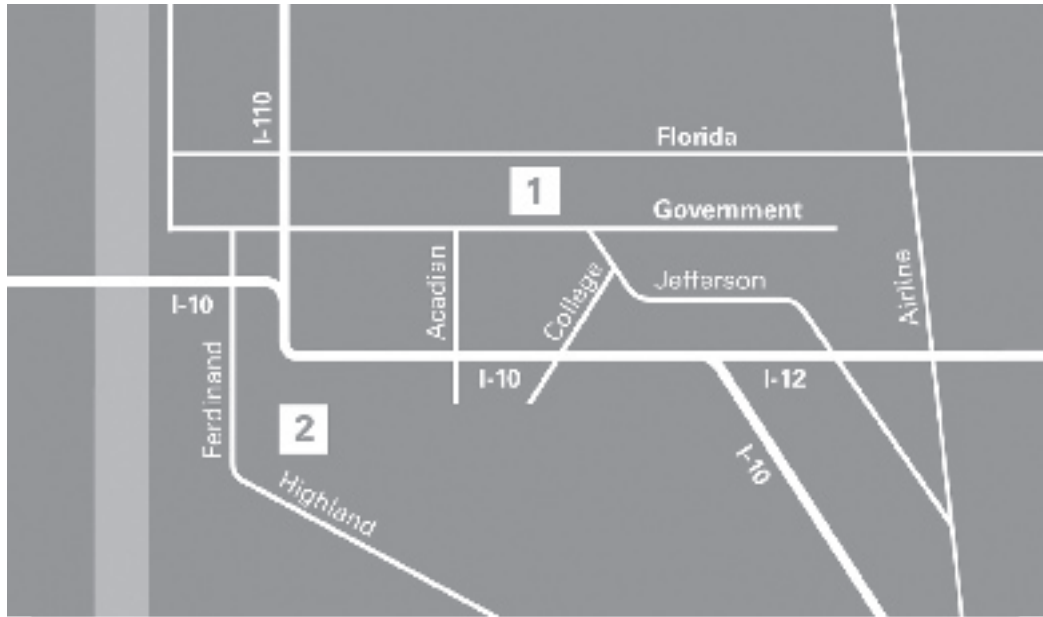
JULY

College closed for Independence Day holiday	July 4	Tue
Final date to withdraw from classes and receive a "W"	July 14	Fri
Classes end.....	July 27	Thu
Final examinations.....	July 31-August 3	Mon-Thu

AUGUST

Faculty deadline for posting grades.....	August 6	Sun
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MAPS



BRCC HISTORY

On June 28, 1995, Baton Rouge Community College (BRCC) was established as a State of Louisiana open-admissions, two-year comprehensive community college serving an eight-parish area surrounding Baton Rouge. Despite Louisiana's strong vocational and technical college programs, prior to BRCC's inception, the state had only three existing community colleges located in the Shreveport and New Orleans areas. The creation of such an institution stemmed from an effort to provide greater access to higher education to a larger number of citizens in the Baton Rouge area. Initially, the community college was jointly administered by Baton Rouge's four-year universities, Louisiana State University and Southern University.

In January of 1996, Dr. Marion Bonaparte of New Jersey became the first Chancellor of the college, which then began operations at its temporary location at the Computer Center on the LSU campus. In April of 1996, BRCC formed a Citizens' Advisory Committee to address issues related to the college and to establish ties with the community. Dr. Bonaparte, with the help of community leaders and Governor M. J. "Mike" Foster's administration, began developing a master plan for the college's site and facilities.

In May 1997, Commissioner of Administration Mark C. Drennen and the Louisiana Legislature approved the purchase of a 60-acre tract of land. The property, located near the geographic center of Baton Rouge, allowed ample space for the future development and expansion of the campus. On July 24, 1997, construction began on the first building of the college at Florida Boulevard and Rebel Drive.

Community and college leaders adopted a plan for the future growth of the college. Architects developed the "Millennium Master Plan," which was approved in May of 1998. The plan set up a framework for the future expansion of the physical environment of the college campus.

BRCC officials received the keys to the first building on June 1, 1998. State and school officials originally projected enrollment of 700 students. When the college opened its doors on August 20, 1998, the number of students enrolled had risen to 1,866.

The community marveled at the massive response when students from all over the eight-parish region came to BRCC. The student body reflected the diverse demographics of the region, including traditional and non-traditional, first-generation, and continuing education students.

Curricular offerings encompassed courses and programs leading to associate degrees, transfer credits, diplomas, and certificates. Articulation and cross-enrollment agreements with Louisiana State University, Southern University, and Southeastern Louisiana University were established. This allowed students to transfer to four-year colleges/universities without loss of any academic credit.

The need for additional space became evident as BRCC's enrollment climbed. To handle the increase, the state appropriated the 60,000 square foot James M. Frazier, Sr. Building, located on Highland Road, east of

the Mississippi River Bridge. After renovations were made, BRCC began operating at the site in the fall of 1999.

In May of 1999, the Louisiana Board of Regents approved a new specialized program for an associate degree in Process Technology to be offered at the College. BRCC's program was a direct link to the chemical industry, one of the largest industries in the greater Baton Rouge area and Louisiana Gulf Coast region.

On July 1, 1999, the Louisiana Community and Technical College System (LCTCS) became BRCC's governing board. The LCTCS appointed Dr. Sammie W. Cosper as the Interim Chancellor of the college on July 2, 1999, and he served in this capacity until September 2000. Dr. Raymond L. Garrity served as Interim Chancellor from September to November of 2000.

In the fall of 2000, Dr. Walter G. Bumphus became BRCC's second official Chancellor. Under his leadership, the college took pride in responding to the changing needs of both students and the community by adapting and creating programs for degree opportunities, workforce development, and continuing education. In December 2001, Dr. Bumphus was appointed as the LCTCS president. Upon his appointment, Dr. Leana Revell was appointed as the Interim Chancellor of BRCC.

In the spring of 2001, several significant events occurred in the college's history. In February 2001, BRCC solidified the Dual Enrollment Program with the East Baton Rouge Parish School System, offering area high school students the opportunity to earn college and high school credit simultaneously by successfully completing BRCC courses. In addition, the college applied for accreditation candidacy with the Southern Association of Colleges and Schools.

With enrollment steadily increasing and predicted to reach 4,000 students in the fall of 2001, the state appropriated funds for additional buildings on BRCC's main campus. BRCC's second classroom building, the Louisiana Building, which complemented the structure of the first building, the Governors Building, opened for classes August 2002.

On September 9, 2002, Dr. Myrtle E. B. Dorsey became BRCC's third Chancellor. Taking the reins and carrying on the tradition of providing a "world class" institution, Chancellor Dorsey announced in December 2002 that BRCC had reached candidacy status with the Southern Association of Colleges and Schools (SACS).

During Spring 2004, Baton Rouge Community College became a member of Phi Theta Kappa International Honor Society. On April 8, 2004, 79 students were inducted into the Beta Mu Omicron Chapter of Phi Theta Kappa International Honor Society.

Campus growth continues to flourish. The campus has expanded its facilities to accommodate the expected increase in enrollment. A 912-space parking garage opened August 2003. The central mechanical plant was completed June 2004. The Student Center, which opened August

2004, houses a “one-stop-shop” for students needing services such as admissions, advising, testing, counseling, and student activities (club space, game room, and other amenities). The Center also includes a bookstore and cafeteria.

Two other buildings, opening in 2005, will be the Science and Technology Building and the Learning Resources Center which will feature a library, a theater, and academic learning center.

THE COLLEGE

Our Mission

Baton Rouge Community College is an open admissions, two-year, post-secondary public institution designed to be accessible, affordable, and of high educational quality. The mission of Baton Rouge Community College is to offer collegiate and career education through comprehensive curricula allowing for the transfer to four-year colleges and universities; community education programs and services; lifelong learning; developmental education; distance learning; and workforce and continuing education programs. The variety of offerings will prepare students to enter the job market, to enhance personal and professional growth, or to change occupations through training and retraining. The curricula offerings shall include courses and programs leading to transfer credits, certificates, and associate degrees.

Our Vision

Baton Rouge Community College aspires to be the leader in providing world class educational opportunities for our community. WORLD CLASS is

- Excellence in teaching,
- Access for all, and
- A sustaining resource for the economic development for the state of Louisiana.

Our Values

Baton Rouge Community College is committed to the following values:

Integrity

- Promote the highest level of ethical behavior and professionalism.
- Commit to a sense of honesty and fairness.

Diversity/Respect

- Acknowledge the dignity, the equality and the value of every individual.
- Encourage individual differences of opinions, thoughts, and ideas.

Teamwork/Responsibility

- Promote excellence and quality in programs and services.
- Provide opportunities to work together to further excellence, efficiency and growth.

ADMISSIONS AND REGISTRATION

Each section of this catalog includes information that every student should know. **Carefully review their contents.**

Baton Rouge Community College (BRCC) has an open-door admissions policy. Students can enroll without regard to race, religion, sex, national origin, age, physical disability, marital status, or veteran status. Graduates of a state-approved high school, individuals who have obtained the General Equivalency Diploma (GED), or individuals who demonstrate an ability to benefit are eligible for admission. **(Admission to the college does not ensure admission to a particular program of study.)**

A person can apply for admission to Baton Rouge Community College at any time. To enroll, an individual must complete the *Application for Admission* and the registration process before the start of the term the individual plans to attend BRCC. **The entire admissions, registration, and payment process must be completed prior to the first official day of classes. After this time, enrollment is closed until the following term, except for the second eight-week courses.** Pre-enrollment counseling is available.

Becoming a Student at BRCC

Before registering for the first time, an individual must submit in person, by mail, or via the Internet at <http://www.mybr.cc>, a completed *Application for Admission*, a nonrefundable application fee, transcripts, and any other required documentation, such as proof of immunization and/or proof of military service. All information must be sent to the Office of Enrollment Services prior to the last day of enrollment. If BRCC does not receive official copies of the appropriate transcript(s), the individual is not considered for nor can he/she qualify to receive financial aid.

To enroll as a student at Baton Rouge Community College,

1. apply to the college and provide the requested documentation;
2. complete the admissions assessment;
3. attend new student orientation;
4. go to the Center for Advising, Counseling, and Disability Services for academic advising;
5. register; and
6. pay tuition and fees at the Bursar's Office.

ADMISSIONS CRITERIA

Individuals applying for admission to BRCC must

- complete and submit the *Application for Admission*, online, in-person, via the internet or telephone. **(A \$7.00 application fee is assessed and must be paid before the applicant can enroll for classes.)**
- present a copy of a high school diploma, a copy of a certified GED, or demonstrate an ability to benefit. An official high school transcript must be submitted to the Office of Enrollment Services within **30 calendar days** prior to the first official day of classes.
- first-time students, **born after 1956**, must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria. *Immunization Forms* are

available in the Office of Enrollment Services. If any immunizations are not current, see a family physician or contact the health department at 225.342.1711.

- submit a *Statement of Compliance* and written proof of draft registration and selective service status. In lieu of the *Statement of Compliance*, veterans of the armed forces of the United States can submit a copy of their discharge papers or discharge certificates.

Persons not registered for the federal draft may enroll in the college if

- the requirement to register is no longer in effect or has become inapplicable.
- the person proves he/she did not knowingly or willfully fail to register and, in turn, registers.

All admission requirements must be met within 30 calendar days of the first official day of classes. The applicant is responsible for submitting true, accurate, and unaltered documentation. Failure to comply can result in denial of the *Application for Admission*. Also, the use of altered, or inaccurate documentation or falsification of information can result in expulsion from the college, and/or prosecution.

An *Application for Admission* is good for one calendar year after its submission.

Standard Admission Status

Standard Admission Status is obtained when all required records, including official high school and/or college transcripts, GED or BRCC placement test scores, and immunization documents, are received in the Office of Enrollment Services.

Provisional Admission Status

An individual is granted provisional admission for **one month (30 days)** for the purpose of attending class(es) until all documentation, including a proof of immunization, is received by the Office of Enrollment Services. Admission is denied if the required records are not acceptable, or if they are not received within the 30-day period. Additionally, a hold is placed on class changes and future enrollments.

ADMISSIONS CATEGORIES

A person attending BRCC for the first time has admissions criteria set whether he/she is transferring, an international student, seeking readmission, or involved with other K-12 or university institutions. Those applying for admission should review the section on student classification to decide whether he/she will be a degree-seeking or nondegree-seeking student.

First-Time Students

First-time students are students that have never attended a university/college. First time students applying for admission to Baton Rouge Community College must complete an *Application for Admission* and submit it to the Office of Enrollment Services by the deadline. Applicants should refer to the Admissions Criteria for application instructions.

Transfer Students

Transfer students are students that were previously enrolled at another college/university. Transfer students are eligible to enroll at BRCC if they are eligible to enroll at the last school they had attended. Transfer students must submit an *Application for Admission*, a **nonrefundable** \$7.00 application fee (\$45.00 for international students), and official transcripts from all previously attended institutions. A student may be admitted provisionally until all required documentation is received.

Students, on academic suspension from another college/university, can appeal their admission status by submitting a letter of appeal to the BRCC Appeals Committee. **Failure to acknowledge attendance at another college/university results in denial of admission.**

Academic Status Determination for Transfer Students

Students transferring to BRCC with an adjusted cumulative grade point average of 2.00 or higher are admitted in good standing. Students who transfer from another university/college while on academic probation/suspension can enroll in a summer session at BRCC in order to improve their GPA prior to being admitted for the following fall term. Students on probation/suspension from another institution and wishing to attend fall or spring classes at BRCC should contact the Office of Enrollment Services. Students on academic probation/suspension at BRCC are responsible for checking with the institution they plan to attend to verify that coursework completed at BRCC will transfer.

Transfer Credits

Transfer credits from regionally-accredited institutions of higher education are recorded on the student's academic record. Developmental course credits are not accepted towards a degree or certificate, but are entered on the student's college record. **BRCC does not accept courses from an institution of higher education that is not accredited by a regional accrediting association.** However, students can transfer from institutions not regionally accredited if faculty qualifications and student credentials are forwarded. Students may petition for acceptance of coursework by

- establishing that another regionally-accredited institution has applied the courses towards a degree or certificate.
- providing verification from the Chief Academic Officer of the transfer institution that coursework meets SACS requirements.

The following guidelines govern the acceptance of transfer credits:

- An academic dean determines the acceptance of courses taken before transferring to BRCC, upon recommendations of the faculty.
- Students without college-level credits in English or math are required to take the BRCC Placement Test.
- Grades for transferred courses are converted to the BRCC grading scale and are recorded as follows:

- Grades of W, WA, WB, WC, WD, and WP are not recorded.
- Plus (+) or minus (-) symbols are disregarded.
- Grades of Pass, Credit, and Satisfactory are treated the same, and count as hours earned.
- Failing grades, including WF, count for hours attempted. Grades in developmental courses are recorded, but are not calculated in GPA calculation.
- Grades of NC (no credit) are not recorded.
- The Office of Enrollment Services evaluates transcripts for degree-seeking students during their first semester at BRCC.
- A transfer grade of "C" is the lowest acceptable grade for English Composition 101 and 102.
- Transfer work that has been earned in quarter-hour credits are converted to semester hour credits.
- Forty-five credits are the maximum number of transfer credits accepted towards earning a degree.

Readmission

Students who have not been enrolled for more than two semesters at BRCC must submit a new *Application of Admission* and pay the applicable application fee. Those students who have not attended BRCC for one full calendar year can only be readmitted under the admission standards established by the college and published in this catalog. **An Application for Admission to BRCC is good for one calendar year.** If the enrolling student attended another university/college during the lapsed period, a transcript from that institution indicating credit hours earned is required. Students not enrolled at BRCC for the previous fall or spring semester are subject to the most recent fees.

International Students

International Students must submit the following:

- Evidence of sufficient funds to cover expenses, which include an original and current statement of financial support in the amount of \$10,000 or more while studying in the U.S. All documentation must be submitted in English and signed by the applicant.
- Official secondary and/or post secondary scholastic records which lists courses taken and results for any past examinations. **All documentation must be submitted in English.** College credentials must be translated into English (and evaluated) by an official translating agency and certified as correct.
- An official copy of TOEFL (Test of English as a Foreign Language) scores for students whose native language is not English. A minimum TOEFL score of 500 on the paper test or 173 on the computer test is required.

An international student should provide the following:

- BRCC placement exam scores.
- Valid visa/passport
- Completed transfer form, if transferring from another institution in the United States
- Immunization records

ADMISSIONS REQUIREMENT SUMMARY

Degree Seeking Students	High School Graduate GED	Dual Enrollment Student	Early Admissions or Home-Schooled Student	International Student	Transfer Student
Application for Admission	X	X	X	X	X
Application Fee	X		X	X	X
High School Diploma or GED Documentation	X	X	X	X ¹	
College Transcript				X ¹	X ²
Assessment	X ^{3,4}	X ^{3,4}	X ^{3,4}	X ^{3,4}	X ^{3,4}
Statement of Financial Support				X	
Immunization	X		X	X	X

Degree Seeking Students	High School Graduate or GED	Job Improvement	Personal Interest
Application for Admission	X	X	X
Application Fee	X	X	X
High School Diploma or GED Documentation	X		
College Transcript		X ²	X ^{2,4}
Assessment	X ^{3,4}	X ^{3,4}	X ^{3,4}
Immunization	X	X	X

¹Transcripts must be translated into English and submitted to an accredited agency for evaluation (World Evaluation Services, etc.).

²Must submit official transcripts from each institution attended.

³Students who wish to take and have successfully completed college English or math must submit placement scores.

⁴Required if enrolled for courses with prerequisites.

BRCC must have received all documents before an I-20 can be issued. International students are obligated to follow the regulations of the Immigration and Naturalization Service. **International students are not eligible for resident tuition status.**

High School Student Options Early Admissions Program

BRCC has an Early Admissions program which permits high school students to take specific classes at BRCC while continuing to attend high school. Students receive high school credit for high school classes and college credit for BRCC classes.

Students qualify if they

- are 16 years of age or older.
- are a high school junior or senior with a 3.00 grade point average.
- have a letter of consent from the high school principal or designated official of the high school.
- have a letter of consent from a parent/guardian.
- meet course or program requirements.

Home-Schooled

Home-schooled students who wish to attend BRCC are encouraged to apply during the equivalency of their junior and senior years of high school. Admissions requirements for home-schooled students are similar to those of other students. Home-schooled students qualify if they

- are 16 years of age or older.
- provide documentation from the state where they are being home-schooled.
- provide a current high school transcript which indicates the course work that has been completed. (A portfolio of the student's work may be requested.)
- have a letter of consent from the parent, guardian, or home-school teacher.
- demonstrate an ability to benefit, evident in BRCC placement scores. Placement is based on assessment scores.

College-Level Options Cross-Enrollment

BRCC has cross-enrollment agreements with Louisiana State University, Southeastern Louisiana University, and Southern University. The agreements permit BRCC students to register for a number of pre-approved courses at one of these institutions while being concurrently enrolled at BRCC. Students wishing to transfer BRCC credits to a primary institution must confer with the primary institution to confirm that the credits earned at BRCC will transfer. Interested students should contact the Office of Enrollment Services at both BRCC and the primary institution for procedures governing registration and cross-enrollment.

ROTC Cross Enrollment

Baton Rouge Community College has cooperative agreements with the Air Force, Army, and Navy ROTC units at local universities. Southern University offers a cross-

enrollment program for Army and Navy ROTC. BRCC students can cross-enroll in the Southern ROTC programs as first- and second-year students. Louisiana State University offers a cross-enrollment program for Air Force ROTC.

BRCC students can cross-enroll in the LSU Air Force ROTC program as first- and second-year students. BRCC students are responsible for traveling to the participating universities for classes and laboratories related to the ROTC programs.

Concurrent Enrollment

Concurrent enrollment allows qualified students to enroll in two postsecondary institutions concurrently. Students enrolled at BRCC must notify the Office of Enrollment Services whenever they enroll at another college/university. Upon completion of each semester of concurrent enrollment, these students must obtain and provide official transcripts to BRCC from the postsecondary institution. (Exception: Students officially cross-enrolled with Louisiana State University, Southeastern Louisiana University, or Southern University are not required to notify the Office of Enrollment Services or submit transcripts for cross-enrolled courses.)

Academic standing is based on coursework completed at post-secondary institutions.

RESIDENCY INFORMATION

Louisiana Residents

The Office of Enrollment Services determines the residency status of each student based on BRCC regulations, and residency is determined from information provided by the student on the *Application for Admission* and related documents. Applying students' domiciles and/or places of employment are used to determine residency. Students are declared residents after having resided and/or worked in Louisiana for at least **one full year (365 days)** prior to the first official day of classes of the term for which application is being made. **Residency cannot be established for the sole purpose of obtaining an education.** Residency classification and fees are audited after completing registration and some are adjusted, when necessary. Factors used to determine residency include:

- Financial independence from parents who reside in another state or country.
- Dependence on the state of Louisiana for financial support.
- A continuous presence in Louisiana though not enrolled as a student at BRCC.
- Intent to remain in Louisiana permanently.
- Payment of Louisiana income taxes during the past tax year.
- Proof of domicile in Louisiana for a specified period of time.

A current driver's license, voter registration card, or a copy of a state tax return can verify residency. Special provisions are made for students who move to Louisiana for employment or for military personnel who are stationed in Louisiana.

Non-Louisiana Resident

Students who are not Louisiana residents are charged out-of-state tuition. College fees and tuition assessments are based upon the legal residency of a student. For applicants who are under 18 years of age or are legal dependents, residency is determined by the domiciles of students' parent(s) or legal guardians.

Non-U.S. Citizen (International)

International students are neither U.S. citizens nor Louisiana residents; therefore, they cannot possess a valid resident alien card.

STUDENT CLASSIFICATIONS

Degree Seeking

A degree-seeking, first-year student has earned no more than 29 semester credit hours.

A second-year student has earned 30 or more semester credit hours.

A non-matriculating or non-degree seeking student takes courses, but does not work towards a degree.

Students are classified as either full-time or part-time. Full-time students take 12 or more semester hours during a regular semester and at least six semester hours during a summer semester. Part-time students take less than 12 semester hours during a regular semester or less than six semester hours during a summer semester.

Students receiving financial aid should check with the Office of Financial Aid and Scholarship regarding eligibility and to declare a major.

Non-Degree Seeking

Students can take courses at Baton Rouge Community College for personal enrichment as non-degree seeking students. Non-degree seeking students are not usually subject to admissions standards; however, they are required to take the prerequisites required for courses. Students who move from non-degree to degree-seeking are required to provide the necessary documentation, complete assessments, and meet all admission requirements.

Audit Status

To audit courses, applicants must meet the admissions requirements of the college. Applicants are assessed the same tuition and fees for audited courses as they are assessed for credit courses. **College credit is not earned for audited courses.** Audits cannot be changed to credit after having attended classes or completing the courses. Semester course loads are inclusive of audited courses. Students must attend audited classes regularly and prepare all class assignments. They can participate in all class activities; however, they are not required to take examinations.

Americans with Disabilities Act (ADA)

BRCC policy provides equal opportunity for qualified persons without regard to disability in the recruitment of,

admission to, participation in, treatment of, or employment in the programs and activities operated and sponsored by the college pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state laws.

The college is committed to serving individuals with disabilities in employment, academic and other programs, public services, transportation, public accommodations, and telecommunications. Additionally, the college strives to end discrimination against individuals with disabilities, bring them into the social and economic mainstream, and provide enforceable standards that address discrimination. The college includes students with disabilities in all academic and college activities. Qualified applicants are not denied admission, nor are they subjected to discrimination in admission or recruitment to the college based on their disabilities.

Applicants for admission may voluntarily identify themselves as being disabled. Students requesting accommodations should contact the Office of Disability Services before the first official day of classes. They are provided information on all services available to students with disabilities. Admissions criteria and testing are selected, administered, and evaluated in a manner that is accessible and that accurately accentuates the applicants' abilities rather than their disabilities.

ADMISSIONS ASSESSMENT

Baton Rouge Community College offers quality educational programs that help students realize their goals and potentials. For this reason, assessment is an ongoing part of BRCC programs. Placement scores, academic achievement assessments, surveys, testing, licensure examinations, and other measures of educational progress are used to determine the progress of BRCC students.

It is vital that students be placed in the proper level of study so that they can receive the appropriate level of instruction which will improve their chances for retention and success. Initial assessments are determined by placement testing, and these determine whether personal abilities match course recommendations. Where test scores indicate, students are directed to developmental classes in reading, writing (English) and/or mathematics in order to strengthen those abilities prior to beginning college-level work.

Entry Assessment

BRCC offers college programs which increase students' abilities to succeed in collegiate and vocational programs of study. The COMPASS test evaluates students who are seeking degrees, course credits, diplomas or certificates in credit programs.

First-time applicants, except those having to meet certain criteria, must take the college's placement test. The first test which is required for admission can be taken at no cost. Applicants must present a receipt showing that the test fee was paid. (To retest in order to improve scores, applicants must make an appointment in the Academic Learning Center, bring

a receipt from the Bursar's Office showing that the test fee was paid, a picture identification, and a pen/pencil on the day of the test. The cost is \$7.50 for one retest and \$20.00 for the three-part writing, reading and mathematics test.

The COMPASS test identifies college preparedness in English, reading, and math. During registration, students are advised and placed according to the results of COMPASS. Students are required to take the COMPASS placement test prior to being advised. **Tests are administered daily in the Academic Learning Center.**

Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL). A TOEFL score of at least 500 on the paper test or 173 on the computer test is required for admission to BRCC. Test scores are used for advising and placement only. **Test scores older than five (5) years are not acceptable for course placement.**

Applicants are not refused admission to the college because of low test scores. If test scores indicate that any applicant needs preparation in basic skills, they are required to enroll in developmental education courses. Students enrolled in developmental education courses may be restricted to general education courses that they are allowed to take.

All first-time applicants must complete BRCC placement testing and have scores on file unless they

- submit a transcript from an accredited institution that indicates a grade of "C" or better in mathematics and English;
- submit a transcript from an accredited institution that shows an associate or higher degree;
- select a non-credit certificate program;
- select courses without prerequisites and complete a *Non-Degree Seeking Form*; or
- audit a course.

Ability to Benefit

Prospective students who lack a high school diploma, GED, or equivalent must show an ability to benefit from a post-secondary program of study. The BRCC Placement Test satisfies this requirement.

Contact With Academic Advisor

Academic advising is available for new, returning, and current students throughout the academic year. New students may see an advisor to receive information about placement tests results, information regarding course offerings, and to discuss their educational plans. New students must attend orientation and schedule planning assistance and mentoring from the Center for Advising, Counseling, and Disability Services. Current students can visit a faculty advisors to develop/revise their educational plans so that the plans match post-graduation goals. Continuing students who are unsure of their educational plans and/or goals should seek assistance from the Center for Advising, Counseling and Disability Services.

BRCC students must see an academic advisor before registering each semester. Conferences help determine the progress that was made towards completing certificate or degree requirements or can ensure that courses being taken are appropriate and can transfer to another institution of higher education.

- New students beginning their first semester at BRCC and re-entry students should be advised in the Center for Advising, Counseling, and Disability Services.
- Continuing students currently enrolled at BRCC should make an appointment to visit their assigned faculty advisors.
- **Students seeking BRCC degrees who have 45 or more hours of credit should request degree audits from the Office of Enrollment Services.** Degree audits identify courses needed to graduate.

REGISTRATION

Registration is the process of enrolling in courses and obtaining a class schedule for the term. A *Schedule of Classes* is published and available on the Web each semester. It lists all available courses and data related to the courses. Students can register/modify an existing schedule via the Web, via the telephone, or in person at the BRCC main campus. Personal identification numbers (PIN) are issued to every registering student. **A PIN is needed to register online.** A "registration hold" must be removed from the online record before a student can register. This must be done by a student's advisor.

A new student is eligible for web registration after completing an assessment, viewing/attending orientation, and meeting with an advisor in the Center for Advising, Counseling and Disability Services. Returning students can register online during the registration period, but a PIN must be reactivated by an advisor in order to modify existing schedules. Courses can be added/dropped online until the first official day of classes. After that time, a *Withdrawal Form* must be submitted to the Office of Enrollment Services in order to drop a class(es).

Tuition can be paid with a financial aid award, a charge on an approved credit card, cash, money order, or check at the Bursar's Office. Check or money orders can be mailed to Baton Rouge Community College, 5310 Florida Boulevard, Baton Rouge, Louisiana 70806. Tuition and fees must be paid before the designated "purge" dates, or classes will be dropped. (Payment due dates are listed in the Academic Calendar in this catalog or on the Web.)

Registration Periods

Students can register until the deadline which is published in the Academic Calendar of this catalog. Students must be registered for classes by the first official day of classes. After the deadline passes, registration for that term is closed and only existing schedules can be modified.

Registration periods are set for each term. Dates of registration are published in the Academic Calendar in this catalog. **No registration is complete until tuition and fees are paid-in-full or until a deferment plan is arranged and approved by the Office of Accounting and Finance.** Students who do not complete registration and pay all fees before the deadline are subject to having all of their courses dropped.

Telephone Registration and Billing

To register and be billed by telephone:

- prepare a schedule and alternate classes for the desired term
- dial **225.924.2949**
- enter a student identification number
- enter a PIN
- select the term being registered for
- select **1- for Registration Information** or to change the PIN

OR

- select **2 for Billing Information** or to change a PIN
- select **9** to return to the previous menu or to Exit the system.

Student schedules must be confirmed before exiting the system. Students are allotted **15 minutes** to complete their calls. For difficulties with the system, contact a customer service representative at 225.216.8700.

Personal Identification Number (PIN)

Personal Identification Numbers (PIN) are unique numbers that allow students to electronically access student records, take advantage of student services, and register for classes. When students login to the BRCC portal, a six-digit number used as a login password can be selected.

The day before enrollment begins for the next semester, every BRCC student's PIN number is deactivated. Enrolled students can only have their PIN reactivated by a faculty advisor or a departmental advisor.

After being advised, new PINs can be used to add classes for an upcoming semester(s) and check records, including final grades for the current semester. For dropping courses or resigning from the college, a student should first see an academic advisor.

Family Education Rights and Privacy Act (FERPA)

Students attending Baton Rouge Community College are free to have access to their personal records. They have the right to

- inspect and review the education records.
- request an amendment to the education record to ensure that the record is not misleading, inaccurate, or otherwise in violation of privacy or other rights.
- contest disclosures of personal information contained in the education records, except for those which are included in FERPA and those that authorize disclosure without consent.
- file a complaint with the U.S. Department of Education

concerning alleged failures by the institution to comply with the requirements of FERPA and its regulations.

- obtain a copy of the institution's student record policy.

Baton Rouge Community College assumes that all students are independent. Otherwise, for personal records to be released to a parent/guardian, the parent/guardian must prove their child is dependent by presenting a copy of the past year's *IRS Form 1020*.

Directory type information is released by the college, unless a request in writing to withhold the information is received by the Office of Enrollment Services prior to each new semester and within 10 days of the official date for final registration. Directory information includes the

- student's name, address, telephone number, and date and place of birth.
- date of enrollment.
- division in which enrolled.
- classification, major, degree(s) earned.
- awards, participation in officially recognized activities and sports.
- weight and height (members of athletic teams).
- most recent educational agency or institution attended.

NON-TRADITIONAL CREDIT

BRCC accepts up to 30 credit hours from non-traditional credits such as CLEP, Military Service Credits, and Advanced Placement. A student cannot receive credit through an examination in courses for which a final grade was earned from an accredited college or university.

Advanced Placement

BRCC grants college credit to students who score three (3), four (4), or five (5) on one or more of the Advanced Placement Examinations of the College Entrance Examination Board. To be eligible, students must take the examination prior to enrolling at BRCC and then enroll for credit.

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) allows students to earn credit in selected subject areas. If students desire to earn CLEP credit for subject examinations, scores on the general examination must be submitted to BRCC prior to initial enrollment at the college. Students can receive CLEP credit only in subjects which academic credit has never been earned. Students may not attempt credit by examination for courses in which a failing grade was received and in which acceptable college credit for more advanced courses was obtained.

Students are graded on a pass/fail system and must earn the minimum scores indicated to pass. Grades are not computed in cumulative grade point averages, nor do they replace earned letter grades. **Students may not attempt receiving credit by examination more than once in a single course.** Grades are recorded upon the successful completion of the examination and are detailed on official transcripts.

Credit by Examination for Experiential Learning

Currently enrolled Baton Rouge Community College students who believe they are qualified by experience or previous training can request credit by examination. To apply for credit by examination, students should contact the appropriate division dean in which the course resides.

Credit examinations are not available in all courses.

Criteria:

- A non-refundable fee of \$10 per credit hour is charged prior to administration of the examination.
- Administration of the examination must be completed prior to the date mid-term grades are due.
- To pass a credit examination, a student must demonstrate a minimum proficiency of 75 percent of all competencies for the course.
- Students intending to use credit by examination to meet degree requirements of other institutions should check the requirements of the receiving institution.
- Students wishing to take a credit examination for a bypassed course must take the examination prior to the date mid-term grades are due in the semester in which they enroll for a more advanced course.
- Students failing to demonstrate a minimum proficiency of 75 percent of all the competencies for the course on the examination in sequential or prerequisite course leading to a higher level course are administratively dropped from the course and receives no refund.
- Credit examinations are approved by the division dean and are approved only after the student enrolls in the college.
- Credit examinations are only administered for approved courses during the fall or spring semester.
- **Students may only take a credit examination in a course one time.**
- Credit examinations cannot be given for courses previously completed at the college.
- Students declaring academic renewal may take credit examinations for any courses completed prior to declaring academic renewal. Students must have earned at least a grade of "C" in the course for which the exam is being requested. Students may not take credit examinations after auditing a course.
- Some examinations may require additional fees.

TRANSCRIPTS

TRANSFER CREDIT POLICY

Credit may be granted for coursework completed at other accredited colleges and universities. Coursework earned at a regionally-accredited institution with a grade of "C" or better will be accepted in transfer. Transfer credits are recorded on the student's academic history. A maximum of forty-five transfer credits may be accepted towards earning a degree at Baton Rouge Community College (BRCC). Developmental course credits are not accepted toward a degree or certificate and are not calculated in a student's GPA. Students can transfer from non-re-

gionally accredited institutions if faculty qualifications and student credentials are forwarded. Students may petition for acceptance of coursework by establishing that another regionally-accredited institution has applied the courses toward a degree or certificate. Students must also provide verification from the Chief Academic Officer of the transfer institution that coursework meets SACS requirements.

The Office of Enrollment Services evaluates transcripts for degree-seeking students during their first semester at BRCC. An academic dean determines the acceptance of course(s) taken before transferring into BRCC, upon recommendations from the faculty. Students without college-level credits in English or math are required to take the BRCC placement test (COMPASS).

Note: For academic purposes, transfer credit is granted for grades of "C" or better. All attempted hours are considered when reviewing for Financial Aid eligibility.

Student Record Retention

Baton Rouge Community College retains student official academic records (transcripts) of enrollment and credit earned in perpetuity. All other student records are destroyed two years after the last date of enrollment.

Inaccuracies on transcripts should be reported to the Office of Enrollment Services.

ACADEMIC AMNESTY

Academic amnesty does not apply to students receiving federal financial aid. For further information, contact the Office of Financial Aid and Scholarship.

Academic amnesty is a special program offered to students who have dropped out of college or have been suspended because of poor academic performance. Students who demonstrate sufficient maturity and aptitude are chosen for academic amnesty.

Academic amnesty allows students with poor academic records to erase all previous academic credit and receive a fresh start. **Academic amnesty has strict rules and regulations.** Students who wish to apply for academic amnesty should first discuss the program with a staff member in the Office of Enrollment Services.

Students in the program are advised that some undergraduate, graduate, and professional schools compute the undergraduate GPA based on all hours completed.

Criteria

- At least two years must have elapsed from the end of the semester in which the student was last registered for credit and before credit from any other college/university can be accepted.
- Interested students must submit a letter requesting academic amnesty to the Office of Enrollment Services prior to the semester they intend to register. The letter should include evidence that proves that all conditions were met and satisfactory performance can be expected.
- The Office of Enrollment Services evaluates every application and recommends only those who they feel

can satisfy the requirements and show potential for success. **Applying for academic amnesty does not ensure a student will be approved for the program.**

- Academic credit earned prior to declaring academic amnesty is not eligible to be included as part of a degree program. However, the prior record remains part of the student's overall academic record.
- When academic amnesty is granted, the date of enrollment is entered on the student's transcript, along with a statement that use of previously earned credits and quality points to meet degree requirements, compute the GPA for credit leading to an undergraduate certificate/degree, or determine graduation is prohibited at BRCC.
- After academic amnesty is granted, students are classified as a first-time students, and new records are established which reflect no credits, no quality points, and no prior suspensions at BRCC.
- Students demonstrating competency in courses may qualify for advanced standing (without credit) or may earn a waiver of requirements and qualify for advanced standing.

In transfer, BRCC accepts academic amnesty granted from another institution. **However, academic amnesty is granted only ONCE, regardless of the number of institutions attended. Academic Amnesty does not apply to Title IV financial aid.**

If a student is denied academic amnesty, an appeal can be made to the Academic Appeals Committee.

CHANGE OF NAME, ADDRESS, PHONE, OR E-MAIL

BRCC students are required to keep their mailing address, phone number, and e-mail address current in the Office of Enrollment Services. Revisions or updates to a student's personal information can be completed online or in person at the Office of Enrollment Services. Students must notify the Office of Enrollment Services of a name change and must provide proof of the change by presenting a Social Security number or a driver's license.

VOTER REGISTRATION

Students interested in registering to vote can complete a *Voter Registration Card* in the Office of Enrollment Services.

SCHEDULE OF FEES/TUITION

TUITION

Tuition and fees must be paid-in-full on or before the payment deadline shown in the Academic Calendar of this catalog. A student's schedule is cancelled if payments are not received in the Bursar's Office by the deadline.

A student is officially registered once tuition and fees are paid-in-full and all required admission documents have been received by the Office of Enrollment Services. BRCC accepts Cash, Check, Visa, Mastercard, Discover, a Money Order, or a Cashiers Check for payment.

TUITION			
Tuition and Mandatory Fees*			
RESIDENT			
Credit Hours	Tuition	Fees	TOTAL
1	55.00	11.50	66.50
2	110.00	23.00	133.00
3	165.00	34.50	199.50
4	220.00	46.00	266.00
5	275.00	57.50	332.50
6	330.00	69.00	399.00
7	385.00	80.50	465.50
8	440.00	92.00	532.00
9	495.00	103.50	598.50
10	550.00	115.00	665.00
11	605.00	126.50	731.50
12 or more	660.00	138.00	798.00
NON-RESIDENT			
Credit Hours	Tuition	Fees	TOTAL
1	169.00	11.50	180.50
2	338.00	23.00	361.00
3	507.00	34.50	541.50
4	676.00	46.00	722.00
5	845.00	57.50	902.00
6	1,014.00	69.00	1,083.00
7	1,183.00	80.50	1,263.00
8	1,352.00	92.00	1,444.00
9	1,521.00	103.50	1,624.50
10	1,690.00	115.00	1,805.00
11	1,859.00	126.50	1,985.00
12 or more	2,028.00	138.00	2,166.00

SCHEDULE OF FEES	
Non-Refundable	
Application	7.00
Late Registration	25.00
Returned Check	25.00
Graduation	25.00
Installment Plan Processing Fee	25.00
International Student Fee (per semester)	45.00
Official Transcript	3.00
Duplicate Identification Card	5.00
Advanced Placement (per credit hour)	5.00
Technology Fee (per credit hour)	5.00
Transportation Fee (Fall, Spring, Summer)	15.00
REFUNDABLE FEES	
SGA Fee (per credit hour)	0.50
Registration Service Fee (per credit hour)	0.75
Building Use Fee (per credit hour)	0.75
Academic Enhancement Fee (per credit hour)	2.00

Fees and Late Payments

- The Deferred Payment Plan non-refundable processing fee is \$25.
- Late payment fees are \$25 per payment (maximum \$50).
- Students are placed on suspension for one semester (cannot participate in deferred payment plan) if their account goes to collection
- Accounts are sent to collection when the payments are **90 days** overdue.
- Students can be reinstated on the plan after the suspension expires and all balances are paid-in-full.
- Collection costs are borne by the student.

Refunds

- If courses are dropped, the refund, if any, is applied to the balance due.
- If courses are dropped and no refund is due, the balance is owed and must be paid-in-full.
- Refunds are based on total tuition and refundable fees owed and not tuition and fees paid at the time of registration.

POLICIES AND PROCEDURES FOR STUDENT REFUNDS

Student Refunds (Credit Courses ONLY)

This section describes the guidelines for processing and disbursement of student refunds. Refund of tuition and fees from the fall, spring, and summer/short session semesters is based on a student's reduction in credit hours and/or official withdrawal of the student from the college.

Refund Schedule FALL/SPRING

1. Students receive refunds for withdrawal from classes as follows:
 - a. 100% refund prior to the first official day of classes of the semester
 - b. 75% refund the first day through the seventh day of classes
 - c. 50% refund the eighth day through the fourteenth day of classes
 - d. **No refund after the fifteenth day of classes**

SUMMER/SHORT SESSION

- a. 100% refund prior to the first official day of classes of the semester
 - b. 75% refund the first day through the seventh day of classes
 - c. 50% refund the eighth day through fourteenth day of classes
 - d. **No refund after the fifteenth day of classes or thereafter**
2. Refunds for regular semesters are processed two to four weeks after the fourteenth day of classes (summer - two to four weeks after the seventh day of classes).

No refunds are made in cash. For further information, contact the Bursar's Office.

FINANCIAL AID AND SCHOLARSHIPS

PURPOSE OF FINANCIAL AID

Financial aid assists students who have a demonstrated financial need as determined by a need-analysis or who can show an academic or a special talent. Awards are available from more than one source—grants, scholarships, or part-time employment. Financial aid can derive from federal, state, institutional, or private funds. To apply for financial assistance, contact the Office of Financial Aid and Scholarships. **Students must reapply for financial aid each year.**

Federal Financial Aid Eligibility Requirements

Financial aid is dependent on the availability of federal, state, private, and institutional funds and resources. To be eligible, a student must

- be degree-seeking.
- make satisfactory academic progress.
- be a U.S. citizens, national, or permanent resident alien.
- not be in default on a prior student loan.
- not owe a repayment/overpayment of a federal grant.
- register for Selective Service if 18 - 25 years old. See www.sss.gov.
- have a high school diploma, GED, or equivalent or pass an approved ability to benefit test.
- transfer coursework taken at other colleges to BRCC.
- not have been convicted for sale or possession of illegal drugs.
- not be enrolled in either correspondence or telecommunication courses, unless the credits received in these courses are applicable towards Associate Degrees or Certificates.
- not be auditing courses.
- sign a statement on the *Application for Federal Student Aid* (FAFSA) that certify that receipt of financial aid is for the purpose of 1) attending an institution of higher education only; 2) not having defaulted on another student loan, and using the financial aid to repay the loan; and 3) not owing money for having received a federal grant, and using the financial aid to repay the grant.

Financial Aid Awards

Federal financial aid award amounts may vary depending on a student's enrollment status, which is determined at the end of the add/drop period; and in the case of late awards, at the time the award is given. Financial aid recipients must meet all eligibility requirements by the time awards are made.

Valid BRCC identification cards are required to receive award checks from the Bursar's Office.

Tuition, fees, books, or outstanding deferments are collected from financial aid payments once the awards are made. If there are credit balances, a refund will be forwarded to students in an electronic form. Addresses should always be kept current in the Office of Enrollment Services.

Repayment of Unearned Federal Financial Aid

Students who receive Title IV federal financial aid and completely withdraw from classes within the first 60% of the term or stop attending classes without notification, may have to repay a pro-rated portion of the financial aid. Withdrawing students are billed for the amount owed, and holds are placed on their accounts until payments are made. A handout that explains the process of repayment is available in the Office of Financial Aid and Scholarships.

Application Priority Deadlines

Students wishing to receive priority consideration for financial aid should apply as soon as the *Application for Federal Student Aid* (FAFSA) is available, usually after January 1. New students are given priority consideration when priority dates are being met.

Priority dates for new students:

Fall — June 1
Spring — November 1
Summer — April 15

Students whose applications are completed and submitted by the priority dates are given priority in processing and receipt of awards. Applications are complete when all required documents are filed with the Office of Financial Aid and Scholarships; and students and/or spouses/parents have provided complete and correct financial data and signed the application. Students who apply after the priority date may still receive financial aid, but may have to initially pay for their own tuition, fees and books until such time that late applications are processed.

The priority date for continuing students is April fifteenth. Continuing students are awarded for spring at the same time the fall award is made. If funds remain, a new award is made and new awards letters are mailed out after April fifteenth for the summer semester.

Financial Aid Application Instructions

Students must provide copies of their high school transcripts or GEDs to the Office of Enrollment Services. Transfer students must provide transcripts from each institution of higher education that they have attended.

Students must also complete the *FAFSA* and submit it to the federal processor as soon as possible. BRCC's federal school code, **037303**, must be included on the *FAFSA*. Students must submit the *FAFSA* by regular mail (allow at least 6 weeks for processing) or complete the application on the Web at www.fafsa.ed.gov (allow at least 7 to 14 days for processing)

Submit all additional documentation to the Office of Financial Aid and Scholarships; then research and apply for scholarships.

Other important information:

Verification

- Federal processors select some applications for federal verification.
- BRCC complies by assisting in verifying federal financial aid recipients.
- Additional documents must be completed and copies of signed tax returns must be provided for individuals whose incomes are included on the FAFSA.

Federal Eligibility Matches - The federal processor matches the student names and social security numbers with those found at a variety of federal agencies. Agency matches are performed against the files of the Social Security Administration, Immigration and Naturalization Services, Selective Service, and the National Student Loan Data System. When discrepancies occur regarding the information submitted, students are contacted in order that they can provide additional documentation or take additional action to confirm eligibility for federal assistance. The federal processor notifies students of the results or if additional information is required in order to process the applications.

ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

Satisfactory Academic Progress (SAP) Qualitative Standards

Students whose cumulative grade point averages fall below 2.00 are placed on probation. If cumulative grade point averages are below the minimum in the table, the students are no longer eligible for financial aid. The hours in the chart include transfer hours.

Hours Attempted	Minimum GPA
6-29	1.50
30-90	2.00

Quantitative Measure

BRCC offers two-year degrees that require approximately 60 semester hours to graduate. The maximum credit hours (excluding English as a Second Language) that can be taken and still qualify to receive federal and state aid is 90 semester credits. **Ninety semester hours is equivalent of an Associate Degree.** To graduate, a student must complete 67% of all courses attempted. The Office of Financial Aid and Scholarships monitors student progress and cancels financial aid once 90 semester credits are earned or more than 67% of the attempted work is completed. To earn a second Associate Degree, Students can request the eligibility be extended to include a maximum of 120 attempted semester hours or 90 earned hours. Students must present a written statement from the

Office of Enrollment Services confirming that all of the requirements for a degree have been met. Additional scheduled courses beyond the first degree are limited to courses required to obtain the second degree. Students are liable for financial aid that was received for having taken ineligible courses.

The following scale is used to determine whether or not students are making satisfactory academic progress. Academic progress is evaluated at the end of each spring semester unless the student is put on academic probation, academic suspension, or withdraws from all courses. **Students are responsible for maintaining a satisfactory academic standing** and must meet both qualitative and quantitative standards. Once the Office of Financial Aid and Scholarships determines a student is not making satisfactory academic progress, the student is notified in writing that he/she is no longer eligible. The Office of Financial Aid and Scholarships is not required to provide prior notification.

Attempted Hours	Passed Hours	Earned Hours
12-24 credit hours	50% of attempted hours	6-12
25-48 credit hours	57% of attempted hours	14-27
49-72 credit hours	60% of attempted hours	29-43
73-96 credit hours	67% of attempted hours	48-64

Satisfactory academic progress is measured at least once annually, usually at the end of the spring semester, except for students who are on probation. Progress for students on probation are reviewed at the end of each semester.

Academic Standards and Rate of Completion

The Office of Financial Aid and Scholarships determines whether or not students have successfully completed at least the minimum percentage (50%-67%) of hours and with at least the minimum GPA required.

Grades A through D are considered successfully completed semester hours. Students taking audited courses, credit earned by placement tests, continuing education courses, or programs that are not approved by the U.S. Department of Education are not eligible for financial aid.

Time Frame for Achievement

Students are allowed Title IV funding for up to 1-1/2 (150%) of the hours required for completion of their programs. Most degrees require approximately 66 hours; therefore, **the maximum allowable hours attempted for degree-seeking students are 99 hours.** Most certificates

require approximately 36 hours; therefore, **the maximum allowable hours attempted for certificate-seeking students are 54 hours.**

During annual or semester reviews, the Office of Financial Aid and Scholarships determines the aggregate number of hours students have attempted. Courses for which students have received an incomplete, have withdrawn from, have repeated and/or taken as developmental classes are counted in the aggregate. Once students have attempted 150% of the hours required for an Associate's Degree, they are ineligible to receive federal financial aid. During the last semester in which they are expected to reach the 90-hour limit, they can receive aid for the total number of hours in which they are enrolled.

Transfer Student Information

Under the Satisfactory Academic Progress (SAP) section, transfer hours are considered when determining whether students comply with the 90-hour time frame. Transfer students must have transcripts from each college/university they have attended, including foreign schools, on file in the BRCC Office of Enrollment Services. That office evaluates all transcripts except those of students who have attended schools outside of the United States. Those students' financial aid programs must have their transcripts evaluated, at their own expense. Grants are awarded, course-by-course, by SPANTRAN.

Transfer students are evaluated on the BRCC hours plus their transfer hours.

Probation

Students who do not make satisfactory academic progress are placed on probation. If otherwise eligible, students can receive consideration for financial aid during the probationary semester.

Continued Probation

Students who are on probation, enrolled for six (6) or more semester hours, and successfully completes all these hours and earns a "C" or better in each class, but do not comply with the requirements continue on financial aid probation.

Suspension

Students who fail to meet the standard of satisfactory academic progress during the semester of probation or who have reached the credit hour limit, are placed on financial aid suspension.

Academic Amnesty

Academic Amnesty/Bankruptcy does not apply toward federal student aid programs. Courses taken toward the program of study are counted. However, students may use the mitigating circumstances of Academic Amnesty to support financial aid appeals.

Regaining Eligibility

Students can regain eligibility for financial aid by enrolling at one's own expense and complying with all requirements:

- enrolling for six (6) or more semester hours and successfully completing all the hours with a "C" or better
- filing a written appeal with the Office of Financial Aid and Scholarships within fifteen (15) days of the receipt of a suspension letter. The appeal should include supporting documentation.

If a student has attempted 150% of the required credit hours for an Associate's Degree, the student is not eligible for federal financial aid.

Appeals can be made for extenuating circumstances which include injury, illness, a death in the immediate family, or undue hardship. Students must provide sufficient, supporting documentation in the appeal. If extenuating circumstances exist, the appeal should be filed in order that consideration for financial aid can be determined.

Should an appeal be approved a student is placed on probation. During this time, the student is expected to successfully complete every class for which he/she is enrolled and earn at least a "C" in all courses. A second appeal for suspension can be filed, but on a third suspension, no appeal can be filed.

FINANCIAL AID PROGRAMS

- **Grants**—Grants are awarded to students who demonstrate financial need, as defined by FAFSA. Grants administered by the BRCC Office of Financial Aid and Scholarships are based on the guidelines set by the provider.
- **Federal Pell Grant**—The federal government provides financial assistance to students whose estimated family contribution (EFC) is below the norm set by the federal administering agency, and who is an undergraduate seeking a first degree in an approved academic program (see General Eligibility Requirements). The annual award can amount from \$400 to \$4,000, depending on a student's financial status. The Federal Pell Grant is pro-rated when a student is enrolled for less than 12 semester hours each term.
- **Federal Supplementary Equal Opportunity Grant (SEOG)** is based on the estimated family contribution (EFC) as calculated by the DOE from the FAFSA and the availability of funds. Students must be enrolled in at least six credit hours. The SEOG is pro-rated when a student is enrolled for less than 12 semester hours.
- **Federal Work-study (FWS)** is based on a student's unmet need and availability of funds. You must check the interest box on the FAFSA. This award is a work assignment, and failure to report to the Office of Financial Aid and Scholarships within 30 days from receiving the award letter to accept your award results in the cancellation of the award. Students must be enrolled in at least six credit hours.

- **LEAP Grant** is given to Louisiana residents based on unmet need as calculated by the DOE from the FAFSA and availability of funds. Students must be enrolled in at least 12 credit hours.
- **TOPS Scholarships** are available to graduates of Louisiana High Schools who meet the academic requirements as set by the Louisiana Office of Student Financial Aid. More information is available at www.osfa.state.la.us or by phoning 225.922.1012.
- **LRS Recipients** must file FAFSA. Apply through Louisiana Rehabilitation Services.
- **Veteran Assistance** — contact the Office of Enrollment Services.
- **Scholarships** — several other organizations have partnered with BRCC to provide scholarships and tuition assistance.

SCHOLARSHIPS AND AWARDS

A variety of scholarships are available from both institutional and private sources. Scholarship awards are based on demonstrated need, academic excellence, character, leadership, or other exemplary characteristics. The funding source determines the amount of its scholarship. For additional information, contact the Office of Financial Aid and Scholarships.

BRCC FEDERAL SCHOOL CODE

037303

Rotary Foundation Scholarship

This scholarship is designated for continuing BRCC students who are disabled. (Eligible students must have a documented physical impairment.) Applicants must have a demonstrated financial need (as indicated on the FAFSA) and maintain satisfactory academic progress.

Zenia and Earl Shipp Scholarship

This scholarship is for Iberville Parish or West Baton Rouge Parish high school graduating seniors who are to be enrolled full-time in Process Technology at Baton Rouge Community College. Students must have and maintain a 2.00 grade point average. The scholarship covers tuition for two consecutive years. One scholarship is to be awarded every two years.

Mid-City Merchants Scholarship

This scholarship is awarded to students pursuing a business degree. The amount of the awards is based on available funds.

Eugene J. Rutter, III Memorial Scholarship

This scholarship is designed for a full-time student with a documented learning disability. The scholarship covers the cost of tuition and textbooks for two consecutive years. Students must maintain a cumulative 2.00 grade point average. One scholarship is to be awarded every two years.

BRCC Student Grant

This grant ranges from \$100 to \$300 per semester. Students are required to complete the FAFSA in order to determine ineligibility for federal aid.

ISA Baton Rouge Scholarship

This scholarship is awarded to students who are pursuing an Associate of Applied Science in Process Technology (PTEC). The annual award of \$500 is given to students who have proven records through completion of at least one-half of the program.

SCHOLARSHIPS PROCESS TECHNOLOGY

The curriculum for obtaining an Associate of Applied Science in Process Technology was co-developed with the petrochemical industry. The program is a rigorous study of common operating processes used at petrochemical plants, and it prepares students to enter the employment market as process operators. Scholarships are offered by:

- ExxonMobil
- Formosa
- Dow Chemical

Criteria:

Applying students must be Louisiana high school graduates desiring an Associate of Applied Science in Process Technology. Some of these scholarships may require pre-employment testing which is administered by the company or process technology firm who is awarding the scholarship(s).

STATE SCHOLARSHIPS

Students can obtain information on the **Tuition Opportunity Program for Students (TOPS)** from their high school guidance counselors, the BRCC Office of Financial Aid and Scholarships, or the Louisiana Office of Student Financial Assistance (225.922.1012 or 1.800.259.5626, ext. 1012).

Veterans Orphan Scholarships are awarded through the Department of Veterans Affairs of the state of Louisiana.

Vocational Rehabilitation Grants are awarded to qualifying disabled students through the Department of Rehabilitation Services, 3651 Cedarcrest Avenue, Baton Rouge, LA 70816.

FEE EXEMPTIONS

BRCC offers fee exemptions to students meeting criteria defined by Louisiana state law and by the standards of the LCTCS Board of Supervisors. Applying students must furnish supporting documentation stating why an exemption is necessary. Student forfeit the exemption if they

- fail to maintain the defined scholastic average.
- resign from the college during the semester.
- are dropped by the college (i.e., suspension, expulsion).

Louisiana State Exemptions

Children of firefighters, law enforcement personnel, correctional officers, or sanitation workers killed or permanently disabled in the performance of their duties are admitted to the college tuition-exempt. Students must meet all academic requirements, be full-time students, and maintain at least a 2.00 GPA each semester.

Veterans Services

Veterans and members of the military reserves are eligible to receive educational benefits while being enrolled in and pursuing a degree/certificate in an approved program of study. Veterans of the armed forces have ten (10) years succeeding the date of their active duty discharge to apply for educational benefits. Spouses and children of disabled/deceased veterans have eight (8) to ten (10) years from the initial date of eligibility to apply for these benefits. Members of any of the military reserves have ten (10) years from the initial eligibility date to apply (refer to *DD Form 214* issued by the reserve unit). Baton Rouge Community College accommodates those members of the community who have served or are serving in one of the branches of the United States military. BRCC is approved by the United States Department of Education to make payment of educational benefits as mandated by the United States Department of Veterans Affairs. A full-time employee assists veterans with the application process and ensures that the applicant's program of study meets the designated federal guidelines. Veterans must submit all application materials to BRCC at least six (6) weeks prior to the first official day of classes. Applicants for veteran educational benefits must

- be eligible under one of the benefit programs of the United States Department of Veterans Affairs.
- be at least a half-time student.
- maintain a 2.00 GPA.
- pursue one major field of study at a time.

Veterans Dependent Scholarships allow children of Louisiana resident veterans who have died or were disabled as a result of performing military service to enroll tuition free at BRCC. Fee exemptions are awarded by the Louisiana Department of Veterans Affairs. Fee exemption certificates must be presented to the BRCC Center for Advising, Counseling, and Disability Services (CACDS) at the time of enrollment. Correspondence related to these scholarships should be addressed to

Department of Veterans Affairs
 Veterans Dependent Scholarships
 P.O. Box 94095, Capital Station
 Baton Rouge, LA 70804-9095

Louisiana National Guard fee exemptions are available to Louisiana residents who are presently active members, in good standing, in the Louisiana National Guard. The exemptions allow members to attend BRCC tuition free. Applicants must apply to their unit commanders at least six (6) weeks prior to the scheduled start of BRCC registration. The fee exemption certificate must be received at the BRCC Center for Advising, Counseling, and Disability (CACDS) before an exemption is granted. **Recipients cannot be on scholastic probation.**

HOPE SCHOLARSHIP TAX CREDIT

Parents/Guardians of students who are enrolled in the first two years of college at least half-time in a degree/certificate programs and who are dependent are eligible to apply for a Hope Scholarship. The scholarship is a federal income tax credit that can be claimed on a federal tax return for two tax years. It covers 100% of the first \$1,000 of tuition and fees and 50% of the second \$1,000. To receive the credit, monies indicated on a tax return must have been academic related. Only students attending an eligible, accredited college and meeting all federal guidelines related to the scholarship tax credit are allowed to claim the credit.

The credit is available to those with a modified adjusted gross income of \$80,000 on joint returns and \$40,000 for individual returns. The credit is not available to those earning an adjusted gross income of \$100,000 on a joint return or \$50,000 on an individual return. The amount of tuition and fees is reduced by other grants or scholarships that the student might receive. Other tax considerations may apply in certain situations. It is best to consult with a tax advisor prior to filing a federal tax return. Students who have been convicted of a felony for possession of or distribution of a controlled substance, such as heroin or marijuana, are not eligible to claim the tax credit on their federal tax returns. **The Internal Revenue Service is authorized to determine eligibility for the tax credit.**

LIFETIME LEARNING TAX CREDIT

Students who are not qualified for the Hope Scholarship Credit may claim Lifetime Learning Credit on a federal tax return which covers 20% of the first \$10,000 in tuition. Lifetime Learning Credit limitations on income are the same as those for the Hope Scholarship Credit. However, students are not required to be enrolled half-time. Interested students should consult a tax advisor.

ACADEMIC POLICIES

Academic Policy Manual

The BRCC Academic Policy Manual is the primary source of information on all policies that govern the institution's programs. **The information that follows should be read carefully.**

Governing Catalog

The BRCC catalog is an official document of the college that describes the policies, academic programs, and requirements for students who attend Baton Rouge Community College. Students are responsible for knowing and adhering to the policies and requirements of BRCC. The most recently published BRCC catalog is the governing document of the college. Information in this catalog guides students through their time of study at BRCC. **The BRCC catalog is valid for five academic years.** Students should follow the policies and graduation requirements in this catalog except where otherwise provided by law or the policies of the LCTCS Board of Supervisors.

Change of Catalogs

Students can officially declare any subsequent catalog as their governing catalog, but must follow its requirements until its expiration. To request a change of College Catalog for graduation requirements, students must complete a *Request for Change of College Catalog for Degree or Certificate Requirements Form*. The form must be signed by the student's advisor or division dean. However, if that catalog expires, graduation requirements are based on the degree requirements listed in the most current catalog in effect at the time of graduation.

Students can expect to graduate under the same requirements published in the catalog of the year in which they are officially accepted into a program of study at BRCC. However, if a student remains out of school for a full semester or longer, that student must enter a program under the most current catalog published at the time of re-entry. The college reserves the right to designate the effective date of change in curriculum, course offerings, fees, and other regulations.

Students already enrolled at BRCC can apply any changes made by the college to the curriculum, courses, and/or other requirements, provided the changes do not increase the number of hours needed to complete a program of study or receive a degree.

Procedures for Students to Change Governing Catalogs

Students requesting a change of a governing College Catalog for graduation purposes must complete a *Request for Change of College Catalog for Degree or Certificate Requirements Form*. This form must be signed by the student's advisor and division dean.

Change of Major

Students may transfer from one degree or certificate program to another, and non-degree seeking students can declare a major at any time. When contemplating a change

in majors, students should discuss the change with an advisor. Once a major is changed, students should record, complete and file all necessary paperwork with the Office of Enrollment Services. Degree requirements for a new major are governed by the requirements of the most current issue of the BRCC catalog available when the major is declared. Students should notify the Office of Enrollment Services if they intend to use a catalog published after the initial enrollment date at the college.

Students declaring a new major are responsible for adhering to the prescribed requirements of that major, as listed in the governing catalog. Coursework and grade point averages earned in an earlier major remain part of any transcripts and records. However, only those courses and grades applicable to the new major are used to determine qualifications to graduate.

Academic Year

The academic year consists of 16-weeks and eight-weeks of courses during fall and spring semesters. There are concentrated three-weeks and six-weeks courses in the summer semesters. It is possible to complete the required coursework for an associate's degree within two (2) years if the student successfully completes 16-18 hours of college-level work each fall and spring semester.

Academic Load

For fall and spring semesters, a full-time course load ranges from a minimum of 12 credit hours to a maximum of 18 credit hours. During the three-week pre-summer term, a full course load is equal to three credit hours, and during the six-week or nine-week summer terms, six hours is a full course load. Nine credit hours is the maximum course load allowed during the summer sessions. When choosing courses for the semester, students should consider the difficulty of the courses and the number of hours that will be needed to study. An academic advisor can assist a student in selecting courses.

The best course load depends on the amount of time the student has available to complete his/her academic work and still meet other obligations, such as work hours, travel, and family responsibilities. Time should be set aside for reading, studying, assignments, library research, reflection, and group projects. Plan to devote at least two hours outside of class for every hour spent attending class.

Requests for exception to an academic course load maximum (18 hours during fall and spring semesters, 3 hours during pre-summer and 9 hours during summer) must be made to the division dean. BRCC reserves the right to limit the credit hours in which a student enrolls if the student's academic record indicates the need for college preparatory coursework, or if the student is on academic probation/suspension. Students who receive financial aid or veterans benefits should contact the Office of Financial Aid and Scholarships for information concerning the requirements for full-time status.

Class Attendance

Students are expected to be punctual and regularly attend classes. Tardiness and early departure from class are considered absenteeism. Students must adhere to the attendance policies of each of their instructors. Failure to attend classes jeopardizes scholastic standing, disrupts the ability to receive financial aid, and/or can result in being dropped from class for excessive absences. **Students are responsible for any class work missed.**

Faculty members set policies regarding makeup exams and excused absences and how they affect grading. These policies are located on the instructor's course syllabus.

Students are responsible for consulting with the instructors regarding official/unofficial absences. **Excused absences can only be granted by the instructor.** Excused absences include, but are not limited to, student illness, religious holidays, college-sponsored activities, jury duty, or military obligations. Unavoidable circumstances should be discussed directly with the instructor. Students having frequent absences should meet with an instructor to discuss options in regards to class, or should voluntarily withdraw from the course in person or in writing to the Office of Enrollment Services.

After three weeks of unexcused absences, the instructor has the option to drop a student from class. A grade of "W" is recorded for drops which occur prior to the official withdrawal date. A letter grade of A to F is assigned to students who have excessive absences occurring after the official withdrawal date.

Students who are dropped from courses for excessive absences can appeal. (Refer to the BRCC Student Handbook).

Academic Honesty and Integrity

If discovered, cheating in any form including plagiarism, results in disciplinary action.

Plagiarism is using and passing off as one's own the ideas, data, or writings of another or presenting as one's own an idea or product that is derived from an existing source.

Cheating is obtaining information through fraud or deceit, either by use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is pre-planned and deliberate and materials that are used are prepared in advance.

Disciplinary action for plagiarism and cheating can include the reduction of a grade in the course, suspension, or expulsion from BRCC. **Students can appeal disciplinary action taken by following the grievance policy of the college.**

Mid-term Grades

Mid-term grades reflect work completed to date and are not part of a student's permanent record. Final grades

are awarded at the conclusion of the semester and are part of the permanent record. Mid-term and Final grade reports are mailed to students by the Office of Enrollment Services.

Final Examinations

To receive credit for a course, students must take the final examination. Final examination dates are posted in the *Schedule of Classes*, in the Office of Enrollment Services, and online. Absence from a final exam is acceptable only after receiving written approval from the faculty member and the division dean.

Students who are unable to take the final exam and complete courses should review the information on withdrawing from BRCC and on incomplete grades.

Satisfactory Academic Progress

Students at Baton Rouge Community College are expected to make satisfactory academic progress. To determine satisfactory academic progress, student grade point averages are evaluated each semester. Students

- must maintain at least a 2.00 cumulative grade point average.
- will not have made satisfactory academic progress if placed on academic suspension, or if any credit hours have not been completed.

Additional information on satisfactory academic progress and eligibility to receive financial aid is located in the Financial Aid and Scholarship section of this catalog.

Grades

Professors/Instructors should discuss how grades are awarded at the beginning of each term, and this information should be included in course syllabi.

The Basic Grades are:

Grade Rating		Quality Points
A	Exceptional	4
B	Above average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0
P	Pass	0

Student academic progress is reflected in final grades. Any student who believes that they have received an incorrect grade should discuss the discrepancy with the professor/instructor of the class within 45 days of the date the original grade was posted.

Grade Point Average (GPA)

Overall grade point average (GPA) is determined from grades students receive. (Exception: Students enrolled

in developmental education courses earn letter grades; however, those grades are not computed when determining the GPA or fulfilling degree requirements.) The GPA determines academic status and indicates eligibility to remain in college. Each grade earns a quality point which is assigned per semester for credit hours taken. The college uses the following system of grading symbols:

Course Number	Attempted Credit Hours	Earned Grade	GPA Hours	Hours Earned	Quality Points
ENGL 101	3	A	3	3	12
HIST 102	3	B	3	3	9
BIOL 210	4	C	4	4	8
COMP 101	3	F	3	0	0
SPCH 120	3	W	0	0	0

To calculate overall GPA:

- Multiply course credit hours by quality points to attain total quality points for each course.
- Add total quality points for all courses.
- Add total credit hours for all courses.
- Divide total number of quality points by total credit hours for all courses having quality points.

A GPA of less than 2.00 is unsatisfactory and can result in being placed on academic probation for the following term.

A GPA is computed on all completed course work with the following exceptions: courses with grades of “P,” “W,” and “AU.” The temporary grade of “I” or “Incomplete” has no grade value, but converts to an “F” if work in the course is not completed within 90 days after the end of the course. The grade awarded when an “I” is removed is used to calculate the GPA. Developmental grades are not calculated in the GPA.

Incomplete Grades

“I” grades are issued only after the last day to drop and before final grades are issued. An “I” or “Incomplete” grade is awarded to students who have experienced a serious, documented problem and to whom the following conditions apply:

- a final grade has not yet been awarded,
- work in the class reflects at least a “C” average,
- the student is actually makes up the work missed, and
- the instructor works with the student to complete the class.

Students must petition an instructor before a grade of “I” can be given. **The instructor is responsible for awarding and removing an “I” grade.** The academic dean of the division should be contacted if the instructor is unavailable.

Students who have excessive absences and cannot earn an incomplete grade should consider withdrawing from the class before the deadline listed in the Academic Calendar in this catalog.

When incomplete grades are awarded, students have 90 days from the end of the semester to complete work and take the final exam in the class. **Students are required to complete courses by the deadline whether or not they are enrolled at BRCC.** Failure to complete required work within the prescribed time results in a “P for the class.

Repeat/Delete Policy

Students can repeat a courses they have previously taken at BRCC. An “E” is recorded as the first grade, and the first grade is not calculated in the GPA. **The last grade received becomes the official grade for the course; and it is used to compute the GPA.** In an associate degree program, a maximum of twelve (12) credit hours of course work numbered above 099 may be deleted from the BRCC cumulative GPA under the Repeat/Delete Policy. **Only six (6) hours may be repeated in a certificate program.** Developmental courses are not calculated in the GPA; therefore, there is no limitation to the number of developmental courses that can be repeated.

Note: Other colleges and universities may compute all grades in calculating a student’s cumulative grade point average.

Academic Honors

The Dean’s List is composed of students who complete a minimum of twelve (12) or more credit hours and earn a minimum grade point average of 3.50, with no grades below “C” for the semester.

Honors also include students who complete a minimum of twelve (12) credit hours and earn a minimum grade-point average of 3.00-3.49, with no grade below “C” for the semester.

Graduation with Honors

Honors designations are determined from the cumulative GPA of all work completed prior to graduation. Honors grades are:

- Chancellor’s Honors 3.85 - 4.00 GPA
- Dean’s Honors 3.50 - 3.84 GPA
- Honors 3.00 - 3.49 GPA

NOTE: Developmental and English as a Second Language courses are not considered when determining the eligibility for academic honors and graduation with honors.

Academic Probation/Suspension

Students at Baton Rouge Community College are governed by the following academic standards:

- Students earning less than a 2.00 GPA on attempted hours in a semester are placed on academic probation.
- Students remain on probation for the next semester of attendance at the college. Failure to earn a minimum GPA of 2.00 on all hours attempted during the probationary semester results in a suspension for one semester. Student may not attend classes during this time.

Suspension notices are posted on the Web and are mailed to students.

At the end of the semester of suspension, students may re-enter BRCC on probation. If a 2.00 GPA is not earned during the returning semester, a student will be suspended again.

Students suspended at the end of the spring semester can attend summer sessions. If their summer grades raise their overall GPA to 2.00, they are taken off of suspension/probation and are allowed to attend the coming fall semester. Students earning a 2.00 on all attempted hours in the summer but failing to earn an overall minimum GPA of 2.00 remain on academic suspension/probation throughout the fall semester.

Students receiving a second suspension are suspended for one full academic year. Students can appeal, and appeals should be addressed to the Academic Appeals Committee.

Students suspended two or more times or suspended following probation as a result of poor grades and fail to earn the minimum 2.00 semester grade-point average during the semester after a second suspension are not eligible to file an appeal. **A fourth academic suspension results in expulsion from the college.**

APPEALS

Grade Appeal

Students who believe that a grade has been incorrectly awarded or recorded in error should notify the Office of Enrollment Services within 45 days to make corrections or request a change of the grade(s). Also, students can appeal within 45 days of the end of the semester in which the grade was received. Students should follow the procedures for appealing grades found in the *Student Code of Conduct* under Student Grievance Procedure.

Suspension Appeals

First-time suspensions can be appealed if a student provides 1) a physician's affidavit indicating a serious illness during the semester of suspension or 2) in the case of the death of a near relative, a certificate of death, an affidavit showing the relationship of the deceased to the student, and proof of the last known residence of the deceased indicating that the deceased was a member of the student's immediate family (parent/guardian, sibling, or a family member residing at the same residence as the student).

Withdrawal

When considering withdrawal from the college, students should consult with a professor, assigned faculty advisor, or the Center for Advising, Counseling, Disability Services. The staff and faculty at BRCC can direct students by providing alternatives to dropping courses. It may be in the best interest of a student to drop a course. Dropping courses can be completed online. Deadline dates for dropping courses occurs during the first week of classes. After

the first week of classes, students should go to the Office of Enrollment Services or the Center for Advising, Counseling, and Disability Services to obtain a *Drop Slip*. Students receiving financial must contact the Office of Financial Aid and Scholarships when dropping a course(s) or withdrawing from the college. The following applies:

- Withdraw before the published or posted deadline date, which is listed in the Academic Calendar of this catalog.
- Withdrawal from class prior to the deadline dates may result in a student receiving a grade of "W" and the grade may be recorded on a transcript.
- When a student fails to officially withdraw, a grade of "F" will be recorded in all courses.
- All college accounts must be paid-in-full.

Prerequisite/Corequisite

Prerequisites are specific courses that need to be completed before students can enroll in designated courses. Students can appeal the prerequisite requirement by contacting the academic dean of that area. Corequisites are taken at the same time as designated companion courses. Lectures and labs are frequently designed as co-enrollment, companion courses, allowing presentation of both theory and laboratory application during the same term.

ACADEMIC AFFAIRS POLICY 2.18 - MINIMUM REQUIREMENTS FOR PLACEMENT INTO ENTRY-LEVEL, COLLEGE-LEVEL MATHEMATICS AND ENGLISH

On December 11, 2003, the Louisiana Board of Regents approved a policy, Academic Affairs Policies and **Procedures 2.18 - Minimum Requirements for Placement into Entry-Level, College-Level Mathematics and English**. Effective in fall 2005, students must show readiness for these courses by obtaining appropriate scores on national-normed tests.

Requirements for Placement into Entry-Level, College-Level Mathematics

To enroll in an entry-level, college-level mathematics course designed to fulfill General Education requirements, students must

- attain a minimum score of 18 on the mathematics section of the American College Test (ACT), or
- attain a 440 on the quantitative portion of the Scholastic Assessment Test (SAT), or
- have an appropriate equivalent score on another nationally-recognized assessment exam such as ASSET, COMPASS, or ACCUPLACER.

Requirements for Placement into Entry-Level, College-Level English

To enroll in an entry-level, college-level English course designed to fulfill the General Education requirements, students must

- attain a minimum score of 18 on the mathematics section of the American College Test (ACT), or

- 440 on the verbal portion of the Scholastic Assessment Test (SAT), or
- have an appropriate equivalent score on another nationally-recognized assessment exam ASSET, COMPASS, or ACCUPLACER.

Course Cancellations

BRCC reserves the right to cancel any course listed in the *Schedule of Classes*. Students in their last semester of studies who are unable to schedule a required course should consult an advisor and the appropriate academic dean immediately.

Assignment of Class Instructors

BRCC reserves the right to change instructors who have been listed in the *Schedule of Classes* if a course is cancelled or other conditions necessitate their reassignments. Students are advised that the listing of an instructor's name in the *Schedule of Classes* does not guarantee that this instructor will teach the course.

Concurrent Degrees

Students can receive two degrees, which are usually awarded at the same time. In this case, students must have met all graduation requirements for the concurrent/second degree, and must earn at least nine additional semester hours for a second associate degree in a second major. These hours cannot have been applied toward the first degree or first certificate.

In degree programs where there are several concentrations, a different concentration is not considered a second degree, and a degree may not be earned twice.

Prior to completion of requirements for the two degrees, students must notify the Office of Enrollment Services, in writing, of their intent to complete both programs.

Course Waiver/Substitutes

Student having attended another college/university and has taken courses can petition to obtain a course waiver or substitute from the Office of Enrollment Services. Students need to provide a course syllabus, college catalog, or other information from the university last attended so that comparability of courses can be checked. BRCC academic deans and BRCC professors determine whether or not a course is acceptable as a substitute for another course.

Graduation Requirements

The criteria required to receive an associate degree/certificate are to

- have a degree audit done and
- complete an *Application for Graduation*.

Eligible students should meet with an academic advisor to make sure that they have met all requirements for graduation. Students has completing 45 semester hours of coursework should request an official audit from the Office of Enrollment Services. The audit identifies courses which

must be completed in order to graduate. Then, students should make appointments to discuss their audits with their division dean.

After the degree audit has been completed and during the final semester, students must apply for graduation. Deadlines for applying to graduate are posted in the Academic Calendar in this catalog. A \$25 graduation fee must be paid to the Bursar's Office at the time the student applies. **This is a one-time fee that is good for one year from the time the application is made.**

College commencement exercises are held in May, at the end of the spring semester. **Participation in the ceremony is voluntary.** However, students completing programs in the fall or summer terms are encouraged to participate. Summer graduates who would like their names included in the *Commencement Program* must submit a *Graduation Application* by the spring graduation application deadline.

Diplomas are mailed to graduates once semester grades are recorded and all final college work is evaluated for every graduate. If graduation requirements are not met, students are required to complete course deficits before diplomas can be mailed.

Associate Degree Graduation Requirements

Candidates for an Associate of Arts (AA), Associate of Science (AS), Associate in General Studies (AGS), and/or Associate of Applied Science (AAS) degrees must:

- apply for graduation prior to the deadline shown in the Academic Calendar of this catalog.
- complete all required coursework, as defined by the program of study of the governing catalog.
- complete BRCC General Education Core requirements.
- complete ENGL 101 and ENGL 102 with a grade of "C" or better.
- earn a minimum of 25% of required program coursework at BRCC.
- have a cumulative grade point average (GPA) or 2.00 or better.
- fulfill all financial obligations to BRCC.
- if having received financial aid, attend an exit interview in the Office of Financial Aid and Scholarships.

Certificate Requirements

- Candidates who are eligible to receive a certificate must
- apply for graduation prior to the deadline shown in the Academic Calendar of this catalog.
 - complete all of the required coursework defined by the program of study of the governing catalog.
 - complete ENGL 101 with a grade of "C" or better.
 - earn a minimum of 25% of required program coursework at BRCC.
 - have a cumulative grade point average (GPA) of 2.00 or better.
 - fulfill all financial obligations to BRCC.
 - if having received financial aid, attend an exit interview in the Office of Financial Aid and Scholarships.

LEARNING RESOURCES

The **Academic Learning Center (ALC)** offers services and resources that support faculty instruction, supplement coursework, and aid in personal development. Services include peer and professional tutoring, writing assistance, diagnostic services, consultation, and referral. Software, videotapes, audiocassettes, Internet access, and print materials are also available. The ALC staff provides workshops for students and faculty; designs self-paced, individualized courses; and administers the Tutor Development Program, which is certified by the College Reading and Learning Association. The ALC oversees the college's placement testing services and, when necessary, provides alternative testing facilities. Students should be acquainted with the ALC and take advantage of the free services and resources it offers.

In collaboration with East Baton Rouge Parish School Board's Adult Education Program, the Academic Learning Center offers General Educational Development Preparation (GED Prep) and a Pre-College Program of Study. Students follow a prescribed, individualized, self-paced program based on diagnostic test results. These programs are provided free of charge at the ALC at the Frazier Building.

The ALC collaborates with faculty, staff, and community agencies to develop programs that provide specific academic services and opportunities for remediation, reinforcement, and enrichment.

Library (Learning Resource Center)

The BRCC Library provides services as part of the educational program of the institution and is staffed by professional librarians, library specialists, and student assistants. The library offers a diverse collection of books, periodicals, videos, audiocassettes, CD-ROMs, Internet access for research, and a variety of online databases, such as EBSCO, OED online, GaleGroup, Lexis-Nexis, Sanborn Maps LA, Math SciNet, JSTOR, NetLibrary, CSA, and others. In addition, there are computers, accessible seating space, and study carrels.

The BRCC Library is a member of the Louisiana Library Network (LLN) and the Louisiana Online University Information System (LOUIS). LLN and LOUIS provide access to both local online catalogs and the catalogs of surrounding institutions. Inter-library loan privileges for students are provided through Louisiana Academic Library Information Network Consortium (LALINC). The library offers media equipment for loan to faculty and students. The equipment includes slide projectors, overhead projectors, 35mm cameras, camcorders, digital cameras, video duplicating machines, calculators, laptops, DVD players, tape recorders, CD players, and televisions/VCRs. For a minimal fee, the library offers scanning, color copying, laminating, and faxing. An open-use copier and printer are available for a nominal charge. Bibliographic instruction, tailored to individual or class needs, is available and library tours are welcome.

Library services are also available in the Frazier Building Library. Computers with Internet access and online databases are available, in addition to a varied collection of

books, periodicals, videos, audiocassettes, media equipment, and study carrels.

BRCC students and the public are welcome to use the library at the main campus and the Frazier Building during regularly scheduled hours of operation and are encouraged to use all the services provided. However, failure to comply with library policies can result in the loss of library privileges and services. Borrowed materials must be returned and fines paid by the end of each semester, or final grades and transcripts are withheld. A copy of library policies is found at <http://www.brcc.cc.la.us/lib/>

Office of Student Learning Technology

The Open Student Computer Laboratory provides a workplace and environment conducive for studying and learning. The laboratory contains updated computers, software and printers. The Open Student Computer Laboratory is supported by the Student Technology Fee.

The laboratory is open Monday through Saturday. A valid BRCC student identification card is required for entry into the laboratory and for use of the equipment, except during times of registration. Additional information can be found on the Web at <http://www.brcc.cc.la.us/ost/>

Distance Education/Electronic Learning

College-credit classes are available in a variety of subjects, and courses are equivalent to those listed in the academic section in terms of objective, content, rigor, and transferability. Baton Rouge Community College's Distance classes allow students to enhance their knowledge and improve their skills.

Students are required to meet prerequisites or test out with prescribed assessment scores before being allowed to enroll in distance education courses. Students taking electronic web-based Internet courses must possess proficient computer skills and have access to a computer, an Internet connection, an e-mail account, and Netscape Navigator 3.1 or Internet Explorer 3.02 or higher. In some instances, additional software packages are required.

IT Academic Learning Support Student e-Mail Accounts

BRCC provides e-mail resources to students, faculty, and staff to facilitate and promote the efficient exchange of information among these groups. Every BRCC student is assigned a BRCC e-mail and BlackBoard account. To sign onto an e-mail account, go to <http://www.mybr.cc> and click the "Check e-Mail" hyperlink. To sign onto BlackBoard, go to <http://www.mybr.cc> and click the "BlackBoard Logon" hyperlink. Students are also able to identify their username and password for both BRCC e-mail and BlackBoard by using the Student Login Username Lookup tool on the BlackBoard Logon page.

Computer Usage Policy

BRCC provides basic computer services for students which enables study via computer. Students should be

familiar with the *BRCC Computer Usage Policies*. *BRCC Computer Usage Policies* **apply to everyone who has an e-mail account through the college**. Students are expected to be professional and ethical and demonstrate good judgment when using BRCC technological resources. The following applies:

1. **Equipment/Services.** Equipment/Services are the property of the state of Louisiana and are to be used for legitimate college purposes only. Likewise, Internet/Intranet services, e-mail, and other online services are to be used for legitimate, college-related communications only. State property also includes computers; software; computer media, such as diskettes, CD-ROMs, cartridges, tapes, optical disks, etc.
2. **Content.** No obscenities, vulgarities, materials with sexual content; racial, age, disability, ethnic, or gender-oriented communications; or defamatory/derogatory information are to be transmitted, received, printed, or stored. A recipient of improper (discriminating, harassing, obscene, defamatory, or derogatory) communications should immediately lodge a complaint with the Dean of Students.
3. **E-mail.** Student use of the Internet/Intranet, e-mail, or other online communications and the materials stored on any BRCC computer, including computer hard drives and other media, such as diskettes, CD-ROMs, etc., is not privileged, nor private. The policy extends to anything you create, receive, print, or send. All materi-

als stored on BRCC computers, on any media, such as hard drives, diskettes, CD-ROMs, optical disks, logbooks, and stored electronic documents, such as e-mail transmissions, are subject to review, for cause, at any time by IT supervisory personnel.

4. **Abuses.** Information Technology's network personnel track usage and periodically review equipment for patterns of abuse. Any discrepancies are brought to the attention of the Dean of Students. Abuses include all use of Intranet access, email, or other online services that are unrelated to legitimate college purposes. Access to chat sites and adult sites that offer access to sexual/pornographic materials, hate information, or racially or ethnically offensive materials is strictly prohibited.
5. **Copyrighted/Patented Materials.** Certain online information is copyrighted or patented, including texts, pictures, videos, and sounds. Students are **NOT** allowed to duplicate or download any software or materials that are copyrighted, patented, or identified as intellectual property. This policy is used in conjunction with all other policies related to the use of computer equipment, software, and computer-related services.
6. **Enforcement and Penalties for Violation.** Any student who violates any provision of this policy or other related BRCC policies, or applicable city, state, or federal laws or regulations, can face sanctions or expulsion from BRCC, depending on the severity of the offense.

STUDENT SERVICES

Baton Rouge Community College is responsible for providing a safe environment for student learning, as well as providing activities that enrich the lives of the students. The Center for Advising, Counseling, and Disability Services acquaints students with the college and provides them with advising, counseling, and career services. The Office of Student Programs and Resources (SPAR) coordinates a variety of campus activities, sponsors college organizations, and works closely with the Student Government Association. All BRCC students are encouraged to actively participate in student activities and to use the wide variety of services offered at BRCC.

Campus Environmental and Public Safety Department

BRCC makes every effort to provide a safe and secure environment for students, faculty, staff, and visitors to the college. BRCC's public safety officers are empowered to enforce all federal, state, and local laws and all college policies.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges/universities across the United States to disclose information about crime on and around their campuses. Students, employees, and others can obtain a copy of the campus crime statistics by contacting the BRCC Environmental and Public Safety Office or by visiting the BRCC website at www.mybr.cc.

Pursuant to the **Campus Sex Crimes Prevention Act**, the BRCC Environmental and Public Safety Office receives and maintains information on sex offenders who are enrolled, employed, or are volunteering on campus. This information can be obtained by contacting the BRCC Environmental and Public Safety Office.

Crime Reporting, Services and Other Campus Emergencies

Staff, faculty, students, and visitors should immediately report incidences of criminal activity, serious illness, or injury to the BRCC Environmental and Public Safety Office. Incidents include, but are not limited to, vandalism, theft, automobile accidents, and break-ins.

Lost and Found

Lost and Found items can be claimed at the BRCC Environmental and Public Safety Office. Unclaimed items are kept through the end of each semester.

Parking

BRCC students, faculty, and staff must complete *Parking Permit Forms* within the first week of classes each semester, unless the individual has a current permit. The *Parking Permit Form* requires an applicant to provide vehicle registration and driver's license information. Students must also provide proof that tuition and fees have been paid. A motor vehicle registration fee is assessed each semester. A parking hangtag is only issued after registration is complete and all fees have been paid. **The hangtag must be displayed at all times.** All students, faculty and staff must abide by the

parking regulations of the college. A parking citation is issued if a vehicle is observed to be in violation of any parking regulations. Parking or driving on lawns, sidewalks, grass, fire zones, loading zones or anywhere that hinders the free movement of traffic is strictly prohibited. Complainants who have been issued a citation can file an appeal with the BRCC Environmental and Public Safety Office.

Parking in "Handicapped" only spaces requires a valid handicap parking permit and an Louisiana Office of Motor Vehicle issued identification card. The BRCC Environmental and Public Safety Office issues temporary medical permits for a maximum period of 15 days to those who require short-term medical parking. The permit can be reissued if additional time is required; however, medical documentation confirming a medical condition must be presented at the time of application.

Center for Advising, Counseling, and Disability Services

The Center for Advising, Counseling, and Disability Services (CACDS) provides services that assist students in attaining academic, personal, vocational, and professional growth. These services are:

- Advising
- Career Services
- Personal Counseling/Mentoring
- Support Services (for students with disabilities)

CACDS encourages students to be responsible for their own progress at BRCC. The CACDS continually develops programs which help students to aspire to his/her personal best. Check the CACDS link on the BRCC Web site for current information.

Advising

Advising helps new, returning, or continuing students to successfully reach their academic goals. At BRCC, academic advising is a shared responsibility between the student and advisor, each having distinct roles. An advisor is a BRCC professor or an advising staff member who is interested in helping students succeed.

The CACDS staff advises new students, returning, or re-entry students to BRCC. Correct initial course placement is critical, so BRCC placement test scores and prior transcripts are used to determine the course placement of each student. Beginning Fall 2004, all students seeking degree course credits, diplomas, or certificates in credit programs must have taken the COMPASS Placement Test. If the student's goal is to transfer to another institution, an advisor can assist in selecting classes.

Because of BRCC's rapid growth and ongoing program development, students returning to the college after taking a semester or more off will benefit from consulting an advisor in the CACDS.

Continuing students are students who are currently enrolled at BRCC. These students are assigned to professors who teach courses in their major field of study, and are likely to be advised by the same faculty advisor through-

out their time of study at BRCC. Faculty advisors direct the student towards a specific goal and are knowledgeable about student programs of study, career advising, and available graduate programs.

New Student Briefings

Student briefings prepare students to enter BRCC and instruct them how to use the available services. Briefings are traditionally held on campus. An online version is available for distance learners. The Orientation program is offered on the BRCC website for students who find it difficult to come to campus.

Career Services

Career Services is housed in the Center for Advising, Counseling, and Disability Services. Services include

- Career assessment testing,
- Career workshops, and
- Job opportunity listings.

On the BRCC website, students can access career assessment tests. Assessment tests are intended to give students direction when deciding on their career. A CACDS staff member can discuss career opportunity with the student. Career workshops on a number of topics are also offered—career decision making, using the results of the career assessment test, job seeking skills, interviewing techniques and more. Job openings are posted on the bulletin board located in the CACDS.

Personal Counseling

A student needing immediate personal counseling should report to the Center for Advising, Counseling, and Disability Services. Short-term personal counseling and crisis intervention are available. For long-term care or in-depth therapy, students should contact one of the local counseling specialists.

Counseling services offered at BRCC include individual and group sessions and seminars on anger management, career planning, conflict resolution, career decision making, stress and anxiety reduction or other counseling related topics.

Services for Students with Disabilities

BRCC provides programs and services to students with disabilities. Persons with a disabilities have physical or mental impairments that substantially limit their activities (i.e., seeing, hearing, learning, walking, talking, taking care of one's self, etc.); have records of impairment; or are regarded as having impairments (Americans with Disabilities Act, Public Law 101-336 (1990)). The definition also includes persons who have learning disabilities, mobility impairments, deafness/hearing impairments, blindness/visual impairments, psychological disorders, serious contagious/non-contagious diseases (i.e., AIDS, epilepsy, cancer, heart disease, Chronic Fatigue Syndrome (CFS), tuberculosis, etc.).

The Center for Advising, Counseling, and Disability Services coordinates all services for BRCC students with disabilities. Students having disabilities can request special accommodations/services by contacting the CACDS, and should apply for them at least 4 weeks prior to the first official day of classes each semester, or BRCC cannot guarantee the availability of the accommodations/services once classes begin. Some accommodations/services offered are counseling (career, academic, and personal), liaison assistance with service agencies and college personnel, tutors, readers, scribes, and notetakers, interpreters for the deaf, specialized testing, technical assistance with program and instructional modification, adaptive equipment, and sensitizing awareness workshops/seminar.

BRCC cannot provide students with disabilities devices for personal use or assistance; for example, wheelchairs, eye glasses/contacts; hearing aids, transportation, special classes, assistance for eating, dressing, or readers.

Contagious/Communicable Diseases

BRCC adheres to all requirements of the Communicable Disease Prevention and Control Act and the Open Records Act. The college provides a working and educational environment free of health hazards for both employees and students. An individual who has a contagious/communicable disease is normally allowed to attend class as long as written approval is received in the Office of Disability Services from a board certified doctor(s). The identity of these individuals is protected by the college with only direct need to know and is not revealed under any circumstances without the express consent of the affected person it would affect. Questions regarding the policy and enrollment procedures for an individual with a contagious/communicable disease should be directed to the Center for Advising, Counseling, and Disability Services.

Student Programs and Resources (SPAR)

Involvement in campus life outside the classroom is an important component of the college experience. The Office of Student Programs and Resources (SPAR) oversees a number of programs and services for students. The SPAR office, located in the Student Center, oversees programs that involve campus activities, student clubs and organizations, the Student Government Association, service learning, and the publication of the college newspaper.

Involvement in college programs provides personal networking opportunities, and student activities enhance the college experience and promote career and educational opportunities. Suggestions for new activities and programs are invited and can be submitted to the SPAR Office.

Student Center

BRCC recognizes the needs of students to have a place to gather and socialize between classes without interrupting ongoing classes. The Student Center has various types of entertainment, snack machines, and a microwave. In

addition, it houses the Student Government Association, clubs, and organization mailboxes. A conference room is available on request and is maintained through the Office of Student Programs and Resources.

Student Activities

Students at BRCC play a vital role in the planning and implementing of student activities on campus. Members of the Student Advocates Association meet with the Director of Student Programs and Resources on a regular basis to discuss productive activities for the BRCC community. The Student Government Association also provides students with scantron sheets for use during exams and publishes a student newspaper. Some SGA activities include:

FALL

Fall Fest/Health Fair
World AIDS Day
United Way Campaign
Guest Speakers
International Student Week
Leadership Institute
Student Newsletter
Poetry Night
Intramural Sports
Ping Pong Tournaments
Pool Tournaments
Golf Club
Faculty/Student Two-Man Scramble

SPRING

Spring Fling/Health Fair
Alcohol Awareness Week
Student Recognition Ceremony
Mardi Gras Ball
SGA Spring Elections
Black History Month
Unity Celebration
Easter Egg Hunt
Guest Speakers
Conferences
Leadership Institute
Student Newsletter
Intramural Sports
Ping Pong Tournaments
Pool Tournaments
Golf Club Handicap Tournament
Spades Tournaments

SUMMER

Big Bang/Health Fair
Free Sno-Balls
Ice Cream Give-A-Way
Regional Golf Tournament
Friends and Family Bowling Night

Student Government Association (SGA)

BRCC students make up the entire membership of the SGA. There are no eligibility requirements to join. Students can decide how involved they want to be. Being active members of the SGA enable students to help plan and implement programs that affect the entire student body of BRCC.

SGA is student-driven. It conducts and regulates all campus-wide elections and referenda. SGA members work closely with BRCC's administration and faculty, the legislative branch of the state of Louisiana, and leaders of other statewide student organizations to establish policies that affect students enrolled in institutions of higher education in the state. By attending meetings, a student gains first-hand knowledge of issues that affect higher education.

Student Organizations

Student organizations help develop special talents and interests, especially leadership. Information on student organizations and the guidelines for starting a new organization can be obtained from the Office of Student Programs and Resources. Clubs and organizations at BRCC are

African American Culture Club (AACC)
Art Club
Athletic Students Association (ASA)
Christian Students Association (CSA)
Circle K
College Islamic Association (CIA)
Dance Team
Golf Club
Gospel Choir
International Students Association (ISA)
Library Club
Out-Right
Phi Theta Kappa Honor Society
Sigma Eta Alpha (SHA)
Strategic Games Association
Student Advocates Association (SAA)
Student Writers Association (SWA)
Theatre Guild Veterans Club

Service-Learning

The Department of Service Learning and Volunteerism is located in the Student Center. The involvement of many BRCC professors/instructors makes it possible for students to earn extra credit by participating in service learning projects. Students can volunteer to work for agencies located in the Baton Rouge community. In turn, the students apply their volunteer experiences to real life situations and which gives them the opportunity to contribute to the community. For more information on service-learning and those professors/instructors involved in the program, visit the Student Center and pick up a free packet on service learning and volunteerism.

Bulletins and Posters

Official notices, bulletins, posters, class schedules, events, and student activities placed on bulletin boards located throughout the college must first be approved by the Office of Student Programs and Resources. Guidelines for posting notices are available from the Director of Student Programs and Resources.

Bookstore

BRCC contracts bookstore services. A list of required textbooks, study aids, and supplies for BRCC courses is available in the bookstore. Textbooks, supplies, BRCC registered logo clothing and gift items, and snacks are available for purchase. At the end of each semester, the bookstore purchases back textbooks. The bookstore is regularly opened Monday - Friday and then on Saturday

the week before classes begin, the first week of classes, and the week of finals. Hours can vary, depending on school holidays.

Insurance

Health and accident insurance coverage is available through a third-party company to students enrolled at BRCC. Insurance plans are available in the Office of Enrollment Services.

Smoke-Free Buildings

BRCC maintains smoke-free environments. Smoking is prohibited inside of any indoor facility on campus. Smoking by employees, students, and visitors is permitted outside of the buildings and only in designated areas.

WORKFORCE, CORPORATE, AND CONTINUING EDUCATION

CONTINUING EDUCATION

Continuing Education provides a wide range of flexible educational services that enhance life-long learning, personal enrichment, professional development, promotions and leisure learning. Non-credit occupation-related programs and courses, seminars, and workshops are continuous, convenient and customer-oriented. Classes start at various times throughout the academic year. Continuing Education instructors are college faculty and professionals from the community, chosen for their knowledge, expertise, and experience in their fields.

CONTINUING EDUCATION UNITS

Continuing Education Units (CEUs) are provided upon successful completion of vocational courses. In recognized educational institutions, one CEU is awarded for each ten (10) contact hours of instruction in the specified continuing education program/activity. The CEU is a means to record and account for continuing education programming or for meeting certification requirements of certain professional organizations.

COMMUNITY OUTREACH PROGRAMS

Community Outreach Programs create opportunities for community members-individuals, schools, businesses and public and private organizations. The basic components are lifelong learning, community involvement, and the efficient use of resources. BRCC collaboratively works to build partnerships with community members in order to address community needs for education and training.

DISTANCE/ELECTRONIC LEARNING

Courses are available through the Workforce, Corporate, and Continuing Education (WCCE) and cover a wide range of topics. **These courses are not designed to earn college credit which can be applied towards a degree.** However, students can begin classes any time during the year. Interested persons can refer to the *WCCE Schedule of Classes* for additional information.

YOUTH ACADEMY

The BRCC Youth Academy focuses on academic achievement. The goal is to teach young people problem-solving skills that assist them in the classroom and other settings. Courses include Pre-Algebra, Chemistry Made Easy, Creative Writing, Reading Comprehension and Study Skills. Personal enrichment courses include Sculpture, Sketch and Painting, Music Appreciation, Kidiquette, Advanced Computer Skills, Youth Entrepreneurship, and fitness programs. Youth Academy courses enhance the educational experience. Instructors are either college professors or certified teachers.

SENIOR ACADEMY

The BRCC Senior Academy offers courses designed for seniors age 55 years of age and older and engages seniors in learning by providing enjoyable, interesting, and enriching courses. Instruction is comfortably paced for seniors, and the size of classes are small. Classes are

- scheduled during the day.
- held in a comfortable and safe environment.

WORKFORCE TRAINING

Workforce Training is only offered on a contract basis. BRCC trains workers to hold specific jobs. Customized training programs are specially designed training initiatives suited to the needs of an employer. A business, government, or community-based organization must request a program for their employees. Course content and times are coordinated through the employer. Incumbent Worker Training funds are available for business and industry to provide customized training to their employees.

The Incumbant Worker Training Program benefits business and industry by developing the skills of employees and increasing employee productivity while at the same time, nurturing economic development. WCCE offers application development assistance, training program design, and budget and equipment bid assistance.

**For additional information phone:
225.219.0445**

PROGRAMS OF STUDY

The college's academic programs enable students to succeed personally and professionally. Academic programs prepare students for transfer to four-year institutions, for satisfying and rewarding careers, or for personal growth and fulfillment.

Baton Rouge Community College offers the following degrees and certificates:

- Associate of Arts in Liberal Arts
- Associate of Science in General Science
- Associate in General Studies
- Associate of Applied Science
 - Business Technology
 - Process Technology

Certificate in Business Technology

The Associate of Arts (AA), Science (AS), and General Studies (AGS) degrees are designed for students who plan to transfer to a university to complete bachelor's degrees. Associate degrees provide many of the basic general education courses required during the first two years of a bachelor's program. **If interested in transferring to a specific four-year program, students should consult with the colleges/universities they plan to attend and establish which courses taken at BRCC will transfer.**

The **General Studies** degree (AGS) allows students to select concentrations that can be transferred to another college/university degree programs.

The **Associate of Applied Science** (AAS) degree prepares students to enter careers upon completion with no further study required. The General Education courses required in the AAS degree may articulate with other colleges/universities, but the AAS degree is not designed with the intent of providing full transfer to a four-year institution.

Certificate programs provide defined sets of work skills that can be used for employment. Students in certificate programs may take a limited number of General Education courses that transfer to four-year institutions, but the focus of the certificate program is to renew or establish employable skills which allows students to enter the workforce.

For **Certificates of Applied Science**, nine (9) hours of General Education coursework are required as follows:

- I. English Composition3
- II. Mathematics3
- III. Arts/Humanities/Social Science3

For **Associates of Applied Science**, twenty-one (21) hours of General Education coursework are required as follows:

- I. English Composition3
- II. Speech3
- III. Mathematics3
- IV. Social Science3
- V. Natural/Physical Science3
- VI. Computer Science3
- VII. Humanities3

Regents' Statewide Articulation

BRCC participates in the Board of Regents' Statewide Articulation Consortium. Students planning to transfer to another Louisiana public institution of higher learning should consult the dean of the division in which they are enrolled for information about the course transfer agreement.

BRCC's General Education Core Requirements

BRCC's General Education Core Requirements confirm the college's belief that students need to:

- think critically, which includes collecting evidence (statistics, examples, testimony) and making decisions based on them, comprehending and analyzing texts, and solving problems using methods of critical and scientific inquiry.
- communicate effectively using standard written English; communicate in a clear oral and non-verbal fashion and employ effective listening skills.
- organize, analyze, and make information useful by employing mathematic principles.
- relate general concepts of science to the natural world and demonstrate understanding of the impact of these processes and concepts on human lives.
- use technology, especially computer technology, to access, retrieve, process, and communicate information;
- know world-wide political, social, and economic issues, historical and geographical perspectives, and philosophical ideas.
- recognize and appreciate cultural, ethnic, and gender diversity.
- appraise the quality, value, and significance of cultural artifacts, such as literature, sculpture, painting, music, and performing arts.
- explore the necessity of core values in helping make ethical, personal, social, and professional decisions.

For **Associates of Liberal Arts**, twenty-one (21) hours of General Education coursework are required as follows:

- I. English Composition6
- II. Speech3
- III. Mathematics6
- IV. Social Sciences3
- V. Natural/Physical Sciences6
- VI. Computer Science3
- VII. Arts3
- VII. Humanities3

Regulations

- Each degree program may require specific courses to fulfill General Education Core Requirements. Students are advised to check the General Education course options and degree requirements when selecting a program of study.
- Students must complete the General Education Core English requirements prior to graduating from BRCC and should begin working on the requirement in their first semester.
- Only those courses on the approved list below may be used to satisfy General Education requirements.
- General Education Core Courses will be graded on the “A, B, C, D, F, P” system.
- A student must earn a grade of “D” or better in all General Education Core Requirements and a “C” or better in ENGL 101 and ENGL 102.
- A request for an exception to the General Education requirements must be submitted to the dean of the division in which the course is offered. Students’ requests and the dean’s evaluation are forwarded to the Vice Chancellor of Academic Affairs for a final decision.

Area/Courses	Credit Hours
I. ENGLISH COMPOSITION	6

All students must earn credit in ENGL 101 and ENGL 102, or the equivalent. A grade of “C” or better must be earned in ENGL 101 and ENGL 102.

English

101 English Composition I	3
102 English Composition II	3
103 English Composition I Honors.....	3

II. SPEECH	3
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Speech

101 Fundamentals of Speech	3
120 Techniques of Speech.....	3
220 Comm. for Business Professionals	3

III. MATHEMATICS	6
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Students may earn credit toward their degree in either MATH 101 or MATH 110, but not both. Students earning credit in MATH 120 may not also earn credit toward their degree in MATH 101, MATH 110, or MATH 111. All students must have credit in MATH 101, MATH 110, MATH 120, or MATH 130, plus one additional course from the following:

Mathematics

101 College Algebra: Five-hour Format	5
110 College Algebra	3
111 Plane Trigonometry	3
120 College Algebra and Trigonometry.....	5
130 Introduction to Contemporary Math.....	3
131 College Mathematics.....	3

Area/Courses	Credit Hours
200 Finite Mathematics	3
201 Calculus for Non-Science Majors	3
202 Basic Statistics I.....	3
203 Basic Statistics II	3
210 Calculus I.....	5
211 Calculus II.....	5
212 Multidimensional Calculus	3
IV. SOCIAL SCIENCE	3

Criminal Justice

211 Constitutional Law.....	3
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Economics

201 Principles of Macro Economics.....	3
202 Principles of Micro Economics.....	3
203 Economic Principles.....	3

Geography

201 Introduction to Geography	3
203 Cultural Geography	3

Political Science

110 American Government	3
202 International Relations.....	3
211 Constitutional Law	3

Psychology

200 Psychology of Adjustment	3
201 Introduction to Psychology	3

Sociology

200 Introduction to Sociology	3
205 Contemporary Social Problems	3

V. NATURAL/PHYSICAL SCIENCES	3
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Astronomy

101 Astronomy	3
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Biological Sciences

101 General Biology I	3
102 General Biology II	3
103 General Biology I Honors	3
104 General Biology II Honors	3
120 Biology I for Science Majors	3
121 Biology II for Science Majors	3

Chemistry

101 Chemistry I	3
102 Chemistry II	3
130 Chemistry I for Non-Science Majors	3
131 Chemistry II for Non-Science Majors	3

Area/Courses	Credit Hours	Area/Courses	Credit Hours
Geography		English	
206 Physical Geography: The Atmosphere.....	3	210 Literature and Ethnicity	3
207 Physical Geography: Litho- & Biosphere	3	211 Survey of Short Stories and Novels	3
Physical Science		215 Introduction to Drama and Poetry	3
101 Physical Science I	3	220 Major British Writers.....	3
102 Physical Science II	3	221 Major American Writers.....	3
103 Physical Science/Lab	4	222 Survey of World Literature.....	3
104 Physical Science/Lab	4	230 Understanding Literature.....	3
Physics		French	
121 General Physics I for Physics Majors	4	101 Elementary French I.....	3
122 General Physics II for Physics Majors	4	102 Elementary French II.....	3
201 General Physics I.....	3	201 Intermediate French I	3
202 General Physics II.....	3	202 Intermediate French II	3
210 Physics I for Technical Students	3	History	
211 Physics II for Technical Students	3	101 History of World Civilizations I.....	3
VI. COMPUTER SCIENCE	3	102 History of World Civilizations II.....	3
Computer Science		103 History of World Civilizations (Honors)	3
101 Introduction to Computer Technology.....	3	200 History of Roman Republic and Empire.....	3
190 Microcomputer Applications	3	201 U.S. History I	3
VII. ARTS.....	3	202 U.S. History II	3
Arts		Philosophy	
101 Introduction to Fine Arts.....	3	201 Introduction to Philosophy	3
Music		203 Introduction to Logic	3
101 Music Appreciation.....	3	205 Introduction to Ethics	3
102 History of Jazz.....	3	Spanish	
Theatre		101 Elementary Spanish I.....	3
100 Introduction to Theatre	3	102 Elementary Spanish II.....	3
VIII. HUMANITIES	3	201 Intermediate Spanish I	3
		202 Intermediate Spanish II	3
		Speech	
		210 Interpersonal Communication	3
		240 Performance of Literature.....	3
		263 Argumentation and Debate	3

ASSOCIATE OF GENERAL STUDIES

The **Associate of General Studies** degree is a flexible program designed to help students reach educational and occupational goals. As a transfer program, it allows exploration of various educational fields before students must choose a major. **Students planning to transfer to another institution should discuss their plans with a BRCC advisor and with an advisor at the receiving institution to assure that credits earned at BRCC will transfer.**

This degree allows students to design a curriculum with specific career and occupational goals in mind. In pursuing the General Studies program, students have access to a strong, yet flexible academic base. Enrichment blocks and concentration components enable students to choose coursework that focuses on individual interests.

To receive this degree, students must:

- have a cumulative GPA of 2.00 or better in all credits to be used towards the degree,
- earn a “C” or better in Area of Concentration courses and in ENGL 101 and ENGL 102,
- business concentration majors must earn a “C” or better in any computer course
- take at least 12 hours at the 200 level,
- complete 3 hours additional general education Social Science³, and
- complete the coursework listed below.

PROGRAM OF STUDY	
General Education Core Requirements	33
Area of Concentration	18
<i>Business or Liberal Arts</i>	
Enrichment Blocks.....	12
Total Hours.....	63

General Education Core Requirements	
English Composition	6
Speech	3
Mathematics	6
Social Science (200 level)	3
Natural/Physical Sciences	6
Computer Science ¹	3
Arts.....	3
Humanities	3
33	

Business Concentration 18
 (Accounting, Business, Computer & Information Systems Technology, Computer Science¹, Economics², ENGL 201, Finance, Management, Marketing, MATH 201, MATH 202, and/or MATH 203, and Real Estate)

OR

Liberal Arts Concentration 18
 (Arts, Humanities, Mathematics, Science, and Social Science)

Enrichment Blocks

Select two of the five blocks below and complete 6 hours in each:

Block 1. Arts and Humanities (6 hours)

Arts, English, Foreign Languages, History, Philosophy, Music, Speech and Theatre

Block 2. Natural/Physical Sciences/Mathematics (6 hours)

Anatomy and Physiology, Biology, Astronomy, Chemistry, Mathematics, Microbiology, Physical Geography, Physical Science, and Physics

¹Credit will not be awarded for both CSCI 101 and CSCI 190.

²ECON 203 may not be used with either ECON 201 or ECON 202.

Block 3. Social Sciences (6 hours)

Criminal Justice, Economics, Geography (Introduction and Cultural only), Political Science, Psychology, and Sociology

Block 4. Applied Science (6 hours)

Accounting, Business, Computer & Information Systems Technology, Computer Science¹, Economics², ENGL 201, Finance, Management, Marketing, MATH 201, MATH 202, and/or MATH 203, and Real Estate

Block 5. Education (6 hours)

Education, MATH 167, MUSC 291, SPCH 230, PSYC 203

SUGGESTED COURSE OF STUDY

SEMESTER 1

	Credit Hours
English Composition (ENGL 101).....	3
Natural/Physical Sciences.....	3
Computer Science.....	3
Mathematics.....	3
Arts.....	3
	15

SEMESTER 2

	Credit Hours
English Composition (ENGL 102).....	3
Mathematics.....	3
Concentration Course.....	3
Concentration Course.....	3
Concentration Course.....	3
	15

SEMESTER 3

	Credit Hours
Speech.....	3
Social Science (200 level).....	3
Concentration Course.....	3
Natural/Physical Sciences.....	3
Humanities.....	3
Enrichment Block.....	3
	18

SEMESTER 4

	Credit Hours
Concentration Course.....	3
Concentration Course.....	3
Enrichment Block.....	3
Enrichment Block.....	3
Enrichment Block.....	3
	15

Total Hours	63
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ASSOCIATE OF SCIENCE IN GENERAL SCIENCE

The **Associate of Science in General Science** degree is designed as a transfer program for students planning to transfer to a baccalaureate degree-granting institution and major in one of the sciences, health professions, or related pre-professional areas, such as dentistry, medicine, pharmacy, optometry, physical therapy, nursing, physics, chemistry, or biological science. Students not planning to transfer to a senior institution, the General Science curriculum provides foundation courses that can lead to employment in one of the various health, science fields, or health-related para-professions.

To maximize possible transfer courses to senior institutions, students should select a college/university as soon as possible and obtain a catalog from that institution. **Students planning to transfer to another institution should discuss their plans with a BRCC advisor and with an advisor at the receiving institution to assure that credits earned at BRCC will transfer.**

To receive this degree, the student must:

- have a cumulative GPA of 2.00 or better in all credits to be used towards the degree,
- earn a “C” or better in major courses and in ENGL 101 and ENGL 102,
- take at least 12 hours at the 200 level, and
- complete the coursework listed below.

Credit will not be given for both BIOL 101 and BIOL 120, BIOL 102 and BIOL 121, BIOL 101L and BIOL 120L, BIOL 102L and BIOL 121L, CHEM 130 and CHEM 101, CHEM 131 and CHEM 102, CHEM 130L and CHEM 101L, and CHEM 131L and CHEM 102L.

PROGRAM OF STUDY

General Education Core Requirements

English Composition	6
Speech	3
Mathematics.....	6
Social Science.....	3
Natural/Physical Sciences.....	6
Computer Science.....	3
Humanities	3
Arts	3
	33

Major Course Sequence¹

Biology, Chemistry, or Physics.....	18
Natural/Physical Sciences or Mathematics Electives	3
	21

Required Related Courses

Humanities	3
Social Sciences	3
	6
Electives	3

TOTAL HOURS**63**

SUGGESTED COURSE OF STUDY

SEMESTER 1 Credit Hours

English Composition (ENGL101).....	3
Major Course Sequence I.....	3
Major Course Sequence I Lab.....	1
Mathematics (MATH 101 or MATH 110).....	3
Computer Science.....	3
Humanities	3
	16

SEMESTER 2 Credit Hours

English Composition (ENGL 102).....	3
Major Course Sequence I.....	3
Major Course Sequence I Lab.....	3
Social Science.....	3
Humanities	3
	16

SEMESTER 3 Credit Hours

Major Course Sequence II.....	3
Major Course Sequence II Lab.....	1
Art.....	3
Speech	3
Natural/Physical Sciences.....	3
Natural/Physical Sciences or Math Elective.....	3
	16

SEMESTER 4 Credit Hours

Major Course Sequence II.....	3
Major Course Sequence II Lab.....	1
Natural/Physical Sciences.....	6
Social Science.....	3
Elective	3
	16

Total Hours**63-64**

¹A Major Course Sequence consists of two sequential courses in the same area. Ex.: BIOL 101 and BIOL 102, CHEM 101 and CHEM 102, or PHYS 201 and PHYS 202

ASSOCIATE OF ARTS IN LIBERAL ARTS

The **Associate of Arts In Liberal Arts** degree is designed specifically for those students planning to transfer to a senior college/university. Emphasis is placed on General Education courses which are required by most senior institutions. The degree also allows students to gain a breadth of knowledge while choosing a major and enabling them to develop a foundation for self-fulfillment or knowledge for use in the workplace. **Students planning to transfer to another institution should discuss their plans with a BRCC advisor and with an advisor at the receiving institution to assure that credits earned at BRCC will transfer.**

To receive this degree, the student must:

- have a cumulative GPA of 2.00 or better in all credits to be used towards the degree,
- earn a “C” or better in major courses and in ENGL 101 and ENGL 102,
- take at least 12 hours at the 200 level, and
- complete the coursework listed below.

PROGRAM OF STUDY

General Education Core Requirements

English Composition	6
Speech	3
Mathematics ⁴	6
Social Science ⁵	3
Natural/Physical Sciences.....	6
Computer Science ²	3
Humanities	3
Arts	3
	33

Major Courses

Social Science Courses⁵	3
Criminal Justice, Economics ³ , Geography (excluding Physical Geography), Political Science, Psychology, and Sociology	

Natural/Physical Sciences¹	5
Astronomy, Biological Science, Chemistry, Physical Geography, Physical Science ¹ , and Physics	

Humanities Courses	12
Art, English, Foreign Language, History, Music, Philosophy, Speech Communication, and Theatre	

Total Major Courses	20
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Approved Electives	6
ACCT, ARTS, ASTR, BIOL, CHEM, CIST, CJUS, CSCI, CSSK, ECON ³ , EDUC, ENGL, FREN, GEOG, HIST, LIBS, MATH ⁴ , MUSC, PHIL, PHSC, PHYS, POII, PSCH. SOCL, SPAN, SPCH and THTR	

Electives	6
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TOTAL HOURS	65
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SUGGESTED COURSE SEQUENCE

SEMESTER 1	Credit Hours
English Composition (ENGL 101)	3
Natural/Physical Sciences Sequence ¹	3
Natural/Physical Sciences Lab Sequence ¹	1
Mathematics ⁴	3
Computer Science ²	3
Elective	3
	16

SEMESTER 2	Credit Hours
English Composition (ENGL 102)	3
Natural/Physical Sciences Sequence ¹	3
Natural/Physical Sciences Lab Sequence ¹	1
Mathematics ⁴	3
Humanities	3
Humanities	3
	16

SEMESTER 3	Credit Hours
Speech	3
Humanities	3
Humanities	3
Social Sciences	3
Arts	3
	15

SEMESTER 4	Credit Hours
Natural/Physical Sciences.....	3
Approved Elective	3
Approved Elective	3
Humanities	3
Elective	3
Social Science ⁵	3
	18

TOTAL HOURS	64
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¹A Natural/Physical Science sequence consists of two sequential courses in the same area Ex.: BIOL 101 and BIOL 102. CHEM 101 and CHEM 102. PHSC 101 and PHSC 102 or PHYS 201 and PHYS 202.

²Credit will not be awarded for COMP 101 and CSCI 190.

³ECON 203 may not be used with either ECON 201 or ECON 202.

⁴College-level math or higher

⁵Social Science at 200 level (3 hours).

BUSINESS TECHNOLOGY

The **Associate of Applied Science in Business Technology** has been specifically designed to meet the employment needs of the business community in the Greater Baton Rouge metropolitan area. **This program of study is not designed for college transfer.** It provides a general education and work skills needed for employment. Besides the required courses, the Associate of Applied Science curriculum allows students to choose two approved business-related electives. Students have the opportunity to tailor a program of study by adding emphasis in accounting, business, computer sciences, economics, finance, management, marketing, office careers, and real estate.

To receive this degree, the student must:

- have a cumulative GPA of 2.00 or better in all credits to be used towards the degree,
- earn a “C” or better in major courses, ENGL101 and ENGL 102, computer education, computer science, and approved business-related electives,
- take at least 12 hours at the 200 level, and
- complete the coursework listed below.

PROGRAM OF STUDY

General Education Core Requirements

English Composition	3
Speech	3
Mathematics.....	3
Social Science (ECON) ¹	3
Natural/Physical Sciences.....	3
Computer Science ²	3
Humanities	3
	21

Required Related Courses

English Composition	3
Mathematics.....	3
	6

Major Courses

Business Math.....	3
Introduction to Business	3
Business Law	3
Business Communication	3
Keyboarding	1
Accounting	6
Database Management	3
Spreadsheets	3
	25

Approved Electives³

Approved electives must be selected from ACCT, BUSN, CIST, CSCI², ECON¹, ENGL 201, FINA, MANG, MARK, MATH 201, MATH 202, and/or MATH 203, and REAL.

Elective

TOTAL HOURS

SUGGESTED COURSE OF STUDY

SEMESTER 1	Credit Hours
ENGL 101	3
BUSN 110.....	3
CSCI 101 or CSCI 190	3
CIST 100.....	1
BUSN 121.....	3
	13

SEMESTER 2	Credit Hours
ENGL 102	3
MATH 101 or MATH 110.....	3
SPCH 101 or MATH 120.....	3
ACCT 200	3
BUSN 140.....	3
	15

SEMESTER 3	Credit Hours
ACCT 201	3
BUSN 220	3
Natural/Physical Sciences.....	3
CIST 140.....	3
Humanities	3
MATH 111, MATH 130, MATH 201, MATH 202, or MATH 203..	3
	18

SEMESTER 4	Credit Hours
Approved Elective	3
Approved Elective	3
Elective	3
CIST 150.....	3
Social Science (ECON) ¹	3
	15

TOTAL HOURS

61

¹ECON 203 cannot be used in conjunction with either, ECON 201 or ECON 202.

²Credit will not be awarded for both CSCI 101 and CSCI 190.

³At least one of the approved electives must be at the 200 level or above.

ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY

The curriculum leading to the **Associate of Applied Science in Process Technology** was developed in collaboration with local industry. This program is a rigorous study of the common operating processes found in industrial plants which prepares students to enter the employment market as an entry-level process operator for a specialty career in a strong job market.

To receive the degree, the student must

- have a cumulative GPA of 2.00 or better in all credits to be used towards the degree,
- earn a “C” or better in major courses and in ENGL 101 and ENGL 102, and
- complete the coursework listed below.

PROGRAM OF STUDY

General Education Core Requirements

English Composition (ENGL 101)	3
Speech (SPCH 120).....	3
Mathematics (MATH 101 or MATH 110).....	3
Social Science (ECON 203).....	3
Physical Sciences	3
Computer Science (CSCI 101 or CSCI 190)	3
Humanities	3
	21

Major Courses

Process Technology

PTEC 101	3
PTEC 131	3
PTEC 132	3
PTEC 161	3
PTEC 203	3
PTEC 207	3
PTEC 242	3
PTEC 243	4
PTEC 244	3
PTEC 263	3
PTEC 291	3
	34

Required Related Courses

English Composition	3
MATH 101 or MATH 110.....	3
CSCI 101 or CSCI 190	3
PTEC 101	3
PTEC 131	3
	15

TOTAL HOURS

66

SUGGESTED COURSE OF STUDY

SEMESTER 1

	Credit Hours
ENGL 101	3
MATH 101 or MATH 110.....	3
CSCI 101 or CSCI 190	3
PTEC 101	3
PTEC 131	3
SPCH 120.....	3
	18

SEMESTER 2

	Credit Hours
PHSC 101/101L	4
CHEM 104/104L.....	4
PTEC 132	3
PTEC 161	3
PTEC 203	3
	17

SEMESTER 3

	Credit Hours
ECON 203	3
Humanities	3
ENGL 102	3
PTEC 242	3
PTEC 263	3
	15

SEMESTER 4

	Credit Hours
MATH 111	3
PTEC 207	3
PTEC 243	4
PTEC 244	3
PTEC 291	3
	16

TOTAL HOURS

66

CERTIFICATE IN BUSINESS TECHNOLOGY

The **Certificate in Business Technology** has been specifically designed to meet the entry-level employment needs of the business community in the Greater Baton Rouge metropolitan area. **This program of study is not designed for college transfer.** It provides a general education and work skills needed for employment. Students have the opportunity to tailor the program of study by adding emphasis in one or more of the following areas: accounting, business, computer sciences, economics, finance, management, marketing, office careers, and real estate.

To receive this certificate, the student must

- have a cumulative GPA of 2.00 or better in all credits to be used towards the degree,
- earn a “C” or better in major courses, ENGL 101, computer science, and business electives, and
- complete the coursework listed below.

PROGRAM OF STUDY

General Education Core Requirements

English Composition (ENGL 101).....	3
Mathematics (MATH 101/MATH 110 or MATH 130).....	3
Economics ¹ (ECON 201, ECON 202, or ECON 203).....	3
	9

Major Courses

BUSN 110.....	3
BUSN 111	3
ACCT 200	3
CIST 100 or BUSN 140	3
	10

Required Related Courses

Speech (SPCH 101 or SPCH 190)	3
Computer Science (CSC1101 or CSCI 190)	3
	6

Business Electives

ACCT, BUSN, CIST, CSCI, ECON¹, ENGL 102, FINA, MANG, MARK, MATH 201 OR MATH 202, and REAL.

TOTAL HOURS **31**

SUGGESTED COURSE OF STUDY

SEMESTER 1

	Credit Hours
ENGL 101	3
MATH 101, MATH 110, or MATH 130	3
CSCI 101 or CSCI 190	3
CIST 100.....	1
BUSN 110.....	3
Business Elective	3
	16

SEMESTER 2

	Credit Hours
ACCT 200	3
BUSN 140 or BUSN 160	3
SPCH 101 or SPCH 120.....	3
ECON 201, ECON 201, or ECON 203.....	3
Business Elective	3
	15

TOTAL HOURS

31

¹Credit will not be awarded for both CSCI 101 and CSCI 190.

COURSE DESCRIPTIONS

Most courses are designed for college transfer. Students should check the *BRCC Course Equivalency Listing* for a up-to-date list of courses that transfer to institutions of higher education in this region. Although some courses are approved to transfer, some may not be compatible with courses needed in a particular degree program at another institution. Students planning to transfer, should discuss their plans with an advisor at the receiving institution to make sure that courses taken at BRCC will transfer.

Course descriptions are alphabetized. Courses having numbers less than 100 are developmental classes, which are non-transferable. Courses numbered in the 200s are second-year level courses. Prerequisites are listed for all courses requiring them. No prerequisite is necessary where none is listed. Successful completion of developmental courses and of ENGL 101 and ENGL 102 require a minimum grade of "C".

ACCOUNTING

ACCT 200 FINANCIAL ACCOUNTING I

Lecture 3, Lab 0, Credit 3

TO

Introduces basic accounting concepts and principles, accounting cycle, preparation of financial statements, general and special journals, and payroll accounting.

Prerequisite: *Eligibility for College Mathematics*

ACCT 201 FINANCIAL ACCOUNTING II

Lecture 3, Lab 0, Credit 3

T

Introduces balance sheet valuations, partnerships, corporations, stockholders equity, the statement of cash flows, and financial statement analysis.

Prerequisite: *ACCT 200*

ACCT 203 FINANCIAL ACCOUNTING III

Lecture 3, Lab 0, Credit 3

T

Advanced introduction to basic accounting concepts, principles, and the accounting cycle. Includes preparation of financial statements, balance sheet valuations, stockholder equity, income measurement, and cash flow.

Prerequisite: *MATH 101 or MATH 110*

Note: *Credit will not be given for both this course and ACCT 200 or ACCT 201.*

ACCT 210 INTRODUCTION TO AUDITING

Lecture 3, Lab 0, Credit 3

C

Introduction to basic auditing and its nature, purpose, and scope, including theory, procedures, internal control, audit programs, audit reports, and ethics.

Prerequisite: *ACCT 201 or ACCT 203*

ACCT 211 INTRODUCTION TO MANAGERIAL ACCOUNTING

Lecture 3, Lab 0, Credit 3

T

Reviews the principles and methods of accounting primarily concerned with data gathering and presentation for the purpose of internal management and decision-making.

Prerequisite: *ACCT 201 or ACCT 203*

ACCT 212 INTRODUCTION TO GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING

Lecture 3, Lab 0, Credit 3

C

Introduction to basic accounting for governmental and not-for-profit organizations. Topics covered will be fund accounting, budgeting, financial reporting, and accounting procedures.

Prerequisite: *ACCT 201 or ACCT 203*

ACCT 220 INCOME TAX PREPARATION

Lecture 3, Lab 0, Credit 3

C

An introductory course in the preparation of individual federal and state income tax returns in accordance with federal and state tax laws. Available federal and state resources or programs will be used (e.g., IRS Visa Program).

Prerequisite: *CSCI 101 or CSCI 190 and MATH 101 or MATH 110 and ACCT 200*

ACCT 221 COMPUTER-BASED ACCOUNTING

Lecture 3, Lab 0, Credit 3

T

Introduces accounting using the computer and an appropriate software application, such as Peachtree.

Prerequisites: *ACCT 201 or ACCT 203 and CSCI 101 or CSCI 190*

ACCT 231 INTERMEDIATE ACCOUNTING I

Lecture 3, Lab 0, Credit 3

C

Expands on and studies further details of concepts, relationships, and procedures underlying the accounting cycle, financial statements, and generally accepted accounting principles learned in ACCT 200 with the introduction of the time value of money.

Prerequisite: *ACCT 201 or ACCT 203 with a minimum grade of "C"*

ART

ARTS 101 INTRODUCTION TO FINE ARTS

Lecture 3, Lab 0, Credit 3

GT

Includes lecture and discussion on the visual arts with emphasis on how and why works have been created in our own and earlier times. All major forms of drawing, painting, printmaking, sculpture, design, and architecture are explored in basic terms.

LEGEND

C = career programs and no transfer	O = online course or internet-based
D = no transfer nor count toward graduation	V = CD ROM or video course
G = General Education course	CV = compressed video course
T = transfer	L = LPB VHS course

ARTS 111 INTRODUCTION TO 2-D DESIGN
 Lecture 3, Lab 3, Credit 3 **T**
 Introduces the concepts of two-dimensional design and color. Students learn to organize the visual elements of design according to established principles of art.
Lab Fee Required

ARTS 112 INTRODUCTION TO 3-D DESIGN
 Lecture 3, Lab 3, Credit 3 **T**
 Introduces the approaches, processes, and aesthetic concerns of three-dimensional design in studio art.
Lab Fee Required

ARTS 113 COMPUTER ART
 Lecture 3, Lab 3, Credit 3 **T**
 An introductory course in the use of the computer for the creation of digital imagery (computer art). The course will focus on learning Adobe Photoshop. Students will also be introduced to PowerPoint and additional areas including Illustrator and page layout software.
Lab Fee Required

ARTS 114 2-D DESIGN - COMPUTER FORMAT
 Lecture 3, Lab 3, Credit 3 **T**
 An introductory course in two-dimensional design using computer software tools to introduce the elements of art and principles of design. Knowledge of basic design principles will be the focus of the course along with developing an awareness of the role of design in visual communication.
Lab Fee Required

ARTS 120 BEGINNING DRAWING
 Lecture 1, Lab 5, Credit 3 **T**
 A comprehensive studio course for learning the language of drawing. A structured sequence of practice exercises introduces the student to two-dimensional observational drawing.
Lab Fee Required

ARTS 122 BEGINNING FIGURE DRAWING
 Lecture 1, Lab 5, Credit 3 **T**
 Implements the principles and elements of design as related to the figure.
Prerequisite: ARTS 120 or instructor review of student portfolio
Lab Fee Required

ARTS 130 BEGINNING PAINTING
 Lecture 1, Lab 5, Credit 3 **T**
 Introduces basic concepts, materials, and techniques in oil and acrylic mediums. Assumes student has no prior experience in painting.
Prerequisite: ARTS 120 or approval of instructor
Lab Fee Required

ARTS 140 BEGINNING CERAMICS
 Lecture 1, Lab 5, Credit 3 **T**
 Introduces the techniques, processes, and aesthetic concerns of ceramics as a studio art medium. Students will complete a number of original works. Hand-building techniques, earthenware glazing, and firing processes will be covered.
Lab Fee Required

ARTS 142 INTRODUCTION TO CERAMIC WHEEL-THROWING
 Lecture 1, Lab 5, Credit 3 **T**
 Introduces techniques, processes, aesthetic, and utilitarian concerns associated with wheel-thrown vessels as a ceramic art form.
Lab Fee Required

ARTS 150 INTRODUCTION TO SCULPTURE
 Lecture 1, Lab 5, Credit 3 **T**
 Introduces the techniques, processes, and aesthetic concerns of sculpture as a studio art medium.
Lab Fee Required

ASTRONOMY

ASTR 101 INTRODUCTORY ASTRONOMY: THE SOLAR SYSTEM
 Lecture 3, Lab 0, Credit 3 **GT**
 Presents the fundamental principles of the solar system. As with other physical science courses, this course will have the double goal of informing the student on factual knowledge of the universe that surrounds us and, at the same time, showing the logic and practice of science and how this type of thinking is important in daily life.
Prerequisite: MATH 101 or MATH 110
Lab Fee Required

BIOLOGY

BIOL 101 GENERAL BIOLOGY I
 Lecture 3, Lab 0, Credit 3 **GTOV**
 Covers general concepts in cell biology, genetics, ecology, and evolution. **Not intended for science majors.**
Corequisite: BIOL 101L recommended
Note: Credit will not be awarded for both BIOL 101 and BIOL 120.

BIOL 101L GENERAL BIOLOGY I LAB
 Lecture 0, Lab 2, Credit 1 **T**
 Provides a laboratory component that enhances and follows the sequence of material in BIOL 101. **Not intended for science majors.**
Prerequisite: BIOL 101 or
Corequisite: BIOL 101
Lab Fee Required
Note: Credit will not be awarded for both BIOL 101L and BIOL 120L.

LEGEND

C = career programs and no transfer	O = online course or internet-based
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G = General Education course	CV = compressed video course
T = transfer	L = LPB VHS course

BIOL 102 GENERAL BIOLOGY II GT
 Lecture 3, Lab 0, Credit 3
 Covers general concepts of biological diversity, physiology, and behavior of living organisms. **Not intended for science majors.**
Prerequisite: BIOL 101 recommended
Corequisite: BIOL 102L recommended
Note: Credit will not be awarded for both BIOL 102 and BIOL 121.

BIOL 102L GENERAL BIOLOGY II LAB T
 Lecture 0, Lab 2, Credit 1
 Provides a laboratory component that enhances and follows the sequence of material in BIOL 102. **Not intended for science majors.**
Prerequisite: BIOL 102 or
Corequisite: BIOL 102
Lab Fee Required
Note: Credit will not be awarded for both BIOL 102L and BIOL 121L.

BIOL 103 GENERAL BIOLOGY I (HONORS) GT
 Lecture 3, Lab 0, Credit 3
 Introduces basic concepts and processes in biochemistry, cell biology, genetics, ecology, and evolution. Emphasizes integration of these concepts into a holistic framework of biological knowledge. Intended as an alternative to BIOL 101 for students who want to explore biology in greater depth in collaboration with their peers.
Prerequisite: Placement by department
Corequisite: BIOL 103L

BIOL 103L GENERAL BIOLOGY I LAB (HONORS) T
 Lecture 0, Lab 2, Credit 1
 Provides a laboratory experience that reinforces the topics covered in BIOL 103.
Prerequisite: Placement by department
Corequisite: BIOL 103
Lab Fee Required

BIOL 104 GENERAL BIOLOGY II (HONORS) GT
 Lecture 3, Lab 0, Credit 3
 Introduces basic concepts and processes in biodiversity, evolution, human anatomy, physiology, and ecology. Emphasizes integration of these concepts into a holistic framework of biological knowledge. Intended as an alternative to BIOL 102 for students to explore biology in greater depth in collaboration with peers.
Prerequisites: BIOL 103, BIOL 103L, and placement by department
Corequisite: BIOL 104L

BIOL 104L GENERAL BIOLOGY II LAB (HONORS) T
 Lecture 0, Lab 2, Credit 1
 Provides a laboratory experience that reinforces the topics covered in BIOL 104.
Prerequisite: BIOL 103, BIOL 103L, and placement by department
Corequisites: BIOL 104
Lab Fee Required

BIOL 120 BIOLOGY I FOR SCIENCE MAJORS GT
 Lecture 3, Lab 0, Credit 3
 Covers general concepts in cellular structure, cellular metabolism, cellular communication, and genetics. Primarily for students majoring in science, agriculture, or science education.
Prerequisite: BIOL 120L recommended
Note: Credit will not be awarded for both BIOL 120 and BIOL 101.

BIOL 120L BIOLOGY I LAB FOR SCIENCE MAJORS T
 Lecture 0, Lab 3, Credit 1
 Provides a laboratory component that enhances and follows the sequence of material in BIOL 120. **Required for science majors.**
Prerequisite: BIOL 120 or
Corequisite: BIOL 120
Lab Fee Required
Note: Credit will not be awarded for both BIOL 120L and BIOL 101L.

BIOL 121 BIOLOGY II FOR SCIENCE MAJORS GT
 Lecture 3, Lab 0, Credit 3
 Covers general concepts in evolution, diversity ecology, and the function of organisms. Primarily for students majoring in science, agriculture, or science education.
Prerequisite: BIOL 120
Corequisite: BIOL 121L recommended
Note: Credit will not be awarded for both BIOL 121 and BIOL 102.

BIOL 121L BIOLOGY II LAB FOR SCIENCE MAJORS T
 Lecture 0, Lab 3, Credit 1
 Provides a laboratory component that coincides with the general concepts of BIOL 121 lecture. Primarily for students majoring in science, agriculture, or science education.
Prerequisites: BIOL 120 and BIOL 120L
Corequisite: BIOL 121
Lab Fee Required
Note: Credit will not be awarded for both BIOL 121L and BIOL 102L.

LEGEND	
C = career programs and no transfer	O = online course or internet-based
D = no transfer nor count toward graduation	V = CD ROM or video course
G = General Education course	CV = compressed video course
T = transfer	L = LPB VHS course

BIOL 210 GENERAL MICROBIOLOGY
 Lecture 3, Lab 3, Credit 4 **T**
 Studies of microorganisms with emphasis on those of medical significance and their role in public health and infectious diseases. Includes a laboratory component that surveys laboratory techniques in microbiology applicable to general microbiology, public health, medical technology, and medicine.
Prerequisite: BIOL 101 or BIOL 120 recommended
Lab Fee Required

BIOL 220 HUMAN NUTRITION & DIET THERAPY
 Lecture 3, Lab 0, Credit 3 **T**
 Involves the principles of nutrition and their application in maintaining health and providing diet therapy. Focuses on physiological and biochemical aspects of nutrition and covers guidelines to assess nutritional status. Intended for students demonstrating an interest in dietetics, nursing, and other health-related professions.
Prerequisites: BIOL 101 or BIOL 120 or CHEM 101 or CHEM 130

BIOL 230 HUMAN ANATOMY AND PHYSIOLOGY I
 Lecture 3, Lab 3, Credit 4 **T**
 Focuses on gross anatomy, physiological and clinical aspects of anatomy and physiology as it relates to the organ systems of the human body. **Not for science majors;** designed for students majoring in medical technology, nursing, nutrition, occupational therapy, and physical therapy. Includes a laboratory component paralleling the lecture.
Prerequisites: BIOL 101 or BIOL 102 or BIOL 120 or CHEM 101 or CHEM 130
Lab Fee Required

BIOL 231 HUMAN ANATOMY AND PHYSIOLOGY II
 Lecture 3, Lab 3, Credit 4 **T**
 Focuses on the structural, physiological, and clinical aspects of anatomy and physiology as it relates to the maintenance of human life. **Not for science majors;** designed for students majoring in medical technology, nursing, nutrition, occupational therapy, and physical therapy. Includes a laboratory component paralleling the lecture.
Prerequisite: BIOL 230
Lab Fee Required

BUSINESS
BUSN 110 INTRODUCTION TO BUSINESS
 Lecture 3, Lab 0, Credit 3 **CTO**
 Studies American business firms, organizational structures, practices, and principles. Includes organizational systems and terminology.

BUSN 121 BUSINESS MATH
 Lecture 3, Lab 0, Credit 3 **CT**
 Reviews basic math functions to include operations relative to arithmetic problems commonly found in business practices.
Prerequisite: Appropriate placement test score or MATH 093

BUSN 160 ELECTRONIC OFFICE SYSTEMS
 Lecture 3, Lab 0, Credit 3 **C**
 This course will explore technology currently in use in the modern business office. There will be demonstrations and application of office machines to include the following: electronic calculator, fax, e-mail and voice-mail systems, computer, copier, scanner, and printer.

BUSN 220 BUSINESS LAW
 Lecture 3, Lab 0, Credit 3 **CT**
 Introduces a study of the legal principles and practices in the business environment. Reviews the nature and sources of law, the judicial system, contractual relationships, contracts, employee/employer obligations, and ethics.
Prerequisite: BUSN 110

BUSN 230 RECORDS MANAGEMENT
 Lecture 3, Lab 0, Credit 3 **C**
 Introduces basic record keeping, management, utilization, control, and storage of records. Teaches application and practice of procedures for coding, indexing, and cross-referencing.

BUSN 240 BUSINESS COMMUNICATION
 Lecture 3, Lab 0, Credit 3 **T**
 Introduces theory and application of communication in the business world. Includes oral, written, and various electronic means of communication.
Prerequisite: ENGL 101 with a minimum grade of "C"

BUSN 250 BUSINESS INTERNSHIP
 Lecture 1, Lab 9, Credit 3 **C**
 Allows business students the opportunity to obtain "real world" work experiences related to coursework.
Prerequisites: 1. Student must have earned a minimum of thirty (30) semester hours of coursework to include CSCI 101 or CSCI 190 and BUSN 110, BUSN 121, BUSN 140, and BUSN 220 toward a degree in Business Technology. 2. Minimum GPA of 2.00 (overall and major) 3. Recommendation of advisor/instructor 4. Good standing

LEGEND	
C = career programs and no transfer	O = online course or internet-based
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G = General Education course	CV = compressed video course
T = transfer	L = LPB VHS course

CHEMISTRY

CHEM 101 CHEMISTRY I FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3 **GTO**
Introduces fundamental laws, modern theories, and principles of chemistry with emphasis on atomic structure, periodicity, bonds, and stoichiometry. Integrates problem-solving and quantitative approaches. Intended for students planning to major in science or engineering.

Prerequisites: MATH 101, MATH 110, or MATH 120

Corequisite: CHEM 101L

Note: Credit will not be awarded for both CHEM 101 and CHEM 130.

CHEM 101L CHEMISTRY I LAB

Lecture 0, Lab 2, Credit 1 **TO**
Introduces basic laboratory skills and operations including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry.

Prerequisite: CHEM 101 or

Corequisite: CHEM 101

Lab Fee Required

Note: Credit will not be awarded for both CHEM 101L and CHEM 130L.

CHEM 102 CHEMISTRY II FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3 **GT**
Introduces chemical theories and principles with emphasis on chemical equilibria, acids and bases, electrochemistry, chemical thermodynamics, and kinetics. Integrates problem-solving and quantitative approaches. **Intended for students planning to major in science or engineering.**

Prerequisite: CHEM 101 and CHEM 101L

Corequisite: CHEM 102L

Note: Credit will not be awarded for both CHEM 102 and CHEM 131.

CHEM 102L CHEMISTRY II LAB

Lecture 0, Lab 2, Credit 1 **T**
Introduces basic laboratory skills and operations including experiments in qualitative inorganic analysis, acid/base properties, and titrations.

Prerequisite: CHEM 102 or

Corequisite: CHEM 102

Lab Fee Required

Note: Credit will not be awarded for both CHEM 102L and CHEM 131L

CHEM 104 CHEMISTRY FOR PTEC MAJORS

Lecture 3, Lab 0, Credit 3 **C**
Introduces fundamental laws, theories, and principles of general/organic chemistry, including modern atomic theory, bonding, chemical reactions, stoichiometry, periodicity, nomenclature, functional groups and their reactivity, and introductory polymeric materials. Uses chemical reactions to emphasize concepts and principles of atomic, molecular, and functional group behavior for inorganic and organic chemicals.

Prerequisite: MATH 101, MATH 110, or MATH 120

Corequisite: CHEM 104L

CHEM 104L CHEMISTRY LAB FOR PTEC MAJORS

Lecture 0, Lab 2, Credit 1 **C**
Laboratory experiences that demonstrate, clarify, and provide illustrative applications of fundamental principles of chemistry presented and discussed during CHEM 104 lecture.

Prerequisite: CHEM 104 or

Corequisite: CHEM 104

Lab Fee Required

CHEM 130 CHEMISTRY I FOR NON-SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3 **GT**
Provides an overview of chemical theory and principals. Explores selected topics in applied chemistry and the application of chemical principles to life and environmental sciences. Designed to meet the needs of students who have had little or no previous background in chemistry. Also used to satisfy general education requirements in the natural sciences or to provide the basic principles of chemistry necessary to meet particular career goals and interests.

Prerequisite: Eligibility for College Mathematics

Corequisite: CHEM 130L

Note: Credit will not be awarded for both CHEM 130 and CHEM 101.

CHEM 130L CHEMISTRY I LAB FOR NON-SCIENCE MAJORS

Lecture 0, Lab 2, Credit 1 **T**
Covers basic laboratory skills that provide an opportunity for students to conduct investigations which will reinforce the principles learned in CHEM 130.

Prerequisite: Eligibility for College Mathematics

Corequisite: CHEM 130

Lab Fee Required

Note: Credit will not be awarded for both CHEM 130L and CHEM 101L.

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**CHEM 131 CHEMISTRY II FOR
NON-SCIENCE MAJORS**

Lecture 3, Lab 0, Credit 3 **GT**
Continues to present modern theories and principles of chemistry with emphasis on the gas laws, properties of solutions, acids and bases, and a survey of organic chemistry. Explores selected topics in applied chemistry and the application of chemical principles to life and environmental sciences.

Prerequisite: CHEM 130

Corequisite: CHEM 131L

Note: Credit will not be awarded for both CHEM 131 and CHEM 102.

**CHEM 131L CHEMISTRY II LAB FOR
NON-SCIENCE MAJORS**

Lecture 0, Lab 2, Credit 1 **T**
Covers basic laboratory skills and provides opportunity for students to conduct investigations which will reinforce the principles learned in CHEM 131.

Prerequisite: CHEM 130 and CHEM 130L

Corequisite: CHEM 131

Lab Fee Required

Note: Credit will not be awarded for both CHEM 131L and CHEM 102L.

**CHEM 210 INTRODUCTION TO
ORGANIC CHEMISTRY**

Lecture 3, Lab 3, Credit 4 **T**
Introduces organic chemistry and representative classes of organic compounds. Structured particularly for students in biology, pharmacy, medical technology, nursing, health science, engineering and nutrition-related areas.

Prerequisites: CHEM 101, CHEM 101L, CHEM 102, CHEM 102L, and MATH 101 or MATH 110

Lab Fee Required

COMPUTER INFORMATION SYSTEMS

CIST 100 KEYBOARDING

Lecture 1, Lab 0, Credit 1 **C**
Teaches the use of a standard keyboard that is typical of today's computer terminals. Discusses and practices basic typing and function key concepts. This is an eight-week course.

CIST 121 TYPING I

Lecture 3, Lab 0, Credit 3 **C**
Teaches beginning typing using home keys, rhythm, speed, and accuracy using a standard computer keyboard. Uses business letters, manuscripts, reports, and a current software application as practice exercises.

CIST 140 DATABASE MANAGEMENT I

Lecture 3, Lab 0, Credit 3 **CTO**
Introduces techniques for creating and maintaining database files. Uses current software applications such as MS-Access.

Prerequisites: CSCI 101 or CSCI 190, and CIST 100 or CIST 121

CIST 150 SPREADSHEETS I

Lecture 3, Lab 0, Credit 3 **C**
Introduces techniques for creating and maintaining spreadsheets. Uses current software applications such as MS-Excel.

Prerequisites: CSCI 101 or CSCI 190 and CIST 100 or CIST 121

**CIST 160 INTRODUCTION TO
DESKTOP PUBLISHING**

Lecture 3, Lab 0, Credit 3 **C**
Introduces desktop publishing, including electronic designing, laying out, editing, and production of business documents using personal computers and desktop publishing software. Uses current desktop publishing software like Adobe PageMaker.

Prerequisite: CSCI 101 or CSCI 190 with a minimum grade of "C"

CIST 220 INTERNSHIP I

Lecture 1, Lab 9, Credit 3 **C**
Provides students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. Provides a work program during the semester. Requires a minimum of 40 hours per week to complete internship.

Prerequisite: Placement by department

CIST 221 TYPING II

Lecture 3, Lab 0, Credit 3 **C**
Continues development of typing speed and accuracy. Utilizes word processing software to develop business letters, manuscripts, and reports.

Prerequisite: CIST 121

CIST 230 INTERNSHIP II

Lecture 1, Lab 9, Credit 3 **C**
Provides students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. Provides a work program during the semester. Requires a minimum of 40 hours per week to complete internship.

Prerequisite: Placement by department

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CIST 240 DATABASE MANAGEMENT II
Lecture 3, Lab 0, Credit 3 **C**
Continues CIST 140.
Prerequisite: CIST 140

CIST 250 SPREADSHEETS II
Lecture 3, Lab 0, Credit 3 **C**
Continues CIST 150.
Prerequisite: CIST 150 and MATH 101 or MATH 110

CIST 260 ADVANCED DESKTOP PUBLISHING
Lecture 3, Lab 0, Credit 3 **C**
Presents advanced topics in desktop publishing including working with large publications, working with tables, working with color, and advanced publication techniques. Uses current desktop publishing software like Adobe PageMaker.
Prerequisite: CIST 160

CIST 270 MULTIMEDIA AND WEB DESIGN
Lecture 3, Lab 0, Credit 3 **CO**
Provides students with an introduction to the principles of multimedia design as they relate to the Web. Covers the use of multimedia and web page structure and web page creation through popular professional web design tools. Students will use these basic tools of multimedia and web design in different environments.
Prerequisites: CSCI 101 or CSCI 190 with a minimum grade of "C" in each, or placement by department

CIST 280 SQL FOR BUSINESS
Lecture 3, Lab 0, Credit 3 **C**
Covers Structured Query Language (SQL), which provides a unified language which allows the user to query, manipulate, or control data in a business applications environment.
Prerequisite: CIST 140 and CIST 250 with a minimum grade of "C" in each, or placement by department

COMPUTER NETWORKING

CNET 173 INTRODUCTION TO PC OPERATING SYSTEMS
Lecture 3, Lab 0, Credit 3 **C**
In-depth study of current operating systems used on personal computers. Studies the theory and concepts of operating systems and will practice the tools provided by the operating systems. Topics include the nature of the personal computer operating systems, control of the systems through the commands, file handling, backup/restore, system tuning, and utilities.
Prerequisite: CSCI 101 or CSCI 190 with a minimum grade of "C"

CNET 210 INTRODUCTION TO COMPUTER NETWORKING
Lecture 3, Lab 0, Credit 3 **C**
Provides a basic foundation in computer networking for individuals and information systems professionals interested in networking technologies. Uses a step-by-step approach to basic networking concepts with a limited amount of technical jargon.
Prerequisite: CSCI 101 or CSCI 190 with a minimum grade of "C", or placement by the department

COLLEGE SUCCESS SKILLS

CSSK 101 COLLEGE SUCCESS SKILLS
Lecture 3, Lab 0, Credit 3 **CO**
Provides an opportunity for students to acquire, reinforce, and utilize strategies that promote success in college, as well as in the workplace. Includes an introduction to the college and its resources, recognition of various learning styles, critical thinking, problem solving, money management, and other necessary skills; also provides for the practical application of time management, note taking, test taking, and listening skills.

COMPUTER SCIENCE

CSCI 101 INTRODUCTION TO COMPUTER TECHNOLOGY
Lecture 3, Lab 0, Credit 3 **GTO**
Reviews computers and their applications in society (home, education, and industry). Introduces application software and its uses including, but not limited to, its uses in word processing, spreadsheets, databases, and multimedia.
Prerequisite: Placement by department or READ 091 with a minimum grade of "C"
Note: Credit will not be awarded for both CSCI 101 and CSCI 190.



CSCI 190 MICROCOMPUTER APPLICATIONS IN BUSINESS
Lecture 3, Lab 0, Credit 3 **GT**
Introduces computers, systems, and the management of information in a business environment to improve managerial decision-making. Students apply word processing, spreadsheets, database managers, presentation software, and web-authoring software used in a technologically advanced business.
Prerequisite: Eligibility for College Mathematics, and READ 091 with a minimum grade of "C", or placement by department

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CSCI 193 SOFTWARE DESIGN AND PROGRAMMING I T
 Lecture 3, Lab 0, Credit 3
 Introduces the first of a two-course sequence intended for students wishing to transfer to a four-year institution for a major or minor in computer science. Offers a disciplined approach to problem solving, program design, algorithms, and logic development. Uses high-level programming language as a vehicle for expressing algorithms.
Prerequisite: MATH 101 or MATH 110 and CSCI 101 or CSCI 190 with a minimum grade of "C" in each

CSCI 194 SOFTWARE DESIGN AND PROGRAMMING II T
 Lecture 3, Lab 0, Credit 3
 Offers a continuation of a disciplined approach to problem solving, program design, algorithms, and logic development using a higher level language. Emphasizes the utilization of a language to implement solutions to problems. Intended for computer science majors.
Prerequisite: CSCI 193 with a minimum grade of "C"

CSCI 195 INTRODUCTION TO GUI PROGRAMMING-VISUAL BASIC C
 Lecture 3, Lab 0, Credit 3
 This course is designed for students who are new to Visual Basic.Net. The class focuses on user interface, program structure, syntax and implementation details. It is the first course in the VB.Net curriculum and serves as the entry point for other .NET courses.
Prerequisite: CSCI 194, ENGL 101 with a minimum grade of "C", and MATH 101 or MATH 110 with a minimum grade of "C"

CSCI 200 DISCRETE STRUCTURES T
 Lecture 3, Lab 0, Credit 3
 Introduces logic and mathematics for solving problems required in the theoretical study of computer science. Topics include sets, functions, formal logic, proof techniques, combinatorics, relations, matrices, Boolean algebra, finite state machines, and combinational and sequential circuits.
Prerequisite: MATH 111 with a minimum grade of "C"

CSCI 210 INTRODUCTION TO DATA STRUCTURES AND ALGORITHMS T
 Lecture 3, Lab 0, Credit 3
 Presents the related theory for representing and accessing information using a higher level programming language. Studies concepts of data types, data abstraction, data structures and advanced programming techniques.
Prerequisite: CSCI 193 and MATH 101 or MATH 110

CSCI 285 SOFTWARE DEVELOPMENT AND PROFESSIONAL PRACTICE T
 Lecture 3, Lab 0, Credit 3
 This course offers an introduction to software engineering concepts and practices. Discussions on the development, design, verification, and definition of computer-based systems software for both the PC and mainframe will be investigated. A variety of techniques, processes, and procedures will be presented.

CSCI 290 OBJECT-ORIENTED PROGRAMMING (JAVA) T
 Lecture 3, Lab 0, Credit 3
 Introduces the student to the fundamentals of JAVA programming using an object-oriented paradigm. Emphasis is placed on writing JAVA applications and JAVA applets, creating graphical user interfaces, object-oriented programming, event handling, writing animations with audio and images, and writing network programs. Students will be expected to create JAVA applets and embed the JAVA applets in web pages. The student is prepared to develop real-world projects using JAVA.

CSCI 293 COMPUTER ORGANIZATION WITH ASSEMBLY PROGRAMMING T
 Lecture 3, Lab 0, Credit 3
 Introduces the student to the fundamentals of assembly language programming. Topics include machine representation of data, fixed point, floating point, and decimal arithmetic, macros, address modification, bit manipulation, and sub-routine linkage.
 Prerequisites: CSCI 194 with a minimum grade of "C", or placement by department

CRIMINAL JUSTICE
CJUS 101 INTRODUCTION TO CRIMINAL JUSTICE T
 Lecture 3, Lab 0, Credit 3
 Introduces basic concepts of crime and criminal justice in America. Focuses on the main elements of criminal justice and how criminal justice operates as a system and a process.

CJUS 110 POLICE SYSTEMS AND PRACTICES T
 Lecture 3, Lab 0, Credit 3
 The historical and social settings of the police; the police role and discretion; police organization and practices; and problems of law enforcement in a democratic society.
Prerequisite: CJUS 101

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CJUS 120 COURT SYSTEMS AND PRACTICES
Lecture 3, Lab 0, Credit 3 **T**
Role and structure of prosecution, defense, and the courts, and basic elements of substantive and procedural law.

CJUS 130 CORRECTIONS SYSTEMS AND PRACTICES
Lecture 3, Lab 0, Credit 3 **T**
Introduces historical and social settings of corrections, theories and practices in corrections, and correctional programs in institutions and the community.
Prerequisite: CJUS 101

CJUS 211 CONSTITUTIONAL LAW
Lecture 3, Lab 0, Credit 3 **GT**
Introduces the constitutional mandates embodied in the United States Supreme Court, lower federal courts, and appropriate state appellate courts. This course explores, in depth, the disparity that exists in varying rules of criminal procedure between individual states and the federal system, and the realistic solutions reached to accommodate these disparities. This is the same course as POLI 211
Prerequisite: CJUS 120
Note: Credit will not be awarded for both CJUS 211 and POLI 211.

CJUS 212 DRUG ABUSE
Lecture 3, Lab 0, Credit 3 **T**
Overview of drug use in America. This course includes an examination of the history of drug use and characteristics of major drug groups with a special emphasis on psychoactive drugs.

ECONOMICS

ECON 201 PRINCIPLES OF MACROECONOMICS
Lecture 3, Lab 0, Credit 3 **GT**
Reviews the operation and function of the market economy. Attends to current economic problems, such as those relating to income, employment, the business cycle, money and banking, growth and development.
Note: Credit will not be given for both this course and ECON 203.

ECON 202 PRINCIPLES OF MICROECONOMICS
Lecture 3, Lab 0, Credit 3 **GT**
Introduces the study of price and output determination in a free enterprise economy with the assumptions of consumer maximization of utility and producer maximization of profits.
Note: Credit will not be given for both this course and ECON 203.

ECON 203 ECONOMIC PRINCIPLES
Lecture 3, Lab 0, Credit 3 **GT**
Reviews both micro- and macro-economic principles; problems associated with resources and product markets; money, banking and monetary policy; fiscal policy; government and business; labor; international trade; and economic growth.
Note: Credit will not be given for both this course and ECON 201 and/or ECON 202.

ECON 204 SPORTS AND ENTERTAINMENT ECONOMICS
Lecture 3, Lab 0, Credit 3 **C**
Reviews both micro- and macro-economic principles in the specific areas of the sports, movie, television, music, broadcasting, and cable industries. Microeconomic concepts of supply and demand, labor markets, consumer theory, production theory, and market structures will be applied to those industries as well as the macroeconomic concepts of the GDP and business cycles.

ECON 205 ECONOMICS OF MONEY AND BANKING
Lecture 3, Lab 0, Credit 3 **C**
Studies the commercial banking system, non-bank financial institutions, the Federal Reserve System, monetary theory, and policy.
Prerequisite: ECON 201 or ECON 203

EDUCATION

EDUC 106 SERVICE LEARNING IN EARLY CHILDHOOD EDUCATION
Lecture 1, Lab 2, Credit 3 **T**
Designed for students pursuing a career in early childhood education. Participation in a service learning program in an early childhood setting for the duration of one semester. Course will enhance student learning with practical application of theory and provide cross-cultural experience within the community. Emphasis is placed on weekly observation and interaction in an early childhood setting, training seminars, and reflection. **Instructor must approve the NAECE certified service-learning site.**
Prerequisite: Immunizations and criminal background check

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EDUC 210 INTRODUCTION TO EDUCATION AND DIVERSITY IN EDUCATION

Lecture 3, Lab 0, Credit 3 **T**
Introduces students to the public education system and the profession of teaching. Special emphasis is placed on the guidance and screening of applicants into the professional program, the structure and function of public education, and the initial exposure to a classroom/clinical setting. This course focuses on historical and current topics and issues relevant to providing appropriate and equitable educational experiences for diverse populations of students.
Prerequisite: Student must have earned a 2.50 GPA, have accumulated 30 hours of course work, and have earned a grade of "C" or better in ENGL 102

ENGLISH

ENGL 090 FOUNDATIONS OF ENGLISH 090

Lecture 3, Lab 0, Credit 3 **D**
Focuses on the development of writing skills with emphasis on the study of grammar, mechanics, and sentence structure as they relate to the development of effective sentences and ultimately, paragraphs.
Prerequisite: Appropriate placement test score
Corequisite: Academic Learning Center attendance

ENGL 091 FOUNDATIONS OF ENGLISH 091

Lecture 3, Lab 0, Credit 3 **D**
Introduces students to the writing process and gives extended practice in the development of expository methods with special emphasis on revising and editing. Writing assignments concentrate on, but are not limited to, the multi-paragraph essay. Emphasizes grammar and mechanics as a means of reinforcing writing. Uses essays from the textbook and items from the newspaper and other sources as "springboards" for creative writing.
Prerequisite: Appropriate placement test score and/or ENGL 090 with a minimum grade of "C"
Corequisite: Academic Learning Center attendance

ENGL 101 ENGLISH COMPOSITION I

Lecture 3, Lab 0, Credit 3 **GTO**
Introduces writing in forms of expressive and informative discourse with emphasis on writing as a learning, thinking process. Includes discussion of and practice in strategies used in prewriting, writing, and revising.
Prerequisite: Appropriate placement test score or ENGL 091

ENGL 102 ENGLISH COMPOSITION II

Lecture 3, Lab 0, Credit 3 **GTO**
Continues strategies learned in ENGL 101. Introduces writing persuasive, evaluative, and other forms of argumentative discourse.
Prerequisite: ENGL 101 with a minimum grade of "C"

ENGL 103 ENGLISH COMPOSITION I (HONORS)

Lecture 3, Lab 0, Credit 3 **GT**
Introduces writing in forms of expressive and informative discourse with emphasis on writing as a learning, thinking process. Involves discussions of and practice in strategies used in prewriting, writing, and revising. Also addresses critical reading and thinking skills necessary for the development and completion of two documented papers, one of which is a formal research paper.
Prerequisite: Placement by department

ENGL 190 INTRODUCTION TO MEDIA WRITING

Lecture 1, Lab 3, Credit 3 **T**
Introduces preparation of written materials for dissemination through the mass media. Emphasizes informational and persuasive communication.
Prerequisite: Eligibility for ENGL 102

ENGL 201 WORKFORCE WRITING AND VOCABULARY DEVELOPMENT

Lecture 3, Lab 0, Credit 3 **T**
Introduces the study of and practice in the forms of discourse as they apply to the preparation of reports, memoranda, letters, and a variety of technical documents.
Prerequisites: ENGL 101 and ENGL 102 with a minimum grade of "C" in each

ENGL 205 INTRODUCTION TO WRITING SHORT STORIES

Lecture 3, Lab 0, Credit 3 **T**
Introduces writing short stories for workshop criticism and analyzing short stories; students practice techniques of using point of view, dialogue, setting, and characterization.
Prerequisites: ENGL 101 and ENGL 102 with a minimum grade of "C" in each

ENGL 210 LITERATURE AND ETHNICITY

Lecture 3, Lab 0, Credit 3 **GT**
Studies the literature of America's diverse ethnic cultures, especially Native American, Asian, Hispanic, Jewish, and African-American.
Prerequisites: ENGL 101 and ENGL 102 with a minimum grade of "C" in each

ENGL 211 INTRODUCTION TO SHORT STORIES AND NOVELS

Lecture 3, Lab 0, Credit 3 **GT**
Introduces skills for reading and writing about fiction, conventions of various genres and critical perspectives; emphasis varies by section.
Prerequisites: ENGL 101 and ENGL 102 with a minimum grade of "C" in each



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**ENGL 215 INTRODUCTION TO
DRAMA AND POETRY**

Lecture 3, Lab 0, Credit 3 **GT**
Develops in students an ability to understand, analyze, and evaluate drama and poetry. One-half focuses on drama and introduces the student to plays from different historical periods, from the classic Greek theatre through the twentieth century. The second half introduces a large variety of poetry reflecting different forms, subjects, themes, and points of view. Requires writing beyond paraphrasing into analysis, interpretation, and argumentation.

Prerequisites: ENGL 101 and ENGL 102 with a minimum grade of "C" in each

ENGL 220 MAJOR BRITISH WRITERS

Lecture 3, Lab 0, Credit 3 **GT**
Includes study of prose and poetry by major writers of English literature. Emphasizes the development of appreciation.

Prerequisites: ENGL 101 and ENGL 102 with a minimum grade of "C" in each

ENGL 221 MAJOR AMERICAN WRITERS

Lecture 3, Lab 0, Credit 3 **GT**
Includes study of prose and poetry by major writers of American literature. Emphasizes the development of appreciation.

Prerequisites: ENGL 101 and ENGL 102 with a minimum grade of "C" in each

ENGL 222 SURVEY OF WORLD LITERATURE

Lecture 3, Lab 0, Credit 3 **GT**

A survey of major writing from various cultures from classical times to present, with an emphasis on the epic genre. Emphasis varies by section.

Prerequisites: ENGL 101 and ENGL 102 with a minimum grade of "C" in each

ENGL 230 UNDERSTANDING LITERATURE

Lecture 3, Lab 0, Credit 3 **GT**
Introduces forms of fiction, poetry, and drama. Focuses on characteristics of each type of literature, development of ideas, and techniques for writing critical essays.

Prerequisites: ENGL 101 and ENGL 102 with a minimum grade of "C" in each

ENGLISH AS A SECOND LANGUAGE

**ESOL 090 ACADEMIC WRITING I FOR
NON-NATIVE SPEAKERS**

Lecture 3, Lab 0, Credit 3 **D**
This course focuses on the writing skills necessary for functioning at the college level. The course emphasizes the study of the basic components of standard English and targets the specific problems of non-native speakers. Grammar and paragraph construction will be taught via an integrated reading and writing approach and computer-assisted instruction. Guidance in the principles of essay writing will follow. This course is designed for non-native speakers preparing for college classes.

Prerequisites: Students must score a minimum of 42 on the ESL COMPASS test.

Corequisite: Academic Learning Center attendance

**ESOL 092 LISTENING AND SPEAKING I
FOR NON-NATIVE SPEAKERS**

Lecture 3, Lab 0, Credit 3 **D**
Designed for non-native English speakers at the intermediate level and above who want to improve their listening and speaking skills as well as build their confidence communicating in English. Students will develop listening comprehension and note taking skills, practice speaking, build vocabulary, and practice pronunciation for clear communication. The course will focus on raising students' awareness of various aspects of communicating in English and on developing strategies for monitoring their speaking skills.

Prerequisites: Foreign speaker with limited level of English speaking proficiency

FINANCE

FINA 110 PERSONAL FINANCE

Lecture 3, Lab 0, Credit 3 **T**
Surveys personal and family finances as well as personal money management. Topics include budgets, savings, borrowing, taxes, insurance, and estate planning.

FINA 210 BUSINESS FINANCE

Lecture 3, Lab 0, Credit 3 **T**
Studies the organization of business firms, financial planning, funds for operation, short- and long-term capital, long-term debt, and business expansion.

Prerequisite: ACCT 200

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FRENCH

FREN 101 ELEMENTARY FRENCH I

Lecture 3, Lab 0, Credit 3 **GT**
Introduces the French language and culture and explores basic grammatical structure of the French language. This course develops writing, reading, listening and speaking skills, as well as appreciation for the geography, food, music, values, and customs of the Francophone world.

FREN 102 ELEMENTARY FRENCH II

Lecture 3, Lab 0, Credit 3 **GT**
Extends elementary knowledge of the basic grammatical structure of the French language and the culture. This course continues to develop reading, writing, listening, and speaking skills, and appreciation for the geography, food, music, values, and customs of the Francophone world.
Prerequisite: FREN 101

FREN 201 INTERMEDIATE FRENCH I

Lecture 3, Lab 0, Credit 3 **GT**
Completes the review of the basic grammatical structure of the French language and continues developing appreciation for French culture through the reading of diverse cultural texts. Additional emphasis is placed on reading and writing.
Prerequisites: FREN 102 or equivalent

FREN 202 INTERMEDIATE FRENCH II

Lecture 3, Lab 0, Credit 3 **GT**
Continues skills developed in FREN 201. Further emphasis is placed on reading and writing skills and personal communication. The course develops further appreciation and understanding of the Francophone culture.
Prerequisites: FREN 201 or equivalent

GEOGRAPHY

GEOG 201 INTRODUCTION TO GEOGRAPHY

Lecture 3, Lab 0, Credit 3 **GT**
Surveys significant geographical endeavors and ideas that Western and non-Western cultures have contributed towards the development of modern geography and their impact on historical world events; discusses major topical sub-disciplines that comprise modern geography; introduces concepts, techniques, and tools of physical geography and human geography.

GEOG 203 CULTURAL GEOGRAPHY

Lecture 3, Lab 0, Credit 3 **GT**
Introduces concepts, themes, and techniques of cultural geography; discusses religion, politics, language, population, agriculture, urbanization, environmental, and social problems.

GEOG 206 PHYSICAL GEOGRAPHY: THE ATMOSPHERE

Lecture 3, Lab 0, Credit 3 **GT**
Introduces concepts, themes, and disciplines of physical geography, with an emphasis on *The Atmosphere*. Discussion of the atmosphere and its relationship with the terrestrial and oceanic components of the earth's surface. Introduces topics such as: 1) the major elements of the atmosphere, 2) the relationships between the atmosphere, the earth's terrestrial surfaces and oceans, 3) the role the atmosphere plays in the daily energy balance between the sun and earth, and 4) the human impacts and relationships with the atmosphere.

GEOG 207 PHYSICAL GEOGRAPHY: THE LITHOSPHERE AND BIOSPHERE

Lecture 3, Lab 0, Credit 3 **GT**
Introduces concepts, themes, and disciplines of physical geography, with an emphasis on *The Lithosphere, land and water surface and Biosphere, plant and animal life*. Discussion of the physical earth and its relationships between earth's features and biological phenomena. Introduces topics such as: 1) the major elements of the lithosphere, 2) the relationships between the atmosphere, the earth's terrestrial surfaces and oceans, 3) the role the lithosphere plays in the evolution of life on the earth's surface, and 4) the human impact and interaction with the earth's land surface.

HISTORY

HIST 101 WORLD CIVILIZATION to 1500

Lecture 3, Lab 0, Credit 3 **GT**
Surveys major civilizations of the world before 1500 and emphasizes interactions among them and their influences on each other.

HIST 102 WORLD CIVILIZATION 1500 to present

Lecture 3, Lab 0, Credit 3 **GT**
Surveys major civilizations of the world from 1500 to the present and emphasizes interactions among them and their influences on each other.

HIST 103 HISTORY OF WORLD CIVILIZATION (HONORS)

Lecture 3, Lab 0, Credit 3 **GT**
Surveys the growth and development of world civilizations from prehistoric times to the Protestant Reformation. Emphasizes each civilization's identity and contributions, as well as the impact of political, economic, and social factors on as history and development.
Prerequisite: Placement by department

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HIST 200 HISTORY OF ROMAN REPUBLIC AND EMPIRE
 Lecture 3, Lab 0, Credit 3 **GT**
 Examines historical events from the beginning of Roman Civilization through the fall of Rome. This class will look at social classes, political thought, religious ideas, and economic development and how they played a part in the makeup of Rome and its success and ultimate collapse.

HIST 201 AMERICAN HISTORY COLONIAL TO 1865
 Lecture 3, Lab 0, Credit 3 **GT**
 Surveys United States history from colonial origins to 1865.

HIST 202 AMERICAN HISTORY 1865 TO PRESENT
 Lecture 3, Lab 0, Credit 3 **GT**
 Surveys United States history from 1865 to the present.

HIST 210 LOUISIANA HISTORY
 Lecture 3, Lab 0, Credit 3 **T**
 Surveys Louisiana history from European settlement to the present.

KINESIOLOGY

KIN 100 BEGINNING SWIMMING
 Lecture 0, Lab 2, Credit 1 **C**
 Designed for persons with little or no knowledge of swimming. Includes, but is not limited to, styles of swimming, jumping, diving, deep-water skills, and basic water safety.

KIN 120 FITNESS WALKING
 Lecture 0, Lab 2, Credit 1 **C**
 Designed to teach the novice exerciser the necessary skills and concepts for a lifetime of walking enjoyment. Students will be taught the proper techniques and body mechanics of efficient walking patterns and will be introduced to the components of health-related fitness and contemporary concepts of wellness. Students will learn how to monitor and record their efforts and progress and how to build a personal fitness plan around walking.

KIN 130 AEROBICS
 Lecture 0, Lab 2, Credit 1 **C**
 Designed to promote cardiovascular improvement, muscular strength and endurance, and to reduce body fat through energetic movement set to contemporary music.
Lab Fee Required

KIN 140 BEGINNING WEIGHT TRAINING
 Lecture 0, Lab 2, Credit 1 **C**
 Emphasizes development of muscular strength and endurance through use of free weights and weight machines. Includes a circuit training routine which works all major muscle groups of the body. Presents principles of strength training, safety guidelines, and various training techniques.

LIBRARY SCIENCE

LIBS 101 LIBRARY INFORMATION SERVICES
 Lecture 1, Lab 0, Credit 1 **TO**
 Introduces students to the BRCC Library and its resources. Enhances research skills and knowledge about the myriad of resources and services provided by the library, such as scholarly vs. popular references, periodicals, index citation, abstracts, evaluation criteria for search engines and meta-search engines.

MANAGEMENT

MANG 231 HUMAN RESOURCE MANAGEMENT
 Lecture 3, Lab 0, Credit 3 **T**
 Studies personnel issues to include job classification, compensation, benefits, discipline, and training. Utilizes role-playing and discusses the impact of positive leadership.
Prerequisite: BUSN 110

MANG 201 PRINCIPLES OF MANAGEMENT
 Lecture 3, Lab 0, Credit 3 **T**
 Introduces the fundamentals of management theory, including behavioral and scientific approaches.
Prerequisite: BUSN 110

MANG 222 SMALL BUSINESS MANAGEMENT
 Lecture 3, Lab 0, Credit 3 **T**
 Introduces a design for students who wish to start and operate a small business. Discusses business planning, decision-making, and critical thinking. Requires development of a business plan and a presentation.
Prerequisite: CSCI 101 or CSCI 190

MANG 230 RECORDS MANAGEMENT
 Lecture 3, Lab 0, Credit 3 **T**
 Introduces basic record keeping, management, utilization, control, and storage of records. Teaches application and practice of procedures for coding, indexing, and cross-referencing.



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MATHEMATICS

MATH 092 FOUNDATIONS OF COLLEGE MATHEMATICS

Lecture 3, Lab 0, Credit 3

D

Studies mathematical skills which should provide a strong mathematical foundation to pursue further study. Emphasizes the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Also focuses on percentages, ratios and proportions, rational numbers, and introductory algebraic concepts. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

Prerequisite: *Appropriate placement test score*

Corequisite: *Academic Learning Center attendance*

MATH 093 INTRODUCTORY ALGEBRA

Lecture 3, Lab 0, Credit 3

D

Establishes a foundation in algebraic concepts and problem-solving for the student with a limited algebraic background but with a solid foundation in computational arithmetic skills. Reviews the fundamental operations of addition, subtraction, multiplication, and division involving integers and fractions, graphing on the number line, evaluating simple expressions and polynomials, simplifying expressions containing exponents and simple radicals, solving and evaluating linear equations and inequalities, and solving application problems. Upon completion, students should be able to apply the above concepts in problem-solving using technology where appropriate.

Prerequisites: *Appropriate placement test score or MATH 092 with a minimum grade of "C"*

Corequisite: *Academic Learning Center attendance*

MATH 094 INTERMEDIATE ALGEBRA

Lecture 3, Lab 0, Credit 3

D

Continues the study of algebraic concepts with emphasis on applications. Covers equations and inequalities, graphs and functions, systems of equations and inequalities, polynomials and polynomial functions, radical expressions and equations, roots, radicals, complex numbers, and quadratic functions. Upon completion, students should be able to apply the above concepts in problem-solving using technology where appropriate.

Prerequisite: *Appropriate placement test score or MATH 093 with a minimum grade of "C"*

Corequisite: *Academic Learning Center attendance*

MATH 101 COLLEGE ALGEBRA (5-HOUR FORMAT)

Lecture 5, Lab 0, Credit 3

GT

Offered as a five-hour class equivalent to MATH 110 to meet the needs of students requiring additional class time to be successful. Particularly recommended for students who have not had algebra for some time or whose placement scores are at a level suggesting that the students would benefit from this format. Topics include quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential functions, complex numbers, and theory of equations.

Prerequisite: *Appropriate placement test scores or MATH 094*

Note: *Credit will not be given for both this course and MATH 110.*

MATH 110 COLLEGE ALGEBRA

Lecture 3, Lab 0, Credit 3

GTO

Offered as a three-hour class equivalent to MATH 101. Recommended for students whose math placement scores are at a level suggesting they would succeed with a three-hour class format and who need limited additional resources to succeed. Topics include quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential functions, complex numbers, and theory of equations.

Prerequisite: *Appropriate placement test scores*

Note: *Credit will not be given for both this course and MATH 101.*

MATH 111 PLANE TRIGONOMETRY

Lecture 3, Lab 0, Credit 3

GT

Includes the study of trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates.

Prerequisite: *MATH 101 or MATH 110*

MATH 120 COLLEGE ALGEBRA AND TRIGONOMETRY

Lecture 5, Lab 0, Credit 5

GT

Includes all content covered in MATH 101 or MATH 110 plus the content covered in MATH 111. Offered to students who demonstrate a high proficiency on an appropriate math placement test. Serves as a replacement for MATH 101 or 110 and MATH 111 as a preparation for calculus. Includes quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, theory of equations, trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates.

Prerequisite: *Appropriate placement test score or placement by department*

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MATH 130 INTRODUCTION TO CONTEMPORARY MATHEMATICS

Lecture 3, Lab 0, Credit 3 **GT**
Intended for students in liberal arts and social sciences. Uses basic concepts from algebra, geometry, and discrete mathematics to approach contemporary problems of growth, size, and measurement, handling of data, and optimization.

Prerequisite: *Appropriate placement test score, or placement by department*

MATH 131 COLLEGE MATHEMATICS

Lecture 3, Lab 0, Credit 3 **GT**
Designed for students who desire an exposure to mathematics as part of a liberal education. Includes number systems; logic; counting techniques; probability and statistics; problem solving; basic concepts of algebra including functions, graphs, and systems of equations; and geometry.

Prerequisite: *Appropriate placement test score, or placement by department*

MATH 167 ELEMENTARY NUMBER STRUCTURE

Lecture 3, Lab 0, Credit 3 **T**
Covers the basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving.

Prerequisite: *MATH 101 or MATH 110*

MATH 168 GEOMETRY FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS

Lecture 3, Lab 0, Credit 3 **T**
This course is designed to prepare the student to teach the geometry of the K-8 curriculum. Topics include basic concepts and properties of two- and three-dimensional space, perimeter, area, volume, parallelism, perpendicularity, congruence, similarity, transformations and constructions.

Prerequisite: *MATH 167*

MATH 200 FINITE MATHEMATICS

Lecture 3, Lab 0, Credit 3 **GT**
Designed for Liberal Arts majors who need a second math course to complete their General Education Math requirements or who need additional preparation in math prior to taking MATH 201. Includes systems of linear equations, vectors, matrices, and matrix algebra; linear inequalities and linear programming; counting techniques; permutations and combinations; probability; and basic concepts in introduction to statistics.

Prerequisite: *MATH 101 or MATH 110, or placement by department*

MATH 201 CALCULUS FOR NON-SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3 **GT**
Focuses on limits, continuity, and differential and integral calculus for algebraic, logarithmic, and exponential functions. Introduces applications in business and economics, such as optimization, marginal analysis, and exponential growth models.

Prerequisite: *MATH 101, MATH 110, or MATH 120; MATH 200 recommended*

MATH 202 BASIC STATISTICS I

Lecture 3, Lab 0, Credit 3 **GT**
Includes descriptive statistics: graphical, tabular, and computer data summary; measures of location and dispersion and their application; basic probability, rules, and relationships; Bayes theorem; discrete and continuous probability distributions (especially the binomial and normal); sampling and sampling distribution; inferential statistics; single population; estimation, and hypothesis testing for the mean, proportion, and associated errors; sample size determination; and p-values.

Prerequisite: *CSCI 101 or CSCI 190*

MATH 203 BASIC STATISTICS II

Lecture 3, Lab 0, Credit 3 **GT**
Provides brief review of MATH 202; data analysis (including computer applications) and interpretation using correlation and simple regression, analysis of variance; analytical approaches to decision making using linear programming; and decision analysis.

Prerequisite: *MATH 202*

MATH 210 CALCULUS I

Lecture 5, Lab 0, Credit 5 **GT**
Focuses on limits, continuity, and differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions from analytical and graphical points of view.

Prerequisites: *MATH 101 or MATH 110 and MATH 111 or MATH 120*

MATH 211 CALCULUS II

Lecture 5, Lab 0, Credit 5 **GT**
Continues the focus on applications of the derivative and integral. Includes parametric equations, polar coordinates, infinite sequences and series, three-dimensional geometry, vectors, and partial derivatives.

Prerequisite: *MATH 210 with a minimum grade of "C"*

LEGEND

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MATH 212 MULTIDIMENSIONAL CALCULUS GT
 Lecture 4, Lab 0, Credit 4
 Explores three-dimensional analytic geometry, vectors, vector calculus, partial derivatives, and multiple integrals.
Prerequisites: MATH 210 and MATH 211 with a minimum grade of "C" in each

MUSIC

MUSC 101 MUSIC APPRECIATION GT
 Lecture 3, Lab 0, Credit 3
 Fosters an understanding of music through study of selected examples of music literature. Emphasizes analysis of compositions in cultural and historical context.

MUSC 102 HISTORY OF JAZZ GT
 Lecture 3, Lab 0, Credit 3
 Fosters an understanding of music history emphasizing jazz and Louisiana ethnic music in cultural and historical context.

MUSC 291 FUNDAMENTALS OF MUSIC FOR ELEMENTARY EDUCATION MAJORS T
 Lecture 3, Lab 0, Credit 3
 Designed to provide elementary education majors and para-professionals a knowledge of the elements of music and techniques of performing, creating, and listening to music.

PHILOSOPHY

PHIL 201 INTRODUCTION TO PHILOSOPHY GT
 Lecture 3, Lab 0, Credit 3
 Introduces philosophical ideas, problems, and methods through a study of important philosophers and major systems of philosophy. Includes appearance and reality, human nature, nature of knowledge, relation of mind and body, the right and the good, the existence of God, and freedom and determinism.
Prerequisite: Eligibility for ENGL 101

PHIL 203 INTRODUCTION TO LOGIC GT
 Lecture 3, Lab 0, Credit 3
 Introduces formal and informal reasoning: 1) traditional logic, emphasizing syllogistic theory, validation techniques, and fallacy detection; and 2) elementary formal logic, including truth-tables and propositional logic.
Prerequisite: Eligibility for ENGL 101

PHIL 205 INTRODUCTION TO ETHICS GT
 Lecture 3, Lab 0, Credit 3
 Reviews current ethical theories. Includes lectures, projects, and class discussions concerned with the development of a practical ethical perspective relevant to today's world, especially in the business, legal, and medical fields.
Prerequisite: Eligibility for ENGL 101

PHYSICAL SCIENCE

PHSC 101 PHYSICAL SCIENCE I GT
 Lecture 3, Lab 0, Credit 3
 Gives students a greater appreciation for the wonders of the physical universe in which they live through a study of kinematics, Newton's laws of motion, rotational motion, fluids, thermodynamics, waves, the solar system, and other key topics in astronomy. **Not intended for science majors.**
Prerequisite: MATH 101 or MATH 110
Corequisite: PHSC 101L is strongly recommended

PHSC 101L PHYSICAL SCIENCE I LAB T
 Lecture 0, Lab 2, Credit 1
 Provides the means to gain an empirical understanding of the topics covered in PHSC 101. **Not intended for science majors.**
Prerequisite: MATH 101 or MATH 110 and PHSC 101 or
Corequisite: PHSC 101
Lab Fee Required

PHSC 102 PHYSICAL SCIENCE II GT
 Lecture 3, Lab 0, Credit 3
 Includes basic principles, concepts, and developments in physics, chemistry, and geology. **Not intended for science majors.**
Prerequisite: MATH 101, MATH 110, or MATH 120
Corequisite: PHSC 102L is strongly recommended

PHSC 102L PHYSICAL SCIENCE II LAB T
 Lecture 0, Lab 2, Credit 1
 Covers selected experiments primarily from electricity, magnetism, and chemistry. **Not intended for science majors.**
Prerequisite: PHSC 101 and PHSC 101L
Corequisite: PHSC 102
Lab Fee Required

PHSC 103 PHYSICAL SCIENCE I LAB FOR PTEC/LIBERAL ARTS MAJORS GT
 Lecture 3, Lab 2, Credit 4
 Covers the basic concepts of physics and chemistry in the context of physical science while treating core topics in both areas in a constructivist, student-centered, and hands-on format.
Prerequisites: MATH 101 or MATH 110
Lab Fee Required
Note: PHYS 201 and PHYS 210L can be substituted for PTEC majors desiring transfer credit.

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PHSC 104 PHYSICAL SCIENCE II LAB FOR PTEC/LIBERAL ARTS MAJORS **GT**
 Lecture 3, Lab 2, Credit 4
 Continues PHSC 103 and covers basic physical science and chemistry in a constructivist, student-centered, and hands-on format.
Prerequisite: PHSC 103
Lab Fee Required

PHYSICS
PHYS 110 INTRODUCTION TO PHYSICS **T**
 Lecture 3, Lab 0, Credit 3
 Introduces principles of physics and techniques of problem solving. Emphasizes units of measure; three-dimensional vectors and trigonometry; kinematics; graphical analysis; and equivalent methods in calculus; Newton's laws of motion, work and energy; and oscillating systems.
Prerequisites: MATH 101 or MATH 110 and MATH 111 or MATH 120 or placement to higher level than MATH 120
Corequisite: MATH 210

PHYS 121 GENERAL PHYSICS I FOR PHYSICS MAJORS **GT**
 Lecture 3, Lab 2, Credit 4
 A classical physics course intended for students majoring in physics or astronomy. Includes vector operations with calculus and analytical geometry; kinematics and dynamics of particles and rigid bodies; Newton's laws of motion for translational and rotational motion, work, energy, and conservation of energy; static equilibrium and elasticity; mechanics of fluids; oscillating system waves, and sound; gravitation; kinetic theory of gases; and thermodynamics and heat engines.
Prerequisites: PHYS 110 and MATH 210
Corequisite: MATH 211 (minimum 4 semester-hours credit)
Lab Fee Required

PHYS 122 GENERAL PHYSICS II FOR PHYSICS MAJORS **GT**
 Lecture 3, Lab 2, Credit 4
 A classical physics course intended for students majoring in physics or astronomy. Includes vector operations with calculus and analytic geometry; electric energy and power; dc and ac circuits; electromagnetic waves; geometric optics; physical optics; structure of the atom; quantization of energy and momentum; wave-particle duality; special relativity; and introduction to cosmology.
Prerequisites: PHYS 121 and MATH 211
Lab Fee Required

PHYS 201 GENERAL PHYSICS I **GT**
 Lecture 3, Lab 0, Credit 3
 Non-calculus based physics course that introduces the basic concepts and principles of mechanics, heat and sound. Appropriate for students studying biology, pre-medicine, architecture, technology, earth, and environmental disciplines and other disciplines.
Prerequisite: MATH 111 or MATH 120 or equivalent
Corequisite: PHYS 210L is strongly recommended

PHYS 202 GENERAL PHYSICS II **GT**
 Lecture 3, Lab 0, Credit 3
 Non-calculus physics course that introduces the basic concepts and principles of optics, electricity, magnetism, and topics in modern physics. Appropriate for students studying biology, pre-medicine, architecture, technology, earth and environmental sciences, and other disciplines.
Prerequisite: PHYS 201
Corequisite: PHYS 211L is strongly recommended

PHYS 210 PHYSICS I FOR TECHNICAL STUDENTS **GT**
 Lecture 3, Lab 0, Credit 3
 Calculus-based primary classical physics course intended for students in engineering and other technical disciplines. Includes vector operations with calculus and analytic geometry; kinematics and dynamics of particles and rigid bodies; Newton's laws of motion for translational and rotational motion, work, energy, and conservation of energy; static equilibrium and elasticity; mechanics of fluids; oscillating systems, waves, and sound; gravitation; kinetic theory of gases; and thermodynamics and heat engines.
Prerequisites: PHYS 110 and MATH 210
Corequisite: MATH 211

PHYS 210L GENERAL PHYSICS I LAB **T**
 Lecture 0, Lab 2, Credit 1
 Includes experiments in mechanics, heat, and sound. Designed for students enrolled in both PHYS 201 and PHYS 210.
Corequisite: PHYS 201 or PHYS 210
Lab Fee Required

PHYS 211 PHYSICS II FOR TECHNICAL STUDENTS **GT**
 Lecture 3, Lab 0, Credit 3
 Calculus-based primary classical physics course for students in engineering or other technical disciplines. Includes vector operations with calculus and analytic geometry; electric and magnetic fields; electrical energy and power; dc and ac circuits; electromagnetic waves; geometrical optics; physical optics; quantization of energy and momentum; wave-particle duality; and special relativity.
Prerequisites: PHYS 210 and MATH 211

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PHYS 211L GENERAL PHYSICS II LAB
 Lecture 0, Lab 2, Credit 1 **T**
 Includes selected experiments dealing with electricity, magnetism, optics, and modern physics.
Prerequisite: PHYS 210L
Corequisite: PHYS 211
Lab Fee Required

POLITICAL SCIENCE

POLI 110 AMERICAN GOVERNMENT
 Lecture 3, Lab 0, Credit 3 **GT**
 Introduces the principles, institutions, processes, and functions of the United States government. Emphasizes national government, development of our constitutional system, and the role of the citizen in the democratic process.

POLI 202 INTERNATIONAL RELATIONS
 Lecture 3, Lab 0, Credit 3 **GT**

An introduction to basic factors, concepts and theories of international relations. The objectives, methods and capabilities of modern states and other non-state factors will be surveyed. A study will be made of the institutional form of international relations, ideological orientations and objectives. Emphasis will be on the trends and transformation of the international system during and after the Cold War.

POLI 211 CONSTITUTIONAL LAW
 Lecture 3, Lab 0, Credit 3 **GT**
 Introduces the constitutional mandates embodied in the United States Supreme Court, lower federal courts, and appropriate state appellate courts. This course explores, in depth, the disparity that exists in varying rules of criminal procedure between individual states and the federal system and the realistic solutions reached to accommodate these disparities. This is the same course as CJUS 211.
Prerequisite: POLI 110
Note: Credit will not be awarded for both POLI 211 and CJUS 211.

PROCESS TECHNOLOGY

PTEC 101 INTRODUCTION TO PROCESS TECHNOLOGY
 Lecture 3, Lab 0, Credit 3 **C**
 Introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate. LEAP credit is available.
Prerequisite: Eligibility for College Mathematics and ENGL 101.
Corequisite: CSCI 101 or CSCI 190
Lab Fee Required

PTEC 131 PROCESS INSTRUMENTATION I
 Lecture 2, Lab 2, Credit 3 **CO**
 Studies of instruments and instrument systems used in the petrochemical process industry, including terminology, process variables, symbology, control loops, and basic troubleshooting.
Prerequisite: Eligibility for College Mathematics and ENGL 101.
Corequisite: CSCI 101 or CSCI 190
Lab Fee Required

PTEC 132 PROCESS INSTRUMENTATION II
 Lecture 2, Lab 2, Credit 3 **C**
 Continues Instrumentation I using actual demonstration units. Introduces switches, relays, annunciator system, signal conversion, transmission, controllers, control schemes, advance control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions.
Prerequisites: PTEC 131 and MATH 101 or MATH 110
Lab Fee Required

PTEC 140 OIL AND GAS PRODUCTION I
 Lecture 2, Lab 2, Credit 3 **C**
 Introduces process technology students to the job, duties, and tasks performed by the oil and gas production technician. Covers the role of the oil and gas production technician; the marketing of petroleum and petroleum products; petroleum geology and exploration; drilling operations; well completion, work over and servicing; the wellhead system and equipment; and the emulsion separation and treatment system and equipment.
Prerequisite: Eligibility for College Mathematics and ENGL 101.

PTEC 141 OIL AND GAS PRODUCTION II
 Lecture 2, Lab 2, Credit 3 **C**
 Continues PTEC 140. Covers the natural gas treatment, dehydration and compression systems and equipment; process water treatment systems and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; safety, health and environmental considerations relative to the field of oil and gas production; and an introduction to petroleum refining and processing.
Prerequisite: PTEC 140

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**PTEC 161 PROCESS TECHNOLOGY I
EQUIPMENT**

Lecture 2, Lab 2, Credit 3 **CO**
Introduces equipment used in the process industry. Studies many process industry-related equipment concepts including purpose, components, and operation. Emphasizes the process technician's role in operating and troubleshooting equipment.

Prerequisites: PTEC 101 and appropriate placement test scores

Lab Fee Required

PTEC 203 SAFETY, HEALTH, AND ENVIRONMENT

Lecture 2, Lab 2, Credit 3 **CO**
Introduces various types of plant hazards, safety and environmental systems and equipment, and regulations under which industry is governed.

Prerequisites: PTEC 101 and PTEC 131 (online course requires CSCI 101 or CSCI 190)

Lab Fee Required (Note: Lab fee applies only to the on-line class)

PTEC 207 QUALITY

Lecture 3, Lab 0, Credit 3 **CO**
Introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC).

Prerequisites: PTEC 131 and PTEC 161 (online course requires CSCI 101 or CSCI 190)

Lab Fee Required (Note: Lab fee applies only to the on-line class)

**PTEC 242 PROCESS TECHNOLOGY II
UNIT SYSTEMS**

Lecture 2, Lab 2, Credit 3 **CO**
Studies the interrelation of process equipment and process systems by arranging process equipment into basic systems; by describing the purpose and the function of specific process systems; by explaining how factors affecting process systems are controlled under normal conditions; and recognizing abnormal process conditions. Introduces the concept of system and plant economics.

Prerequisite: PTEC 132, PTEC 203, CHEM 101, and CHEM 101L, or CHEM 104 and CHEM 104L

Corequisite: PTEC 263

Lab Fee Required

**PTEC 243 PROCESS TECHNOLOGY III
OPERATIONS/CAPSTONE**

Lecture 3, Lab 2, Credit 4 **CO**
Teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Studies concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Project required.

Prerequisite: PTEC 242 and PTEC 263

Lab Fee Required

PTEC 244 PROCESS TROUBLESHOOTING

Lecture 2, Lab 2, Credit 3 **C**
Applies a six-step troubleshooting method for solving and correcting operation problems. Focuses on malfunctions as opposed to process design or configuration improvements. Uses data from the instrumentation to determine the cause for the abnormal conditions in an organized and regimented way.

Prerequisite: PTEC 242 and PTEC 263

Lab Fee Required

PTEC 263 FLUID MECHANICS

Lecture 2, Lab 2, Credit 3 **CO**
Addresses fluids, fluid types, chemical and physical natures and factors affecting fluids while in motion. Reviews basic calculations relative to flow and volume. Discusses other topics such as laminar/turbulent flow, viscosity, and Reynolds Number.

Prerequisites: PTEC 131 and PTEC 161, MATH 101 or MATH 110, PHSC 101 and PHSC 101L, or PHYS 201 and PHYS 210L

Corequisite: PTEC 242

PTEC 291 PROCESS TECHNOLOGY INTERNSHIP

Lecture 1, Lab 9, Credit 3 **C**
Students must work a minimum of 135 supervised hours in a local industrial setting.

Prerequisites/Corequisites: PTEC 161, and PTEC 203, and departmental approval



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PSYCHOLOGY

PSYC 200 PSYCHOLOGY OF ADJUSTMENT

Lecture 3, Lab 0, Credit 3 **GT**

Addresses both scientific and applied aspects of the psychology of adjustment. Includes aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Designed to facilitate self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.

PSYC 201 INTRODUCTION TO PSYCHOLOGY

Lecture 3, Lab 0, Credit 3 **GT**

Designed to expose students to major theories, research methods, and applied areas of psychology. Serves as a prerequisite for most advanced psychology courses at BRCC and surrounding four-year universities.

PSYC 202 PSYCHOLOGY OF DEVELOPMENT

Lecture 3, Lab 0, Credit 3 **T**

Addresses both scientific and applied aspects of the field of developmental psychology and how it applies to development of humans throughout their lifespans. Includes childhood, adolescence, adult and aging, and changes experienced during these periods. Examines social and formal learning, personality development and adjustment, and interpersonal relationships.

Prerequisite: PSYC 201

PSYC 203 EDUCATIONAL PSYCHOLOGY

Lecture 3, Lab 0, Credit 3 **T**

Addresses both scientific and applied aspects of field of educational psychology and how it is applied to education and learning. Includes aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Designed to facilitate self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.

Prerequisite: PSYC 201

PSYC 204 PSYCHOLOGY OF CHILD DEVELOPMENT

Lecture 3, Lab 0, Credit 3 **T**

Addresses both scientific and applied aspects of child development from conception up to adolescence. The course includes the study of growth, adjustment, and the capacities of children at different stages of development including physical, cognitive, social, and personality development.

Prerequisite: PSYC 201

READING

READ 090 FOUNDATIONS OF READING 090

Lecture 3, Lab 0, Credit 3 **D**

Prepares students for the demands of college-level reading. Reviews and builds upon the basic skills necessary for the student to become an efficient and critical reader.

Prerequisite: Appropriate placement test score

Corequisite: Academic Learning Center attendance

READ 091 FOUNDATIONS OF READING 091

Lecture 3, Lab 0, Credit 3 **D**

Enhances reading skills in preparation for college-level textbook reading. Reviews the basic skills necessary for students to become better readers and stronger thinkers. Students will complete a special project to satisfy course requirements.

Prerequisite: Appropriate placement test score and/or READ 090 with a minimum grade of "C"

Corequisite: Academic Learning Center attendance

REAL ESTATE

REAL 102 REAL ESTATE PRINCIPLES I

Lecture 3, Lab 0, Credit 3 **C**

Provides an overview of the entire career field of real estate. Includes study relative to closing costs, economics, financing, land, marketing, and written instruments. Also discusses terminology and the career ladder in this industry, and includes discussion of Louisiana Civil Law.

REAL 202 REAL ESTATE PRINCIPLES II

Lecture 3, Lab 0, Credit 3 **C**

Continues REAL 102. Includes study of financing, taxes and assessments, appraisal, licensing, and employment and agency relationships. Also includes discussion of Louisiana Civil Law.

Corequisite: REAL 102

SOCIOLOGY

SOCL 200 INTRODUCTION TO SOCIOLOGY

Lecture 3, Lab 0, Credit 3 **GT**

Provides students with an understanding of human society and social life. Introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists: techniques of research; components of culture; social organization, institutions, inequality; and social change.

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SOCL 205 CONTEMPORARY SOCIAL PROBLEMSLecture 3, Lab 0, Credit 3 **GT**

Focuses on both the individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.

SPANISH**SPAN 101 ELEMENTARY SPANISH I**Lecture 3, Lab 0, Credit 3 **GT**

Introduces Spanish language and culture and explores the basic grammatical structure of the Spanish language. The course develops writing, reading, listening, and speaking skills, as well as appreciation for the geography, food, music, values, and customs of the Hispanic world.

SPAN 102 ELEMENTARY SPANISH IILecture 3, Lab 0, Credit 3 **GT**

Extends elementary knowledge of the basic grammatical structure of the Spanish language and the culture. The course continues to develop reading, writing, listening, and speaking skills, and appreciation for the geography, food, music, values, and customs of the Hispanic world.

Prerequisite: SPAN 101 or equivalent

SPAN 201 INTERMEDIATE SPANISH ILecture 3, Lab 0, Credit 3 **GT**

Completes the review of the basic grammatical structure of the Spanish language and continues developing appreciation for Hispanic culture through the reading of diverse cultural texts. The course includes additional emphasis on reading and writing.

Prerequisite: SPAN 102 or equivalent

SPAN 202 INTERMEDIATE SPANISH IILecture 3, Lab 0, Credit 3 **GT**

Continues skills developed in SPAN 201. Emphasis is placed on reading and writing skills and personal communication. The course develops further appreciation and understanding of the Hispanic culture.

Prerequisite: SPAN 201 or equivalent

SPEECH**SPCH 101 FUNDAMENTALS OF COMMUNICATION**Lecture 3, Lab 0, Credit 3 **GT**

Develops an awareness and appreciation of the history and traditions of speech communication as a field of academic study. Includes fundamental codes, functions, and processes of oral communication and public speaking assignments.

SPCH 120 TECHNIQUES OF SPEECHLecture 3, Lab 0, Credit 3 **GT**

Teaches basic public presentation principles and skills and considers ethics of public speaking. Students complete a speech of introduction, an informative speech, a demonstration speech, a persuasive speech, and a special occasion speech.

Prerequisite: Eligibility for ENGL 101

SPCH 210 INTERPERSONAL COMMUNICATIONLecture 3, Lab 0, Credit 3 **GTO**

Introduces basic principles and theories of interpersonal communication. The course includes practical skills for enhancing everyday relational communication in a variety of social and professional settings. Interpersonal communication enhances appreciation for intercultural, gender, and power issues in dyadic communication.

Prerequisite: Eligibility for ENGL 101

SPCH 220 COMMUNICATION FOR BUSINESS PROFESSIONALSLecture 3, Lab 0, Credit 3 **GT**

Assists students in business-related presentations. Students complete one information-seeking interview and two four-to-six minute presentations, including one group presentation. Also examines general theories and principles of organizational communication.

Prerequisite: Eligibility for ENGL 101

SPCH 230 COMMUNICATING IN THE CLASSROOMLecture 3, Lab 1.5 Credit 3 **T**

This course is designed to give paraprofessionals and education majors the knowledge of basic communication principles and how they relate to the teaching and learning situation. Class instruction will heighten early awareness of conventions, requirements and expectations that are associated with teaching to better help themselves for the community in which they will serve. Course content provides theoretical and practical training in the area of oral address and is designed to enhance the skills used in speaking through observations, practice and insightful criticism. Twenty hours of field experience in a school setting will be required.

Prerequisite: Eligibility for ENGL 101

SPCH 240 PERFORMANCE OF LITERATURELecture 3, Lab 0, Credit 3 **GT**

Introduces students to the study of literature through performance of poetry, prose, and dramatic literature. Students prepare texts for performance, study various methods of performing texts, and write about literary texts, performances and performing. The course includes in-class performances, written assignments and cultural critiques.

Prerequisites: Eligibility for ENGL 101

LEGEND

C = career programs and no transfer	O = online course or internet-based
D = no transfer nor count toward graduation	V = CD ROM or video course
G = General Education course	CV = compressed video course
T = transfer	L = LPB VHS course

SPCH 263 ARGUMENTATION AND DEBATE

Lecture 3, Lab 0, Credit 3

GT

Introduces fundamentals of argumentation and debate: analysis, brief-construction, evidence, reasoning, and refutation. This course explores rhetorical tradition from Socrates to modern civic debate. Students debate vital questions of the day.

Prerequisite: *SPCH 101, SPCH 120, or equivalent*

THTR 200 ACTING I

Lecture 3, Lab 0, Credit 3

T

Exercises the separate parts of the composite art of acting: thought, emotion, and specific movement and vocal techniques. Emphasizes improvisation and practical exercise leading to formal scene work. Develops a firm foundation in basic acting technique.

Lab Fee Required

THEATRE

THTR 100 INTRODUCTION TO THEATRE

Lecture 3, Lab 0, Credit 3

GT

Surveys history of theatre and develops an appreciation and enjoyment of dramatic art. Develops an appreciation for artists who bring the playwrights' pages to life and considers the contribution to the audience.

LEGEND

C = career programs and no transfer

D = no transfer nor count toward graduation

G = General Education course

T = transfer

O = online course or internet-based

V = CD ROM or video course

CV = compressed video course

L = LPB VHS course

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